

# KICKBOXING ONTARIO

July 3<sup>rd</sup> 2017

To all registered Club Members,

Please find attached Kickboxing Ontario's **Event Coordinator Application** package for Tatami Competitions. Prior to undertaking the application process it is required that you either contact the KO office or check the website to ensure the availability of the date you hope to host the event.

The checklists contained in this application highlight only the major responsibilities of the Event Coordinator. A complete list of the required policies and regulations are found on the association's website under the Sanctioning Tatami Competitions – Policies and Procedures.

The following outlines the process for sanctioning events:

1. KO must receive a complete application within 90 days of the event date requested. A complete application consists of the completed 2 pages of the 2017 SANCTIONING APPLICATION complete with full payment. These can be submitted by email or regular mail.
2. If the application received is complete, you will receive a sanctioning notification within 10 business days. If the event is not approved you will be notified of the gaps in approval and will be provided 21 days from the notification date to address the requirements indicated.

*Note: A \$100 administrative fee is required for a resubmission. If the resubmission is denied, the sanctioning fee will be refunded minus a \$250 penalty.*

3. Kickboxing Ontario office will notify the Event Coordinator within 30 days of the event with the travel expenses required for the Kickboxing Ontario Officials selected for the event. If it becomes necessary to change an official you will be notified immediately of any altered expense requirements. KO will pay the honorarium for the event Chief Officials from the sanctioning fee. The Event Coordinator is responsible for providing the travel expenses.
4. Kickboxing Ontario will provide the certificate of insurance for the competition to the Event Coordinator within 30 days of the event. Additional parties can be added to the policy upon request and approval.
5. The Event Coordinator is required to obtain from the Venue Operator evidence of insurance for commercial general liability upon request. The certificate must list Kickboxing Ontario and the Council of Amateur Sport Kickboxing as additional parties under the policy.



**KickboxingOntario.com**

5008 South Service Road, Burlington, L7L 5Y7  
(905) 681-9815 nhq@kickboxingcanada.org



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## Suggested Check-List for Planning and Implementing a Competitive Event (Ensure that you review Tatami Policies for all the requirements for events)

### *Pre-Planning*

- Book a Venue with sufficient space for the competition rings and medical/officials areas
- Ensure all rings have regulation mats for the competition rings and safety zones
- Ensure there is a minimum of 1.5 meter space and/or barrier beyond all safety zones
- Ensure all rings are visible and accessible to the Chief Officials and Medical team
- Ensure adequate space for athlete warm-up area apart from the competition area.
- Ensure a private location for any medical care and weigh-ins
- Book the appropriate number of medical staff as per the KO Policies
- Ensure all competitors are aware of appropriate safety equipment requirements
- Ensure all fire exits are accessible
- Ensure accessibility for all participants and spectator
- Ensure copies of all KO Event Documents are available

### *Organization*

- Meet with the event Medical Team and review Sanctioning documents
- Contact the nearest hospital and provide details of event request any advice
- Plan for a Kickboxing Ontario membership registration prior to event registration
- Book a security company or establish volunteer security personal

### *Promotions*

- Ensure all promotional materials state the event is: **Sanctioned by Kickboxing Ontario**
- Ensure all promotional materials have the Trillium Logo and state:  
**Ministry of Tourism Culture and Sport Approved Event**

### *Final Details*

- Secure adequate ring equipment (eg. mops, brooms, sanitation cleaner for blood, etc.)
- Establish a staff team to support the KO Chief Officials
- Prepare the travel expense amounts for the Chief Officials
- Have a volunteer assigned to assist Chief Official at registration
- Secure a digital scale or medical scale only (bathroom scales are not acceptable)
- Supply pens, highlighters and paper for the Officials Table.

# KICKBOXING ONTARIO

## 2017 TATAMI EVENT SANCTIONING APPLICATION (page 1 of 3)

Event Coordinator Name:

\_\_\_\_\_

First

\_\_\_\_\_

Last

Contact:

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Primary Contact Cell Phone Number

Secondary Contact Cell Phone Number

Email:

\_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Host Club:

\_\_\_\_\_ Name of Event: \_\_\_\_\_

Venue:

\_\_\_\_\_

Address of Venue:

\_\_\_\_\_

Number

\_\_\_\_\_

Street

\_\_\_\_\_

City

\_\_\_\_\_

PC

Date:

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_

Start Time / End Time

Day

Month

Year

Estimated Participants:

\_\_\_\_\_ Under 10

\_\_\_\_\_ 10-12

\_\_\_\_\_ 13-18

\_\_\_\_\_ 19-35

\_\_\_\_\_ 35>

### Tournament Fees (2017 Fee Structure) (Circle the specifics)

- Under 100 competitors – Sanctioning Fee - \$1000 +HST
- 100-200 competitors – Sanctioning Fee - \$1250 + HST
- 200-300 competitors – Sanctioning Fee - \$1500 + HST

- 300-500 competitors - Sanctioning Fee - \$1500 + HST
- Over 500 competitors - Sanctioning Fee - \$1500 + HST
- USA Competitors - Additional Fee – \$250 + HST
- International Competitors – Additional Fee – \$350 + HST

VISA/Master Card: \_\_\_\_\_

Expiry Date

\_\_\_\_\_ (mn)

\_\_\_\_\_ (yr)

Name on Card

\_\_\_\_\_ (first)

\_\_\_\_\_ (last)

I hereby authorize the following amount to be charged - \$ \_\_\_\_\_ . \_\_\_\_\_

Initial: \_\_\_\_\_



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# KICKBOXING ONTARIO

## 2017 TATAMI DISCIPLINE SANCTIONING APPLICATION (page 2 of 3)

Competition Emergency Action Plan Staff Contacts:

<p>EAP Charge Person:</p> <p>Name: _____</p> <p>Cell: _____</p> <p>Email: _____</p>	<p>EAP Charge Person (2<sup>nd</sup> person if required)</p> <p>Name: _____</p> <p>Cell: _____</p> <p>Email: _____</p>
<p>EAP Charge Person (3<sup>rd</sup> person if required):</p> <p>Name: _____</p> <p>Cell: _____</p> <p>Email: _____</p>	<p>EAP Charge Person (4<sup>th</sup> person if required)</p> <p>Name: _____</p> <p>Cell: _____</p> <p>Email: _____</p>

*Important: Review the Emergency Action Plan Event Coordinator Document and ensure that you have selected all the appropriate staff (Call Person and Charge Person) and a process has been established to address all medical situations.*

Address of venue: \_\_\_\_\_  
 Number                      Street                      City                      PC

Major Intersection: \_\_\_\_\_

Ambulance Entry: \_\_\_\_\_  
 Location to Facility

Nearest Hospital: \_\_\_\_\_  
 Number                      Street                      City                      PC

Estimated Ambulance Arrival Time: \_\_\_\_\_



# KICKBOXING ONTARIO

## 2017 TATAMI DISCIPLINE SANCTIONING APPLICATION (page 3 of 2)

Please list below the required medical staff as per the KO Policy:

_____	_____	_____
Name	Credentials	First Responder ID#
(____)_____ - _____	_____@_____.	
Contact Phone	Contact Email	

_____	_____	_____
Name	Credentials	First Responder ID#
(____)_____ - _____	_____@_____.	
Contact Phone	Contact Email	

_____	_____	_____
Name	Credentials	First Responder ID#
(____)_____ - _____	_____@_____.	
Contact Phone	Contact Email	

_____	_____	_____
Name	Credentials	First Responder ID#
(____)_____ - _____	_____@_____.	
Contact Phone	Contact Email	

*\* Note – In addition to the above persons, the KO Policy also requires additional medical staff. Please ensure your event has fulfilled both required and additional personal as per the competition numbers.*

I \_\_\_\_\_ understand, and agree to adhere to all current Kickboxing Ontario policies and procedures for Tatami Competitions. I also understand and agree that failure to fulfill any Kickboxing Ontario policy will result in a disciplinary action and/or fine against my club, in addition to the event sanctioning being withdrawn. I will ensure that all athletes, coaches and officials meet all Kickboxing Ontario membership requirements. I understand and agree to pay the travel expenses of selected Chief Officials as per the Kickboxing Ontario policy on expenses. I am providing full payment for this event sanctioning. I the undersigned understand and agree that if myself cancel the event, or if cancelled due to an unforeseen circumstance, or if the sanctioning is removed due to a violation of a Kickboxing Ontario policy the sanctioning fee is non-refundable.

\_\_\_\_\_ Signature \_\_\_\_\_ Date

\_\_\_\_\_ Witness Name

\_\_\_\_\_ Witness Signature \_\_\_\_\_ Date

