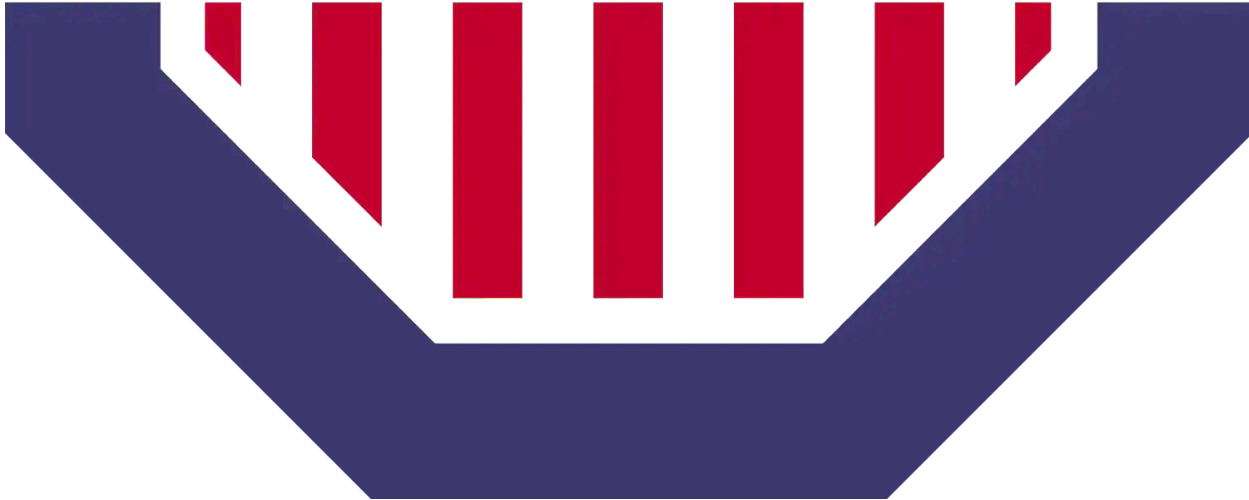


USATI  **D**



2025 SANCTIONED EVENTS OPERATIONS MANUAL

This manual has been prepared by USATKD, the National Governing Body for Olympic Taekwondo in the United States, to assist you in successfully planning, promoting, and conducting a State Championship and/or sanctioned tournaments. Some details may not apply to every tournament.

If you have any questions, please feel free to contact the USATKD Events Department at the email or telephone number below.

USATKD Contacts

Katie Cleveland – Senior Events Manager

Email: kcleveland@usatkd.org

Michael Newman – Events Assistant Manager

Email: mnewman@usatkd.org

One Olympic Plaza
Colorado Springs, CO 80909
Phone: 719-866-2426

EVENT SANCTION REQUIREMENTS/QUALIFICATION

IMPORTANT UPDATES FOR 2025

- Athletes may only attend 2 State Championship of their choosing.
- The registration per participant fee is being adjusted to \$15 per registration.
- Maximum registration fees will be set at \$125 for the entry fee, \$25 for the division fee, and \$65 for the coach fee.
- We are recommending that State Championships use Martial Events for their tournament software for 2025. In 2026 and beyond, it will be required to utilize this software system.
- Registration deadlines must be 10 days prior to the event date & must end at 12:00 PM MT.
- The State Association yearly fee is \$350.
- Athletes and Coaches with Incomplete or Unpaid Registrations may NOT register onsite.
- Weigh-ins must be held the day before competition and in 1 location, not multiple or remote. For information on alternative weigh-ins for exceptional circumstances, please email kcleveland@usatkd.org.

U.S. National Taekwondo Championships Qualification

State Championships will qualify athletes for the U.S. National Taekwondo Championships. Athletes that finish in the Top 4 (Gold, Silver, Bronze, Bronze) at a State Championship will automatically qualify for the 2025 U.S. National Taekwondo Championships. If an athlete does not win a gold, silver, bronze, or bronze medal at a state championship the athlete can qualify for the U.S. National Taekwondo Championships through the American Open tournament series. Athletes must be a U.S. Citizen to participate in the world class divisions at the U.S. National Taekwondo Championships.

State Championship & Other Sanctioned State Tournaments

USATKD state championship & other sanctioned tournament requests are submitted to Michael Newman at mnewman@usatkd.org at the National Office for approval. Please email Michael the signed Sanctioned Event Manual, and the date(s) and location (if known) of your proposed event for approval. You must also provide a list of state officers so USATKD can approve of their memberships, SafeSport Training, and background screening.

Minimum Standards for Other Sanctioned State Events: Must meet minimum standards to receive the sanction level requested. If an event does not meet the minimum standards, that event will be relegated down to the sanction level where the minimum standards are met.

State: To receive credit for a state in attendance at a sanctioned event, at least ten (10) different athletes from the same state need to be registered and confirmed for the event. The event will not be considered to have a state represented at the tournament unless there are ten (10) individual athletes with confirmed registrations by the registration deadline. One individual registering for multiple events only counts as one registered athlete. If there are less than ten (10) athletes confirmed for the event, it will not count as a state being represented at the event.

Clubs: To receive credit for a club in attendance at a sanctioned event, at least five (5) different athletes from the same club need to be registered and confirmed for the event. The event will not be considered to have a club represented at the tournament unless there are five (5) different individuals from the same club with confirmed registrations by the registration deadline. One individual registering for multiple events only counts as one registered athlete. If there are less than five athletes confirmed for the event, it will not count as a club being represented at the event.

International: To receive credit as an international event there needs to be athletes from at least 3 other countries registered and confirmed for the event. Countries other than the U.S. will need to have only one

athlete registered and confirmed to have representation of that country. One individual registering for multiple events only counts as one registered athlete.

US 10.0 Sanction Additional Requirements:

The deadline to submit an application to host a US 10.0 is 60 days prior to the start of the event. USATKD will be sanctioning up to ten 10.0 events for the 2025 calendar year.

US 10.0 Event organizers are required to run all World Class Divisions (Cadet, Junior and Senior Black Belts and/or Olympic Weight Divisions), in the same format that these divisions are held at the USATKD National Championships. This includes competition rules, ring size, round time limits, and breaks in between rounds. If the US 10.0 is held over the course of 2 days, the World Class divisions must be held on their own day or World Class divisions must begin at the start of the competition day.

See [USATKD Points document](#) for the details on how points will be allocated per each event type. Hosts are also required to seed athletes according to points that are posted the first Wednesday of the month the tournament is held.

Event Ranking	Type of Event	Sanction Fee	Event Information
2.0	Area events	\$100	Area clubs
4.0	Intrastate events	\$300	USATKD: Minimum 4 clubs
6.0	Multi-State Events	\$700	USATKD: Minimum 2 states & 7 clubs
10.0	Sectional/ International Events	\$1000	4 states, 10 clubs in sparring Maximum of 10 events per year 3 Other Countries (Non-USA)
12.0	State Championships	\$350	State Championship

Minimum Number of Sparring Athletes Needed Per Category	
State	10
Club	5
International	1

Citizenship/Residency

Citizenship or residency documents are not required to participate in state championships or other state sanctioned tournaments. These citizenship related documents will be required for the National Championship and Season Final.

Points Ranking System

Sanctioned Events will use the current [National Rankings](#) to seed each **sparring and poomsae** division. Seeding for events will be based on the current posted rankings on the USATKD website.

Event organizers will need to add the seeding information from the ranking website.

States will not use “home state” points. All state championships will be a US 12.0 event and follow the requirements outlined in the Points Rules. Athletes can earn points at a maximum of one state championship.

Belts/Ages that will be seeded at events

Sparring and Poomsae: All age divisions, yellow, green, blue, red, and black belts

For 10.0 Sanctioned events, if a division has an international athlete confirmed, then seeding for only that division will be done randomly. Random seeding will be performed since the international athletes will not have a ranking in the USATKD National Rankings.

SAFE SPORT

SafeSport and MAAP

Below are links to SafeSport requirements and must be included in all tournament communications with all participants. Your sanctioned competition may be audited by the Center for SafeSport. Ensure you have signage that explains how to report a SafeSport concern and MAAP information posted in the competition venue.

1. [HOW TO REPORT](#)
2. [USATKD MAAPP POLICY](#)
3. [PARENT RESOURCES](#)
4. [MINOR ATHLETE SAFESPORT TRAINING](#)
5. [PARENT SAFESPORT TRAINING](#)
6. [SAFESPORT EDUCATION AND REPORTING](#)
7. [MAAPP POLICIES](#)
8. [MAAPP FOR COACHES](#)
9. [SAFESPORT CODE](#)
10. [SAFESPORT SANCTION LIST](#)
11. [USATKD SAFESPORT STRATEGY REPOSE AND RESOLUTION](#)
12. [USATKD QUALITY AND CONTROL SYSTEM](#)
13. [USATKD EDUCATION AND TRAINING POLICY](#)

All State Association Board Members and/or Sanctioned Event Organizers are required to have a current membership, SafeSport Training, and current Background Screen for an event to be approved for sanctioning.

Athletes aged 18 and older are required to complete the U.S. Center for SafeSport training. The SafeSport training must be valid through the conclusion of the tournament.

Volunteers at the tournament that are 18 and older will be required to complete the free U.S. Center for SafeSport training.

The SafeSport training will need to be completed before they can register for a tournament. All SafeSport training should be done through the Sport80 profile.

The U.S. Center for SafeSport training must be completed **every year**.

All medical staff are required to take the U.S. Center for SafeSport training and complete a background check. The only exception to this is if you contract an ambulance service to work your tournament. The Paramedics assigned by the service are not required to complete a background check or watch the U.S. Center for SafeSport videos. However, if you contract Paramedics that are not part of a contracted ambulance service for the event, these Paramedics must complete the background check and watch the U.S. Center for SafeSport training videos. Medical staff can create a free volunteer profile in Sport80 to complete the SafeSport training and background check.

COMPETITION EXPECTATIONS

Weigh-in Sheets

State Associations are required to mail in, or scan and email the weigh-in sheets from their event along with the results and other required information. Each state will receive a template that can be used for your event. If you choose to use your own weigh-in sheets, you must send a sample of these to be approved. Completed weigh-in sheets should be filled out correctly and mailed with the completed brackets.

Brackets

With the ranking system being used for poomsae and sparring it will be important to receive accurate brackets from all events. If an athlete is in a single division, we will still need to receive a bracket that shows they “participated” to award them the correct points. If there is no bracket for the athlete, we will assume they did not “participate” and that athlete will not receive any points.

If athletes compete in an exhibition match, we do not need brackets for the exhibition match. We only need the signed exhibition match forms. Receiving a bracket from an exhibition match makes it more difficult to determine what division an athlete participated in at the event. Only having the exhibition match forms will help take out some confusion and help to ensure athletes receive the appropriate points in the correct division.

Poomsae Formats for Events

State Associations must use one of the formats within the competition rules posted at <https://www.teamusa.org/usa-taekwondo/v2-events/competition-rules>.

Medals

All State Championships must order medals through Tusah. The order form is at the end of this manual on page 18. Other Sanctioned tournaments do not need to order medals from Tusah.

State Logo

Each State Association will need to use the branded State Championship logo in all promotions of the USATKD State Associations, State Championships, and websites. If you do not have this logo please email kcleveland@usatkd.org and we can send you the updated logo.

Registration Deadlines

All registration deadlines will only be allowed to end on Monday-Thursday and can no longer end on Friday, Saturday, or Sunday. This will help in providing any last-minute assistance to participants that wait to the end to register for tournaments. Registration deadlines must end at least **10** days prior to the start of the tournament.

State Championship Dates

Dates will be accepted on a first come first served basis. Submitting this manual is what reserves your dates. Tournaments may be held from March 1st through April 27th.

Referee Development

State Associations can partner with other State Associations to host a Referee Sparring and Poomsae Seminar. Each state will have the option to host a seminar, **hosting a seminar is not required**.

STATE ASSOCIATIONS

The USATKD State Championship or other sanctioned “event” will be organized by the State Association with guidance from USATKD. The contract to organize and conduct the event is made between the State Association and USATKD to help ensure these events are of the quality USATKD desires. Any questions or concerns regarding contract interpretation should be directed to mnewman@usatkd.org.

Fees: USATKD requires that all State Associations be current with their annual State Association fee of \$350 and are following the USATKD State Association requirements. This fee will be removed from the final payment returned to the State Association from your state championship. If you did not host a state championship, this fee will be taken from your sanctioned event. No personal or club checks will be accepted. The sanctioning fees will be paid through the creation of the Event on the Sport80 platform.

For 10.0 tournaments, the deadline to host is 60 days prior the the beginning of the event. State Associations are responsible for all fees incurred by the venue and equipment rental, accommodations for personnel, meals, medical, referees and other event related expenses.

USATKD offers State Association a Pre-Event Manual template that will have all the required information which the state must provide participants of your Sanctioned Events or other sanctioned tournament. This template is not required, but it can be used in its entirety or as a guide for creating your own information packet.

MEMBERSHIP REQUIREMENTS

Athletes must have an active USATKD membership to compete in a State Championship or Other Sanctioned Event. The membership must be active through the conclusion of the tournament. They must also have a belt listed in their USATKD profile. Please see the [How To Register](#) section of the USATKD website for step by step instructions.

All coaches and referees are required to hold the appropriate and current USATKD membership prior to the start of the competition. Please see the [How To Register](#) section of the USATKD website for step by step instructions. **If any coaches or referees participate without a current USATKD membership, then the liability insurance will be invalid, and the State Association shall assume all responsibility for any injury or liabilities accrued at the event.**

All coaches, referees, and club owner/instructors 18 and older are required to complete and pass the USATKD background check and complete the SafeSport training before registering for USATKD state sanctioned events. Athletes 18 and older must complete the SafeSport training before registering for USATKD state sanctioned events.

The background check must be completed **every two years**. The SafeSport Refresher or Core Training must be completed **every year**. The background check and SafeSport must be active through the conclusion of the event.

All documents regarding the State Championship or approved Sanctioned Event must inform the coaches and referees that they are required to be a member of USATKD and meet the membership requirements to participate in the event.

SANCTIONING PROCEDURES

State Championships

All USATKD State Championships must be held from March – April 2024. State Championships may not be held during the same weekend as a USATKD sanctioned event in the same area. No other event may be held on the same day or in conjunction with the State Championship unless approved by the USATKD Event Department. For a list of USATKD events, please check the event calendar or contact the Event Department. State Championships are not considered “approved” until the State Association has provided the necessary documentation to USATKD, and their state is following the USATKD State 6 Association requirements. Additionally, dates are not approved until all required forms are submitted and complete. Dates will be approved on a first come first served basis. Other State Tournament dates must be submitted to USA Taekwondo for consideration. If the necessary requirements are not met, your next sanctioning request may not be approved by USATKD.

Other Sanctioned Tournaments

Event Organizer will submit a sanction application to the State Association for approval who will then send the approved sanction application to USATKD for approval. Organizers will be allowed to select desired event ranking. If an event fails to meet the required standards set forth by the sanction policies ten (10) days prior to start of the event, the event will be changed to the appropriate sanction level. The event organizer will be required to inform all registered participants of the change of the sanction level. Athletes will receive points for the actual event sanction level of the tournament. An event cannot move up in a ranking if it meets the higher-ranking requirements after the sanction level has been approved. Athletes will only receive points based off the approved event ranking.

If an event rank is relegated down and an athlete chooses to not participate due to a lower ranking, the event organizer must issue a refund of the division fee.

Events that are within 400 miles of each other cannot be held on the same weekend. Events will be approved on a first-come basis, as long as all documents have been submitted and approved.

Sanctioned events may not be held the same weekend, the weekend before or the weekend after a USATKD hosted event: Regional Qualifier, National Championships, Season Final, US

Open, Team Trials, or other National Competitions

Month	Open Dates for 2025 State Championships and Sanctioned Events
January	No Dates (US Team Trials)
February	No Dates (US Open)
March	March 1 st – March 31 st State Championships Only
April	April 1 st – April 27 th State Championships Only
May	No Dates (American Open)
June	No Dates (Grand Prix Challenge)
July	No Dates (US National Taekwondo Championships)
August	August 9 th – August 17 th
September	September 20 th – 30 th
October	October 1st - October 31st
November	November 1st - November 30th
December	No dates available for December

REGISTRATION

All participants must register via the USATKD registration system. The early registration deadline must fall on a Monday-Thursday to allow USATKD Staff to assist members with the registration process. The final/late registration deadline must be at least 10 weekdays prior to the event and must fall on Monday-Thursday to allow USATKD Staff to assist members with the registration process. The USATKD Events Department will manage the online system and collect all paperwork prior to the event. The State Association will be responsible for collecting all registration paperwork associated with the event on-site, which must be sent to USATKD immediately after the conclusion of the event. Each State Association is **REQUIRED to collect any missing documentation during the on-site check in.**

Athletes competing in a sanctioned event do not need to show proof of residency or citizenship.

All online registration fees will be collected by USATKD and paid directly back to the State Association minus the per participant fee. State Associations are responsible for creating all registration deadlines and fees for their event.

10-15 business days after the final registration deadline, 50% of the current registration fees will be paid to the State Association via check or ACH transfer to the State Association provided bank account. The final 50% will not be paid until the event's conclusion, complete reconciliation and the Post Event report

items are submitted to USATKD. Once all required items are received the final payment will be processed within 10-15 business days.

The reconciliation includes all items listed in the Post Event report checklist and any USATKD membership applications collected at the event and appropriate fees associated with those applications.

State Associations will be charged for all participants (no fee for referee registration) that register for the Sanctioned Event.

USATKD **does not** allow for on-site registration for coaches, or referees.

Athletes, with existing partial registration (i.e. division not selected, or registration payment incomplete) prior to the registration deadline, may not complete their registration on site. Athletes that have not started registration in the tournament database system will not be allowed to enter the competition on-site. If the member attempting to register on-site does not meet the criteria above, they will be refused the ability to participate.

Event Directors must ensure any ‘day of event’ volunteers or staff have been screened through Sport:80 BEFORE being given access to restricted areas, to preclude anyone from participating in the event/competition who are not able to participate under the policies. Event Directors must check the Suspended and Banned list on the USA Taekwondo website. Each on-site registrant will receive an email or flier that outlines the MAAPP policy as well as reporting protocol.

If an athlete does not have a black belt certification uploaded to their profile or provide a copy of certification at the time of registration, the State Association will be able to utilize the black belt verification form. The form will include contact information so that USATKD can track that each person provides a copy of their black belt certification by the National Championships.

State Associations do not need to collect copies of the black belt certificates. Athletes will need to upload a black belt certificate of black belt certification form to their Sport80 profile.

EVENT INFORMATION & PROMOTION

It is required that all State Associations submit a pre-event Manual (PEM) for their State Championship and other Sanctioned Events to USATKD. This manual must be submitted no later than three weeks from the start of the event. Pre-Event Manuals must be submitted in electronic format to USATKD. Manuals must be submitted three weeks prior to the event. These manuals should be emailed to the USATKD Events Assistant Manager, Michael Newman at mnewman@usatkd.org. All pre-event manuals must include the following, among other pertinent event information:

Athletes must have an active USATKD membership to participate. All coaches, referees, and club owner/instructors 18 and older are required to complete and pass the USATKD background check and complete the U.S. Center for SafeSport training prior to being a member of USATKD and registering for USATKD state sanctioned events (background check must be completed every two years and SafeSport must be completed every year).

- Athletes aged 18 and older must complete the U.S. Center for SafeSport training.
- All coaches must be, at minimum, Associate Coach certified within the USATKD CIDP program, **current SafeSport and USOPC background screen if 18+**

The correct and official name of the event must be used. 2024 USATKD (“Event Name”); example:

2024 USATKD Grand Phoenix Open. USATKD shall be prominently displayed and receive appropriate recognition on all promotional material. USATKD will post the Sanctioned Event information on the USATKD website once the sanction has been approved. State Associations may submit materials to be sent out on behalf of USATKD to the USATKD membership.

The USATKD logo and USATKD State Association logo must be used on event promotions; however, it cannot be altered in any way and promotions must be submitted for approval. Email notices and reminders will be sent to USATKD members leading up to state championships to promote the tournament and remind members about upcoming deadlines and other information. A member will receive Sanctioned Event email promotions about the state they are from and any surrounding states.

QUALIFICATIONS AND DIVISIONS

State Championships:

Athletes may only attend TWO State Championship in 2025. By medaling (Gold, Silver, Bronze, Bronze) they qualify to compete at the 2025 USATKD National Championships.

All USATKD State Championships will use the same age, belt color, weight categories, and rules that are followed in the U.S. Taekwondo National Championships. A State Championship may choose to add divisions other than the required divisions, but these divisions will not qualify athletes to compete at the U.S. Taekwondo National Championships and you will need to note this in your information packet.

State Championships must provide both a Cadet World Class and Grassroots Cadet sparring divisions at their event. The Cadet Grassroots division will serve as the division for those athletes whose coach and parents do not think they are ready to compete using full head contact rules. Athletes that compete in the Grassroots division DO NOT qualify for the World Class division.

Other Sanctioned Tournaments

All USATKD Sanctioned Events are recommended to use the same age, belt color, weight categories, and rules that are followed in the U.S. Taekwondo National Championships. A Sanctioned Event may choose to add or remove divisions to their event.

**USATKD uses the date December 31 of the given year (December 31, 2025) to determine the age of all competitors. For example: an athlete turns 10 on November 18, 2025, so they would compete as a 10-year-old in the given event, even though they are 9 years old at the time of the event for all divisions.

POINTS FROM SANCTIONED EVENTS

****Participating** means athletes must have officially weighed-in at the event scales (sparring) and/or participated on the competition mats in front of the event referees (poomsae) and received a place within the division.** Athletes must participate in the tournament to receive points. Sparring and Poomsae points roll over for 12 months.

SPARRING: All Belts – Dragon(6-7), Tiger(8-9), Cadet(12-14), Youth(10-11), Junior(15-17), Senior(17-32) and Ultra(33+) in yellow, green, blue, red, and black belts. An athlete may acquire a maximum amount of points from sanctioned events.

POOMSAE: All Belts – Dragon(6-7), Tiger(8-9), Youth(10-11), Cadet(12-14), Junior (15-17), Under 30 (18-30), Under 40 (31-40), Under 50 (41-50), Under 60 (51-60), Under 65 (61-65), Over 65 (66+) (Pairs, Teams and Freestyle). An athlete may acquire a maximum amount of points from sanctioned events.

To receive points an athlete must weigh in, step on the mat and complete the match.

If an athlete is disqualified during a match the opponent of the disqualified athlete will receive the points from that match if they are declared the winner. The disqualified athlete will not receive points.

Athletes will only earn points in the weight division they compete in, whether the athlete loses or wins the match. If an athlete fights and completes their match they will receive points for the last round they lost in.

Athletes must compete in the age category according to the age he/she will be as of December 31, 2024.

World Class vs Grassroots

World Class and Grassroots divisions will only be offered for Cadet Sparring black belts. Cadet World Class divisions will use adult rules and Cadet Grassroots divisions will use Junior Safety Rules.

Cadet Poomsae; Junior Poomsae and Sparring; Senior Sparring and Poomsae black belts will have World Class Divisions ONLY (no Grassroots divisions).

Miscellaneous Information

- Athletes that qualify based on age can compete in both Junior and Senior sparring divisions.
- ***State Championships** Winner of the Cadet Grassroots divisions will not qualify for the World Class division because the Grassroots division will use Junior Safety Rules and World Class divisions will use full head contact rules (see competition rules for full explanation of rules). Once qualified for World Class, an athlete is not eligible for Grassroots divisions.

COMPETITION RULES & REQUIREMENTS

Each State Championship or approved State sanctioned tournament must use and follow the USATKD rules and regulations. For current sparring and poomsae rules please refer to the following link, [USA Taekwondo | USATKD Competition Rules](#)

Seeding for events will be based on the current posted rankings on the USATKD website.

If there are multiple athletes with the same ranking points, a random draw will be held to determine the seeding for the athletes with the same points ranking. Random draws will only be used to determine the seeding at an event when competing athletes are tied in the ranking points. Random draws will not be used to determine overall point standings. Ties will occur in the overall points ranking.

Sparring – 6.0, 10.0, & 12.0 ranked Sanctioned Events are **REQUIRED** to use an electronic scoring PSS System. It is required to use electronic body protector scoring. If you require assistance in obtaining a vendor for this service please reach out to the USATKD events department.

Poomsae – State Associations must use one of the formats within the competition rules posted at [USA Taekwondo | USATKD Competition Rules](#).

Competition Area – All State Championships must use a ring size of 8m x 8m with a 1m safety border on each ring. A 10ft safety zone should be the minimum between rings

Weigh in for sparring competitors is REQUIRED to be held the day before each sparring division. If an athlete cannot make the weigh in the day before, special weigh in requests should be sent to the competition organizer. Special weigh-ins may be held the morning of the competition. Remote weigh ins and multi-site weigh ins will not be allowed.

COACHING REQUIREMENTS

All coaches **ARE REQUIRED** to hold at minimum an Associate Coach (AC) Certification within the USA Taekwondo CIDP program, be a current member, completed the Center for SafeSport training (**every year**), and taken and cleared the USATKD background check (**every 2 years**). Coaches may obtain the AC certification by passing the Associate Coach Quiz. The AC Coach Quiz should be completed at least 5 business days prior to the State Championship registration deadline to allow for grading. Coaches will also be required to view the Center for SafeSport Training Video. The SafeSport video, background check and Associate Coach Certification must be completed before a coach can register for an event.

All documents regarding the State Championship or an approved Sanctioned Event must inform coaches that each coach is required to be a member of USATKD, take and clear the USATKD background check every two years, complete the SafeSport video training every year, and have, at minimum, an AC certification to participate in the event. When discussing how to obtain a USATKD CIDP AC certification, please use the following link.

<http://www.teamusa.org/usa-taekwondo/v2-coaching/coach-education-program>

REFEREE REQUIREMENTS

All referees must be certified by USATKD to referee at a USATKD Sanctioned State Championship or approved Sanctioned Event. **It is not required to host a USATKD Referee Seminar prior to the start of the Sanctioned Event but is encouraged.** This seminar will ensure all referees participating in the event are up to date on certification and rule changes.

All Referees participating in the event must complete and pass a background check (**every two years**). Referees will be required to view the Center for SafeSport Training Video (**every year**) and must have a current USATKD membership. The SafeSport video and background check must be completed before a referee can register for an event. Referees participating at the event will need to reference the USATKD Referee handbook for certification requirements. USATKD recommends, but does not require, that referees are paid to help offset any of their costs incurred during the event.

State Associations are no longer required to host a Referee Seminar, this will be optional for all State Associations. If you wish to hold a Referee Seminar the application can be found at:

<https://www.teamusa.org/usa-taekwondo/v2-resources/referee-certification-request>

State Associations are required, as part of the State Association post event report, to provide a list of referees that officiated the Sanctioned Event along with the referee rank, referee number, and membership number.

MEDICAL REQUIREMENTS

Personnel – It is required to always have one of the following on site:

- One MD (Medical Doctor) or DO (Doctor of Osteopathy) trained in concussion evaluation
- ATC (Certified Athletic Trainer)/LAT and/or ALS Unit (Advanced Life Support). Basic Life Support is NOT sufficient. This may be a volunteer crew only if they have all ALS equipment.

EMTs, nurses and chiropractors do not fulfill most state requirements for concussion assessment training. Also, neither do podiatrists, dentists, gynecologists, urologists, and other such physicians who do not deal with concussions on a regular basis.

Must have one licensed medical staff person for every three rings. Additional medical staff can be the following, as long as decisions for return to play following a concussion assessment is completed by MD/DO, ATC, or Paramedic:

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

A copy of the following documentation from each medical staff working the event is required: Medical License or Certification of Liability/Malpractice Insurance:

Updated Resume	Liability Waiver signed by each individual
Updated License	

Documentation **must** be mailed or scanned to the USATKD office no later than three weeks prior to the start of the event. The certificate of insurance will not be issued until this documentation is provided. If there are no injuries, the medical staff and State President at the event will have to sign off on that. State Championships will be strictly held to this deadline. **If the documentation is not submitted within the timeframe established a \$100 penalty fee will be taken out of the registration funds and/or the sanction will be canceled.**

Medical Documentation

USATKD requires medical documentation for all injuries. All State Championships and approved Sanctioned Events will be required to use the USATKD medical/injury forms. **Completed forms are to be mailed to the USATKD office in a sealed envelope marked as Confidential Medical** no later than seven days following the event along with the post event report. Medical forms are located for download on the USATKD 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 becomes 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 USATKD 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. USATKD 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 USATKD Sports Medicine Personnel must remain under observation for a minimum of 20 minutes. ”

LIABILITY INSURANCE

Once the State Championship or Sanctioned Event has been approved and medical personnel documentation has been submitted and approved, the State Association will receive the certificate of liability insurance covering the event and any additional insured entities. This information needs to be provided in the appropriate section of the event sanction application.

It is understood that if the State Association does not run the Sanctioned Event according to this manual and USATKD event sanction agreement, then your liability insurance will be invalid, and your State Association will be responsible for all injuries and liabilities at your Sanctioned Event.

STATE ASSOCIATION EXPECTATIONS

No disparaging comments shall be made via social media, other electronic communications, or platforms with regard to USA Taekwondo, its staff, leadership, Board of Directors, members, athletes, officials, vendors or sponsors. Any breach of these expectations can result in removing sanctioning from your event.

POST EVENT REPORT REQUIREMENTS

At the completion of the event, a post event report must be submitted to include the following items:

- Completed electronic results in the designated USATKD format.
- Weigh in Sheets that show each athlete's weight and signature, either mailed or scanned electronically
- Completed results in a bracket format or list format in the case of Poomsae, either mailed or scanned electronically
- A list of all referees including their level of certification, referee number, membership number, and referee rank.
- Sealed envelope with completed medical forms or signed document stating no injuries at event.
- All documents collected for "pending" athletes.
- Complete referee seminar attendance sheet, applications, and fees collected, if applicable
- Contact information for State Championship tournament director and key staff.

This post event report must be submitted to the USATKD Events Department no later than 14 days after the last day of competition.

A State Association must meet the timelines outlined in this document or future sanctioning may be in jeopardy.

Sanctioning Infractions Include:

Onsite registration

Failure to collect and submit all required documentation
Medical personnel detail not provided 3 weeks prior to start of state championship
Pre-Event Manual not provided 3 weeks prior to start of state championship
Non-USATKD member allowed to compete may cause nullification of the tournament results and loss of liability insurance

****Once Post-Event Report/Requirements are met by the State Association, USATKD will send the remaining balance of State Association registration funds.**

Please return this Sanctioned Events Operations Manual signed, as well as your requested date(s) and proposed venue (if known) to Michael Newman, mnewman@usatkd.org. Once received you will receive a link to fill out a Wufoo Form with pertinent details for your event and State Association. Once all SafeSport training and Background checks are verified, you will receive notification if your sanctioning is approved.

PLEASE DO NOT CREATE YOUR EVENT IN SPORT80 UNTIL SANCTIONING APPROVAL IS RECEIVED. Once approved you will be emailed instructions on how to create your event in Sport80.

Event Organizer Signature: _____

State President's Signature: _____

Proposed Event: _____

Date(s) for Sanctioned Event: _____

Venue for Sanctioned Event (if known): _____



By signing below, I affirm that any contact information, including email addresses, that are received by my organization will be used only to contact participants with necessary information about the logistics of the _____, and will not be used to market any product or service.

Further, I agree that the email addresses will be kept confidential within my organization, and that they will only be used by myself or by my designee to send out information about the date, time, bracket, competition rules, and other information specific to the management and promotion of the _____. The email addresses or any other contact information will not be given or sold to any third party for any reason.

I understand that any breach of this agreement may result in the immediate termination of my organization's status as a sanctioned association and the possible removal of sanction for the above-named sanctioned event. I understand that the removal of sanction means that all results from the competition will be expunged. By signing this form, and receiving these email addresses, I understand that it will be my responsibility to ensure that my designees, volunteers, and members of my organization adhere to the terms of this agreement.

Printed Name

Signature

Date

State President Initials: _____



STATE CHAMPIONSHIP MEDAL 2025

FRONT



ACCOUNT: _____

ORDER DATE: _____

ORDER QUANTITY:

GOLD _____

SILVER _____

BRONZE _____

TOTAL _____

PRE-ORDER PRICE

\$5.00 ea

DEADLINE is NOV 1st, 2024

BACK



2.75"
6.99cm

2.75"
6.99cm



0.98" (2.5cm)

- RED INK
- NAVY INK
- RAISED
- RECESSED

• 50% downpayment is a requirement for the 1st initial payment, other 50% downpayment will be sent to vision after tracking number is sent.

800-424-5425 gunny@visionma.com

TIF TUSAH Official Sponsor of

www.visionma.com | mykick.com

State President Initials: _____