



# **Tournament organisation standards**

## **1. Choice of the Organizer.**

Arrangement of such an important action as the ECh is requires qualified organizer that for the preparation of the competition needs a lot of time. Many states have also the national organization of Taekwon-Do on such a level it is for them inevitable to work out plans of strategic development of their organization including the financial budget one year in advance. For this reason it is necessary to standardize the system of the potential organizer choice and to unify the time sequence beginning the offer of the potential organizer of the competition, approval by the congress up to the date of contest beginning and to guaranty these dates to the member state of EITF.

### **Basic sequence for the organizer choice.**

- A) Sending of offers for the events arrangement (2 years in advance) to EITF member states. In this offer the basic conditions and requirements regarding the contest and form of the documentation for the arrangement application should be mentioned.
- B) Deadline for sending the application for the ECh arrangement including all documentation required (project description, photo – video documentation) is 4 months before the congress meeting. Executive Board of EITF shall study all applications including the documentation included and shall prepare the report for the congress. In case of certain confusions it shall asked for the complementation or EC shall visit the potential organizer (all expenses covered by the applicant).
- C) By the opportunity of the nearest congress meeting the TC of EITF shall supply the report on the applications received and will shortly report its opinion on the ability of the particular applicants to comply with requirements on the ECh arrangement. Applicants are allowed to hold a short speech at the congress and after the eventual discussion members of the congress shall vote the final organizer of the ECh minimum 2 years in advance (for example congress in the year 2006 shall approve ECh in the year 2008 eventually in 2009).
- D) EC of EITF shall appoint the TOC and prepare the contract between the organizer and AETF on the competition arrangement. This contract should include the time table of preparation works, economical conditions for the competition arrangement and description of organizer duties in compliance what organizer mentioned in his application.
- E) During the preparation work TOC shall inspect the state of work at the organizer to be able to control the all technical background (accommodation,

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- hall, rooms for registration, rooms for the congress, sport equipment ect.) and to evaluate the state of preparation (all expenses covered by the organizer).
- F) At the deadline time the organizer shall supply to the TOC the contest propositions of tournament for the approval and then proposition shall be sent for the ITF approval and afterwards to the EITF member states. The latest date for proposition sending to member states is September of the previous year.
- G) TOC shall supply by the opportunity of each congress the report on the state of the preparation nearest ECh.

## 2. Tournament Organization Committee.

Tournament Organization Committee /TOC/ is appointed by the president EITF to control the preparation and the course of the ECh. The TOC form its members, Umpire Committee of EITF + Tournament Committee of EITF and the representative of the organizer. The head of TOC is the chairman appointed by the president of EITF. All instruction and written documents given and edited by the TOC are for all participants obligatory and in case of a rude and repeated breach of warning and written instruction of TOC by the participant he can be excluded off the ECh without any recompense.

## 3. Tournament Documentation.

### 3.1 Propositions.

Organizer's propositions have to contain all necessary information for participants of the tournament (basic pattern included). Proposition shall become obligatory for all EITF members after the official signature by the president EITF and chairman of TOC.

### 3.2 Applications.

Unified pattern forms are used for application to all tournaments arranged by the EITF. By repeated use they will become very well known and understandable and this way they could restrict mistakes and inaccuracies and will improve the information exchange between the organizer and participants. All applications forms sent to the organizer shall be accepted only then when filled in using computer and their delivery and formal correctness should be confirmed by the organizer.

### 3.3 Types of ID cards (the examples)

- **Competitor**
- **Coach**
- **Umpire**
- **Doctor** (official ECh doctor)
- **Staff of organizer**
- **VIP**

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- **Others** (for expedition members out of above mentioned category)
- **Press** (accredited journalists, professional cameramen, photographers which accreditation is controlled by special regulation and is the subject of special payment).
  - a) Free entrance on the contest surface – authorized persons
    - Officials TOC
    - Staff of organizer
    - Umpires (according to instruction of Chairman Umpire Committee)
    - Press (*Holder of this ID card is authorized to enter the contest surface but has not to represent any obstacle to the normal course of the contest. to the performance of competitors and umpires and has not to restrict the view of spectators. He is strictly obliged to keep on directions of organizers and umpires and his movement on the contest surface is restricted to corridors fixed by the organizer only. Not keeping on directions of the organizer, umpires and officials TOC can be by card taking away without any recompense.*)
  - b) Entrance on the contest surface only when asked or with approval of the umpire TC.
    - Competitor
    - Coach
    - Doctor (official physician of ECh)
    - Doctor (one officially accredited physician of the country)
    - VIP (it is recommended to restrict the number of this cards. This card should be awarded to president of NGB, Masters and Grandmasters, members ITF EC, board directors members of continental federation, special guests invited by the organizer or AETF or ITF only).

Only privileged persons are allowed to enter the contest surface. Other participants are allowed to enter the contest surface only if asked or by consent of the umpire or by TOC official in the service. In case any contest participant shall not respect directions of the umpire or of the TOC official in the service his ID card can be taken away without any recompense,

## 3.4. Document on results.

The organizer is obliged to pass the document on results (one copy for a country) immediately after the finish of the tournament in the variance according the wish of the participant but before the participant hotel departure at the latest.

### 3.4.1 Results summary - basic variance containing:

- list of participated states
- survey of awarded medals in all categories
- survey of overall winners categories

### 3.4.2 Protocol on the contest - detailed variance (ordered in advance) - containing following data as minimum:

- applications of all state participants

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- list of competing persons and teams in all categories
- diagrams of all categories up to medal position
- list of all medals position
- eventually another statistics

On the request of the participant the organizer is also obliged to secure the verified variance of results documents with official stamp and signature EITF. The organizer is obliged to pass the protocol on the contest in electronic form (CD, DVD) to the Tournament Committee of EITF immediately after the finish of the contest and EITF shall arrange for the immediate publishing on web pages EITF [www.europe-itf.eu](http://www.europe-itf.eu) .

## **4. Registration**

For registration purposes it is to arrange for sufficiently great closed registration room provided with proper office technology and furnishing.

Entrance in the registration room has to be controlled by the organizer service (reception desk) that sets the sequence of registration according the arrival of particular countries. This service regulates the number of countries just to be registered according to requirements of officials carrying out the registration. The reception desk of registration also supplied the necessary information and instruction concerning the registration.

Only maximum three representatives of a country are allowed to enter the registration room and the registration of a country is carried out in one course (it is not possible to register a country in particular parts). During the registration participants should avoid any loud common and private discussions and should keep on Taekwon – Do politeness.

The coach hast to submit at the registration for the checking the cards ITF Black belt certificate of all competitors to check their age, name and degree of applicants. It is not allowed to wait in the registration room for the start of registration. Representatives of particular countries must wait in another room provided by the organizer.

Contest participant must keep and respect the office hours of registration. After these office hours (late arrival) the country has no right to be registered and consequently shall not be privileged to participate on the tournament.

After finish of the registration of all members of the country the head coach has to confirm the correctness of all information mentioned in the application form by his signature. After this procedure it is not possible to change anything.

The organizer is obliged to arrange for the proper number of administrative workers.

## **5. Weigh In**

Weigh in shall be carried out in the time given by propositions in the proper closed room, separately men and women controlled by the given umpire (a man for men and woman for women). The organizer is obliged to arrange for this purpose the assistance of proper number of organizers staff. Sequence for weigh in of particular

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countries determines umpires in service. Accuracy certificate of the scale used must be procurable.

The organizer should arrange another scale of the same accuracy in another room (area) to enable to competitors the self- control before the official weigh in.

## 6. The Hall

The hall for the tournament has to comply with technical and organizing conditions of the respectable arrangement of the Europe Championships.

### 6.1 Basic requirements on the hall.

- sufficiently great contest surface to situate 5 + 1 (special techniques and power techniques) rings of given dimension, 5 machines for special techniques, 5 machines for power breaking tests, track for nomo chagi, bunting, winner stage and sufficient area for comfortable movement of competitors and for the work of umpires.
- Place for 1000 spectators minimum separated into sections for the public, for tournament participants and for VIP arranged to avoid or to minimize the mutual contact of these groups. In case of proper hall configuration the best solution are separated entrance corridors for the competitors and for the public and VIP respectively.
- The contest surface has to be in proper way separated off the auditorium and off the eventual corridor for competitors movement to avoid not controlled entrance of unauthorized persons on the contest surface.
- Suitable room separated of the public for VIP with reasonable refreshment (coffee, non-alcoholic beverages) with the permanent assistance of the staff of organizer (hostesses)
- Closed room for the medical treatment
- Room for umpires with refreshment (coffee, non-alcoholic beverages)
- Allocate area for dressing change of competitors. It is strictly forbidden to change in the public areas (auditorium, contest surface, entrance corridors ect.)
- In the hall there have to be allocate areas for the warming up of competitors clearly marked in the proper distance from the contest surface. Warming up and training in other areas is not allowed.
- The hall has to be well sound- tracked and microphones have to be installed at each work place (ring).
- At the dignified place of the hall there has to be placed the emblem and the AETF flag together with the name of tournament.
- Flags of all participating countries have to be placed in the hall. Flags have to be of the same dimension and design. (The organizer is obliged to prepare one uniform set of Europe flags)
- Closed to the main control centre of the tournament (main jury) there has to be arranged for the computer tournament control workplace with sufficient space to secure the installation of all technologies needed (computers, printing devices, copy machine)

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- The organizer has to secure a good visible and logic orientation system using signs, arrows and different colors. Text of signs in English language. The orientation system has clearly to show which sections and corridors are for the use by competitors and couches, for the public and which sections only authorized persons can enter (for example using colors complying with ID cards color).

### 6.2 Organizer services.

The organizer has to secure the dignify, quick and professional course of the competition with sufficient number of well trained persons divided according to the responsibility to the sections (hall entrance, ID cards control, infocentrum, auditorium, entrances to contest surface, activity on the contest surface, VIP service, permanent cleaning of the hall, bunting service, medal awarding ceremony ect.)

The organizer is obliged to arrange for the permanent cleaning of toilets. It is to provide one toilet closed to the VIP room for the use by VPI only.

### 6.3 Technical outfit of the hall for the Taekwon- Do competition.

All technical outfit for the ECh as is:

- mats (5 off)
- machines for special techniques
- machines for power breaking (5 off)
- outfit for nomo chagi
- proper number and quality of breaking boards
- electronic scoring system
- score signs for sparing
- signs of pattern name
- score signs for power and special techniques
- flags for umpires
- bunting
- winner platform

used for ECh have to be approved eventually tested in advance, by the authorized representative of the Umpire Committee (TOC) during the preparation of the tournament. In case of electronic scoring systems particular umpires have to pass the training course\*

*\*It is recommended to choice the uniform scoring system that would be then regularly used for all tournaments ECh by trained umpires. The use of the uniform system would improve its control and would eliminate eventual mistakes.*

## 7. Congress area

The ECh organizer is obliged to secure for the regular meeting of the EITF congress proper and dignified areas.. The congress hall should be provided with microphones

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at the chairman table, with speaker stand and microphones should be installed on stand in area for delegates.

Each delegate has to have his own chair and a little table visibly marked with the name of country he represents. Congress hall has to be provided with proper audiovisual appliances i.e. black board, projector or data projector (based on EITF demands)

The organizer has to secure small refreshment (coffee, mineral water) during congress negotiation.

The emblem and flag of the EITF together with the picture of gen. Choi has to be installed on the frontal wall of the congress hall eventually together with the congress name..

### 8. Economy

The maximum price of the complete package for basic services rendered by the organizer (basic assistance of the organizer, registration, ID card, accommodation in double room of particular quality, full board, transport during the tournament, basic medical care in the hall) has not to exceed 75 EUR. Beside the basic package the organizer can offer a economic variances regarding food and accommodation.

#### 8.1 Special registration fee.

In case the participant doesn't want to use the basic package of services offered by the organizer and shall decide to arrange himself for the food and accommodation he is obliged to cover expenses of organizer connected with the participation on the event in form of "registration fee". After payment this fee the participant is duly registered in the tournament. He will receive ID card and he can use all services of the organizer except the food and accommodation\*. In case the participant shall not use the package of basic services and shall not pay the registration fee he is not allowed to participate on the competition

*\*Further conditions depend on the agreement with the organizer.*

#### 8.2 Financial reserve (deposit)

The organizer can ask the participant for a deposit in advance in the maximum amount of 1000 EUR per a country. Such a deposit can be realized by the bank transfer only and the organizer is obliged all data for the transfer needed (number and name of the bank account beneficiary, address of the bank, IBAN code). In case a country after the deposit shall not arrive to registration this deposit is not returnable. The deposit can be used by the organizer to cover evident damages and depths caused during the competition by the participant. The organizer has to document all expenses by use of this deposit. The deposit is returned to the participant after the hotel check-out and after the control of all other claims and outstanding depths of the participants have been duly settled.

#### 8.3 EITF fee.



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## 8.3.1 EITF member fee.

Every member state of the EITF is obliged to pay simultaneously with fixed start fee the year membership EITF fee 100 EUR. In case this fee has not been paid in the past year (years) for example because of absence on the ECH the country is obliged to settle it by this opportunity as well. States in depths are not allowed to participate on any event of EITF.

## 8.3.2 Start fee.

The start fee is determined by the EITF and should be mentioned in propositions. This fee is collected by the EITF cashier or by the appointed clerk at the registration. Total sum of collected start and member fee should be immediately passed to the EITF treasurer together with all account documents.

The part of the start fee belonging to the organizer and fixed in contract between EITF and the organizer shall be passed to the organizer after the final evaluation of the competition afterwards the EC of EITF shall confirm the correct fulfilling of contract conditions

## 8.4 Participant account document (invoice)

After settlement of all expenses by the participant at the registration the organizer is obliged to issue the invoice separately for each country containing all invoice data required (name of the receiver, name of the remittent, detailed list of all payments, total sum, stamp and signature).

## **9. Services of the organizer**

### 9.1 Accommodation

It is strongly recommended to offer the accommodation for two price levels – standard and economical

Standard accommodation - The current European level of double bed room with the bathroom and toilet corresponding to minimum 3\* level is consider.

Economic accommodation (food) – is the optimal balance between the sufficient quality and low price enabling enough great countries with restricted financial sources to participate on the competition.

### 9.2 Board

The level of board has to comply with common requirements on young sportsmen food adequate to the quality and amount. Full board is to understand three meals a day (breakfast, warm lunch, warm dinner) corresponding to European habits. The lunch or diner in form of a sandwich or could meal only is not standard content of full board.

In case of food served at the different places (hotel, sport hall etc.) the among and quality of food has to be comparable.

### 9.3 Transport



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The basic package services have to involve the transport from the airport to the hotel and back free of charge once-and-for-all for each country according to their arrival / departure announcement. The organizer has the right to secure the transport for participants only that fulfilled the delivery of exact information regarding the arrival and departure in time of deadline. The organizer is obliged to secure the transport between the airport and hotel and back in the time determined by the organizer according to the program time schedule. In case the hall is in the near of the hotel participants shall walk. The organizer is not obliged to secure the transport of individual participants.

### 9.4 Infocentrum

The organizer is obliged to establish the infocentrum in order to secure regularly all actual information needed during the whole action in form of:

- Documents (one set of drawing of all categories immediately after the finish of the coach meeting for each country, actual daily program of the tournament at breakfast at the latest, daily results reports, transfer time table of the organizer etc.)
- By means of permanently actualized info-tables in the hotel and in the hall
- By staff of infocentrum in the hotel and in the hall

It is proper to arrange for the hot-line phone connection in the late evening hours and in the night for participants calls to solve the important and urgent problems (sudden change of health state, thefts, problem with police etc.)

### 9.5 Check-out of the country at the departure

The authorized representative of the organizer has to be present at each hotel check-out of a country. He will pass to the country documents on results and he will check if everything (phone calls, minibars in rooms, paid TV channels, bills for the consummation etc.) have been properly paid. In case everything is OK he will return the eventual financial deposit for the participation and he will bid farewell to the country.

## 10. Drawing

The head coach or his competent representative of each participating country has to be present at the drawing.

The drawing is realized in public at the meeting of coaches using the computer and in advance verified computer software. The computer centre shall supply to coaches for the check list of all competitors and teams divided in the particular categories in the written form of better in form of projection using the data projector. After the control by coaches the drawing can be carried out.

Software for drawing has to be tested and approved by the TOC representatives in advance and only than it can be used in the tournament. At the functional software control it is first of all to take into the consideration the ITF Tournament Rules article 33 and the contingency of the drawing has to be guaranteed (by repeated drawing

using computer results must not be the same). In case TOC shall not approved the drawing software supplied it is to carry out the drawing manually.

## **11. Medal awarding**

The organizer is obliged to arrange for the bunting and winners platform properly marked with rank signs well visible and on the dignified place of the hall. The platform construction has to enable the decoration of particular persons and teams, in case of the third place even of two teams.

The medal position is declared beginning the third place. Medal and trophies should be passed on beginning the first place. The organizer should prepare in advance the list of VIP person that shall pass on medals and should inform them on the supposed time of the ceremony and give them the proper assistance corresponding to their position.

## **12. Securing of medical care**

The organizer is obliged to secure the permanent medical care in the hall during the all course of the competition. Medical service is obliged to give the first aid to all registered participants in case of any wound. For purposes of the first aid there has to be a room with no public access. The doctor in the service has to have a good view on the contest surface and his position has to be marked with the good visible Red Cross. This doctor has to have opportunity to be in the permanent contact with the organizer (or TOC) using radio station or mobile phone. The organizer has to arrange for proper transport means for the immediate transport to the hospital (preferably the first aid car). It is proper to inform medical centre in advance on the date of the tournament and on the possible character of wound.

Each participant of the tournament is obliged to arrange for the private health insurance on his own expenses covering all possibilities of the health damage and changes of his health state (the health insurance can be demanded to check during registration).

The EITF and organizer (TOC) is not responsible for any health damage of any participants during the tournaments arranged by EITF.

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