

Appendix 3
CANADIAN TAEKWON-DO FEDERATION INTERNATIONAL
Rules of Competition Coloured Belt and Black Belt Provincial, Regional and National
Level Competition Version 6.0 2017
Effective June 1, 2019

Duties of the Tournament/Event Host (other than In-House Tournaments/Events)

1. Choose the venue according to minimum venue requirements as follows:

Venues must adequately meet the requirements for safety and comfort of competitors and spectators.

- I. ITF of B.C. Provincial Championships, ITF of B.C. BC Cup, and Friendship/Invitational Tournaments must provide adequate facility for a minimum of 250 competitors and a floor space for 4 to 6 competition rings measuring 9mx9m or 8mx8m rings (plus an additional 1 meter "run out" area), Adequate space between rings and roped off areas are required to be a minimum of 2.5 meters. Some latitude can be considered on an exception basis. Such exception(s), with supporting rationale, must be approved by the ITF of B.C. Board of Directors after input by the Tournament Committee and the Umpire Committee. All such exception requests must be presented as outlined above at least 30 days prior to the tournament.
- II. Venues must also have a seating area away from the floor (min. 4 meters) for spectators.
- III. Venues should contain a lunch area for Officials, and have a concession/food access on site for guests and competitors. Lunch is to be provided for all volunteers, umpires and Officials and should be adequate to provide nourishments and energy for working the competition. Bottled water must be provided free of charge to all Officials and volunteers.
- IV. Note: If a food area is not available for competitors, information on close by restaurants should be provided in the information package.
- V. Venues must accommodate a First Aid station in a separate area with adequate access for both competitors and spectators.
- VI. Venues must have a security plan in place.
- VII. All venues must have proper competition flooring. (minimum 20mm Martial Art Puzzle Mat)
 - a. If the host does not own the required competition surfaces he/she must rent or purchase the proper surface
- VIII. Venues must have adequate parking for both competitors and spectators.
- IX. Venues must have adequate washroom facilities and be monitored to ensure cleanliness and proper supplies.
- X. All venues must be approved by the Board of Directors

Appendix 3 - Duties of the Tournament/Event Host – Continued

2. Arrange an accommodation option in the form of an “Official Hotel”
3. Provide and train event staff/volunteers as to procedures of ITF tournaments and volunteer duties
4. Arrange certified first aid/medical staff for the tournament.
5. Provide lunch and refreshments to all umpires, Officials and volunteers
6. Compile all entrants into their respective divisions and draws and ensure that the draws are according to the most current CTFI Rules of Competition (Unless unavoidable, two competitors from the same school should not meet in the first round). A list of competitors and their respective divisions must be supplied to the competitors’ Instructor and the tournament host a minimum of 14 days prior to the tournament/event for verification/confirmation with their competitors. Both the tournament host and the competitors’ instructor must confirm back to the Tournament Committee everything presented is correct and acceptable to all competitors.
 - a. During the ITF of B.C. Provincial Championships & ITF of B.C BC Cup these duties will be carried out by the ITF of BC Tournament Committee.
7. Ensure that ring assignments for Officials are completed prior to event day.
 - a. This should include “Teams of Officials” sufficient to allow breaks within the Officials assigned to each ring for the full day
 - b. During the ITF of B.C. Provincial Championships & ITF of B.C BC Cup these duties will be carried out by the ITF of BC Umpire Committee
8. Arrange and facilitate any auxiliary events to the tournament (dinners, courses, meetings etc.)
9. Provide Instructors with an invitation/information *letter/package no less than 8 weeks prior to the event that must include the following: (*Ensure all sanctioning groups’ logos is on the letter.)
 - a. Dates and times of the event
 - b. Venue information, including maps
 - c. Information regarding the rules and divisions
 - d. Registration forms including all fees
 - e. Official hotel accommodation information, including pricing
 - f. General schedule of events (does not have to specify the order of competition)
 - g. Information for Instructors on the preferred process of registration and any forms if applicable
 - h. Information about food and beverage services at the event or local area.
 - i. Any other information pertinent to making the tournament a better experience for competitors, Officials, umpires, spectators and guests.
10. The host **must not** be a registered competitor at the event.
11. The host **must** be dressed in official ITF attire on the day of the tournament. This includes a suit with appropriate colored tie.
12. The host is responsible to make himself/herself available to assist the ITF of BC tournament chair in the running of the head table functions