

J.) Sepak Takraw Association of Canada (STAC)

Tournament or Event Hosting/Sanctioning Policy and Procedures

Though Sepak Takraw is being played in some 3,000 schools nation-wide, the idea of having tournaments for schools to play against each other is just barely starting to take place. But STAC is here to assist you in every way we can, and hosting a tournament is really the next step that many schools need to take in the sport now.

There is already an annual Provincial Championship Tournament in Saskatchewan, and other provinces are encouraged to make that their goal too. There are 3 age categories (Youth, 11 – 14; Junior, 15 – 19; Senior, 20 & up) in both men and women divisions.

This Policies and Procedures Document, with the attached Appendixes:

- Will help you to plan and host your tournament and thereby increase the number of tournaments that are offered to schools and clubs throughout the city, district or province that are active in the sport;
- Will serve as a planning guide to ensure that you can provide a quality event to all teams participating.

1. BENEFITS OF HOSTING YOUR OWN SCHOOL/CLUB SEPAK TAKRAW TOURNAMENT:

- 1.1. Playing in your hometown and local facilities;
- 1.2. No traveling required;
- 1.3. Having control over the schedule and all teams attending;
- 1.4. Fund Raising through canteen sales and tournament entry fees;
- 1.5. Helping STAC Clubs to develop through meaningful competition;
- 1.6. Having parents, athletes, and other volunteers work together for the benefit of the entire Club and community;
- 1.7. Drawing people to your community – economic benefits;
- 1.8. Showcasing your Club's dedication and excellence to Sepak Takraw within the Province;
- 1.9. Help all teams meet the very lenient requirements of attending ONLY ONE Sanctioned STAS Tournament in order to qualify for the Provincial Sepak Takraw Championships ... if in place for your province, if not, winners of your sanctioned event are eligible to go directly to the nationals.

2. PLANNING POINTS TO CONSIDER FOR YOUR OWN SCHOOL/CLUB SEPAK TAKRAW TOURNAMENT:

- 2.1. Confirm Location & dates
- 2.2. Book Facility
- 2.3. Set a target number of teams
- 2.4. Decide on entry fee
- 2.5. Submit Hosting/Sanctioning Application to the STAC office
- 2.6. Arrange officials through STAC or Local program
- 2.7. Prepare your Budget of income & expenses
- 2.8. Make sure all Tournament supplies in place or arranged
- 2.9. Communication with, and confirmation of, teams (entry fee paid)
- 2.10. Set all Publicity avenues into motion
- 2.11. Confirm & communicate tournament regulations & format with all teams
- 2.12. Tournament completion duties assigned

* See "Tournament/Facility Checklist", Appendix 2, for a more detailed list of points to consider in your planning.*

3. TOURNAMENT OR EVENT HOSTING/SANCTIONING APPLICATION PROPOSAL

- 3.1. Any STAC Member Club is eligible to submit a Hosting/Sanctioning Application Form (see Appendix 1) to HOST a local Tournament (or other event such as a Coaching/Officials Clinic, Skills Clinic, or Training Camp), or the

Provincial Sepak Takraw Championships, or the National Sepak Takraw Championships, for any of the following divisions (preferably with men's and women's events of the same age category occurring in the same tournament):

- 3.1.1. Youth, ages 11 – 14 (Boys & Girls);
- 3.1.2. Junior, ages 15 – 19 (Boys & Girls);
- 3.1.3. Senior, ages 20 and older (Men & Women).

3.2. **DEADLINES:** Hosting/Sanctioning Application proposals for the National Tournament must be submitted by December 31 for the proposed tournament to take place by June 31 of the following year. For other tournaments or events, the Hosting/Sanctioning Application Forms should be submitted 3 weeks in advance of the tournament.

4. TOURNAMENT/EVENT SANCTIONING WITH STAC

- 4.1. The first step in hosting your own tournament (or Coaching/Officials Clinic, Skills Clinic, or Training Camp) is to also sanction the event with Sepak Takraw Association of Canada.
- 4.2. In order for a tournament/event to be sanctioned by Sepak Takraw Association of Canada, simply submit the same Hosting/Sanctioning Application for your event mentioned above (see Appendix 1) and pay the sanction fee.

5. OBJECTIVES OF TOURNAMENT/EVENT SANCTIONING

- 5.1. To improve knowledge, familiarity and consistency with the hosting of Sepak Takraw Tournaments/Events;
- 5.2. To ensure that services received through the Sanctioned Tournament/Event meet or exceed the standards set forth by Sepak Takraw Association of Canada (STAC);
- 5.3. To improve communication between Sepak Takraw Association of Canada and its members;
- 5.4. To provide information necessary for the organization of National Sepak Takraw Championships.

6. BENEFITS OF TOURNAMENT/EVENT SANCTIONING

- 6.1. Liability Insurance Coverage for the Sanctioned Event.
- 6.2. Sepak Takraw Association of Canada web page promotion of the Sanctioned Event.
- 6.3. Local/National/international promotion of the Sanctioned Event through the Sepak Takraw Association of Canada.
- 6.4. Access to Sepak Takraw Association of Canada's Officials Program. Official services will only be offered to STAC-Sanctioned Events.
- 6.5. Access to STAC Services to help assist in the planning of the Sanctioned Event.
- 6.6. Avoids conflicts with similar STAC Sanctioned Events.

7. REGULATIONS OF EVENT SANCTIONING

7.1. RULES AND REGULATIONS

- 7.1.1. **At this time, local "Youth" division (ages 11 – 14) tournaments, MAY USE MODIFIED RULES, and DO NOT NEED TO SANCTION their event, and MAY USE their own non-certified Officials.**
- 7.1.2. Rules of the Game must be followed as stated in the most recent version of the rules as indicated on the Sepak Takraw Association of Canada Web Site, from the junior (ages 15 – 19) division and older.

7.2. OFFICIALS

- 7.2.1. **All Referees used at STAC-Sanctioned Tournament/Events MUST be STAC-certified and currently registered with Sepak Takraw Association of Canada.**
- 7.2.2. Hosts of Sanctioned Tournaments/Events must contact the STAC Office no less than three weeks prior to the tournament date to arrange for referees.
- 7.2.3. Sepak Takraw Association of Canada registered referees cannot participate in non-sanctioned tournaments or events unless they have received permission from the STAC Office.
- 7.2.4. Any registered Sepak Takraw Association of Canada Official that participates in a Non-sanctioned Tournament or event without permission can lose their Referee Certification status.

8. CODES OF CONDUCT

- 8.1. All STAC-Sanctioned Tournaments/Events must follow the STAC Codes of Conduct as outlined in the Policy and Procedures Manual (Appendix 1, in the Membership Policy/Benefits section).

9. EVENT CONFLICT

- 9.1. The Sanctioned Tournament/Event must not be staged in competition with similar STAC events, unless permission is granted by Sepak Takraw Association of Canada for such events to occur.

10. STAC RECOGNITION

- 10.1. Sepak Takraw Association of Canada must be recognized in all promotional materials and/or activities surrounding the Sanctioned Tournament or Event.

11. FOLLOW-UP REPORT

- 11.1. A Follow-up Report of event must be submitted to the STAC Office. For Tournaments this will include a summary of the final results. For Clinics & Training Camps the report will include a list of participants and instructors.

12. REGISTRATION

- 12.1. For Sanctioned Junior (ages 15 – 19) and Senior (ages 20 & older) Events, all players, teams, coaches and managers **must** be listed with a current Team or Club Member of the Sepak Takraw Association of Canada.
- 12.2. Registered STAC Junior & Senior Players/Teams/Clubs should not participate in Non-Sanctioned Tournaments or Events, or do so at their own risk (as they will not be covered by STAC insurance).

13. PROCEDURES FOR TOURNAMENT SANCTIONING

- 13.1. The Tournament Hosting/Sanctioning Application Form for the event you wish to host/sanction must be submitted **THREE WEEKS** prior to the date of the event.
- 13.2. The Sanctioning Fee of **\$50.00** must be paid at the time of submitting the Hosting/Sanctioning Application;
- 13.3. All Tournament Hosting/Sanctioning Applications are subject to approval by STAC, and will not be approved without receiving the sanction fee;
- 13.4. STAC will notify the Event Host when the request for Tournament Hosting/ Sanctioning is approved, which will typically be very easy and quick (within days of being submitted).

14. TOURNAMENT/EVENT FACILITY

- 14.1. An **INDOOR EVENT** shall consider and have in place all of the following guidelines:
 - 14.1.1. The tournament facility must accommodate at least two standard Sepak Takraw (doubles badminton) courts and should have a ceiling clearance at least 15 feet high with nice bright lighting;

- 14.1.2. The tournament facility should also accommodate bleachers for spectators and have change rooms, bathrooms and preferably have showers (but not mandatory) – or at least shower arrangements nearby – for the athletes;
 - 14.1.3. It is preferable that the tournament facility also have a canteen with some healthy food options & drinks for athletes and spectators;
 - 14.1.4. The “Tournament/Facility Checklist” (see Appendix 2) must be filled out and submitted with the proposal to host, to ensure that everything required for the court set up and matches are either at the tournament facility or arrangements can be made to get it there, i.e., referee chairs, score tables, score cards, score sheets, equipment, etc.
- 14.2. It is preferable for the tournament to be indoors, however, an **OUTDOOR EVENT** is also acceptable as long as the following guidelines are in place:
- 14.2.1. There should be a Tent set up that would serve mainly as shelter for athletes and volunteers, but also be a place where information about the sport can be displayed, food and drinks could be sold, and merchandise could be displayed and offered for sale;
 - 14.2.2. There should be some type of fencing all around the playing court area to keep the balls contained while matches are in progress and also for safety for spectators or people passing by. There must be a free space between the outer court boundaries and the fence of at least 3 meters all the way around;
 - 14.2.3. There should be bleachers set up for spectators to able to sit and enjoy watching the matches;
 - 14.2.4. To minimize the effect of the sun, the courts should ideally be running north-south length wise, and they should be positioned side by side with 6 meters of free space between them;
 - 14.2.5. The “Tournament/Facility Checklist” (see Appendix 2) must be filled out and submitted with the proposal to host, to ensure that everything required for the court set up and matches are either at the tournament facility or arrangements can be made to get it there, i.e., referee chairs, score tables, score cards, score sheets, equipment, etc.

15. EQUIPMENT

- 15.1. Standard Sepak Takraw nets tied onto badminton poles at the correct height with tight tensions, and approved Takraw balls that are the correct weight class for the division(s) involved, must be used for all matches.
- 15.2. Standard court boundaries (outside lines of a regular badminton court), serving circles, forwards' semi-circles and center line must be clearly marked on all courts (can be easily added with line tape on gym floors, or spray paint onto the grass for outdoor events).
- 15.3. Note: all technical rules and specifications are as those posted on the www.SepakTakraw.ca web site.

16. TOURNAMENT BUDGET

- 16.1. A tournament budget must be prepared and submitted with the Hosting Application.
- 16.2. **STAC-sanction Fee of \$50** is highly recommended and well worth the extra support, publicity and insurance.
- 16.3. A follow up financial report must be forwarded to STAC within 30 days after the event.

17. EMERGENCY ACTION PLAN

- 17.1. Arrangements for a certified First Aid Representative to be present at the tournament shall be made by host.
- 17.2. The “Emergency Action Plan Form” (see Appendix 3) must be filled out and included with the Application to host the tournament, and which shall be conveyed to participants upon their arrival at the tournament.

18. PUBLICITY

- 18.1. The host committee will be responsible for local promotion of the event through television and radio Public Service Announcements & news stories, Newspaper advertising & articles, and sending/putting up posters.

- 18.2. All publicity shall include: STAC logos and those of the host and potential sponsors.
- 18.3. The host committee shall submit the final results (team placements and scores of final matches) in each division to all media and to the STAC office, along with a few good action pictures emailed as jpg attachments.
- 18.4. The host committee shall also submit a brief tournament report to the STAC office along with posed pictures (hard-copy or electronic) of the gold, silver and bronze medal teams wearing their medals.
- 18.5. The STAC office will help Sanctioned Events with publicity, i.e., email campaign, Face Book, website.

19. TRANSPORTATION

- 19.1. Each team is responsible to organize and pay for their own transportation to get to the hosting city.

20. ACCOMMODATIONS/FOOD

- 20.1. Hosts are responsible for getting at least three bids for accommodation, to be indicated on hosting application.
- 20.2. Accommodations should be as close to the tournament facility site as possible.
- 20.3. Discounts at nearby restaurants should also be sought out and food suggestions made by the host.
- 20.4. Unless otherwise stated due to possible sponsorship, though the host will suggest the best accommodation options, all teams are responsible for looking after booking and paying for the accommodations themselves.
- 20.5. Likewise with the food, unless otherwise stated due to possible sponsorship, though the host will suggest nearby restaurants to eat at, all teams are responsible for arranging and paying for their own meals.

21. SCHEDULE

- 21.1. Host will be responsible for scheduling potential Coaches/Managers meeting(s), especially prior to the commencement of the tournament, and clearly outlining the playing schedule. Any questions or objections must be dealt with at that time, before the tournament matches begin.
- 21.2. The teams furthest away would appreciate later start times unless they arrive the night before. Try not to have the best teams play each other at the beginning of the tournament and also try to avoid having teams from the same club playing each other. Teams will appreciate a lunch break as well as having a break after two matches in a row.
- 21.3. Schedule matches in 45-minute time intervals. Keeping the tournament on time will depend on the convener and the cooperation of coaches, referees and minor officials. Teams should expect to warm up right on the court they will play on for 5 or 10 minutes prior to every match.
- 21.4. Generally, if seven or less teams are registered in one division in the Tournament, a single group round robin format shall be adopted. If eight or more teams are registered in one division, the teams shall be put into separate pools, with each pool playing round robin matches against only the other teams in their pool, with the top two teams advancing to the finals.

22. TOURNAMENT CONVENER

- 22.1. The Tournament Convener will be appointed by host and made known to STAC within 2 weeks of the event.
- 22.2. The tournament convener may be changed due to extenuating circumstances.
- 22.3. The host committee shall clearly outline to all participating teams prior to the tournament, all details regarding the tournament format, procedures and schedule that will be followed for the event.

23. TOURNAMENT OFFICIALS

- 23.1. The host will be responsible for the recruitment and scheduling of all tournament linespersons, scorekeepers, announcers, photographers and all other volunteers needed to run the tournament.
- 23.2. STAC will help in recruiting/appointing STAC-certified Officials for any STAC-sanctioned Tournament.

24. JUDICIARY COMMITTEE

- 24.1. The host must put into place a Judiciary Committee, prepared to resolve any possible disputes or appeal, and the committee shall consist of the Tournament Convener and two others appointed by the Convener.
- 24.2. Appeals or protests must be filed to the Tournament Convener, in writing, within 30 minutes after the result of the match involving the dispute is announced. The Judiciary Committee must respond to the appeal prior to the end of round robin play or prior to the appealing team's next playoff match.
- 24.3. If there could be a perceived conflict of interest or bias decision for any reason, the Convener shall appoint a new person(s) to take over the judicial duties prior to the committee discussing an appeal.
- 24.4. Note: All other rules of the game to be followed will be those posted on the www.SepakTakraw.ca web site.

25. TOURNAMENT FORMAT & TIE BREAK POLICY

- 25.1. The preferred playing format for a Local, Provincial and National Championship Tournament is to divide the number of teams entered into pools, and have each pool play round robin matches. The top two teams of each pool cross over to play each other until the winner of the semi-final match wins bronze (loser achieves 4th place), the winner of the final match wins gold, while the loser of the final match wins silver.
- 25.2. MODIFYING RULES for Local Youth Tournaments is OKAY and encouraged with new Clubs/Leagues, i.e. rotating players, having a One-bounce rule, kicking from below waist & self-tossing the ball when serving, etc.
- 25.3. If there is a tie after round robin play, the winner of the tie is decided by first counting the number of "SETS" WON AGAINST the tied teams in all their eligible matches (not counting possible exhibitions matches). The team with the LOWEST number of total "sets" won against them wins the tie.
- 25.4. If the number of "sets" won against the tied teams is the same, then the number of POINTS SCORED AGAINST the tied teams in all eligible matches (not counting possible exhibitions matches) shall be counted. The team with the LOWEST number of total points scored against them wins the tie.
- 25.5. If the total number of points scored against the tied teams is the same, then whoever won the match between the two tied teams when they played each other in their round robin match, is the team that wins the tie.

26. TOURNAMENT AWARDS

- 26.1. For major or special tournaments, the host may want to organize a dinner and awards ceremony as a nice social event and fund-raiser, in which case all proceeds shall go to the host.
- 26.2. For the Local, District, or Provincial Tournaments, the organizing association of such shall provide 1st, 2nd and 3rd place teams with bronze, silver & gold medals for up to a maximum of 6 people per team, consisting of three players, two spare players, one coach and one team manager. The local organizer may also provide a 1st place trophy and awards for all-star or MVP players, as chosen by the Officials and Judiciary Committee, if applicable.
- 26.3. Trophies and medals to the winning teams shall be provided by STAC at National Championship Tournaments.
- 26.4. If there is not an Awards Dinner planned by the host, medals and trophies shall be handed out immediately following the end of the final match of the tournament.

27. MERCHANDISE SALES

- 27.1. The host will be responsible for all merchandise sales at the Tournament.
- 27.2. For the National Championships Tournament, all merchandise must contain STAC's official logo, and some products supplied by sponsors may also have their particular sponsors' logo as well.
- 27.3. \$1.00 per item sold that STAC does not supply will go toward STAC, with the host keeping the rest.
- 27.4. For items that STAC supplies, 75% of the net proceeds shall go to the STAC and 25% shall go to the host.

28. INSURANCE

- 28.1. All players, coaches, and managers of STAC-sanctioned Tournaments are insured through their membership fee paid prior to the commencement of the tournament.
- 28.2. All Officials of STAC-sanctioned Tournaments must be STAC-certified, Members of STAC to be in those roles, and are covered by STAC's Insurance.
- 28.3. All volunteers of STAC-sanctioned Tournaments are automatically covered by STAC's Insurance (even though they may not be a paid Member).
- 28.4. There is NO STAC INSURANCE coverage to anyone in any Tournament/Event that is not STAC-sanctioned.
- 28.5. For more information on Insurance, or to request information on the Event Sanctioning Policy or to report a claim under the Sport Accident Policy, contact:

Sepak Takraw Association of Canada
PO Box 24101, RPO Broad St
Regina, SK S4P 4J8
Phone/Fax: (306) 584-8778
Email: STAC@SepakTakraw.ca

TOURNAMENT HOSTING/SANCTIONING POLICY & PROCEDURES, Appendix 1

Tournament or Event Hosting/Sanctioning Application Form

Name of Host Club: _____

Club Contact Name: _____

Mailing Address: _____

Contact Numbers: (w) _____ (h) _____ (f) _____

Email Address: _____

STAS-Sanction Fee (\$50): ___ (✓) Enclosed/mailed

Facility Checklist completed: ___ (✓)

Event Applying for is a (✓): ___ Tournament ___ Clinic ___ Athletic/Training Camp

Category (✓): ___ Men's ___ Women's Age Div. (✓): ___ 11-14 ___ 15 – 19 ___ 20 & up

This Event Will be Held: ___ Indoors ___ Outdoors

Date of Event: _____ Location (town/city): _____

Event Facility(s): 1) _____
(Name & Address)

2) _____

Number of Courts Available: _____ Approx. Ceiling Height: _____

Will there be a canteen? Yes / No Washrooms? Yes / No Showers? Yes / No

If Outdoors, will there be a Shelter Tent? Yes / No Fencing? Yes / No Bleachers? Yes / No

Nearby Accommodations (if applicable, name / address / phone / rate – for 2 double beds):

1) _____

2) _____

3) _____

Other Information:



RETURN TO:

Sepak Takraw Association of Canada
PO Box 24101, RPO Broad St
Regina, SK S4P 4J8
Email: STAC@SepakTakraw.ca
Fax: (306) 584-8778

FOR OFFICE USE ONLY:

Date received: _____

TOURNAMENT HOSTING/SANCTIONING POLICY & PROCEDURES, Appendix 2

Tournament/Facility Readiness Checklist



- LOCATION & DATES CONFIRMED
- FACILITY BOOKED
- TARGET NO. OF TEAMS SET AND CONTACTED
- ENTRY FEE DECIDED
- OFFICIALS ALL ARRANGED
- BUDGET EXPENSES PREPARED:
 - Facility rental/janitorial fees
 - STAC Event Sanctioning Fee
 - Officiating (TIP: have your club members become certified officials to cut some expenses)
 - Phone calls, postage and administration
 - Awards and hospitality items
 - Equipment and tournament supplies
- BUDGET INCOME PREPARED:
 - Entry fees (set and advertised)
 - Canteen Sales (list of what may need to be ordered)
 - Merchandise Sales (purchased/ordered)
 - Sponsorship (potential sponsors contacted)
 - Grant (forms filled out and sent in to STAS office)
- TOURNAMENT SUPPLIES READY:
 - Game balls (at least two per court)
 - Takraw nets, poles (badminton)
 - Courts clearly marked (Court 1, Court 2, etc.)
 - PA system for announcer(s) arranged (if applicable)
 - Shelter Tent arranged (if outdoor event)
 - Canteen or Food & Drinks to be brought in, all arranged
 - Score sheets, draw sheets and line up cards (available from STAS office)
 - Score boards (flip cards for each court)
 - Pencils/pens for score keepers
 - Tables and chairs for score keepers
 - Benches for teams
 - Seats for spectators
 - Large sheet of paper for playoffs
 - Towels (at least one per court)
 - Cash box and float
 - Athletic tape
 - Ice (for injuries)
 - Awards – medals, prizes, etc.
- TEAMS CONFIRMED (ENTRY FEE PAID)
- PUBLICITY IN PLACE
 - Local newspaper (ad & news story)
 - TV Public Service Announcement(s)/News Story
 - STAC web sites
 - Posters designed and sent out/put up
 - Newsletters/bulletins (schools, recreation centers)
 - Photographer assigned
- TOURNAMENT REGULATIONS & FORMAT CONFIRMED
 - Seeding decided (considers: abilities, past game results, etc.)
 - Format set and disclosed (considers: min. # of round robin matches, best of 3 sets, consolation, etc.)
 - Schedule all set up (considers: meetings, start/finish times, time allotted for each match, breaks, etc.)
 - Convener & Judiciary Committee assigned
 - Official's Schedule assigned
 - Physician or First Aid Representative(s) assigned and First Aid supplies arranged to be present
- TOURNAMENT COMPLETION DUTIES ASSIGNED
 - Awards Presentation (plans in place)
 - Results sent to Media and STAC office (fax/email)
 - Gym or Site clean-up
 - Payments of Officials

TOURNAMENT HOSTING/SANCTIONING POLICY & PROCEDURES, Appendix 3

Tournament Convener Duties

IN CASES WHERE THERE IS MORE THAN ONE FACILITY BEING USED IN THE HOSTING OF A TOURNAMENT/EVENT, MAKE SURE THAT EACH FACILITY HAS ITS OWN CONVENER.

1. CONVENER DUTIES “DURING” TOURNAMENT:

- 1.1. Post results and determine tie-break situations as per STAC guidelines, indicated earlier in this section.
- 1.2. Ensure that the tournament schedule is adhered to.
- 1.3. Encourage officials to keep the tournament on time.
- 1.4. Ensure that the playing and surrounding area is safe and free from obstructions. This may mean the removal of some objects, garbage, gym bags, spectators, etc.
- 1.5. Have access to spare equipment and tools in case problems occur.
- 1.6. Arrive at least one hour prior to the start of the first match.
- 1.7. Ensure that all facilities are open and proper signage is posted, e.g., entrance to gym, washrooms, etc.
- 1.8. Check the nets often to ensure good tension and proper height.
- 1.9. Ensure that the score keepers table(s) has the following:
 - 1.9.1. Score sheets
 - 1.9.2. Pens/pencils
 - 1.9.3. Score cards/flip cards
 - 1.9.4. Tournament schedule
 - 1.9.5. Officials’ schedule
 - 1.9.6. At least 2 game balls
 - 1.9.7. Receptacle for garbage
- 1.10. Ensure that the master draw sheet and a tournament schedule are posted in a visible location for teams and spectators.
- 1.11. Have ice on hand in case of minor injuries and have the Emergency Action Plan within easy access.
- 1.12. Ensure that the court numbers are clearly posted and correspond with the Tournament schedule.
- 1.13. Have a rulebook on hand.
- 1.14. Deal with other problems that may arise.

2. CONVENER DUTIES “IMMEDIATELY AFTER” TOURNAMENT:

- 2.1. Fax results to appropriate media on the same day.
- 2.2. Fax or email results to the STAC office immediately.
- 2.3. Assist in clean-up of tournament site.



SEPAK TAKRAW ASSOCIATION OF CANADA (STAC)

PO Box 24101, RPO Broad St Regina, SK S4P 4J8 Canada
 Phone/Fax: (306) 584-8778 Email: STAC@SepakTakraw.ca
 Web Site: www.SepakTakraw.ca

Sepak Takraw Score Sheet

Name of Event: _____ Place: _____
 Date: _____ Gender: M F Age Div.: _____ Pool #: _____ Match #: _____ Court #: _____
 Head Referee: _____ Assistant Referee: _____
 Start Time: ____ : ____ End Time: ____ : ____

REGU A: _____ **vs. REGU B:** _____

SET # 1:																									
Regu (Team) A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Regu (Team) B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

SET # 2:																									
Regu (Team) A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Regu (Team) B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

TIE BREAK:																									
Regu (Team) A	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
Regu (Team) B	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25

RESULT	SET # 1		SET # 2		SET # 3	
REGU	A	B	A	B	A	B
SCORE						

Winner: _____

A vs. B Set Results (i.e. 2:1, 2:0, 1:2, 0:2): ____

Match Duration: _____ minutes

Remarks: _____

Official Referee

REGU (TEAM) A			REGU (TEAM) B		
TITLE:	GIVEN & FAMILY NAME:	Jersey No.	TITLE:	GIVEN & FAMILY NAME:	Jersey No.
Coach		-----	Coach		-----
Manager		-----	Manager		-----
Player 1			Player 1		
Player 2			Player 2		
Player 3			Player 3		
Spare 1			Spare 1		
Spare 2			Spare 2		

TOURNAMENT HOSTING/SANCTIONING POLICY & PROCEDURES, Appendix 5

Emergency Action Plan

Injuries in the sport of Sepak Takraw have been very minimal since it is not a contact sport; however, it is always best to be prepared for anything, especially in with major tournaments/events. Injuries that could occur might be the stretching or tearing of ligaments, hamstring, ACL, sprained ankles and such. The following plan will ensure you are prepared.

Name of host Club/Institution	
Name of host tournament facility	
Location of host facility (address, city)	
Host facility phone number	
Directions to host facility	
Charge Person (i.e., team medic/coach/manager)	
Call Person (assigned by Charge Person)	
Control Person (assigned by team Charge Person)	
Location of nearest phone	
Number to dial for EMS (i.e., 9 – 911)	
Number to dial for local security	
Location of nearest emergency facility	

IN CASE OF EMERGENCY:

1. Charge person will manage the scene or assist the visiting team's coach/manager with the injured athlete.
2. Control person will ensure spectators/athletes are kept a distance away, and get first aid supplies as indicated by the Charge person.
3. Charge person will signal the call person to get the physician/First Aid Representative or to call an ambulance using the following signals if necessary:
 - 3.1. Fist in the air (request Physician/First Aid Rep. to the court – non life threatening emergency);
 - 3.2. Hand to head (request Physician/First Aid Rep. to the court – possible spinal cord injury);
 - 3.3. Hand to heart (immediate request Physician/First Aid Rep. to the court and 911 EMS call – life threatening emergency).
4. Call person will call for ambulance either by cell phone, or facility's phone by calling 911. Call person will inform emergency personnel of the number of athletes injured, type of injury and location of facility. Call person will report back to Charge person that the call has been made. Call person will meet the ambulance and direct EMS to the injured athlete.
5. Medical team (Charge person, Physician or First Aid Rep. and Control person) will provide appropriate care until EMS arrives. Possible spinal cord injuries shall be stabilized with cervical spine stabilization and not moved. Packaging and transport will be completed by EMS. Upon arrival of EMS, the medical team will provide them with the athlete's name, age, injury, vital signs, treatment given and any other relevant information.
6. Someone from the injured athlete's team should accompany the injured athlete to the hospital.
7. Charge person, or his/her designate, shall complete an Illness and Injury Attending Report and notify the athlete's coaching/medical staff of the incident/injury.





SEPAK TAKRAW ASSOCIATION OF CANADA (STAC)

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Web Site: www.SepakTakraw.ca

ILLNESS & INJURY/ACCIDENT REPORT FORM, Appendix 6

SECTION 1 – DETAILS OF ILL OR INJURED PERSON (to be completed by the injured person where possible)

Given Name: _____ Family Name: _____

Home Address: _____ City/Town: _____ Province: _____

Postal Code: _____ Home Phone: _____ Work Phone: _____ Age: _____

Please Circle: Male / Female STAC Individual Member Athlete Volunteer Spectator Other _____

SECTION 2 – DETAILS OF ILLNESS OR SPORTS INJURY (to be completed by team or event person responsible)

Date of Incident: _____ Time of Incident: _____

Name of Venue: _____ Location (town/city): _____

Reported to: _____ Date and Time Reported: _____

Nature of Illness/Injury (i.e. vomiting, diarrhea, cramps, sprain, bruise, cut): _____

Area of Discomfort/Pain or Part of Body Injured: _____

Give a Full Account of the Incident: _____

Names and Addresses of Witnesses (where appropriate): _____

Detail any equipment, tools, objects, substances, etc. which were involved: _____

Detail any known defects or inherent risks: _____

Who has been contacted? Organizing Group Doctor Hospital Police Parent Host Family

Ambulance Requested: Yes Date/Time requested: _____ Date/Time Arrived: _____

Signature of Reporting Person: _____ Full Name (print): _____

Job Title: _____ Phone: _____ Date: _____

TOURNAMENT HOSTING/SANCTIONING POLICY & PROCEDURES, Appendix 7

Tournament Results Form

Tournament Name: _____

Tournament Date: _____ **Gender:** Male Female

Age Category: _____ (Youth, 11 – 14; Junior, 15 – 19; Senior, 20 & up)

ROUND ROBIN RESULTS:

If you do not have playoffs for every place, please mark the teams as tied for 5th.

Jr./Sr. Men's Side: Pool 1, Round Robin Finish

1) _____ 5) _____
 2) _____) _____
 3) _____) _____
 4) _____) _____

Jr/Sr Women's Side: Pool 1, Rnd Robin Finish

1) _____ 5) _____
 2) _____) _____
 3) _____) _____
 4) _____) _____

Jr./Sr. Men's Side: Pool 2, Round Robin Finish

1) _____ 5) _____
 2) _____) _____
 3) _____) _____
 4) _____) _____

Jr/Sr Women's Side: Pool 2, Rnd Robin Finish

1) _____ 5) _____
 2) _____) _____
 3) _____) _____
 4) _____) _____

PLAY-OFF FINAL RESULTS:

If there is only one pool in one category, then for the play-offs (if time permits) have 1st play 3rd, and 2nd play 4th; the losers of which play for Bronze, the winners of which play for Gold and Silver.

If there are two pools in one category, then cross over & play-off top 2 placements from each pool.

Jr./Sr. Men's Side: Play-offs Final Results

Gold: _____
 Silver: _____
 Bronze: _____

Jr/Sr Women's Side: Play-offs Final Results

Gold: _____
 Silver: _____
 Bronze: _____

Comments:

Please submit this form to the STAC office by mail, email or fax no later than one week after the tournament. Thanks!



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