



**“Home to Wushu
in Ontario”**

WUSHUONTARIO

2370 Midland Ave, #B23-25, Scarborough, ON, M1S 5C6 416-801-5614 ontario@wushucanada.com www.WushuOntario.ca

WOP6- Event Hosting & Sanctioning Policy

EFFECTIVE: May 1st, 2023

WOP6- Event Hosting & Sanctioning Policy

Event or Tournament Sanctioning is essential to ensure that WushuOntario (WO) members participating at the event are covered by the insurance offered by WushuCanada (WC). This sanctioning policy is for the protection of the host club and all tournament participants.

Please familiarize yourself with the Event or Tournament Sanctioning Guidelines 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 organization.

This person(s) will be provided member club access to the WushuOntario database to communicate with event participants from all WushuOntario member clubs.

What is a SANCTIONED Event, Tournament?

- 1) Any tournament or event that 2 or more WushuOntario, WushuCanada or International clubs are participating.
- 2) Registered WushuOntario, WushuCanada, or International officials are used.
- 3) 3 Star Rate Events-Minimum of 3 WushuOntario regulation event categories [Sanda and/or Taolu] or the equivalent of 2 hours of official WushuOntario event competition time.
- 4) 4/5 Star Rated Events-Minimum of 10 WushuOntario regulation event categories [Sanda and/or Taolu] or the equivalent of 6 hours of official WushuOntario event competition time.
- 5) Any camp or clinic operated by a WushuOntario member club that is open to WushuOntario, WushuCanada or IWuF members.

WushuOntario EVENT SANCTIONING PROCESS:

1. Organizer to complete Tournament/Event Information Package Template and send Package to ontario@wushucanada.com
2. Organizer to complete form: WOC3-‘Event Hosting & Sanctioning Application / Contract’
3. Fill out all the details in Microsoft WORD format and submit to ontario@wushucanada.com
4. The Event will show up on the ‘EVENT’ page as ‘PENDING’.
5. WushuOntario will either approve or reject the event and contact the organizer on the status.
6. If accepted, WushuOntario will post the event on the WushuOntario website and send to all active WushuOntario clubs and all WushuCanada PSO’s (WushuOntario will only send to the other PSO’s if the club wishes to accept all out of province entries).
7. All registered participating clubs (WushuOntario, WushuCanada or International) must submit a preliminary WOS2 – Sanda Club Participation Form to WushuOntario via email or fax at least 3 weeks in advance of the competition date. All final entries, athlete applications and fees are due in person or via mail at least 2 weeks in advance of the competition date. If no new WOS2 form is forwarded to WushuOntario 2 weeks in advance of the competition date, WushuOntario will arrange the bouts and bill the club for its participating athletes according to the preliminary WOS2. Host organizations will be forwarded all participant information to carryout registrations and can only allow registered participants on the competition floor.
8. At the end of the event the host organizer shall email WushuOntario an official Sanctioning report.



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IMPORTANT:

The host of an invitational [as opposed to open] event can accept or not accept teams into their event. WushuOntario clubs registering their participants should not assume they have been accepted into the event by filling out the form. Please contact the host organizer for confirmation of acceptance into the event.

EVENT SANCTIONING FEE

There will be a \$100 fee for a 3 Star Rated WushuOntario Event Sanctioned Event that only has WushuOntario or WushuCanada members and a \$250 fee for a 4 or 5 Star Rated WushuOntario Event Sanctioned Event that only has WushuOntario or WushuCanada members.

If the event has INTERNATIONAL teams or NON-MEMBER Canadian teams a \$250 fee will be charged.

PLEASE NOTE:

- All Referees used at WO sanctioned events must be registered with WO or WC via another PSO or with their international federation. Host clubs will be charging registration fees for any referee that is not a member of WO or other WC federation.
- Sanctions/Approvals may only be granted for Active clubs in good standing with WO. Sanctions will not be provided or will be withdrawn from clubs who are “not in good standing” with WO.
- Events or tournaments listed on the WO calendar are not necessarily ‘Sanctioned’ by WO. Only Sanctioned events will carry WC insurance coverage all non-sanctioned events will not be valid.

Event Coordinators [Host]

- *The following are policies related to WUSHUONTARIO Event Hosting & Sanctioning. The event coordinator is responsible for each item listed below. In addition, the event coordinator is responsible for understanding and adhering to all related procedures contained in the Events Hosting & Sanctioning Contract and WUSHUONTARIO Operations Manual.*
- 1. All Event Coordinators are required to be club owners from WUSHUONTARIO Member Clubs.
- All Event Coordinators must also be individually registered as a WUSHUONTARIO Coach or Official.
- 2. All Class A and B competitions must request approval from WUSHUONTARIO a minimum of 120 days prior to the event by the event coordinator.
- 3. All Class C, D and E tournaments must request approval from the Provincial and National Office a minimum of 90 days prior to the event by the event coordinator.
- 4. The Event Coordinator is responsible for understanding and adhering to all policies, procedures and documentation outlined in the Event Hosting & Sanctioning Contract and all documents in the WUSHUONTARIO operations manual.
- 5. 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.
- 6. 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.
- 7. If alcohol is being sold the Event Coordinator must provide evidence of Host Liquor Liability coverage as part of their event insurance.



- 8. An event coordinator is responsible for having and attained all required equipment and materials for the competitive event – including 2 scales for the weigh ins, regulation gloves for the bouts, clickers for scoring, and all documents (e.g. Round sheets, bouts sheets, reporting sheets).
- 9. The event coordinator is responsible for providing travel expenses to all Officials immediately upon completion of the event in accordance with the amounts provided by WUSHUONTARIO when the event was sanctioned (see Operations Manual).
- 10. For any Club or Provincial level event– a WUSHUONTARIO selected Chief Official and Head Judge will be used for the event and the event coordinator is responsible for the travel expenses for these individuals.
- 11. The event coordinator is responsible for submitting all final documentation and a video of all bouts to WUSHUONTARIO within 5 business days of the event.
 - a. The Chief Official, with the administrative help of a minimum of 6 volunteers provided by the Event Coordinator is responsible for finalizing the official’s documents and results documents, as well as any incidents that may occur.
 - b. The Event Coordinator is also responsible for any additional administration and volunteer requirements of WUSHUONTARIO.
- 12. When an Event Coordinator wishes to involve athletes from other countries or provinces/territories, they must seek approval from the WUSHUONTARIO. Approval is based on evidence of bout experience record and safety record of participating athletes.
 - a. Such athletes are required to register with WUSHUONTARIO and pay a registration fee before the event commences. This registration covers their insurance cost for this event.
 - The event coordinator may choose to pay these expenses. (See Policy Manual)
 - b. All coaches of such athletes are required to register with WUSHUONTARIO and pay a registration fee. This registration covers their insurance cost for this event. The event coordinator may pay these expenses. (See Policy Manual)
 - c. 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.)
- 13. The event coordinators will be fined or suspended for the violation of any WUSHUONTARIO policy.
- 14. 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.
- 15. The Event Coordinator is responsible for ensuring that all event staff and volunteers conduct themselves in accordance to the mission, code of conduct and principles of the organization.
- 16. The Event Coordinator is responsible for ensuring 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 WUSHUONTARIO events. The Chief Official at any event will enforce this policy.
- 17. 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.
- 18. The Event Coordinator is responsible for informing all participants (coaches and athletes) if an event must be cancelled or postponed.



- i. WUSHUONTARIO has the authority to cancel or postpone an event due to circumstances that may adversely affect the safety of any participants, including but not limited to, inclement weather, labor disputes, threats to the association or any participants.
- ii. WUSHUONTARIO will make all attempts to contact the Event Coordinator and all participating officials in case of an event cancellation.
- iii. The Chief Official has the authority to cancel an event if any WUSHUONTARIO mandatory competition requirement is not met the day of the event, or if they determine that a circumstance may adversely affect the safety of any participants or the orderly running of the event. This can include, but not limited to, inclement weather, labor dispute, threats to any officials, unsafe premises, or failure of the event coordinator to fulfill a mandatory WUSHUONTARIO requirement upon request of the Chief Official.
- iv. WUSHUONTARIO is not responsible for any liabilities or loss of revenue caused to the Event Coordinator due to the cancellation of their event.
- v. The Chief Official will immediately contact the WUSHUONTARIO office in the event of an event cancellation and complete an Incident Report within 72 hours of the event date.
- 19. An Event Host Summary Package will be created within a week of the competition date. It is to be reviewed, paid, and signed off by the event host and a member of the WO Board of Directors within 2 weeks of the competition date.

Expenses - Officials

- 1. Honorariums of \$50 for all officials are included in the Event Coordinator sanctioning fee and will be provided to all participating officials.
- 2. Chief Official honorarium of \$150 will be paid by participant registration fees
- 3. Officials travelling a distance greater than 100km each way are required to have their travel expenses covered by the Event Coordinator immediately upon completion of the event. The following are the allowable travel expenses for all officials:
 - • Driving expenses - \$0.45/km
 - • Hotel expenses – one night economy hotel room for greater than 150km travel
 - • Flight/train/bus expenses – for travel greater than 300km of one-way travel.
 - • Meals - \$45/day or provided for all certified officials.
- 4. WUSHUONTARIO will provide the Event Coordinator with the total driving expense to be incurred per official prior to the event.
- 5. All staff, medical personnel and officials must sign in and out on WushuOntario WOSI Form to claim expenses and associated fees.

Sanctioning Events

1. All sanctioning of events must occur through the policies and procedure established by WUSHUONTARIO. Additional details of the procedure are outlined in the WUSHUONTARIO Hosting & Sanctioning Application / Contract and WUSHUONTARIO Policy Manual.
2. Application for sanctioning must arrive at the WUSHUONTARIO office no later than 90 days prior to the requested date. The application must contain the completed sanctioning form and appropriate fee.
 - a. Approval is based on the following items being fully complete:
 - (i) A minimum of 3 recognized event categories for 3 star rated events and a minimum of 10 recognized event categories for 4 or 5 star rated events involving registered athletes.



(ii) The listing of an event EMT for 3 star rated events and both a doctor and EMT for 4/5 star rated events.

(iii) An appropriate venue with adequate facilities:

3 star rated event:

Minimum space-36x36ft clear, level floor that includes a minimum 4ft controlled safety area surrounding ring with a minimum of 1” matting. The minimum ceiling height of venue shall be 12 ft clearance with no obstacles.

Competition Ring-Only WushuOntario approved ring set up (floor leitai) will be allowed and provided by WushuOntario; cost of transportation will be the responsibility of the event host.

Rooms-Adequate rooms for athlete changing and preparation areas for weigh-ins, medical staff, and equipment prep. Separate rooms for male and female.

Officials Equipment-Minimum of (2) two 6ft tables for head table, (3) three 4ft tables for sideline judges, (1) one 6ft table for medical staff, (1) one 6ft table for equipment prep. A minimum of (20) chairs should be available for use. All technical equipment such as score sheets, stationary etc. shall be provided by WushuOntario.

Medical Official-Shall provide all equipment required for event but should have a supply of water and ice available that is provided by the host of the event. Cost of medical staff is the responsibility of the event host.

Spectators-Minimum seating capacity of (1) one additional seat for each participant registered situated or separated at least 6ft from officials and competition area.

4 star rated event:

Minimum space-50x50ft clear, level floor that includes a minimum 4ft controlled safety area surrounding ring with a minimum of 1” matting. The minimum ceiling height of venue shall be 24ft clearance with no obstacles.

Competition Ring-Only WushuOntario approved ring set up (lowered and/or floor leitai) will be allowed and provided by WushuOntario; cost of transportation will be the responsibility of the event host.

Rooms-Adequate rooms for athlete changing and preparation areas for weigh-ins, medical staff and equipment prep. Separate rooms for male and female, officials and volunteers.

Officials Equipment-Minimum of (3) three 6ft tables for head table, (5) five 4ft tables for sideline judges, (1) one 6ft table for medical staff, (2) two 6ft tables for equipment prep. A minimum of (25) twenty five chairs should be available for use. All technical equipment such as score sheets, stationary etc. shall be provided by WushuOntario.

Medical Official-Shall provide all equipment required for event but should have a supply of water and ice available that is provided by the host of the event. Cost of medical staff is the responsibility of the event host.

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

5 star rated event:

Minimum space-(2) two rings with each 50x50ft clear, level floor that includes a minimum 4ft controlled safety area surrounding ring with a minimum of 1” matting. The minimum ceiling height of venue shall be 24ft clearance with no obstacles.



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Competition Ring-Only WushuOntario approved ring set up (Full, lowered and/or floor leिताi) will be allowed and will be provided by WushuOntario, cost of transportation will be the responsibility of the event host.

Rooms-Adequate rooms for athlete changing and preparation of weigh-ins, medical staff, and equipment prep. Separate rooms for male and female, officials, volunteers and for participating teams of more than 10 members.

Officials Equipment-Minimum of (6) six 6ft tables for head table, (10) ten 4ft tables for sideline judges, (2) two 6ft table for medical staff, (4) four 6ft tables for equipment prep. A minimum of (50) fifty chairs should be available for use. All technical equipment such as score sheets, stationary etc. shall be provided by WushuOntario.

Medical Official-Shall provide all equipment required for event but should have a supply of water and ice available that is provided by the host of the event. Cost of medical staff is the responsibility of the event host.

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

- b. If approval is not provided the Event Coordinator is provided a minimum of 21days from the date the non-approved was communicated to resubmit the application. The resubmission requires an additional \$100 administration fee to be sent with the resubmission.
 - c. If the resubmission is not approved the application will be cancelled and the sanctioning fee refunded with a \$250 administration penalty.
 - d. WUSHUONTARIO will contact the Event Coordinator within 10 business days of a submission or resubmission.
3. Equipment transport start address will always be WushuOntario headquarters: 2370 Midland Ave. Unit B22 and the costs are as follows:
- Within 100km - \$250 delivery and return
100km – 500km - \$500 delivery and return
500km plus will be freight prices quoted with a company prior to the event.
4. Dates will not be reserved for any club wishing to apply for event sanctioning.
 5. All clubs are required to email the WUSHUONTARIO office to inquire about any dates reserved for provincial or national events including tournament format events, coaching or official courses, training camps or other programs that may conflict with the date requested. This information will be provided to assist clubs in selecting appropriate dates. However, dates will not be reserved or allocated for a club event until the sanctioning is approved.
 6. Reserving Event Dates – An event date will be reserved once a fully completed sanctioning form and payment is received and approved.
 7. A Hosting & Sanctioning Application Form and payment can be sent a maximum of 6 months prior to the date requested.
 8. All applications must be received by the WUSHUONTARIO office a minimum of 3 months prior to the requested event date. To assist in long-term planning clubs are recommended to submit applications earlier, however applications will not be accepted more than 6 months prior to the event.
 9. A sanctioning request that is sent early – before the 3-month mark – is not required to have a minimum number of event categories listed. However, the required events must be submitted by the 3-month deadline or before. If an event list is not complete and no submitted by the 3- month deadline this may result in the



cancellation of the event with no refund. It is strongly recommended that clubs do have their event list on the form when they first submit to assist in their event scheduling and set up logistics.

10. Clubs are permitted to only submit one event application at a time.

11. A club wishing to apply for another event date may do so once the previous application has been approved. Any subsequent events must comply with all the sanctioning policies. A club is permitted to request more than one event per year; however, each event application can only be submitted once the previous events have been approved.

12. Cancelled dates – WUSHUONTARIO does not provide any refunds for cancelled events. As per the WUSHUONTARIO Policy on refunds, any approved event that is cancelled for any reason prior to the event, no refunds will be provided.

13. If a sanctioned competition must be rescheduled by the Event Coordinator, the Event Coordinator must apply in writing for a rescheduled date.

14. WUSHUONTARIO will work with the Event Coordinator to secure an alternate date if the new date requested is not possible. There will be a rescheduling fee of \$250 applied to the Event Coordinator. If an alternative date is not secured by WUSHUONTARIO within 5 business days of the event reschedule request, then the sanctioned event will be considered cancelled.

15. If sufficient officials are not secured for an event application the sanctioning request will be returned to the club minus a \$100 administration fee. This can occur at any time prior to the event date.

16. If it is not possible to secure the necessary officials for a particular date, the Event Coordinator will be notified as soon as possible and provided with the opportunity to request a maximum of two alternative dates. WUSHUONTARIO will attempt to secure the officials necessary for the alternative dates. If WUSHUONTARIO cannot secure the required officials the event sanction request will be returned to the club minus a \$250 administration fee deducted from the sanctioning fee.

17. The Chief Officials are the head judge responsible for the running of all sanctioned events and have the authority to cancel an event due to the violation of a WUSHUONTARIO policy or procedure.

Class A and B Sanda Competition Requirements

1. The Event Coordinator is responsible for understanding and adhering to all policies, procedures and documentation outlined in the Event Hosting & Sanctioning Contract and all documents in the WUSHUONTARIO operations manual.

2. The competition must have a minimum of 10 event categories and a maximum of 2 bouts per athlete each day.

3. All bouts' competitions must have the following mandatory personnel:

- a. One Chief Official
- b. Doctor (minimum of 1)
- c. EMT (minimum of 2)
- d. Sideline Judges– A minimum of 5
- e. Platform Referee – A minimum of 1
- f. Volunteers – A minimum of 6

Class C, D, E and G Sanda Competition Requirements



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1. The Event Coordinator is responsible for understanding and adhering to all policies, procedures and documentation outlined in the Event Hosting & Sanctioning Contract and all documents in the WUSHUONTARIO operations manual.
2. The competition must have a minimum of 3 event categories and a maximum of 2 bouts per athlete each day under
3. All bouts' competitions must have the following mandatory personal:
 - a. One Chief Official
 - b. Doctor (minimum of 1) (based on applicable competition category requirements)
 - c. EMT (minimum of 2)
 - d. Sideline Judges– A minimum of 3 (based on star rating of event)
 - e. Platform Referee – A minimum of 1
 - f. Volunteers – A minimum of 6

Participation in Sanctioned. International Tournaments

1. All athletes for international tournaments are to be selected based on protocols established by WUSHUONTARIO in accordance of the Rules and Regulations and the Mission of the organization.
2. WUSHUONTARIO will endeavor to have a *Support Team* for all international events that is composed of the following categories of personnel:

National Team Coaches (Level III)

Medical Staff

Officials

National Teams

1. All athletes must be open class and currently registered WUSHUONTARIO members.
2. All athletes on National teams must be from Member Clubs or Registered as Independents.
3. The National Office will organize all travel arrangements. Personal travel arrangements are not permitted.
4. All minors must have a parent or guardian traveling with them. Guardian forms are available for all international and domestic events.
5. WUSHUONTARIO will add a “Mission Fee” or nominal charge to all national team athletes to cover the cost of event Support Teams and administration expenses.
6. All National Team athletes are required to use the equipment and/or outfitting of a corporate sponsor of the National Team.
 - a. WUSHUONTARIO will ensure that information on corporate sponsors is provided to athletes in advance.
 - b. Corporate sponsors are those donors that have provided financial and/or products to support WUSHUONTARIO and/or the National team.
 - c. Individual athletes are not permitted to wear individual apparel during competitions or during specified team protocol if there is a National Team outfitting involved.

Administration

1. All membership collection will be under the jurisdiction of the National Office.



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2. WUSHUONTARIO adheres to a privacy policy in which no information collected by WUSHUONTARIO will be shared with any internal or external personnel without the written permission of the personnel involved. Exception to this policy is for disciplinary/appeal cases, or those involving criminal investigations.
3. There is a no-refund policy for all membership fees, course fees, sanctioning fees, and other costs associated with all programs, services, and events administered by WUSHUONTARIO.