

Tips and tricks on how to run a successful tournament

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So... you've put your hand up to run a tournament and now you're thinking "what have I got myself into"? Not to worry – this document will be a great foundation for any small to medium size tournament. Add to that the wealth of knowledge from our senior ranks and previous tournament hosts, and a lot of hard work from you and your team, and I'm sure your tournament will be a success!

Key stakeholders

One of the first steps in this process is research and utilising your connections. First up you need to work out who the key stakeholders are for the tournament and any parameters you are bound by (age/rank/club/region restrictions). Are you hosting this tournament independently (e.g. an interclub tournament or regional tournament)? Or is this a national tournament (Nationals, Star Series, Under 18's) run in collaboration with the Tournament Advisor Group (TAG)? Who is underwriting the tournament and who is going to make the profit or cover the loss once the tournament is all wrapped up? For a regional tournament, the region will often underwrite the tournament and the profits of the tournament will go either to the region, or the club hosting the event, or a 50/50 split. For any National tournament, this will need to be decided alongside TAG. I would recommend ensuring you have a good relationship with the head of TAG as this person will be key to make a call when there are issues slightly outside of the box. Have a meeting with the previous hosts of the tournament – these people will have key information on parameters, venues, competitor numbers and what worked and what didn't and are a great resource for bouncing ideas off. You will also need buy in from the instructors and seniors in the organisation as this will assist in promoting the tournament and ensuring good competitor numbers. Finally, the competitors and officials – you need to create an event that people want to participate in and will return to in following years.

Organising team

You will need a team to help you with the event organisation prior to and on the day of the tournament. This is vital for the success of a tournament, as the saying goes "many hands make light work"! Rope in your clubmates and call in all favours. Perhaps a previous tournament host may want to be involved or mentor your team. Having a solid, reliable team will make the lead up to the tournament so much easier. You may even consider having a separate team or club organise the collection and transportation of the equipment to and from the venue. You will need to hold regular meetings with either the entire team or one-on-one to ensure that all tasks are being completed and to work through any roadblocks. Consider implementing a Gantt chart to assist with deadlines/timeframes for various tasks and delegate these tasks across your team (refer **Appendix A**)

Parameters of the tournament

The parameters of the tournament will factor into several decisions that need to be made. Some parameters to consider as this will impact your overall competitor numbers and timing:

- What age range is eligible to compete? Nationals is only open to 9yos and up however most regional tournaments and Star Series will allow mini-kids (5-8yo's) to compete
- What rank groups are eligible to compete? Nationals is yellow belt (8th gup) and up however most mini-kids are only white belts (9th and 10th gups)
- What events are available to what rank groups? Do you want yellow belts doing power and special technique or would you prefer to restrict this to only blue belts and above (blue belts are more skilled and less likely to injure themselves than a yellow belt)? Or do you want all events open to all ranks so that everyone can give it a go and learn/gain tournament experience? Are mini-kids going to have all four events (fundamentals/patterns, sparring, specialty high kick and power punch)? At what age/rank are you going to allow non-contact sparring vs contact sparring?
- What are your parameters for power and special technique? Are you going to reduce some divisions to 3 techniques instead of 5 (e.g. junior colour belt boys 15-17yo – only kicking techniques in power due to the bones in their hands not being fully developed)
- Will there be team events or pre-arranged sparring?
- Will there be a playoff for bronze, or will you award two bronze medals for each division?
- Based on the above parameters and previous tournament history, what is your likely overall competitor numbers?
- What structure will you set for your entry fee? Flat entry fee per person? Discount for family groups? Discount for mini-kids? Base entry fee and then additional charge for each extra event? Additional charges for team events and pre-arranged? Discount for early registration?
- Will a late entry fee be charged for late registrations (if late entries are allowed)? If so, how much with this be?

To figure out all your parameters, I would recommend having a mentor who has run previous tournaments and discussing options with your tournament organisation team and/or TAG if relevant. You may need to take into consideration the instructors and their thoughts on divisions particularly around power breaking and sparring as some clubs restrict entries to these events to more skilled competitors only. These parameters need to be worked out so that you can put together a rough budget. Refer **Appendix B** for example division parameters.

Budget and finances

Using previous history of competitor numbers, and the entry fees decided above, you can start putting together a rough budget. Things to consider include:

- Estimated competitor numbers (you may wish to do a good, better, best budget based on competitor numbers)
- Entry fee and breakdown/average
- Are you aiming to break even or make a profit?
- What bank account will you use for the tournament? Does your region or club have a separate account available to run events from (this makes reconciliation much easier at the conclusion of the tournament)? Who has authority on this account to make payments?
- Additional income
 - o late fees
 - o sponsorship from uniform/equipment providers – Mighty Fist, Top Ten, Fujimae etc
 - o sponsorship from local businesses
 - o tournament naming rights or ring sponsorship

- grants from gaming machine operators
- tuck shop / food stall with profits going to the tournament
- Anticipated costs
 - Venue hire (often 25-45% of the overall costs)
 - Officials lunch and coffee
 - Medals and trophies (approx. 30-40% of overall costs)
 - Truck hire to transport equipment to the venue
 - Koha or cost to hire equipment from clubs/regions
 - Stationery and consumables (paper, printer ink, gloves, sanitiser wipes etc)

I would recommend working out your approximate break-even number. How many competitors do you need to break even in the venue that has been selected? You may need to tweak your entry fees based on your venue cost as this the main fixed expense of the event.

Venue and date

This budget will dictate how much money is available for a venue (or vice versa). If you have booked your venue and it is expensive, then you may need to bump up your entry fees or remove family or mini-kids discounts. You need to work out an estimate of your competitor numbers, which in turn dictates your number of rings and your venue size requirements. Venue size requirements also need to take into consideration not just the overall ring layout, but the competitors and spectators. Will there be a warm-up area? Will the venue provide tables and chairs for the rings? Is there seating for spectators and enough room for people to move around the rings? What are the venue facilities like? Are there suitable bathrooms and changing rooms for competitors? Is there a café on site for competitors and spectators to buy food from? Is a separate room available for the officials meeting and lunch?

Taking all of this into consideration, you need to find a venue that is the right size and the right price that is available on the date you have in mind. I would recommend having 2-3 workable dates, so you have flexibility with the venue availability – a lot of venues book out 9-12 months in advance. Get buy-in from your stakeholders and instructors on possible dates. Make sure the dates don't clash with other Taekwon-Do events already scheduled or other major holidays (most mum's will not be thrilled with spending Mother's day at a tournament). You should consider public holidays and school holidays as many families will be travelling at these times. Once you have found a suitable venue, you will need to book this and pay a deposit (the deposit is often paid by the entity that is underwriting the tournament). It pays to check what the cancellation or postponement clauses are to ensure that money isn't lost if the event is cancelled or delayed for any reason.

Software

There are currently two main options for software for running tournaments in NZ. These are the 'Breen Online Tournament System' or 'Virtual Ring Marshall'. Both are good options however you may need to discuss the software requirements with TAG and the previous tournament host. You need to decide which software system you are using prior to creating the registration form as entries need to flow through to the correct system.

Mr Neil Breen developed the 'Breen Online Tournament System' back in 1990 when he was running tournaments alongside Mrs Sue Breen. The software would allow Mr Breen to create all the draws for

the Regional and National tournaments. Over the years, as Mr Breen stepped back from running the tournaments, he created an add-on called 'Tournament Lite' which gives the tournament hosts the power to create/amend/merge draws as required. This is a great option for smaller tournaments that do not have electronic scoring or require competitor ID tags.

Mr Scott Sutherland and Mr David Blackwell have created the 'Virtual Ring Marshall' system, and this is the preferred software used by TAG for National tournaments (Star Series, Nationals etc) and some Regional Tournaments. This system is more modern and includes numerous additional features including a photo ID card/barcode system to speed up processes such as weigh in and registration. This system can also be used in conjunction with electronic ring scoring which cuts down on paperwork and data entry as the information and results are updated simultaneously. Electronic scoring also speeds up the downtime between bouts as paper scoresheets are not required to be filled out and passed to the juror at the conclusion of each bout. This is important in larger tournaments as it helps rings to run on time so they can get through all their bouts in the required timeframe. This system does require one of the creators to be present at the tournament to troubleshoot any IT issues with the software or electronic scoring system so you may need to budget additional travel expenses for this.

Registration form

Once you have decided on your preferred software system and tournament parameters, you can work on getting your registration form online. Acquire a draft registration form from either Mr Breen (Breen Tournament Online System) or Mr Sutherland/Mr Blackwell and make amendments as required. Get this set up in the background on the relevant platform and once this is all up and running, contact Grandmaster Paul McPhail to make the registration form live on the ITKD website. The registration form / website information needs to include the venue, address, division parameters, and the registration close off date (this generally needs to be at least a week before the tournament so you can organise the draws and then order the medals).

You will also need to include payment information on this form, so you need to have decided what bank account to run the tournament transactions from and include this on the form. An alternative option is to send each club a reconciled list of competitors and payments due and get the club to make one payment into the tournament account (competitors will then need to make payment to their own club).

Logos and branding

The ITF and ITKD logos (*ITF and ITKD logos, n.d.*) and guidelines (*Corporate ITF Manual, 2020, and ITKD Standards Guide, 2010*) are available on the ITKD website in the reference section. For any regional logos, please contact your Regional Director for these files. For any other logos, you need to ensure you have permission of the owner of the logo before you include this on any marketing information or your registration forms. For larger tournaments you may wish to create your own logo but keep in mind that this logo will usually need to be compatible with your medal shape unless you are getting custom diecast medals made to order. Consider using pull-up banners (ITKD, ITF, Regional/Tournament logos etc) and banners at the event to help build on your brand and atmosphere.

Information for the website

To minimise email traffic from instructors, competitors, and their families, it is useful to include relevant information on the ITKD website on your tournament webpage. The registration page will come down when entries close off so it's best to have all the information on the tournament webpage and not the registration form. Information could include:

- Divisions/events open to different ages/ranks
- Special technique and power technique requirements for relevant rank/age divisions
- Mini-kids events and information on how these will be judged
- Venue name and address
- What time registration opens, and the time for the officials meeting and form-up
- Contact details for the tournament organiser / delegated person for enquiries or issues
- Entry cost and bank account details
- Frequently asked questions

Community

You may want to consider running a Taekwon-Do fundraiser (raffles for World Championship members) or a community fundraiser to support the local charity. This is part of the Student Oath and how we can build a more peaceful world by supporting local communities and those in need. Ideas include food donations for local foodbanks or shelters, pet food and blankets/towels for animal shelters, pyjamas, and warm blankets for children's charities or even a money donation box with donations going to a named community cause. Please note, if you ask for physical donations you will need to consider how you will transport and store these goods until you can drop them to the relevant charity.

Sponsorship and grants

Sponsorship is a great idea to increase your revenue streams. This can come in several different forms. The most common option is to charge Taekwon-Do equipment suppliers a sponsorship fee so that they can have a stand at the tournament. You can also approach local businesses (or club members and their families) for sponsorship/naming rights to the event or to sponsor a ring. Lastly you can apply for grants/sponsorship from Gaming machine operators (Pub Charity, Trillian Trust, Lion Foundation etc). Grants need to be applied for in advance and you usually need to provide 2-3 quotes for each item you are trying to get a grant for. You can't claim for expenses retroactively so make sure to apply for these well in advance. If approved, you will need to provide evidence / invoices to show that the money was spent as intended.

Equipment

Organising the transport of all the equipment to and from the venue is a huge task so get help from your organising team, club or perhaps another club (some clubs may be short on officials so may offer to assist with pack-in/pack-out instead). Ensure you have the dimensions of the venue and estimated competitor numbers and draw up a venue layout (refer **Appendix C**) to ensure you have enough space for all the rings as well as areas for the spectators and competitors when they are not competing. From there you can work out your equipment list based on how many rings you require (refer **Appendix D**). Sourcing the equipment can also be cumbersome. Enlist the help of the previous tournament host and

regional director to compile a list of equipment held by the clubs and region. Some clubs may decline to help for various reasons (equipment might be committed to another event) but most clubs will lend out equipment. If there is surplus money in the budget, you might consider offering a gift or koha to the clubs that assist. It's important that equipment be returned to the correct club, and it is returned in the same condition that it was provided (especially check that the bolts / connectors for the power and special technique machines are returned – you can even use duct tape to tape these to the machines to prevent them being lost).

Rules

To ensure everyone is on the same page, the rules for the tournament should be clear for all competitors, coaches, and instructors. Most tournaments will follow the ITKD National Tournament rules (*ITKD National Tournament, 2020*) however smaller tournaments may opt to follow the Under 18 (*Under 18 Tournament Rules, 2019*) or Star Series rules (*Star Series Tournament, 2021*). Any variation to the rules should be displayed on the tournament webpage so everyone knows what to expect (e.g. reduced times for mini-kids rounds from 2 minutes to 90 seconds). This also includes variations to the power and special technique requirements. Display this information on your tournament webpage so all competitors have access to this and can train to the correct level. If you are organising your tournament in conjunction with TAG, then TAG will set the rules and any variations to these.

Competitor Uniform and Safety Equipment

The rules for the competitor attire and safety equipment can be found in the ITKD National Tournament rules (*ITKD National Tournament Rules, 2020, pages 7-8*) and the ITKD Standards Guide (*ITKD Standards Guide, 2010, pages 13-16*). Any deviations from these rules should be communicated to the competitors to ensure everyone brings the correct uniform/safety equipment on the day. An example of this might be 'No sparring gear required for mini-kids non-contact sparring – headgear and mouthguards are compulsory'. This needs to be communicated to the officials (particularly the ring marshals) as they need to enforce the standard. If you are organising your tournament in conjunction with TAG, then TAG has the final decision, on safety equipment.

Communication / Newsletters

It is useful for the competitors and officials to receive information regarding the tournament in the lead up to the event. This can be communicated via Facebook, the tournament webpage or by email (provided they have submitted this on their registration form). Communication can include any changes to the rules, uniform, or safety equipment, when the venue doors will open, registration time, official meeting and form up. You might want to promote your sponsors and any onsite facilities (café, food trucks, physio etc) as well.

Entry fee reconciliation

Once registrations have closed you will need to reconcile all the entry fee payments and chase up any outstanding payments. All payments should be processed prior to the tournament. You don't want to be mucking around with cash payments during the registration period.

Organising the draws and scheduling

This will depend on the software system you chose during the registration form process. If you are using the 'Breen Online Tournament System' then you will need to organise the draws. This is much easier with larger competitor numbers (and safer in terms of sparring) as less divisions are required to be merged. Organising the draws and creating the schedule for events (to minimise clashes) is time consuming so get a few people on your team to assist in this process. Allow half a day to a full day for the draws and then another day for the scheduling (the weekend before the tournament is ideal). When merging divisions, try and make any mergers as fair as possible to both competitors and as safe as possible. Try to put competitors from the same club/region at opposite ends of the draws so they can compete against someone new where possible. If there are large weight or rank discrepancies, you may have some divisions with only a single person in it (also called a walk on). This can be a lot safer than letting two mismatched competitors' spar.

With regards to scheduling, you need to work out how many bouts per division and the relevant timings. For patterns allow 3 minutes per bout and for sparring allow 9 minutes per bout (for standard 2 x 2 min rounds – can be shorter with electronic scoring). Allocating divisions to rings and scheduling to avoid clashes is a major job so allow sufficient time for this.

If you have selected the 'Virtual Ring Marshall' system then the draws, merging of divisions and scheduling is usually the responsibility of TAG.

Ordering the medals and trophies

Depending on your supplier, you will need to order your medals and trophies 5-10 working days before the tournament to ensure these are ready in time (longer if you are getting custom diecast medals). To ensure this quick turnaround you need to work with your supplier to ensure the desired medals and trophies are available in this short timeframe and that you have provided any necessary logos/artwork to the supplier ahead of time, so these are approved and ready to go. Ideally you need to have closed off registrations and done all the draws so you can work out your medal requirements. If you are allowing 'Late Registrations', then you will need a buffer of extra medals to ensure that you don't run out on the day.

For sparring and patterns allow for 1 gold, 1 silver and 2 bronze for all divisions with 4 or more competitors. If there are only 2 competitors then allow for 1 gold and 1 silver, and for 3 competitors allow for 1 gold, 1 silver and 1 bronze. For power and special technique there is usually a clear third place so allow 1 gold, 1 silver and 1 bronze for all divisions with 3 or more competitors. For pre-arranged you will need to allow 2 gold, 2 silver and 4 bronze for each division with 4 or more pairs. For team events you will need 6 gold, 6 silver and 12 bronze for each division (assuming 5 members in a team and a spare member). I usually order a buffer of 3-5 gold, silver, and bronze medals for late amendments.

Officials

The registration form for officials should go up on the ITKD tournament webpage at the same time (or shortly after) the competitor registration form is live. You will need to allocate the officials to each ring based on their rank and preferences. The official's allocation can either be emailed out prior to the tournament or given out at the officials meeting on the morning of the tournament. The officials

meeting is usually hosted by one of the organisers or the tournament arbiter (often a member of TAG or someone with in depth knowledge of the rules). You may also need a recorder to enter the results as they come in (not required if using electronic scoring). To entice the officials to attend tournaments, we usually provide a free lunch and tea/coffee throughout the day.

Schedule in the lead up to the tournament

Week prior

Organise the draws and schedule

Order the medal and trophies

Finalise any late registrations and amend draws/schedule

Reconcile payments

Day prior

Collect medals and trophies

Arrange collection of all equipment and transportation to the venue

Pack-in – arrange for helpers to come and assist with packing in the equipment and setting up. Ensure you have a clear venue layout for them to follow or put one of your team in charge of set up

Set up rings for the relevant activity (usually patterns to begin with)

Put the draws up on the wall (unless they are available online)

Print scoresheets (you will need these as a backup for electronic scoring if the system goes down)

Set up weigh in, registration area, first aid area and command centre

Put up any banners or branding

Tournament day

Weigh in / registration (split registration into 5 groups by last name to speed up the process)

Revise competitor draws if needed

Print and allocate draws to the rings (1 copy each for the organiser, the juror, and the ring marshal)

Officials meeting (including ring marshal briefing)

Event opening ceremony

Set up officials lunch

Lunchtime entertainment or demonstration (optional)

Finalise all division results so Best Overall Belts can be calculated

Closing ceremony

Pack-out and return equipment to various locations

Profit and loss statement

At the conclusion of the event, you will need to reconcile all the entry fees, additional income, and expenses, and generate a Profit and Loss statement (refer **Appendix E**). This will usually be sent to the relevant stakeholders once all the expenses have been reconciled and paid after the tournament. Any profits or losses will then be transferred to the underwriters of the tournament.

Conclusion

Running a tournament is very time consuming and requires a lot of organisational skills however it is also very fulfilling. To create an event where competitors can learn and develop their Taekwon-Do skills is an extremely rewarding experience and I recommend more people step up and run a tournament. Also it doesn't have to be a large tournament - you can start off small with a patterns or interclub tournament and then grow from there. Every tournament becomes slightly easier with the experience gained from prior events and this knowledge can then be passed onto the next tournament host.

Good luck!

References

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Appendix A - Example Gantt chart (two pages)

Task	Timeline									
	10 weeks	8 weeks	6 weeks	4 weeks	3 weeks	2 weeks	1 week	Day prior	Tournament day	Week after
Tournament venue/facilities										
Tournament date										
Tournament venue booked										
Venue (tables, chairs, carpet, crowd dividers, microphone)										
Café/food on site for competitors/spectators?										
Food stall? Food trucks? Coffee van?										
Ring/venue layout										
Equipment (mats, power/special machines etc)										
Truck or transport for equipment										
iTKD and CM banners / branding										
Set up for tournament										
Set up officials lunch										
Pack down after tournament and return equipment										
Tournament parameters										
Registration form										
Divisions/parameters										
Entry fee structure										
Late registration allowed? If so, how much?										
Playoff for bronze or 2 bronze per division?										
Team events? Pre arranged sparring?										
Registration and payment cut off date										
Registration / scoring system										
Electronic scoring for main ring (or all rings)										
Tournament rules - National, Star Series, Under 18 rules?										
Best overall belts - what if more than one? Extra trophy or play off?										
Rules around sparring gear (any amendments e.g. Black head gear with red/blue tape)?										
When are groin guards compulsory?										
Sparring gear and headgear required for non-contact sparring? Mouth guards?										
Clear mouthguards only?										
Communication										
Create and load entry form to website										
Promotion of tournament - instructors, facebook etc										

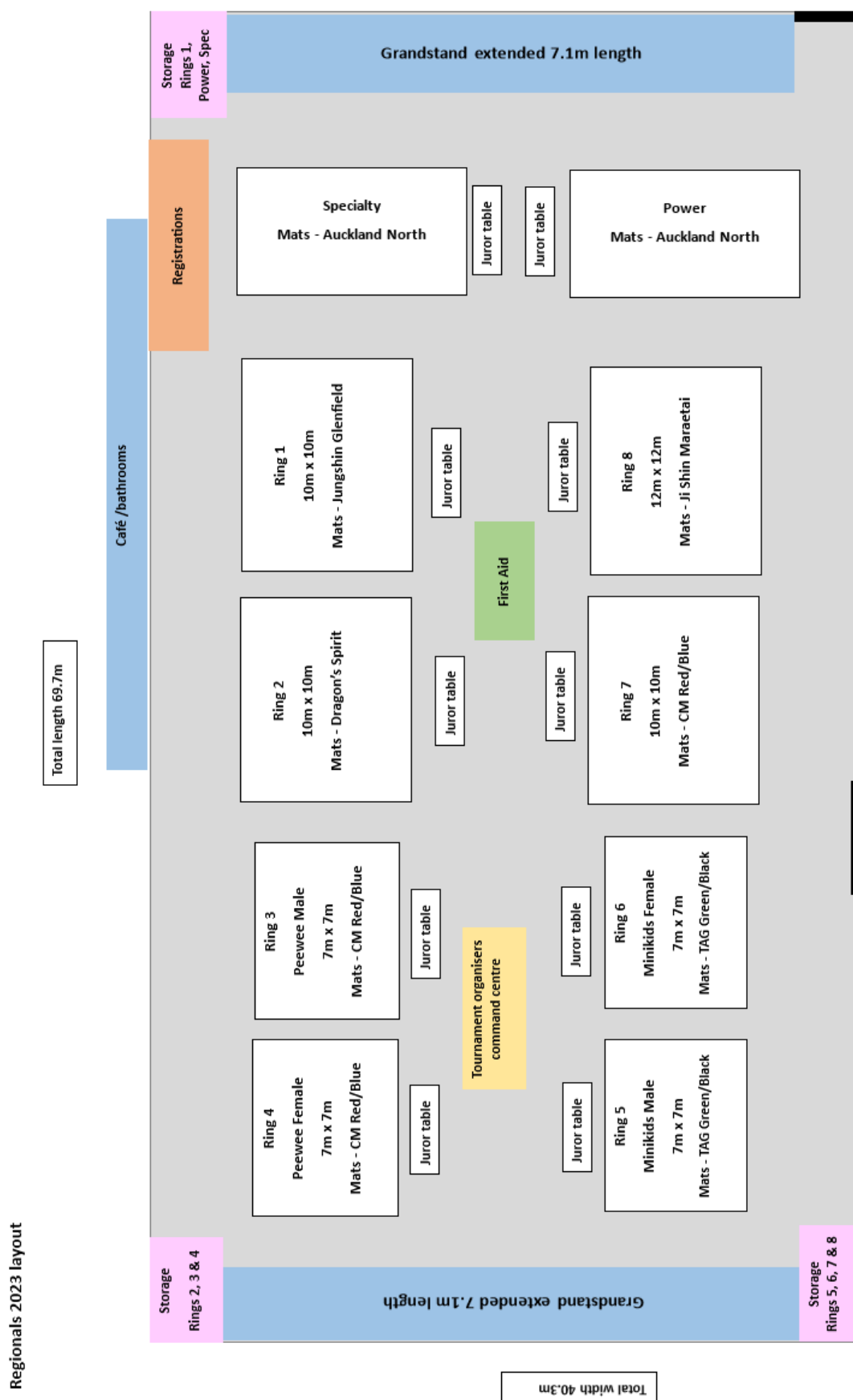
Task	Timeline									
	10 weeks	8 weeks	6 weeks	4 weeks	3 weeks	2 weeks	1 week	Day prior	Tournament day	Week after
Social media / #										
Email updates / newsletter										
Financials										
Bank account - separate										
Budget										
Sponsors (Top Ten, Mighty Fist, Fuji Mae etc)										
Local sponsors (can sponsor a ring or donate funds)										
Entry fee payments collected and reconciled?										
Profit and Loss										
Officials										
Officials registration loaded to website										
Officials schedule										
Officials lunch										
Competitors										
Competitor draws										
Print competitor draws										
Registration / arrival (staff, registration list)										
Weigh in										
Timetable for the day / run sheet										
Revise competitor draws										
Medals and Trophies										
When to do medal presentations (at end of match or end of day?)										
First Aid										
First aid kit / station / staff / volunteers										
Ice + ziplock bags + chilly bin + injury register										
Other										
MC										
Arbiter										
Photographer										
Spot prizes										
Logos - ITF, ITKD and regional										
Tournament logo (optional)										
Organiser shirts (for identification)										
Physio or chiropractor on site (optional)										
Lunchtime entertainment (optional)										
Print score sheets (patterns, sparring, etc)										

Appendix B - Example division parameters

Divisions 2023

Age/Division	Rank	Patterns	Sparring	Specialty	Power
Mini-kids (5-8yo)	10th gup	Fundamentals, Saju Jirugi, Saju Makgi	Non-contact	High kick on pad	Power punch on pad
Mini-kids (5-8yo)	9th gup	Saju Jirugi, Saji Makgi and Chon-Ji	Non-contact	High kick on pad	Power punch on pad
Mini-kids (5-8yo)	8th-5th gup	Patterns	Non-contact	High kick on pad	Power punch on pad
Mini-kids (5-8yo)	4th-1st gup	Patterns	Non-contact	High kick on pad	Power punch on pad
Peewee (9-10yo)	10th gup	Fundamentals, Saju Jirugi, Saju Makgi	Kiss contact	High kick on pad	Power punch on pad
Peewee (9-10yo)	9th gup	Saju Jirugi, Saji Makgi and Chon-Ji	Kiss contact	High kick on pad	Power punch on pad
Peewee (9-10yo)	8th-5th gup	Patterns	Kiss contact	High kick on pad	Power punch on pad
Peewee (9-10yo)	4th-1st gup	Patterns	Kiss contact	Gup specialty (3)	Power punch on pad
Peewee (9-10yo)	Black belt	Patterns	Sparring	Dan specialty (5)	Boards – side piercing and turning kick only
Pre-junior (11-14yo)	10th-9th gup	Patterns	n/a	n/a	n/a
Pre-junior (11-14yo)	8th-5th gup	Patterns	Sparring	n/a	n/a
Pre-junior (11-14yo)	4th-1st gup	Patterns	Sparring	Gup specialty (3)	Boards – 3 kicking techniques only
Pre-junior (11-14yo)	Black belt	Patterns	Sparring	Dan specialty (5)	Boards – 3 kicking techniques only
Junior (15-17yo)	10th-9th gup	Patterns	n/a	n/a	n/a
Junior (15-17yo)	8th-5th gup	Patterns	Sparring	n/a	n/a
Junior (15-17yo)	4th-1st gup	Patterns	Sparring	Gup specialty (3)	Boards – 3 kicking techniques only
Junior (15-17yo)	Black belt	Patterns	Sparring	Dan specialty (5)	Boards – 3 kicking techniques only
Senior (18-35yo)	10th-9th gup	Patterns	n/a	n/a	n/a
Senior (18-35yo)	8th-5th gup	Patterns	Sparring	n/a	n/a
Senior (18-35yo)	4th-1st gup	Patterns	Sparring	Gup specialty (3)	Boards – 5 techniques
Senior (18-35yo)	Black belt	Patterns	Sparring	Dan specialty (5)	Boards – 5 techniques
Advanced Senior (36-45yo)	10th-9th gup	Patterns	n/a	n/a	n/a
Advanced Senior (36-45yo)	8th-5th gup	Patterns	Sparring	n/a	n/a
Advanced Senior (36-45yo)	4th-1st gup	Patterns	Sparring	Gup specialty (3)	Boards – 5 techniques
Advanced Senior (36-45yo)	Black belt	Patterns	Sparring	Dan specialty (5)	Boards – 5 techniques
Vet (46yo +)	10th-9th gup	Patterns	n/a	n/a	n/a
Vet (46yo +)	8th-5th gup	Patterns	Sparring	n/a	n/a
Vet (46yo +)	4th-1st gup	Patterns	Sparring	Gup specialty (3)	Boards – 5 techniques
Vet (46yo +)	Black belt	Patterns	Sparring	Dan specialty (5)	Boards – 5 techniques

Appendix C - Example venue layout



Appendix D – Equipment list

Registration and weigh in

Scales

2-5 registration desks

2-5 clipboards

Patterns / Sparring rings

1 x set of mats (8m x 8m with 1m border)

Juror table

Ring kit (contents below)

8 x chairs

Scoresheets or electronic scoring devices

2 x sets of draws for relevant ring

Power Technique Ring

1 x set of mats

3-5 power machines

7-10 white polar boards

3-5 'half' polar boards

2 x clipboards

1 x box gloves

1 x pack antibacterial wipes

2 x sets of draws / scoresheets

Special Technique Ring

1 x set of mats

2-4 special technique machines

1 x set overhead stands and pole

1 x paddle or board

2 x clipboards

1 x box gloves

1 x pack antibacterial wipes

2 x sets of draws / scoresheets

Minikids Power/Special technique ring

4-6 paddles

4-6 square pads (so they don't roll)

2 x clipboards

2 x sets of draws /scoresheets

First Aid station

1 x table

1 x tablecloth

2-4 chairs

1 x comprehensive first aid kit

Injury registration form

Snaplock bags (for ice)

Ice or small ice packs

Chilly bin

Command centre

1 x table

1 x tablecloth

3-4 chairs

Tournament kit (contents below)

Microphone / speaker

Other

Crowd control barriers

Pull up banners or other marketing material

Trophy table and tablecloth

Medal dais

Head gear (if providing)

Projector

Large TV or screen for main ring (electronic scoring)

Tournament kit contents

Laptop and charger
Printer/scanner
Printer Paper
Spare ink cartridges
Copy of the rules
Protest forms
Multibox and extension cord
Pens
Vivids/sharpies
Stapler and staples
Selotape
Duct tape
Blu-tack
Scissors
Ruler
String
Thumbtacks
Pre-printed signage (Toilets, Registration etc)
Water bottles for officials
Lollies for juror tables
Rubbish bags

Ring kit contents

1 x tablecloth
1 each red/blue buckets
5 each red/blue flags
1 x foul flip chart
1 x bell
7 x clipboards
10 x black/blue pens
1 x red pen
1 x vivid/sharpie
1 x hi vis (ring marshal)
2 x ring number signs
2 x boxes gloves
2 x pack antibacterial wipes
1 x hand sanitiser

Appendix E - Example Profit and Loss statement

Profit and Loss - Regionals 2023				
Income - entry fees	Competitors	Amount	Paid	Notes
Club A	7	\$ 225.00	\$ 225.00	
Club B	16	\$ 530.00	\$ 530.00	
Club C	15	\$ 575.00	\$ 575.00	
Club D	53	\$ 2,005.00	\$ 2,005.00	
Club E	28	\$ 1,050.00	\$ 1,050.00	
Club F	49	\$ 1,900.00	\$ 1,900.00	
Club G	25	\$ 915.00	\$ 915.00	
Club H	20	\$ 825.00	\$ 825.00	
Club I	13	\$ 425.00	\$ 425.00	
Total Income			\$ 8,450.00	
Expenses	Item	Amount	Paid	Notes
Venue	Deposit	\$ 575.00	\$ 575.00	
Venue	Venue Hire	\$ 1,150.00	\$ 1,150.00	\$1725 less deposit \$575 = \$1150
Venue - café	Officials Lunch	\$ 1,150.00	\$ 1,150.00	
Venue - café	Coffee	\$ 360.50	\$ 360.50	
Medals and Trophies	Medals	\$ 2,658.69	\$ 2,658.69	
Eastern Rentals	Truck hire	\$ 644.10	\$ 644.10	
Stationery	Paper, ink, etc	\$ 81.27	\$ 81.27	
Consumables	Ice, gloves, wipes	\$ 85.40	\$ 85.40	
Total Expenses			\$ 6,704.96	
Profit / Loss			\$ 1,745.04	