



## EVENT SANCTIONING POLICY

Policy Name	Event Sanctioning Policy
Adopted on	January 25, 2026, Version 1

### 1. Purpose

In the spirit of unity, respect, and diligent preparation, this policy guides all member clubs in the timely submission of annual events and provincial tournament hosting bids. Early planning allows the GTMA board and committees to coordinate a strong provincial calendar that supports excellence in training, officiating, and competition across all GTMA schools.

### 2. Guiding Principles

This policy reflects the values of Global Taekwon-Do:

- a) Courtesy in communication
- b) Integrity in planning
- c) Perseverance in building strong annual programming
- d) Self-Control in organizational discipline
- e) Indomitable Spirit in hosting meaningful events for our members

### 3. Scope

A sanctioned event or tournament is formally approved and recognized by the GTMA. Such events must comply with all organizational rules, protocols, and safety standards and are subject to oversight by the Technical Committee or Board. The purpose of sanctioning is to maintain consistent standards, ensure fairness, and uphold the organization's reputation. Sanctioning is required for GTMA events to meet insurance requirements and ensure compliance with Sask Sport and STI regulations.

An internal event is a training or instructional activity organized within a single club or group. These local, informal events are primarily focused on skill development and education within the club. Internal events are not subject to GTMA sanctioning, and therefore do not require fees or reporting.

### 4. Definitions

**“Event Calendar or Membership Year”** refers to the period spanning September to June.

**“Fiscal Year”** refers to the period spanning April to March, as defined by SaskSport.

**“Instructor”** any person that holds a Black Belt and is at least 18 years of age.

**“Member(s)”** shall mean all students and instructors that are in good standing with GTMA and have paid their membership fee.



**“Event”** is a formally sanctioned and recognized event by the GTMA which includes organized seminar or competition.

**“Training Seminar”** is an instructional event designed to develop participants’ technical, theoretical, or practical skills in Taekwon-Do. Seminars may include demonstrations, guided practice, lectures, or workshops led by qualified instructors, masters, or subject-matter experts.

**“Open Event or Tournament”** an event or competition that is open to all GTMA members and to non-member clubs by invitation.

**“Provincial Tournament”** shall mean a tournament held at the conclusion of a event calendar year, typically in April or May.

## 5. Event Submission(s)

- a) Member Clubs must submit their events for the following event calendar year no later than **April 30** of the current year.
- b) Any instructor in good standing with GTMA may submit an event application.
- c) Sanctioned events must be available to all GTMA members. Open events are at the discretion of the event organizers.
- d) An Event includes:
  - i. Officials’ training clinics
  - ii. technical or sparring seminars
  - iii. instructor development sessions
  - iv. tournaments
  - v. and any other sanctioned Global Taekwon-Do Martial Arts activity hosted within the province.
- e) Each submission will use the Event Submission Form, found on the GTMA website, and must include:
  - i. event type, date(s)
  - ii. hosting club
  - iii. event location
  - iv. lead instructor(s) or officials
  - v. event description
  - vi. and any special requirements.
- f) Seminars:
  - i. Type of training and Instructors must be listed on application.
  - ii. Training seminars may include, but are not limited to,
    - Sparring,
    - Self defense
    - TKD technical training
    - Board breaking
    - Other martial arts training such as Ju Jitsu, hapkido, Bo Staff/weapons, etc.
- g) Late or incomplete submissions may not be considered for approval.



- h) Events are eligible for GTMA funding as per the Funding Expenditures & Application Process.
- i) All approved events must adhere to event rules, meet hosting responsibilities, and provide required follow-up reports and fees as specified in this document.

## **6. Provincial Tournament Requirements & Bid Process**

- a) Any instructor in good standing with GTMA may submit a Provincial Tournament bid application.
- b) A formal hosting bid must be submitted for the following event calendar year no later than **April 1** of the current event year.
- c) Bid Requirements
  - i. Proposed venue and capacity
  - ii. Proposed date(s)
  - iii. Volunteer and official availability
  - iv. Any additional details

## **7. Approval Process**

- a) All submitted events will be reviewed by the Technical Committee.
- b) The Technical Committee will coordinate events to avoid scheduling multiple events in the same month and will present the proposed schedule to the GTMA Board for initial approval.
- c) The GTMA Board will present the next year's event schedule at the Annual General Meeting (AGM) each May for approval by members.
- d) Bids to host the Provincial Tournament will be reviewed, awarded, and sanctioned jointly by the Technical Committee and the GTMA Board.
- e) The Event Schedule, as approved in the AGM, will be provided to all clubs at the beginning of the Membership Year.
- f) Late submissions, outside of the approved event schedule, will be reviewed by the Technical Committee on a case-by-case basis.

## **8. Compliance**

- a) All clubs must follow this policy to maintain eligibility for sanctioned events and hosting opportunities.
- b) All clubs must be in good standing as a GTMA member club in order to be sanctioned.
- c) Failure to follow Sanctioning requirements may result in being denied approval to host a future Sanctioned event.

## **9. Host Responsibility and Event Rules**

- a) All interactions among students, instructors, and officials will follow proper GTF protocol.



- b) Acknowledgment of SaskSport, Sask Lotteries, and GTMA must be given, either verbally or through displayed logos.
- c) The following flags must be displayed at every event: GTF, Canadian, and South Korean.
- d) Tournaments:
  - i. Certified First aid personnel must be in attendance for sparring competition.
  - ii. All competitors under age 18 must wear approved head gear for sparring competition.
  - iii. If mats are not in use, all sparring competitors, including adults, must wear approved headgear.
  - iv. All sparring competitors must wear mouthguards.
  - v. Approved hand and foot safety gear must be used for all competitors.
  - vi. A head table for officials must be provided if there are 7th Dan or above in attendance.
  - vii. The role of Tournament Director shall be filled by a 4th Dan or higher. If none are present, the position will be assigned to the most senior black belt attending.
  - viii. All black belts actively officiating at a tournament must be provided water and lunch. Lunch for other volunteers may be provided at the club's discretion.
  - ix. Head instructors and 4<sup>th</sup> Dan or higher blackbelts must be provided with water and lunch at all events.
  - x. The opening ceremony program shall include announcements of all Senior and Head Instructors, visiting instructors in attendance, and the national anthem.
  - xi. A judges' meeting must be held before the competition begins to review the rules.

#### **10. Follow-Up Report and Fees**

- a) An Event Follow-up Report must be submitted within 30 days of the event's completion. Follow up report form can be found on our website.
- b) The follow-up report is essential to assess how well an event aligns with GTMA's long-term goals. It documents outcomes, feedback, and lessons learned, helping the Technical Committee and Board improve future events and ensure they support the organization's mission and standards.
- c) A fee is charged per participant for all events and tournaments, in accordance with the current Fee Schedule. Invoices will be issued following submission of the Event Follow-up Report, and payment is due upon receipt.
- d) If GTMA funding was provided, a separate Follow-up report is required as per Funding Expenditures & Application Process.