



EVENT SANCTIONING

POLICY

&

PROCEDURE

1st January 2020

British Taekwondo's aim is to support its member groups and clubs in hosting very well run, safe and enjoyable events for its members.

To achieve this, British Taekwondo offer potential hosts a range of insurance, support services and event hosting policy guidance.

Anyone intending to host an event must understand the risks, responsibilities and liability that go with it, and ensure all arrangements are made in accordance with this process and policy.

We hope you find this policy document helpful.

1) What is an event?

a) An event is classed as any gathering of British Taekwondo members where any of the below things take place:

- Entries are taken and / or forms are submitted
- Entry fees are charged & collected
- Competitive or promotional activity where certificates, medals or trophies are awarded
- Paying spectators are permitted into the event

b) These specifically include the following types of events:

- Kyorugi Competitions (International, National, County, Local, Inter-club and 1to 1's)
- Poomsae Competitions (International, National, County, Local, Inter-club and 1 to 1's)
- Training Seminars
- Dan Gradings
- Displays / Demonstrations
- Hanmadang Events and Festivals
- Any other special event or one-off activity that may require event insurance cover
(that takes place outside normal training sessions and features activity mentioned in section (a) above)

2) What do I need to do?

To benefit from British Taekwondo event insurance and audit services, potential hosts should submit a **DOMESTIC EVENTS SANCTION REQUEST FORM** to events@Britishtaekwondo.org. Prior to submitting this form, potential hosts are required to appoint a number of qualified and experienced people, who's responsibility it is to ensure the event is arranged safely and in accordance with British Taekwondo policies. These roles and responsibilities are set out in the sections following.

3) What happens next?

Spot Checks

Once hosts have got the key people in place, and submitted the form, British Taekwondo may conduct random spot checks with the appointed people before and after issuance of the event certificate.

Date Conflicts

If your event is a competition, British Taekwondo will also check the calendar of existing and already sanctioned events to see if your event conflicts with another event on the same weekend.

To provide opportunities for all clubs and prospective hosts, it is British Taekwondo's policy that it will not sanction or insure a second competition if it is being held within 250 miles of the already sanctioned event.

(This only applies to competitions of the same type and does not apply to seminars or gradings)

Payment

Once entries are all received – the event manager is required to submit the entry list to British Taekwondo for a membership and insurance audit of all participants, at the latest 1 week before the event, along with a sanction fee of £ 1 per participant if the event is a Kyorugi or Poomsae competition. This process is set out in more detail in the sections following.

4) Appointment of Key People

Event hosts, as the benefactor, have the ultimate responsibility and legal liability to ensure that any event they commission is well run and provides participants with a safe environment.

Failure to pay attention to this can place participants at significant risk and the host can be liable.

In addition, British Taekwondo reserves the right to withhold or remove sanction approval to any host where failures were identified at a previous event, especially in the areas of participant safety and safeguarding.

British Taekwondo can only provide event insurance and conduct membership audits for events that agree to follow the procedures and guidelines in this document.

Failure to adhere to this process at any stage, **can invalidate the event insurance.**

All events are required to assign responsibility and ownership of tasks to key individuals and submit their names and contact details within the domestic events sanction request form.

Before submitting the form, hosts must:

- Appoint an **Event Manager**
- Appoint an **Event Welfare & Safeguarding officer**
- Appoint a **Lead Medical officer**

And, in addition, if the event is a competition, event hosts must also:

- Appoint a **Competition Manager**
- Appoint an **IT Manager**
- Appoint a **Referee Manager**

ROLES & RESPONSIBILITIES

EVENT HOST

Event hosts are the event budget holders, and beneficiary where ultimate responsibility, risk & liability reside.

This is the named person hosting the event and must be a British Taekwondo member.

The event host is responsible for appointing the required people charged with delivering the event, including negotiating any fees for their services.

It is the event hosts responsibility to submit the **DOMESTIC EVENTS SANCTION REQUEST FORM**.

EVENT MANAGER

This person has overall responsibility for the delivery of a safe and well-run event.

This person can also be the event host.

Along with the event host (if a different person), it is their ultimate responsibility to ensure all British Taekwondo event policies and procedures are adhered to.

Main responsibilities:

- Arrange venue and plan all operational services
- Conduct risk assessments
- Lead the event build & setup process (ensuring safe working at all times)
- Lead and direct the event schedule
- Manage all event service providers
- Manage all volunteers
- Troubleshoot all event issues on the day
- Liaise with other functional area managers and officers

EVENT WELFARE & SAFEGUARDING MANAGER

This person cannot be the event host or the event manager.

This person must be a British Taekwondo member and DBS (or equivalent) checked.

This person must have attended Safeguarding & Protecting Children (or equivalent) and Time to Listen (or equivalent) training workshops as a minimum requirement.

This person's identity must be publicised in event information and announced to the participants and audience on each day of activity.

This person must be on site, must be visible and available to organisers, participants and spectators at all times during the event period (which includes registrations, weigh in's etc)

Main responsibilities:

- Review all event plans with Event Manager and ensure that all performance spaces are safe, clean, clear of obstruction and pose no risk to participants.
- Ensure and confirm there is sufficient space for the activity and separation from adjoining activity.
- Ensure and confirm that spectators are sufficiently far enough away, are segregated and cannot impede the activity
- Ensure and confirm British Taekwondo's Safeguarding policies are fully adhered to, with special regard to any weigh in and inspection policies (if applicable) where children and vulnerable adults are present.
- To act as lead safeguarding officer on the days of activity, inspecting key areas of activity where safeguarding issues may arise, responding to incidents and any concerns, taking action where necessary and reporting any safeguarding issues to authorities, including the British Taekwondo safeguarding officer.

LEAD MEDICAL OFFICER

This person is in charge of medical services at your event.

Depending on the scale of the event, this could be a single first aid trained person (in the case of a grading or similar) or the leader / company of a team of doctors and emergency medical technicians in the case of a major Kyorugi competition.

Regardless of the scale, the Lead Medical Officer will have the responsibility, duty of care and liability to ensure adequate medical cover is arranged and delivered at an event.

Main responsibilities:

- Review all event medical plans and confirm they are adequate for the activity
- Review emergency plans and evacuation routes
- Attend the event and facilitate the medical service during the event
- Link with the venue and event manager to understand venues Health, Safety and medical provisions.
- Exercise the authority to suspend the event in the case of inadequate medical service on site or in the case of an incident.
- To submit a post event report to British Taekwondo listing incidents, injuries, concussions and all suspensions from future competition (due to concussion or other longer-term issue)

COMPETITION MANAGER

If your event is a competition that requires the services of some kind of registration, draw and results system, commonly known as On Venue Results (OVR), then hosts should appoint a competition manager.

This person can be the OVR provider lead or employee of that company.

For British Taekwondo to sanction your event in 2020, the OVR provider must be an accredited supplier.

For 2020 events – this includes TPSS, MAREGONLINE & POOMSAE-REG

A wider policy and list of accredited suppliers will be developed during 2020.

IT MANAGER

If your event is one that requires significant IT, it is advisable to appoint someone to set up and trouble shoot any technical issues throughout your event. (This is not compulsory as we appreciate each events needs are different.)

However, if your event is renting or using any British Taekwondo owned assets (such as PSS), then a named and approved IT manager must be appointed.

This person will be responsible for the collection, handling, distribution, on-site maintenance and troubleshooting of BT owned equipment, and the return to base and checking that all items work during handover to BT staff.

For 2020 events, hosts wanting to hire the BT equipment must appoint an person experienced in the use and maintenance of the PSS system, and recommend these to BT as the point of contact with responsibility for the collection, deployment, maintenance and return of the equipment.

A training and accreditation course for IT managers will be developed during 2020

REFEREE MANAGER

To attract the best technical officials to attend and run your event, hosts are recommended to offer a good quality range of benefits such as per diem expenses to cover travel, accommodation (when appropriate) and meals.

If your event is a competition, then you need to appoint a skilled referee manager to do this. This person has the overall responsibility and authority to contact, recruit and manage suitably qualified officials to run your event and act as Chief Referee on the day.

Main responsibilities:

- The advertisement to and recruitment of all technical officials for the event
(*Only British Taekwondo accredited Referee managers can access the database of current qualified BT officials)
- To communicate the event host's offer of per diem and other benefits
- To coordinate court assignments and duties of each official
- To conduct briefings for officials and participants where necessary
- To work with the competition manager to ensure smooth match process at all times
- To check with the lead medical officer and welfare & safeguarding manager that they are satisfied the event is safe for participants.
- To deal with all protests, disputes and sanctionable issues
- To submit a post event report to British Taekwondo within 1 week of the event, listing any incidents and matters that require escalation or sanction

For 2020 events – experienced International Referees who are current British Taekwondo members can act as Referee Managers*.

In due course, a Referee Managers accreditation course will be developed and rolled out, with a list of accredited Referee Managers becoming available on the British Taekwondo website in the events section.

5) Membership Audit & Insurance Check

At least 1 week before an event, hosts are required to submit a full entry list, detailing names and BT membership numbers of all participants for a membership audit and insurance check.

This process gives event hosts and responsible functional area managers the reassurance that individuals are covered in the event of a claim.

For smaller events, such as gradings, the host should collect the relevant information themselves and submit directly to British Taekwondo membership services at membership.services@Britishtaekwondo.org

For larger, competitive events, this information is usually collected and submitted by the On-Venue Results provider (OVR). This should also be done at least 1 week prior to the event taking place.

6) Payment

For Kyorugi & Poomsae competitions, a payment of £ 1 per participant should be paid by the event host to British Taekwondo, using the PayPal or other payment link provided at the same time as the audit check is submitted.

(Dan gradings and other similar events where event insurance is required, should still submit the entry list to membership services 1 week before the event for a membership check but are not required to pay the fee)

QUICK VIEW FLOWCHART

How to register and insure your event

