**SWISS TAEKWONDO**

**ROLL MAT LOAN REQUEST FORM – TOURNAMENTS**

## 1. Tournament Information

**Name of Tournament:**

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**Date of Tournament:**

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**Venue / Sports Hall:**

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**Full Venue Address:**

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**Expected Number of Athletes:**

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**Expected Number of Competition Areas:**

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## 2. Organizer / Applicant

**Club / Organization:**

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**Contact Person:**

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**Function:**

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**Telephone:**

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**E-mail:**

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**Billing Address (if different):**

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## 3. Delivery & Collection

The Swiss Taekwondo roll mats are delivered and collected by:

**Roth Reisen AG**
**E-mail:** info@roth-reisen.ch

**Contact person at the venue:**

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**Mobile phone number:**

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**E-mail:**

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**Delivery address:**

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**Preferred delivery date / time:**

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**Preferred collection date / time:**

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The organizer must ensure that a responsible person is present at the agreed delivery and collection times. The access route to the sports hall must be suitable for the transport vehicle and the delivery of the roll mats.

## 4. Transport Costs

The transport cost for the Swiss Taekwondo roll mats is:

**CHF 900.– for delivery and return transport**

This amount covers the transport of the roll mats to the tournament venue and their subsequent return. ☐ I confirm acceptance of the transport costs of **CHF 900.–**.

## 5. Hall & Access Information

To ensure smooth delivery and collection, please provide the following information:

**Parking / unloading area available:**
☐ Yes
☐ No

**Direct access to the sports hall:**
☐ Yes
☐ No

**Stairs / steps on the transport route:**
☐ Yes
☐ No

**Lift required:**
☐ Yes
☐ No

**Special access information:**

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## 6. Detailed Hall Plan

A **detailed hall plan must be attached** to this application.

The plan must clearly show:

- the dimensions of the sports hall;
- the position and number of competition areas;
- the planned position of the Swiss Taekwondo roll mats;
- the location of the unloading area;
- the access route from the unloading area to the sports hall;

- any stairs, lifts or other access restrictions.

**Detailed hall plan attached:**
☐ Yes
☐ No

## 7. Conditions of Use

The Swiss Taekwondo roll mats are provided exclusively for the tournament specified in this application.

The organizer agrees to:

- use the roll mats exclusively for the designated Taekwondo tournament;
- use the mats appropriately and carefully;
- keep the mats clean and dry;
- not cut, modify, glue, drill or otherwise alter the mats;
- not place sharp or damaging objects on the mats;
- ensure that athletes, referees, coaches, officials, volunteers and staff use the mats appropriately;
- ensure that the mats are protected from unnecessary damage during the tournament;
- immediately report any damage or defect to Swiss Taekwondo;
- return the mats in the same condition in which they were received, allowing for normal wear and tear;
- ensure that the mats are properly prepared and accessible for collection at the agreed time.

The tournament organizer is responsible for the proper handling and supervision of the mats during the entire tournament.

## 8. Procedure in Case of Damage or Defect

Any damage, defect or abnormal condition must be reported **immediately to Swiss Taekwondo**.

In the event of damage during the tournament:

1. Stop using the affected section of the mat if continued use could create a safety risk.
2. Inform the responsible Swiss Taekwondo contact person immediately.

3. Take photographs of the damage.
4. Provide a brief description of the damage and, if known, how it occurred.
5. Do not attempt to repair, glue, cut or otherwise modify the mat without prior approval from Swiss Taekwondo.

The organizer may be held responsible for damage resulting from improper use, negligence or intentional damage.

Normal wear and tear resulting from appropriate tournament use is excluded from this provision.

## 9. Liability Insurance

The organizer confirms that the tournament is covered by an appropriate **Public Liability / Third-Party Liability Insurance**.

**Insurance company:**

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**Policy number:**

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**Policy holder:**

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**Insurance coverage valid for the tournament date:**
☐ Yes
☐ No

**Confirmation / certificate of liability insurance attached:**
☐ Yes
☐ No

## 10. Required Attachments

The following documents must be submitted together with this application:

☐ **Detailed hall plan** showing the competition areas and access route

☐ **Confirmation / certificate of liability insurance**

☐ Other relevant documents:

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# 11. Declaration of the Tournament Organizer

By signing this application, I confirm that the information provided is complete and correct.

I have read and understood the conditions for the loan and use of the Swiss Taekwondo roll mats and agree to comply with them.

I confirm that the roll mats will be used responsibly during the tournament and that any damage or defect will be reported immediately to Swiss Taekwondo.

**Name:**

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**Function / Position:**

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**Club / Organization:**

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**Place and Date:**

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**Signature:**

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# FOR SWISS TAEKWONDO USE ONLY

**Approved by EB:**

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**Date of approval:**

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**Transport confirmed with Roth Reisen AG:**

☐ Yes

☐ No

**Delivery date / time:**

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**Collection date / time:**

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**Number of roll mats:**

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**Additional remarks:**

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