

Organising an ITFNZ Taekwon-Do tournament

Essay for IV dan

Mark Banicevich, ITFNZ Taekwon-Do Papakura

This essay is designed as an initial draft of a standard methodology for organising a tournament. This document takes the issue to its extreme: organising a major tournament. Some items discussed in here may not apply to local or regional tournaments, or will have to be scaled down somewhat.

This essay is organised into areas corresponding to various roles and tasks that need to be performed. In some cases, a role may be performed by more than one person, or someone may perform more than one role. The roles have been given names to make it easy to reference them in this document. The roles are:

- project manager
- finance officer (including budgets and bookkeeping)
- venue coordinator (date and venue)
- sponsorship coordinator
- marketing officer (including advertising and media)
- printed matter designer (design of printed and electronic matter)
- team liaison officer (including competitor invitations)
- entertainment officer (including accommodation and transport)
- trophies officer (including certificates and medals)
- umpire coordinator (including tournament rules and regulations)
- head official (venue layout and equipment, officials and staff)
- chief recorder (including competitor entries, draw and timetable).

Project manager

The first rule of organising a tournament is *get help*. Do not try to do it all yourself. In fact, the best way to organise a tournament is to be a

project manager - *delegate everything* and manage the process. You will have enough work coordinating everything, without worrying about specific tasks as well.

The most important skills of a project manager are planning and communication. A point to remember for communication: seek first to understand, then to be understood. Communication also requires you to be available and approachable. If one of your staff has a problem, they need to be able to get hold of you without difficulty.

Start by selecting your staff and assigning roles to them. Approach each person and ask if they would mind helping you organise the tournament in the role you have chosen for them. Some people may decline to help, and others may like a different role, but by the end of this stage you should have people who have agreed to help for all roles.

Note that staff may recruit their own help, but you need them to take responsibility for completing their roles on time and within budget. Your job is to help them do that.

Organise a meeting of all of your staff. Before this meeting, the staff should have thought about:

- dates of other major events (Taekwon-Do and non Taekwon-Do)
- date for the tournament
- venue for the tournament
- events at the tournament
- target competitors for the tournament
- their own roles, what they will do and how they will do it
- the roles of others (general ideas).

The purpose of this first meeting is to:

- select a date for the tournament that does not conflict with other major events, such as a rugby international or local community days
- select a venue, and a couple of suitable backups (note that some major venues are booked out more than a year in advance)

- identify who will be allowed to compete at the tournament (juniors / seniors, non ITFNFZ Taekwon-Do, non ITF, non Taekwon-Do?) - the tournament could target a specific competitor group by age, gender, grade or another characteristic.
- decide whether there will be any variation from standard events (patterns, free sparring, special technique and power; team events) — alternatively, the tournament could focus on a specific event, such as power breaking or free style destructions.
- brainstorm each person's role so staff may obtain ideas and caveats from each other.

This meeting should end with an agreed date and place for the second meeting, a week or two after the first.

Before the second meeting:

- each staff member should have some specific notes about what they will do and how they will do it (and they may even have made some progress)
- the date and venue should be arranged
- you should produce a draft Gantt chart of roles, tasks milestones, deadlines and meetings (see Figure 1 and Appendix E)
- a draft budget should be produced by the finance officer.

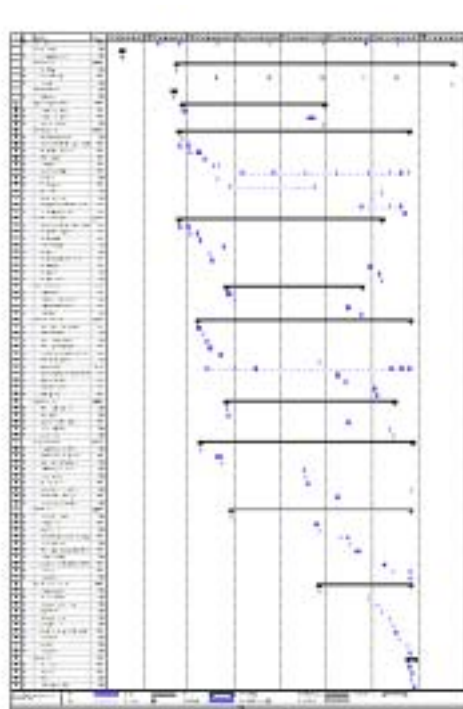
The purpose of the second meeting is to agree with each staff member their budget, milestones and deadlines, and the dates of meetings. Be flexible - you may need to modify your Gantt chart - but get commitment from your staff to meet mutually agreed dates and budgets.

Don't have too many meetings. From here on, much of your communication with staff will be one to one, to discuss their progress on their specific roles and help them sort out any difficulties they have meeting their deadlines or budgets. These may be in person, by phone or by email. You may need to make changes to the deadlines or budget, but try not to be too flexible. Remember your staff agreed to their deadlines, and moving one deadline may affect others.

Hold full staff meetings every month or six weeks, to air difficulties and share ideas. Plan and chair your meetings carefully. If your meetings always take four hours, your staff will get sick of them. Write

an agenda for each meeting with the start and finish time for each item. Email or fax it to your staff. Give your staff the opportunity to suggest additions or changes to agenda items and timing. At your first meeting, agree meeting ground rules - talking and listening, criticise ideas not people, cell phones, tea breaks, etc. Let others come up with the ideas; offer hints rather than hard rules. Give everyone the opportunity to speak, and ensure only one person speaks at a time (this should be one of your agreed rules).

Figure 1: Example tournament Gantt chart



Finance officer

Write a budget as specific and early as possible. Update it regularly and communicate changes to all relevant staff. This can be done on paper, but it is much easier on a spreadsheet (see Figure 2 and Appendix E).

Start by listing all of the revenue and cost items. Use the list of roles and tasks in this document as a starting point. Group the revenue items and the cost items according to staff roles. Then estimate quantities and prices for each item, and multiply them out to get budgeted values. Read about the other roles in this document for more information about revenue, costs and prices. Be sure to budget for some new, replaced or repaired equipment.

Decide whether you want to break even on or make money from the tournament, and adjust your budget in realistic ways to meet this goal.

Figure 2: Example tournament budget

ITFNZ Taekwon-Do [tournament name]				
Tournament budget				
Description	Calculation	Quantity	Price	Amount
Revenue				
Sponsorship coordinator				
major sponsor	1 x 3000	1	3,000	3,000
minor sponsors	(3 to 6) x (1000 to 500)	6	500	3,000
				<u>6,000</u>
Entertainment officer				
acknowledges premium	\$10 x 100	100	10	1,000
dinner profit	(separate budget)	1	100	300
				<u>1,300</u>
Head official				
admission charges, individual	50 x \$5	50	5	250
admission charges, family	20 x \$10	20	10	200
				<u>450</u>
Competitor entries officer				
competitor entries, one event	\$20 x 50	50	20	1,000
competitor entries, two events	\$25 x 100	100	25	2,500
competitor entries, three events	\$35 x 30	30	35	1,050
competitor entries, four events	\$40 x 20	20	40	800
total competitors	40 + 75 + 25 + 15 = 155	<u>200</u>		N/A
team entries	\$30 x 15	15	30	450
coach / second entries	\$10 x 15	15	10	150
				<u>5,950</u>
Total revenue				<u>14,200</u>
Expenditure				
Venue coordinator				
venue hire	2.5 days * 600	2.5	- 600	- 1,500
venue cleaning		1	- 200	- 200
				<u>- 1,700</u>
Printed matter designer				
printing	500 A3 colour posters	1	- 1,000	- 1,000
photocopying	entry forms and information	1	- 200	- 200
paper	1 year x \$10	1	- 10	- 10
printer cartridge	1 x \$200	1	- 200	- 200
				<u>- 1,410</u>
Advertising and media officer				
newspaper ads	4 x \$50	4	- 50	- 200
complementary dinner passes	30 x \$25	30	- 25	- 750
				<u>- 950</u>
Tea room officer				
postage	100 x \$0.80 + misc	1	- 120	- 120
telephone	30 x \$1.20 + \$5, + extra estimated	1	- 300	- 300
stationery		1	- 50	- 50
				<u>- 370</u>
Entertainment officer				
bus hire	1 bus, 2 days, \$250/day	2	- 250	- 500
				<u>- 500</u>
Trophies officer				
trophies	based on last year	1	- 2,200	- 2,200
certificates: colour printer cartridge paper	2 x \$200, paper \$200	1	- 600	- 600
				<u>- 2,800</u>
Umpires and rules officer				
umpires' lunches	2 days x \$5 x 65 umpires estimated	130	- 5	- 650
photocopying		1	- 200	- 200
				<u>- 850</u>
Head official				
miscellaneous costs				
officials' tops (3 shirt or sweatshirt)	4 per ring + gifts, 40 @ \$25	40	- 25	- 1,000
replacement jigsaw mats	10 * \$65	10	- 70	- 700
equipment replacements and repairs	estimated	1	- 200	- 200
PA system		1	- 300	- 300
St John, first aid	recommended donation	1	- 250	- 250
VIP and organiser gifts	16 x \$25	16	- 25	- 400
miscellaneous hardware and consumables	estimated	1	- 250	- 250
luciferine entertainment	2 x \$150	2	- 150	- 300
				<u>- 3,400</u>
Competitor entries officer				
telephone	30 x \$1.20 + \$5, + extra	1	- 200	- 200
paper	2 boxes @ \$50	2	- 50	- 100
ink cartridges	2 @ \$200	2	- 200	- 400
umpire discounts	50 @ - \$10	50	- 10	- 500
				<u>- 1,200</u>
Total expenditure				<u>- 13,100</u>
Excess of revenue over expenditure				<u>1,000</u>
Target excess of revenue over expenditure				<u>1,000</u>
Excess / shortfall				<u>20</u>

Send the draft budget out to all staff members by email or fax before the second meeting. Allow each person the opportunity to make additions or changes to their budget. Then agree quantities and values with each staff member at the second meeting.

To keep track of income and spending, you will need to use an ITFNZ Taekwon-Do bank account. All regions have at least one account, and some have an account that is dedicated to tournaments. Contact your local Regional Director for further information about bank accounts (see Appendix B).

Keep records of every payment and every receipt. Use a multi-column format with one revenue and one expenditure column for each role (although roles with no budget will not have columns). As with the budget, this can be done on paper but is easier on a spreadsheet (see Figure 3 and Appendix E). All finances should go through you. Issue a receipt for all incoming money, and write a cheque for all outgoing money other than petty cash. For small outgoing amounts (such as under \$20), keep a petty cash box (total funds about \$100) and records. Petty cash records should be in exactly the same format as the main records, and should be reimbursed by cheque as required (see Figure 3 and Appendix E).

Figure 3: Example tournament cash book and petty cash

The figure consists of two screenshots of spreadsheets. The top screenshot is a 'Tournament Cash Book' with columns for Date, Other party, Comment, and various financial categories. The bottom screenshot is a 'Petty Cash' record with similar columns, including a 'Petty Cash' column and a 'Reimbursed' column.

Date	Other party	Comment	Other party (NZD)	Income	Expenditure	Balance	Other party	Income	Expenditure	Balance
12 May 2022	ITF NZ	Registration fee	1000	1000		1000				1000
13 May 2022	ITF NZ	Registration fee	1000	1000		2000				2000
14 May 2022	ITF NZ	Registration fee	1000	1000		3000				3000
15 May 2022	ITF NZ	Registration fee	1000	1000		4000				4000
16 May 2022	ITF NZ	Registration fee	1000	1000		5000				5000
17 May 2022	ITF NZ	Registration fee	1000	1000		6000				6000
18 May 2022	ITF NZ	Registration fee	1000	1000		7000				7000
19 May 2022	ITF NZ	Registration fee	1000	1000		8000				8000
20 May 2022	ITF NZ	Registration fee	1000	1000		9000				9000
21 May 2022	ITF NZ	Registration fee	1000	1000		10000				10000

Date	Other party	Comment	Other party (NZD)	Income	Expenditure	Balance	Other party	Income	Expenditure	Balance
12 May 2022	ITF NZ	Registration fee	1000	1000		1000				1000
13 May 2022	ITF NZ	Registration fee	1000	1000		2000				2000
14 May 2022	ITF NZ	Registration fee	1000	1000		3000				3000
15 May 2022	ITF NZ	Registration fee	1000	1000		4000				4000
16 May 2022	ITF NZ	Registration fee	1000	1000		5000				5000
17 May 2022	ITF NZ	Registration fee	1000	1000		6000				6000
18 May 2022	ITF NZ	Registration fee	1000	1000		7000				7000
19 May 2022	ITF NZ	Registration fee	1000	1000		8000				8000
20 May 2022	ITF NZ	Registration fee	1000	1000		9000				9000
21 May 2022	ITF NZ	Registration fee	1000	1000		10000				10000

Regularly inform all staff of their current performance against budget, and discuss with them their expected future cash flows. Do they have any major expenses coming up? Will you have enough money to cover them? This can be done by email or fax, sending a copy of the current finance spreadsheet.

Regularly inform the project manager about how each role is performing against budget, and expected major future cash flows. Inform the project manager of any major amounts under budget. These funds may have alternative uses. Report immediately if

someone is likely to go over budget. You should then meet with the project manager and the appropriate staff member to identify a way to come up with the shortfall. Other staff members may also be able to help, eg, additional sponsorship or cheaper accommodation.

Prepare a brief report of finances for each staff meeting. Outline how each staff member is performing against budget and any expected major future cash flows. You may need to revise elements of the budget with the agreement of the staff concerned.

After the tournament, prepare a brief report about tournament finances for the ITFNZ Taekwon-Do Tournaments Committee. This report should contain a statement of revenue and expenditure, comparing actual to budget (see Figure 4 and Appendix E). You should also report on the destination of any money made from the tournament.

Figure 4: Example tournament statement of revenue and expenditure

ITFNZ Taekwon-Do [tournament name]				
Tournament statement of revenue and expenditure				
Description	Comment	Actual	Budget	Variance
Revenue				
Sponsorship		6,100	6,000	100
Transport, accommodation and entertainment		1,775	1,800	- 25
Venue layout, officials and staff		500	450	50
Competitor entries, draw and timetable		6,100	5,950	150
Total revenue		14,475	14,200	275
Expenses				
Date and venue		- 1,850	- 1,700	- 150
Design of printed and electronic matter		- 1,432	- 1,410	- 22
Advertising and media		- 892	- 950	58
Competitor invitations and team liaison		- 369	- 370	- 19
Transport, accommodation and entertainment		- 503	- 500	- 3
Trophies, certificates and medals		- 2,713	- 2,800	87
Umpires and rules		- 832	- 850	18
Venue layout, officials and staff		- 3,442	- 3,400	- 42
Competitor entries, draw and timetable.		- 1,162	- 1,200	38
Total expenditure		- 13,215	- 13,180	- 35
Excess of revenue over expenditure		1,260	1,020	240
Target excess of revenue over expenditure		1,000	1,000	-
Excess / shortfall		260	20	240

Venue coordinator

The date and venue must be the first thing fixed. Many other roles cannot proceed until these facts are ascertained.

The date should not conflict with other major events. These include sporting, community and cultural events. Take note of school holidays and public holidays. Many communities organise events during school holidays — will a Taekwon-Do tournament compete? Many families go away over long weekends — will this conflict? Check newspapers, the internet and other sources to avoid conflicting dates. Remember many people work on Saturdays; less people work on Sundays. Daily start and finish times should also be decided, although other factors may require revisions to these times.

The venue is a major consideration. It must be available. It must be affordable. It must be big enough. It should have suitable facilities: kitchen, spectator seating, places to store belongings, toilets, showers, at least one separate meeting room for VIPs and umpires. It should be easily accessible. It should have a good surface: wood or another substance with some give. We should have exclusive use during the entire period of the tournament. Will the temperature be an issue? If so, does it have heaters (in winter) or air conditioning (in summer)? Ultimately, the venue should be desirable. Nothing ruins the image of a tournament like a bad venue.

Ensure the venue managers are aware of the nature of our events. We have free sparring — explain that this is not fighting, it is the controlled use of Taekwon-Do techniques against an opponent in a manner that includes some physical contact. Power breaking requires a solid wall (or a free standing machine). Our officials wear white soled shoes.

Venue hire is a major cost of the tournament. You may also have to pay a bond, refundable on certain terms. There may be other costs, such as cleaning.

Sponsorship coordinator

Sponsorship is about relationships, and about knowing where to start. ITFNZ Taekwon-Do's relationships with major sponsors (such as Epson New Zealand and WebWorld) are managed by a single person. Do not approach these sponsors without first contacting this relationship manager (see Appendix B).

The ITFNZ Taekwon-Do Marketing Committee can help you identify where to start. They maintain records of various sources of funding. After the tournament, report back to the ITFNZ Taekwon-Do Marketing Committee about all sources of funds so they can update their records.

Regularly update the project manager and the finance officer of your progress. They will help you if you have trouble meeting your agreed budget, or rejoice with you if you raise too much money. Don't be afraid to raise too much money — there are always ways to spend it, such as purchasing or repairing reusable equipment.

Don't underestimate the value of naming rights. There is value in the "Epson ITFNZ Taekwon-Do National Tournament" — their name will be splashed all over the venue and advertising.

Sponsors should be invited, but not expected, to attend the event as VIPs. You may also like to ask them to help present trophies to event winners. Major sponsors should also receive complementary tickets to the tournament dinner (if applicable; coordinate with the entertainment officer).

Minor sponsors are a largely untapped resource. Approach local businesses and ask if they would like to sponsor an event or a trophy. Many organisations get the bulk of their funding from large numbers of very small sponsors.

For further information about sponsorship, contact the ITFNZ Taekwon-Do Marketing Committee.

Marketing officer

Advertising a tournament involves two distinct markets: competitors and spectators. Some of your work will relate to both, but other work will relate to only one market.

Your first action should be to have the date and venue of the tournament added to the ITFNZ Taekwon-Do website calendar as soon as this information is available.

Then consult with the printed matter designer to design all advertising materials. If the tournament targets a particular competitor group or event, it should be branded as such. In any case, there should be something inherent in the advertising that makes this tournament unique or, in the case of annual tournaments, recalls the success of previous years.

Following this, consider organisations and people you may want to notify or from whom you may seek patronage. For example, asking the local council for a letter of invitation to send to foreign contacts can build good relationships, as well as provide added prestige to the tournament. (First check with the ITFNZ Taekwon-Do Marketing Committee whether there is an existing contact.) Contacts you may like to consider are:

- local government
- local Minister of Parliament
- local sports trust
- ITFNZ Taekwon-Do Patron, Mr David Lange (go through the ITFNZ Taekwon-Do contact).

These people should be invited, but not expected, to attend the event as VIPs. You may also like to invite them to help present trophies to event winners. They should also receive complementary tickets to the tournament dinner (if applicable; coordinate with the entertainment officer).

Marketing to competitors can be difficult. You need to decide how to capture the interest of potential competitors, and how to attract the top competitors. You will need to capture the interest of and motivate instructors and team coaches. How can you stimulate word of mouth? Do you need incentives to encourage applications? One very successful technique is to have very big trophies, for which you will have to liaise with the trophies officer and finance officer.

It is important that all contact between ITFNZ Taekwon-Do and the general public be made in a consistent fashion and with a consistent image. It is also important for all ITFNZ Taekwon-Do events to have a consistent image. For this reason, you should liaise with the ITFNZ Taekwon-Do Marketing Committee for all branding design, advertising planning and media contact.

Decide the best modes of advertising, and how each will be used to attract competitors and spectators. Options include:

- websites
- flyers and posters
- newspapers and magazines (including TKD Talk)

- press release
- radio
- television.

Your decision will be influenced by your budget, but many modes of advertising are free. However, some modes should only be used by the ITFNZ Taekwon-Do Marketing Committee, so be sure to liase fully with them.

All tournaments should be advertised on the ITFNZ Taekwon-Do website. Because of its low cost and the ease of updates, this medium can be used to drip feed information to great effect. Use it to build anticipation and excitement among our website viewers. Be sure to give the ITFNZ Taekwon-Do webmaster plenty of advance warning of your web requirements. Coordinate your efforts with the printed matter designer. International tournaments should also be advertised on the ITF website (email tournament information to webmaster@itf-taekwondo.com with subject "ITF Site, Upcoming Events").

Photocopied flyers or posters can be a low cost alternative to printed ones. However, they are also less professional and portray a lower quality image. Flyers can be distributed in letterboxes; posters can be put up at schools, gymnasiums, supermarkets and shops.

There are a few ways to advertise in the newspaper, including paid advertising, reported article and offering give-aways. Reported articles are great if you can get them, because they are free, likely to contain photographs and quite possibly more likely to be read. They are, however, harder to obtain. Any angle to do with children helps; so do established relationships. The ITFNZ Taekwon-Do Marketing Committee have a number of relationships with local media. If you manage to get an article, prepare a written summary for the reporter. This should contain all key advertising information (above), plus information about local clubs. (Newspapers are unlikely to give you any free advertising, but it can be useful to give them complete contact details.) Stress use of the name "ITFNZ Taekwon-Do", with the correct spelling. Offer yourself for any clarification or additional information. An alternative is to send a bunch of complementary passes to the newspaper to give away to their readers (this only really works if there is an admission charge). Always give double or family passes, because many people will not go to an event alone.

Magazines can be approached in ways similar to newspapers, but remember magazine articles usually have an angle — consider the target market of the magazine when approaching them with a story. TKD Talk should always be approached. Remember it only comes out three times per year, and it is planned well in advance of printing. Contact the TKD Talk editor as early as you can.

For major tournaments, a great way to get information out to a variety of sources is through a press release. Contact the Director of Marketing if you would like to make a press release.

Radio advertising is expensive. Many radio stations, however, have free community announcements. Note that they often require around three weeks notice to make such announcements. It may also be worth sending complementary passes, to encourage the station's support.

Television advertising is even more expensive than radio. In most cases our path into television is through sports news or special interest television shows. Contact the ITFNZ Taekwon-Do Marketing Committee if you would like to pursue television options.

Printed matter designer

Liase with the ITFNZ Taekwon-Do Marketing Committee and marketing officer when designing all printed matter. There are three types of printed and electronic matter: forms and certificates, printed and electronic advertising, and tournament programme and passes.

Also liase with the marketing officer and finance officer. There is no point designing an elaborate A3 colour poster if you only have the budget for photocopied A4 flyers. They will also have concepts and ideas about how the tournament should be branded.

Forms and certificates should be based on the standard ITFNZ Taekwon-Do documents. You will need a competitor entry form and a team entry form. You will need a competitor certificate and an umpire certificate. The standard documents are illustrated in Appendix A.

Forms are to be photocopied. Certificates may be photocopied or printed, depending upon the tournament budget. There may be costs of design, photocopying and printing. All forms should be A4 size; certificates may be A5 or A4 size.

Printed and electronic advertising comes in three forms: newspaper advertisements, posters and the ITFNZ Taekwon-Do website. All three forms of printed advertising should have a consistent look and feel. They should use the same fonts and information and, where possible, the same images and colours. They should be consistent with the ITFNZ Taekwon-Do brand. Repeated tournaments should also have their own consistent look and feel — their own brand.

All printed advertising should contain the following information:

- date and time
- venue and location
- admission prices
- competition events
- other key information, such as availability of food
- contact details for further information (name, phone and email, and ITFNZ Taekwon-Do web page URL)
- ITFNZ Taekwon-Do brand logo, 0800 number and website URL.

Anything that is to be printed professionally must fulfil print requirements. Images must be stored at a certain dpi (dots per inch, usually about 300dpi at the size of printing). Fonts should be true type and uncommon fonts should be provided with the file. Printing in full colour is about four times the price of printing in one colour.

Keep your web design simple. Store images at a resolution that works well on the page, but no higher — high resolution images takes longer to load and many people will not wait for web pages to load.

The ITFNZ Taekwon-Do website is the best place for the most complete information, because it is cheap and easy to update. All printed matter should refer to it. The marketing officer will also be able to drip feed information — adding more detail as it becomes available. The event should have a front page that is similar to printed advertising, and support pages for additional information. The URL of the front page should not change, because it will be used in advertising. As changes are made, check that all links work. As more detail is added, don't be afraid to redesign the layout of support pages and their links to the front page. Be sure you have the ITFNZ

Taekwon-Do logo, 0800 number and link to the home page on your main page, because other sites may be invited to link directly to it.

The programme will also be largely determined by the budget. It should contain:

- images (and colours, if applicable) consistent with tournament advertising
- admission prices
- diagram of venue layout
- timetable
- short welcoming addresses from the ITF NZ Taekwon-Do President, major tournament sponsor, and Tournament Organiser.

The diagram should contain the location of all rings and non-spectator areas, food outlets, other outlets (such as equipment), first aid, toilets, seating and car parks. The timetable should contain approximate start and finish times of all events and breaks.

The programme may also contain paid advertising and sponsor advertising. As with all ITF NZ Taekwon-Do published matter, it should fit with the ITF NZ Taekwon-Do brand, and it should contain the 0800 number and website address.

Passes should be easy to produce, easy to distinguish apart, and easily worn, but difficult to copy. You will need passes for competitors and seconds, officials and staff, umpires, VIPs, press, complementaries, and each type of general admission (such as individual and family). You will also need passes for entertainment events, such as dinner tickets.

Team liaison officer

Once you have decided who will be invited to the tournament, you must get contact details for all of the appropriate teams. This will include all relevant ITF NZ Taekwon-Do instructors. For open tournaments, it may include other ITF, WTF, other martial arts, overseas ITF and overseas non ITF organisations. Each team should be sent the following:

- a covering letter

- team entry form
- a number of individual entry forms (including a note that photocopies of the form are acceptable)
- a few flyers and posters (if available)
- a copy of the tournament rules (for tournaments open outside ITFNFZ Taekwon-Do)
- entertainment information, such as dinner or sightseeing options (see below)
- accommodation and transport options (see below)
- your own contact details.

The covering letter should include all of the advertising information, a firm deadline for competitor entries and fees, and payment details (such as to whom to write cheques). Emphasise that each team should send one set of entry forms with one cheque, rather than individuals posting their own. It is much easier for you to chase one person per team, than hundreds of individuals. You should go so far as to say entries not posted as part of the team manager's entry will not be accepted.

For tournaments open outside ITFNFZ Taekwon-Do, other organisations should be invited to link their website to the web page of the tournament. Include link information in the covering letter.

For open tournaments, non ITFNFZ Taekwon-Do teams could be contacted by telephone as well as post and email. Coordinate with the marketing officer to make contact with organisations for which we do not have an existing relationship or contact details.

Send regular updates to all team contacts by email (or fax), which should include all new information from the ITFNFZ Taekwon-Do website. Drip feed them slowly and not too regularly, so you build anticipation and excitement without overdoing it. Make sure each addition is reasonably substantial, otherwise you just look unorganised.

As the entry deadline approaches, send a reminder to teams from whom you have not received anything. At this stage, a telephone call is also a good idea.

Entertainment officer

Teams and supporters coming to the tournament from outside the local area are likely to need accommodation. Teams will find it much easier if they are given some local accommodation options and prices. You may also be able to obtain larger group discounts by negotiating for total estimated numbers, rather than individual teams. Try to give a few price options — teams may prefer cheap motels, or four star hotels.

If some teams are coming to the tournament by train or plane, they will need transport to and from the airport or station, and to and from the venue and other events. This process is much easier if everyone is staying in nearby accommodation. It may be worthwhile providing transport only for people staying at your organised hotels. In this way, you can add a premium to the hotel prices to cover the cost of transport. You should be able to arrange this with the hotels.

For most major tournaments, there will be a dinner to get everyone together one night. The dinner should at least break even, if not make a small profit. (The National Tournament dinner is also the venue for the ITFNFZ Taekwon-Do Awards, which should be coordinated with the ITFNFZ Taekwon-Do Marketing Committee.) There are a number of important considerations for the dinner that will not be detailed here, including: venue, catering, drinks (and alcohol licence), music and entertainment, speeches and formalities, tickets and prices, collecting money (and having change), and tables and seating.

For tournaments with international visitors, it is a good idea to arrange some tourist tours. Start by going to a travel agent to get half a dozen tour options with approximate prices. Then work with the team liaison officer to provide these options to team contacts. As early as possible, try to get an idea of how long the teams will stay in the country, and in which tour options (if any) they are interested. It is possible for you to arrange tourist entertainment yourself, but you will save a lot of nervous worrying by sticking with organised tours through a travel agent.

You may also have to organise opening and closing ceremonies, and lunchtime entertainment. Liase with the chief recorder, marketing officer, finance officer and project manager to decide whether these items need to be organised. Keep these items short: no more than twenty minutes each and less than one hour in total. If you have a Taekwon-Do demonstration, do not demonstrate anything

undifferentiated from a tournament event. There will always be better examples in the competition.

Trophies officer

Trophies or medals are a major expense of any tournament. Further, the prestige of the tournament is often associated with the size of the trophies.

ITFNZ Taekwon-Do deal with two trophy suppliers (see Appendix B). You should liaise with the ITFNZ Taekwon-Do contact before contacting these suppliers to ensure you get established benefits and discounts.

Check the ITFNZ Taekwon-Do Tournament Rules for the starting number of trophies you will need. You may not fill all divisions, so you may not need the full compliment of trophies. Liaise with the Tournament Arbiter, umpire coordinator and chief recorder. It is worthwhile using the same trophy styles each year, and having the event details on removable plates, so unused trophies can be used for the next tournament.

You will also need to contact the previous winners of returnable trophies and coordinate their return to you. To find out who these people are, check archives on the ITFNZ Taekwon-Do website, the appropriate back issue of TKD Talk, or the organiser of the previous tournament.

Obtain certificate designs from the printed matter designer. Depending upon budget, these may be photocopied or printed and it is part of your role to organise copies. Liaise with the umpire coordinator and chief recorder to estimate the number of copies you will need. If you have a printer available at the tournament, it may be possible to develop and print a certificate template, and print personalised certificates at the venue.

Umpire coordinator

Liaise with the ITFNZ Taekwon-Do Tournaments Director to select and confirm a Tournament Arbiter.

Liaise with the ITFNZ Taekwon-Do Database Administrator to obtain contact details for all qualified ITFNZ Taekwon-Do umpires in the relevant region(s). Send an email or letter to each of these umpires asking for their assistance and providing:

- all of the advertising information
- entertainment information, such as dinner, and sightseeing options (if applicable)
- accommodation and transport options (if applicable)
- location and time of umpires' meetings (liase with the Tournament Arbiter)
- a form for confirmation or declination of attendance and deadline for reply (this could be done by email, telephone, fax or letter)
- your own contact details.

You should try to encourage umpires to attend by offering benefits to the umpire or the team. Examples of benefits to the umpire are providing a good free lunch, free tickets to an entertainment event, or free accommodation. An example benefit to the team is monetary discount or free competitor per full equivalent umpire provided. (An umpire that is available to help for half a day of a two day tournament is a quarter of a full equivalent umpire). Liase with the marketing officer and printed matter designer to place a list of confirmed umpires on the web site. Update the list regularly.

In open tournaments, you have to make a decision about non ITFNFZ Taekwon-Do umpires. Other ITF organisations will have equivalent umpire qualifications under ITF rules, who should probably be allowed to umpire. Non ITF organisations are likely to work to different rules, and should be required to have an ITFNFZ Taekwon-Do or equivalent ITF qualification before they can umpire. (In open tournaments, however, patterns are likely to require mixed judging panels and different scoring methods. Senior members from other organisations can also be trained to assist qualified umpires in power and special technique events.) If unfamiliar umpires are used, the first umpires meeting should include a fairly thorough rules discussion and opportunity to practice hand signals. You may even like to have a short umpires test before the event to weed out weaker umpires.

Liase with the Tournament Arbiter, trophies officer and chief recorder to identify any changes to categories. Draft a list of categories for the tournament. Pass this information to the team liaison officer so it can be passed on to the teams, and the marketing officer so it can be added to the ITFNFZ Taekwon-Do website.

Discuss rule variations and clarifications with the Tournament Arbiter and produce a document of Tournament Regulations. These regulations should be checked by the ITFNFZ Taekwon-Do Tournaments Committee before they are released to the team liaison officer (to be passed to the teams) and marketing officer (for the ITFNFZ Taekwon-Do website).

Head official

There are four things to consider regarding venue layout: spectators, umpires and events, competitors and seconds, and official tables. Spectators want to see everything, hear everything, and know what is going on at all times. They need sufficient seating, with good views; regular, clear announcements; draws, and programmes. Further, you can help competitors understand what is going on during sparring matches by putting up posters with all umpire hand signals.

Equally importantly, you want to keep spectators out of the way of competitors, umpires and officials. You will need to cordon off official only areas and competitor only areas, using rope or other barriers. All parties will need to have access to toilets, food outlets and other outlets. You will need to identify entrances and exits, both into the venue and into the restricted areas.

Together with the project manager, finance officer and marketing officer, you need to decide whether and how much you will charge for admission. Admission charges should be decided on a market pricing basis rather than a cost basis. That is, rather than asking how much revenue you need to make to meet costs, ask how much the public will be willing to pay to come to the tournament. Many activities charge admission into major events, including gymnastics, dance and music. Some martial arts groups charge up to \$8 per person for regional tournaments. Decide on your target market, which will help you decide whether you wish to have family passes and one day passes.

Charging for admission has three key benefits. First, we can then provide complementary passes to radio and newspaper, who then give us free coverage, which increases public awareness and reaches more people than other methods of advertising. Second, anybody who makes use of complementary passes may join ITFNFZ Taekwon-Do, increasing our membership. Third, these people may bring friends, who will pay for admission, so we can reduce the financial burden of tournaments on our members by transferring some of it to the general public.

The second venue layout consideration is umpires and events. These two factors will determine the number and position of rings. You will need at least six umpires per sparring ring (eight in ITF), three per pattern ring (eight in ITF), and three per power or special technique ring (six in ITF). It is often useful to have one ring dedicated to power and special technique, and as many other rings as you can manage. Remember that umpires need breaks, and it pays to have one spare umpire for four or five working umpires. Liase with the umpire coordinator to estimate the number of umpires that will attend.

The special technique ring will need enough space for competitors to have a run up (most notably for the overhead kick). Unless you have free standing board holders, the power event will need a solid wall to support the board holders.

The third venue layout consideration is competitors and seconds. Entry to rings should be limited to current and subsequent competitors and their seconds, and officials and umpires. Competitors and first aiders should have easy access from rings to first aid area. There should be enough free space around the ring (about two metres each side) for the safety of competitors. (The only people within this space should be the competitors, seconds and umpires.)

If any equipment is provided to competitors (such as head gear), it should be distributed from one central location within the competitor area.

The fourth venue layout consideration is official tables (jury tables and the main table). Spectators and competitors should not be able to pass behind jury tables; nor should they be able pass near the main table. There should be clear access between jury tables and the main table, preferably by the shortest possible route. The main table will need access to electricity.

Equipment required at the venue is listed in Appendix C. The venue should be set up the night before the tournament begins (so ensure you have access). The more help you have, the less time this will take. You will need some strong adults to move heavy items. Try to recruit the services of an entire club (your club or the local club).

Ensure you have contact details and full availability of venue staff or caretaker. Ensure you also have full access to facilities and cleaning requirement (eg, keys, rubbish disposal, brooms and mops).

Officials and staff must be selected and agreed as early as possible. You should meet with them before the tournament and train them to perform their jobs (or provide a brief revision, if they have done it before). This can be done while the Tournament Arbiter runs the umpires' meeting in another part of the venue.

You will have officials at the main table, ring marshals, time keepers, and runners. The officials at the main table will be organised by the chief recorder (see below).

Ring marshals are responsible for ensuring they have the correct competitors in the ring, and the next two pairs of competitors ready to enter. They are responsible for ensuring all competitors have the correct equipment prior to entering the ring, and providing them with the appropriate red or blue tags. They are also responsible for helping seconds clean up any spillage of blood in the ring, for which they must wear disposable latex gloves. Their job is made much easier by posting draws around the venue, and by numbering all bouts and displaying the current bout number on each jury table.

Time keepers and runners sit at the jury table and assist the jury president. As the names suggest, time keepers use a stop watch to keep track of time during a bout and ring the bell when time is up; runners take the completed score sheets to the main table. These officials will also help the jury president maintain the scoreboard of bout number, teams, warnings, fouls and round number.

The two types of staff are ring security and equipment distributors. Ring security stand at the entrances to the competitor area and ensure the only people to pass through are the subsequent two bouts of competitors and their seconds, and officials and umpires. They should also check competitors' equipment: competitors' own equipment should satisfy tournament rules, and they should not leave the competitor area with any equipment provided at the tournament.

Equipment distributors lend and receive all equipment provided at the tournament, such as head gear. They only lend equipment out to people competing in the subsequent two bouts. It may also be worth them maintaining records of borrowed and returned equipment (competitor name and team; equipment type, size and colour; and bout number). They should be based in the competitor area, and they should have a copy of the full draw.

Chief recorder

Competitor prices are usually set by number of events (in ITF world championships, it is usually a price per competitor). As with admission prices, set the price based on the market rather than cost. Remember the families that pay for competitors also pay for admission, so there should be a reasonable balance between competitor prices and admission prices. Liase with the head official and marketing officer.

Competitor prices have one additional consideration: breaking materials. You must decide, together with the Tournament Arbiter, whether power and special technique events will use wooden boards, or rebreakable boards (for power) and a target (for special technique). At around \$2.50 per board, power alone could cost \$50 per competitor (20 boards). The ITF World Championships and ITF European tournaments usually use rebreakable boards.

As early as possible, you should try to arrange a good announcer. During the tournament the announcer will be based at the main table and work closely with the chief recorder. Among other things, they will announce the current and subsequent competitors for each ring twice. With a good announcer, all competitors know when and where they are required. The announcer will also need a sound system that can be heard clearly throughout the venue.

The competitor entry deadline should allow enough time to prepare the draw, make last minute changes to categories (if necessary) and produce all of the relevant paperwork. This job will be much easier if you let all teams know the deadline is fixed, and late entries will not be accepted (work closely with the team liaison officer). This will also enable you to set an entry deadline closer to the tournament date, so long as there is sufficient time to make last minute changes to trophies, if required (liase with the trophies officer).

Further information about creating and running tournament draws is presented in Appendix D.

Appendix A: Standard documents

The next four pages contain examples of ITFNZ Taekwon-Do standard tournament documents as follows:

- competitor entry form
- team entry form
- team payment form
- competitor certificate
- umpire certificate.

[Sponsor with naming rights] presents
ITFNZ Taekwon-Do
[Tournament name and year]

The upper part of the form will be designed to fit the ITFNZ Taekwon-Do and tournament brands, including main sponsor logo. This is the "wow" part.

[Day and date details]
[Registration and weigh in day and time]
[Tournament start and finish times]
[Venue address and other details]

Competitor entry form

Last name: _____
Preferred first name: _____
Phone number: _____
Email: _____
Region / team: _____

Age: _____
Date of birth: ____ / ____ / ____
Height: _____ cm
Weight: _____ kg
Rank: _____ gup / dan
Gender (M/F): _____

Address: _____

Events:

Patterns (8th gup and above):
Sparring (6th gup and above):
Power (dan only):
Special technique (dan only):
Team event (dan only):

This member has been active at my club and fees are current. Instructor signature: _____

All of the above information is accurate and the form is fully filled in. Coach signature: _____

NOTE: Competitors MUST be active and current members of ITFNZ Taekwon-Do [closed tournaments only]

NOTE: Instructors / Coaches must not sign the form unless all details have been checked.

Competitors with incorrect height, weight or age at tournament date could be disqualified from any or all events before they compete.

Disclaimer: I will not hold the ITFNZ or the organisers responsible for any injury sustained during the course of the tournament.

Signature: _____ Date: ____ / ____ / ____

(Guardian MUST sign if student is under 18; signature is required for any participation)

Managers: Send completed forms along with the master competitor list and payment to:

[Chief recorder address]

Queries: [contact details of chief recorder - phone, fax, email]

Entry forms MUST be received by [deadline]

Answers to any queries arising need to be received by [deadline].

There will be no changes after that date.

[Sponsor with naming rights] presents
ITFNZ Taekwon-Do
[Tournament name and year]

[Day and date details]
[Registration and weigh in day and time]
[Tournament start and finish times]
[Venue address and other details]

Team entry form

Region / team: _____

Junior team event (dan only)

	Male competitor names
1	
2	
3	
4	
5	
6	

	Female competitor names
1	
2	
3	
4	
5	
6	

Senior team event (dan only)

	Male competitor names
1	
2	
3	
4	
5	
6	

	Female competitor names
1	
2	
3	
4	
5	
6	

Each competitor must also complete an individual entry form, and tick the team event box (as well as any other applicable events).

All of the above information is accurate and the form is fully filled in. Coach signature: _____

Managers: Send completed forms along with the master competitor list and payment to:

[Chief recorder address]

Queries: [contact details of chief recorder - phone, fax, email]

Entry forms **MUST** be received by [deadline]

Answers to any queries arising need to be received by [deadline].

There will be no changes after that date.

[Sponsor with naming rights] presents
ITFNZ Taekwon-Do
[Tournament name and year]

The upper part of the form will be designed to fit the ITFNZ Taekwon-Do and tournament brands, including main sponsor logo. This is the "wow" part.

[Day and date details]
[Registration and weigh in day and time]
[Tournament start and finish times]
[Venue address and other details]

Team payment form

Region / team: _____

One event \$20 _____ participants @ \$20 = \$ _____

Two events \$25 _____ participants @ \$25 = \$ _____

Three events \$35 _____ participants @ \$35 = \$ _____

Four events \$40 _____ participants @ \$40 = \$ _____

_____ dan teams for team event @ \$30 = \$ _____

_____ umpires (\$10 discount each) \$ - _____

_____ National T-shirts @ \$25 = \$ _____

_____ National Sweatshirts @ \$40 = \$ _____

_____ Function Tickets (3-13 years) @ \$15 = \$ _____

_____ Function Tickets @ \$25 = \$ _____

We require accommodation, in option _____:

_____ adults @ \$ _____ = \$ _____

_____ children @ \$ _____ = \$ _____

Total payment enclosed \$ _____ Make cheques out to "ITFNZ"

We require transportation:

to and from airport / bus / train (arrival / departure details enclosed)

to and from venue / motel

Managers: Send completed forms along with the master competitor list and payment to:

[Chief recorder address]

Queries: [contact details of chief recorder - phone, fax, email]

Entry forms MUST be received by [deadline]

Answers to any queries arising need to be received by [deadline].

There will be no changes after that date.

T-shirt & sweatshirt order (please ensure above numbers equal these)

Region / team: _____

Size: Small Medium Large Xtra Large Total

Sweatshirts _____

T-shirts _____

All t-shirts and sweatshirts ordered by [deadline] can be picked up on the day.

Others may be available for sale on the day.

[Sponsor with naming rights] presents
ITFNZ Taekwon-Do
[Tournament name and year]

[Day and date details]
[Venue]

The certificate will be designed
to fit the ITFNZ Taekwon-Do
and tournament brands,
including main sponsor logo.

This is to certify that

competed at this tournament.

Tournament organiser

[Sponsor with naming rights] presents
ITFNZ Taekwon-Do
[Tournament name and year]

[Day and date details]
[Venue]

The certificate will be designed
to fit the ITFNZ Taekwon-Do
and tournament brands,
including main sponsor logo.

This is to sincerely thank

for helping with this tournament as an official.

Tournament organiser

Appendix B: Contact information

ITFNZ Taekwon-Do Tournaments Committee

Mr Kevin Joe (Director)
(09) 525-7874, (021) 252-3450, jen&kev@xtra.co.nz

Mr Grant Eccles, Mr Brett Kraiger, Mr Mark Banicevich.

ITFNZ Taekwon-Do Marketing Committee

Mr Mark Banicevich (Director)
(09) 355 8452, (021) 398-608, mbanicevich@itfnz.org.nz

Mr Andrew Niven, Miss Jodie Collins, Mr David Ballard, Mrs Lena Walton, Mr Jake Pearson, Mr Darren Ward, Mr Kris Herbison

ITFNZ Taekwon-Do Regional Directors

Auckland North, Mrs Trish Honey
31D Craddock St Avondale, Auckland
(09) 820-2262, (09) 579-0068 (fax), thoney@ww.co.nz

Counties/Manukau, Mrs Sue Breen
26 Merton Rd, St Johns, Auckland
(09) 521-3244, (025) 277-9210, suebreen@monstar.co.nz

Waikato/Bay of Plenty/Taranaki, Mr Ian Campbell
99 Elizabeth Ave, Te Awamutu
(07) 871-4036, ian.campbell@zfree.co.nz

Central Districts, Mr Mike Lowe
70 Ruamahanga Cres, Palmerston North
(06) 358-3171, m.lowe@clear.net.nz

Wellington, Mrs Beryl Pimblott
2 Exploration Way, Whitby
(04) 234-7343, (04) 234-7832 (bus), beryl@egl.co.nz

South Island, Mr Shane Rahui
118 Haris Cres, Papanui, Christchurch
(03) 352 2067, sdr31@yahoo.com

ITFNFZ Taekwon-Do webmaster

Mr Paul McPhail
PO Box 75-549, Manurewa, Auckland
(09) 268 8552, pmcphail@itfnz.org.nz

ITFNFZ Taekwon-Do database administrator

Mrs Sue Breen
26 Merton Rd, St Johns, Auckland
(09) 521 3244, suebreen@monstar.co.nz

TKD Talk editors

Mr Mark Banicevich and Mr Matthew Breen
26 Merton Rd, St Johns, Auckland
(09) 355 8452, (021) 398-608, tkdtalk@itfnz.org.nz

ITFNFZ Taekwon-Do Patron

Mr David Lange, honorary IV dan
ITFNFZ Taekwon-Do relationship manager, Mrs Sue Breen
(09) 521 3244, suebreen@monstar.co.nz

ITFNFZ Taekwon-Do major sponsors

Epson New Zealand, Mr Greg Skinner, General Manager
ITFNFZ Taekwon-Do relationship manager, Mr Andrew Niven
(09) 846 3551, (021) 444 077, andrew@edgebyweb.com

WebWorld, Mr David Glen, General Manager
ITFNFZ Taekwon-Do relationship manager, Mr Andrew Niven
(09) 846 3551, (021) 444 077, andrew@edgebyweb.com

Equipment suppliers

ITFNFZ Taekwon-Do Sales, Mrs Sue Breen
26 Merton Rd, St Johns, Auckland
(09) 521 3244, sales@itfnz.org.nz

Martial Arts Apparel, Mrs Angela Dunn
42 George St, Waiuku, Auckland
(09) 235 2105, (025) 837 110, (09) 235 2076 (fax), ombe@ihug.co.nz

Trophy suppliers

Cosgrave Awards, Mr David Cosgrave
4 Charann Pl, Avondale, Auckland
(09) 828 8471, (09) 820 0745 (fax), sales@cosgraveawards.co.nz
ITFNZ Taekwon-Do relationship manager, Mrs Sue Breen
(09) 521 3244, suebreen@monstar.co.nz

Trophy Specialists & Engraving, Mr Lynn Carne
5 Walding St, Palmerston North
(06) 357 4482, tse@trophy.co.nz
ITFNZ Taekwon-Do relationship manager, Mr David Ballard
(06) 323 2682, service@z-one.co.nz

First Aid

The Order of St John
(0800) ST JOHN (785 646), www.stjohn.org.nz

Auckland Regional Headquarters
2 Harrison Road, Mt Wellington; Private Bag, Panmure, Auckland
(09) 579 1015, (09) 355 0771 (fax)
ITFNZ Taekwon-Do relationship manager, Miss Hannah Honey
(09) 576 2103, hannah.honey@stjohnnorthern.org.nz

Midland Regional Headquarters
63 - 65 Seddon Road; Private Bag 3215, Hamilton
(07) 847 2850 (fax)

Central Regional Headquarters
PO Box 681; Fire Station, Cook Street, Palmerston North
(0800) 909 900, (06) 355-0771 (fax)

Northern Regional Headquarters (South Island)
PO Box 1443; 150 St Asaph St, Christchurch
(03) 366 4776

Southern Regional Headquarters (South Island)
PO Box 5055; 17 York Street, Dunedin
(03) 477 7111, (03) 477 7994 (fax)

Appendix C: Venue equipment

Weigh in

Scales (accurate to 50g)
Completed team entry forms
Clipboard (1)

Main table and announcer

Long table
Tablecloth
PA system
Long extension cord
Multi plug box
Computer, printer and paper (for draw)
Computer, printer and paper (for ad hoc signs; alternatively paper and felt pens)
Photocopier and small table
Pens (6, assorted colours)
Stapler and staples
Masking tape (less likely to mark walls)
Sellotape
Drawing pins
Posters for walls
Valuables box and envelopes / packets
Drink jug, drink and cups (5)

Jury tables (per jury table)

Long table
Tablecloth
Chairs (3)
Information panel (bout number, round number, warnings, fouls, teams)
Pens (4) assorted colours
Relevant excerpts of the draw
Score sheets (for the appropriate event)
Appeal forms
Stapler and staples
Stopwatches (2)
Bell or hooter
Drink jug, drink and cups (4)

Patterns ring (per ring)

Floor mats (if available; 25mm jigsaw mat standard, 8m x 8m ring plus 2m border, total 12m x 12m)
Masking tape to mark floor
Judging flags (1 blue / red)
Chairs (3, 5 in ITF rules)
Judging clip boards (3, 5 for ITF rules)
Paper towels (1 roll)
Disposable latex gloves (1 box)
Disinfectant or bleach spray bottle (for cleaning spilled blood)

Sparring ring (per ring)

Floor mats (if available; 25mm jigsaw mat standard, 8m x 8m ring plus 2m border, total 12m x 12m)
Masking tape to mark floor
Chairs (6)
Judging flags (4 blue / red)
Judging clip boards (4)
Tags for sparrers (2 red and 2 blue for each ring)
Water spray bottles (2)
Buckets (2, one for each second)
Sponges (3)
Paper towels (2 rolls)
Disposable latex gloves (1 box)
Disinfectant or bleach spray bottle (for cleaning spilled blood)

Sparring and patterns ring (per ring)

Floor mats (if available; 25mm jigsaw mat standard, 8m x 8m ring plus 2m border, total 12m x 12m)
Masking tape to mark floor
Chairs (6)
Judging flags (4 blue / red)
Judging clip boards (4, 5 for ITF rules)
Tags for sparrers (2 red and 2 blue for each ring)
Water spray bottles (2)
Buckets (2, one for each second)
Sponges (3)
Paper towels (2 rolls)
Disposable latex gloves (1 box)
Disinfectant or bleach spray bottle (for cleaning spilled blood)

Power ring

Board holders (5 if possible)
Black rebreakable boards (20 if possible, more if required)
Gloves (4 - 8 pairs)
Points book for head judge (from 0 to 3 x maximum boards in single break)
Points book for jury (from 0 to 3 x maximum total boards)
Paper towels (1 roll)
Disposable latex gloves (1 box)
Disinfectant or bleach spray bottle (for cleaning spilled blood)

Special technique ring

Special technique machines (4)
Overhead kick distance markers (70cm high)
Green rebreakable board (1, or 5 if no special technique machines)
Tape measure
Masking tape (to mark overhead kick marker positions)
Chair (1, to use when changing target heights)
Points book for head judge (from 0 to 3)
Points book for jury (from 0 to 15)
Paper towels (1 roll)
Disposable latex gloves (1 box)
Disinfectant or bleach spray bottle (for cleaning spilled blood)

Equipment distribution

Long table
Tablecloth
Chairs (2)
Head gear
Buckets (2 for cleaning returned equipment)
Disinfectant or bleach (for cleaning returned equipment)
Pens (2) and paper (to records borrow and return)
Full copy of the draw

First aid

First Aid Kit
ICE

Trophy table

Long table
Tablecloth
Trophies
Medals
Certificates

Admission table

Table
Tablecloth
Lockable cashbox

Officials' host

Electric jug and lead
Hot cups (150)
Sponge cloth (for wiping)
Tea / coffee / milk / sugar / biscuits / orange juice / ice, water and container (if available)
Rubbish bags
Trays (2)
Teaspoons, knife
Paper towels

Miscellaneous

ITFNZ Taekwon-Do flag
Signs (no entry, officials only, competitors only, weigh in, etc)
Rubbish bags (10)
Disinfectant — for cleaning the venue
Hand towels (6)
Toilet paper (8)
Large brooms (3) and shovel
Cleaning gear (Vim / rags / buckets / mops)
Public seating (according to layout plan)
Table(s) and chairs for other vendors
Boundary rope and trestle supports (according to venue size, eg, 80 metre rope and 10 supports)

Appendix D: Tournament recording

Notes by Mr Neil Breen and Mrs Sue Breen

Opening comment

1: Be ready to spend a lot of hours in the month or so before the Nationals.

2: Be ready for some late late nights, in the last week, and during the Tournament.

Deadlines — formal and practical

Regional team lists should be due in four weeks before the Nationals (allow 'til Monday's post before making dire threats, to allow some weekend scrambling on the team mangers' parts).

Get lists back to regions within a week, showing people in their regulation divisions, as well as highlighting entrants who do not fit their nominated division.

Regions have one more week to get alterations back.

Now two weeks out from the tournament, allow a week for corrections and adjustments, and aim to print Nationals booklets with entrant lists during the last week.

Entries

Entries **MUST** come through team managers — it is not unknown for people to send entries in, when they aren't actually on their regional team.

Entries will come with the division noted. This must be checked for conformance with all parameters: weight, height for juniors, gender (transcription mistakes can occur, especially with some names!), rank (the Nationals should be spaced clear of gradings, but unexpected fails in the past have led to invalid entries!).

Once everything has been entered, printouts should be returned to team managers for double checking. These should simply list the competitors and their divisions, not showing bout pairings.

Advise organiser of numbers per division so trophy and plaque numbers can be adjusted.

The draws

Draws are required for patterns and sparring. Competitors should be placed in the draw by drawing from a hat (or an equivalent random procedure). However it is preferable to avoid entrants from the same region in the same half of the draw.

Draws have slots for 2, 4, 8 or 16 entrants, (actually a maximum of 12 entrants with our 6 regions). This give up to four rounds, prelims, quarters, semis and finals.

We do not use Round Robins — a 3 competitor draw has one semi and a final.

Draws are most easily set up in a computer program such as a word processor or other such as Access database.

Power and special technique events involve simple lists of competitors — in random order.

Once the draws are done, print them out, and compare them to the original entrant lists, looking for missed people, or incorrect divisions.

We had 220 competitors in 46 divisions in 2001.

Be prepared to chew through a heap of printer paper, and have a spare ink cartridge on hand.

The bout-by-bout program

A detailed list of sparring and patterns bouts should be prepared. There will usually be three rings at a Nationals. Divide the bouts into three lists bearing two things in mind.

1. Consistency of officials in each ring (A grade, B grade, junior, adult).
2. "Load balancing" — getting similar numbers of bouts in each ring.

It is usual to leave the finals of most divisions for Sunday. In particular the last bouts will be the senior black belts — aim to have the other rings finished so that everyone can watch the last couple of bouts.

Once these lists are finalised, approximate program times can be deduced.

Opening ceremony — 30 minutes.

Patterns take approximately 2.5 minutes per bout. They took a little over an hour in 2001.

Sparring takes approximately 10 minutes per bout.

Power (plus some remnant special technique) took 1.5 hrs. (In order to avoid a late Sunday finish, it was essential to spread the special techniques over the first day & a half at the 2001 tournament).

NOTE — Power and overhead special technique should NOT be performed until those competitors have finished their other events. There are often at least minor injuries — enough to severely disadvantage someone in sparring.

Team patterns took 45 minutes!

Presentations took an hour.

Allow for 15 minutes changeover between major phases of the tournament (after opening, patterns, sparring, power, special technique and team patterns).

The night before

Setting up venue:

- A3 sized programs on wall
- complete set of draws on wall
- jury tables need score sheets, bout programs, draws and appeal forms (as well as usual equipment — in particular stapler, and green felt pen)
- ring marshals need bout programs
- team managers get bout programs
- power and special technique entrant lists and named score sheets to appropriate rings

On the day

Chief recorder needs two adult assistants, who can keep it together under (at times extreme) pressure.

There will usually be some adjustments required first thing Saturday morning, when all the competitors arrive and read the draws, so there is a scramble to alter assorted paperwork. Fortunately patterns generally do not require much attention from the recorders, which gives an hour to catch up.

Once sparring starts, it is essential to keep on top of the result sheets coming back from juries. Update a master copy of the bout-by-bout program, winners are carried forward to subsequent rounds.

The announcer needs to be given results promptly. It helps if the announcer and chief recorder are situated at the same place — the main table.

One of the assistants is tasked with keeping the wall paperwork up to date, the other with updating the paperwork for juries and ring marshals.

End of first day

Take the day's results home — type up new bout programs for Sunday. (After the Saturday night function, who needs sleep!)

Second day

More of the same.

As third/fourth and final results come in, the points tallies need to be updated. The great scramble at the end of the tournament is to determine the best belts, and the best region / best team.

After lunch on Sunday, most of the points can be added up — then wait for the power results.

There should be some activity planned to occupy 20 minutes for calculating final results. Team patterns are good. (AGREE with organiser how long these are to take!)

A list of medallists should be prepared for the presentations. Copies can then later go to the regional managers, and to the press.

The chief recorder should be on hand to handle queries during the presentations.

End of tournament

Go home. Sleep for two days.

Appendix E: Full page figures

This Appendix contains full page examples of Figures 1 to 4.

- Figure 1: Example tournament Gantt chart
- Figure 2: Example tournament budget
- Figure 3: Example tournament cash book and petty cash
- Figure 4: Example tournament statement of revenue and expenditure