

International Taekwon-Do Federation of B.C.
Appendix 6 - Tournament Host Check List
 CANADIAN TAEKWON-DO FEDERATION INTERNATIONAL
 Rules of Competition Coloured Belt and Black Belt Provincial, Regional and National
 Level Competition Version 6.0 2017
 Effective June 1, 2019

Tournament Name	
Tournament Date	
City	
Venue	
Host	

Initial Requirements

	Venue booked (according to outlined standards)
	Host hotel booked
	First aid arranged
	Medals ordered(1 gold, 1 silver and 2 bronze for each division)
	Tournament package sent out (not less than 6 weeks prior to the event)
	Ensure enough mats are available for the number of rings required
	Ensure minimum ring equipment requirements can be met
	Officials' lunch and refreshments arranged

Last Two Weeks

	Entries received
	Check on venue and hotel
	Concession arrangements
	Confirm medals
	Confirm entries with the club Instructors
	Create the draws according to the CTFI rules (no less than one week prior)
	Inform Instructors of any abnormalities effecting their students (no less than one week prior)
	Ensure all volunteers are trained in their respective positions
	Create umpire lists and ring assignments
	Inform Instructors of the estimated schedule of events
	Arrange airport shuttle for visiting Masters and Instructors

One day prior to the event:

	Entries received
	Check up on venue and hotel
	Double check all divisions and draws
	Double check all umpire assignments
	Ensure minimum ring requirements are met
	Check on airport shuttle and arrival schedules
	Setup rings, head table, barricades