



Sanction & Hosting of Touch Events

Operations Policy

1. Rationale

The Chinese Taipei Touch Association (CTTA) is committed to ensuring that the delivery of Events is of a high quality and one that reflects and positions Touch as a quality sport.

For this reason, when it comes to the selection and appointment of clubs and groups to host a sanctioned event, CTTA sanctioned events will follow a formal process, requiring any hosting clubs / groups to meet specified criteria.

This policy outlines the process for selection and appointment of sanctioned events and summarises the criteria, administrative and logistic requirements associated with the hosting of those events.

2. General Criteria & Procedures

Selection or appointment of a club to host an event would usually follow a process.

The group requesting sanction of an event would need to be: -

- An affiliated group engaged in regular CTTA organised competition
- Request event sanction for the market that is relevant to their affiliation with CTTA & active in the proposed categories i.e. Open Club = adult participation or Junior Club (Juniors being the under 18 years age group) for a junior event
- Be a dedicated Touch group actively engaged in the sport
- Be active in the development of players; coaches and referees
- The participants of the event should be / should become registered CTTA members
- The event would have positive benefit and outcomes. For example: - for development purposes (via new players, coach & or referee development) introducing new enthusiasts to the sport; financially benefit the club be it via direct participation fees & or via sponsorship and via new members etc. Positive outcomes for the sport generally

Step -1 A club would need to send an official proposal outlining the event; reasons for the staging of the event and benefits, location, dates etc. This can be done via email to taipeitouch@gmail.com

Step-2 The proposal would be tabled and discussed at a CTTA General Committee meeting and evaluated

Step-3 A response would be sent to the club on the outcome of the evaluation – a meeting could follow regardless of whether the response was a positive or negative outcome so as to further evaluate and possibly enhance the proposal and achieve better outcomes from the proposed event

Note: - Following any appointment process CTTA may sanction an event for that year only. Sanction of an event staged in one year is not automatic or guaranteed for a



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specific club the following or ensuing years. Event sanction is an annual process 'event by event'.

This approach would allow alternative clubs the opportunity to also stage sanctioned events at a similar time / at other times in the same year or as the CTTA calendar may allow.

A club wishing to host a sanctioned event must be an affiliated club / group.

Unless specifically detailed to the contrary, proposals for all sanctioned events must include the various administrative, financial and logistic criteria detailed in this policy document, including the benefits of hosting the event to the proposed local and or regional area and to CTTA.

The proposal should outline and specify the benefits to the sport in general.

Any club submitting an event proposal will be advised of the outcome. Further information may be sought or negotiation entered into between CTTA and the member club.

Host and Venue Administrative Requirements

Notwithstanding any additional information requested or supplied in any proposal to stage a sanctioned event must specify the following details: -

- Name of Club / Group / Institution
- Venue / Location of Event
- Event management structure
- Financial or in-kind support from domestic or local government or sponsors
- Accessibility of the proposed venue and any historical information
- Total teams / categories targeted
- Team / player registration process
- Game duration and format
- Number of playing fields
- Facilities at the venue (including shelter and seating for spectators and officials)
- Written approval / confirmation from respective councils or authorities who control intended playing facilities, ensuring full and exclusive use of the grounds for the duration of the tournament
- Suitable access and local transport facilities, including parking space for team vehicles and spectator vehicles
- An event control area and associated facilities for tournament officials, including locations for tournament announcer, scorers, statisticians, and volunteer staff
- A referee's area or adequate sheltered areas for referees and any other officials
- Medical and first aid facilities, qualified medical practitioner and physiotherapy as may be required
- Support staff, liaison officers and associated volunteers for the duration of the event and as required
- Referee manager (may be appointed by CTTA)
- Adequate security systems for all facilities and participants



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Playing Fields / Pitches

Any proposal should include a basic plans relating to proposed playing fields / pitches

- Location and size of all proposed playing fields / pitches
- Details of the playing surface of all intended playing fields / pitches;

Catering and Accommodation

- If offered by the hosting organisation, any proposal should include details of accommodation available to tournament participants.
- If offered, information on catering facilities (including type and nature of food, Halal availability) and if there are any current rights attached to the venue for food, beverages, drinks and alcohol sales

Media and Sponsorship

Any proposal must outline preliminary media plans and facilities and any sponsorship opportunities including

- Any specific event sponsorship secured or intended
- Plans for opening and closing ceremonies, including participant march past, directed towards exposure of the sport and marketability
- Availability and location, size and availability of training and / or warm-up facilities
- Potential post-event activities for participants / spectators

Finance and Insurance Details

The following specific financial details are required in any event sanction proposal: -

- An indicative budget for the event - It would be important that the budget show a profit margin for the host club
- The budget should detail all primary elements of anticipated expenditure and income
- It is normal financial policy that an event sanction fee be charged by CTTA – this would be agreed and may or may not be applied in all cases
- It is normal financial policy that individual participants / teams are subject to an event participation or registration fee or levy payable to the host club – but not mandatory

Note: - Accommodation, food, personal travel and health insurance, international travel for individuals in teams and miscellaneous (local) travel costs are normally excluded from event budgets and are normally the responsibility of competing individuals or teams.

The host club would usually be required to obtain appropriate insurance to cover the general risks that are associated with the staging of an event.

Such insurance is likely to be required to include, but not necessarily be limited to, public liability and potentially extend to event cancellation.



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Where no insurance cover is offered to individuals participating in the event – all individuals must be informed that the event is a 'play at your own risk' and this must be included in promotional material and highlighted on any registration form.

Event Personnel

Any proposal must indicate the proposed arrangements for the following event roles (where applicable): -

- Event organiser - including venue, logistics, etc.
- Tournament organiser (Touch specific matters)
- Statistician, data entry
- Public announcer
- PR, media, website
- Medical
- Security
- Support personnel, including, but not limited to: -
 - Team liaison officers
 - Ground staff
 - Admin support
 - Runners
 - Judiciary
- Any other personnel considered necessary to deliver a quality event

Referees & Officials

In order to ensure that the delivery of a sanctioned event was to meet recognised standards CTTA accredited referees would need to be engaged.

Ideally, a club can provide the majority of accredited referees required for an event. The majority of the refereeing of the event would then become the responsibility of the host club - and this is a good way to keep costs down.

Any event proposal would need to include a referee package and all referees would need to be compensated for their efforts in line with their accredited badge level.

An appropriate referee event package may include and confirm the following items: -

- Game fees as per accreditation
- Travel fee
- F&B
- Goodie-bag
- Event T shirt or similar

A club that promotes an event that has referees officiating of a high badge level may attract more teams as the participants will recognise the high level of delivery the club are targeting.

CTTA Director of Referees / Referee Panel would promote the event to the base of referees and coordinate the support accordingly.



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Recommendations may be offered in regards to adequate referee requirements – total teams / game duration / game starts = X total referees required. This would come as a recommendation as clubs must be realistic on how many games a referee can / will attempt to control during an event.

Policy / Approval / Application

- Any matter of interpretation of, or matter not provided for in this policy, shall be determined by the CTTA Board of Directors & Supervisors
- This policy was approved by the CTTA Board of Directors & Supervisors in 2014
- This policy will take effect immediately upon communication of same to affiliated clubs and after notification that the policy has been posted on the CTTA internet site at <http://chinesetaipeitouch.com/>
- The policy may be updated periodically and is due for review in 2016.