



7. ORGANISATION RULES (OGR)



**ORGANISATION RULES (OGR)
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GENERAL

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

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

The WKF-OC will be composed of the Chairman, who will be appointed by the WKF Executive Committee (from now on EC), plus a maximum of five (5) members, that the OC Chairman may propose for each Championships, to the WKF-President, who may appoint them.

Any contradictions found in these Rules will be finally settled by the WKF-EC.

1.- SITE AND DATE

- 1.1. The site for a World Karate Championships (Senior and Cadet & Junior) will be confirmed by a preceding Congress acting upon a proposal forwarded by the EC to the Congress once the EC has examined the candidatures received.
- 1.2. The host NF must notify the WKF General- Secretary at least 1 (one) year 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 World Cadet & Junior Championships are held every two years and shall take place in October/November of the designated year. The World Senior Championships are also held every two years and shall take place in October/November of the designated year. Any exception to this will have to be expressly authorised by the Executive Committee.
- 1.4. The site of a World Championships shall be located no more than 60 (sixty) 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 Executive Committee.
- 1.5. The country of the NF selected by the WKF, must be able to guarantee access to the whole of the WKF membership.
- 1.6. No later than eight (8) months before the date of the scheduled Championships, the host NF must send out the first information Bulletin to all WKF member countries. The draft of this bulletin, prior to being circulated, must be sent to the WKF President for approval.

This bulletin must contain at least the following:

- a) The date and venue for the event (already communicated 1 (one) year 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 NF Organisation Commission and Travel Agency.
- e) Other General Information (e.g. visa requirements, etc).
- f) Insurance.
- g) Customs and currency regulations.
- h) Health and vaccination regulations.
- i) Local weather / climate at the time of the event.
- j) Other relevant information.

1.7. No later than 1 (one) month prior to the event, 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, Commission Meetings, etc.), agreed with WKF-OC.
- c) Place and time of Registration.
- d) Requirements for Registration, address for Entry Cards and deadline for entries.

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

1.8. The Championships will be under the overall control of the WKF-OC, which represents the WKF- EC.

1.9. The host NF (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 NF will select if possible a maximum of 5 (five) hotels for all members of the participating delegations, of which one of them will be the headquarters hotel. The names of the hotels selected must be passed on to the WKF OC for ratification, and once ratified will become the Official Hotels for the competition.

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

1.10. The host NF will not be held responsible for any participating NF which fails to comply with the deadline for reservations and registration.



If a participating NF chooses any hotels other than those selected by the host NF, the host NF 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 at least 5 (five) matted areas in the Cadet & Junior Championships and 4 (four) in-line matted areas in the Senior Championships (see Annex I and II).

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

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

The mats must be of WKF approved type.

2.2. **Spectator Seating**

The spectator seating capacity will be at least of 5000 spectators for the Cadet & Junior and of 8000 spectators for the Seniors. The host NF will arrange the necessary seats for referees, coaches, competitors and members of the official delegations according to Article 13; this will be arranged in agreement with the WKF O.C.

Also the host NF will allow in the authorities area seats for the WKF EC plus the WKF special guests in a number to be agreed between the host NF and the WKF in function of the authorities area capacity.

Additionally to all the above, the host NF will reserve for the WKF, close to the authorities' area, a capacity of at least 300 seats, to be used at the exclusive discretion of the WKF for VIP's , special ID's, etc. This area will also count with security measures to assure its adequate use. The number of 300 may be extended up to 400 in function of the capacity limitations of the authorities' area.

These 300 to 400 places will be enabled by the WKF accreditation or through especially designed entrance tickets, this to be decided by the WKF, who will timely inform the host NF.

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

The seating area for the VIP's 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 appendix 8)
- WEIGHING (MALE & FEMALE) (see appendix 9)
- PRESS & MEDIA (see appendix 10)
- MEDICAL & DOPING TESTING (see appendix 11)
- OFFICIALS (see appendix 12)
- CHANGING ROOMS (see appendix 13)
- V.I.P. LOUNGE (see appendix 14)

2.5. **National Flag**

The National flag of each country should be exhibited, together with the official WKF flag. National Anthems must be available on fast recall. Each NF should supply the host NF with 2 (two) flags 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). For the Senior Championships the podium will be placed permanently in the background on one side of the competition area (see Annex II).

3.- **HEADQUARTERS AND OFFICIAL HOTELS**

3.1. The designated hotels must be approved by the WKF OC. The hotels shall be of reasonable quality. The hotel chosen as the headquarters, should have available a minimum of 250 (two 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 NF 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 NF to obtain a reduced price.

The host NF 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 WKF, and the case examined by the Disciplinary Commission.

3.3. The hotels 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, translations, etc.). Also the prices must be given in the local currency, stating the exchange rate between the local currency and the



Swiss Franc (CHF) at the time of the quotation.

3.4. The headquarters hotel is by priority for the accommodation of the following:

- EXECUTIVE COMMITTEE (see appendix 1)
- REFEREE COMMISSION (see appendix 2)
- TECHNICAL COMMISSION (see appendix 3)
- ORGANISING COMMISSION (see appendix 4)
- MEDICAL COMMISSION (see appendix 5)
- REGISTRATION (see appendix 6)
- CONGRESS (see appendix 7)

It may also be used for delegations members, provided that all official Commission members have been given priority bookings.

4.- TRANSPORT

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

The host NF 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 NF must also provide separate courtesy transport for all Executive Committee and the Commissions members from the airport to the hotel and return and for their official duties from the hotel to the stadium and return during the Championships. The schedules will be coordinated by the respective Chairman with the host NF, under the general coordination of the OC Chairman.

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 and the Treasurer will each have a car with driver **available set up, free of charge, by the host NF and available during the whole duration of their stay at the Championships.**

4.3. The other **EC** members will have available minibuses in the number necessary for an aggregate capacity of 25 people for the transport between the HQ hotel and the stadium and return during the whole duration of the Championships.

There will be a shuttle bus service between the HQ hotel and the stadium during the whole duration of the Championships.

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 WKF Treasury with evidence that the WKF membership fees and the event registration fees are fully paid. Evidence of nationality must be produced in respect of all the athletes.
- 5.4. The registration documents and all paperwork concerned with the Championships must be written at least in English.
- 5.5. The host NF 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 Technical Congress, the Coaches Seminar, the WKF Congress and the other WKF official meetings (see appendixes 1 to 7).

6.- MEETINGS

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

EXECUTIVE COMMITTEE	30 People
REFEREE COMMISSION	16 people
TECHNICAL COMMISSION	16 People
ORGANISATION COMMISSION	10 People
MEDICAL COMMISSION	5 People
REGISTRATION	180 m ² minimum

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

CONGRESS (in principle only in Senior Championships)	250 People
REFEREE COURSE	200 People
REFEREE EXAMINATION	200 People

- 6.2. In addition to what described above, a meeting room for a capacity of 30 (thirty) people should be kept available throughout all the championships.
- 6.3. The host NF must provide at least 2 (two) interpreters in English and 2 (two) in French for the Championships; and additionally simultaneous translation service for the Congress.
- 6.4. Throughout the Championships, the host NF 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 NF's. 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 meeting between the Referee Commission Chairman and the medical local staff must be held before the start of the competitions in order to familiarise as necessary with the Competition Rules.
- 7.2. All the medical staff participating in the event must have the prior approval by the WKF Medical Commission. Therefore they must send to the Medical Commission Chairman a copy of their CV including their experience in Karate Competitions at least 3 (three) 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 one WKF official 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 NF. For any other queries and responsibilities, refer to the WKF Medical Rules (MDR).
- 7.7. The host NF 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 NF.

8.- THE REFEREE COURSE

- 8.1. There must be adequate seating for at least 200 (two hundred) people plus enough floor space for two full competition areas.

Material to be provided by the host NF

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

Also 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.)

- 8.2. Adequate seats and tables for 200 (two hundred) 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 NF in connection with the RC is liaison. It is therefore a requirement that liaison officers are appointed by the host NF to work with the RC members.
- 8.4. Further to this, the host NF must provide 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 WKF computerised random process with the exception that the previous corresponding Championships finalists are separated as 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 NF. 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 for each 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 WKF 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 NF is not obliged to provide food to athletes. Any assistance provided in this respect is a courtesy.
- 11.2. The host NF is required to provide with a free meal every 4 (four) working hours and a continuous supply of free hot and cold drinks to the members of the working WKF commissions during their working schedules and during the competition schedule of the championships, to the working referees and to the



referees attending the referee course during the time schedule of the course and the competition schedule of the championships, and the same to the doctors and other WKF working officials.

- 11.3. Only one packed meal may be served during a working day. Other meals must be hot and served in an area set aside for all WKF working officials.
- 11.4. The members of the WKF EC and the working members of other Commissions must be provided with food by the host NF. Owing to the nature of their work, a separate meal service must be provided by the host NF so they do not have to queue .

12.- **FINANCIAL RESPONSIBILITIES**

- 12.1. The host NF, in addition to the preparatory visit included in 15.1 & 15.2. must meet the following expenses.

A) Junior and Cadet Championships

A1) Travel

A 30.000 (thirty thousand) CHF payment to WKF Treasury for flight tickets provision, plus the local transport necessary for the individuals designated by WKF for these flight tickets and who are not yet included in 4.1. This amount will be updated from time to time by the Executive Committee.

A2) Accommodation

Accommodation on a bed and breakfast and single room basis in the headquarters hotel for a total of 240 nights for those individuals designated by the WKF

A3) Meals

A total of 240 units for lunch and 240 units for dinner for those individuals designated by the WKF (under A2).

B) Senior Championships

B1) Travel

A 30.000 (thirty thousand) CHF payment to WKF Treasury for flight tickets provision, plus the local transport necessary for the individuals designated by WKF for these flight tickets and who are not yet included in point 4.1 of these Rules. This amount will be updated from time to time by the Executive Committee.

B2) Accommodation

Accommodation on a bed and breakfast basis in the headquarters hotel for a total of 280 nights for those individuals designated by the WKF.

B3) Meals



A total of 280 units for lunch and 280 units for dinner for those individuals designated by the WKF under B2.

12.2. Surety

Any NF which has been successful in bidding and having been awarded the right to host a WKF official event is liable before WKF from the moment of such award for a surety that must be paid within the deadline of 4 (four) months after the award of the event, at the time of formalisation of the agreement described in 14.3 The amount of the surety will be fixed from time to time by the Executive Committee. An irrevocable bank guarantee from a reputable bank will also be acceptable.

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

The Bank Guarantee, will be executable upon WKF's legal representative demand, and will have validity up to 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 host NF appeals, by the next WKF Congress following the event.

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

13.- OFFICIAL DELEGATION

Those considered as official delegations are:

- The President and the Leaders of every Official Federation (3 (three) individuals maximum, including the President)
- The Technical Directors and / or Sport Directors (2 (two) individuals maximum)
- The Competitors
- The Referees
- The number of Coaches will be 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 the Medical Staff (the same as the coaches all together)



- The no VIP's individuals invited by the Presidents of the different National Federations, not exceeding 2 (two) for each Federation. Any exception to this must be authorised by the EC.

14.- IMAGE AND PUBLICITY IN WKF OFFICIAL EVENTS

- 14.1. All the TV, video, webcasting, photography, internet, etc. rights are the exclusive property of WKF.
- 14.2. All the publicity rights (competition area, official tables, participants, etc.) are the exclusive property of the WKF.
- 14.3. Within the 3 (three) months after the awarding of the Championships, the WKF will forward a proposal to the relevant host NF, establishing the possible concession of image rights and publicity areas and the conditions associated for the said concession. Should an agreement be reached, it shall be formalised between the host NF and the WKF within the deadline of 4 (four) months after awarding the Championships.
- 14.4. The publicity areas and or elements will be defined and empowered by the WKF-EC.
- 14.5. In the Junior & Cadet World Championships and in the Senior 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 WKF approved sports items. The host NF must provide for the WKF, free of cost and expenses, a space in a preferential place in the venue for sale and exhibition of WKF products.

15.- LIAISON

- 15.1. The operation of the Championships is the responsibility of the WKF-OC who will take any necessary action.

Between 12 (twelve) and 8 (eight) months before the event, that is, between the communication of the date and the venue and the issue of the first Information Bulletin, a visit of 3 (three) persons designated by the WKF will be made on the site of the Championships. An official report from this visit will be issued by the OC Chairman to the WKF 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 WKF Organisation Commission or a nominee thereof shall inspect the proposed Referee course venue and headquarters hotel. At this time, the host NF 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 NF will be responsible for all travel, accommodation, food and other local expenses of the 3 (three) individuals designated by the WKF.



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 NF fails to meet the regulations, a new visit of the 3 (three) individuals will be prepared for no later than 5 months before the event. The host NF will be also responsible for the full expenses of this second visit.

It is the OC's role to check all details relating to the entire event. In accepting the mandate to host a WKF Championships, the host NF 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 WKF Championships, the host NF 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 500 athletes, 200 of them female and separated from male.
- g) Draw sheets for Kata and Kumite, stopwatches, bells, buzzers, oxygen equipment, ambulance, winners' podium, anthems, prizes, area tape and 4 weighing machines of certified accuracy.
- h) Adequate daily training facilities for the competing NF's during 4 (four) full days prior to the beginning of competition in Junior & Cadet as well as in Senior World 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 WKF 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 NF must arrange for the analysis of up to 1 (one) sample per competition category in a Championships, either Junior & Cadet or Senior.

- 16.4. Only WKF approved and homologated protective equipment can be used at the World Championships.
- 16.5. Display boards must feature prominently, charting the progress of matches in every 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.
- 16.6. 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.
- 16.7. 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 NF will be vetted exclusively by the WKF.
- 17.2. Removed
- 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 NF / Organising Commission must be responsible at its own cost for effective appropriate insurance for the Championships.

18.1. **Liability Insurance Cover**

The host NF/Organisation Committee shall be required to effect a general liability insurance policy for any claims arising out of the host NF/ Organisation Committee's liability, in its capacity as organiser of the championship, towards participants in the championship and members of the public.

This liability insurance should cover bodily injury, property damage and consequential loss, up to a minimum sum insured of US\$ 10 000 000 (or equivalent in local currency).

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

The host NF / Organisation Commission shall provide to WKF Treasurer, 1 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 NF / Organisation Commission shall inform the WKF Treasurer who will then if possible arrange such cover and invoice the host NF.



18.2. Cancellation Insurance Cover

The host NF / Organisation 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 NF / Organisation Commission take out adequate cancellation insurance cover.

18.3. Insurance of Delegations

The host NF / Organisation Commission shall inform the NF's participating in the Championships that they require proper liability, personal accidents and repatriation insurance cover for all members of the delegation, including their athletes participating in the Championships.

19.- SCOREBOARDS AND COUNTDOWN CLOCKS

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

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

20.1. With the following exceptions, only Nationals of a country may take part in the World Championships and WKF official events representing their country.

As a general rule, a competitor who has represented one country in a WKF official event or World Championships cannot represent another country at an official WKF event or at a World Championships.

20.2. Nevertheless, if a competitor who has taken part in one of those events obtains by marriage the nationality of the spouse, he or she may represent the 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 the competitor in question selects. Once having represented both countries, WKF- EC approval will be necessary for a further change, following a reasoned written demand by the relevant NF to the WKF President.

20.4. A competitor may represent the country of his birth and of which the competitor is a National unless he opts to take the Nationality of his father or mother.

20.5. A naturalised competitor (or one who has changed his nationality by



naturalisation) may not participate in the World Championships representing his new country until three years after his naturalisation. The period following naturalisation may be reduced or even cancelled with the agreement of the two NFS concerned and the final approval of the WKF-EC.

- 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 WKF, a competitor may continue to represent the country to which he or she belongs or belonged. However, he may choose to represent his new country or his new NF in the World Championships.
- 20.7. In instances where the WKF has recognised more than 1 (one) NF 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 residence, provided that has not yet competed for the other (s) NF(s) in WKF official events.

In order to get the 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 WKF concerning the status of a competitor. In case of disagreement between the NF's, any change will have to be approved by the WKF – EC. In this case, the competitor through the NF concerned will have to prove, to the WKF's 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 WKF– EC approval will be necessary for any further change.

21.- ACCREDITATION CARDS

- 21.1. The Accreditation Card of the competitors shall contain the following particulars:
 - * Photograph
 - * Given Name and Surname
 - * Weight category
 - * Date of Birth
 - * 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. In World Championships the protocol will be as indicated in Article 4 of the WKF Protocol Rules (PTR).

23.- OPENING CEREMONY

- 23.1. The Personality who has been invited to preside at the World Championships shall be received at the entrance of the stadium by the President of WKF and by the President of the host NF.

The two Presidents shall conduct the Personality and his retinue to his box in the stand of honour.

- 23.2. The parade of the participants shall then follow. Each delegation will consist of a maximum of 8 (eight) people 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 the 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 World Championships, except the host NF that may parade in last place. Only those who are competing in the World Championships and officials of the delegation, may parade.

- 23.5. The flag of the participating delegations as well as the name boards and their bearers, shall be furnished by the host NF 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 host NF, accompanied by the President of WKF shall then proceed to the rostrum placed on the field in front of the stand of honour and introduce the President of WKF with the following words:

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

The President of WKF 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 World Championships".

The Personality shall then conclude his speech with the words:

"I declare opened these World Championships".

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

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. 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 WKF, the procedure for awarding medals and prizes will be supervised and controlled by a responsible appointed by the WKF-OC Chairman, assisted by the responsible of the host NF. The procedure will be as follows:

The podium must be fixed, or 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 is for the runner-up and the lowest step 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, starting with the 3rd places, then the 2nd place and finally the 1st, 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.

24.6. The people bearing the prizes will face the podium, and stand parallel to it, at a distance of 3 around metres. Prizes will be given by the chosen Personality



accompanied by the WKF 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 winners' 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 the WKF, or his nominee, the President of the host NF and a small delegation, supervised by the WKF-OC and assisted by the responsible of the National Federation, will formally hand over the WKF flag to the President of the NF hosting the next same category Championships. This will formally end the Championships.



APPENDIXES



APPENDIX 1 - EXECUTIVE COMMITTEE

Adequate tables and seating for 30 (thirty) people in a quiet location of the hotel. The room needs only be reserved according to the official program and 1 (one) translator English / French and 1 (one) English / Spanish must be also provided by the host NF.

APPENDIX 2 - REFEREE COMMISSION

Adequate tables and seating for 16 (sixteen) people in a quiet location of the hotel. The room needs to be reserved according to the official program.

APPENDIX 3 - TECHNICAL COMMISSION

Adequate tables and seating for 16 (sixteen) people in a quiet location of the hotel. The room needs to be reserved according to the official program.

APPENDIX 4 - ORGANISATION 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)

ELECTRIC TYPEWRITER/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.

APPENDIX 6 – REGISTRATION AND ACCREDITATION

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

6.A Equipment for the Registration

- Two (2) A4 & A3 Photocopy machines (fast, professional type).
- One (1) complete PC with windows XP (English edition) with a USB port (installed and ready for use) and the English version of MS Office 2003 Pro (the version that include MS Access) installed.
- One (1) 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).
- Three (3) sets of extra colour set inks and two (2) black inks for the above inkjet printer.
- One (1) A4 Laser Printer equipped with a USB interface and the appropriate installation disk (English edition drivers for Windows XP). The printing speed must be at least 10 pages per minute.
- One (1) spare (extra) toner & drum for the above laser printer.
- Two (2) USB printer cables.
- Ten (10) boxes (25.000 pages) of A4 size paper 80 gr.



- Three (3) multi-socket gadgets with positions for 5 plugs.
- Two (2) heavy duty staple guns with adequate staples.
- Two (2) pairs of large sharp scissors.
- Two (2) perforators.
- A selection of pens, pencils, permanent markers, correction fluid, paper clips and glue sticks.

All this 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

- One (1) inkjet colour printer (Model canon "i" or "S" series with top feeder) equipped with the appropriate installation disk and cables (English edition drivers for Windows XP).
- Five (5) sets of extra colour set inks and seven (7) black inks.
- Three (3) laminating machines with heat regulator.
- 2500 laminating pouches size 11cmX15cm for laminating machines.
- 2500 cords for the accreditation cards, one (1) metre long each.
- 2000 plastic envelopes size 11,5cm X 15,5cm (to fit the laminated accreditation card).
- A4 size paper 160 gr. (400 pages).
- A selection of pens, pencils, permanent markers, correction fluid, paper clips and glue sticks.
- Three (3) heavy duty staple guns with adequate staples.
- Three (3) pairs of large sharp scissors.
- Two (2) perforators.

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 with power supply) during championships.

6.C 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 Sports 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 WKF Organising Commission will register by priority the delegations that have already sent their accreditation forms by post to the WKF Secretariat Office.

The accreditation of the host country organising commission, 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 WKF 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 NF 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 WKF General Secretary.



Access Areas

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

The room should be in the headquarters hotel. If not, as close as possible, in which case transport must be provided by the host country from the official hotels and return. It should be available according to the official program, and simultaneous translation in English, French and Spanish must also be provided by the host NF.

Enough seating for 250 people with a podium or stage for 30 (thirty) members of the EC in 2 (two) rows.

APPENDIX 8 - WARM-UP FACILITIES

A room with enough free floor space for a minimum of three competition areas for competitors to practice inside the Stadium. There must be a communication system between this room and the competition area.

APPENDIX 9 - WEIGHING

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

4 (four) accurate scales will be required, with at least 2 (two) WKF officials and 6 (six) extra staff supplied by the host NF, 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:

6 Internet lines

Fax (6 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 NF must ensure that this room is fully equipped according to the WKF Anti-Doping Rules.

APPENDIX 12 - OFFICIALS

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

APPENDIX 13 - CHANGING ROOMS

Preferably, there should be a separate room per NF. 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 NF 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 and 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
- 3 blue and 3 red flags for judges
- At least one spare pair of red and blue flags.



APPENDIX 16 - 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:

- 1 (one) A3 photocopy machine.
- 1 (one) 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 Sporthall during competition days.

For the Referee Commission there should be a table or tables, and chairs to seat 16 (sixteen) 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 200 Referees. This area will be as close as possible to the competition areas.

APPENDIX 17 - ASSISTANTS & ATTENDANTS

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

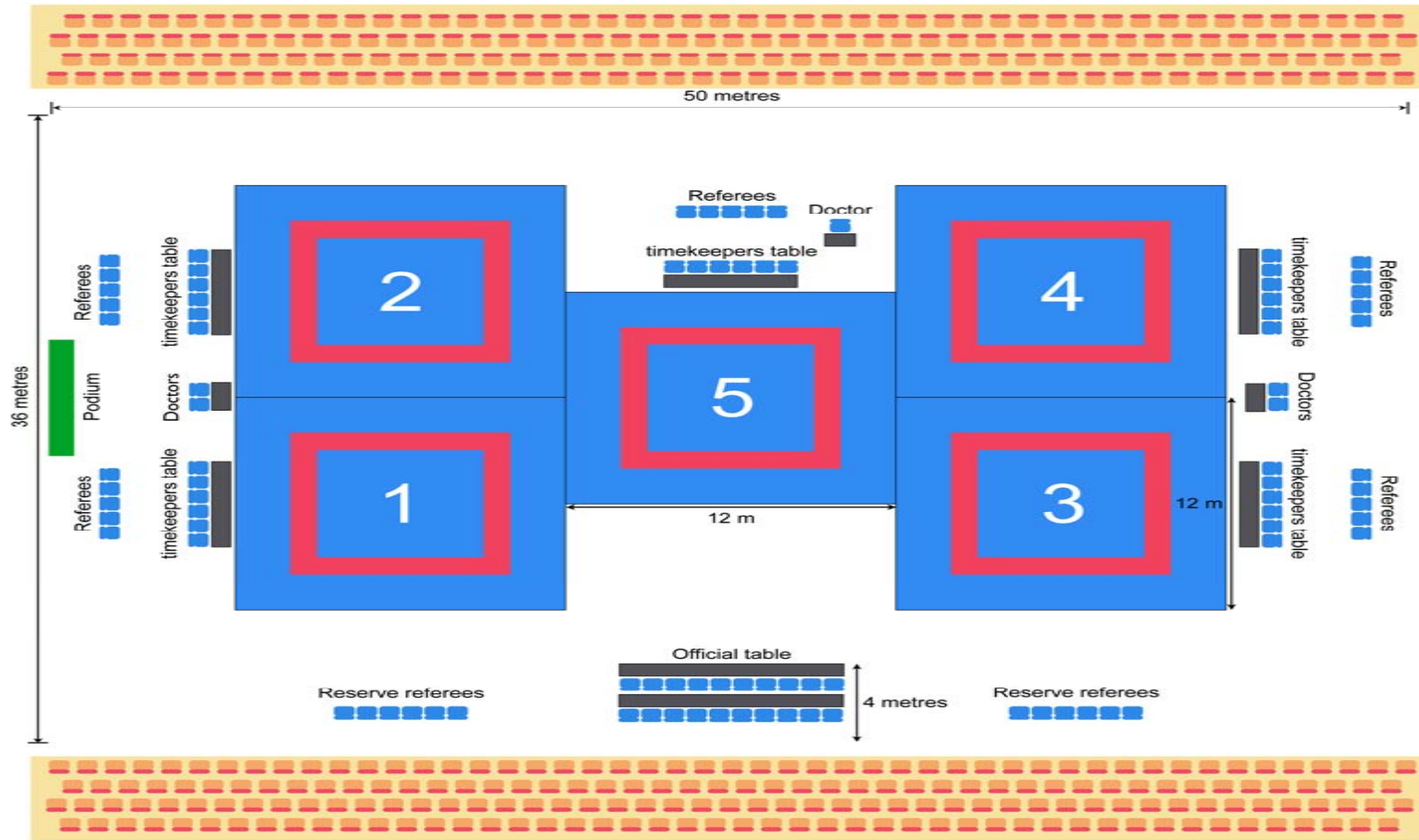
- 1 general liaison bilingual coordinator (at least in English and French)
- 5 (five) people for each competition area
- 2 (two) people for the Organising Commission.
- 2 (two) people for the Referee Commission.
- 10 (ten) people for access control.
- 3 (three) people for the flag control.
- 2 (two) people for National Anthems.
- 4 (four) people for medal ceremonies.
- 2 (two) translators (for English / French, English / Spanish)



ANNEXES



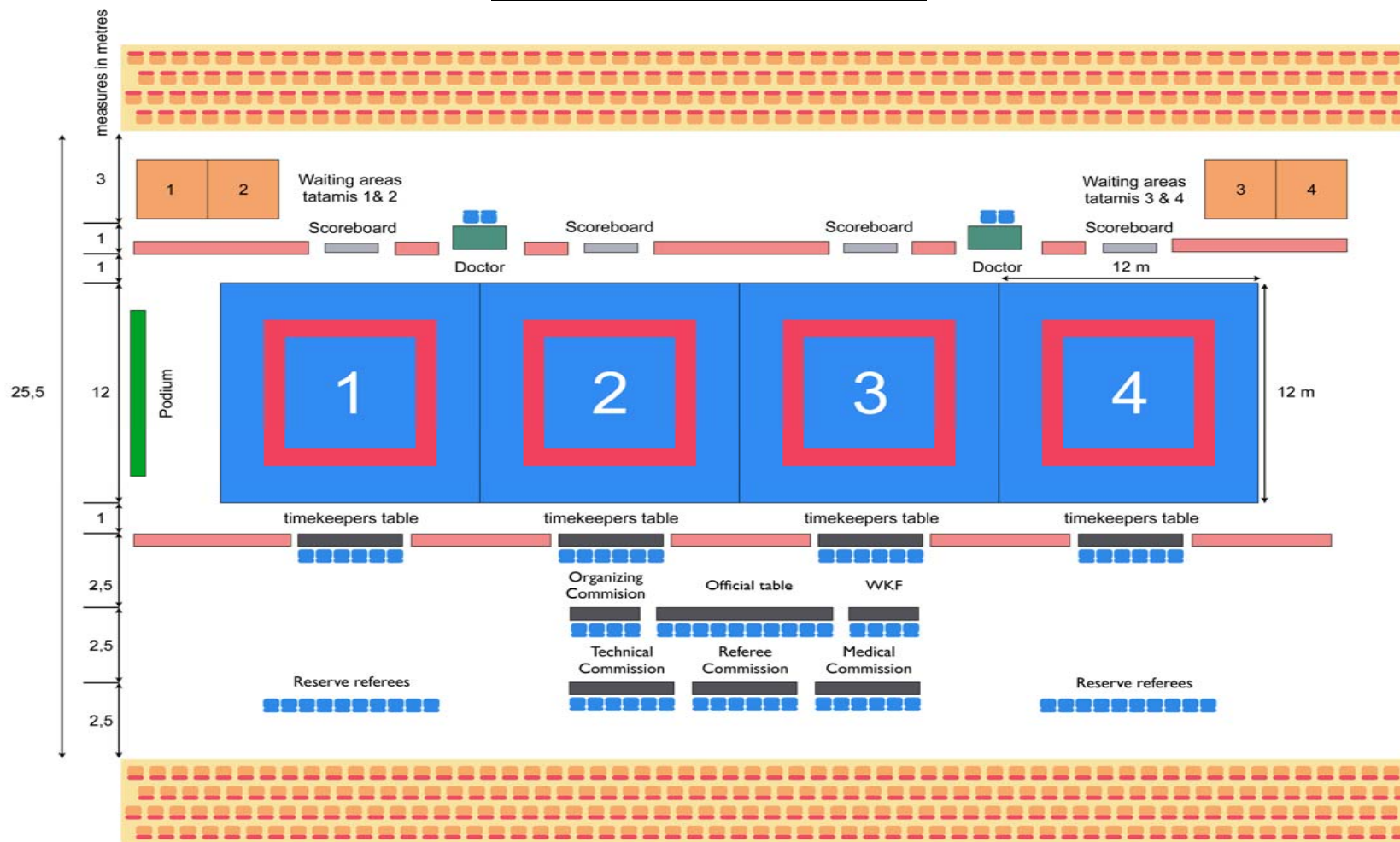
ANNEX I - CADET & JUNIOR CHAMPIONSHIPS



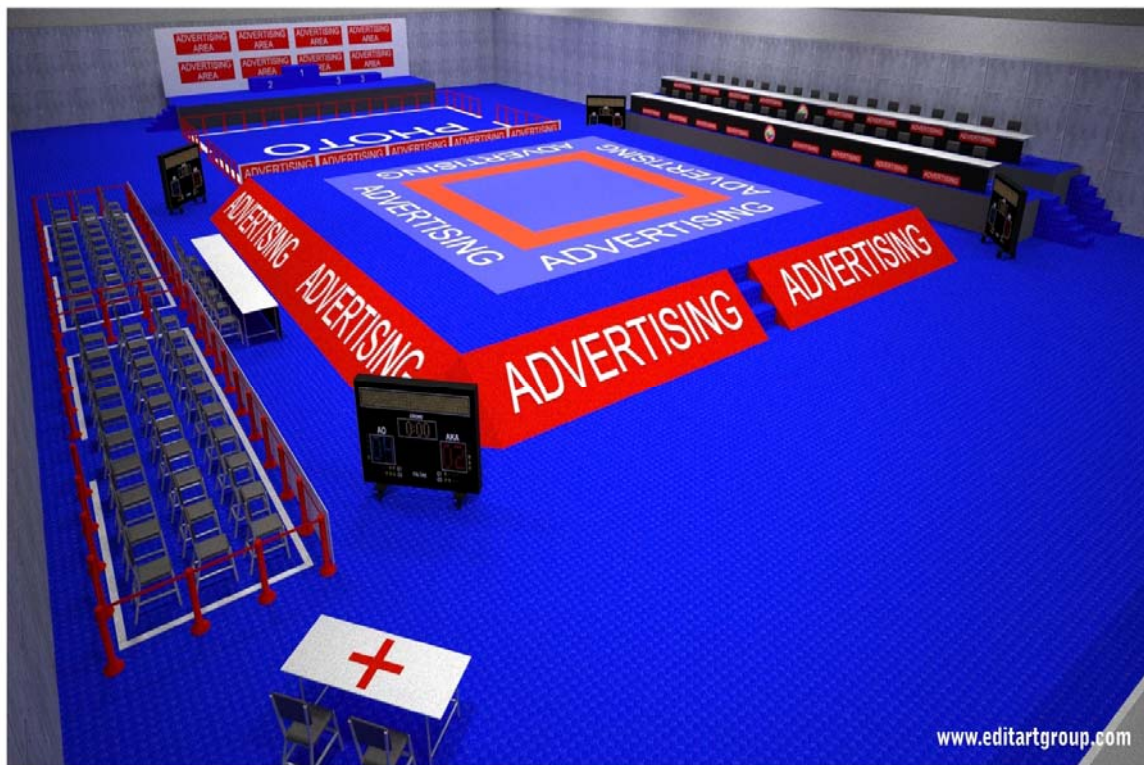
5 TATAMIS



ANNEX II - SENIOR CHAMPIONSHIPS



4 TATAMIS IN LINE





ANNEX III – COMPETITION CATEGORIES

WORLD CHAMPIONSHIPS (updated June 2010)					
WORLD CADET, JUNIOR & UNDER 21 CHAMPIONSHIPS			WORLD SENIOR CHAMPIONSHIPS		
GENERAL	CATEGORIES			GENERAL	CATEGORIES
<p>❖The competition will last for 4 days.</p> <p>❖Each National Federation can register one (1) competitor per category.</p> <p>❖At the draw, the four finalists of the previous championships will be split as much as possible. (The competitors in the case of individual events and the National Federations in the case of the team events).</p> <p>❖The Championships will be displayed in five (5) or six (6) competition areas, depending on the stadium's features.</p> <p>❖Kumite bouts duration will be in all cases 2 minutes for Cadet and Junior and for female under 21 and 3 minutes for male under 21.</p> <p>❖Bunkai in Kata team (male & female) to be performed in the final and bouts when the round is to determine the winner of a medal.</p>	UNDER 21	CADET	JUNIOR	<p>❖The competition will last for 5 days.</p> <p>❖Team Kumite eliminations will be held after the individual eliminations.</p> <p>❖Each National Federation can register one (1) competitor per category.</p> <p>❖ At the draw, the four finalists of the previous Championships will be split as much as possible. (The competitors in the case of individual events and the National Federations in the case of team events).</p> <p>❖ The Championships will be displayed in four (4) competition areas in line (3 days) and in one (1) elevated area for the medal bouts and the finals (2 days)</p> <p>❖ For catering service of referees and officials, specific areas and timetables must be provided.</p> <p>❖ Kumite bouts duration will be 3 minutes for male and 2 minutes for female categories, except for individual finals and individual bouts when the round is to determine the winner of a medal, whose duration will be 4 minutes for male and 3 minutes for female categories.</p> <p>❖ Bunkai in Kata team (male & female) to be performed in the final and bouts when the round is to determine the winner of a medal.</p>	<i>Individual Kata</i> (age +16)
	<i>Individual Kata</i> (age 18, 19, 20)	<i>Individual Kata</i> (age 14/15)	<i>Individual Kata</i> (age 16/17)		Male Female
	Male Female	Male Female	Male Female		<i>Male individual Kumite</i> (age +18)
	<i>Male Individual Kumite</i> (age 18, 19, 20)	<i>Male Individual Kumite</i> (age 14/15)	<i>Male Individual Kumite</i> (age 16/17)		-60 Kg. -67 Kg. -75 Kg. -84 Kg. +84 Kg.
	-68 Kg. -78 Kg. +78 Kg.	-52 Kg. -57 Kg. -63 Kg. -70 Kg. +70 Kg.	-55 Kg. -61 Kg. -68 Kg. -76 Kg. +76 Kg.		<i>Female individual Kumite</i> (age +18)
	<i>Female Individual Kumite</i> (age 18, 19, 20)	<i>Female Individual Kumite</i> (age 14/15)	<i>Female Individual Kumite</i> (age 16/17)		-50 Kg. -55 Kg. -61 Kg. -68 Kg. +68 Kg.
	-53 Kg. -60 Kg. +60 Kg.	-47 Kg. -54 Kg. +54 Kg.	-48 Kg. -53 Kg. -59 Kg. +59 Kg.		<i>Team Kata</i> (age +16)
	/	/	<i>Team Kata</i> (age 14/17)		Male Female
	/	/	Male Female		<i>Team Kumite</i> (age +18)
	/	/			Male Female
Total	8	10	13	16	



ANNEX IV – CANDIDATURE DOSSIER

GUIDELINES FOR THE CANDIDATURE DOSSIER FOR THE ORGANISATION OF A WORLD CHAMPIONSHIP

The evolution of the organisation and participation level of Karate World Championships make it necessary to establish standards and procedures to be followed by the National Federations interested in the organisation and guaranteeing as far as possible the celebration of the Championships, which a wide impact on media and sports wise.

Therefore and in order to get enough feedback and objective facts to select the best option, specific proposals for a designation of the World Championships must be presented 5 years in advance, attaching a dossier containing the structure and information detailed below. All of this will have to be done according to the rules contained in the WKF Organisation Rules (OGR) in effect.

The procedure will be as follows:

The National Federations having expressed formally their interest, will receive from the WKF the relevant instructions for the presentation of the candidature dossier.

This dossier, within the presentation letter, will include the explicit acceptance of the general organisation conditions in effect for the World Championships included in the WKF Organisation Rules (OR) in effect. The level of detail will be such to allow the overall understanding of the Championships organisation as well as the organising capacities, the available resources and the institutional support.

The proposals, or candidature dossier for the organisation of a Karate World Championships, must follow the index described below, and may be otherwise declared non compliant. The presentation of this dossier will be compulsory for the evaluation of the corresponding candidature by the Executive Committee.

INDEX OF THE CANDIDATURE DOSSIER

1.1. Host city. This section will detail:

- number of inhabitants
- number of karate clubs
- number of affiliated karatekas
- distance to the airport

1.2. Sports Venue. This section will detail:

- spectators capacity
- dimensions of the competition area
- distance and connections with the city

1.3. Official Hotels. This section will detail:

- capacities and facilities
- price range
- distance to the Sports Venue



1.4. Media. This section will detail:

- TV chain broadcasting the Championships
- Press media / press agencies

1.5. Promotion and Publicity Plan. This section will detail:

- Action Plan to be developed for spread and promotion in the host city and host country

1.6. Financial Project. This section will detail:

- estimated income / institutional contributions
- estimated expenses



ANNEX V – COMMISSIONS COMPOSITION

WKF COMMISSION	CHAIRMAN	COMPOSITION / MEMBERS/OTHERS	
MEDICAL COMMISSION	R. Arriaza (Spain)	See Medical Commission Rules	
ANTI-DOPING COMMISSION	H. Zaeimkohan (Iran)	R. Arriaza + see ADC Rules	
REFEREE COMMISSION	C. Kassis (Australia)	J. Escalante (Sweden)	Secretary
		H. Puveland (France)	Asst Secretary
		<ul style="list-style-type: none"> ☞ R. Azzaoui (Morocco) ☞ C. Baxter (USA) ☞ I. Christou (Greece) ☞ N. Fall (Senegal) ☞ P. Lim (Malaysia) ☞ F. Madani (USA) ☞ J. Mantilla (Venezuela) ☞ T. Mini (Switzerland) ☞ R. Ortega (France) ☞ D. Panossian (Australia) ☞ E. Sanchez (Spain) ☞ S. Uemura (Japan) 	Members
TECHNICAL COMMISSION	T. Sakumoto (Japan)	<ul style="list-style-type: none"> ○ M. Billman (England) ○ R. Canedo (Mexico) ○ I. Ercin (Turkey) ○ J. Y. Huang (Chinese Taipei) ○ Z. Jerkovic (Serbia) ○ J. Manceras (Spain) ○ L. Monk (New Zealand) ○ R. Oki (Japan) ○ A. Solofronina (Madagascar) 	Members
PROTOCOL AND SECURITY	M. Cipriotis (France)	For World Championships. Reports to the WKF General Secretary	
ORGANISATION COMMISSION	E. Perez (Spain)	See Organisation Commission Rules	
ATHLETES COMMISSION	HRH Sheikha Maitha Al Maktoum (UAE)	D. Benetello (Italy), C. Morton (USA), S. Perić (Serbia), T. Scholtes (Luxembourg)	
WOMENS SPORT COMMISSION	C. Díaz (Venezuela)	<ul style="list-style-type: none"> ➤ M. Lenoa (Fiji) ➤ Yrsa Lindqvist (Finland) ➤ M.E. Quiñones (Venezuela) 	
SPORTS COMMISSION	C. Kassis (Australia)	<ul style="list-style-type: none"> ❖ Chairman of the Technical Commission ❖ Chairman of the Athletes Commission ❖ Chairman of the Medical Commission ❖ 1 TC member + 1 RC member to be appointed for each meeting by both the TC and the RC Chairmen 	
DISCIPLINARY AND LEGAL COMMISSION	J. Garcia Maañon (Argentina)	See Disciplinary and Legal Commission Rules	
COMMISSION FOR PERSONS WITH DISABILITIES	W. Weigert (Germany)	See Commission Rules	

Updated February 2011