



“Home to Wushu
in Ontario”

WOP28-Sanctioning & Event Hosting Policy

EFFECTIVE: March, 2017

WushuOntario 2370 Midland Ave, #B22, Scarborough, ON, M1S 5C6 416-321-5913 Fax: 416-321-5068, www.wushuontario.ca

WushuOntario – Sanctioning & Event Hosting Policy

INTRODUCTION

This policy details the process for Club Members and Organizers of WushuOntario to apply for competition event sanctioning. From hereinafter, both Club members and Organizers will be referred to as Event Host(s). Event or Tournament Sanctioning is essential to ensure that WushuOntario (WO) members participating at the event are covered by the insurance offered by WO.

This sanctioning policy is for the protection of the event host and all tournament participants. Please familiarize yourself with the Sanctioning & Event Hosting Policy and follow the instructions as outlined when applying for an event sanction and carrying out your event. An application is required for each tournament, league, event etc. that is held with members of more than one club participating.

It is essential that this material be given to the appropriate person(s) in your host organization/club. This person(s) will be provided member club access to the WO and WushuCanada (WC) database to communicate with event participants from all WO and WC member clubs.

ELIGIBILITY

All Event Hosts in good standing with WushuOntario are eligible to apply for event sanctioning. Any un-registered Event Host may register under WushuOntario as a “Full Club Member” to gain eligibility. Please refer to the “Membership Policy” for further details.

An Event Host in good standing is defined as one who is an active member of WushuOntario and not currently under suspension/disciplinary action.

CATEGORIES OF SANCTIONED COMPETITIONS

A sanctioned event is any tournament or event that 2 or more WO/WC or International clubs are participating, or where registered WO/WC or International officials are used.

The following hosting opportunities are available:

1. Club Level Events – This is defined as an event with more than one individual bout or competition category held at any suitable venue that meets our requirements as indicated in this policy. Athletes in the club level events may obtain a medal, certificate and/or recognized level ranking. Club level events tend to be smaller in magnitude and occur throughout the year. For Sanda bouts, a maximum of 1 bout per athlete is allowed per event day.
2. Multi-Bout Competitions – Separate from the Club level events, a competition (interchangeably used with championships) allows athletes to compete in multiple bouts over the course of a single event. Tournaments may result in the awarding of a special distinction and/or qualify an athlete to progress to another event. Tournaments are generally open to all athletes of given geographical distribution (e.g. WushuOntario’s Provincial Championship and WushuCanada’s National Championship), but may also be held by an Event Host for ranking purposes.
3. Any other type of event such as a camp or clinic operated by a WO member club that is open to WO/WC or IWuF members.

APPLICATION PROCESS, FORM AND APPLICABLE FEES

The following are steps for requesting and coordinating a sanctioned competition with WushuOntario:

1. Membership as a Full Club Member (Organizer equivalency) with WushuOntario is required to host a sanctioned event. It is membership in combination with the sanctioning agreement which confers the benefits of WushuOntario’s extended insurance coverage to the organization and event. If requested, WushuOntario can provide an electronic certificate of insurance for the event within 5 business days.



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2. Prior to completing the agreement for sanctioning, the Event Host will enquire with WushuOntario in as to the availability of a desired date of competition.
3. Until the Agreement for Sanctioning and Officials Fee is received the date is only considered on hold and may be challenged. WushuOntario has a 48 hour challenge policy.
4. The Event Host will complete the Agreement for Sanctioning at least 30 days prior to a desired date along with payment to secure the event date. Once completed, the Ministry of Tourism, Culture, & Sport will be notified of your sanctioned event.
5. The Sanctioning Fee may be made by credit card or a cheque/money order payable to WushuOntario in order to secure the date. Fees for Event Sanctions are listed in appendix.
6. The Officiating Fee covers the honorarium for each WushuOntario official in addition to the benefits of insurance coverage and marketing exposure of WushuOntario via website and database communication.
7. Travel expenses in excess of \$20 will be the responsibility of the Event Host at the rate of \$0.54/km. The travel expense of each official is pre-calculated based on distance and WushuOntario will provide the Event Host the expense amount to be reimbursed at the date of the event, if any. If an official is changed at any time, a different expense amount may apply. Parking and accommodation expenses for officials and WushuOntario staff/volunteers are the responsibility of the Event Host.
8. The Event Host should be in constant contact with WushuOntario concerning match-ups to avoid last minute changes, and a match-up must be approved by WushuOntario prior to the publishing of any promotional material regarding a contest. WushuOntario must receive the full competition list at least 14 days prior to the event. The list will be reviewed and the Event Host notified if a participant is missing any WushuOntario documentation (membership/annual medical/waiver/pre-medical). It is the responsibility of the Event Host to ensure that all contests are adhering to WushuOntario policies on match making.

A club participating in their first WushuOntario event may defer their membership fee. All first-time athletes, corners and coaches are still required to submit their registration and membership fee to ensure insurance coverage for all participants. Should a club decide to participate in subsequent events with WushuOntario, they will be required to pay the club membership fee. Club statuses can be confirmed by WushuOntario via email.

9. The WushuOntario office will provide the Event Host an Event Package containing all documents required for the event (i.e. logos, contest planning sheets.)
10. WushuOntario will help to promote the event to the community and will assist in making match ups through athlete research. Furthermore, through research and tracking of athlete records via WushuOntario's database, WushuOntario can validate an athlete's competitive record.
11. WushuOntario can rent equipment to the Event Host in advance of the event including but not limited to gloves, shin guards, head gear, regulation mats and accessories. The Event Host is responsible for the use and cleaning of the equipment. The equipment should be given to the Chief Official after the



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event or couriered to the WushuOntario office within 3 days after the event. Missing or equipment damaged beyond regular wear and tear will be charged to the Event Host.

DISPERSION OF EVENTS

WushuOntario currently schedules at least 4 weeks between sanctioned events in order to ensure an evenly spaced competitive calendar, ensuring an optimal opportunity of success for each host and preventing community fatigue.

WushuOntario may, in some cases, opt to allow sanctioned events to take place within 4 weeks of each other based on, but not limited to, the following criteria:

1. Geographical distance between events; and
2. An absence of events throughout the competitive year.

HOLDS AND DATE CONFLICTS

Should two or more eligible Event Hosts wish to hold a sanctioned contest on the same day or within the same weekend, the following process is used:

- The first Event Host to express interest in a specific date may opt to place that date on hold;
- Should another Event Host wish to sanction a competition within four (4) weeks of the date on hold, the original Event Host will be allowed 48 hours to complete the online Agreement for Sanctioning and payment.

Should 48 hours elapse without a completed agreement and payment, the challenging Event Host may complete an agreement and payment to secure that date.

MAXIMUM EVENTS PER HOST

In order to provide fair access to event sanctioning for Event Hosts, an individual Event Host may book at maximum 4 events in a calendar year.

EVALUATION CRITERIA and PROCESS

Once received, an Agreement for Sanctioning will be reviewed by WushuOntario within 48 business hours to ensure compliance with all policies and standards. Should any deficiencies be found, the Event Host will be notified in writing and will have 48 business hours from the notice issuance to rectify any discrepancies outlined. Should an Event Host fail to address these discrepancies within the allotted time frame, WushuOntario reserves the right to refuse event sanctioning without refund.

REFUSAL OF SANCTIONING

In the event that WushuOntario should decline a request for sanctioning, the Event Host will be provided with a written account detailing the reason for refusal within 48 business hours of the decision.

ADHERANCE TO TECHNICAL AND SAFETY STANDARDS

In completing an Agreement for Sanctioning, each Event Host agrees to comply with the Technical and Safety Standards found within WushuOntario's Competition Rules and Regulations.

In monitoring adherence to the Technical and Safety Standards in advance of an event, WushuOntario may undergo any of the following:

- Inspection of a proposed event venue;
- Communication with an event venue representative;
- Communication with the contracted event physician; or



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- Communication with the designated Event Host representative.

Should a violation of the Technical and Safety Standards be found in advance of the event, the Event Host will be notified in writing and will have 48 business hours from the notice issuance to rectify any discrepancies outlined.

The designated Chief Official is primarily responsible for monitoring adherence to the Technical and Safety Standards immediately before and during an event, and will:

1. Inspect the competition area surrounding the ring, officials' tables, Seconds' (coach & corner) chairs;
2. Inspect the competition mats, including the surrounding space and obstacles that may impede safety;
3. Inspect the competition equipment, if not provided by WushuOntario;
4. Ensure that the equipment table is appropriately staffed and wraps are being inspected;
5. Ensure that the appropriate equipment is worn for each bout, as per the age and experience of the athlete;
6. Ensure that the event physician is present and appropriately licensed;

Any known violation of the Technical and Safety Standards must be made immediately aware to the Chief Official. Should a violation be found, it must be immediately remedied to the Chief Official's satisfaction; otherwise event sanctioning may be withdrawn. Purposeful violations of the Technical and Safety Standards will result in disciplinary action.

WITHDRAWAL OF EVENT SANCTIONING

Should at any time an Event Host contravene WushuOntario's Policies and Procedures, WushuOntario may withdraw approval of event sanctioning without refund and may face further disciplinary action under WushuOntario's Code of Conduct and Discipline Policy.

DISPUTE PROCESS

In the event of the following:

1. An Event Host not obtaining the date he/she desired;
2. An Event Host not obtaining the venue he/she desired;
3. An Event Host not obtaining the match-up he/she desires for his/her event;
4. An Event Host not obtaining the approval for an event;
5. An Event Host disputing the charge/replacement fee for rental equipment; or
6. An Event Host is denied the ability to hold a sanctioned event.

An Event Host has the right to dispute decisions of WushuOntario, in respect to his/her event, within 48 business hours of the decision's issuance. Disputes will be handled as per WushuOntario's Dispute Resolution Policy.



APPENDIX:

1. EVENT SANCTIONING FEE

- a. \$100 fee for a 1 Star Rated WushuCanada Event
- b. \$150 fee for a 2 Star Rated WushuCanada Event
- c. \$500 fee for a 3 Star Rated WushuCanada Event
- d. \$1000 fee for a 4-5 Star Rated WushuCanada Event
If the event has INTERNATIONAL teams or NON-MEMBER Canadian teams a \$1500 fee will be charged.
- e. Sanctions/Approvals may only be granted for Active PSO's in Good standing with WC. Sanctions will not be provided or will be withdrawn from PSO's who are "not in good standing" with WC.
- f. Events or tournaments listed on the WC calendar are not necessary 'Sanctioned' by WC. Only Sanctioned events will carry WC insurance coverage all non-sanctioned events will not be valid.

2. EVENT CLASSIFICATIONS:

1 Star Rated Event:

- i. Single WO/WC regulation event category [Sanda and/or Taolu] or the equivalent of 1 hour of official WO/WC event time.
- ii. This includes Certification and/or Seminar and/or Training Programs for Officials, Coaches, Athletes, Volunteers or General Members.

2 Star Rated Events:

- iii. Minimum of 2 WO/WC regulation event category [Sanda and/or Taolu] or the equivalent of 2 hours, but not more than 5 hours of official WO/WC event time.
- iv. This includes Certification and/or Seminar and/or Training Programs for Officials, Coaches, Athletes, Volunteers or General Members.

3 Star Rated Events:

- v. Minimum of 3 but no more than 9 WO/WC regulation event categories [Sanda and/or Taolu] or the equivalent of 5+ hours of official WO/WC event competition time.

4/5 Star Rated Events

- vi. Minimum of 10 WushuCanada regulation event categories [Sanda and/or Taolu] or the equivalent of 8+ hours of official WushuCanada event competition time.

3. REQUIREMENTS

2. Sanda-Combative

- a. Venue (Size, Capacity, Equipment)
 - i. Competition Space
 - 1 Star
 - 16ft (5m) x 16ft (5m), minimum of 1" matting
 - Minimum 4ft (1m) controlled safety area around perimeter
 - 2 Star
 - 16ft (5m) x 16ft (5m), minimum of 1" matting
 - Minimum 4ft controlled safety area around perimeter
 - Minimum 6ft (2m) officiating area on one side
 - 3 Star
 - Competition floor, 36ft (11m) x 36ft (11m)
 - 4ft (1m) controlled safety area around perimeter
 - Minimum ceiling height of 10ft (3m) with no obstacles



- Minimum 6ft (2m) officiating area on all sides
- 4 Star
- Competition floor, 36ft (11m) x 36ft (11m)
 - 4ft (1m) controlled safety area around perimeter
 - Minimum ceiling height of 24ft (7m) with no obstacles
 - Minimum 6ft (2m) officiating area on all sides
- 5 Star
- Leitai stage, 50ft (15m) x 50ft (15m)
 - 4ft (1m) controlled safety area around perimeter
 - Minimum ceiling height of 24ft (7m) with no obstacles
 - Minimum 6ft (2m) officiating area on all sides
- a. Rooms
- 1 Star
- Separate rooms for male and female athlete changing
 - Area for athlete prep and weigh-ins, medical staff and equipment
- 2 Star
- Separate rooms for male and female athlete changing
 - Area for athlete prep and weigh-ins, medical staff and equipment
- 3 Star
- Separate rooms for male and female athlete changing
 - Area for athlete prep and equipment
 - Independent room for weigh-ins and medical response
- 4 Star
- Separate rooms for male and female athlete changing
 - Area for athlete prep and equipment
 - Independent room for weigh-ins and medical response
 - Meeting room for officials and volunteers
- 5 Star
- Separate rooms for male and female athlete changing
 - Area for athlete prep and equipment
 - Independent room for weigh-ins and medical response
 - Meeting room for officials and volunteers
- ii. Officiating Equipment
- 1 Star
- Minimum of (1) 6ft table for head table
 - (3) 4ft tables for sideline judges
 - (1) 6ft table for medical staff
 - (1) 6ft table for equipment prep
 - Minimum of (12) chairs should be available for use
 - All technical stationary shall be provided by WO
- 2 Star
- Minimum of (2) 6ft tables for head table
 - (3-5) 4ft tables for sideline judges
 - (1) 6ft table for medical staff
 - (1) 6ft table for equipment prep
 - Minimum of (20) chairs should be available for use
 - All technical stationary shall be provided by WO



3 Star

- Minimum of (2) 6ft tables for head table
- (3-5) 4ft tables for sideline judges
- (1) 6ft table for medical staff
- (1) 6ft table for equipment prep
- Minimum of (20) chairs should be available for use
- All technical stationary shall be provided by WO

4 Star

- Minimum of (3) 6ft tables for head table
- (5) 4ft tables for sideline judges
- (1) 6ft table for medical staff
- (2) 6ft table for equipment prep
- Minimum of (25) chairs should be available for use
- All technical stationary shall be provided by WO

5 Star

- Minimum of (4) 6ft tables for head table
- (5) 4ft tables for sideline judges
- (2) 6ft table for medical staff
- (4) 6ft table for equipment prep
- Minimum of (50) chairs should be available for use
- All technical stationary shall be provided by WO

iii. Spectators

1 Star

- Minimum seating capacity of (20) patrons situated at least 10ft from all officials and immediate competition area.
- Floor seating and standing room may be used but must be indicated
- Total number of spectators and persons in venue must adhere to fire/capacity regulations as per city/venue by-laws

2 Star

- Minimum seating capacity of (20) patrons situated at least 10ft from all officials and immediate competition area.
- Total number of spectators and persons in venue must adhere to fire/capacity regulations as per city/venue by-laws

3 Star

- Minimum seating capacity of (30) patrons situated at least 10ft from all officials and immediate competition area.
- Total number of spectators and persons in venue must adhere to fire/capacity regulations as per city/venue by-laws

4 Star

- Minimum seating capacity of (150) patrons situated at least 10ft from all officials and immediate competition area.
- Total number of spectators and persons in venue must adhere to fire/capacity regulations as per city/venue by-laws

5 Star

- Minimum seating capacity of (150) patrons situated at least 10ft from all officials and immediate competition area.



- Total number of spectators and persons in venue must adhere to fire/capacity regulations as per city/venue by-laws
- b. Officials
- 1 Star
 - (2-3) Sideline judges, (1) Head judge, (1) Score keeper, (1) Referee, (1) Announcer if head judge is scoring
 - Head judge may be used to score as sideline judge if necessary
 - All officials must have minimum level (1) certification
 - Minimum of (3) volunteers for equipment duty etc.
 - 2 Star
 - (3-5) Sideline judges, (1) Head judge, (1) Score keeper, (1) Referee, (1) Announcer if head judge is scoring
 - Head judge may be used to score as sideline judge if necessary
 - All officials must have minimum level (2) certification
 - Minimum of (4) volunteers for equipment duty etc.
 - 3 Star
 - (3-5) Sideline judges, (1) Head judge, (1) Score keeper, (1) Referee, (1) Announcer if head judge is scoring
 - Head judge may be used to score as sideline judge if necessary
 - All officials must have minimum level (2-3) certification
 - Minimum of (6) volunteers for equipment duty etc.
 - 4 Star
 - (5) Sideline judges, (1) Head judge, (2) Score keeper, (2) Referee, (1) Chief referee, (1) Announcer if head judge is scoring
 - All officials must have minimum level (3-4) certification
 - Minimum of (6) volunteers for equipment duty etc.
 - 5 Star
 - (5) Sideline judges, (1) Head judge, (2) Score keeper, (2) Referee, (1) Chief referee, (1) Announcer if head judge is scoring
 - All officials must have minimum level (4-5) certification
 - Minimum of (6) volunteers for equipment duty etc.
- c. Medical Requirements/Responsibility
- ***For Medical Equipment and credential requirements, please see WO Medical Personnel Policy and Emergency Medical Response Policy for details*
- 1 Star
 - (1) EMT(Emergency Medical Technician or Paramedic)
 - 2 Star
 - (1) EMT
 - 3 Star
 - (2) EMT
 - (1) Licensed Doctor if class A and B bouts are held
 - 4 Star
 - (2) EMT
 - (1) Licensed Doctor if class A and B bouts are held
 - 5 Star
 - (2) EMT
 - (1) Licensed Doctor if class A and B bouts are held



d. Volunteer Requirements/Responsibility

Volunteers are responsible and must be trained for:

- Score keeping
- Equipment handling (see WO Sanda Equipment Policy)
- Stationary distribution
- Time keeping
- Results display/ documenting
- Spectator management
- Athlete check-in

e. Safety equipment

****Refer to WO Sanda Equipment Policy*

f. Officials Requirements/Responsibility

****Refer to WO Sanda Officiating & Certification Policy*

g. Awards and Results

All awards and certification shall adhere to the WO Event Branding & Identity Policy adhering to all WO branding & Identity guidelines

h. Honorariums/Expenses

Officials

1 Star

Honorarium: Not provided

Accommodations: Not provided

Transportation: Not provided

Meals: \$20 per day or provided by host

2 Star

Honorarium: \$30 provided by host

Accommodations: Not provided

Transportation: Not provided

Meals: \$20 per day or provided by host

3 Star

Honorarium: \$50 provided by host

Accommodations: Host provides (1) night economy hotel room if travelling greater than 150km to event

Transportation: Host provides local transport and travel expenses for distance greater than 300km one way to event. Reimbursement of \$0.54/ km per each vehicle driven for distance greater than 200km total to event

Meals: \$20 per day or provided by host

4 Star

Honorarium: \$75 provided by host

Accommodations: Host provides nightly economy hotel room if travelling greater than 150km to event (as required)

Transportation: Host provides local transport and travel expenses for distance greater than 300km one way to event. Reimbursement of \$0.54/ km per each vehicle driven for distance greater than 200km total to event

Meals: \$45 per day or provided by host

5 Star

Honorarium: \$100 provided by host

Accommodations: Host provides nightly economy hotel room if travelling greater than 150km to event (as required)



Transportation: Host provides local transport and travel expenses for distance greater than 300km one way to event. Reimbursement of \$0.54/ km per each vehicle driven for distance greater than 200km total to event

Meals: \$45 per day or provided by host

Volunteers

Meals: \$20 per day or provided by host

****All other expenses are responsibility of the volunteer*

Event Coordinator

1 Star - \$250

2 Star - \$350

3 Star - \$500

4 Star - \$800

5 Star - \$1200

i. Uniform/Wardrobe Standards

Officials/Coordinator/Staff:

- White collared dress shirt or designated event shirt, black pants, black shoes

Volunteers

- Black pants, clean shoes, designated event shirt or WO shirt (provided at first attended event after membership)

2. Taolu-Non-Combative

a. Venue (Size, Capacity, Equipment)

Competition Space

1 Star

- Level floor, 13ft (4m) x 25ft (8m)
- Minimum 6ft (2m) controlled safety area on length of floor

2 Star

- Level floor, 13ft (4m) x 25ft (8m)
- Minimum 6ft (2m) controlled safety area on length of floor

3 Star

- Level competition type floor, 26ft (8m) x 46ft (14m)
- 4ft controlled safety area around perimeter with 6ft officiating space on length of floor
- Minimum ceiling height of 14ft (4m) with no obstacles

4 Star

- Level competition type floor, 26ft (8m) x 46ft (14m)
- 4ft controlled safety area around perimeter with 7ft (2m) officiating space on length of floor
- Minimum ceiling height of 24ft (7m) with no obstacles

5 Star

- Level competition type floor, 26ft (8m) x 46ft (14m)
- 4ft (1.5m) controlled safety area around perimeter with 8ft (3m) officiating space on length of floor
- Minimum ceiling height of 24ft (7m) with no obstacles

Rooms

1 Star

- Adequate room for athlete changing and preparation areas
- Separate rooms for male and female



2 Star

- Adequate room for athlete changing and preparation areas
- Separate rooms for male and female

3 Star

- Adequate room for athlete changing and preparation areas
- Separate rooms for male and female
- Independent room medical response

4 Star

- Separate rooms for male and female athlete changing
- Area for athlete prep and equipment
- Independent room medical response
- Meeting room for officials and volunteers

5 Star

- Separate rooms for male and female athlete changing
- Area for athlete prep and equipment
- Independent room for weigh-ins and medical response
- Meeting room for officials and volunteers

b. Officials

1 Star

- (2-3) Scoring judges, (1) Head judge, (1) Score keeper, (1) Announcer if head judge is scoring
- Head judge may be used to score as scoring judge if necessary
- All officials must have minimum level (1) certification
- Minimum of (3) volunteers for scoring/ushering duty etc.

2 Star

- (3-5) Scoring judges, (1) Head judge, (1) Score keeper, (1) Announcer if head judge is scoring
- Head judge may be used to score as scoring judge if necessary
- All officials must have minimum level (2) certification
- Minimum of (4) volunteers for scoring/ushering duty etc.

3 Star:

- (4-5) Scoring judges, (1) Head judge, (1) Score keeper, (1) Announcer if head judge is scoring
- Head judge may be used to score as scoring judge if necessary
- All officials must have minimum level (2-3) certification
- Minimum of (6) volunteers for scoring/ushering duty etc.

4 Star

- (7-12) Scoring judges (3A/2B/2C minimum), (1) Head judge, (2) Score keeper, (1) Announcer if head judge is scoring
- Head judge may be used to score as Group B scoring judge if necessary
- All officials must have minimum level (3-4) certification
- Minimum of (6) volunteers for scoring/ushering duty etc.

5 Star

- (9-13) Scoring judges (3A/4B/2C minimum), (1) Head judge, (2) Score keeper, (1) Announcer if head judge is scoring
- Head judge may be used to score as Group B scoring judge if necessary
- All officials must have minimum level (4-5) certification



- Minimum of (6) volunteers for scoring/ushering duty etc.
- c. Medical Requirements/Responsibility
 - ***For Medical Equipment and credential requirements, please see WO Emergency Medical Response Policy for details
 - 1 Star
 - (1) Certified First Aid Personnel
 - 2 Star
 - (1) Certified First Aid Personnel
 - 3 Star
 - (1) EMT (Emergency Medical Technical or Paramedic)
 - 4 Star
 - (1) EMT and licensed physician
 - 5 Star
 - (1) EMT and licensed physician
- d. Volunteer Requirements/Responsibility
 - Volunteers are responsible and must be trained for:
 - Score keeping
 - Equipment handling
 - Stationary distribution
 - Time keeping
 - Results display/ documenting
 - Spectator management
 - Athlete check-in
- e. Safety equipment
 - ***Refer to WO Taolu Equipment Policy
- f. Officials Requirements/Responsibility
 - ***Refer to WO Taolu Officiating & Certification Policy
- g. Awards and Results
 - All awards and certification shall adhere to the WO Event Branding & Identity Policy adhering to all WO branding & Identity guidelines
- h. Honorariums/Expenses
 - Officials
 - 1 Star
 - Honorarium: Not provided
 - Accommodations: Not provided
 - Transportation: Not provided
 - Meals: \$20 per day or provided by host
 - 2 Star
 - Honorarium: \$30 provided by host
 - Accommodations: Not provided
 - Transportation: Not provided
 - Meals: \$20 per day or provided by host
 - 3 Star
 - Honorarium: \$50 provided by host
 - Accommodations: Host provides (1) night economy hotel room if travelling greater than 150km to event



Transportation: Host provides local transport and travel expenses for distance greater than 300km one way to event. Reimbursement of \$0.45/ km per each vehicle driven for distance greater than 200km total to event

Meals: \$20 per day or provided by host

4 Star

Honorarium: \$75 provided by host

Accommodations: Host provides nightly economy hotel room if travelling greater than 150km to event (as required)

Transportation: Host provides local transport and travel expenses for distance greater than 300km one way to event. Reimbursement of \$0.45/ km per each vehicle driven for distance greater than 200km total to event

Meals: \$45 per day or provided by host

5 Star

Honorarium: \$100 provided by host

Accommodations: Host provides nightly economy hotel room if travelling greater than 150km to event (as required)

Transportation: Host provides local transport and travel expenses for distance greater than 300km one way to event. Reimbursement of \$0.45/ km per each vehicle driven for distance greater than 200km total to event

Meals: \$45 per day or provided by host

Volunteers

Meals: \$20 per day or provided by host

****All other expenses are responsibility of the volunteer*

Event Coordinator

1 Star - \$150

2 Star - \$200

3 Star - \$350

4 Star - \$500

5 Star - \$800

i. Uniform/Wardrobe Standards

Officials/Coordinator/Staff:

- White collared dress shirt or designated event shirt, black pants, black shoes

Volunteers

- Black pants, clean shoes, designated event shirt or WO shirt (provided at first attended event after membership)

3. **Event Coordinators**

***The following relates to the role of the event coordinator in organizing all levels of events. The event coordinator can be the host of the event, but must be responsible for understanding and adhering to all related procedures contained in the Sanctioning & Event Hosting Policy and all other related policies. In addition, the event coordinator is responsible for each item listed below.

- All Event Coordinators are required to be active members of WO. All Event Coordinators must also be individually registered as a Coach or Official.
- All 3-5 star events must submit for approval from WO a minimum of 120 days prior to the event by the host.
- All 1-2 star events must submit for approval from WO a minimum of 30 days prior to the event by the host.



- d. The Event Coordinator is assigned by WO to be responsible to each event submitted and must be qualified in understanding and adhering to all policies, procedures and documentation outlined in the Event Hosting & Sanctioning Contract and all documents in the WO operations manual.
- e. The Event Coordinator must ensure that all municipal by-laws and all provincial and federal legal requirements for the event are adhered to, including but not limited to fire safety requirement, occupancy requirements, liquor licensing (if selling alcohol), and building access requirements.
- f. The Event Coordinator must ensure that a copy of a Certificate of Insurance for the event is provided and accessible at the venue listing all required parties as additional parties covered by the insurance policy.
- g. If alcohol is being sold the Event Coordinator must provide evidence of Host Liquor Liability coverage as part of their event insurance.
- h. An event coordinator is responsible for having and attained all required equipment and materials for the competitive event – (e.g. Round sheets, bouts sheets, and reporting sheets) refer to technical stationary list and Sanda/Taolu equipment policy.
- i. The Event Coordinator is responsible for distribution and record keeping of honorariums and moneys related to the event.
- j. The Event Coordinator is responsible for submitting all final documentation and a video of all bouts/competition to WO within 5 business days of the event.
- k. The Event Coordinator is responsible for finalizing the official's documents and results documents, as well as any incidents that may occur and shall attain this information from the Head Judge or Chief Referee.
- l. The Event Coordinator is also responsible for any additional administration and volunteer requirements of WO.
- m. The Event Coordinator is responsible for ensuring that the athlete and coaches are aware of the rules and regulations that govern all aspects of the event (coaches, athletes, scoring, attire, etc.)
- n. The Event Coordinator will be evaluated by the Host and the Board of Directors for his or her work and level of competency after each event.
- o. The Event Coordinator is responsible to ensure that all activities associated with their event, be these in direct control of the event coordinator or activities being administered by outside vendors or 3rd parties, are conducted legally and in compliance with all provincial, municipal and city by-laws.
- p. The Event Coordinator is responsible to ensure that all event staff and volunteers conduct themselves in accordance to the mission, code of conduct and principles of the organization.
- q. The Event Coordinator is responsible to ensure that the dress code for event staff and volunteers - including ring-card holders - must be respectful and appropriate for a family audience. Lingerie, swimwear or sexually suggestive attire is not appropriate for WO events. The Chief Official at any event will enforce this policy.
- r. The Event Coordinator is responsible for ensuring that all music played at the event is 'radio-edit' music and does not contain any language that is racist, sexist, sexually suggestive, or contains any inappropriate language. The Chief Official at any event will enforce this policy.