

ONTARIO TAEKWONDO ASSOCIATION



RISK MANAGEMENT AND SAFETY MANUAL

Prepared by the Risk Management and Safety Committee
Ontario Taekwondo Association

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issue Date: 030401	Approved By: OTA Board Members	Page: 1

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Chapter I

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ONTARIO TAEKWONDO ASSOCIATION

RISK MANAGEMENT & SAFETY MANUAL

This handbook prepared by the Risk Management and Safety Committee of the Ontario Taekwondo Association. According to the guidelines of the Ministry of Citizenship, Culture and Recreation, our purpose is to create safety as a fundamental activity and to create a safe environment for training and competition for all members.

Objectives

- to provide a safer sport environment for all participants through development of Safety guidelines
- to demonstrate a commitment to promote safety for all participants
- establish minimum educational standards for coaches and instructors
- provide educational opportunities and development of coaches and instructors
- provide a framework for program and facility evaluation with proper record keeping
- record all accidents, injuries and incidents to permit constant evaluation of program operation, effect of rules and regulations and performance of equipment

Chapter II

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Information For School Owners

This manual prepared for your assistance and to outline the rules and regulations governing the conduct of our sport at all levels. You are to abide by the rules and regulations as a member of the Ontario Taekwondo Association.

These guidelines reviewed and updated if necessary on an on-going basis. Review the contents with your staff and instructors. If there are any questions, contact the Risk Management and Safety Committee (OTA).

An OTA Member planning to host a tournament must submit an Application for a Safety Permit in advance. **Send completed application and sample package to the Risk Management and Safety Committee.** (See Chapter VI). The Committee will review the Permit and contact the tournament director to discuss and resolve any deficiencies prior to issuing the Safety Permit.

The Ministry requires a report on any injuries requiring medical attention. An Injury Report completed by qualified medical support staff. This report returned to the Risk Management and Safety Chairperson within 45 days after the completion of the event.

The most effective means of communicating ideas or concerns to the membership is by holding direct discussions with them. The Risk Management and Safety Committee requests support from the membership in this regard. These issues discussed at each Annual General Meeting.

Chapter III

Risk Management & Safety Guidelines -- Schools

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To eliminate any risk of injury to the instructors, coaches and students, consider the following areas for review and monitoring:

Discipline

- proper discipline emphasized --avoid horseplay

Physical

- encourage proper and adequate warm-up
- be aware of any medical problems
- adequate space to avoid crowding by structuring classes by belt and age levels
- if gym/health equipment on site, children are prohibited from using or playing on equipment -- no unsupervised usage at any time
- conduct regular safety inspection
- senior instructor present for all free sparring
- practicing or demonstrating weapons or breaking techniques allow for proper space and angle away from spectators -- a proper set-up is important
- practicing or demonstrating self-defense techniques ensure mats or floor covering are available to cushion falls

Jewellery

- rings, watches, chains, earrings are removed

Equipment

- use correct fitting protective equipment during sparring

Dojang

- routine inspection of floor surfaces, especially if wood or tile;
- pest control inspection
- adequate protection of ceiling fixtures
- adequate ventilation
- maintain a clean environment
- first aid kit on site
- fire extinguishers on site that are inspected yearly
- location of nearest phone known to staff and instructors
- use of an EAP (Emergency Action Plan)

Instructors

- knowledgeable on proper warm ups and teaching methods.
- required to take seminars, (Referees/Judges seminars,
- NCCP coaching certification
- ***Basic First Aid and CPR are MANDATORY***

Chapter IV

Risk Management & Safety Guidelines - Tournaments

The chances of receiving or inflicting injury occur most frequently in actual competition. The following

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section will address issues and areas directly relating to tournaments. The areas of concern for the safety of all participants, volunteers and the public are as follows;

Location

- the site is easily accessible, with clearly marked and unobstructed exits (the site meets and abides by any local building and fire regulations)
- proper ventilation
- crowd control
- adequate sanitary washrooms and change room facilities
- EAP (Emergency Action Plan)

Medical

- attendance for duration of the tournament of qualified medical personnel (multi discipline medical support or equivalent)
- designate separate area on site
- all injuries are documented by qualified medical personnel and reported to Risk Management and Safety within 45 days of completion of event

Referees

- qualified referees and judges are required for safety, fairness and consistency

Competition

- proper warm up prior to the competition
- competition area occupied by the competitors, judges and referees and are unobstructed by non-competitors
- all competitors wear **Mandatory** protective equipment including chest, head, groin, mouth guard, shin/arm protection and eye protection if required
- no jewellery of any kind allowed

Divisions

- for fairness and to avoid injury non-black belt divisions must be structured according to rank, age and weight

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Chapter V

DIVISIONS

FORMS (POOMSE)	COLOUR BELT DIVISION		FORMS (POOMSE)	BLACK BELT DIVISION
Girl's & Boy's 6 yr. & under	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe		
Girl's & Boy's 7 - 8 yrs.	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Girl's 6 - 8 yrs. Boy's 6 - 8 yrs.	Black Belt
Girl's 9 - 10 yrs. Boy's 9 - 10 yrs.	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Girl's 9 - 10 yrs. Boy's 9 - 10 yrs.	Black Belt
Girl's 11 - 12 yrs. Boy's 11 - 12 yrs.	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Girl's 11 - 12 yrs. Boy's 11 - 12 yrs.	Black Belt
Girl's 13 - 14 yrs. Boy's 13 - 14 yrs.	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Girl's 13 - 14 yrs. Boy's 13 - 14 yrs.	Black Belt
Girl's 15 - 16 yrs. Boy's 15 - 16 yrs.	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Girl's 15 - 16 yrs. Boy's 15 - 16 yrs.	Black Belt
Women 17 - 25 yrs. Men 17 - 25 yrs.	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Women 17 - 25 yrs. Men 17 - 25 yrs.	Black Belt
Women 26 - 35 yrs. Men 26 - 35 yrs..	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Women 26 - 35 yrs. Men 26 - 35 yrs.	Black Belt
Women & Men 36 - 40 yrs.	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Women & Men 36 yrs. & over-	Black Belt
Women & Men Executive (41 yrs. & over)	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe		
Special Needs All Ages	White/Yellow Stripe Yellow/Green Stripe Green/Blue Stripe	Blue/Red Stripe Red/Black Stripe Black		

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SPARRING (KYURUGI)	COLOUR BELT		SPARRING (KYURUGI)	COLOUR BELT	
Girl's & Boy's 6 yrs. & under Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe		White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe
Girl's & Boy's 7 - 8 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Boy's 6 - 8 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe
Girl's 9 - 10 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Boy's 9 - 10 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe
Girl's 11 - 12 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Boy's 11 - 12 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe
Girl's 13 - 14 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Boy's 13 - 14 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe
Girl's 15 - 16 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Boy's 15 - 16 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe
Women 17 - 25 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Men 17 - 25 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe
Women 26 - 35 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Men 26 - 35 yrs. Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe
Women 36 & over Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe	Men 36 yrs. & over Light & Heavy Divisions	White/Yellow Stripe Yellow/Green Stripe Green/ Blue Stripe	Blue/ Red Stripe Red/Black Stripe

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SPARRING (KYURUGI)	BELT LEVEL	SPARRING (KYURUGI)	BELT LEVEL
Girl's 6 - 8 yrs. Light & Heavy Divisions	Black Belt	Boy's 6 - 8 yrs. Light & Heavy Divisions	Black Belt
Girl's 9 - 10 yrs. Light & Heavy Divisions	Black Belt	Boy's 9 - 10 yrs. Light & Heavy Divisions	Black Belt
Girl's 11 - 12 yrs. Light & Heavy Divisions	Black Belt	Boy's 11 - 12 yrs. Light & Heavy Divisions	Black Belt
Girl's 13 - 14 yrs. Light & Heavy Divisions	Black Belt	Boy's 13 - 14 yrs. Light & Heavy Divisions	Black Belt
Girl's 15 - 16 yrs. Light & Heavy Divisions	Black Belt	Boy's 15 - 16 yrs. Light & Heavy Divisions	Black Belt
Women's Fin/Fly (103.3 lbs. or less)	Black Belt	Men's Fin/Fly (103.3 lbs. or less)	Black Belt
Women's Bantam/Feather (103.4 lbs. - 121 lbs.)	Black Belt	Men's Bantam/Feather (103.4 lbs. - 121 lbs.)	Black Belt
Women's Light /Welter (121.1 lbs. - 143 lbs.)	Black Belt	Men's Light /Welter (121.1 lbs. - 143 lbs.)	Black Belt
Women's Middle /Heavy 143.1 lbs. and up)	Black Belt	Men's Middle /Heavy 143.1 lbs. and up)	Black Belt
Women 35 and over	Black Belt	Men 35 and over	Black Belt

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BLACK BELT DIVISIONS

MALE		Kgs.		Kgs.	FEMALE		Kgs.		Kgs.
FIN	Not exceeding	54			FIN	Not exceeding	47		
FLY	Over	54	Not exceeding	58	FLY	Over	47	Not exceeding	51
BANTAM	Over	58	Not exceeding	62	BANTAM	Over	51	Not exceeding	55
FEATHER	Over	62	Not exceeding	67	FEATHER	Over	55	Not exceeding	59
LIGHT	Over	67	Not exceeding	72	LIGHT	Over	59	Not exceeding	63
WELTER	Over	72	Not exceeding	78	WELTER	Over	63	Not exceeding	67
MIDDLE	Over	78	Not exceeding	84	MIDDLE	Over	67	Not exceeding	72
HEAVY	Over	84			HEAVY	Over	72		

BLACK BELT OLYMPIC WEIGHT DIVISIONS

MALE		Kgs.		Kgs.	FEMALE		Kgs.		Kgs.
1	Not exceeding	58			1	Not exceeding	49		
2	Over	58	Not exceeding	68	2	Over	49	Not exceeding	57
3	Over	68	Not exceeding	80	3	Over	57	Not exceeding	67
4	Over	80			4	Over	67		

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**JUNIOR BLACK BELT DIVISIONS
AGE WHEN CHAMPIONSHIP HELD 14 TO 17 YEARS**

MALE		Kgs.		Kgs.	FEMALE		Kgs.		Kgs.
FIN	Not exceeding	45			FIN	Not exceeding	42		
FLY	Over	45	Not exceeding	48	FLY	Over	42	Not exceeding	44
BANTAM	Over	48	Not exceeding	51	BANTAM	Over	44	Not exceeding	46
FEATHER	Over	51	Not exceeding	55	FEATHER	Over	46	Not exceeding	49
LIGHT	Over	55	Not exceeding	59	LIGHT	Over	49	Not exceeding	52
WELTER	Over	59	Not exceeding	63	WELTER	Over	52	Not exceeding	55
LIGHT MIDDLE	Over	63	Not exceeding	68	LIGHT MIDDLE	Over	55	Not exceeding	59
MIDDLE	Over	68	Not exceeding	73	MIDDLE	Over	59	Not exceeding	63
LIGHT HEAVY	Over	73	Not exceeding	78	LIGHT HEAVY	Over	63	Not exceeding	68
HEAVY	Over	78			HEAVY	Over	68		

Chapter VI

INSTRUCTIONS FOR SANCTIONING TOURNAMENTS

The procedure to apply for an OTA Sanctioned coloured belt tournament or a Black Belt Elimination tournament is as follows:

- OTA club member in good standing and dues paid in full
- six months written notice with appropriate application and fees for all sanctioned tournaments
- submit with application in writing date, type, and location of event, ranks, divisions and age categories
- use of OTA **colour belt competition rules** and **WTF competition** rules
- fill out the necessary safety applications and permit request(See Chapter IX)
- submit complete application, categories and cheque payable to the Ontario Taekwondo Association.
- **NON OTA** members a fee of \$15.00-Color Belt and \$15.00-Black Belt is applicable and payable to the Ontario Taekwondo Association. **A membership form must be completed before the competitor can participate. This includes a one-day membership and insurance fee for each participant competing at this sanctioned OTA event.**

After OTA board approval of the tournament the following procedures must be followed;

- OTA logo and **OTA OFFICIALLY RECOGNIZED BY THE MINISTRY TOURISM AND RECREATION** to appear on all posters, letters etc.
- Notify Referee Committee to arrange OTA qualified referees and judges. The host club provides a lunch for the referees and judges and an honourarium for their assistance.
- **ONLY** OTA colour belt competition rules and WTF Black Belt competition rules
- a Multi Discipline Medical Support Team on site during the entire competition. (Chapter X)
- A Safety Tournament Form filled out in duplicate and signed the day of the tournament by a Safety Representative from your club. One copy returned to the Risk Management and Safety Chairperson. (1185 Eglinton Ave. E., North York, Ontario M3C 3C6)
- The Accident Forms completed by Medical support Staff and all copies returned to the Risk Management and Safety Chairperson. Include a Summary of Injury Report. (Chapter X)
- Please indicate the total number of competitors so that a statistical report for accidents/ number of competitors can be completed.

In order for the OTA to sanction tournaments, we need the necessary time to assure that the hosting club will abide by our rules and guidelines. To preserve a SAFE, ACCESSIBLE, FAIR and EQUITABLE tournament for all competitors

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Chapter VII

MANDATORY SAFETY EQUIPMENT FOR OTA SANCTIONED COLORED BELT TOURNAMENTS

JULY 1, 1998

HEAD PROTECTOR

TRUNK PROTECTOR

MOUTH GUARD

SPORTS GLASSES OR SAFETY GLASSES
(REQUIRED FOR COMPETITORS WEARING GLASSES)

* FOREARM GUARDS
(NO COVERING OVER THE FIST AREA)

* SHIN GUARDS

* GROIN PROTECTOR

*** THESE ARE TO BE WORN INSIDE W.T.F. APPROVED UNIFORM**

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MANDATORY W.T.F. APPROVED SAFETY EQUIPMENT TO BE WORN FOR BLACK BELT COMPETITIONS

JULY 1, 1998

HEAD PROTECTOR

TRUNK PROTECTOR

MOUTH GUARD

FOREARM GUARDS
(NO COVERING OVER THE FIST AREA)

* SHIN GUARDS
(NO COVERING OVER THE TOP OF FOOT)

* GROIN PROTECTOR

* WOMEN'S BREAST PROTECTOR

*** THESE ARE TO WORN INSIDE A W.T.F. APPROVED UNIFORM**

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Chapter VII

HIV AS IT RELATES TO SPORT

RISK OF HIV TRANSMISSION IN SPORT

The risk of transmission of HIV in the sport setting is exceedingly low. Participants in sport, are subject to the same risks of HIV infection as any other individual in the general population. The greatest risk of transmission continues to be through sexual activity.

Athletes traveling should be aware that they may be exposed to a population with a higher prevalence of these viruses. They could be offered medical treatment for example, unscreened blood transfusion or injections with a contaminated needle, that may put them at increased risk for acquiring these viruses.

PREVENTION

The following recommendations are intended to reduce the risk of transmission of HIV. Although these recommendations are directly applicable to HIV, they are also appropriate to reduce the risk of other viruses and infectious diseases including HBV and HCV.

A. GENERAL PREVENTION

1. Safe sex and abstinence from sex play the major role in decreasing HIV transmission.
2. Vaccination for HBV is now available and should be considered by athletes, coaches, officials and health-care workers.
3. Instruments designed for piercing the skin, such as needles and syringes used for injections, ear- piercing, tattooing, acupuncture and suturing should be sterile, used one time and not shared.
4. Personal items that may pierce the skin or mucous membranes should not be shared. This includes items like razors, toothbrushes and nail clippers.
5. Blood and blood products must be screened for HIV before transfusing. Blood and blood products must be also be screened for HBV and HCV.
6. Sport participants traveling should confirm the medical precautions required for each destination.

B SPORT SPECIFIC PREVENTION

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1. Primary prevention for bloody injuries includes the use of appropriate protective equipment. Protective equipment should be designed and maintained to prevent bloody injuries. Equipment designed to prevent open wounds such as mouth pieces to prevent penetration of another participant's skin should be considered for all contact sports.

2. Dealing With a Bloody Wound;
 - i) If bleeding occurs where other participants may be exposed to blood, the individual's participation must be interrupted until the bleeding has been stopped. The wound must be both cleansed with antiseptic and securely covered.

 - ii) All clothing soiled with blood must be replaced prior to the athlete resuming training or competition. Clothing soiled with blood and other body fluids must be washed in hot, soapy water.

 - iii) All equipment and surfaces contaminated with blood and other body fluids should be cleaned with a solution of one part household bleach to nine parts water. This solution should be prepared fresh daily.

 - iv) While cleaning blood or other body fluid spills, the following must be done:
 - wear waterproof gloves;
 - wipe up fluids with a paper towel or disposal cloths;
 - disinfect the area as described in 2. iii)
 - place all soiled waste in a plastic bag for disposal;
 - remove gloves and wash hands with soap and water.

3. Other wounds including abrasions and all skin lesions and rashes on athletes, coaches and officials must be reviewed by medical personnel. All wounds, skin lesions, rashes must be confirmed as non infectious and be securely covered prior to the athlete starting or continuing participation.

C. PREVENTION FOR MEDICAL STAFF AND FIRST AID ADMINISTRATORS

These recommendations are directed at physicians, therapists and other medical personnel involved in sport. Coaches and officials should also follow these recommendations where applicable.

1. Wear waterproof gloves for direct contact with another individual's blood or body fluids. Change gloves after treating each individual.

2. Wash hands with soap and water after removing gloves.

3. When a blood or body fluid spill occurs as a result of medical treatment on an injury, wash the blood or body fluids from the skin or wound as soon as possible with antiseptic or soapy water.

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4. Sharps and syringes should be considered as potentially infectious and handled with extraordinary care in order to prevent accidental injuries. After they are used, syringes, needles and other sharp items should be placed in a puncture-resistance container for disposal in the approved manner for medical waste. needles and blades should not be purposefully bent, broken, removed or otherwise manipulated by hand.
5. Care providers with weeping skin lesions, open wounds or dermatitis must routinely wear waterproof gloves when treating people.
6. Treatment for life threatening injury include control of bleeding and mouth to mouth resuscitation can proceed without gloves or mouth pieces, although they should be used if available.

D. INCIDENT FOLLOW-UP

If an event occurs where an athlete is at risk of virus infection a physician should be contacted as soon as possible to access the situation and institute appropriate action.

TESTING

Accurate laboratory blood tests are available for HIV, HBV and HCV.

MANDATORY TESTING OF ATHLETES IS UNWARRANTED

Individuals may consider voluntary testing. This testing should include informed consent, pre and post test counseling and be confidential.

HIV + INDIVIDUAL IN SPORT

1. An HIV+ individual should not be excluded from participating in sport exclusively on the basis of his/her HIV infection.
2. An HIV + individual should seek medical care primarily to assess his/her own health and benefit from possible treatment to discuss further participation in sport.

CASM ACMS POSITION STATEMENT HIV AS IT RELATES TO SPORT

1600 James Naismith Dr., Gloucester Ontario K1B 5N4

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Chapter IX



ONTARIO TAEKWONDO ASSOCIATION

1185 Eglinton Avenue East, North York, Ontario M3C 3C6

SANCTIONING ACKNOWLEDGMENT

Sanctioning for a tournament as agreed with this application and additional specific terms and conditions that apply to this sanctioning. **PLEASE COMPLETE AND MAIL TO OTA.**

1. OTA membership fees paid for the current year.
2. Permit request completed **page 21** of Risk Management and Safety, April 1, 2003.
3. Application for Safety Permit **page 22** of Risk Management and Safety, April 1, 2003.
4. Enclosed a cheque for Safety Permit.
5. Have received and read Risk Management and Safety, April 1, 2003?
6. Enclosed sample of your tournament package with divisions, ages and categories.
7. Will use qualified OTA Referees and Judges?
8. A Multi Discipline Medical Support Team present on site during the tournament.
9. Agree to have **Injury Report** and **Summary Of Injury Report** form completed and returned to Risk Management Chairperson. **Page 23 & 24**
10. **Agree to pay an Honorarium for the first day of tournament to Referees and Judges as per schedule on page 27.**
11. **Agree to complete Referee and Judge Sign In sheet for first day of tournament on page 26 and remit to OTA c/o Referee Committee.**
12. **Agree to contact C.A.I.R. to arrange a multi discipline medical support team to cover your tournament for the entire duration of event. See Page 28**

I hereby, certify that our Club agrees to abide by the above described Terms and Conditions

Signature of Authorized Signing Officer

Date

Print Name of Authorized Signing Officer

Signature of Authorized Signing Officer

Date

Print Name of Authorized Signing Officer

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ONE DAY SANCTIONED TOURNAMENT

HOSTING INFORMATION

1. request to OTA for an OTA regulation mat for **Black Belt Sparring**.
Contact Mr. Bill Jones wmjones@sympatico.ca or Phone 905-826-6122
2. Request for O.T.A. Judges and Referees. **Contact Master Nyron Higgins Email:**
nyhiggins@rogers.com or Phone 416-816-0013
pay an honourarium and provide a lunch to referees and judges for the first day as per schedule (Page 27)
3. Request for Multi Discipline Medical Support Team. **Contact Dr. Mohsen Kazemi.**
Email: drkazemi@sympatico.ca or Phone 416-564-6705
4. pay an honourarium and provide lunch to the Multi Discipline Medical Support Team
5. Provide adequate number of volunteers to operate/manage the tournament(8 rings)
 - Security 10
 - Registration/Admission 15
 - Scorekeeper+Ringkeeper 25
 - Head Table 6
 - Food Stands+Equipment Stands 4
 - Floaters/Cleanup crew 5
 - Officials Lunch room 4
6. Provide minimum ten(10) O.T.A. certified judges to officiate. Please see Referee Chairperson
7. Provide volunteers for tournament setup, setup and takedown of mats
8. Provide adequate float (\$) for Registration and Admission Desk
9. Provide proper supplies to operate tournament:
 - clipboards and score sheets and draw sheets
 - pens/markers/strings/tapes/staplers/scissors etc.
 - bristol boards for signs
 - registration forms
 - water for volunteers and officials
 - lunches for volunteers and officials

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ONE DAY TOURNAMENT AND OTA SECOND DAY TOURNAMENT

HOSTING INFORMATION

Host club will provide the following:

1. request to OTA for an OTA regulation mat for both days of the event.
2. Two hotel rooms for O.T.A. officials and personnel travelling to tournament from out of town
2. competition area to be set up with the following first aid area, inspection area, area for on deck competitors, official's table, podium, P.A. system, tables for head of court at each ring (marked ring 1 & ring 2), score board, & necessary chairs. Area to be secured & marked off by chain fence.
3. volunteers to staff door & collect admitting fee for OTA. 10 volunteers
4. volunteer to announce fights, competitors & on deck. OTA Personnel.
5. volunteers as official recorder, timer, score keeper for electronic scoring system. Must be trained volunteers, if not, please see Referee Chairperson.
6. clipboards, pens, stop watches, referees and judges score sheets. **Only if electronic scoring system is not being used.**
7. contact the Referee Committee to arrange qualified OTA Referees and judges
8. pay an honourarium and provide a lunch to referees and judges for the first day as per schedule (**Page 27**)
9. pay an honourarium and provide lunch to the Mutli Discipline Medical Support Team
10. volunteers to clean up

Host club to arrange & OTA will pay for (proper invoices for backup are necessary before payment):

1. Two weigh in rooms (one-female and one-male) at official hotel (Check Weight:6pm-7pm, Official Weigh in:7pm-8pm, Drawing of Lots: 8pm-9pm)
2. honourarium for Multi Discipline Medical Support Team for second day
3. gym rental for second day tournament
4. lunch & beverages for 50 (maximum \$350.00) for the second day. Includes Referees, judges and Multi Discipline Medical Support Team
5. Meeting room if a Board meeting to be held the night before selection game.

Referee Committee will provide:

1. weigh in list (OTA to provide), bye sheets for draw.
2. O.T.A. Officials to conduct weigh in (male & female).
3. co-ordinate the referees & judges & the effective running of the competition floor.
4. referee and judges for the event.

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ONTARIO TAEKWONDO ASSOCIATION

1185 Eglinton Avenue East, North York, Ontario M3C 3C6

APPLICATION FOR SAFETY PERMIT

I, _____
(Name of applicant)

of _____
(School name and address)

Request the issuance of a Safety Permit for the following event: _____

To be held on: _____ at the following location: _____

A Multi Discipline Medical Support Team present for duration of event Yes__No__

PLEASE COMPLETE AND MAIL WITH SUBMISSION TO ABOVE ADDRESS

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ONTARIO TAEKWONDO ASSOCIATION

1185 Eglinton Avenue East, North York, Ontario M3C 3C6

I submit \$300.00 (THREE HUNDRED DOLLARS) with this permit to:

ONTARIO TAEKWONDO ASSOCIATION

1185 EGLINTON AVE. E.

North York, Ontario

M3C 3C6.

ATTENTION: Risk Management and Safety Chairperson

I, _____ have read and agree to follow all criteria as described in the Risk Management Committee and Safety Manual dated 5 th revised edition April 1, 2003.

I certify that the above permit has been completed by me and reviewed with all referees, judges, instructors and other personnel from my school who will be assisting in any way with the conduct of the event for which this permit is made.

Dated at _____ on _____

(Signature of applicant)

Telephone:() _____

PLEASE COMPLETE AND MAIL WITH SUBMISSION TO ABOVE ADDRESS

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Chapter X



ONTARIO TAEKWONDO ASSOCIATION

1185 Eglinton Avenue East, North York, Ontario M3C 3C6

TOURNAMENT SAFETY FORM

Event:	Date:		
Location:	Type of Tournament (please circle)		
	Black Belt Only:	Yes	No
Hosted By:	Colour Belt Only:	Yes	No
Tournament Director:	Black and Colour Belt:	Yes	No

Sanctioned by OTA and referees and judges OTA sanctioned.		Yes	No	
Safety permit posted.		Yes	No	
Facility				
A multi discipline medical support team on site.		Yes	No	
Is an inspection table available?		Yes	No	N/A
Is competition area closed off to spectators?		Yes	No	
Is emergency transportation on site or within a reasonable area (use of 911)?		Yes	No	
Location of nearest phone known and accessible (at least 3 officials).		Yes	No	
Are competition mats installed properly?		Yes	No	N/A
Is there ample room between mats (space for 2 people to walk)?		Yes	No	N/A
Is there a safe access and egress to mat area for competitors?		Yes	No	N/A
Are the spectators a safe distance from competition area?		Yes	No	
Rules				
WTF Competition Rules.		Yes	No	
OTA Colour Belt Competition Rules.		Yes	No	N/A
Have these rules been explained to competitors?		Yes	No	
Is WTF approved safety equipment being used?		Yes	No	
Safety Delegate: _____		Tournament Director: _____		
Signature: _____		Signature: _____		
Date: _____				



ONTARIO TAEKWONDO ASSOCIATION

1185 Eglinton Avenue East, North York, Ontario M3C 3C6

SUMMARY OF INJURY REPORT

TOURNAMENT:	
TYPE OF TOURNAMENT:	DATE OF TOURNAMENT:

<u>Indicate Colour or Black Belt</u>	<u>Total Number of Competitors</u>	<u>Total Number of Incidents Reported</u>	<u>Comments</u>

TOTAL:	TOTAL:	
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PLEASE COMPLETE AND MAIL AFTER COMPLETION OF TOURNAMENT TO ABOVE ADDRESS

Report Completed by:

Date:

Name:

Signature:

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ONTARIO TAEKWONDO ASSOCIATION

1185 Eglinton Avenue East, North York, Ontario M3C 3C6

REFEREE LIST

Event: _____ Type (please check):

Colour & Black Belt	<input type="checkbox"/>
Black Belt	<input type="checkbox"/>

Date: _____ Location: _____

#	Name (Print)	Club	Signature	Position	Appr'd by Ref Chair
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					

Signed: _____
(Referee Chairperson)

Date: _____

**PLEASE COMPLETE AND MAIL AFTER COMPLETION OF TOURNAMENT TO ABOVE ADDRESS
SCHEDULE FOR HONOURARIUMS FOR REFEREE AND JUDGES**

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Referee Chairperson	\$ 100.00
Centre Referee (IR)	\$ 55.00
Centre Referee	\$ 45.00
Judge	\$ 35.00

It is the responsibility of the Hosting Tournament Director to pay the Honourariums for the first day of the tournament to the above as per this schedule.

The accompanying Referee sign in sheet must be approved by Referee Chairperson or Delegate co- ordination the event. The original kept by Referee Committee.

The second day provincial elimination’s referees and judges will receive honourarium from the OTA. The Referee sign in sheet and approval by Referee Chairperson or Delegate must be completed and returned to Treasurer.

HONORARIUM FOR MEDICAL SUPPORT TEAM \$200.00

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ONTARIO TAEKWONDO ASSOCIATION

CONTACT LIST

1. MULTI DISCIPLINE MEDICAL SUPPORT TEAM SPORTS SPECIALIST REHAB CENTRE

Dr. Mohsen Kazemi
300 Yorkmills Road
Suite 205
Toronto, Ontario M2L 2Y5

Tel : 416-385-0110
Fax : 416-685-0541
Email: drkazemi@sympatico.ca

2. REFEREE COMMITTEE CHAIRPERSON

Master Nyron Higgins
Tel: 416-816-0013
Email: nyhiggins@rogers.com

3. RISK MANAGEMENT AND SAFETY COMMITTEE

Secretary
Tel: 416-652-8889
Fax: 905-827-0178
Email: otasecretary@aol.com

TOURNAMENT COMMITTEE

CONTACT 416- 652- 8889 VOICE MAIL OR
FAX TO 905-827-0178

STEPS TO HOSTING AN OTA SANCTION TOURNAMENT

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1. You must submit the forms listed in Item #2, minimum six (6) months prior to the tournament date to the address below. This allows the Board to adequately schedule tournaments to avoid conflicts in dates and for the Referee Chairperson to co-ordinate officials for each sanction tournament. Please see new Safety Permit Fee Schedule if received less than six months in advance.
2. Forms to submit for hosting a sanction tournament One/Two day
 - Application for Safety Permit
 - Sanctioning Acknowledgement
 - Competition Mat Agreement (One or Two day)
 - Use and Care of Competition Mat
3. You must read and comply with all the rules stated in the RISK MANAGEMENT AND SAFETY MANUAL- ***HOSTING INFORMATION***. This is in your OTA Club Manual, if you do not have a copy please contact us immediately.
4. You must submit a draft copy of the complete tournament package for proper review.
5. Please send ***completed forms, tournament package and permit fee***(payable to OTA) to:

ONTARIO TAEWONDO ASSOCIATION
1185 Eglinton Avenue East
North York, Ontario M3C 3C6
6. When completed forms and payment is received, it will be tabled at the next board meeting for approval. When approved, you will be notified in writing and telephone immediately.
7. Host club must contact Mats Management Team – Master Al Duffy, to make arrangement for mats delivery/pick up, as stated in Mats Rental Agreement. Mats rental charge varies depending on the distance between storage site of mats to the tournament site. Cost will include mats rental, truck rental, honorarium for drivers/setup. See Pg. 19A, 19B, 19C.
8. Medical Support Team must be present at each O.T.A. Sanctioned tournament. Should host choose to make own arrangement, must notify OTA at the time of Safety Permit Application submission.

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9. In order for OTA to provide adequate officials at sanction tournaments, OTA will not sanction events less than two weeks apart. Scheduling reasonable dates for tournaments will improve participants. See Pg 27 for honourariums.
10. OTA Rep(s) will be on site at each sanction event to verify/register OTA members. Non-Members will be required to register on site and one-day insurance is required for Non-OTA Club Members participating at OTA sanction tournament.
11. The OTA is not responsible for number of participants at any sanction tournament.
12. Please read and fill out all required forms carefully; incomplete application will delay approving process.
13. All OTA Clubs are advised to apply for sanction when hosting a tournament.

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