



# SPORT EVENT SANCTIONING POLICY & PROCEDURE

Date	Version	Author	Board approved	Review Date	Published
March 2023	4	Matt Marshall	31/03/2023	March 2024	Yes
June 2024	4.3	Matt Marshall	27/06/2024	June 2025	Yes

## Introduction

The Sport Event Sanctioning Policy introduced as a pilot in 2022 achieved its key objective of balancing out the number of events on the club competition calendar and reducing date conflicts of sanctioned events.

As the supply of qualified sport referees continues to grow and demand for competitions rises the next iteration of this policy seeks to widen the scope for club competitions in 2024. The revised policy seeks to do this with caution so as not to re-energise some of the challenges faced in 2022 and previous years where oversupply in the market, with many similar events, competing for the same athletes, audience and officials, with unsatisfactory outcomes for many, poorer attendance's, late withdrawals as athletes and clubs switch events and priorities, and a significantly stretched pool of officials who also pick and choose which events to attend.

*Compacting this, was the common misconception that the British Taekwondo referee department is obligated to supply sufficient officials to run a club hosted event. (Whilst the department can advertise and promote the event to the referee family, ultimately it is the Chief referee of the particular events' responsibility to recruit sufficient officials).*

## New policy and pilot scheme for events in 2024

After observing the implementation of the pilot policy in 2023 and re-consulting with technical departments and club hosts, British Taekwondo now publishes a revised policy and procedures for sanctioning and running domestic combat sport events of all types.

This revised policy aims to further develop the structured events system and calendar, encouraging progression for hosts, and improvements in the quality and distribution of events for athletes and officials.

**From 21 July 2023** , British Taekwondo will consider applications for sanction of domestic combat sport events in 2024 throughout the UK, which meet the sanction criteria within this document and that follow the procedures stipulated. The initial application period for 2024 events will end on 20 August 2023. At the end of the initial application period British Taekwondo will produce an event calendar and may invite additional applications if the number and distribution of events permits.

## Subjects covered in this policy

- Why British Taekwondo Sanction Events
- Definition of a Sanctioned Event
- How and when an event is sanctioned and included in the Event Calendar and the Pre-Planning of Events
- Event Frequency
- Event Capacity
- Stimulating Technical Official Capacity & Club Engagement
- Event Quality
- The Key Personnel/Experience to manage each type of Event
- Roles & Responsibilities of Key Personnel

## Why British Taekwondo Sanction Events

**British Taekwondo aims to support its Club hosts in hosting very well run, safe and enjoyable events for all participants.**

To achieve this, British Taekwondo needs to manage and regulate the safety, quantity and quality of events proposed to it by potential hosts.

In return British Taekwondo will provide **Event insurance** and **indemnity cover** for the event host, and provide event **hosting regulation /guidance** and **referee recruitment** support.

**It is in everyone's interest that anyone intending to host a sanctioned event clearly understand the risks, responsibilities and liabilities that go with it and that they pre-plan the event well, ensuring all arrangements are made in accordance with this sanction policy and process.**

British Taekwondo affiliated clubs hosting competitions, Dan gradings and events that require sanction must always register and apply for sanction approval. It is not permitted for British Taekwondo affiliated clubs to host competitions, Dan gradings or other sanctionable events without approval. Failure to comply may result in the suspension of club affiliation and membership.

## **Definition of an Event**

**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 or collected
- Any competitive or promotional activity where certificates, medals or trophies are awarded
- Paying spectators are permitted into an event

**For Combat Sport Taekwondo specifically, these include the following types of Sport/Kyorugi competitive activity involving athletes from multiple clubs including:**

- International
- National
- Home Nation/County
- Regional/Local Opens or 121's
- Inter-Club
- Match Days
- Club Events
- Training Events

The same sanction process is also required for non-sport Taekwondo events such as - Poomsae Competitions, Dan Gradings, Displays/Demonstrations, Hamadan events and festivals where Taekwondo activity is taking place **outside the normal club training environment and/or involves members of different clubs coming together.**

**If in doubt, potential hosts should always check with the British Taekwondo events team for clarification by contacting [events@britishtaekwondo.org](mailto:events@britishtaekwondo.org) or calling 0161 697 5330 and selecting Option 3**

## **Definition of a Sanctioned Event**

### **DOMESTIC EVENT CATEGORIES**

**The following event sanctioning model establishes a strong events system that identifies, regulates and supports events at defined levels.**

### **CLUB LEVEL EVENTS**

Smaller scale Club, Inter-Club and Regional Match Days using local venues, involving local athletes and run by local officials. These need to be cost-effective and above all – safe events for all concerned.

## **BRONZE LEVEL EVENTS**

Regional **121 Events**, run by more experienced hosts where local athletes and officials can gain further experience against different athletes from different Clubs/Regions. These are events based on a **single match per athlete format** and again need to be cost effective and safe.

## **SILVER LEVEL EVENTS**

A series of Regional **Open Events**, run by experienced hosts where athletes compete at a higher standard with more experienced officials, based on the **'brackets' system leading to a single category winner** in each class. These events must provide a higher standard for participants, including spectators.

## **GOLD LEVEL EVENTS**

Experienced hosts may wish to bid to host Home Nation level events (e.g., The Scottish, Welsh, English or Northern Irish Championship).

These events must offer a higher standard of entry and the opportunity for top level athletes to gain a 'Title, (e.g. Scottish Champion)

Home Nation events also provide the platform for senior level officials to practice in matches of a higher competitive standard, and for hosts to generate wider media and sponsorship opportunities.

These events may be run by club hosts in partnership with British Taekwondo and awarding of these events is solely at the discretion of British Taekwondo.

## **PLATINUM LEVEL EVENTS**

The pinnacle of this system is the annual British Taekwondo Championship with the title of British Champion on offer, where officials are also selected and invited from overseas.

Any British International Open events also fall within this category.

These events are run by British Taekwondo events department centrally.

## **How and when an event is sanctioned by and included in the Event Calendar**

The Sanction process for sport Taekwondo events is a two-stage process: -

### **Stage 1**

A Stage 1 request for British Taekwondo event sanction should be submitted before the event as follows-

- Club Events – A minimum of 1 Month before the proposed event
- 121's and Open's – A minimum of 3 Months before the proposed event
- Home Country Nationals – A minimum of 6 Months before the proposed event

This request is to enable a check of the events calendar against the proposed date and to give a general description of the level of the event proposed.

**This request must be accompanied by an event sanction fee.**

(Note: If the event is approved the sanction fee is used to reduce the event referee costs

If the date is acceptable (as described further in this document), the event level is approved, and the Fee is received, then **Stage 1 - Initial event sanction** will then be given, and the event placed on the event calendar.

### **Stage 2**

Following stage 1 approval and then within the fixed period described below and depending on the event level, prospective event hosts must then provide full details of the proposed event by completing the Event Plan.

- Club Events – A minimum of 1 Month before the proposed event
- 121's and Open's – A minimum of 2 Months before the proposed event
- Home Country Nationals – A minimum of 3 Months before the proposed event

Including, critically, the following Key Personnel must be in place: -

- Name of Event Manager
- Name of Chief Referee
- Name of Competition Manager
- Name of Welfare/Safeguarding Officer

Detailed Roles & Responsibilities and a draft Event Plan attached for use.

If the Plan and nominations are approved, then **Stage 2 - Final Sanction** will then be given.

**If the Stage 2 process is not followed and hosts fail to submit the event plan and nominate the key delivery personnel on time, British Taekwondo reserves the right to immediately withdraw Stage 1 sanction and remove the event from the events calendar. (A public notice would be made that the event has not met sanction standards and is not approved to go ahead)**

Graphically the process and responsibilities are as follows: -

Organiser Decision to Host Event	
Event Manager submits initial sanction request and pays sanction fee	British Taekwondo reviews proposed date and event level in line with Sanction Policy
Stage 1 – Initial Sanction	
<ul style="list-style-type: none"> <li>• Event Manager appoints Chief Referee and notifies Referee Department for approval of role</li> <li>• Event Manager appoints Competition Manager from list of approved providers</li> <li>• Event Manager appoints medical provider with service level to match Sport Event Health and Safety Policy</li> <li>• Event Manager appoints Safeguarding Lead and notified British Taekwondo Safeguarding Manager for approval of role</li> </ul>	<ul style="list-style-type: none"> <li>• British Taekwondo reserve event date in calendar</li> <li>• Sport Referee Department appoint Technical Delegate</li> </ul>
Stage 2 - Sanction Review	
<ul style="list-style-type: none"> <li>• Event Manager prepared to respond to queries during application review process</li> </ul>	<ul style="list-style-type: none"> <li>• British Taekwondo and Sport Referee Department review and approve / reject event role nominations</li> <li>• British Taekwondo confirm receipt of sanction fee</li> </ul>
Sanction Approved	

<ul style="list-style-type: none"> <li>Event Manager to proceed with event planning;</li> <li>PSS, OVR, IVR, Technical Official recruitment, athlete entries and ticket sales</li> </ul>	<ul style="list-style-type: none"> <li>British Taekwondo publish event details on official calendar and website</li> </ul>
--	--

Sanction requests should take no longer than 3-weeks from the date of initial contact with British Taekwondo through to final approval. If there is a significant delay on the part of the organiser British Taekwondo may discuss the event date with an alternative host after notifying the original host.

Action	Sanctioning Process	Host	BT Events	Calendar	Ref department	H&S	Safeguarding	Support
Idea	Decide to Host	Y						
1	Submit Initial Sanction request & Pay Fee	Y						<b>Stage 1 - Initial Event Sanction Form</b>
2	British Taekwondo review proposed Date & Event Level		Y	Y	Y			
<b>Stage 1 - Initial BRITISH TAEKWONDO Sanction of the Event Level and Date</b>								
3	Hold date in Calendar			Y				<b>Published Calendar</b>
4	Appoint Technical Delegate				Y			
5	Appoint Chief Referee	Y						Approved by Referee Department
6	Appoint Competition Manager	Y						Approved from list of Competition Managers
7	Appoint Medical Provider	Y						WT & BT event Spec
8	Appoint Safeguarding Officer	Y						Approved by BT Safeguarding
8	Submit full Event Plan & Nominations	Y						<b>Stage 2 - Final Event Sanction Form &amp; Event Plan</b>
9	Review Event Plan & Approve		Y	Y	Y	Y	Y	<b>Internal Approval Process</b>
<b>Stage 2 - Final Sanction of the Event and Date</b>								
10	Lock in Calendar			Y				<b>Published Calendar</b>
11	Invite Officials				Y			Local Chief referee / Spord System
12	Book PSS (If required)	Y			Y			PSS Booking System

## Event Frequency

To ensure a well balanced competition calendar with a variety of event types and distributed opportunity to host, British Taekwondo has identified a hierarchy for Sport Taekwondo events:

**\*To be read in tandem with event capacity table**

Level	Event Description	Per Annum (max)*	Advance Sanction Period	Sanction Fee
Platinum	National Championship & International Open	2	NA	NA
Gold	Home Nation Championships	4**	6 Months	£300
Silver	Regional Opens	10***	3 Months	£250
Bronze	Regional 121's	10	3 Months	£200
Club	Fight Days/Match Days/Inter Clubs Etc.	No Limit	1 Month	£100

\*These are maximum capacities, not all event levels may reach capacity and British Taekwondo may redistribute or transfer event types at its discretion to provide a well-balanced calendar

\*\* There may be one Gold Event per Home Nation each calendar year. For example, if the Scottish Open does not take place there can still only be one English Open.

\*\*\* Minimum of one of each event type is ringfenced for hosting in each of the Home Nations annually. These can be reallocated to other regions at the discretion of British Taekwondo if hosts from these Home Nations do not apply for sanction by 30 June of the calendar year.

## Date Availability Assessment Criteria

- 1) Maximum number of events of that level in a calendar year has not been exceeded
- 2) **Any individual club / group can only host a maximum of 3 events** in total per calendar year. This may be any combination of Gold, Silver and Bronze level events within the following parameters:
  - no more than one Gold Event,
  - no more than two Silver events,
  - no more than two Bronze events.
- 3) **Event dates are not on the same weekends** (This applies nationally and to Bronze, Silver, & Gold events)
- 4) **Events of the same level are not on adjoining weekends** - i.e.: not on the weekend before or weekend after an event of same level (This applies nationally and to Bronze, Silver, & Gold events)
- 5) Events of any level are not on adjoining weekends - i.e.: not on the weekend before or weekend after the Sport National Championship, Home Nation Championship, Major International Events in the UK , British International Open.
- 6) If two events request the same date at the same time, the highest-level type of event will prevail.

7) If a combined Sport & Poomsae event or weekend is proposed, hosts must also consider the same date and event level assessment criteria for Poomsae events to ensure they do not clash, and the highest-level combined event would also prevail.

British Taekwondo may make occasional exception to these criteria on a case-by-case basis where it feels the competition calendar may be sufficiently enhanced or improved by doing so.

## Sport Event Capacity

To ensure the safety, quality and ability to host events is maintained the following capacity criteria is proposed:

Level	Event Description	Max No of Mats	Max Games per court per Day (8Hrs)	Min No of Refs per Mat	Additional No of Officials Inspection/Weigh-In/Spare	Technical Delegate Required
Platinum	National & International Open Championship	N/A	50	7	Same as number of courts	Yes
Gold	Home Nation Championship	8	50	7	Same as number of courts	Yes
Silver	Regional Opens	6	50	Dependant on use of IVR & PSS Consult Chief referee	Same as number of courts	Yes
Bronze	Regional 121's	5	50	Dependant on use of IVR & PSS Consult Chief referee	Same as number of courts	Yes
Club	Fight Days/Match Days/Inter Clubs	3	50	*	N/A	No

## -Event Technical Official Requirements

Level	Technical Delegate*	Chief Referee	Centre Referee	Corner Judge
Platinum	1 Total	1 Total	2/court	2/court
Gold	1 Total	1 Total	2/court	2/court
Silver	1 Total	1 Total	2/court	2/court
Bronze	1 Total	1 Total	2/court	2/court
Club			2/court	2/court**

\*The Technical Delegate will be appointed by the British Taekwondo Sport Referee Department at its discretion.

\*\*At club level events it is not mandatory for Corner Judges to hold a technical official qualification. A British Taekwondo member with a Dan Grade can be used in Corner Judge roles.

## Stimulating Technical Officials capacity and Club engagement

To encourage clubs to buy into and support the Club, Bronze, Silver & Gold level events they attend, putting some “skin in the game”, from 2023 clubs entering athletes are also required to provide officials and/or competition support as follows\*

Clubs entering 10 athletes or more at Club, Bronze, Silver & Gold level events must provide officials as follows:

- club entering 10 -14 athletes = supply 1 official or event support
- club entering 15-19 athletes = supply 2 officials or event support



- club entering 20-24 athletes = supply 3 officials or event support
- club entering 25-29 athletes = supply 4 officials or event support
- club entering 30-34 athletes = supply 5 officials or event support
- Beyond the above is at the discretion of the attending club

\*In the event that the club does not have qualified officials (or in the case of club level events, Dan grade members), clubs can provide event technical support in other ways such as computer operators, competition process helpers and volunteers)

When clubs are part of a larger family or group, the collective number of athletes entered from that group would be used to calculate the number of officials expected to be supplied.

This proposal would stimulate clubs to get more involved and “invested” in the events they attend and introduces members to the world of officiating and running events. It also encourages cooperation between clubs.

Note: it is the responsibility of the Event Manager to implement this part of the policy and work with the participating clubs. The British Taekwondo Sport Referee Department may be able to assist with training and education of technical officials at the request of the organiser. Organisers can request support by contacting [operations.sportreferees@britishtaekwondo.org](mailto:operations.sportreferees@britishtaekwondo.org)

## Sport Event Quality

Improving the event experience for athletes, coaches, , spectators and officials is at the heart of this policy.

For each type of Event the following expectations will apply: -

Level	Event Description	Seating for Spectators	Catering in venue	Dedicated Warm up Area for athletes	Use of PSS	Use of IVR	Referee room in venue and incentives
Platinum	National Championship	>1000	Yes	Yes	Yes	Yes	Yes
Gold	Home Nation Championship	Minimum same number as number of athletes	Yes	Yes	Yes	Yes	Yes
Silver	Regional Opens		Yes	Yes	Yes	Optional	Yes
Bronze	Regional 121's		Yes	Optional	Optional	Optional	Optional
Club	Fight Days/Match Days/Inter Clubs Etc.	Optional	Optional	Optional	Optional	Optional	Optional

## Key Personnel – Accreditation

Level	Event Description	Medical	Safeguarding Officer	Event Manager	Technical Delegate	Chief Referee	Coaches	Referees
Platinum	National Championship	Full WT	British Taekwondo Accredited	Named	British Taekwondo Appointed	British Taekwondo Appointed	British Taekwondo Accredited	British Taekwondo Appointed

Gold	Home Nation Championships	Full British Taekwondo	British Taekwondo Accredited	Named	British Taekwondo Appointed	British Taekwondo Accredited	British Taekwondo Accredited	British Taekwondo Accredited
Silver	Regional Opens	Full British Taekwondo	British Taekwondo Accredited	Named	British Taekwondo Appointed	British Taekwondo Accredited	British Taekwondo Accredited	British Taekwondo Accredited
Bronze	Regional 121's	Full British Taekwondo	British Taekwondo Accredited	Named	British Taekwondo Appointed	IR	British Taekwondo Accredited	British Taekwondo Accredited
Club	Fight Days/Match Days/Inter Clubs Etc	Full British Taekwondo* (*To be approved by BT H & S in advance of event)	British Taekwondo Accredited	Named	n/a	IR	Local	A British Taekwondo accredited centre referee must referee all matches  (Judges can be Dan grades)

## Event Membership & Insurance Check

From 2024 event hosts will be able to choose to audit their athlete participants themselves, or to request that British Taekwondo completes the audit.

The way to ensure that all participants hold a current and valid British Taekwondo membership will be to require every participant to present a copy of a valid membership certificate at the event. This can be a printed copy or screenshot from the Hub.

There are then two options to check the membership evidence.

### Option 1 - During registration when accreditations are handed out.

The staff or volunteer overseeing registration must be shown proof of membership before an accreditation is handed out. Any participants who do not provide proof of membership may withdraw from the event or purchase an event weekend membership.

### Option 2 - During the weigh in queue.

The staff or volunteer monitoring the weigh in queue must be shown proof of membership before an athlete can weigh in. Any participants who do not provide proof of membership may withdraw from the event or purchase an event weekend membership.

Additional unannounced spot checks of membership may be conducted by the Technical Delegate or British Taekwondo personnel.

British Taekwondo will continue to audit all coaches and referees before the event to ensure Safeguarding is prioritised. This will include confirming DBS and indemnity status prior to the event in the usual process.

As a result British Taekwondo will no longer charge an audit fee.

Any problems with audits or membership should be directed to British Taekwondo membership team by contact [membership.services@britishtaekwondo.org](mailto:membership.services@britishtaekwondo.org) or calling 0161 697 5330

## Event Host Financial Security

To encourage positive financial behaviour and commitment to events by clubs and participants, it is recommended that sanctioned events bring forward much earlier payment dates for entry, or a pay-on-entry policy

Currently, clubs and participants can enter an event without commitment, with payment due only at the last minute. This places event hosts at significant risk should clubs withdraw at the last minute without penalty.

British Taekwondo strongly advises event organisers to only confirm entries after payment has been received and to minimise any financial commitments until entry fee revenue is confirmed. British Taekwondo cannot take responsibility for any financial loss or risk related to competition entries at sanctioned events.

## Roles & Responsibilities

<b>Medical</b>	Must be in accordance with the requirements detailed in the Event Plan
<b>Safeguarding Officer</b>	Must be British Taekwondo trained and approved (contact <a href="mailto:safeguarding@britishtaekwondo.org">safeguarding@britishtaekwondo.org</a> )
<b>Event OC Manager</b>	Must have experience of competition Management
<b>Technical Delegate</b>	Must be appointed by the British Taekwondo Sport Referee Department
<b>Chief Referee</b>	Must be currently accredited by the British Taekwondo Referee Department <b>Contact:</b> <a href="mailto:operations.sportreferees@britishtaekwondo.org">operations.sportreferees@britishtaekwondo.org</a>
<b>Coaches</b>	Must be listed on the membership hub as a Coach
<b>OVR / Competition Managers</b>	Currently approved are: TPSS, MAREGONLINE & MARTIAL EVENTS

### Event Manager

This is the person who has overall responsibility for the event. They may delegate some tasks to other people but they hold the ultimate financial responsibility and the commitment to deliver a safe and well-run event.

The Event Manager is responsible for ensuring all event policies and procedures are adhered to.

### Event Welfare & Safeguarding Officer

This person cannot hold any other role at the event, including as a participant, coach or technical official. 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.

### **Chief Referee**

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 the event is a competitive event of any kind, then you need to appoint a skilled British Taekwondo Chief Referee.

This person will recruit the required referees and liaise with the Sport Referee Operations Manager to advertise and promote to the technical official's family.

The full list of criteria to become a Chief Referee and the responsibilities of the Chief Referee are outlined in the [British Taekwondo Chief Referee Accreditation Process](#) (D024 V004)

### **Technical Delegate**

The role of the Technical Delegate is to provide an evaluation and monitoring function at British Taekwondo Sanctioned Events. The Technical Delegate is appointed by the British Taekwondo Sport Referee Department and acts as the official representative of British Taekwondo at the event (if no other British Taekwondo staff or board members are present).

The Technical Delegate's ultimate purpose is to ensure events sanctioned by British Taekwondo are safe, run within the rules of the sport as defined by WT and BT, and to assist the organisers in achieving these goals. To drive continual improvement within the sport the Technical Delegate produces a report after each sanctioned event to identify the areas of success and those requiring development.

The full list of criteria to become a Technical Delegate and the responsibilities of the Technical Delegate are outlined in the [British Taekwondo Technical Delegate Selection Policy](#) (D023 V003).