



***EKF ORGANISING RULES (OR)***



### **General**

The EKF Organising Commission (from now on OC), will be in charge of supervising the organisation and running of all European Championships, i.e., Senior, Junior & Cadet and Regions Championships.

The host National Federation must conform to the enclosed rules. Any deviation from these rules will have to be reported on time from the organisers to the EKF-OC Chairman, who will take the final decision in agreement with the EKF President and the General Secretary.

The EKF-OC will be composed of the Chairman, who will be appointed by EKF Executive Committee (from now on EC), plus a maximum of four members, that the OC Chairman may propose for each Championships, to EKF-President, who will appoint them.

Any contradiction found in these Rules will be settled finally by the EKF Executive Committee

### **1. SITE AND DATE**

- 1.1.** The site for European Karate Championships (Senior, Junior & Cadet, and Regions) will be confirmed by a preceding Congress acting upon a proposal forwarded by the EC to the Congress once examined the candidatures received.
- 1.2.** The host National Federation must notify the EKF General- Secretary at least 8 (eight) months in advance of the precise date and venue of the Championships. Failure to do so can result in the EC taking the Championships away from the designated Country.
- 1.3.** The European Junior & Cadet Championships are held every year and shall take place during the first two weeks of February. The European Senior Championships are held every year and shall take place during the first two weeks of May. The European Regions Championships are held every year and shall take place during the first two weeks of June. Any exception to this will have to be expressly authorized by the EC.
- 1.4.** The site of a European Championships shall be located no more than 60 (sixty)



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kilometres from an international airport which receives regular direct flights from other countries. Any exception to this will have to be expressly authorised by the EC.

- 1.5.** The Country of the National Federation selected by EKF must be able to guarantee access to the whole of the EKF membership.

No later than 4 (four) months before the date of the scheduled Championships (3 (three) in the case of the Regions Championships), the host National Federation must send out the first information Bulletin to all EKF member countries. The draft of this bulletin, prior to being circulated, must be sent to the EKF President for approval.

This bulletin must contain at least the following:

- a) The date and venue for the event (already communicated 8 (eight) months in advance)
  - b) Preliminary programme of activities.
  - c) Hotels details and prices and airlines information.
  - d) Name, address, telephone, fax and official e-mail of the host National Federation Organising Commission and Travel Agency.
  - e) Other General Information (e.g. visa requirements, etc).
  - f) Insurance.
  - g) Customs and currency regulations, if any.
  - h) Health and vaccination regulations.
  - i) Local weather / climate at the time of the event.
  - j) Other relevant information.
- 1.7.** No later than 6 (six) weeks prior to the event (not in the case of the Regions Championships), another bulletin must be circulated with the following information:
- a) Final confirmation of the contents of the first bulletin.
  - b) Final program for the Championships and all connected events (Congress, Commissions Meetings, etc.), agreed with the EKF-OC.
  - c) Place and time of Registration.
  - d) Requirements for Registration, address for Entry Cards and deadline for entries.



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The draft of this bulletin, prior to being circulated, must be sent to the EKF President for approval.

- 1.8.** The Championships will be under the overall control of the EKF OC, which represents the EKF EC.
  
- 1.9.** The host National Federation (Organising Federation) is responsible for the in-Country arrangements for the Championships and not with the duties of the OC and the actual running of the Championships itself.

The host National Federation will select if possible a maximum of 3 (three) hotels for all members of the participating countries, of which 1 (one) of them will be the headquarters hotel. The names of the hotels selected must be passed on to the EKF OC for ratification, and once ratified will be the Official Hotels for the competition.

The Championships must be organised according to the EKF Rules. The competitions programme must be approved by the OC.

The host National Federation will not be held responsible for any participating National Federation which fails to comply with the deadline for reservations and registration if a participating National Federation chooses any hotels other than those selected by the host National Federation, the latter will bear no responsibility arising from such a choice.



### 2. **COMPETITION VENUE**

#### 2.1. **Arena Dimensions**

The competition arena must be large enough to accommodate 6 (six) or 5 (five) matted areas in the Junior & Cadet Championships and in the Regional Championships and 4 (four) in line matted areas in the Senior Championships (see Annex 1).

The total dimensions of the competition area must be at least 56 metres x 38 metres and must be organised according to the map included in Annex 1 in the case of the Senior Championships.

Each competition area measures 8 x 8 meters, and is surrounded by a further 2 meters wide safety area, therefore it is necessary to allow 12 x 12 meters per area.

It is imperative that all mats are of the interlocking type and firmly secured to the floor. They must be of EKF or WKF approved type.

#### 2.2. **Spectator Seating**

The spectator seating capacity is at the discretion of the host National Federation. However, there should be seating for at least 2500 spectators for the Juniors & Cadets and the regional Championships, and 5000 for the Seniors. Special seating for 200 people must be reserved for VIP's and ample seating for referees, coaches and competitors.

#### 2.3. **VIP's and Referees Area**

The seating area for the VIPs and the referees must be constantly monitored by stewards and security to avoid unwarranted intrusion.

#### 2.4. **Stadium Rooms**

There must be adequately spaced, separate rooms for the following:

- WARM-UP/PRACTICE (KUMITE & KATA) (see app. 8)



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- WEIGHING (MALE & FEMALE) (see app. 9)
- PRESS & MEDIA (see app. 10)
- MEDICAL & DRUG TESTING (see app. 11)
- OFFICIALS (see app. 12)
- CHANGING ROOMS (see app. 13)
- V.I.P. LOUNGE (see app. 14)

### 2.5. National Flag

The National flag of each Country should be exhibited, together with the official EKF flag. National Anthems must be available on fast recall. Each National Federation should supply the host National Federation with their flag and their National Anthem.

### 2.6. Podium

A winner's podium should be provided and the OC must make proper arrangements for the presentation of prizes (see official medal ceremony). At least for the Senior Championships, the podium will be placed permanently in the background on one side of the competition area (See Annex 1) in the case of the Senior Championships

## 3. HEADQUARTERS HOTEL AND OFFICIAL HOTELS

- 3.1. The designated hotels must be approved by the EKF OC. The hotels shall be of reasonable quality. The hotel chosen as the headquarters, should have available a minimum of 150 (one hundred and fifty) rooms for the duration of the Championships.
- 3.2. The hotels shall be of a good standard and priced in realistic context with National rates. The host National Federation may not arrange for delegations to be surcharged for their usage of the designated hotels. On the contrary, efforts must be made by the host National Federation to obtain a reduced price.

The host National Federation must not intervene between the hotels management and the delegations unless it can prove that by so doing, it is able to secure a more favourable rate. Any Organising Federation found in default of this regulation shall forfeit its surety to the EKF, and the case



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examined by the Disciplinary Commission.

- 3.3.** The hotel rates must be given, at least, on a Bed & Breakfast basis, individual and double occupation, and per night, without including any other concept (transport, hostesses, interpretation, etc.). Also the prices must be given in the local currency, stating in its case the exchange rate between the local currency and the Euro (€) at the time of the quotation.
- 3.4.** The headquarters hotel is by priority for the accommodation of the following:
- |                                |              |
|--------------------------------|--------------|
| EXECUTIVE COMMITTEE            | (see app. 1) |
| REFEREE COMMISSION             | (see app. 2) |
| TECHNICAL COMMISSION           | (see app. 3) |
| ORGANISING COMMISSION          | (see app. 4) |
| MEDICAL COMMISSION             | (see app. 5) |
| REGISTRATION                   | (see app. 6) |
| CONGRESS & ASSEMBLY OF REGIONS | (see app. 7) |

## **4. TRANSPORT**

- 4.1.** The host National Federation must offer courtesy transport from the headquarters hotel and official hotels to the stadium and return to all delegations and individuals which made a reservation through the official travel agency. Also it must provide courtesy transport for the Referee Course and return.

The host National Federation will also do their best to arrange, upon demand, the transportation of the delegations from the airport to the hotel. This service will be quoted and accordingly charged.

The host National Federation must also provide separate courtesy transport for all Executive Committee and the Commissions members from the airport to the hotel and for their official duties during the Championships. The schedules will be coordinated by the OC chair with the host National Federation.

It will have to provide separate courtesy transport for the competitors passing the doping control all the competition days.

- 4.2.** The President or in his absence the acting President, the General Secretary



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and the Treasurer will each have a car with driver, set up free of charge by the host National Federation and available for their transport during the whole duration of the Championships.

- 4.3.** The other EC members will have permanently available a minibus for their transport between the Headquarters Hotel and the stadium.  
There will be a shuttle bus service between the Headquarters Hotel and the stadium during the whole duration of the Championships.

Note: This 4.2 and 4.3 has been copied from the Protocol Rules.

### **5. REGISTRATION AND ACCREDITATION**

- 5.1.** At registration, accreditation cards will be issued bearing the holder's photograph, together with the final schedule and promotional material. A current annual WKF Black/Brown Belt Card must be presented or issued.

The accreditation card must be carried at all times during the Championships.

- 5.2.** For details of registration requirements, see Appendix 6.
- 5.3.** No entry should be registered by the OC unless first cleared by the EKF Treasury with evidence that EKF membership fees and event registration fees are fully paid.  
Evidence of nationality must be produced in respect of all the athletes.
- 5.4.** Registration documents and all paperwork concerned with the Championships must be written at least in English.
- 5.5.** The host National Federation is responsible for providing free of cost and charge venues for the Referee Course, meetings of the EC, the SC, the TC, the RC, the OC, the MC, the ADC, and if applicable for the Medical Congress, the Coaches Seminar, the EKF Congress and other EKF official meetings (see appendixes 1 to 7).



### 6. MEETINGS.

- 6.1. The EKF OC will submit, 4 (four) months prior to the event, the number of rooms and space needed, in case it would feel necessary to modify the following parameters

EXECUTIVE COMMITTEE	16 people
REFEREE COMMISSION	12 people
TECHNICAL COMMISSION	12 people
ORGANISING COMMISSION	10 people
MEDICAL COMMISSION	5 people
REGISTRATION	100 sq. metres minimum

If large enough rooms are available in the Headquarters Hotel, the following must be provided:

CONGRESS (only in Senior Championships)	120 people
ASSEMBLY OF REGIONS	100 people
REFEREE COURSE	120 people
REFEREE EXAMINATION	120 people

- 6.2 In addition to what described before, a meeting room for a capacity of 20 people, should be kept available throughout all the Championships.
- 6.3 The host National Federation must provide 2 (two) interpreters in English and 1 (one) in French for the Championships.
- 6.4 Throughout the Championships, the host National Federation must provide an enquiry desk (in the headquarters hotel before the start of the competition and in the Sports Venue during the competition days) to deal with problems faced by participating National Federations. This shall be a non-stop operation from 8.00 am until 22.00 pm. or in accordance with the whole competition timetable.

### 7. RESPONSIBILITIES OF THE HOST COUNTRY DOCTORS.

- 7.1. A short meeting between the Referee Commission and the medical local staff must be held before the start of the competitions in order to familiarise as necessary with the Competition Rules.



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- 7.2** All the medical staff participating in the event must have the prior approval from the EKF Medical Commission. Therefore the host National Federation must send to the Medical Commission Chairman a copy of their CV, including their experience in attending Karate tournaments at least 2 (two) months before the Championships start.
- 7.3.** A minimum of one doctor per competition area is required for the duration of the Championships, plus adequate qualified first aid staff.
- 7.4.** A standby ambulance for emergencies must be supplied and be available throughout the competition schedule. A second ambulance is recommendable.
- 7.5.** All the local doctors must be competent in at least 1 (one) official EKF language (English or French).
- 7.6.** A drug testing unit conforming to WKF Anti-Doping Regulations must be available and operative, the expenses for the unit to be met by the host National Federation. For any other queries and responsibilities, refer to the EKF Medical Commission Operation Rules.
- 7.7.** The host National Federation shall provide information to all the delegations about the Health Care System in the country, including a list of the hospitals to which referral of potential patients is recommended. At the same time, a Doctor must be on call by telephone, to assist the members of the different delegations in case of any problem. The doctor's telephone number must be clearly available in the information file sent to every participating National Federation.

## **8. THE REFEREE COURSE**

- 8.1.** There must be adequate seating for at least 120 (one hundred and twenty) people plus enough floor space for two full competition areas.



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### Material to be provided by the host National Federation

- 10 blue flags
- 10 red flags
- 20 blue belts
- 20 red belts
- 4 chronometers
- 4 bells or buzzers
- 2 official scoreboards

When the Referee course takes place in coincidence with the Senior Championships at least 30 (thirty) black belt active competitors will have to be present during the referee course, to perform Kumite and at least 8 (eight) good competitors from the various styles for Kata. All must be prepared according to WKF competition Rules (karate-gi, gum shields, mitts, etc). This is not necessary when the Referee course takes place in coincidence with the Regions Championships.

- 8.2. Adequate seats and tables for 120 (one hundred and twenty) people must be available for the referees' examination, with separate seating for the Referee Commission. Also an LCD projector with connecting cables for a lap top computer, and a suitable large screen together with at least 2 microphones. The room must be available according to the official program.
- 8.3. A most important task of the host National Federation in connection with the RC is liaison. It is therefore a requirement that liaison officers are appointed by the host National Federation to work with the RC members.
- 8.4. Further to this, the host National Federation must provide at least 2 runners for the exclusive use for the Referee Commission during the Championships.

## 9. THE DRAW

- 9.1. The draw will be made by the OC in the presence of an EC member expressly appointed. Each completed master sheet must be signed by an OC official.
- 9.2. The draw must use the EKF computerised random process with the exception that the previous corresponding Championships finalists are separated as



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widely as possible.

- 9.3.** Entries for the draw will be those taken from the registration forms.

### **10. PRIZES**

- 10.1.** These are to be provided by the host National Federation.

In individual events the first prize will be a gold medal, the second prize a silver medal, and the third prizes bronze medals.

All members of the placed Kumite and Kata teams (including the coach) should receive a medal plus one trophy per team.

- 10.2.** In identifying with the Olympic ideal, Karate will only provide high quality gold, silver and bronze medals for the individual categories. The medals will inscribe the EKF emblem, the name of the Championships and the position obtained in every discipline and category.

- 10.3.** Diplomas.

### **11. FOOD REQUIREMENTS**

- 11.1.** The host National Federation is not obliged to provide food to athletes. Any assistance provided in this respect is a courtesy.

- 11.2.** The host National Federation is required to provide the working referees, the referees attending the referee course, the doctors and the EKF working officials with a free meal every 4 (four) working hours and a continuous supply of free hot and cold drinks during the referee course and during the Championships.

- 11.3.** One packed meal only may be served during a working day. Other meals must be hot and served in an area set aside for all EKF working officials.

- 11.4.** Members of the EKF EC and working members of other Commissions must be provided with food by the host National Federation. Owing to the nature of their work, a separate meal service must be provided by the host National Federation so they do not have to queue.



### 12. FINANCIAL RESPONSIBILITIES

12.1. The host National Federation, in addition to the preparatory visit included in 15.1 and 15.2 must meet the following expenses:

#### A) Junior and Cadet Championships

A1) Travel

14(fourteen) flight tickets plus local transport necessary for the 14(fourteen) individuals designated by the EKF

A2) Accommodation

Accommodation on a bed and breakfast and single room basis in the headquarters hotel for a total of 75 nights for those individuals designated by the EKF.

A3) Meals

A total of 75 units for lunch and 75 units for dinner for those individuals designated by the EKF.

#### B) Senior Championships

B1) Travel

14(fourteen) flight tickets plus local transport necessary for the 14(fourteen) individuals designated by the EKF.

B2) Accommodation

Accommodation on a bed and breakfast basis in the headquarters hotel for a total of 115 nights for those individuals designated by the EKF.

B3) Meals

A total of 115 units for lunch and 115 units for dinner for those individuals designated by the EKF.

#### C) Regions Championships

C1) Travel

8(eight) flight tickets plus local transport necessary for the 8 (eight) individuals designated by the EKF



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### **C2) Accommodation**

Accommodation on a bed and breakfast and single room basis in the headquarters hotel for a total of 50 (fifty) nights for those individuals designated by EKF.

### **C3) Meals**

A total of 50 (fifty) units for lunch and 50 (fifty) units for dinner for those individuals designated by EKF.

## **12.2 Surety**

Any National Federation which has been successful in bidding and having been awarded by the Congress the right to host an EKF official event is liable before EKF from the moment of such award for a surety that must be paid with deadline the 31<sup>st</sup> December of two full years prior to the event. The amount of the surety will be fixed from time to time by EKF-EC. An irrevocable bank guarantee executable by the EKF upon first demand from a reputable bank will also be acceptable.

In the case of non payment of the surety or failure to give the guarantee on time, the EKF will be free to withdraw the rights of the event in question and award them to another National Federation. The failing National Federation will in any case remain liable before the EKF of the payment of the whole amount of the surety. In the case of the EKF withdrawing the rights or when a National Federation gives up to host an event awarded by the Congress, the EC, taking into account the circumstances arising, will decide on the period of ineligibility for hosting an European Championships as well on its responsibility on any mitigation measures required.

The Bank Guarantee, will be executable upon EKF's legal representative demand, and will expire on the last day of the month after the month in which the event has taken place. In the case of disputes on the guarantee, these will be settled in the first instance by the EC and in the second and last instance, if the National Federation appeals, by the next EKF Congress following the event.

**12.3.** No participation fees may be levied by the host National Federation on delegations, which shall be provided with free admission to the Championships.



### 13. **OFFICIAL DELEGATION**

Those considered as official delegations are:

- The President and Leaders of each Official Federation (3 individual's maximum).
- The Technical Directors or Sports Directors (2 individual's maximum).
- The Competitors
- The Referees.
- The Coaches: 2 (two) coaches maximum up to 10 (ten) competitors, 3 (three) coaches maximum between 11 (eleven) and 15 (fifteen) competitors and 4 (four) coaches maximum for over 16 (sixteen) competitors
- The Doctors and Medical Staff (the same as the coaches).
- The no VIPs individuals invited by the Presidents of the different National Federations, not exceeding 3 (three) for each Federation. Any exception to this must be authorised by EKF-EC.

### 14. **IMAGE AND PUBLICITY**

All the TV, video, photography, Internet, etc. rights are the exclusive property of the EKF.

All the publicity rights (competition area, official tables, participants, etc.) are the exclusive property of the EKF.

The EKF will formalise an agreement for each Championships with the Organising Federation, establishing the conditions and the possible concession of image rights and publicity areas. The agreement will be made within the 6 (six) months after awarding the Championships.

The publicity areas and or elements will be defined and empowered by the EKF – EC.

In the all the 3 (three) annual Championships, an area in the venue will be provided for the commercial stands to be set, this area will be big enough as to, at least, allow the location of all the companies having EKF approved sports items. The host NF must provide for the EKF, free of cost and expenses, a space in a preferential place in the venue for sale and exhibition of EKF products and, if so decided by the EKF, also WKF products.



### 15. LIAISON

- 15.1.** The operation of the Championships is the responsibility of the EKF OC who can take any necessary action.

Between 8 (eight) and 4 (four) months before the event, that is, between the communication of date and venue and the issue of the first information bulletin (3 (three) months instead of 4 (four) in the case of the Regions Championships), a meeting between the O.C. Chairman and another EKF representative appointed by the President and the host National Federation responsible will be held on the site of the Championships. An official report from this visit will be issued by the O.C. Chairman to the EKF President. This report will at least contain the control of all those points, Article by Article, included in these Rules and affecting the requirements of the event.

In addition the Chairman of the EKF Organising Commission or a nominee thereof shall inspect the proposed referee course venue and headquarters hotel. At this time, the host National Federation will receive a detailed briefing on requirements and details for the course and examinations. A report of this meeting will be lodged with the Referee Commission Secretary

For this meeting, the host National Federation will be responsible for travel, accommodation, food and other local expenses of the 2 (two) individuals designated by the EKF.

During this visit to the host country, the OC member must be satisfied that all arrangements are properly made for the smooth running of the event.

- 15.2.** If the host National Federation fails to meet the regulations, a new visit of the 2 (two) individuals will be prepared for no later than 2 (two) months before the Junior & Cadet and the Senior Championships and 1 (one) month before the Regions Championships. The host country will be responsible for the expenses of this second visit also.

It is the OC role to check all details relating to the entire event. In accepting the



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mandate to host an EKF Championships, the host National Federation accepts the authority of the OC in all matters pertaining to the running of the event.

### 16. MISCELLANEOUS

**16.1.** In agreeing to host a EKF Championships, the host National Federation is undertaking not only the financial commitment, but also guaranteeing to supply the following:

- a) Sufficient trained timekeepers / scorekeepers to manage all areas for the entire event.
- b) Sufficient liaison officers to convey match results promptly to the controllers.
- c) Sufficient experienced controllers to provide for the full charting of the match in English language.
- d) Sufficient stewards and security people to prevent the entrance of unauthorised persons and to provide an uncluttered arena.
- e) Sufficient secretarial staff and clerical officers to administer the registration.
- f) Sufficient changing rooms and secure locker facilities for 300 athletes, 100 of them female and separated from male.
- g) Draw sheets for Kata and Kumite, stopwatches, bells, buzzers, oxygen equipment, ambulance, winner's podium, anthems, prizes, area tape, and 4 weighing machines of certified accuracy.
- h) Adequate daily training facilities for the competing nations one (1) full day prior to the beginning of competition in the Junior & Cadet Championships and the Regions Championships and two (2) full days prior to the Senior European Championships.
- i) Warm-up facilities for competing athletes.
- j) Clearly visible scoreboards and visual aids which will enhance appreciation of the match.
- k) Waiting and relaxation room for off-duty referees.

**16.2.** The draw sheets for the Championships must be based upon an approved EKF format; samples are available from the OC.

**16.3** For drug testing facilities, a room with an adjoining toilet and communicating door should be provided. The host National Federation must arrange for the



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analysis at least 30 (thirty) samples for each the Junior & Cadet Championships and the Senior Championships and of at least 10 (ten) samples for the Regions Championships.

**16.4.** Only EKF and WKF approved and homologated protective equipment can be used exclusively at the European Championships.

**16.5.** Display boards must feature prominently, charting the progress of matches in that area. A master chart is to be posted in the hotel the evening before each event. A duplicate will be placed at an accessible spot in the arena, where it may readily be seen by competitors and coaches.

The opening ceremony will involve a march on of all delegations in alphabetical order. Each team/delegation will be preceded by their name board and their national flag carried by a member of that delegation.

**16.6.** Where country codes are used during the Championships these shall be of 3 letters and strictly in accordance with the IOC designation for that Country.

### **17. PRESS**

**17.1.** The Press of the host National Federation country will be vetted exclusively by the EKF.

**17.3.** Press accreditation can only be given to professional journalists representing media, and who will have to present an appropriate document as a proof for it.

### **18. INSURANCE**

The host National Federation Organising Commission must be responsible at its own cost for the effective appropriate insurance for the Championships.

#### **18.1. Liability insurance cover**

The host National Federation Organising Commission shall subscribe a general liability insurance policy for any claims arising out of the host National Federation liability, in its capacity as organiser of the Championships, towards participants in the Championships and members of the public.



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This liability insurance should cover bodily injury, property damage and consequential loss, up to a minimum of US\$ 10,000,000 of its equivalent in local currency, although a higher limit is recommended.

The EKF, its agents and servants, officers or employees, shall be included in the policy as additional insured.

The host National Federation Organising Commission shall provide to the EKF Treasurer, 1(one) month prior to the start of the Championships, with proof that the above mentioned liability insurance policy is in place for the respective Championships.

Where such policies are not available, the host National Federation Organising Commission shall inform the EKF Treasurer who will then if possible arrange such cover and invoice the host National Federation.

### **18.2 Cancellation insurance cover**

The host National Federation Organising Commission should take into consideration possible losses in connection with their costs, expenses, guarantees and other irrecoverable monetary commitments resulting from cancellation, abandonment or postponement of the event.

It is therefore recommended that the host National Federation Organising Commission takes out adequate cancellation insurance cover.

### **18.3 Insurance of delegations**

The host National Federation Organising Commission shall inform countries participating in the Championships that they require proper liability, personal accidents and repatriation insurance cover for all members of the delegation, and in particular for their athletes participating in the Championships.

## **19. SCORE BOARDS AND COUNTDOWN CLOCKS**

**19.1.** Each of the match areas must be furnished with an Electronic Scoring Board of WKF approved type.



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- 19.2.** Each of the match areas must be furnished with a countdown clock, indicating the time in minutes and seconds.

Each clock should be visible to the referees, the competitors and the public. In addition there must be a separate clock or stop-watch for application of the “Ten Second Rule”.

## **20. REGISTRATION AND QUALIFICATION**

### **For Junior & Cadet and Senior Championships**

- 20.1** With the following exceptions, only Nationals of a Country may take part in the European Championships representing their country.

As a general rule, if a competitor has represented one Country in an EKF official event they cannot represent another Country at a European Championships.

- 20.2.** Nevertheless, if a competitor who has taken part in one of those events obtains by marriage the nationality of their spouse, they may represent their spouse’s Country, complying with article 20.5.

- 20.3.** A competitor who possesses dual Nationality (i.e. one by virtue of the law of one country, the other by virtue of the law of another country) may only represent one or another country as they select. Once having represented both countries, EKF-EC approval will be necessary for a further change following a reasoned written demand by the relative National Federation to the EKF President.

- 20.4.** The competitors may represent the Country of their birth and of which they are a National unless they opt to take the Nationality of their father or mother.

- 20.5.** A naturalised competitor (or one who has changed his Nationality by naturalisation) may not participate in the European Championships representing his new country until three years after their naturalisation. The period following naturalisation may be reduced or even cancelled with the agreement of the NF’s concerned and the final approval of the EKF EC.



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- 20.6.** If an associated State, Province or Overseas Department, a country or former Colony acquires independence, or a Country incorporated within another Country by reason of a change of border, or if a new NF is recognised by the EKF, a competitor may continue to represent the country to which he belongs or belonged. However, he may choose to represent his new country or his new NF in the European Championships.
- 20.7.** In instances where the WKF has recognised more than 1 (one) National Federation for which members hold the same national passport (i.e. for a country and its protectorates with separate governing national sporting bodies), the competitor may only compete for the NF of residency, providing he has not competed for another NF in WKF or EKF events.

In order to transfer to another NF of which the nationals hold the same passport, it will be enough with the agreement between the 2 (two) NF's involved to confirm any change to the EKF concerning the status of a competitor. In case of disagreement between the NF's, any change will have to be approved by the EKF-EC. In this case the competitor, through the NF concerned, will have to prove to the EKF satisfaction the residency in the territory governed by the other NF, or failing this, the relationship with the other NF that makes the change justifiable.

Once the competitor has represented all the NF's involved, the EKF EC approval will be necessary for any further change.

### **For Regions Championships**

- 20.8** Only residents in a Region may take part in the European Championships for Regions representing a Region.

## **21. ACCREDITATION CARDS**

- 21.1.** The Accreditation Card shall contain the following particulars:
- \* Photograph
  - \* Given Name and Surname
  - \* Weight category
  - \* Date of Birth



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- \* Sex
- \* Nationality

- 21.2.** Each competitor will receive an additional blank card with their accreditation card for doctors and referee comments. They must keep both cards with them at all times during the Championships.
- 21.3** The accreditation cards are provided by the OC.
- 21.4** The cards issued to competitors at registration are, prior to each bout, handed to the table officials. If a competitor is injured, an endorsement will be made on the card by the doctor and can therefore be seen and noted in subsequent bouts.
- 21.5** Heads and members of National Delegations have no place in the arena and must not be allowed access.
- 21.6** Athletes, officials, or any member of a delegation who do not conduct themselves properly may be reported to the Disciplinary Commission which is empowered to take disciplinary action against offenders.
- 21.7** Athletes and officials are reminded that they must not smoke on the areas. They must also have a correct attitude in every moment.

## **22. INVITATIONS - PROTOCOL**

- 22.1.** For all events (meetings, Championships, receptions, etc.) the protocol will be:
- \* President of EKF
  - \* General Secretary
  - \* Honorary President
  - \* President of the host NF
  - \* 1st Vice-President
  - \* General - Treasurer
  - \* 2nd Vice-President
  - \* 3rd Vice-President
  - Other Vice-Presidents (in alphabetical order)
  - \* Assistant General Secretary
  - \* Assistant General Treasurer



## Organizing Rules

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- \* Other Executive Committee members (according to age)
- \* Honorary members
- \* Chairmen of EKF Commissions (in alphabetical order)
- \* Members of EKF Commissions (in alphabetical order)
- \* EC members of the host National Federation
- \* President and EC members of EKF Federations (in alphabetical order)
- \* Referees
- \* Competitors
- \* Coaches and technical directors
- \* Invited guests. However, VIPs will be placed with the President

The Honorary President will have a reserved seat next to the President for all official events

### **23. OPENING CEREMONY.**

**23.1** The Personality who has been invited to preside at the European Championships shall be received at the entrance of the stadium by the President of EKF and by the President of the host National Federation.

The two Presidents shall conduct the Personality and his retinue to his box in the stand of honour where he shall be greeted with his National Anthem.

**23.2.** The parade of the participants shall then follow. Each delegation will consist of a maximum of 8 (eight) members per National Federation and dressed in their official uniform or sports wear (but all the same) preceded by a board bearing its name and accompanied by its flag.

**23.3.** No participant in the parade of Opening Ceremony is permitted to carry cameras, additional flags, banners, etc. Any participant committing a breach of the above regulations will be liable to sanctions. The OC shall ensure that these provisions are carried out.

**23.4.** The contingent shall parade in alphabetical order according to the language of the Country hosting the European Championships, except that the host National Federation shall parade in last place. Only those who are competing in the European Championships and Officials in each delegation may parade.



## Organizing Rules

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- 23.5.** The delegation, shall salute the Personality of the Country by turning their heads towards his box with no other demonstration.

The flag of the participating delegations as well as the name boards and their bearers, shall be furnished by the host National Federation and shall be of equal size.

Each contingent, after completion of its march around the stadium, shall line up in its designated column behind its name board and flag and facing the stand of honour.

- 23.6.** The President of the National Federation of the host National Federation, accompanied by the President of EKF shall then proceed to the rostrum placed on the field in front of the stand of honour and will introduce the President of the EKF with the following words:

"I have the honour to introduce..., President of the EKF, to whom I extend the warmest welcome..."

The President of EKF shall then mount the rostrum, and deliver a brief speech of welcome, concluding with the words;

"I have the honour to invite... (the Personality) to proclaim open the European Championships"

The Personality shall then conclude his speech with the words:

"I declare opened these European Karate Championships".

Immediately, the EKF flag shall be slowly raised on the flagpole erected in the stadium.

The Anthem of the host country shall then be played and the participants shall leave the stadium by the route marked by the organisers.

The official ceremony according to the protocol described above now comes to an end. Only then may any artistic programme and the competitions take place.



## Organizing Rules

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The entire Opening Ceremony and any exhibitions should not last more than 1 (one) hour.

The Opening Ceremony parade will be regulated by the OC with a sketch to be followed in its entirety, providing the necessary material resources and staff.

### **24. OFFICIAL MEDAL CEREMONY**

**24.1.** For all Championships organised by the EKF, the procedure for awarding medals and prizes will be supervised and controlled by the responsible of the OC assisted by the responsible of the host NF and the procedure will be as follows:

The podium must be fixed, and not to be brought on to the area each time.

The highest step of the podium must be in the centre for the winner.

The intermediate step, at the right of the winner, is for the runner-up and the lowest step, at the left of the winner, for the 3rd place(s).

**24.2.** A carpet will be laid as close as possible to the podium for the official prize givers.

Organisers must call the prize winners in advance, in order to assemble them correctly in 2nd, 1st and 3rd place order, behind the Master of Ceremonies for the prize giving.

The prize winners will then assemble in a line parallel to the podium.

**24.3.** The Master of Ceremonies will be placed in front of the prize-winners, and will conduct them to the podium.

**24.4.** The competitors shall wear tracksuit or karate-gi.

**24.5.** As the name of each prize-winner is called, they will climb the podium, whilst music is being played. As soon as all the prize-winners are on the podium, the officials in charge of the prize giving will move towards the podium.



## Organizing Rules

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- 24.6. The people bearing the prizes will face the podium, and stand parallel to it, at a distance of around 3 metres. Prizes will be given by the chosen personality accompanied by the EKF President or his nominee.
- 24.7. After the prizes have been given, the National Anthem of the Country of the winner will be played and all will stand and face the National flags which will be slowly raised, with the flag of the winner's nation in the centre and elevated according to the standings.
- 24.8. Right before the ceremony, the stewards will remove all persons not directly connected with the said ceremony. Official photographers will be exempted; however they must remain at a reasonable distance from the podium.

## 25. CLOSING CEREMONY

The President of EKF or his nominee, the President of the host National Federation and a small delegation, supervised by the EKF OC and assisted by the responsible appointed by the host NF will formally hand over the EKF flag to the President of the National Federation hosting the next same category Championships.

The National Anthem of the host National Federation will be played, and this will formally end the Championships.



## Organizing Rules

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### **APPENDICES**

#### **APPENDIX 1 - EXECUTIVE COMMITTEE**

Adequate tables and seating for 16 (sixteen) people in a quiet location of the hotel. The room need only be reserved according to the official program and 1 (one) interpreter English / French must be provided by the host NF. Not in Regions Championships.

#### **APPENDIX 2 - REFEREE COMMISSION**

Adequate tables and seating for 12 (twelve) people in a quiet location of the hotel. The room needs only be reserved according to the official program.

#### **APPENDIX 3 - TECHNICAL COMMISSION**

Adequate tables and seating for 12 (twelve) people in a quiet location of the hotel. The room need only be reserved according to the official program. Not in Regions Championships

#### **APPENDIX 4 - ORGANISING COMMISSION**

Adequate tables and seating for 10 (ten) people in a quiet location of the hotel. The room needs to be reserved all day long during the 4 (four) days before the start of the competitions. The equipment required is as following:

TELEPHONE/A3 PHOTOCOPY MACHINE (with reduction facility)  
COMPUTER /PRINTER

#### **APPENDIX 5 - MEDICAL COMMISSION**

Adequate tables and seating for 5 (five) people in a quiet location of the hotel. The room needs only be reserved according to the official program. The medical equipment necessary is described in the Medical Regulations.

#### **APPENDIX 6 – REGISTRATION AND ACCREDITATION**

The host National Federation must provide the Organising Commission with the following materials and equipment:



### **6.A. Equipment for the Registration:**

- (2) Two A4 & A3 Photocopy machines (fast, professional type).
- (1) One PC with windows XP (English edition) with a USB port (installed and ready for use) and the English version of Microsoft Office 2003 Pro (the version that includes Microsoft Access) installed.
- (1) One inkjet colour printer (Model canon "i" or "S" or "iP" series with top feeder) equipped with a USB interface and the appropriate installation disk (English edition drivers for Windows XP).
- (3) Three sets of extra colour set inks and two (2) black inks for the above inkjet printer.
- (1) One A4 Laser Printer equipped with a USB port and the appropriate installation disk (English edition drivers for Windows XP). The printing speed must be at least 10 pages per minute.
- (1) One spare (extra) toner & drum for the above laser printer.
- (2) Two USB printer cables.
- (10) Ten boxes (25.000 pages) of A4 size paper 80 gr.
- (3) Three multi-socket gadgets with positions for 5 plugs.
- (2) Two heavy duty staple guns with adequate staples.
- (2) Two pairs of large sharp scissors.
- (2) Two perforators.
- A selection of pens, pencils, permanent markers, correction fluid, paper clips and glue sticks.

All that equipment will have to be in the registration room during registration days and in the competition area (in the O.C. table) during championships.

### **6.B. Equipment for the Accreditation:**

- \* (1) One inkjet colour printer equipped with the appropriate installation disk and cables (English edition drivers for Windows '98).
- \* Two sets of spare colour set inks and 3 black inks.
- \* A4 size papers (200 pages).
- \* 5 black pens.
- \* 2 laminating machines with heat regulator.
- \* 2500 laminating pouches size 11 cm x 15 cm for laminating machines.
- \* 2500 cords for the accreditation cards, one (1) metre long each.
- \* 2000 plastic sleeves (envelopes) size 11,5 cm x 15, 5 cm (to fit the laminated accreditation card).
- \* One (1) pair of scissors.
- \* Three (3) persons to help with laminating procedure during registration in the hotel.
- \* Two (2) persons to help with the accreditation cards during competition in the Sport Hall (accreditation room).
- \* One (1) electrical multi-socket extension with positions for 5 plugs.



All this equipment will have to be in the registration room during registration days and in the competition area (in a special room for accreditation) during the Championships.

\* **INFORMATION ON THE ACCREDITATION PROCEDURE.**

The accreditation cards will be printed electronically during registration in the hotel, and during the first and second day of competition in the Sport Hall in a specially prepared room to be exclusively used for the accreditation (a room separate from the competition area, with electricity).

The accreditation of the countries' delegations will take place during registration. The EKF Organising Commission will register by priority the delegations that have already sent their accreditation forms by post to the EKF Secretariat Office.

The accreditation of the host National Federation organising committee, the officiating referees of the championships, the press representatives and anybody else the host Country has selected to work for the championships (and for whom they have not sent the accreditation forms to the EKF Secretariat Office) will take place at the registration room at 09:00 hours on the first day of the official registration.

The person in charge of the staff of the host National Federation will bring the accreditation forms (duly completed) along with the individuals' photographs and the type of access they require.

The person in charge of the host NF will be the only one entitled to accredit persons in collaboration with the EKF General Secretary.

\* **ACCESS AREAS**

- Full access
- VVIP areas
- VIP areas
- Competition areas (Tatami)
- Media centre
- Team seats
- Warm-up areas
- Training areas



## Organizing Rules

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- Spectators areas
- Administration areas (Organising Commission, Medical Commission, Referee Commission, etc).
- Judges and local OC seats
- Medical areas

The areas must be separated and guarded by security personnel to control the access to each one of them.

### **APPENDIX 7 – CONGRESS & ASSEMBLY OF REGIONS**

The room should be in the headquarters hotel. If not, as close as possible, in which case transport must be provided by the host NF from the official hotels and return. It should be available according to the official program, and have enough seating for 120 people for the Congress (only in the Senior Championships) and 100 for the Assembly of Regions (only in the Regions Championships) with a podium or stage with 16 (sixteen) seats for the EC in the case of the Congress and 10 (ten) seats in the case of the Assembly of Regions. Only in Senior Championships

### **APPENDIX 8 - WARM-UP FACILITIES**

A room with enough free floor space for competitors to practice inside the Stadium. There must be a communication system between this room and the main arena.

### **APPENDIX 9 – WEIGHING** (not in Regions Championships)

A large room with a smaller annexed room, with separate entrance and exit must be provided. The larger will be used for disrobing and the smaller for the actual weighing.

Four (4) accurate scales will be required, with at least 2 (two) EKF officials and 6 (six) extra staff supplied by the host National Federation, to control entrance and exit of the competitors; 3 (three) tables and 12 (twelve) chairs should be supplied. Weighing of women will be performed separately from men.

### **APPENDIX 10 - PRESS & MEDIA**

This room should have the following facilities:

International telephones (3 lines)



## **Organizing Rules**

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Fax (2 lines), word processing equipment, photocopy machine, access to Internet, and staff in attendance for advice and help.

### **APPENDIX 11 – MEDICAL & DRUG TESTING**

This room must have washing facilities and a clean water supply.

The host National Federation must ensure that this room is fully equipped according to the WKF Anti Doping Rules.

### **APPENDIX 12 - OFFICIALS**

An adequately sized restroom with capacity for at least 50 (fifty) people is required.

### **APPENDIX 13 - CHANGING ROOMS**

Preferably, there should be a separate room per National Federation. However, if this is not possible, there should be large changing rooms with showers, separated for male and female.

Security lockers should be available and security staff, provided by the host National Federation must patrol the changing rooms areas at all times.

### **APPENDIX 14 - VIP LOUNGE**

It must be a lounge-type room of comfortable and spacious proportions, with snacks and refreshment facilities.

### **APPENDIX 15- COMPETITION AREA EQUIPMENT**

Each match area must have the following minimum equipment.

A large table & 6 chairs

10 red belts

10 blue belts

3 chronometers

Power supply

1 electronic scoreboard and countdown clock

Adequate writing material

1 highly audible gong

1 stopwatch and 1 buzzer for application of the “Ten Second Rule”

1 small table, 1 chair, 1 buzzer, and 1 red flag or indicator, for use by the Arbitrator



## Organizing Rules

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3 blue and 3 red flags for judges

At least 1 spare pair of red and blue flags

### **APPENDIX 16 - OFFICIAL EQUIPMENT AND PERSONNEL**

There should be 4 (four) tables and 8 (eight) chairs for the Organising Commission and Controllers. They must be away from the competition areas and preferably elevated, with no access for any non-official persons. Power supply for 5 (five) connections must be provided, together with the following items:

- A A3 photocopy machine.
- A Computer / printer.
- Microphone and tannoy system.
- 4 (four) tables and 16 (sixteen) chairs for medical staff.
- 2 (two) ADSL with Username and password for the Internet access; one for the Organizing Commission table in the sport hall and the other for the accreditation room in the Stadium during the competition days.

For the Referee Commission there has to be a table or tables, and chairs to seat 12 (twelve) persons. There should be one ream of copy paper and at least two electrical power points.

For the Medical Commission there should be a table and 5 (five) chairs.

For the Technical Commission there should be a table and 6 (six) chairs.

These must be positioned near each other, elevated to ensure privacy, and allowing a clear view of the competition areas.

There must be a separate area for Referees with seats for 120 (one hundred and twenty) Referees. This area will be as close as possible to the competition areas.

### **APPENDIX 17- OFFICIAL ASSISTANTS & ATTENDANTS**

There must be at least 51 (fifty one) persons, supplied by the host National Federation, for the following tasks:

- 1 bilingual coordinator for general liaison (English / French).
- 5 people for each competition area.
- 2 people for the Organising Commission.
- 2 people for the Referee Commission.
- 10 people for access control.
- 3 people for the flags control.
- 2 people for the National Anthems.
- 4 people for the medal ceremonies.
- 2 interpreters (English and French).



## **SPECIFIC CONDITIONS FOR THE EUROPEAN CHAMPIONSHIPS OF REGIONS**

- The teams registered shall be from the list of Regions approved by EKF EC for each EKF member Country.
- All registrations shall be conveyed duly authorized to EKF through the NF member of EKF where the region is located.
- The National Federation of the country where the event takes place will have the right to participate with a higher number of regions than those assigned to the Country in question as per table 1. Final number will be agreed in each case between the NF and the EKF-EC.
- It will be up to the NF to decide if the host Organizing Commission to deal with EKF for the organization of an awarded event will be the NF's OC or the regional OC. Once decided, the decision will be final.
- The day before the start of the Championships, a meeting will be held with the delegates of the participating Regions. This meeting will be chaired by the EKF President or his nominee. In this meeting general feedback on the EKF activity in the year passed will be given and the delegates attending will have the opportunity to make suggestions and proposals for further analysis and future implementation
- The qualification requested for refereeing the Championships will be no lower than national Kumite / Kata qualification. It will be compulsory to attend the briefing that will take place the day before the event.





# ANNEX 2

## EKF FEES AND CONDITIONS 2007

### 1. Annual membership fee ..... 800 €

The deadline for membership fee payment is the day of registration in the European Cadet & Junior Championships. If the payment is made after the deadline, but in the same year, a surcharge of 150 € will be applied. If the payment is made the year after, a surcharge of 300 € will be applied.

### 2. Referee course registration fees and conditions

- 2.a Indistinctly Kata or Kumite ..... 200 €
- 2.b Both Kata and Kumite ..... 300 €

The deadline for registration is 2 weeks before the 1<sup>st</sup> day of the referee course. For late registration cases, acceptance will be subject to places being available and a surcharge of 100 € for each single late registration (kata or kumite) and of 150 € for each double late registration (kata and kumite) will be applied.

### 3. Referee license renewal fee (indistinctly Kata or kumite) ..... 150 €

### 4. Referees registration fees for European Cadet & Junior / Senior Championships

The registration of qualified referees for officiating in European Championships will be free of charge when done 2 weeks before the first day of competition in the Cadet & Junior Championships and 2 weeks before the 1<sup>st</sup> day of the referee course in the Senior Championships. For late registration a surcharge of 100 € will be applied.

### 5. Registration fees in European Championships

#### 5.1 Cadet & Junior and Senior Championships, fees for each entry, as follows:

- Male kumite team ..... 140 €
- Female kumite team..... 90 €
- Male kata team ..... 80 €
- Female kata team ..... 80 €
- Each individual entry ..... 70 €  
(55 € instead of 70 € upon presentation of an annual WKF Black Belt Card)

#### 5.2 Regions Championships, fees for each entry, as follows:

- Kumite team male (per team) ..... 150 €
- Kata team male (per team) ..... 100 €
- Kumite team female (per team) ..... 120 €
- Kata team female (per team) ..... 100 €

For late registration (the deadline for registration is 2 weeks before the 1<sup>st</sup> day of the competition) a surcharge of 20 € will be applied for each individual entry and of 40 € for each team. The same surcharge will have to be paid for entry changes even if they were registered on time, including delegations members other than competitors.

- 6. Protest fee in European Championships ..... 200 €
- 7. Surety fee for the organisation of a European Championships ..... 6000 €