STATE CHAMPIONSHIP EVENT ORGANIZING

Congratulations on wanting to sanction/host a USA Taekwondo State Championship. This manual prepared by USA Taekwondo (USAT), the National Governing Body for Olympic Taekwondo in the United States, is provided to assist you in successfully planning, promoting and conducting a State Championship. It touches on most aspects of hosting a State Championship. Some details may not apply to your event. Also, please refer to your event sanction and State Association agreement for specific tasks that may not be listed in this guide.

If you have any questions, please feel free to contact USA Taekwondo’s Event Department at the email or telephone number below. Unless you are advised otherwise, your contact person at USAT is the Director of Events. Thank you for contributing to our quest to be #1 in the world. Good Luck!

USA Taekwondo
Events Department

Jeanna Mendoza – Director of Events
Email: Jeanna.mendoza@usa-taekwondo.us
Tel: 719-866-4289

Stacy Andrews – Manager of Events and High Performance
Email: stacy.andrews@usa-taekwondo.us
Tel: 719-866-3624

1 Olympic Plaza
Colorado Springs, CO 80909
Fax: (719) 866-4642
STATE CHAMPIONSHIP EVENT TIMELINE & CHECKLIST

☐ State Association fees ($200) and State Championship sanction fees ($250) submitted to USAT, along with sanction event and referee seminar applications.

☐ Minimum 3 weeks prior to State Championship event dates the Pre-Event Manual must be submitted to USAT.

☐ 1-3 weeks prior to State Championship event dates State Association/Local Organizing Committee must conduct an approved Referee Seminar.

☐ Minimum 21 days prior to State Championship event dates, USAT will provide insurance certificate.

☐ At the close of State Championship event registration, USAT will provide 50% of current registration fees to provided bank account.

☐ At the close of State Championship event registration, USAT will provide event registration list, membership forms, and electronic results template.

☐ Day of the event the State Association/Local Organizing Committee will collect any membership forms and fees, and all missing registration documents. Missing registration documents may include proof of citizenship or residency, insurance information, insurance/medical waivers.

☐ 2 weeks after the State Championship event dates State Association/Local Organizing Committee must submit post-event report, electronic result form, completed event results (brackets) and all collected information and membership fees. Please separate documents accordingly for easy processing in the USAT office. Please see post-event report section of the manual for complete list of requirements.

☐ Once post-event report and documents are received, USAT will remit final 50% of State Championship registration fees to provided bank account.
State Association / Local Organizing Committee

The USAT State Championship “event” will be organized by the Local Organizing Committee/State Association (LOC/SA) with guidance from USA Taekwondo. The contract to organize and conduct the event is made between the LOC/SA and USA Taekwondo to help ensure these events are of the quality USA Taekwondo desires. Any questions or concerns regarding contract interpretation should be directed to the Director of Events.

**Fees:** USA Taekwondo requires that all State Associations be current with their annual State Association fee of $200 prior to any sanctioning of a USAT State Championship.

The **State Championship sanctioning fee is $250**, which includes the USAT Event Liability Insurance. This fee is non-refundable and may be paid by credit card (Visa, Master Card), Money Order, or State Association check. No personal or club checks will be accepted. State Associations must submit their State Championships sanction application no later than 30 days prior to the requested State Championship dates.

LOC and State Associations are responsible for all fees incurred by the venue and equipment rental, accommodations for personnel, meals, medical and other event related expenses.

USA Taekwondo Membership Requirements

**USA Taekwondo Membership:** All athletes, coaches and referees are required to hold the appropriate and current USA Taekwondo membership prior to the start of the competition. **If anyone participates without a current USA Taekwondo membership then the liability insurance will be invalid and the LOC or State Association shall assume all responsibility for any injury or liabilities accrued at the event.**

All documents regarding the State Championship must inform the participants that each individual is required to be a member of USA Taekwondo to participate in the event. When discussing how to obtain a USA Taekwondo membership on all promotion and registration material please use the following link.

[https://www.usat.hangastar.com/login.aspx](https://www.usat.hangastar.com/login.aspx)
Selecting State Championship Dates

All USAT State Championships must be held from January 1 – April 30, 2014. This date range has been selected to allow time for necessary documentation to be sent to USAT in preparation for the USAT National Championships.

State Championships may not be held during the same dates as USAT hosted event in the same area. Additionally, no other event may be held on the same day or in conjunction with the State Championship. For a list of USAT events, please check www.usa-taekwondo.us, or contact the Events Department.

State Championship Registrations

All participants must register via the Hang-A-Star online registration system. The USA Taekwondo Event Department will manage the online system and collect all paperwork prior to the event. The State Association will be responsible for collecting all registration paperwork associated with the event on-site, which must be sent to USAT immediately after the conclusion of the event.

All online registration fees will be collected by USAT and paid directly back to the LOC/State Association minus the per participant surcharge. The $10 surcharge covers the expense of the online registration and administrative cost through the USAT Events department. LOC or State Associations are responsible for creating all registration deadlines and fees for their event.

Upon the registration deadline, 50% of the current registration fees will be paid to the State Association via check or ACH transfer to the State Association provided bank account. The final 50% will not be paid until the events conclusion and complete reconciliation. The reconciliation includes USAT receiving the post event report, completed electronic results in the USAT designated format, and any USAT membership applications collected at the event and appropriate fees associated with those applications.

**USA Taekwondo recommends a $60 registration fee with the maximum amount that may be charged for a single event is $75 and $20 for each additional division. The maximum coach registration fee cannot be more than $50.

NO DAY-OF/ONSITE REGISTRATION WILL BE ALLOWED. If the LOC or State Association allows day-of or on-site registration the event sanction, as well as, the individual’s qualification maybe voided.
Event Information and Promotion

It is required that all LOC/State Associations submit a Pre-Event Manual (PEM) for their State Championship to USA Taekwondo. This manual must be submitted no later than 3 weeks out from the start of the event. Pre-Event Manuals must be submitted in electronic format to USA Taekwondo. These manuals should be emailed to USAT Director of Events, Jeanna Mendoza (Jeanna.mendoza@usa-taekwondo.us). All pre-event manuals must include the following, among other pertinent event information:

- All participants must be current USA Taekwondo members.
- Athletes must hold the appropriate U.S. citizenship or residency depending on the division he/she participates in.
- All coaches must be, at minimum, AC certified within the USAT CIDP program.
- An athlete **MAY NOT** qualify in the same **WORLD CLASS** weight category in **MULTIPLE STATE CHAMPIONSHIPS**. Athletes found doing so may jeopardize their qualification from the USAT National Championships.

The correct and official name of the event shall always be used. **2014 USAT (blank) State Championships**; example, **2014 USAT Colorado State Championships**.

USA Taekwondo shall be prominently displayed and receive appropriate recognition on all promotional material. USAT will post the State Championship information on the USAT website once the sanction has been approved. Additionally, the information will be posted in the monthly e-newsletters. LOC or State Associations may submit materials to be sent out on behalf of USAT to the USA Taekwondo membership.

In partnership with all USAT State Associations, if requested, USAT will provide a list of members for the state for the sake of promoting the event and growing USAT membership.

The USA Taekwondo logo and USAT State Championship logo must be used on all event promotions; however, it cannot be altered in any way and promotions must be submitted for approval. Please contact the USAT Events Department for an electronic copy of the USAT Logo and/or USAT State Championship logo.

Use of the Olympic 5-ring logo or any reference to the word “Olympic” is strictly prohibited unless authorization has been granted by the United State Olympic Committee.

Use of the World Taekwondo Federation logo is prohibited unless authorization is granted from the World Taekwondo Federation.
Tournament Management System

If a State Association is interested in using the USAT TMS system for their State Championship check-in, Weigh-in, bracketing, results, credential printing, etc. please contact the Director of Events, Jeanna Mendoza (Jeanna.mendoza@usa-taekwondo.us). Please note there is an additional $5 fee per participant to use this system.

**If the TMS system is used, the State Association/LOC still must submit electronic results in the appropriate format to USAT. The results portion of the TMS system can be used for display/tracking purposes, but will not be used to update the qualified athletes and/or point ranking system.

Athlete Qualifications & Divisions

All USAT State Championships will use the same age, belt color, weight categories and rules that are followed at the USAT National Championships. See the appropriate attachments for a complete list of these divisions.

A State Championship may choose to add divisions other than the required divisions, but these divisions will not qualify athletes to compete at the USAT National Championships.

**USAT uses the date December 31 of the given year (December 31, 2014) to determine the age of all competitors. For example: an athlete turns 14 on October 26, 2014, so they would compete as a 14 year old in the given event, even though they are 13 years old at the time of the event.

USAT State Championships are direct qualifiers for the USAT National Championships. For certain divisions an athlete must be a U.S. Citizen in order to compete in. Those divisions are usually ones that lead to USA Taekwondo National Teams or Team Trials. **Basic rule is 12 and older black belts competing in sparring or poomsae must be a U.S. Citizen.**

Proof of Citizenship is fulfilled only by showing a U.S. Birth Certificate or U.S. Passport. Social Security Cards **DO NOT** prove proof of Citizenship.

Proof of Residency is fulfilled only by showing one of the following documents: Social Security Card, Green Card, school report card/official U.S. college transcript, and in some circumstances a valid U.S. driver’s license.

If an individual is not a valid resident or U.S. citizen he/she will not be allowed to compete at the USAT National Championships or State Championships period. This rule must be enforced by all State
Associations. If it is deemed that the State Association allowed participation from a non-resident or non-citizen USAT may reconsider approving the State Association for the following year.

2014 USAT National Championships Qualifications

All athletes participating in the following divisions at a sanctioned USAT State Championship will automatically qualify to compete at the USAT National Championships.

**The word participating means athletes must have officially weighed-in at the event scales and/or participated on the competition mats in front of the event referees and received a place within the division.**

SPARRING

Color Belt Sparring – Dragon(6-7), Ninja(8-9), Youth(10-11), Cadet(12-14), Junior(15-17), Senior(17-32) & Ultra(33+)

Black Belt Sparring – Dragon(6-7), Ninja(8-9), Youth(10-11), Cadet(12-14) & Junior (15-17), Senior (17-32), & Ultra(33+)

POOMSAE

Color Belt Poomsae – Dragon(6-7), Ninja(8-9), Youth(10-11), Cadet(12-14), Under 40 (31-40), Under 50 (41-50), Under 60 (51-60), Under 65 (61-65), Over 65 (66+)

Athletes must compete in the age category according to the age he/she will be as of December 31, 2014.

World Class vs. Grass Roots

All athletes placing in the top 4 per weight category in the following divisions at a sanctioned USAT State Championship will automatically qualify to compete in the World Class Divisions at the USAT National Championships. Those athletes placing outside the top 4 will qualify for the Grass Roots divisions at the USAT National Championships.

SPARRING

Black Belt Sparring – Junior(15-17) & Senior(17-32)

POOMSAE

Black Belt Individual Poomsae – Junior(15-17), Under 30 (18-30)
Black Belt Pairs Poomsae – 1st Pairs (14-29), 2nd Pairs (30+)

Black Belt Team Poomsae – 1st Team (14-29), 2nd Team (30+)

**An athlete MAY NOT QUALIFY in the same WORLD CLASS weight category in MULTIPLE STATE CHAMPIONSHIPS. Athletes found doing so may jeopardize their qualification for the USAT National Championships. **

Misc. Information

- If an athlete wants to compete in both Junior and senior divisions, they must compete and qualify for both divisions.
- Winner of these Grass Roots divisions will automatically qualify for the corresponding World Class division at the USAT National Championships. The winner will receive the last seed in their qualifying World Class division.
- Once qualified for World Class, an athlete is not eligible for Grass Roots divisions.
  - Exception – If a coach/parent provides to the USAT Director of Events a legitimate reason an athlete should not compete in the World Class division. If approved, the athlete will be placed in appropriate Grass Root division, but cannot move back to the World Class division if they place 1st at the USAT National Championships.
Competition Rules & Requirements

All State Championships must use and follow the USA Taekwondo 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 State Championships are required to use electronic scoring. It is recommended to use electronic body protector scoring (Daedo is the official sponsor of USA Taekwondo), but Ringmaster or other electronic systems may be used.

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

Poomsae – All State Championships may choose the format they will follow for Poomsae divisions. Acceptable formats include, single elimination, double elimination, WTF cut-off, and judged format.

Coaching Requirements

All coaches are required to hold at minimum an Associate Coach (AC) Certification within the USA Taekwondo CIDP program and be a current member of USA Taekwondo. Coaches may obtain the AC certification by passing the Associate Coach Quiz within the Hang-a-star system.

All documents regarding the State Championship must inform coaches that each coach is required to be a member of USA Taekwondo 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/Coaching.aspx

In order to coach cadet (12-14), junior (15-17) and senior (17-32) black belts at the USAT National Championships, coaches must have a Level 1 certification through the USAT CIDP program. More information about the Level 1 certification can be found at the following link.

http://www.teamusa.org/USA-Taekwondo/Coaching/Level-1-Seminar.aspx
Referee Requirements

All referees must be certified by USAT to referee at a USAT sanctioned State Championship. **It is required to host a USAT Referee Seminar prior to the start of the State Championship.** 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 Championship. Referees participating at the event will need to reference the USAT Referee handbook for certification requirements. USAT recommends, but does not require, that referees are paid to help offset any of their cost incurred during the event.

State Associations are required to complete the Referee Seminar Application, along with the Event Sanction Application found at the following link.

http://www.teamusa.org/USA-Taekwondo/Events/State-Associations.aspx

Medical Requirements

**Personnel - It is required to have one of the following on site at all times**

- ALS (Advance Life Support) equipped paramedics unit, Basic Life Support is NOT sufficient. This may be a volunteer crew only if they have all ALS Equipment
- One MD (Medical Doctor) or DO (Doctor of Osteopathy)

It is suggested to have the following medical personnel for every two mats. Medical personnel to use – any of the following, especially if they are sports medicine experienced and/or certified, all do not need to be present:

- ATC (Certified Athletic Trainer)
- EMT (Emergency Medical Technician)
- DC (Chiropractic Physician)
- Orthopedic Extender
- PA (Physician’s Assistant)
- PT (Physical Therapist)
- RN (Registered Nurse or Nurse Practitioner)
A copy of the following documentation from each medical staff working the event is required:

- Medical License or Certification
- Liability/Malpractice Insurance
- Updated Resume
- Liability Waiver signed by each individual

Documentation **must** be mailed/faxed to the USA Taekwondo office no later than two weeks prior to the start of the event. State Championships 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 State Championships will be required to use the USAT medical/injury forms. Completed forms are to be mailed to the USAT office no later than seven days following the event along with the post event report. Medical forms are located for download (Attachment D) on the USAT website and 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.”

**Liability Insurance**

Once the State Championship has been approved, the LOC/State Association 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 State Association/LOC does not run the State Championship according to this manual and USAT event sanction agreement, then your liability insurance will be invalid and your State
Association will be responsible for all injuries and liabilities at your State Championship. Also, all qualifying athletes may have the result voided and may have to re-qualify at a different State Championship in order to participate at the USAT National Championships.

For legal protection and that of USA Taekwondo, Event Directors are encouraged to use the following language as part of event entry documentation. It is mandatory to obtain waivers from each member of the Event/USA Taekwondo.

WAIVER AND RELEASE OF LIABILITY, ASSUMPTION OF RISK AND PARENTAL CONSENT AND INDEMNITY AGREEMENT

• I, ____________ do hereby, for myself or the minor child, my heirs, executors, and administrators waive, release, discharge, covenant not to sue, and agree to indemnify and save and hold harmless any and all rights and claims for damages which I may have or may accrue to me against USA Taekwondo and for its state associations, this athletic meet, its organizing committee, the United States Olympic Committee, the World Taekwondo Federation, and all members of this athletic meet, or their respective officers, committees, medical committee, agents, representatives, successors, sponsors, advertisers, volunteers, owners and lesser of premises on which the athletic meet takes place, assignees and against any competitor for any and all damages which may be sustained by me or the minor child, in connection with my association with or entry in the above athletic meet, or which may arise out of traveling to, participating in, and returning from this athletic meet. I understand that all entry fees are nonrefundable.

• I understand the nature of USA Taekwondo activities and believe that my experience and capabilities, or that of the minor child, to be qualified to participate in this athletic meet. I understand that USA Taekwondo activities involve risks and dangers of serious bodily injury, including permanent disability, paralysis and death. These risks and dangers may be caused by myself or the minor child’s own actions, or inactions, and/or the actions or inactions of others participating in the athletic meet.

• If the minor child or I are selected, I agree to be drug tested pursuant to the United States Olympic Committee National Anti-Doping Program, as amended. I understand that such drug testing may take place at any time during the competition. If the minor child or I fail to show up at the athletic meet, for any reason, I knowingly forfeit this competition and all applicable registration fees. I further understand that any pictures taken of the minor child or me in connection with this athletic meet may be used by USA Taekwondo for publicity or promotion without compensation.

• I have read this agreement, fully understand its terms, understand that I or the minor child have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of all liability to the greatest extent allowed by the law and agree that if any portion of this agreement is held to be invalid that the balance, notwithstanding, shall continue in full force and effect.
Post-Event Report/Requirements

At the completion of the event, a post event report must be submitted along with the following items.

- Completed electronic results in the designated USAT format.
- Completed results in a bracket format.
- A list of all referees including their level of certification.
- Sealed envelope with complete medical forms.
- All documentations collected for “pending” athletes.
- Contact information for State Championship tournament director and key staff.

This post event report must be submitted to USA Taekwondo (attn.: Events Department) no later than 2 weeks after the State Championship.

Any result changes must be submitted by May 31, 2013. The results that the USAT has at this date will be the ones referenced. No changes will be permitted after this date or on-site at the USAT National Championships. Errors due to incorrectly reporting results or failure to submit results will not only jeopardize your states athletes participating at the USAT National Championships, but the right to be approved as the State Association in future years.

**Once Post-Event Report/Requirements are met by the State Association, USAT will send the remaining balance of State Association registration funds.**

Attachments

The following pages show the required divisions all State Championships must run, plus creative events such as board breaking, weapons, demo team, etc. Also, you will find the medical forms that need to be complete at your event if there are injuries.

**The winning Demo Team at the USAT National Championships will be invited to perform at the 2015 U.S. Open Taekwondo Championships**