



Dear Event Coordinator,

As an Event Coordinator you must review all policies and regulations regarding CASK sanctioning. These can be found in the ***Rule and Regulations Manual*** and the ***Policies and Procedures Manual***. You are responsible for reviewing and understanding these.

Steps for Requesting and Coordinating an Event with CASK

1. Event Coordinator to submit ***Event Application*** form (*90 days prior to single-bout format competition or 120 days prior to a tournament-format competition*) and ***Sanctioning Fee*** (\$1050) payable to the Council of Amateur Sport Kickboxing.
2. The CASK office will provide the Event Coordinator, via email, the travel expense amounts for all the CASK officials selected to run the event. If an official is changed at any time, a different expense amount may apply.

Please note – The Sanctioning Fee covers the honorarium for each CASK official. The Event Coordinator is also responsible for the travel costs for all officials based on our Expense Policy.

3. The CASK office will notify the club, by email, within 5 business days from receipt of Event Application form, if the event is sanctioned.
4. Upon request, the CASK office can email out the certificate of insurance for the competition.
5. The Event Coordinator must provide ***evidence of insurance for commercial general liability*** to the CASK office upon request. The certificate must list the Council of Amateur Sport Kickboxing as an additional party under the policy.
6. The CASK office will provide the Event Coordinator an ***Event Package*** containing all documents required for the event (i.e. Score cards, pre/post medicals etc). The Event Coordinator is to make sufficient copies of the required sheets.
7. The CASK office can loan gloves to the Event Coordinator in advance of the event. The Event Coordinator is responsible for the use and cleaning of the gloves. The gloves should be given to the Chief Official after the event or couriered back to the CASK office within 5 business days after the event. Missing or damaged gloves will be charged to the Event Coordinator.
8. The Event Coordinator is to email the CASK office 10 business days prior to the event with the most current bout list. CASK will review the list and notify the Event Coordinator if a participant has not sent in their CASK registration form and/or medical. It is the responsibility of the Event Coordinator to ensure that all bouts are adhering to CASK policies on match making and that all athletes have valid passports.

If you require any additional information or clarification on any sanctioning area, please contact the CASK office at any time. The following sheet provides a checklist for Event Coordinators which highlights important requirements.

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International Federation

BUREAU NATIONAL / NATIONAL OFFICE

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National Sporting Organization

Pre-Planning

- Book a Venue with adequate room for the competition, athlete warm-up area, and medical/weigh-ins area
- Book a Medical Doctor (securing a back-up doctor is recommended)
- Book an Emergency Medical Team (EMT).
An EMT consists of 1-2 persons that have advanced first aid training (eg. Nurse, Paramedic, Athletic Therapist, RNA, etc.) and is available to assist the physician during the pre-bout medicals, post-bout medicals and during the competition.
- Book a kickboxing ring, as per CASK regulations
- Prepare all bouts by negotiating with owner/operators of CASK Member Clubs. Ensure that all athletes selected for bouts have their current CASK Passport and match ups fulfill CASK regulations (classification, category, discipline)
- Obtain additional event insurance certificate and send to the CASK Office

Organization

- Meet with the event doctor to review their role and all CASK documents
- Make copies of all required documents for officials
- Book a security company or establish volunteer security personnel
- Ensure weigh in schedule has been communicated to athletes/coaches (weigh-ins and medical exams must occur no more than 3 hours before the event is scheduled to commence and be completed a minimum of 60 minutes before the first bout)

Promotions

- Ensure that all promotional and communication materials list the event as: **CASK Approved and (PSO) Sanctioned**
- Ensure that all promotional/communications clearly indicate that the event is a 'kickboxing' event. Terminology such as MMA, Muay Thai, boxing, no-holds barred or other combat sports names cannot be used.
- Organize any sale items (eg. Tickets, snacks, water etc)

Personnel for Day of Event

- Equipment supervisor – Supervises the gloving of the athletes
- Security – A safety precaution for the running of the event and crowd control
- Ensure that all event staff and volunteers – including ring card holders – are dressed appropriately for all audiences. (Lingerie, swimwear or sexual attire is not appropriate for CASK events)

Weigh In

- Ensure weigh in location is private (no presence of spectators, onlookers or athletes of the opposite gender).
- Secure a digital scale or medical scale only (bathroom scales are not acceptable)

Final Details

- Secure ring equipment (eg. Stools, mops, brooms, etc.)
- Ensure that there are tables located on three sides of the ring with two chairs at each. (One table and two chairs, on 3 sides)
- Ensure there are tables that span the entire length of the ring on the additional 4th side. There must be 8 chairs on this side. This is for the chief officials, doctor etc.
- Ensure there is at least a 1.5 m space and a barrier from the judges/tables around the ring to the spectators, as well as security/event personnel
- Provide snacks and refreshments to the officials during their involvement at the event.
- Ensure music played has no foul language, racist/sexist lyrics and is appropriate for all audiences (children/families).
- A DVD of all bouts is to be submitted to the CASK Office, by courier or registered mail, within 10 business days.

