



## INSTRUCTIONS FOR APPLICATION TO SPONSOR A RANKING EVENT

### ELIGIBILITY TO SPONSOR A RANKING EVENT

Any Association member may apply to sponsor a Ranking Event for Ranks 1 - 6 by completing and submitting the Application to Sponsor a Ranking Event form. A sponsor can organize a Ranking Event as often as necessary.

Only Examining Committees that have been given examining rights by the Yang Family Tai Chi Ranking Department, are permitted to conduct ranking tests. An Examining Committee is authorized during the process of applying to sponsor a Ranking Event.

### APPLICATION FORM

Submitting an "Application to Sponsor a Ranking Event."

- The Sponsor of the Ranking Event submits the standard Association form "Application to Sponsor a Ranking Event" to the Ranking Department. See information on this form.
- Submit the Application at least sixty (60) days in advance of the Ranking Event.
- The Application may be submitted either by mail or electronically.

### Completing the Application form

#### Section 1. Sponsor and Location Information

Sponsor and sponsor's contact information.

Sponsor's affiliation to the Association and ranking event

location information.

#### Section 2. Examining Committee and Testing Information

The sponsor of the Ranking Event is responsible for securing a qualified Examining Committee in advance of the event. Members must have sufficient rank to qualify the Committee to conduct the examination (and in the future must be listed in the Judges' Registry).

Number of Judges: A minimum of three Scoring Judges is required to conduct a Ranking Event. This may include the Presiding Judge. The Presiding Judge and Scoring Judges may perform other Judges' duties, provided their rank is sufficient.

Name, Rank, Association membership number of Examining Committee members

Testing Date, Testing time, Ranks to be tested

### Approval or Non-approval of the Application

- If the application can be approved, the Judges and Ranking Department Head informs the Sponsor.
- If the application cannot be approved, the Department Head lets the Sponsor know the reason so that changes can be made to the application. The application may be resubmitted.

### Listing the Ranking Event on the Yang Family Tai Chi website.

- After the Ranking Event is approved, The Association lists it on the Yang Family Tai Chi website.

### Changes to the Application

- Changes to the original Application must be submitted in writing to the Ranking Department in advance of the Ranking Event, either by mail or electronically.
- Changes to the sponsoring unit, date, location, or time must be approved in advance by the Ranking Department Head.
- Changes to the Examining Committee
  - a. Changes in the Presiding Judge, Scoring Judges, or Push Hands Partnering Judge must be approved in advance by the Ranking Department Head.
  - b. Changes in other Examining Committee members do not require advance approval. Duties of the Forms Judge, Organizing Judge, and Test Proctoring Judge may be interchangeable without advance approval, provided their rank is sufficient.
  - c. Changes that have not been approved and have the effect of disqualifying the Examining Committee may result in the entire Ranking Event being invalidated.

### Cancellation

- If the Ranking Event is cancelled, the Sponsor is responsible for notifying Examining Committee members, candidates, and the Ranking Department.





## APPLICATION TO SPONSOR A RANKING EVENT

### 1. SPONSOR AND LOCATION INFORMATION

*Sponsor does not have to be a Center or a Center Director, since the Judges Registry will be used for all matters pertaining to Judges and Ranking. A Yang Family Tai Chi School or Associate or Certified Instructor can be the sponsor, while inviting a Presiding Judge and Examining Committee who are qualified. The Association Advisory Committee can also sponsor a Ranking Event.*

Sponsor's Name	Center Or Other Affiliation With Association
<b>CONTACT INFORMATION FOR SPONSOR:</b>	<b>LOCATION OF RANKING TEST:</b>
Address: _____	Address: _____
City: _____ State/Province: _____	City: _____ State/Province: _____
Country: _____ Zip Code: _____	Country: _____ Zip Code: _____
Phone: _____ Application Date: _____	Phone: _____
Email: _____	Website: _____

### 2. EXAMINING COMMITTEE AND TESTING INFORMATION

Examining Committee

Presiding Judge	Rank	Member ID	Organizing Judge	Rank	Member ID
Forms Examiner	Rank	Member ID	Push Hands Partnering Judge	Rank	Member ID
Judge 1	Rank	Member ID	Judge 2	Rank	Member ID
Judge 3	Rank	Member ID	Judge 4	Rank	Member ID
Judge 5	Rank	Member ID	Judge 6	Rank	Member ID

Ranks To Be Tested:    Rank 1            Rank 2            Rank 3            Rank 4            Rank 5            Rank 6

Testing Date(s): \_\_\_\_\_ Testing Time(s): \_\_\_\_\_ Application Deadline Date: \_\_\_\_\_

Submit to:

YANG FAMILY TAI CHI  
Ranking Department  
Email: ranking@yangfamilytaichi.com

### 3. Ranking Department Comments

Department Head Comments

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## FOR ADDITIONAL JUDGES

### Examining Committee

Presiding Judge	Rank	Member ID
Forms Examiner	Rank	Member ID
Judge 1	Rank	Member ID
Judge 3	Rank	Member ID
Judge 5	Rank	Member ID

Organizing Judge	Rank	Member ID
Push Hands Partnering Judge	Rank	Member ID
Judge 2	Rank	Member ID
Judge 4	Rank	Member ID
Judge 6	Rank	Member ID

Presiding Judge	Rank	Member ID
Forms Examiner	Rank	Member ID
Judge 1	Rank	Member ID
Judge 3	Rank	Member ID
Judge 5	Rank	Member ID

Organizing Judge	Rank	Member ID
Push Hands Partnering Judge	Rank	Member ID
Judge 2	Rank	Member ID
Judge 4	Rank	Member ID
Judge 6	Rank	Member ID

Presiding Judge	Rank	Member ID
Forms Examiner	Rank	Member ID
Judge 1	Rank	Member ID
Judge 3	Rank	Member ID
Judge 5	Rank	Member ID

Organizing Judge	Rank	Member ID
Push Hands Partnering Judge	Rank	Member ID
Judge 2	Rank	Member ID
Judge 4	Rank	Member ID
Judge 6	Rank	Member ID

