



USATKD Sanctioned Event Policy

Events Department

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EVENT SANCTION REQUIREMENTS

Event Sanction Minimum Standards

Events must meet minimum standards to receive the sanction level requested. If an event does not meet the minimum standards, that event will be regulated down to the sanction level where the minimum standards are met.

State

To receive credit for a state in attendance at a sanctioned event, at least ten (10) different athletes from the same state need to be registered and confirmed for the event. The event will not be considered to have a state represented at the tournament unless there are ten (10) individual athletes with confirmed registrations by the registration deadline. One individual registering for multiple events only counts as one registered athlete. If there are less than ten (10) athletes confirmed for the event, it will not count as a state being represented at the event.

Clubs

To receive credit for a club in attendance at a sanctioned event, at least five (5) different athletes from the same club need to be registered and confirmed for the event. The event will not be considered to have a club represented at the tournament unless there are five (5) different individuals from the same club with confirmed registrations by the registration deadline. One individual registering for multiple events only counts as one registered athlete. If there are less than five athletes confirmed for the event, it will not count as a club being represented at the event.

International

To receive credit as an international event there needs to be at least five (5) athletes from other countries, other than the United States, registered and confirmed for the event. Countries other than the U.S. will need to have only one athlete registered and confirmed to have representation of that country. One individual registering for multiple events only counts as one registered athlete.

Event Ranking	Type of Event	Sanction Fee	Event Information
2.0	Area events	\$250	Area clubs
4.0	Local events	\$350	USATKD: Minimum 2 states & 5 clubs
10.0	Regional/International events	\$750	4 states, 10 clubs, & 5 countries (other than USA)

See USATKD Points document for the details on how points will be allocated per each event type. Host are also required to seed athletes according to points as of Thursday prior to the event.

	Minimum Number of Athletes Needed
State	10
Club	5
International	1

Events will submit a sanction application, which must be approved by USATKD. Organizers will be allowed to select desired event ranking. If an event fails to meet the required standards set forth by the sanction policies seven (7) days prior to start of the event, the event will be changed to the appropriate sanction level. The event organizer will be required to inform all registered participants of the change of the sanction level. If an event fails to meet the event standards, the event will be fined \$200. Athletes will receive points for the actual event sanction level of the tournament. An event cannot move up in a ranking if it meets the higher-ranking requirements after the sanction level has been approved. Athletes will only receive points based off the approved event ranking.

If an event rank is downgraded and an athlete chooses to not participate due to a lower ranking, the event organizer must issue a full refund of the event registration.

Events that are within 400 miles of each other cannot be held on the same weekend. Events will be approved on a first-come basis, as long as all documents have been submitted and approved. Sanctioned Events cannot take place on the same weekend as a USATKD State Championship within the same state. Additionally, events in a different region will not be sanctioned if that Sanctioned event is within 400 miles of a USATKD State Championships.

MEMBERSHIP REQUIREMENTS

The Event Director, Event Assistant (if applicable), Referee In-Charge, and the Host Club must all have the appropriate and current USATKD membership. The Event Directors, Event Assistants, and Referee In-Charge must also have completed and clear a background check, and completed the U.S. Center for SafeSport video training within the last 2 years.

The hosting club must be an approved club for the year in which the event is being sanctioned.

All athletes, coaches, and referees are required to hold the appropriate and current USATKD membership prior to the start of the competition. **If anyone participates without a current USATKD membership, then the liability insurance will be invalid and the Tournament Director/Club shall assume all responsibility for any injury or liabilities accrued at the event. There will be a \$50 fine for each participant that does not have a current USATKD membership.**

Important Notice: All coaches, referees, and club owner/instructors 18 and older are required to complete and pass the USATKD background check prior to being a member of USATKD and before registering for USATKD sanctioned events. Please see the USATKD website for further details. Additionally, they will be required to view and complete the [U.S. Center for SafeSport](#) training before renewing their membership. Background checks and the [U.S. Center for SafeSport](#) training must be completed every two years.

All documents regarding the sanctioned event must inform the participants that everyone is required to be a member of USATKD and meet the membership requirements to participate in the event. When discussing how to obtain USATKD membership on all promotional and registration material please use the following link. <https://www.usat.hangastar.com/login.aspx>.

REGISTRATION

All participants must register via the USATKD online registration system. The USATKD Events Department will manage the online system and collect all paperwork prior to the event. The event and any registrations will be moved over to the new online registration system once it is ready. The Event Director will be responsible for collecting all registration paperwork associated with the event on-site, which must be sent to USATKD immediately after the conclusion of the event.

NO DAY-OF/ONSITE REGISTRATION WILL BE ALLOWED. If the Event Organizer allows on-site registration, the sanctioned event, as well as, the individual's qualification may be voided. An Event Organizer can request permission to accept on-site registration in special circumstances by contacting the USATKD Events Department. These requests must only be made by the Event Organizer. USATKD will consider each case on its individual merits, and where possible will work with the event to assist. Permission will only be granted if there are strong, valid and exceptional reasons for providing the exemption and this will not become normal practice. *If an Event Organizer allows onsite/day of registration without the approval of the USATKD National office, they will receive a fine of \$50 per athlete or coach allowed to register.*

The reason for the strict requirement of no on-site registration is because USATKD has a responsibility to do all it can to safeguard our athletes and members, and it is often impossible to verify that an unregistered participant is a member and/or has successfully passed a background check. Protection of all involved with USATKD is and will remain a major focus of attention in such circumstances, and no decisions will be taken that could potentially increase risk of any incident occurring. State Associations found to be allowing on-site registrations without a special exemption from USATKD will be fined.

If an athlete does not have a black belt certification uploaded to their profile or provide a copy of certification at the time of registration, the Event Organizer will be able to utilize the black belt verification form

All online registration fees will be collected by USATKD and paid directly back to the Event Host minus the per participant surcharge. The **\$10** surcharge covers the expense of the online registration and administrative cost through the USATKD Events Department. Event Directors are responsible for creating all registration deadlines and fees for their event.

Upon the final registration deadline, 50% of the current registration fees will be paid to the Event Director via check or ACH transfer to the provided bank account. The final 50% will not be paid until the event's conclusion, complete reconciliation and the Post Event Report items are submitted to USATKD. The reconciliation includes all items listed in the Post Event Report

checklist and any USATKD membership applications collected at the event and appropriate fees associated with those applications. The Event Director can request to receive a percentage of their funds prior to the final registration deadline but will need to allow 3-5 business days for receipt of ACH transfers and 5-7 business days for checks. Events will be charged for all participants (no fee for referee registration) that register for the event regardless if the participant paid the event registration fee or not.

ATHLETE QUALIFICATIONS & DIVISIONS

USATKD uses the date December 31 of the given year (December 31, 2019) to determine the age of all competitors. For example: an athlete turns 10 on November 18, 2019, so they would compete as a 10-year-old in the given event, even though they are 9 years old at the time of the event for all divisions. The exception to this rule is for those divisions in which an athlete is eligible to make the USATKD National Team which would be competing in a Championship (World or Pan Am) or Olympic Games and the Team Trials, being held the following year. These divisions include 12-14 (Cadet) World Class Sparring, 15-17 (Junior) World Class Sparring, and 17-32 (Senior) World Class Sparring black belt divisions.

COMPETITION RULES

Each event must use and follow the USATKD rules and regulations. For current sparring and poomsae rules please refer to the following link, <http://www.teamusa.org/USA-Taekwondo/Events/Competition-Rules.aspx>.

Sparring – All events **are REQUIRED** to use electronic scoring. It is recommended to use electronic body protector scoring. Daedo Truescore is the official sponsor of USA Taekwondo. We recommend using Daedo Truescore, but other electronic systems may be used.

Event Organizer may offer the Olympic weight divisions for the Senior Black Belt World Class divisions for sanctioned events. If an event uses the Olympic weight divisions athletes must declare which World weight division, they want their points to be awarded to at the time of the event. Athletes will have to fill out a Declaration of Weight Form and it will be the responsibility of the Event Organizer to return the forms to the USATKD Event Department at the end of the event. If an athlete does not declare what World weight division the points should go to, the points will go to the division they weighed in at during the event (no exceptions).

Poomsae – All events may choose must use the Cut-Off Format for the sanctioned event. Poomsae competition rules can be found at <https://www.teamusa.org/usa-taekwondo/v2-events/competition-rules>.

Weigh-In for sparring competitors is REQUIRED to be held the day before each sparring divisions. NO EXCEPTIONS WILL BE MADE TO THIS RULE. Host is required to send in a copy of the official weigh-in sheets for sparring.

Competition Area – All events must use a ring size of 8m x 8m with a 1m safety border on each ring. A 10ft safety zone should be the minimum between rings.

COACHING REQUIREMENTS

All coaches **ARE REQUIRED** to hold at minimum an [Associate Coach \(AC\) Certification](#) within the USA Taekwondo CIDP program, be a current member, have completed the SafeSport training, and have taken and cleared the USATKD background check (every 2 years). Coaches may obtain the AC certification by passing the Associate Coach Quiz within the Hang-a-star system. AC Coach Quiz should be completed at least three (3) business days prior to the sanctioned event registration deadline to allow for grading. Coaches will also be required to view the [U.S. Center for SafeSport](#) video. The SafeSport video and background check must be completed before a coach can take the AC Quiz and register for an event. A background check and SafeSport video must be completed every two (2) years.

All documents regarding the event must inform coaches that they are required to be a member of USA Taekwondo, take and clear the USA Taekwondo background check every two years, complete the SafeSport video training, and have, at minimum, an AC certification to participate in the event. When discussing how to obtain a USA Taekwondo CIDP AC certification, please use the following link.

<http://www.teamusa.org/usa-taekwondo/v2-coaching/coach-education-program>

REFEREE REQUIREMENTS

All referees must be certified by USATKD to referee at a USA Taekwondo Sanctioned Event. Events can host a seminar around their tournament. This seminar will ensure all referees participating in the event are up to date on certification and rule changes. First-time seminar participants are permitted to referee at the event. All Referees participating in the event must complete and pass a background check. Starting in 2018, referees will be required to view the USOC Safe Sport Video. The SafeSport video and background check must be completed before a referee can register for an event. A background check and SafeSport Video must be completed every two (2) years. Referees participating at the event will need to reference the USA Taekwondo Referee handbook for certification requirements. USA Taekwondo recommends, but does not require, that referees are paid to help offset any of their cost incurred during the event.

Event Directors are required, as part of the Post Event Report, to provide a list of referees that officiated the event along with the referee rank, referee number, and USATKD membership number.

MEDICAL REQUIREMENTS

All medical staff will now be required to watch the [U.S. Center for SafeSport](#) training and complete a background check. The only exception to this is if you have contracted an ambulance service and the staff are paramedics. Licensed paramedics are not required to complete a background check or watch the SafeSport videos when they are assigned by this contract.

Personnel – It is required to have one of the following on site at all times:

- One MD (Medical Doctor) or DO (Doctor of Osteopathy) trained in concussion evaluation
- ATC (Certified Athlete Trainer)/LAT and/or ALS Unit (Advanced Life Support). Basic Life Support is NOT sufficient. This may be a volunteer crew only if they have all ALS equipment.

EMTs, nurses and chiropractors do not fulfill most states requirements for concussion assessment training. Also, neither do podiatrists, dentists, gynecologists, urologists, and other such physicians who do not deal with concussions on a regular basis.

Must have one licensed medical staff person for every three rings. Additional medical staff can be the following, as long as decisions for return to play following a concussion assessment is completed by MD/DO, ATC, or Paramedic:

ATC (Certified Athletic Trainer)	PA (Physician's Assistant)
DC (Chiropractic Physician)	PT (Physical Trainer)
EMT (Emergency Medical Technician)	RN (Registered Nurse or Nurse Practitioner)
Orthopedic Extender	

A copy of the following documentation from each medical staff working the event is required:
Medical License or Certification of Liability/Malpractice Insurance:

Updated Resume	Liability Waiver signed by each individual
Updated License	

Documentation **must** be mailed/faxed to the USA Taekwondo office no later than three (3) weeks prior to the start of the event. The certificate of insurance will not be issued until this documentation is provided. Event Directors will be strictly held to this deadline. **If the documentation is not submitted within the timeframe established a \$100 penalty fee will be taken out of the registration funds and/or the sanction will be canceled.**

Medical Documentation

USAT requires medical documentation for all injuries. All event directors will be required to use the USA Taekwondo medical/injury forms. **Completed forms are to be mailed to the USA Taekwondo office in a sealed envelope marked as Confidential Medical** no later than seven (7) days following the event along with the Post Event Report. Medical forms are located for will be sent upon verification and approval of the medical staff.

****The following 30-day rule will be applied to any athlete who is "knocked out" or becomes unconscious****

"Any athlete who is knocked out or loses consciousness for any amount of time, whether briefly or for an extended period of time, OR any athlete who does not clear all neurological tests administered by the USA Taekwondo Sports Medicine" Personnel within 20 minutes of head injury/contact will have the 30-day-out rule applied and may not continue participation that day. The athlete is required to seek an evaluation by their own doctor at the conclusion of these 30 days and show written release from this physician before being allowed to return to participation. No activity (running, weightlifting, taekwondo, etc.) is allowed until all signs and symptoms occurring from the head injury have cleared completely. USA Taekwondo Sports Medicine Staff reserves the right to refuse to allow an athlete to participate or continue participation if they deem that a head injury has occurred. All athletes sustaining a hit to the head deemed substantial enough to be seen by the USA Taekwondo Sports Medicine Personnel must remain under observation for a minimum of 20 minutes."

INSURANCE

Once the event has been approved and medical personnel documentation has been submitted, the Event Director will receive the certificate of liability insurance covering the event and any additional insured entities. This information needs to be provided in the appropriate section of the event sanction application.

It is understood that if the Event Director does not run the sanctioned event according to this manual and USATKD event sanction agreement, then the liability insurance will be invalid and you will be responsible for all injuries and liabilities at the event. All qualifying athletes may have their results voided.

POST EVENT

At the completion of the event, a Post Event Report must be submitted to include the following items:

- Completed electronic results in the designated USATKD format.
- Weigh-in sheets that show each athlete's weight and signature
- Completed results in a bracket format or list format in the case of Poomsae
- A list of all referees including their level of certification, referee number, membership number, and referee rank.
- Sealed envelope with completed medical forms.
- All documents collected for "pending" athletes.
- Senior Athlete Declaration of Weight Form (if using Olympic weight divisions).
- Exhibition Match Forms

This Post Event Report must be submitted to the USATKD Events Department no later than 14 days after the last day of competition. If required documentations are not submitted within 60 days of competition; the event will be charged an additional 10% fee off the total registration fees collected for each successive month that documents are not submitted.