

KICKBOXING ONTARIO

January 2016

Dear Event Coordinator,

Please find attached the **Event Coordinator Application** package. The final two pages must be submitted to the CASK office along with a certified cheque or money order for \$ 975 to complete the application. The application must arrive at the CASK office no less than 90 days prior to the date requested. It is highly recommended to all Event Coordinators to contact the CASK office prior to the 90-day application to check the availability of the date.

The checklists contained in this application highlight the major responsibilities of the Event Coordinator. However, ensure you review all policies and regulations regarding CASK sanctioning that Event Coordinators are responsible for. These can be found in the All Disciplines Rule and Regulations document and the Policies and Procedures Manual. The following briefly outlines the basic process for sanctioning events:

1. The CASK office will contact the Event Coordinator within 10 business days for approval.

Note: If the even is not approved, the Event Coordinator will be provided a maximum of 21 days from the date the CASK office communicated the non-sanctioning to the club, to meet the requirements that were not fulfilled in the initial application. A \$100 administrative fee will have to accompany the resubmission. If the resubmission is denied the sanctioned fee will be refunded minus a \$250 penalty.

2. The CASK office will provide Event Coordinator within 30 days of the event with the travel expense amounts for all the CASK officials selected to run the event. If an official is changed at any time a different expense amount may apply.

Note – The Sanction Fee covers the honorarium for each CASK official. The Event Coordinator is also responsible for the travel costs for all officials based on our Expense Policy.

3. The CASK office can mail out the certificate of insurance for the competition at the request of the Event Coordinator prior to the event.
4. The Event Coordinator must provide evidence of insurance for commercial general liability to the CASK office upon request. The certificate must list the Council of Amateur Sport Kickboxing as an additional party under the policy.
5. The CASK office provides the Event Coordinator with original copies of all documents for the competition. The Event Coordinator is to make sufficient copies as required.
6. The CASK office can loan gloves to the Event Coordinator in advance of the event. The Event Coordinator is responsible for couriering the gloves back to the CASK office within 5 business days after the event. Missing or damaged gloves will be charged to the Event Coordinator.
7. The Event Coordinator is to contact the CASK office 5-10 business days prior to the event to provide the most current bout list.

KO Administration

Revised 01/02/2014



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Event Coordinator Application *Calendar Events*

The following application must be completed in full and submitted to the CASK office and PSO/TSO Office a minimum of 90 days prior to a single-bout format competition, or 120 days prior to a tournament-format competition. Please complete both pages of the application form, as incomplete forms will result in delays in approval. Please review the **Rules and Regulations document and Policy Manual** for all event requirements. The following is a summary of some requirements only:

Summary of Required Personal

As per the Rules/Regulations of CASK - all Event Coordinators are required to have the following registered officials at their event:

1. **Two Chief Officials*** – CASK Level III Certified
2. Five Officials – Certified and Registered
3. **Physician** – Event Coordinator responsible for securing a minimum of one Canadian certified medical doctor (must be legally entitled to practice medicine in the province)
4. **Emergency Medical Team** – Event Coordinator is responsible for a minimum of two persons.

Note 1 – The absence of any of the above persons will result in the immediate cancellation of the event.

Note 2 - The Event Coordinator is responsible to covering the travel/accommodation expenses of all required personal. The Event Coordinator will be notified via email of this amount and when it must be sent to the CASK office.

Note 3 - The honorariums for all officials (judges and referees) are provided by KO and are included in the sanctioning fee paid by the Event Coordinator. The payments will be forward the officials after the completion of the event.

Note 4 – All officials are working as volunteers supporting amateur kickboxing. Ensure that you provide food (meals and snacks) and drinks (water and juice) during the time they are acting in their official role.

Insurance requirements

As per the CSC requirements the Event Coordinator is required to provide evidence for commercial general liability for the event listing the ***Council of Amateur Sport Kickboxing*** as an additional party under the coverage for the event.

If the event will be serving alcohol the Event Coordinator must obtain a Liquor License and have a Host Liquor Liability as part of their event policy.

Note A – *The insurance policy of the Council of Amateur Sport Kickboxing only covers the competition aspect of the event and we can list the venue as an additional insured party on our policy if requested.*



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Requirements for all Promotions

Ensure the following are being adhered to:

- All event communications and promotions clearly indicates that the event is APPROVED by CASK and SANCTIONED by (PSO)
- Ensure that all event communications and promotions clearly state that this event is a KICKBOXING and/or AMMA event and no other combat sport terms are used.

Requirements for Weigh-in & Medical Exam

The following are key requirements at the weigh-in & medicals:

- Ensure that the location is private so that no spectators or onlookers are present.
- Ensure that the facility has sufficient space or rooms and is sanitary and void of hazards so that the medical exam can be conducted with safety and confidentiality.
- Ensure that the weigh-in schedule is communicated to all coaches/athletes.
- Ensure that the location of the weigh-ins can be conducted without the presence of athletes of the opposite gender.
- The role of the Event Coordinator is to assist the Chief Official who will lead the process.
- The weigh-ins and medical exams must occur no more than 3 hours before the event is schedule to commence and be completed a minimum of 90 minutes before the first bout.

Summary of Additional Personal

The following persons are recommended for all styles of events:

- Equipment supervisor – Supervises the gloving of the athletes
- Security – A safety precaution for the running of the event and crowd control

Additional Requirements

The following tasks are required of the Event Coordinator:

- Providing snacks and refreshments to the officials during their involvement at the event.
- Submitting to the CASK Office a DVD of all bouts within 5 business days of the competition of the event by courier or registered mail.

Once approval has been granted to an Event Coordinator, an **Event Package** will be issued that will contain all of the documents required for the event (ie. score cards, pre/post medicals, etc.) A certificate of insurance will be sent to the Event Coordinator directly if requested.



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Suggested Check-List for Planning and Implementing a Competitive Event

These are only suggestions – ensure that you review the requirements of all competitive events.

Pre-Planning

- Book a Venue with rooms for the competition, warm-up rooms, medical/weigh-ins
- Book a Medical Doctor (securing a back-up doctor is recommended)
- Book an Emergency Medical Team (EMT)
- Book a regulation kickboxing ring
- Prepare all bouts by negotiating with owner/operators of CASK Member Clubs
- Send in your Event Sanctioning form/payment (CASK will mail confirmation)
- Obtain your event insurance certificate and sent to the CASK Office

Organization

- Meet with the event doctor to review their role and all CASK documents
- Contact the nearest hospital and provide details of event request any advice
- Book a security company or establish volunteer security personal

Promotions

- Ensure that all promotional and communication materials list the event as:
CSC Approved and (PSO) Sanctioned
- Ensure that all promotional/communications clearly indicate that the event is a
‘kickboxing’ and or **‘Amateur MMA’** event.
- Get tickets made up
- Prepare programs
- Organize any sale items (eg. Snacks, water)

Final Details

- Secure ring/cage/tatami floor equipment (eg. Stools, mops, brooms, etc.)
- Establish a team to support your officials (eg. Meals, snacks, water, etc.)
- Book any hotel rooms required for athletes, teams, officials, volunteers, etc.
- Have a volunteer assigned to assist Chief Official at weigh-ins and medicals
- Secure a digital scale or medical scale only (bathroom scales are not acceptable)
- Bring extra writing utensils and paper for the Head Table.

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EVENT COORDINATORS APPLICATION (page 1 of 2)

Name: _____
First Last

Address: _____
Number Street City

Province Postal Code

Contact: _____
Home Phone Business Phone Fax Email

Host Club: _____ Name of Event: _____

Location of Event:

Number Street City Province

Proposed Date:

Time Date Month Year

Tournament Format (Circle the specifics)

Divisions: *Novice/Open* Categories: *Junior/Intermediate/Senior* Gender: *Male/Female*

Number of athletes anticipated: _____

Single Bout Format - Number of Bouts: _____ (8 bouts minimum – 12 bouts maximum)

Attended physician: _____, _____ (Surname, First)
(____)____ - _____ (____)____ - _____ (Contact Information)
_____ (Medical License #)

EMT: _____, _____ (Surname, First)
_____, _____ (Surname, First)
_____, (____)____ - _____ (Contact Information)
Name of Company (if applicable)



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Proposed Bout List (Single Bout Style):

No	A - Class P, N, O	Athlete A (Surname, First)	DOB	Club	Agreed Weight Range	B - Class P, N, O	Athlete B (Surname, First)	DOB	Club
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									

I _____ (print name) have read and understand all requirements for Event Coordinators as laid out in the most up-to-date CSC Rules and Regulations Document and the Policy Manual. I agree to fulfill all of these requirements as the Event Coordinator and understand that failure to do will result in a disciplinary action and/or fine. I understand that if my event is not sanctioned I have maximum of 21 days to resubmit my application with a \$100 administration fee. I understand that if the resubmission is again not sanctioned a \$250 penalty will be withdrawn from the sanctioning fee and the remainder refunded.

_____ (Signature)

_____ (Date)



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