

Title:	Event Sanctioning Policy 2025-26	Effective Date:	01-05-2025
Approved By:	Board of Directors	Revision:	v2025.1

Definitions

1. **Event** – Refers to the gathering of participants for Taekwondo related activity, involving more than one member club, including the following: seminars, training camps, and tournaments.
2. **Event Sanction Committee** – The committee responsible for reviewing and approving Category A, B, C and T tournament/event sanctions in accordance with the Event Sanctioning Policy.
3. **TO Event Registration Portal (ERP)** – The Event Registration Portal (ERP) is a website accessible through the TO website that allows participants (athletes and coaches) to register for TO sanctioned events.
4. **TO Event Administration Module (EAM)** – the Event Administration Module (EAM) will be accessible to each host granted an event sanction. The host will have full access to the EAM through their TO account to view and adjust participants competing in their event as needed before the close of registration.
5. **Tournament** – refers to the gathering of participants for Taekwondo competition (Poomsae and/or Kyorugi) involving more than one member club, in accordance with Taekwondo Ontario (TO) and/or World Taekwondo (WT) competition rules and regulations, in which an award is granted to the winners. For the purposes of this policy, a tournament is deemed a contest in the context of the Combative Sports Act, 2019 (CSA).
6. **Contest** – is defined as a competitive event or exhibition where:
 - Spectators are admitted, expressly or by implication, for a fee or for free; or
 - Athletes are required to directly or indirectly pay a fee to participate; or
 - The event is recorded for commercial broadcast; or
 - Any other circumstance prescribed by the ministry.
7. **Non-member** – any person that does not have a membership with TO.
8. **Host** – an organization or member club that is hosting and/or organizing an event.

9. **Provincial Sport Organization (PSO)** – are not-for profit organizations formally recognized by the Ministry of Sport as the governing body of a particular amateur sport in Ontario. Taekwondo Ontario (TO) is the PSO recognized by the Province of Ontario to govern the sport and martial art of Taekwondo and sanction all Taekwondo events.
10. **National Sport Organization (NSO)** – the national governing bodies for their sports in Canada recognized by the Government of Canada.
11. **Sport Recognition Policy (SRP)** – sets out mandatory requirements that all PSO/MSOs must meet in order to be recognized by the Province of Ontario.
12. **Combative Sport** – A sport that features a contest where participants use striking with fists, hands, feet or any other part of the body, throwing, grappling, wrestling, immobilization or submission techniques, or any combination of these techniques.
13. **Medical Support Team** – a medical team consisting of a licensed physician from Ontario and a multi-discipline medical crew adequate to safely administer treatment for competitors at a sanctioned event.
14. **Participation Cap** – the number of participants is limited to a maximum number to ensure that the event can be run in a safe and timely manner.
15. **First Choice** – the desired event or tournament date requested by the host when submitting a sanction application through the TO Event Registration Portal (ERP).
16. **Second Choice** – an alternate event or tournament date provided by the host when submitting a sanction application through the TO Event Registration Portal (ERP) that the Event Sanctioning Committee could choose if needed to maximize the number of successful tournament sanctions granted. There should be at least 6 days between a host's first and second choice.
17. **Seasons** - the 2024-2025 season is defined as the period September 1, 2024 to August 31, 2025. The 2025-2026 season is defined as the period September 1, 2025 to August 31, 2026.
18. **Tournament Evaluation** – If a Host is granted a sanction for a tournament in the 2025-2026 season, the Tournament Committee will complete an evaluation of the event (Appendix 4). The post-event evaluation will be used for future event sanction applications.

19. **Event Categories** - For the purposes of this policy, the tournaments and events are further classified into the following categories:

Category	Description	Participation
P	Provincial selection tournament run by the PSO in which only PSO members with Canadian citizenship can participate.	Open to PSO members only.
A	Open tournament where PSO members and non-members are invited and accepted by the host to participate.	Open to non-Members and PSO members.
B	Open tournament where PSO members and non-members are invited and accepted by the host to participate, but the host agrees to share the costs for hosting a one-day Category P tournament the next day by providing mats and venue to the PSO at no cost.	Open to non-members and PSO members.
C	Open tournament where PSO members and non-members are invited and accepted by the host to participate. This category is for hosts that are running a competition for the first time or hosts that have not met the criteria to hold a Category A tournament.	Open to non-members and PSO members.
D	Inner-school tournament restricted only to the host club's members and branch school members. Any PSO member or non-member not belonging to the host club or the host club's branch schools are not permitted to participate. A host is automatically granted a Category D sanction upon submission.	Restricted only to the host club's members and branch school members.
F	Fundraising tournament, run by the PSO and/or in conjunction with a sponsor, open to all PSO members and non-members, in which a revenue percentage of the tournament's proceeds are donated back to the PSO.	Open to non-members and PSO members.
N	National tournament hosted by the NSO in the Province of Ontario. Approval of the tournament is subject to the approval of the PSO Executive Committee.	Determined by NSO.
I	International tournament hosted by the NSO, PATU, WT, AAU or other international organizations in the Province of Ontario in which the participation requirements and audience are dictated by the host. Approval of the tournament is subject to the approval of the PSO Executive Committee.	Determined by host and PSO.
T	Any training camp or technical seminar (Kyorugi or Poomsae) where the host club solicits open participation from members outside the host club.	Open to non-members and PSO members.

Purpose

As the recognized Provincial Sport Organization (PSO) governing the sport and martial art of Taekwondo in the Province of Ontario, Taekwondo Ontario (TO) is committed to ensuring that all Taekwondo related events are conducted in an environment that promotes safe, standard and fair competition and where applicable, in accordance with the Province of Ontario's requirements for sanctioning a combative sport contest.

The purpose of this policy is to provide clarity on the requirements and process to apply for PSO event sanction through TO. The function of the Event Sanctioning Committee is to utilize the criteria in the policy to maximize the number of successful tournament sanctions granted.

Scope

This policy applies to all Hosts of an event applying for sanctioning from TO.

Responsibility

1. The 2nd Vice President is responsible for maintaining and updating this policy.
2. The Board of Directors is responsible for reviewing and approving this policy.
3. The Host is responsible for reviewing the policy and applying for event sanctioning through the TO Event Registration Portal (ERP). Upon granting of the sanction, the host is responsible for ensuring all requirements are fulfilled leading up to, during and after the event.
4. The Executive Director or a person appointed by the Executive Committee is responsible for reviewing the host's submission for event sanctioning for completeness and forwarding the application to the Event Sanctioning Committee.
5. The Event Sanctioning Committee is responsible for scheduling Category A, B, C, and T tournaments/events for TO. Additionally, the Event Sanctioning Committee is responsible for reviewing, granting or denying the sanctioning of events in accordance with the policy.
6. The Executive Committee is responsible for the final interpretation of this policy should any questionable matter or discrepancies arise, or for items not covered in this policy.
7. The Tournament Committee Chair or designate from within the Tournament Committee is responsible for observing and evaluating a sanctioned event in accordance with the policy.

Policy

1. The Combative Sports Act, 2019, and its regulations set out the rules and requirements to host legal amateur combative sport events and include official rulesets. The Government of Ontario has designated 10 ministry-recognized PSOs for amateur combative sports. Taekwondo Ontario (TO) is the designated PSO governing Taekwondo contests in the Province of Ontario and can grant permission to host an amateur combative sports event.

GENERAL INFORMATION (APPLICABLE TO ALL CATEGORIES EXCEPT CATEGORY D)

2. **Event Season** – This policy applies to all events held during the period September 1, 2025 – August 31, 2026. *The previous version 2024.1 of the Event Sanctioning Policy still applies to tournaments being held between January 1 – August 31, 2025.*
3. **Application Deadlines**
 - **Tournaments** – The event sanctioning application deadline for **ALL** tournaments to be held in the period September 1, 2025 – August 31, 2026 (excluding Category D, F, P, N and I) is midnight of January 31, 2025, by the prospective host, through the TO ERP.
 - **Other Events** – The event sanctioning application period for seminars and training camps, open to more than one TO member club in addition to the host club’s branch schools, must be submitted online no later than 48 hours, in advance of the event date, through the TO ERP.
4. **Prioritization** – All Category P, N and I tournaments will have priority over all other Category tournaments in accordance with Appendix 3 and are not subject to the Event Proximity Date between tournaments.
5. **Medical** – In accordance with the SRP, a licensed physician must be present and in close proximity at tournaments with Kyorugi events with strikes to the head. If a tournament has Kyorugi events with full contact to the body, but without strikes to the head, a licensed physician is not required. However, medical personnel consistent with the industry standard must be present. In training camps and seminars in which there is full contact, medical personnel consistent with the industry standard must be present.
6. **TO Membership Requirement** – Participants in a TO event (tournament or event) must be members in good standing of TO to ensure adequate insurance coverage. Participants residing outside of Ontario must purchase a one-day pass through the TO Event Registration Portal (ERP) as a Non-Ontario Resident or provide proof of insurance.

7. **Venue** – The host of the tournament must ensure that the venue meets the following requirements:

- Has clearly marked and unobstructed exits.
- Meets and abide by any local building and fire regulations.
- Contains proper ventilation and temperature control.
- Contains adequate sanitary washrooms and changing room facilities.
- Contains adequate space for a sorting area, warm-up area and a minimum number of fully operational rings based on the divisions offered in the tournament as outlined in Appendix 1 of the policy.

Appendix 2 contains a list of venues that have been pre-approved to host Category A, Category B, Category C and Category F tournaments. Any venues used outside of the pre-approved venue list will require the written assessment of the Tournament Chair and Referee Chair and approval of the Event Sanctioning Committee.

8. **Minimum Rings** – The host of a Category A, B, and C tournament must ensure that there are adequate mats to operate minimum number of rings based on the category of divisions offered in accordance with the table in Appendix 1 of the policy.

9. **Officials Meals & Snacks** – The host of a tournament must ensure that there is a lunchroom, and that lunch is provided for the care and comfort of the volunteers, officials and medical support team. Additionally, the host must ensure that each ring is adequately stocked with water and snacks for officials.

10. **Display Booth** – Member clubs hosting a tournament must ensure that there is adequate space in a prominently visible location inside the venue for TO to setup a 10 ft. x 10 ft. booth to promote programs and benefits of the PSO.

11. **Protector Scoring System (PSS)** – For all High Performance Kyorugi divisions of TO sanctioned tournaments, the WT approved PSS must be used.

12. **Poomsae Competition Scoring System (PCSS)** – For all High Performance Poomsae divisions of TO sanctioned tournaments, the WT approved PCSS must be used.

13. **Evaluation of Sanction Application** – The Event Sanctioning Committee, based on the scope and authority outlined in the committee’s Terms of Reference (TOR), will have the authority to schedule, grant or deny any Category A, B, C and T event sanction based on this policy and the evaluation criteria as shown in Appendix 3 of the policy.

14. **Province of Ontario endorsement** – Once an event or tournament sanction has been granted by the TO Event Sanctioning Committee, the host must ensure that the Taekwondo Ontario and Ontario Trillium logos along with the following text “THIS EVENT IS SANCTIONED BY TAEKWONDO ONTARIO, THE PROVINCIAL SPORT ORGANIZATION (PSO) OFFICIALLY RECOGNIZED BY THE PROVINCE OF ONTARIO.” is prominently displayed on all posters and tournament packages for the approved sanctioned event or tournament only. No modifications can be made to the text or logos.

CATEGORY A / CATEGORY B / CATEGORY C TOURNAMENTS

15. All prospective hosts interested in hosting and obtaining event sanctioning for tournaments, except for Category D, P, N & I, must meet the requirements as listed in Appendix 1 of this policy. The granting of event sanctioning for tournaments is conditional upon the host fulfilling the requirements of the policy. The requirements include the following:

- **Club Membership** – All prospective clubs, with the exception of the PSO, NSO, PATU, AAU or WT, looking to host any category of tournament or event must have a valid club membership in good standing with TO: (i) at the time of the application (2024-2025 season), and also (ii) a renewed club membership for the 2025-2026 season to be renewed on or before September 1, 2025.
- **Minimum Member Requirements** – In accordance with Appendix 1 of this policy, all member clubs looking to obtain event sanctioning to host a tournament must meet the minimum number of members for the host location: (i) at the time of the application in the 2024-2025 season, and (ii) for the 2025-2026 season, at least 30 days prior to the competition date. Failure to meet this requirement will result in additional sanction fee of \$2,500+HST and ineligibility to receive an event sanction in the next two years.
- **Outstanding Sanction Fees** – Event sanction applications for 2025-2026 season will not be considered if there are outstanding sanction fees from the 2023-2024 and/or 2024-2025 seasons which are not paid by January 31, 2025.
- **New Club Members** – New member clubs registering with TO will be ineligible to apply for tournament event sanctioning until they have been a club member in good standing for at least a period of one year (from the time of joining to the time of event sanction application).
- **First Time Hosts** – Member clubs hosting a tournament for the first time will only be eligible to apply to host a Category C tournament.

- **Standardized Tournament Package** – To ensure consistency across all Category tournaments except for Category D, P, N & I, the Host will use the standardized tournament package template provided by TO along with the tournament competition schedule. The package will include the mandatory uniforms and equipment required for each event category and division.
- **Participant Registration** – All participant registration will be through the Taekwondo Ontario Events Registration Portal (ERP). The final registration list for the tournament will be generated through the Event Administration Module (EAM) by the Executive Director and provided to the Referee Chair and Tournament Chair to ensure that last-minute registrations are not accepted. The host will have full access to view and edit existing registrations, but they will not be able to manually add registrants once registration is closed.
- **Weigh-Ins** – All participants of the tournament competing in sparring divisions must be weighed on the day of competition, prior to bracketing. The list of participants will be based on the final list generated through the EAM.
- **Minimum Volunteers** – The Host of a Category A, B or C tournament must contribute a minimum of 25 volunteers from their own club to assist for the full duration of the event. The host must submit the list of volunteer names to the Tournament Chair at least 24 hours before the competition.
- **Rules** – All Category A, B and C tournaments will follow Taekwondo Ontario modified rules for color belt and recreational black belt divisions. All high-performance divisions will follow WT rules and regulations.

CATEGORY D TOURNAMENTS

16. A club member interested in hosting a Category D inner-school tournament must apply through the Taekwondo Ontario Events Registration Portal (ERP). Upon doing so, a sanction will be automatically granted. Participation by a PSO member or non-member outside of the host club or host club's branch is deemed a violation of the Event Sanctioning Policy and subject to disciplinary action.

CATEGORY F / CATEGORY P / CATEGORY N / CATEGORY I TOURNAMENTS

17. All Category F tournaments will be hosted by the PSO and may be in conjunction with a sponsor and are not subject to approval by the Event Sanctioning Committee.
18. All Category P tournaments will be hosted by the PSO and are not subject to approval by the Event Sanctioning Committee. Category P tournaments will follow WT rules and regulations for Cadet, Junior and Senior divisions and TO rules for color belts and youth black belt divisions.
19. All Category N & I tournaments will be subject to the approval of the TO Executive Committee and follow their respective organizational guidelines. The safety requirements outlined in the SRP must be followed for all contests. Any contest with strikes to the head will follow the additional safety requirements in accordance with the Ministry and Combative Sports requirements.

CATEGORY T TRAINING CAMPS & TECHNICAL SEMINARS

20. All Category T training camps and technical seminars that are held outside of a club member's dojang, must apply for a sanction through the TO ERP, at least seven (7) days prior to the camp or seminar. Upon doing so, a sanction will be automatically granted. The Host is responsible for ensuring the following:

- **Code of Conduct** – Participants and facilitators are aware of TO's Code of Conduct.
- **Insurance** – All participants attending from Ontario are registered members in good standing with TO and non-residents have proper insurance.
List of participants – A full list of training camp participants must be provided to the PSO upon request.
- **Mats** – The training space is properly matted for safety.
- **Emergency Action Plan** – An emergency action plan (EAP) is readily available.

Policy Review

This policy will be maintained by the 2nd Vice President and reviewed and approved by the Board of Directors.

Appendix 1

TOURNAMENT REQUIREMENTS - CATEGORY A / B / C / F / N / I TOURNAMENTS

Requirement	Details	Category A	Category B	Category C	Category F	Category N	Category I
Club Membership	Applicant (Host) must be a member club in good standing with Taekwondo Ontario for both the 2024-2025 and the 2025-2026 seasons.	Yes	Yes	Yes	N/A	N/A	N/A
Minimum Membership*	<p>2024-2025 Season: Host member clubs applying must have a minimum of 75 (Category C) or 100 (Category A & B) individual members registered as of January 31, 2025 for the 2024-2025 season at the time of application to apply for an event sanction.</p> <p>2025-2026 Season: Additionally, the Host member clubs who are granted a sanction must have a minimum of 75 (Category C) or 100 (Category A & B) individual members registered 30 days prior to their event.</p> <p>Failure to meet minimum membership: Host member clubs that are granted a sanction and fail to meet the 2025-2026 minimum membership requirement <u>30 days before their competition</u> will be subject to an additional sanction fee of \$2,500+HST and will be ineligible to receive another event sanction for two years (i.e. not eligible to apply for a sanction in either the 2026-2027 nor the 2027-2028 season).</p> <p><i>*once an individual member has been counted toward a host's minimum membership requirement, they cannot be counted toward a different host's minimum membership requirement in the same season by transferring to that host's club.</i></p>	100	100	75	N/A	N/A	N/A

Appendix 1 (Cont'd)

TOURNAMENT REQUIREMENTS - CATEGORY A / B / C / F / N / I TOURNAMENTS

Requirement	Details	Category A	Category B	Category C	Category F	Category N	Category I
Participation	All participants (athletes and coaches) residing in Ontario must be TO individual members in good standing. Participants from outside Ontario must either provide proof of insurance or purchase a one-day competitor pass through Taekwondo Ontario.	Yes	Yes	Yes	Yes	Yes	Yes
Participation Cap	The limit on the number of competitors participating in the tournament.	None	None	450	None	None	None
Application Deadline	The deadline to apply via the TO Events Registration Portal for events scheduled between September 1, 2025, and August 31, 2026.	Jan 31, 2025	Jan 31, 2025	Jan 31, 2025	None	None	None
Application Fee	The application fee that must be submitted with the application. If a sanction is not granted, the application fee is refundable, minus a non-refundable administration fee of \$250 + HST.	\$1,000 +HST	\$550 +HST	\$750 +HST	\$550 +HST* <small>*payable by sponsor, if applicable</small>	\$1,500 +HST	\$1,500 +HST
Event Proximity Date	The required number of days between another Category A, B, or C tournament, regardless of region, for a sanction to be granted.	19 days	19 days	19 days	19 days	None	None
Registration System	All participants (athletes and coaches) are required to use the TO Event Registration Portal to register for the tournament.	Yes	Yes	Yes	Yes	No	No
Rules	The tournament must follow TO rules for color belts, youth and recreational black belt divisions, and WT rules for black belt Cadet, Junior, and Senior divisions.	Yes	Yes	Yes	Yes	Yes	Yes

Appendix 1 (Cont'd)

TOURNAMENT REQUIREMENTS - CATEGORY A / B / C / F / N / I TOURNAMENTS

Requirement	Details	Category A	Category B	Category C	Category F	Category N	Category I
Standardized Package	The TO Standardized tournament package must be used by the host.	Yes	Yes	Yes	Yes	No	No
Close of Registration	The number of days before the event date, at which registration is closed, and no more applications can be submitted.	5 days	5 days	5 days	5 days	N/A	N/A
Tournament Venue	The venue must be assessed by the Tournament Chair and Referee Chair, approved by the Event Sanctioning Committee, unless a pre-approved venue listed in Appendix 2 is used.	Yes	Yes	Yes	Yes	No	No
Minimum Rings	The minimum number of rings that must be set up.	8	8	6	8	N/A	N/A
Display Booth	The host is required to provide TO a 10 ft. x 10 ft. space to set up a display booth upon request.	Yes	Yes	Yes	Yes	Yes	Yes
Medical	Physician and Medical Support Team required as per SRP guidelines.	Yes	Yes	Yes	Yes	Yes	Yes
Volunteers	The number of volunteers required to be provided by the host club.	25	25	25	N/A	N/A	N/A
Emergency Action Plan (EAP)	An Emergency Action Plan for the event must be developed and readily available.	Yes	Yes	Yes	Yes	Yes	Yes

Appendix 2

PRE-APPROVED TOURNAMENT VENUES

- 1. Toronto Pan Am Sports Centre (TPASC)**
875 Morningside Ave. Toronto, ON M1C 0C7
Tel: (416) 283-9458
Web: www.tpasc.ca
- 2. Markham Pan Am Centre**
16 Main St., Unionville, ON L3R 2E4
Tel: (905) 475-4730
Web: www.markhampanamcentre.ca
- 3. Save Max Sports Centre**
1495 Sandalwood Pkwy E, Brampton, ON L6R 0K2
Tel: (905) 458-4036
Web: www.brampton.ca/EN/residents/Recreation/Community-Centres/Pages/Save-Max-Sports-Centre.aspx
- 4. Villanova College**
2480 15th Sideroad King City, ON L7B 1A4
Tel: (905) 833-1909
Web: www.villanovacollege.org
- 5. Variety Village**
3701 Danforth Ave. Scarborough, ON M1N 2G2
Tel: (416) 699-7167
Web: www.varietyvillage.ca
- 6. Paramount Fine Foods Centre**
5500 Rose Cherry Pl Mississauga, ON L4Z 4B6
Tel: (905)-615-3200 x2895
Web: paramountfinefoodscentre.com
- 7. Sadlon Arena**
555 Bayview Dr. Barrie, ON L4N 8Y2
Tel: (705) 737-6850
Web: www.barrie.ca/community-recreation-environment/facilities-venues/sadlon-arena

Appendix 3

CRITERIA FOR SCHEDULING AND GRANTING EVENT SANCTIONING (CATEGORY A, B, C TOURNAMENTS)

Criteria	Description
1	Do any applicants have outstanding sanction fees from 2023-2024 or 2024-2025 that have not been paid as of January 31, 2025? If yes, their sanction application is denied.
2	All eligible applicants will be ranked based on the number of registered individual members as of January 31, 2025.
3	Event sanction dates will be considered and assigned based on the applicant rankings.
4	In the event of date conflicts due to event proximity, the Event Sanction Committee will assign the dates and/or suggest alternative dates to applicants to maximize the number of event sanctions issued.

Appendix 4

TOURNAMENT EVALUATION FORM

To be completed by TO Tournament Committee Chair as part of the evaluation process

Venue Evaluation Criteria - Total 20 points					
Venue Size & Capacity (5 points)					
Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory	Notes:
5 points	4 points	3 points	1 point	0 points	
Yes, it exceeds the space required for the event	Yes, it was adequate for the event	Yes, space was just enough for the event	Need to find a bigger venue for the future or accept fewer competitors	Venue was not adequate for the event	
Venue Cleanliness and Washrooms (5 points)					
5 points	4 points	3 points	1 point	0 points	
Venue is spotless, and there are ample clean and well-maintained washroom available	Venue was clean, and washrooms were adequate for the event	Venue and washrooms were just enough for the event	Need to find a cleaner venue with more washrooms or limit competitors	Venue cleanliness and /or washrooms were not adequate for the event	
Parking Space (5 points)					
5 points	4 points	3 points	1 point	0 points	
Yes, it exceeds the space required for the event	Yes, it was adequate for the event	Yes, parking space was just enough for the event	Need to find a bigger parking area for the future or accept fewer competitors	Parking space was not adequate for events	
Signage at the Venue (5 points)					
5 points	4 points	3 points	1 point	0 points	
The signage was excellent, clear and visible from all critical areas (e.g., registration, rings, warm-up areas, washrooms)	Signage was adequate and directed people without much confusion	Signage was present but minimal; some confusion was observed	Signage was insufficient, leading to confusion for participants and spectators	Signage was absent or completely inadequate for the event	

Appendix 4 (Cont'd)

TOURNAMENT EVALUATION FORM

Event Management Evaluation Criteria - Total 29 Points					
Adherence to the Published Schedule - Ending Time (7 points)					
Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory	Notes:
7 points	5 points	3 points	1 point	0 points	
Yes, Tournament started and finished on Time	1-29 minutes delay to the published schedule	30-59 minutes delay to the published schedule	60-89 minutes delay to the published schedule	90 minutes or more delay to the published schedule	
Adherence to the Published Schedule – During the competition (7 points)					
7 points	5 points	3 points	1 point	0 points	
All matches and categories proceeded as planned without significant interruptions	Minor Delays of 1-29 minutes for specific matches or categories	30-59 minutes for specific matches or categories	Significant delays of 60-89 minutes for specific matches or categories	Delays exceeding 90 minutes for specific matches or categories	
Traffic Flow Management (5 points)					
5 points	4 points	3 points	1 point	0 points	
Traffic flow was well-organized with clear signage and pathways for participants, spectators and staff	Traffic flow was mostly smooth, with minor bottlenecks at high-traffic areas (eg. registration desk)	Traffic flow had noticeable issues, such as crowding or unclear directions, but was manageable	Significant traffic flow problems caused confusion and delays at key locations.	Traffic flow was chaotic, leading to missed matches or disruptions	
Volunteer Support (5 points)					
5 points	4 points	3 points	1 point	0 points	
There were more than enough well-trained and visible volunteers to manage all areas of the event	Volunteers were adequate and handled their responsibilities well.	Volunteers were just enough to manage the event, but some areas were understaffed	Insufficient volunteers caused delays or confusion in key event areas were understaffed	Severely understaffed, with volunteers struggling to manage the event effectively.	

Appendix 4 (Cont'd)

TOURNAMENT EVALUATION FORM

Volunteer Support for Cleanup (5 points)					
5 points	4 points	3 points	1 point	0 points	
There were more than enough volunteers for clean-up, and the process was completed quickly and efficiently	Volunteers were adequate, and clean-up was completed on time with minimal issues.	Volunteers were just enough to handle clean-up, but it took longer than expected.	Insufficient volunteers led to delays in clean-up, requiring extra time or effort.	Clean-up was poorly managed due to a lack of volunteers, leaving the venue in disarray.	

Other Criteria – Total 15 points					
Medical Team Presence (5 points)					
Excellent	Good	Satisfactory	Needs Improvement	Unsatisfactory	Notes:
5 points	4 points	3 points	1 point	0 points	
Certified Medical professionals were on-site and highly visible throughout the event	Medical professionals were present and available, but though visibility was slightly limited	Medical staff were present but not easily accessible or lacked key supplies	Medical team availability was inadequate, or response times were slow	No medical team was present	
Competitor-to-Ring Ratio (5 points)					
5 points	4 points	3 points	1 point	0 points	
Ratio was Ideal 75-1	Ratio (76-85) -1 was good but slightly stretched	Ratio (86-95) -1 was acceptable but led to noticeable delays	Ratio (96-105) - 1 was poor	Ratio (106 and over) – 1 was unacceptable	
Food/Snack/Water Availability (5 points)					
5 points	4 points	3 points	1 point	0 points	
Ample food, snacks, and water were provided for all participants, referees, and volunteers throughout the day.	Food, snacks, and water were available but required some effort to access	Snacks and water were available, but quantities were limited or ran out during the event	Limited food or water caused discomfort for participants and staff	No food or snacks or water was provided	

Appendix 4 (Cont'd)

TOURNAMENT EVALUATION FORM

Compliance Criteria (Penalty System)			
Criteria: Host Used Published Tournament Package			
Yes (0 points)	No (-1 point deduction)	Notes:	
Criteria followed	Host did not follow the package		
Criteria: Host Used TO Divisions/Categories:			
Yes (0 points)	No (-1 point deduction)		
Criteria followed	TO divisions/categories not used		
Criteria: Only Competitors on the official Registration List (at Close of Registration) were competing			
Yes (0 points)	No (-1 point deduction)		
Criteria followed	Competitors not on official Registered List were found competing		
Emergency Action Plan			
1 point	0 points	-1 point	
Readily available and obvious to all participants	Present but not obvious/available to the public	Not available upon request of the Tournament Chair	

FINAL SCORE	COMMENTS
Venue: /20	
Event Management: /29	
Other Criteria: /15	
Compliance Criteria: /1	
Total Score: /65	

	Print Name	Signature	Date
Evaluation Completed By:			
Tournament Chair:			
Referee Chair:			