



**2010 USA TAEKWONDO STATE
ASSOCIATION SANCTIONED
QUALIFICATION EVENT PACKET**



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Additional Enclosures:

Attachment A: Qualified Event Divisions





SANCTION EVENT TIMELINE & CHECK LIST:

- December 8, 2010 – January 31, 2011
Sanction Event Application and fee must be submitted to USAT.
- Upon approval of event
USAT will provide official logo. State association must submit any and all promotional materials to USAT for approval throughout sanctioning process.
- 2 weeks after approval
State association must submit event packet and all communication materials regarding event to USAT for approval, including medal design.
- 60 days prior to event
Application for Referee Seminar must be submitted to USAT Office.
- 45 days prior to event
USAT will provide certificate of insurance, including additional insured.
- 30 days prior to event
State association **must** submit referee list to USAT.
- 3 weeks prior to event
Medical personnel documentation must be mailed or faxed to USAT. Accommodation information submitted to USAT for USAT Representative if applicable.
- 3-1 week prior to event
State association must host referee seminar
- 2 weeks prior to event
USAT will submit 50% of current registration fees to State association.
- 3 days prior to event
USAT will provide complete registration list, membership forms, complete membership list and electronic results template.
- Day of event
State association collects membership forms and fees, all pending participants missing information; i.e., insurance, citizenship, waivers or membership.
- 1 week after event
State association must submit post event report to USAT.
- After reconciliation of event
USAT will remit final 50% payment to State association.

If any of these documents are not submitted your sanction and/or qualification will be subject to cancellation.

NO EXCEPTIONS





GENERAL INFORMATION:

USA Taekwondo requires that all State associations be current with their annual State Affiliation fee of \$200.00 prior to the sanctioning of the State Championship.

SANCTION FEE:

The State Championship sanctioning fee is \$250.00. Included in this fee is the USAT Event Liability Insurance. This fee is non-refundable. State associations are responsible for all fees incurred by venue and equipment rental, accommodations for personnel if necessary, meals for personnel, medical personnel and referee fees if offered.

The sanctioning process will be from December 8, 2010 through January 31, 2011. All applications must be submitted during this time. A state championship application that arrives after this period jeopardizes the qualification of their event.

Additional fees: A \$5.00 administrative fee for each participant will be automatically retained by USAT. See the Event Requirement section of this packet for more details.

SELECTING A CHAMPIONSHIP DATE:

All State Championships must be held during **January 1 through April 15, 2011**. This date range has been selected to allow time for the necessary documentation to be sent to USAT in preparation for the Junior Olympics and U.S. National Championships.

State Championships may not be held during the same dates as a USAT National Qualifier or a sanctioned international or national event in the same area. **Additionally, no other event can be held on the same day or in conjunction as the State Championship.** For a list of sanctioned events in your area, please check with the USAT office. It is our goal to assist all states and promoters to have the best possible participation.

USAT REPRESENTATIVE:

USA Taekwondo will appoint a staff member or another representative to be present at every State Championships. This person will be responsible to ensure the event is held according to USAT policies and procedures. At the conclusion of the event, the representative will create a post-tournament report which will be copied to the State association and USAT. This person will be paid directly by USAT.

This individual will be integral in assisting with USAT membership, paperwork and additional requirements. The purpose of this person is to answer any questions during the tournament, respond to concerns, verify membership of the participants, collect any fees for members registered at the door and monitor the USA Taekwondo State Championship. He/she will be the official representative for USAT and have the final say implementing USAT policies.

State association's obligations: It is the Organization's responsibility to provide meals for this individual for the event. If the representative must spend the night in the area, it is the responsibility of the State association to provide accommodations (transportation, hotel, meals, etc.). Accommodation information should be provided to USAT at least three weeks prior to your event. USAT will pay the Rep's travel expenses and stipend.



ELECTRONIC BODY PROTECTORS

Through the discussions between USAT and LaJust, and through a belief that we need to utilize the latest technology to improve and grow our state championships, USAT has asked LaJust to support our state associations and their qualifying events. LaJust has agreed to support as many state championships as possible. Rentals as well as purchase options will be available at state championships. USAT and LaJust are committed to having a very modest rental option open to all competitors that do not own LaJust hogus.

USAT encourages all state associations to prepare themselves for the future by purchasing LaJust ring sets and E-Gym systems. **SA's are not required to use LaJust EBP's but if an EBP system is used it MUST be LaJust or the SA will potentially lose, sanction, qualification as well as the right to represent the state in the future.**

State association's obligations: Responsible for the shipping of the required LaJust equipment, travel costs, accommodations, food and a \$250 stipend for the LaJust technician.

The only cost to competitors will be the LaJust socks and a rental fee of \$20 for competitors that do not own EBP's. You are encouraged to take advantage of this opportunity by contacting Ted Dinsmore from LaJust. His contact information is: Ted.dinsmore@lajustsports.com or Office - (877) 525-8781 Ext 802.

USAT urges State Associations to book their requests to LaJust early, late and unreasonable requests will not be fulfilled.

USAT MEMBERSHIP REQUIREMENTS:

All athletes, coaches and referees are required to hold the appropriate USAT 2011 Membership prior to the start of the competition. This fee is \$35.00. **If anyone participates without a USAT membership then the liability insurance will be invalid and the State association shall assume all responsibility for any injury or liabilities accrued at the Championship.**

All documents regarding the State Championship must inform the participants that each individual is required to be a member of USA Taekwondo to participate in the event. Please use this link <https://www.usat.hangastar.com/login.aspx> on all promotion and registration materials.

A complete membership list will be provided prior to the start of the event, so that day of competition participant's membership status can be confirmed. All USAT membership applications and fees collected at the event must be forwarded to the USAT Membership Office with the post-event report within seven days after the event.

PAYMENT STRUCTURE:

USAT will collect all registration fees directly from the Hangastar system. The registration costs and timelines shall be set by the State association. USAT will keep a \$5.00 administrative fee for all event participants, including those who registered the day of competition.

Two weeks prior to the event, 50% of the current registration fees will be paid to the State association via check or wire transfer to the State association bank account. The final 50% will



not be paid until the event's conclusion and complete reconciliation. **The reconciliation includes receiving the post event report, completed electronic results in the USAT designated format, membership applications collected at the event and appropriate fees.**

EVENT REQUIREMENTS:

Citizenship

State Championships are a direct qualifier for the USAT U.S. National Championship and Junior Olympics. Review Attachment A for which divisions individuals must be a U.S. Citizen or Resident. Proof of U.S. Citizenship is only valid with a U.S. birth certificate or U.S. passport. Social Security Cards are **NOT** proof of citizenship, but are proof of residency.

If the USAT Event Participant Report states the individual is “pending” all documentation must be collected and resubmitted to USAT. This includes citizenship/residency. A copy of the documentation must be submitted.

If the individual is not a valid resident or U.S. Citizen he/she **WILL NOT** be able to compete at the Junior Olympics or Senior Nationals.

Scoring

All State Championships must use electronic scoring. USAT offers rental equipment through its partner LaJust Sports for scoring systems, if there is not one accessible to the Organization.

Competition Area

It is recommended that your ring size be 8m x 8m with 10ft between rings. This may be adjusted with written permission from USAT. The ring size must be submitted for approval with the sanction application.

Rules

USAT rules can be downloaded at <http://usa-taekwondo.us/resources/competition-rules-referees> . State Championships must be held under the same USAT/WTF modified rules and divisions used at USAT National Qualifiers, Junior Olympic and U.S. National Championships. All competitors must weigh-in prior to competition. *(Attachment A includes all divisions.*

Registration Fees

USAT recommends a **\$60.00** registration fee for State Championships. The maximum amount that maybe be charged for a single event is **\$75.00** and **\$20.00** for each additional event. The maximum coach registration fee is **\$50.00**. A maximum of **\$20.00** in late fees is permitted for both coaches and athletes.

Pre-registration

All participants must register via the USAT online system. The State association will manage the Hang A Star registration as well as any registration paperwork. The state association will be required to collect all paperwork associated with the competition and will have immediate access to the registered competitors.



All fees will be collected by USAT and directly paid back to the state minus the per participant surcharge. This surcharge covers the expense of the online registration and administrative costs through the USAT office. State associations are responsible for creating all registration deadlines and late fee surcharges.

Registration during day of competition: Paper registration may **NOT** be accepted at the door; USAT requires that all registrations on the day of competition be done online. If online registration is not available then day of registration is not available. If the state association allows paper registration at the door the SA puts the event sanction as well as the individual's qualification in jeopardy.

Medals

All medal designs must be submitted to USAT for approval. USA Taekwondo will assist State associations in a discount rate for medals through the National Sponsor, Vision USA. Go to www.mykick.com for product information.

EVENT PACKET & COMMUNICATION:

The event packet for the Championship must be submitted to USAT within 1 week after sanctioning approval. All documentation regarding the event must be submitted to USAT for approval. Event packets must be submitted in electronic format. Organizations are required to use the USAT Liability Waiver and Code of Conduct. USAT will provide a one page synopsis that must be included in the packet. This will cover the inclusions listed below and maintain consistency for the State Championship.

All event packets and communication with participant **must include** the following:

- All individuals must hold the appropriate citizenship for their competition. If the individual is not a valid U.S. Resident or U.S. Citizen he/she **WILL NOT** be able to compete at the Junior Olympics or Senior Nationals.
- All individuals are required to have valid USA Taekwondo membership to participate in the event.

ATHLETE REQUIREMENTS:

Sparring

All State Championships divisions and weight categories must be the same age, belt and weight as the USAT National Qualifiers, Junior Olympics, and U.S. National Championships. (*See Attachment A for a list of all categories*)

Athletes must compete in the age category according to the age he/she will be as of December 31, 2011.

Color Belts: **6+ year olds** – All participants will qualify for the 2011 Junior Olympics and/or National Championships if they participate in a sanctioned 2011 State Championship.



Black Belts: 6-9 and 33+ year olds -- All participants will qualify for the 2011 Junior Olympics and/or National Championships if they compete in a sanctioned 2011 State Championship.

10-32 year olds – The top four finalists will qualify for World Class sparring divisions.

Poomsae

All individuals participating in a state championship **will advance to the Junior Olympics and U.S. National Championships in Orlando, Florida.**

2011 U.S. National Poomsae Team Trials -- The top 3 finalists in all State Championships will qualify for the 2011 U.S. National Poomsae team trials. Date and Location of the Team Trials TBD.

The following divisions are non-qualifying division for World Class divisions at the U.S. National Championships and Junior Olympics, but may compete at State Championships.

Board Breaking
Creative Forms
Weapons
Demonstration Teams

These divisions and White Belts may be held at the State Championships. All participants are still required to be athlete members of USAT. White Belts divisions are not available at any USAT National Qualifier, Junior Olympics or U.S. National Championship.

Policies and Procedures:

- ★ If an athlete qualifies in a State Championship, and then participates and qualifies in a National Qualifier, in the same belt and weight category, the athlete will automatically receive the National Qualifier seed. The 2nd place (silver medalist) from the State Championship will then qualify for the national event.
- ★ If an athlete in the 14-17 BB or 18-32 BB divisions qualifies at a National Qualifier, they are then excluded from qualifying in that same division at a subsequent State Championships.
- ★ A person may NOT qualify in the same world class division in multiple states; this action will jeopardize the person's qualification.
- ★ If a competitor wants to compete in both the Junior Olympics 14-17 Black Belt Division and the Senior Black Belt Division, he/she must compete and qualify in each division.
- ★ At State Championships the format for Poomsae will be decided by the Organizing Committee, i.e. WTF format, Double Elimination, Single Elimination, and Judged Poomsae. You can find the current Poomsae rules and the WTF cut off format at http://www.wtf.org/wtf_eng/site/rules/poomsae.html
- ★ At the National Qualifiers, Junior Olympics and National Championships USAT will follow the WTF cut off format for ALL divisions.



- ★ USAT will ask every State Association to send a representative Demonstration Team to the Junior Olympics/National Championships. The winning Team will not only be the best in the United States, but will be asked to participate in the 2012 U.S. Open Opening Ceremonies.
- ★ In any age group that has a World Class division there will be a Grass Root division.
 - Once qualified for World Class a person is not eligible for Grass Root.
 - The winner of these Grass Root divisions will automatically qualify for the corresponding World Class Division at Junior Olympics and/or National Championships.
 - The winner will automatically receive the last seed in their qualifying Grass Root division.

COACH REQUIREMENTS:

Coaches are not required to hold AC Certification this year but are required to be members of USAT.

REFEREE REQUIREMENTS:

All referees must be certified by USAT to officiate State Championships. **It is required to host a Referee Seminar prior to the start of the State Championship.** This seminar will insure all referees participating in the event are up to date on certifications and rule changes. First time seminar participants are permitted to officiate at the Championship. Referees participating at the event will need to reference the USAT Referee Textbook for certification requirements. USAT highly recommends, but does not require, that referees are paid to help offset any of their cost incurred during the event.

MEDICAL REQUIREMENTS:

Personnel

It is required to have one of the following on site at all times:

- ALS (Advance Life Support) equipped paramedics unit, Basic Life Support is NOT sufficient. This may be a volunteer crew only if they have **all** ALS Equipment
- One MD (Medical Doctor) or DO (Doctor of Osteopathy)

It is suggested to have the following medical personnel for every two mats. Medical personnel to use –any of the following, especially if they are sports medicine experienced and/or certified, all do not need to be present:

- ATC (Certified Athletic Trainer)
- EMT (Emergency Medical Technician)
- DC (Chiropractic Physician)
- Orthopedic Extender
- PA (Physician's Assistant)
- PT (Physical Therapist)
- RN (Registered Nurse or Nurse Practitioner)

A copy of the following documentation from each medical staff working the event is required:

- Medical License or Certification





- Liability/Malpractice Insurance
- Updated Resume
- Liability Waiver signed by each individual

Documentation **must** be mailed/faxed to the USA Taekwondo office no later than three weeks prior to the start of the event. Organizations will be held strictly to this deadline. **If the documentation is not submitted the sanction will be canceled.**

A list of USAT approved medical personnel in your area can be made available to you upon request. (See Sanctioned Event Application for request)

Medical Documentation

USAT requires medical documentation for all injuries. All State associations will be required to use the USAT medical/injury forms. Completed forms are to be mailed to the USAT office no later than seven days following the event, along with the post event report. Medical forms are located for download (Attachment D) on the USAT website and will be sent upon verification and approval of the medical staff.

**The following 30-day rule will be applied to any athlete who is ‘knocked out’ or become unconscious:

“Any athlete who is knocked out or loses consciousness for any amount of time, whether briefly or for an extended period of time, OR any athlete who does not clear all neurological tests administered by the USA Taekwondo Sports Medicine Personnel within 20 minutes of head injury/contact will have the 30-day-out rule applied and may not continue participation that day. The athlete is required to seek an evaluation by their own doctor at the conclusion of these 30 days and show written release from this physician before being allowed to return to participation. No activity (running, weightlifting, taekwondo, etc.) is allowed until all signs and symptoms occurring from the head injury have cleared completely. USA Taekwondo Sports Medicine Staff reserves the right to refuse to allow an athlete to participate or continue participation if they deem that a head injury has occurred. All athletes sustaining a hit to the head deemed substantial enough to be seen by the USA Taekwondo Sports Medicine Personnel must remain under observation for a minimum of 20 minutes.”

LIABILITY INSURANCE:

Once the State Championship has been approved, the Organization will receive the certificate of liability insurance covering the event. USAT is able to list additional insured if the facility requires it. This information needs to be provided on the sanction application.

PROMOTION FOR STATE CHAMPIONSHIP:

USAT will post the State Championship information the website once the sanction has been approved. A link will be added to the Championship website, if one is provided. Additionally, the information will be posted in the monthly e-newsletter and monthly event update. State associations may submit materials to be sent on behalf of USAT to the USAT membership.

In partnership with all USAT state associations we will provide a list of members for the state for the sake of promoting the event and growing USAT membership.





The USAT logo may be used for promotion however cannot be altered in any way and must be submitted for approval.

Use of the Olympic 5-ring logo or any references to the word “Olympic” is strictly prohibited unless authorization has been granted from the United States Olympic Committee.

Use of the World Taekwondo Federation logo is prohibited unless authorization is granted from the WTF.

WORKING WITH USAT PARTNERS

All State Championships will provide a table or booth at no charge for Vision, LaJust and Brentwood Digital. These USAT partners will provide marketing and cooperative deals for the state associations.

The State Association is in no way required to use a USAT partner exclusively. You have the right to negotiate any and all deals outside of USAT contracts without conflict.

MARTIAL ARTS COMMISSION:

USAT encourages all State associations to work directly with the Martial Arts Commission to promote your state championship. The Martial Arts Commission will also be asked to work directly with the state associations in growing Taekwondo in their state.

POST EVENT REPORT:

At the completion of the event, a post event report must be submitted. The report must include:

- Completed electronic results in the designated USAT format.
- Completed results brackets.
- List of all coaches and referees including their level.
- All membership applications and fees.
- \$9 surcharge for Day of Competition Registrants.
- Sealed envelope with complete medical forms.
- All documentation collected for “pending” athletes.
- Contact information for Event Coordinator and key staff.

This post event report must be sent to the USAT Membership Office (Attn: Events Department, State Associations) no later than **1 week** after the State Championship

Any result changes must be submitted by June 15, 2011. The results that the USAT office has at this date will be the ones referenced. No changes will be permitted after this time.

There will be NO qualification errors or changes made at the National Events. Errors due to incorrectly reported or failure to submit results will jeopardize that state associations right and ability to be approved in future years.



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Website: www.usa-taekwondo.us



2011 STATE ASSOCIATION SANCTIONED EVENT PACKET

PRINT OR TYPE:

STATE ASSOCIATION: _____

NAME OF STATE CHAMPIONSHIP: _____

CHAMPIONSHIP LOCATION (VENUE): _____ DATE: _____

ADDRESS OF CHAMPIONSHIP: _____

CITY: _____ STATE: _____ ZIP: _____

EVENT CONTACT: _____ CONTACT NUMBER: _____

CONTACT EMAIL: _____ CONTACT FAX: _____

WEBSITE FOR EVENT: _____ REFEREE CHAIR: _____

INSURANCE INFORMATION:

Do you need an additional insured listed on your Certificate of Insurance? (Please Circle) **YES** **NO**

If yes, please list the additional insured along with the full address: _____

REGISTRATION FEES:

DEADLINE FOR ON-LINE REG (BEFORE LATE FEE)	/ /	COACH REG FEE	\$
FINAL DEADLINE FOR ON-LINE REG	/ /	COACH LATE FEE	\$
ATHLETE REG FEE	\$	AT THE DOOR ATHLETE REG	\$
ADDITIONAL EVENT	\$	AT THE DOOR COACH REG	\$
ATHLETE LATE FEE	\$		\$

If there are any additional fees, please outline and explain fee: \$ _____

CHAMPIONSHIP INFORMATION (REQUIRED):

WILL YOU ALLOW OTHER STATES TO COMPETE? **YES** **NO**

DO YOU HAVE A PACKET YOU WANT POSTED? **YES** **NO**

DO YOU HAVE OTHER DIVISIONS COMPETING THAN REQUIRED? *If yes, complete Attachment A* **YES** **NO**

DO YOU WANT VOLUNTEERS & REFS TO REGISTER ONLINE? **YES** **NO**

WILL YOU BE USING LAJUST BODY PROTECTORS? **YES** **NO**

WOULD YOU LIKE INFORMATION ON DISCOUNTED AWARDS? **YES** **NO**

WHAT IS THE DATE FOR YOUR REF SEMINAR? _____

WHAT ELECTRONIC SCORING SYSTEM WILL YOU BE USING? _____

WOULD YOU LIKE INFORMATION ON RENTING A SYSTEM FROM USAT? **YES** **NO**

HOW MANY RINGS WILL YOU BE USING? _____

OFFICIAL RING SIZE? _____

DO YOU HAVE A HOST HOTEL? WHAT'S THE NAME? _____

PAYMENT INFORMATION:

Payment Options (please circle one):

Visa
 MasterCard
 American Express
 Discover
 Money Order/Cashiers Check
 State association Check
 ***Personal Checks are not accepted

CREDIT CARD # _____ EXP DATE _____ SEC CODE _____

NAME ON CARD _____ SIG OF CARD HOLDER _____ ZIP CODE _____





The _____ hereby agrees to abide by USA Taekwondo Articles of Incorporation, Bylaws and Code of Operations. Additionally, the above State association must abide by the following:

1. Abide by current USAT/WTF modified rules that are published on the USAT website.
2. Abide by current regulations and requirements listed in the USAT Sanction Packet to include:
 - a. All athlete, coach, and referee participants must be current USAT athlete, coach, and/or referee members prior to participating in State Championship.
 - b. All Information distributed to your state must clearly give information that every participant must be a USAT athlete, coach, and/or referee member.
 - c. All athlete, coach, or referee participants must fill out and sign USAT liability and code of conduct forms.
 - d. All athletes must meet U.S. Residency and/or U.S. Citizenship requirements.
 - e. All referees must be USAT certified or attend seminar prior to event to officiate at State Championship.
 - f. All athlete divisions must be same as USAT National Qualifiers, Junior Olympics, and U.S. National Championships.
 - g. All athletes must compete in the proper age category, according to what age they are as of December 31, 2010.
 - h. You may not charge more than \$75.00 for one event for athletes and \$50.00 for coaches.
 - i. Electronic Scoring must be used for your event.
 - j. You must have required medical personnel during the entire Championship.
 - k. You must have your medical personnel fill out all required medical forms.
 - l. You must submit your post-event report to the USAT Membership Office within two weeks of completion of your Championship and one week if your State Championships are being held in June.
3. Abide by USAT 30-day rule for any athlete who is “knocked out” or becomes unconscious.
4. State Championships are a direct qualification event for the USAT National Championships and Junior Olympics. State associations will collect documentation and send it back to USAT for all “pending” athletes, including citizenship/resident information. **The individual is obligated to meet all requirements to compete at the Championship events. Birth Certificates are the only form accepted for proof of U.S. citizenship.**

The State association listed above agrees to provide necessary venue, equipment, and personnel to host their State Championship and are responsible for all fees incurred for running State Championship. USAT is not responsible for any fees incurred by State association hosting this State Championship.

The State association will enter into all third party contracts required to host this State Championship. All third party contracts shall be prepared by the State association and shall only be entered into the State association and not USAT.

The State association will be required to have registration for State Championship through the USAT online system and fees collected by USAT will be sent directly to the State association. The State association shall retain all entry fees for State Championship.

The State association may use the USAT logo for promotional use for State Championship. The State association can make no references to and cannot use the word “Olympic” or any derivative thereof and may not use the Olympic 5-ring symbol or the WTF logo unless specifically authorized by the United States Olympic Committee or the World Taekwondo Federation.

USAT will provide liability insurance coverage for your event and any additional insured that you list on the Sanction Application. This liability insurance is only valid for the length of your State Championship and the State association will be listed as an additional insured.

By signing this agreement you are agreeing to run your State Championship under all the rules and requirements listed in the USAT Sanction Packet. If you do not run your Championship according to this packet and agreement, then your liability insurance will be invalid and your State association will be responsible for all injuries and liabilities at your Championship.

Print Name of State President

Signature of State President

Date

