

Commonwealth Karate Federation



WORKING RULES OF CKF COMMITTEES

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1. DISCIPLINARY AND LEGAL AFFAIRS COMMITTEE (DLC)

CKF DLC AND LEGAL AFFAIRS (DLC) COMMITTEE WORKING RULES

- 1). The DLC shall be composed of three members, appointed by the Directing Committee and not members of this latter. One Chair and two members. All of them, including the Chair, must be from different National Federations.**
- 2). The DLC may act on disciplinary matters on its own initiative or undertake tasks relating to disciplinary matters as assigned by the Directing Committee or addressed by third parties.**
- 3). The DLC shall handle such disciplinary matters which are not automatically handled by the Referee Committee through the enforcement of the competition rules, e.g. disciplinary matters in connection with the opening and closing ceremonies, incorrect behaviour of members of Delegations outside or inside the competition area - or any breach of conduct which may harm the prestige of karatedo.**
- 4). The DLC may impose disciplinary measures on Federations, Delegations or members of Delegations, in the form of verbal or written warnings, imposing fines according to the regulations or suspensions from participation in CKF events.**
- 5). The DLC may enforce the regulations of the CKF by denying access to the competition area or sportshall to persons and/or delegations who refuse to abide by CKF regulations or instructions from the Directing Committee.**
- 6). The Chair of the DLC, or a member of the Committee appointed by the Chair, shall inspect opening and closing ceremonies and present a written report of any incorrect attire or breach of conduct under said ceremonies.**
- 7). The Chair of the DLC shall receive and file all disciplinary complaints which do not relate to refereeing or conducting the competition.**
- 8). Meetings of the DLC shall be called by the Chair, by his own request or by request of the other two members.**

- 9). **The DLC may carry out investigations, conduct interviews or undertake correspondence to obtain sufficient information before taking such action as it deems appropriate.**

1-DLC



2-DLC

- 10). **Members of the DLC shall not discuss the findings of their investigations with any other party. Members of the DLC will not take part in any case which involves members of their own National Federations, family, or in-laws. It is the responsibility of each member of the DLC to withdraw from any case where there may be a conflict of interest. Should this member be the Chair, then the Directing Committee will appoint another of its members as temporary chair for that particular case.**
- 11). **Complains about decisions of the DLC must be appealed in writing to the CKF Congress, subsequently to the WKF and for final decision to the IOC-TAS.**
- 12). **Meetings of the DLC will be considered quorate when at least two of its members are present. The decisions will be taken by simple majority and in the case of a tie, the Chair will have a casting vote. In the case of only two members present, all decisions will have to be taken unanimously.**



3-DLC





2. ORGANISING COMMITTEE (OC)

GENERAL DISPOSITIONS

- 1). **The CKF-OC will be in charge of supervising the organisation and running of all Commonwealth Championships.**
- 2). **The host countries will have to stick to the enclosed rules. Any deviation from these rules will have to be reported on time from the organisers to CKF-OC Chair, who will take the final decision in agreement with CKF President and General Secretary.**
- 3). **The CKF-OC will be composed of the Chair, who will be appointed by CKF-DC, plus the members, in a maximum of four, that the OC Chair may propose for each championship, to CKF-President, who will appoint them.**

1.- SITE AND DATE

- 1.1. **The site for Commonwealth Karate Championships will be confirmed by a preceding Congress.**
- 1.2. **The host country must notify the CKF General- Secretary at least 8 months in advance of the precise date and venue of the Championships. Failure to do so can result in the DC taking the Championship away from the designated country.**
- 1.3. **The Commonwealth Championships are bi-annual (every 2 years) and shall take place in the second half of June.**
- 1.4. **The site of the Commonwealth Championships shall be located no more than 40 kilometres from an International airport which receives regular direct flights from other countries. Any exception to this will have to be expressly authorized by the Directing Committee.**

2-OC



1.5. The country selected by CKF, must be able to guarantee access to the whole of the CKF membership.

1.6. No later than six (6) months before the date of the scheduled Championships, the host country must send out the first information bulletin to all CKF member countries. THE DRAFT OF THIS BULLETIN, PRIOR TO BEING SENT OUT, MUST BE COMMUNICATED TO CKF PRESIDENT FOR AGREEMENT.

This bulletin must contain at least the following:

- a) The date and venue for the event.
- b) Preliminary programme of activities.
- c) Hotels details and prices and airlines information.
- d) Name, address, telephone and fax numbers of the host country Organising Committee and Travel Agency.

1.7. No later than three (3) months prior to the event, another bulletin must be circulated with the following information. THE DRAFT OF THIS BULLETIN, PRIOR TO BEING SENT OUT, MUST BE COMMUNICATED TO CKF PRESIDENT FOR AGREEMENT.

- a) Final confirmation of the contents of the first bulletin.
- b) Final program for the Championships and all connected events (Congress, Committees Meetings, etc.), agreed with CKF-OC.
- c) Place and time of Registration.
- d) Requirements for Registration, address for Entry Cards and deadline for entries.
- 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.

j) **Other relevant information.**

3-OC



- 1.8. Championships will be under the overall control of the CKF Organising Committee (OC), who represents the DC.
- 1.9. The host Country (Organising Federation) is responsible for the in-country organisation of the Championships and not with the duties of the OC and the running of the Championships itself.

The host country will select if possible a maximum of 3 hotels for all members of the participating countries, of which one hotel will be the headquarter. The names of the hotels selected must be passed on to the CKF OC for ratification, and once ratified will be the Official Hotels for the competition.

Championships must be organised according to the CKF rules. Their program must be approved by the OC.

IMPORTANT NOTE

THE HOST COUNTRY WILL NOT BE HELD RESPONSIBLE FOR ANY PARTICIPATING COUNTRY WHICH FAILS TO COMPLY WITH THE DEADLINE FOR RESERVATIONS AND REGISTRATION.

IF A PARTICIPATING COUNTRY CHOOSES AN HOTEL OTHER THAN THOSE SELECTED BY THE HOST COUNTRY, THE HOST COUNTRY WILL BEAR NO RESPONSIBILITY. ARISING FROM SUCH A CHOICE.

2.- COMPETITION VENUE (see maps 1 & 2)

2.1. Arena Dimensions

The competition arena must be large enough to accommodate a minimum of 5 areas. Depending upon the size of the entry, additional areas may be utilised. The championships must start and complete within the scheduled timetable.

Total arena size must be no less than 45 meter x 32 meter.

Each area measures 8 x 8 meter, and is surrounded by a further 1 meter wide safety area, therefore is necessary to, allow 10 meter per area.

The whole competition floor may be raised to a height not exceeding 1 meter high. In this case, the safety area will be no less than 2 meter wide.

IT IS IMPERATIVE THAT ALL MATTED AREAS ARE FIRMLY SECURED TO THE FLOOR.

4-0C



2.2. Spectators Seating. The spectator seating capacity is at the discretion of the host country. However, there should be seating for at least 4000 spectators. Special seating for 100 people must be reserved for VIP's etc., and ample seating for referees and fighters.

2.3. 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:

- **WARMING-UP PRACTISE (KUMITE & KATA)** (see app. 8)

- **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. The National flag of each CKF country should be exhibited, together with the official CKF flag. National Anthems must be available on fast recall. Each country should supply the host country with their flag and their national anthem.

2.6. A winner's podium should be provided and the OC must make proper arrangements for the presentation of prizes (see OFFICIAL MEDAL CEREMONY).

3.- HEADQUARTERS HOTEL AND OFFICIAL HOTELS

3.1. The designated hotels must be approved by the CKF OC. The hotels shall be of reasonable quality. The hotel chosen as headquarter, if possible have available a minimum of 150 rooms for the duration of the Championships.

5-0C



3.2. The hotels shall be of a good standard and price in realistic context with national rates. The host country 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 country to obtain a reduced price.

The host country must not intrude 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 CKF, and the case be examined by the Disciplinary and Legal Affairs Committee.

3.3. The hotel rates must be given, at least, in a B & B 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 for the accommodation of the following:

DIRECTING COMMITTEE	(see app. 1)
REFEREE COMMITTEE	(see app. 2)
TECHNICAL COMMITTEE	(see app. 3)
ORGANISING COMMITTEE	(see app. 4)
MEDICAL COMMITTEE	(see app. 5)
REGISTRATION	(see app. 6)
CONGRESS	(see app. 7)

It may also be used for competitors and referees, provided all official committee members have been given priority bookings.

4.- ORGANISING COMMITTEE.

4.1. The host country must offer courtesy transport from the headquarters and official hotels to the stadium and return for all participants. Also it must provide courtesy transport for the referees to the referee course and return.

The host country 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 country must also provide separate courtesy transport for all Committee members from the airport to the hotel and return and for their

official duties during the Championships. The schedules will be coordinated by the O.C. Chair with the host country.

6-OC



- 4.2. At registration, identification cards will be issued, together with the final schedule and promotional material. The cards will attach a photograph of the holder, and a annual WKF Black/Brown Belt Card must be presented.

At the same time, fighters will be issued with an approved CKF health monitoring card. This must be carried at all times during the Championships.

- 4.3. For details of registration requirements, see Appendix 6.

- 4.4. No entry should be registered by the OC unless first cleared by the CKF treasury and provided to the OC with evidence that CKF membership fee and event registration are fully paid.

Evidence of nationality must be produced in respect of all athletes.

- 4.5. Approved initial entry forms for Championships must be sent from the OC six (6) months before the scheduled date of the Championships.

- 4.6. Registration documents and all paperwork concerned with the Championships must be written at least in English.

- 4.7. The host country is responsible for providing venues for the Referee Course, the DC, the SC, the TC, the RC, the OC, the MC, and in its case for the Medical Congress, the Technical Congress, CKF Congress and other CKF official meetings (see appendixes 1 to 7)

- 4.8. Throughout the Championships, the host country must provide an inquiry desk in the headquarters hotel to deal with problems faced by participating countries. This shall be a non-stop operation from 8.00 am until 22.00 pm.

5.- MEETINGS.

- 5.1. The CKF OC will submit, five (5) months prior to the event, the number of rooms and space need, if necessary to modify the following parameters:

DIRECTING COMMITTEE	15 People
REFEREE COMMITTEE	8 People
TECHNICAL COMMITTEE	8 People
ORGANISING COMMITTEE	8 People
MEDICAL COMMITTEE	5 People
REGISTRATION	60 sq. metres minimum.

7-0C



IF LARGE ENOUGH ROOMS ARE AVAILABLE IN THE HEADQUARTERS HOTEL, THE FOLLOWING MUST BE PROVIDED:

CONGRESS (only Senior Championships)	80 People
REFEREE COURSE	80 People
REFEREE EXAMINATION	80 People

- 5.2. A meeting room should be kept available throughout the Championships, both at the stadium and the headquarters hotel, for a capacity of 20 people.

6.- RESPONSIBILITIES OF THE HOST COUNTRY DOCTORS.

- 6.1. All the medical personnel participating in the event must attend the Referee Course in order to familiarise themselves with the Rules connected with injuries and treatment.
- 6.2. All the medical staff participating in the event MUST have prior approval from the CKF Medical Committee.
- 6.3. A minimum of one doctor per competition area is required for the duration of the Championships, plus also adequate qualified first aid staff.
- 6.4. A standby ambulance for emergencies must be supplied and be available throughout the competition schedule.
- 6.5. All the local doctors must be competent in at least one CKF official language.
- 6.6. An IOC approved drugtesting unit MUST be available, and operative, the expenses for the unit to be met by the host country. For any other queries and responsibilities, refer to the CKF Medical Committee operation rules.

7.- THE REFEREE COURSE.

- 7.1. There must be adequate seating for at least 80 people plus enough floor space for two full competition areas.

Material to be provided by the host country (minimum of 5 areas)

15 blue flags, 15 red flags
10 blue belts, 10 red belts
10 Chronometres, 5 bells, 5 official scoreboards

Each additional area will require:

- **3 sets of blue/red flags, 2 sets of blue/red belts,**
- **2 Chronometres, 1 bell, 1 official scoreboard**

8-OC



7.2. Referees Examination.

Adequate seats and tables for 80 people, with separate seating for the Referee Committee. Room available according to the official program.

7.3. A most important task of the host country in connection with the RC is liaison. It is therefore important that liaison officers are appointed by the DC to work with the RC members, to ensure a two-way communication for a better running of the Championships.

7.4. Further to this, the host country must provide a minimum of 5 runners (one per area) for the exclusive use for the Referee Committee during the operation of the Championships.

7.5. Referee examination papers, diplomas, ties and badges are the responsibility of the RC, who will ensure that a proper supply of each is available at the course.

8.- THE DRAW.

8.1. The draw will be made by the OC. Each completed master sheet must be signed by an OC official.

8.2. The draw must use the CKF computerised random process with the exception that the previous corresponding Championships finalists are separated as widely as possible and double entries from each nation are segregated into separate pools, or as far apart as possible if in one pool.

8.3. Entries for the draw will be those taken from the registration forms.

9.- PRIZES.

**9.1. These are to be provided by the host country.
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.

9.2. In identifying with the Olympic ideal, Karate will move away from the emphasis on trophies and towards high quality gold, silver and bronze medals.

9.3. Diplomas

9-OC



10.- FOOD REQUIREMENTS.

- 10.1. The host country is not obliged to provide food to athletes. Any assistance provided in this respect is a courtesy.**
- 10.2. The host country is required to provide the working referees, doctors and CKF working officials with a continuous supply of hot and cold drinks and snacks.**

Owing to the nature of their work, a separate meal service must be made available so they do not have to queue.

11.- FINANCIAL CONSIDERATIONS.

- 11.1. The host country must meet the following expenses.**

B) CKF Championships

B1) Travel

Twelve (12) flight tickets plus local transport necessary for the 12 individuals designated by CKF.

B2) Accommodation

Fourteen (14) rooms in the headquarters hotel in a single accommodation/bed & breakfast basis for a maximum of 7 nights. (total of 98 nights/person).

B3) Meals

A daily lump sum per person (14) to be agreed with CKF in advance or according headquarters hotel lunch and dinner prices, also to be agreed with CKF. (total of 98 units)

10-OC



11.2. Surety

Any National Federation which has been successful in bidding and having been awarded the right to host an CKF official event must pay a surety within 31st December of more than two full years prior to the event. The amount of the surety will be fixed by CKF-DC. An irrevocable bank guarantee from a reputable bank will also be acceptable.

In case of no payment or giving the guarantee on time, CKF will be free to withdraw the rights of the event in question and award them to another National Federation.

The Bank Guarantee, in its case, will be executable upon CKF President's demand, and will expire the last day of the month after the one when the event has taken place. In the case of disputes on the guarantee these will be settled in first instance by the DC and in last instance by the Congress of the year after the one when the event has taken place.



11-0C



11.3. The TV rights of the CKF Championships are the property of CKF, to deal with it at its sole discretion.

The CKF DC may permit the host country to videotape the Championships and shall make such terms as it decides at its discretion, relating to this permission.

No participation fees may be levied by the host country. Delegations shall be provided with free admission to the Championships.

Those considered as official delegations are:

- The leaders of each official Federation.**
- The technical directors or sports directors.**
- The competitors**
- The referees.**
- The coaches.**
- The doctors and medical staff.**
- The reporters and photographers.**
- The VIPS invited by the Presidents of the National Federations.**

The spouses or first degree relatives coming with the above mentioned persons are also considered as members of the delegation. The supporters and others coming with the delegation are not considered as members of the delegation.

12. LIASION.

12.1. The operation of the Championships is the responsibility of the CKF OC who can take any necessary action.

Between 3 and 4 months before the event that is, between the communication of date and venue and the issue of the 1st bulletin, a meeting between the O.C. Chair or the person designated by him, and the host Federation responsible will be held on the site of the Championships. An official report from this visit will be issued by the O.C. Chair to CKF President and General Secretary. This report will at least contain the control of those points, article by article, that are included in these rules and affect the requirements of the event.

For this meeting, the host country will be responsible for travel, accommodations, food and other local expenses, and CKF for the lump sum.

12-OC



During his visit to the host country the OC member must satisfy himself that all arrangements are properly made for the smooth running of the event.

- 12.2. If the host country fails to meet the regulations, then the OC shall make a further visit to the host country when the necessary rearrangements have been made. All costs of this additional visit shall be borne by the host country.**

It is OC role to check all details relating to the entire event. In accepting the mandate to host an CKF Championships, the host country accepts the authority of the OC in all matters pertaining to the running of the event.

13.- MISCELLANEOUS.

- 13.1. In agreeing to host an CKF Championships, the host country is undertaking a substantial task. Not only is the financial commitment a consideration but the country shall also guarantee to supply:**

- a) Sufficient trained timekeeper / scorekeepers to manage all areas for the entire event.**
- b) Sufficient liasion officers to convey match results promptly to the controllers.**
- c) Sufficient experienced controllers to provide for the full charting of the match in the English language.**
- d) Sufficient stewards and security people to provide an uncluttered arena. THIS IS PARTICULARLY IMPORTANT.**
- e) Sufficient secretarial staff and clerical officers to administer the registration.**
- f) Sufficient changing rooms and secure locker facilities for 1000 athletes, 350 of them female and separated from male.**
- g) Draw sheets, stopwatches, and sheets. Bells, buzzers, oxygen equipment, ambulance, winner podium, Anthems, prizes, area tape, 6 weighing machines of certified accuracy.**

13-OC



- h) Adequate daily training facilities for the competing nations during 2 full days prior to the beginning of the competition.**
 - i) Warm-up facilities for competing athletes.**
 - j) Clearly visible scoreboards and visual aids which will enhance appreciation of the match.**
- 13.2. The drawsheets for the Championships must be based upon an approved CKF format; samples are available from the OC.**
- 13.3. Drug testing facilities to be operated by CKF MC. For this a room with an adjoining toilet and communicating door should be provided. The host country must arrange for the analysis of up to 30 samples. The testing laboratory must forward the results directly to the MC Chair.**
- 13.4. Exclusively CKF approved protective equipment must be used at the Championships.**
- 13.5. 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 accesible spot in the arena, where it may readily be seen by fighters and coaches.**
- 13.6. The OC must arrange for the issue of health monitoring cards. These are issued to fighters at registration and handed prior to the bout to the table officials. If a the fighter is injured, an endorsement will be made on the card and can therefore be seen and noted in subsequent bouts.**
- 13.7. The opening and closing ceremonies will involve a march on of all delegations in alphabetical order. Each delegation will be preceded by its National flag and a representative of the delegations will hold a name board with the nation´s name.**
- 13.8. 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.**

14.- PRESS ACCESS.

- 14.1. The Press of the host country will be vetted by the host country. Where television is present, directors must be informed that lights which disturb the participants may not be used.**

- 14.2. For foreign press all efforts must be made to reduce the number of people in the competition area itself and it is therefore essential that foreign Press be restricted to "Press Only" areas which are well sited for photographs.
- 14.3. Press accreditation can only be given to persons who apply for such in advance and who are able to prove they are journalists.
- 14.4. During presentation ceremonies, the press must be kept back.
- 14.5. Heads and members of National delegations have no place at all in the arena and must not be allowed on it at all.
- 14.6. Athletes, officials, or any member of a delegation who do not conduct themselves properly can be reported to the Disciplinary and Legal Affairs Committee which is empowered to take disciplinary action against the miscreants.
- 14.7. Athletes and officials are reminded that they should not smoke on the areas. They are also warned against sprawling on the floor whilst in uniform.

15.- INSURANCE.

- 15.1. The host country must ensure that the Championships are covered by insurance policies which cover personal accidents, member to member and public liability.

Where such policies are not available, then the CKF Treasurer must be informed. He will arrange such cover if possible and invoice the host country.

- 15.2. Each country has to ensure that they have proper insurance for their athletes.

16.- SCORING BOARDS AND COUNTDOWN CLOCKS.

- 16.1. Each of the fighting areas must be furnished with an Electronic Scoring Board.
- 16.2. Each of the fighting areas must be furnished with a countdown clock, indicating the time - in seconds - still running until the end of the bout.

Each clock should be visible for the referees, the fighters and the public.



17.- REGISTRATION AND QUALIFICATION.

- 17.1. Only countries who are members of the Commonwealth and the World Karate Federation, with their athletes in membership of the WKF recognised National Governing Body, may compete in the CKF Championships. *This clause takes precedence over all others.***

With the following exceptions, only Nationals of a country may take part in the Commonwealth Championships and represent their country.

As a general rule if a competitor has represented one country in an CKF official event he cannot represent another country at an Commonwealth Championships.

- 17.2. Nevertheless, if a competitor that has taken part in one of those events obtains by marriage the nationality of his spouse, he may represent his spouse's country complying article 17.5.**
- 17.3. 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 he selects. Once represented both countries CKF –DC approval will be necessary for a further change.**
- 17.4. A competitor may represent the country of his birth and of which he is a National unless he opts to take the Nationality of his /her father or mother.**
- 17.5. A naturalised competitor (or one who has changed his Nationality by naturalisation) may not participate in the Commonwealth 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 NFS concerned and the final approval of the CKF DC.**
- 17.6. 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 CKF, 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 Commonwealth Championships.

16-OC



18.- ENTRY CARDS.

18.1. The identification card shall contain the following particulars:

- * Photograph**
- * Given Names and Surname**
- * Date of Birth**
- * Sex**
- * Nationality**
- * Black/Brown Belt Card Number**
- * Passport Number**

18.2. The identification cards are made available by the OC and they shall be stamped by the OC, and contain a space for the signatures, as the case may be, of CKF (for its members and officials) or the NF (for its officials and competitors).

18.3. Moreover, space shall be provided for the signature of the governmental authority of the holder's country of origin which shall, at the request of the OC, confirm the holder's Nationality and his right to travel to the country of the Commonwealth Championships and to return to his own country.

The following shall apply:

Green Card	For competitors only	
Yellow Card	Coaches	Timekeepers
	Doctors	Administration
	Referees	Scorekeepers
	Judges	Physiotherapists
	Managers	
Pink Card	VIPS	
	Presidentes of National Federations	
	Official Committees members	

19.- INVITATIONS - PROTOCOL.

19.1. For all events (meetings, Championships, dinners, receptions, etc.) the protocol will be:

17-OC



- * **President of CKF**
- * **President of the hosting NF**
- * **1st VP**
- * **General - Secretary**
- * **General - Treasurer**
- * **2nd VP**
- * **3rd VP**
- * **Assistant General Secretary**
- * **Assistant General Treasurer**
- * **Other Directing Committee members (in alphabetical order)**
- * **Chair of CKF Committees (in alphabetical order)**
- * **Members of CKF Committees (in alphabetical order)**
- * **President and DC members of the host country**
- * **President and DC members of CKF Federations (in alphabetical order)**
- * **Referees**
- * **Competitors**
- * **Coaches and technical directors**
- * **Invited guests. However, VIP'S will be placed with the President**

19.2. Receptions.

During opening ceremonies and receptions the order of 19.1. will be respected.

20.- OPENING CEREMONY.

- 20.1. The sovereign or Head of State or the personality who has been invited to preside at the Commonwealth Championships shall be received at the entrance of the stadium by the President of CKF and by the President of the National Federation of the host country.**

The two Presidents shall conduct the Sovereign or Head of State or personality and his retinue to his box in the stand of honour where he shall be greeted with his National Anthem.

- 20.2. The parade of the participants shall then follow. Each delegation dressed in its official uniform or sports wear must be preceded by a nameboard bearing its name and must be accompanied by its flag. It is a duty as well as an honour to participate in the opening ceremony.**
- 20.3. No participant in the parade of opening and closing ceremony is permitted to carry cameras, 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.

18-OC

20.4. The contingent shall parade in alphabetical order according to the language of the country organising the Commonwealth Championships, except that the host country shall bring up the rear. Only those who are competing in the Commonwealth Championships and Officials in each delegation, shall parade.

20.5. The delegation, which shall generally consist of a maximum of eight (8) people per team, shall salute the sovereign or Head of State or 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 nameboards and their bearers, shall be furnished by the host country and shall be of equal size.

Each contingent, after completion of its march around the stadium, shall line up in the central lane and maintain its positioning in a column behind its name-board and flag facing the stand of honour.

20.6. The President of the National Federation of the host country, accompanied by the President of CKF shall then proceed to the rostrum placed on the field in front of the stand of honour where he shall introduce the President of CKF with the following words:

"I have the honour to introduce..., President of the COMMONWEALTH KARATE FEDERATION, to whom I extend the warmest welcome..."

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

"I have the honour to invite... (the sovereign or Head of State or personality) to proclaim open the Commonwealth Championships"

The Sovereign or Head of State or personality shall then conclude in his speech with the words:

"I declare open the Commonwealth Championships of Karate".

Immediately, and to the strains of the CKF Anthem, the CKF flag shall be slowly raised on the flagpole erected in the stadium.

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

19-OC



The official ceremony according to the protocol described above 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 hour.

In the case of an opening ceremony being authorized by the CKF to be held in a secondary venue, the rules of protocol described above shall not apply, but the host country must submit details of the ceremony in advance to the CKF OC (at least 4 months).

21.- OFFICIAL MEDAL CEREMONY.

- 21.1. For all Championships organised by CKF, the procedure for awarding medals and prizes 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 places.

- 21.2. A red 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 2, 1 and 3rd order, behind the Master of Ceremonies for the prize giving.

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

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

- 21.4. The Competitors shall wear tracksuit.**

- 21.5. 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.**

- 21.6. The people bearing the prizes will face the podium, and stand parallel to it, at a distance of 3 metres. Prizes will be given by the chosen personality accompanied by the CKF President.**

20-OC

- 21.7. 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 standings.**

- 21.8. Right before the formal ceremony, the stewards will remove all persons not directly connected with the ceremony. Official photographers will be exempted, however they must remain at a reasonable distance from the podium.**

22.- CLOSING CEREMONY.

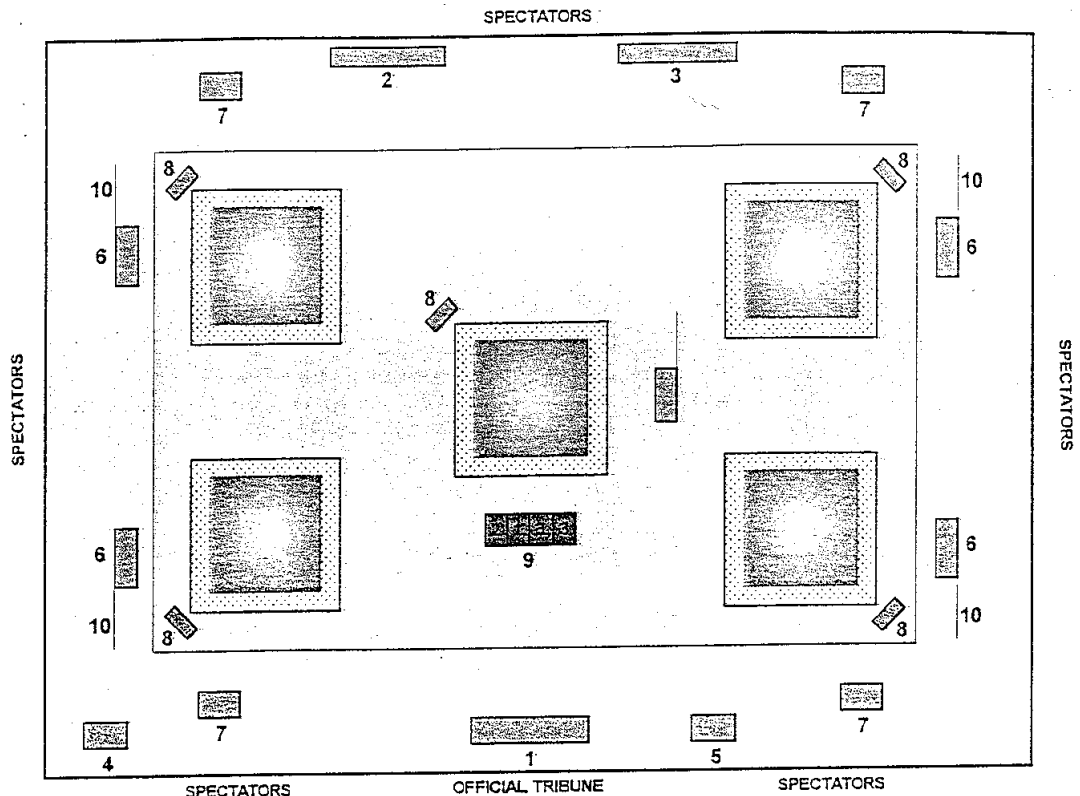
The President of CKF, the President of the host country and a small delegation will formally hand over the official flag to the President of the country hosting the next same category Championships.

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

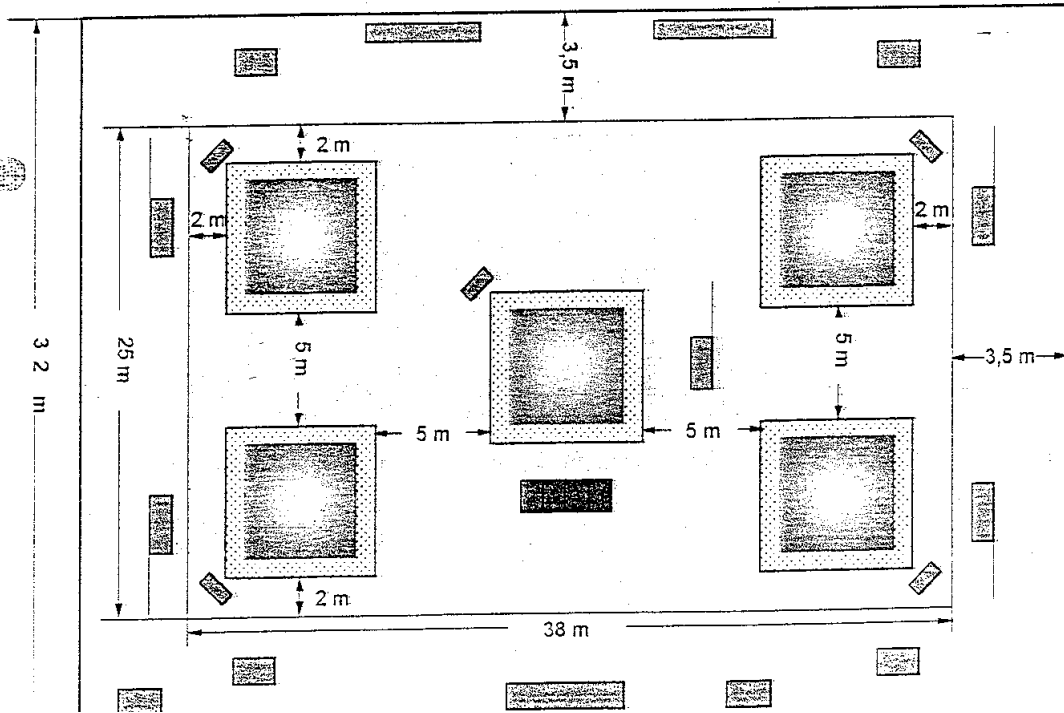
21-OC



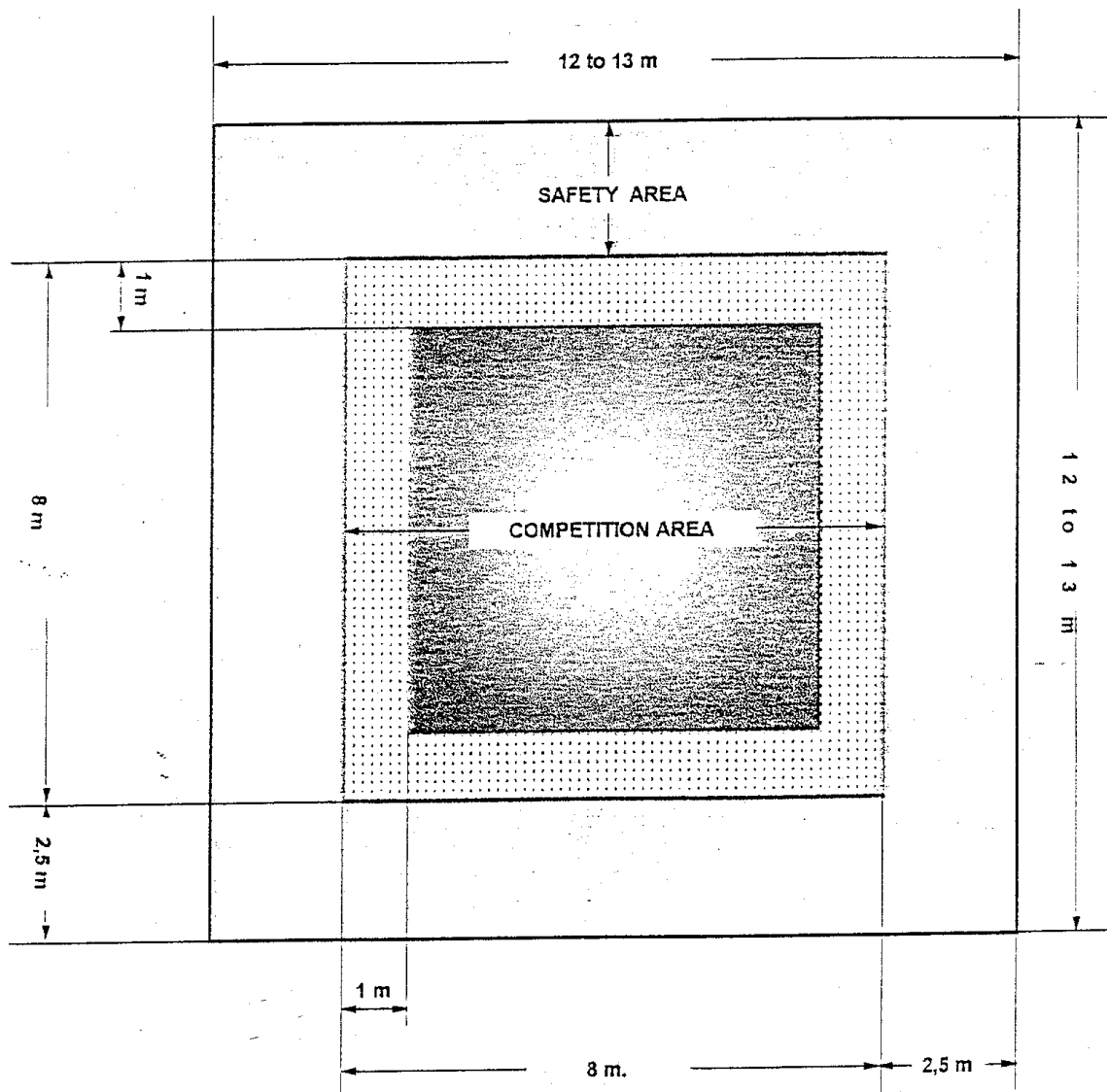
MAP 1.- GENERAL LAYOUT



- LEGEND**
- 1. Organising Committee (minimum 8m)
 - 2. Referee Committee (minimum 6m)
 - 3. Technical Committee (minimum 6 m)
 - 4. Press and media (minimum 3m)
 - 5. Trophies (minimum 3m)
 - 6. Timing / Scoring (minimum 2m)
 - 7. Doctors (minimum 3m)
 - 8. Electronic Scoreboards
 - 9. Podium
 - 10. Referees (at last 10 chairs)



MAP 2.- DIMENSIONS OF COMPETITION AREA



APPENDIXES

APPENDIX 1 - DIRECTING COMMITTEE

Adequate tables and seating for 15 people in a quiet location of the hotel. The room need only be reserved according to the official program.

APPENDIX 2 - REFEREE COMMITTEE

Adequate tables and seating for 8 people in a quiet location of the hotel. The room need only be reserved according to the official program.

APPENDIX 3 - TECHNICAL COMMITTEE

Adequate tables and seating for 8 people in a quiet location of the hotel. The room need only be reserved according to the official program.

APPENDIX 4 - ORGANISING COMMITTEE

Adequate tables and seating for 8 people in a quiet location of the hotel. The room needs to be reserved all day long. The equipment required is as following:

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

APPENDIX 5.- MEDICAL COMMITTEE

Adequate tables and seating for 5 people in a quiet location of the hotel. The room need only be reserved according to the official program. The equipment required is as follows:

- * A medical table for each 2 areas, positioned so as to allow the doctor quick and ready access to the competitors.**
- * The following equipment shall be compulsory on each set of 2 tables/areas:**
 - * specific gloves for only one use**
 - * hemostatic tents**
 - * anti-septic**
 - * ether**
 - * bandages**

22-OC



- * steri-strips, (adhesive tape for retention (elastoplast)
- * eye -wash
- * scissors
- * forceps
- * tongue depressor (one use)
- * pocket lamp
- * cold air sprays/packets of ice.

As optional equipment is also recommended:

- * an otoscope to examine the eardrums
- * an ophthalmoscope
- * a stethoscope
- * a mirror, to replace contact lenses
- * retention splints in case of fracture

In addition to medical tables, there should be a medical office out of the competition area for surgery (sutures, bloodpressure, more complete exams, massage table, etc.)

First aid Medicine and tablets should be available (perfusion equipment, analgics, corticoids, anti inflammatories).

A stretcher for evacuating is indispensable (if not, a shell-mattress) to be sure of a good retention of the rachis, and a warming blanket.

These are minimal requirements but not limitative nor maximal.

APPENDIX 6 - REGISTRATION

A minimum of 60 sq meters is necessary, together with separate entrance and exit, available according to the official program.

A number of tables must be provided.

A minimum of eight power outlets.

Two A3 photocopy machines with reduction facilities.

Two electric typewriters with efficient typists.

A computer / printer with the following specifications:

**IBM COMPATIBLE DOT MATRIX
132 COLUMN WIDE CARRIAGE**

SPEED OF 180 CPS MINIMUM

23-OC



A minimum of 500 plastic envelopes for entry cards, in accordance with CKF specifications, with enough ribbon for use.

A selections of pens and pencils.

Three heavy duty staple guns with adequates staples.

Three pairs of large, sharp scissors.

Three black pads and glue (temporary and permanent)

200 envelopes for A3 paper and A3 folders.

SPECIAL NOTE

THERE MUST BE AT LAST 10 PEOPLE FOR ADMINISTRATIVE HELP AVAILABLE AT ALL TIMES AND PROVIDED BY THE HOST COUNTRY.

APPENDIX 7 - CONGRESS

If at all possible, this room should be in the headquarters hotel. If not, as close as possible, in which case transport must be provided by the host country. It should be available according to the official program.

Enough seating for 80 people with a podium or stage for 12 members of the DC.

APPENDIX 8 - WARM-UP FACILITIES

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

APPENDIX 9 - WEIGHING

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. Five accurate scales will be required, with at least 6 CKF officials and 6 extra staff supplied by the host country, to control entrance and exit of the competitors; 3 tables and 12 chairs should be supplied. Weighing of women will be performed separately of from men.

24-OC



APPENDIX 10 - PRESS AND MEDIA

This room should have the following facilities:

International telephones (3 lines)

Fax (3 lines), telex, word processing equipment, photocopy machine, access to E-MAIL 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 country must ensure that this room is fully equipped according to the medical requirements of the Medical Committee.

APPENDIX 12 - OFFICIALS

An adequately sized restroom for at least 50 people.

APPENDIX 13 - CHANGING ROOMS

Preferably, there should be a separate room per country. 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 country 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 a telephone and refreshment facilities.

APPENDIX 15- MATCH AREA EQUIPMENT

A large table & 6 chairs

2 blue belts

2 red belts

3 chronometres

Power supply

1 electronic scoreboard

Adequate writing material

1 highly audible gong

1 red and 1 blue hand indicator
16 extra chairs for referees
3 blue and 3 red flags for judges. 1 red flag/buzzer for arbitrator.

25-OC

APPENDIX 16 - OFFICIAL EQUIPMENT AND PERSONNEL

There must be 4 tables and 8 chairs for the Organising Committee and Controllers. They must be away from the match areas and preferably elevated, with no access for any non-official persons. Power supply for 5 connections must be provided, together with the following items:

A3 photocopy machine.

Computer / printer.

Microphone and tannoy system.

5 tables, and 10 chairs for the RC, away from the areas and preferably elevated with newer point.

1 table and 5 chairs for the TC.

4 tables and 16 chairs for medical staff.

Adequate tables and chairs for 10 press people.

Sufficient table area for trophies, medals, etc.

1st, 2nd, 3rd place podium.

OFFICIAL ASSISTANTS & ATTENDANTS

There must be at least 49 persons, supplied by the host country, for the following tasks:

1 general liaison bilingual coordinator.

25 persons for match areas (5 per tatami).

2 persons for Organising Committee.

10 persons for access control.

3 persons for flag control.

2 persons for National Anthems.

4 ladies for medal ceremonies.

2 translators.

26-OC



MEDICAL COMMITTEE (MC)



1-MC

1.- GENERAL DISPOSITIONS.

The Medical Committee (MC) will be composed by a maximum of three members, all nominated by DC and from three different National Federations. The Chair will be appointed directly by DC. The MC-Chair may propose to the President and for each Championship a choice of names for the appointment of the remaining two members.

The MC will meet prior to every Commonwealth Championships with the medical representatives of CKF members attending the Championships.

The agenda of the meeting will include the following:

- a) Introduction of the local Medical Commission from the hosting Country, who will be in charge of the work on the competition area.
- b) Presentation of the way the doping controls are going to take place.

2.- POWERS AND AUTHORITIES

The MC will be in charge of the medical supervision and control of the Championships, as well as the doping control. The MC will be in close contact during the Championships with other CKF Committees and specially with the DC.

The MC will make a report from the Championships and will forward it to the DC through CKF General Secretary.

This report will contain at least statistics on injuries, comments on the doping control results, and other medical points of view and suggestions for improvements.

This report will be completed no later than one month after the Championships, and the MC Chair will be directly responsible for it.

One doctor (physician) and one physiotherapist per country will be allowed, using the accreditation form, to enter the competition area in order to care for their national athletes after or before the fights; the medical work and decisions on the area itself, may and can only be done by the local doctors (physicians), just supervised but not affected nor interfered by the MC.

2-MC



The MC will meet at the end of each championships day (also with the local doctors if necessary) to collect experiences and take possible remedial measures.

3.- NECESSARY MEDICAL EQUIPMENT

For the organisation of an Commonwealth Championship.

- * **A medical table for each 2 areas, positioned so as to allow the doctor quick and ready access to the competitors.**
- * **The following equipment shall be compulsory on each set of 2 tables/areas.**
 - * **specific gloves for only one use**
 - * **hemostatic tents**
 - * **anti-septic**
 - * **ether**
 - * **bandages**
 - * **steri-strips, (adhesive tape for retention (elastoplast)**
 - * **eye -wash**
 - * **scissors**
 - * **forceps**
 - * **tongue depressor (one use)**
 - * **pocket lamp**
 - * **cold air sprays/packets of ice.**

As optional equipment is also recommended:

- * **an otoscop to examin the eardrums**
- * **an ophthalmoscop**
- * **a stethoscope**
- * **a mirror, to replace contact lenses**
- * **retention splints in case of fracture**

In addition to medical tables, there should be a medical office out of the competition area for surgery (sutures, bloodpressure, more complete exams, massage table, etc.)

First aid Medecine and tablets should be available (perfusion equipment, antalgics, corticoids, anti inflamatories).

A stretcher for evacuating is indispensable (if not, a shell-mattress) to be sure of a good retention of the rachis, and a warming blanket.

One ambulance close to the competition hall.

These are minimal requirements but not limitative nor maximal.

3-MC



4.- STANDARDS (INTERNATIONAL EVENTS)

A.- Personnel

*** 1 doctor plus 1 assistant per area.**

*** 1 supervising doctor with staff:**

- situated in a central position in the stadium
- with a cordless telephone, or an equivalent equipment.
- coordinating the other doctors activities.
- taking care of emergencies (ambulance transports, etc), and other time consuming tasks.

B.- Doctor's table

See above. Must kept free of other people than the physicians.

C.- Medical records

Should be kept for every match. Using the 4-grade-scale.

D.- Separate room

For investigations and treatment.

E.-Materials.

- * Disposable examination gloves**
- * Wound rinse solution**
- * Crunched ice in waterproof bags for single use**
- * Sterile/clean sodium chloride (NaCl) solution.**
- * Desinfectant (for washing the doctor's hands)**
(avoid tissue harming substances such as chloride-hexidine, and other antiseptic).
- * Paper towels (or similar) (for wiping off blood, sweat etc.)**
- * Cotton wool (or other comparable material) for tamponading bleeding noses**
- * Plaster**
 - Steri-Strip for closing small cuts)
 - Band-Aid (for very small wounds)
- * Dressing materials (compresses/elastic bandages)**
- * Tape (strong, no elastic)**

4-MC



F. Instruments

- * 2 pair of scissors (different sizes).
- * 2 pair of tweezers (different sizes).
- * spatulae (throat)
- * stethoscope
- * ventilator mask

Also the competition area doctor, must have a pen and some paper-sheets: - forms for medical records (CKF- standard); forms for recipes, hospital referrals, etc.

5.- DIRECTIVES

Members of the MC supervise their own national championships and instruct medical officers in their own countries and/or on request other countries on details of the CKF-scheme.

They act as members of the MC at National and International official Championships.

Their function is to assist the referee and the medical team of the organising country to decide if a competitor is fit or unfit to continue.

They assist the national medical officers if necessary and give an opinion as to the injuries received by the competitor in a previous bout.

They have to fill-in the competitors-cards (backside) about the injury.

The opinion of the MC is final in these cases. The MC makes sure the medical conformity of the area of competition.

The medical attendance of the competition is devoted to the medical team of the organising country.

The MC is in charge of the antidoping arrangements at official Championships.

The leader of the Doping Control is present when sample is taken and makes sure that it is dispatched as soon as possible to the appropriate laboratory.

The MC holds at least one meeting per year, generally prior to the Directing Committee meeting and Congress.

Views are exchanged on various aspects of the problems of karate and information is exchanged as well.

The importance of being up-to date informed by TC and RC and having the capacity to provide input is imperative for the medical community in karate.

5-MC



These meetings are usually accompanied by Medical Symposia on various subjects which are most instructive.

On the basis of these discussions the MC makes proposals and recommendations to the DC, and Congress with regard to the physical and mental well-being of the athletes.

Each affiliated association shall nominate a medical correspondent with whom the MC may correspond on medical matters.

A representative of the MC will be at the Referee-Course, to assist the local medical officers and to listen to the briefing and inform about medical issues.

A representative of the MC will be at the Coach-seminar to exchange and inform about various medical improvements.

A briefly report must be made to inform the DC about the upcoming event.

Prior to an event a meeting will take place with the local officers to improve things and explain the use of the 4-grade-scale of injuries.

Grade 1:	very light contusion (no reduction of the athlete)
Grade 2:	light to average contusion (light reduction of the athlete)
Grade 3:	average to important contusion allowing to continue (significant reduction)
Grade 4:	stopping the fight, withdrawing the athlete of competition

Medical certificate

Every competitor taking part in an official championship must be medical fit. For this reason a medical examination is essential and a Medical Certificate must be completed in the original country before the competition. This certificate is not valid for more than one year. If the competitor has sustained a knock out, a serious injury or illness since the last medical certificate was issued a new certificate is necessary.

6. NOTES FOR THE GUIDANCE OF THE EXAMINING DOCTOR

Certain disabilities debar from competing

Missing organs	the loss of one in pairs organs, eyes, testis, kidneys
Nervous system	in general applicants with a serious neurological or psychiatric disorder. Convulsive seizures; epilepsy.
Cardio-vascular System	valvular or septal defect; arrhythmia; coarctatio aortae; severe hypertension; obstructive vascular disease; postthrombotic syndrome; haemorrhagic disease, hemophilia or other bleeding tendencies.
Respiratory System	tuberculosis; bronchiectasis; severe chest deformity; restrictive or obstructive ventilatory insufficiency; acute or chronic pharyngolaryngitis or bronchiobronchitis.
Endocrine system	diabetes mellitus
Genito-Urinary System	absence of one kidney, absence of one testis; cryptorchidism.
Musculo-Skeletal System	stiff joints
Eyes	detached retina; blindness in one eye or amblyopia. The wearing of spectacles or hard contact lenses by competitors on the tatami is prohibited. Soft contact lenses are allowed.
Ears	bilateral deafness, deaf-mutism.

7. MEDICAL CARE OF COMPETITORS DURING AND AFTER A BOUT

The medical officer should be in attendance throughout the competition and should not leave the place where it is held before the end of the last bout and until he has seen the competitors who participated in that bout.

When during a karate contest a competitor has sustained any kind of injuries, the medical officer has the right to request the bout be suspended if he thinks for medical reasons the bout should not be allowed to continue.

He must inform the Referee that the bout shall be suspended.

If a competitor is down as a result of a blow or kick and is rendered unconscious, only the Referee and the Medical Officer should remain on the tatami unless the medical officer needs extra help.

The competitor who has been knocked down shall be examined by the medical officer immediately afterwards. Most competitors recover in a few seconds but if the competitor remains unconscious he must be removed on a stretcher. In all cases the competitor should never be left unattended until he has recovered completely and should be escorted to hospital if necessary.

After a knock down/out and after the competitor has been removed to the Medical Room he should undergo a thorough examination. Any severe neurologic symptoms (e.g. amnesia, dizziness, headache, nausea, bradycardia, sign of paresis, and dilatation of one pupil).

Probation periods after authentic knock-downs/out

One knock-down/out

A competitor who has been knocked-down/out as a result of a head blow or kick during a contest or wherein the Referee has stopped the contest due to a competitor having received hard blows or kicks to the head making himself defenseless or incapable of continuing shall not be permitted to take part in competition for a period of at least two weeks after he has been knocked-down/out.

Two knock-downs/out

A competitor who has been knocked-down/out twice in a period of three months shall not be permitted to take part in competition during a period of three months from the second knock-down- out.

Three knock-downs/out

A competitor who has been knocked-down/out three times in a period of 12 months shall be not be allowed to take part in competition for a period of one year from the third knock-down/out.

Medical certification following on probation period

Before resuming competition after any of the periods of rest prescribed above a competition must be certified by a neurologist as fit to take part in competition again.

8.- MEDICAL ASPECTS OF THE ORGANISATION OF OFFICIAL EVENTS.

1. Preliminary stage in he organisation.

The MC must work out the medical preconditions.

2.- Long term preparation of a competition

The MC must:

- * take care of room for the meeting of the CKF-MC.
- * to prepare the Medical Symposium.
- * to organise permanent medical care in training sites and in sportshall
- * in cooperation with the OC prepare the essential medical documents (med. cards for weighing, doping-control form, accident report, etc.).
- * taking care of rooms for the medical examination furnished with the necessary equipment (couches, lockers, chairs, tables, etc.).
- * taking care of first-aid room in sporthall (equiped with all items for first-aid and also equiped with a direct telephonline).
- * taking care of transportation by ambulances with personnel.
- * to arrange a well-equipped room for doping-control with separate rooms for female and male.
- * taking care of having sufficient seats for the medical officers and MC, next to the RC and TC.

3. Immediate preparation of an event.

This period covers the last five days prior to the beginning of the event. Special attention should be directed to the following preconditions:

- the general medical control will be carried out by the MC in cooperation with the OC and physicians of the host country.
- the medical examination has to be done in adequate rooms that fulfill certain conditions
 - A. Offering enough room for participants.
 - B. Having sufficient couches and offering the physicians good working conditions.
 - C. Having heating (if necessary) lighting and ventilation.
 - D. Having sufficient number of desks and chairs.
- taking care of the transportation of the members of the MC.
- keep a check on the preparation of the doping-control that, in every respect, suits the requirements of the IOC Doping Regulations.
- finalize the medical Symposium.

4.- During the tournament

Keep under control the followings:

- the "fighters-card" record of the competitors.
- the ambulance and Medical and First-aid Room in the Sporthall.
- the smooth running of the doping-control.
- being in constant contact with the OC, RC, TC, and DC.
- the hygiene conditions at the training sites, sportshall, dressing rooms.

9.- SPECIAL CONSIDERATIONS:

The low infecting risk of HIV and Hepatitis B must not be neglected, therefore:

- A. The thermo-molding mouth protector, although exclusively for personal use, is not supposed to be worn by another subject, are sometimes worn by several athletes without any cleaning.
- B. The other types of protectors for the hands, genitals and other body areas, should also receive the same type of care.
- C. A bottle used by the athletes allows physical contact between the subjects with injured parts such as nose, lips and mouth.

- D. Medical rubber gloves are mandatory. Once worn, they must be discarded and not to be used for any other purposes writing or handling papers and pens.**

10-MC



The physical or whoever does not discard the rubber gloves may function as a transmitting vector. It is also recommended that appropriate goggles should be worn during all medical procedures.

- E. The exchange and borrowing of towels, clothing, karate-gi, gloves, razorblades which usually contain blood residues should be discouraged.**
- F. The area designated for combating should go through a complete cleaning any time a bleeding occurs. This is necessary mainly because of karateka fighting bare-foot may sustain extensive wounds on the feet.**
- G. In the occasion a bleeding injury, the fight must be interrupted. The bleeding must be stopped immediately, the wound must be appropriately taken care of and protected from further exposure.**



COMMONWEALTH
KARATE
FEDERATION

The logo of the Commonwealth Karate Federation is centered on the page. It features a stylized, colorful emblem at the top and bottom, consisting of several overlapping triangles in shades of yellow, pink, green, and blue. The text "COMMONWEALTH KARATE FEDERATION" is displayed in a large, bold, blue, sans-serif font, with "COMMONWEALTH" on the top line, "KARATE" in the middle, and "FEDERATION" on the bottom line.

11-MC



This is valid for athletes involved either in fighting or training.

Presentation	Grade 1	Grade 2	Grade 3	Grade 4
	very light contusion (no reduction)	light to average contusion (light reduction)	average to important (significant reduction)	stopping the fight; withdrawing the athlete
Head				
Mouth/lips				
Face/other				
Nose				
Eyes				
Eyebrow				
Ears				
Jaws				
Teeth				
Larynx				
Chest/ribs				
Abdominal				
Testes				
Arms/hand/ fingers				
Legs/feet/toes				
Total during this day/tournament				





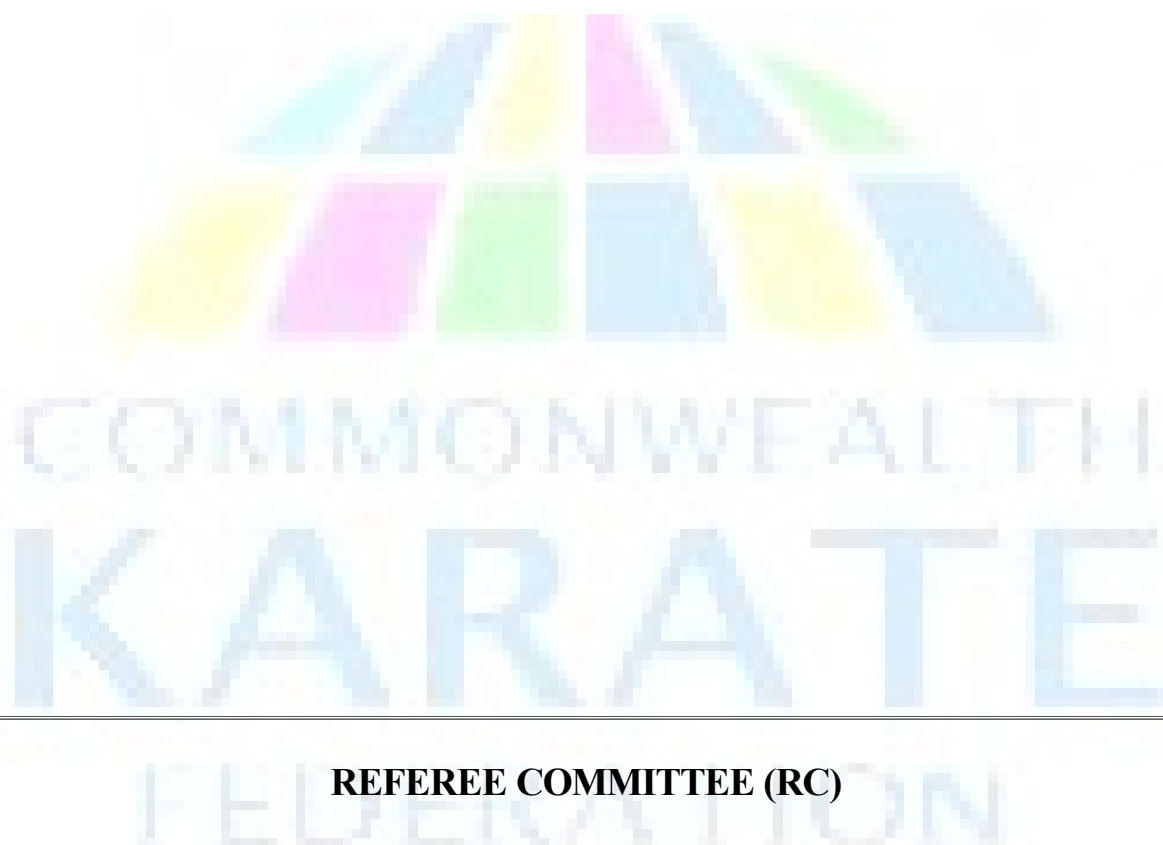
SPORTS COMMITTEE (SC)



WORKING RULES POR THE CKF SPORTS COMMITTEE

1. **The purpose of the Sports Committee is to consolidate proposals from the respective Committees before presentation to the CKF Directing Committee.**
2. **The Sports Committee is constituted by the respective Chair of the Referee Committee, the Technical Committee and the Medical Committee. In the event that a member of the Committee is unable to attend he or she must delegate on another member of his respective Committee to act on his behalf with exception of the Chair whom must attend the meeting in order that the Sports Committee may assemble.**
3. **The Chair of the Sports Committee may in principle be rotated between the three Committte members. The Chair will be rotated at the discretion of the Directing Committee.**
4. **In addition to the three members of the Sports Committee the Directing Committee must appoint a Sports Commissioner to co-ordinate the communication with the Directing Committee and to assist the Sports Committee in practical matters related to the work.**
5. **All propositions originated by the respective CKF TC, RC and MC shall be subjected to the scrutiny of the Sports Committee prior to presentation to the Directing Committee. In the event that the Sports Committee is unable to formulate a joint proposal the Sports Commissioner will ensure that the objections to the proposal raised by any dissenting member of the Committee is duly recorded in an amendment to the proposal before it is presented to the Directing Committee.**
6. **Any member of the Sports Committee will have the right to directly present a proposal to the Directing Committee provided that the other members of the Committee are given the opportunity to debate the issues and make ammendments before the proposal is put forward to the Directing Committee.**
7. **All meettings are called by the Chair of the Committee. The Chair may elect to present any proposal in person or through the Sports Commissioner. In the event of any dissent to a proposal presented, it remains the duty of the Sports Commissioner to present the amendment to the proposal recording objections present in the Sports Committee.**

2-SC



REFEREE COMMITTEE (RC)

1-RC



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A. THE REFEREE COMMITTEE

A.1.- GENERAL DISPOSITIONS

- 1. The Referee Committee will consist of the Chair and four(4) full members,all appointed by the Directing Committee. All five must be qualified in both Kata and Kumite”.**
- 2. In addition, four supplementary members will proposed by the RC to the DC, two of them qualified in Kata and the other two in Kumite. A Secretary will also be proposed, but without the right to vote . The two supplementary Kumite qualified members will assist in the Kumite part of the course and Championships, and the two supplementary Kata qualified members will assist in the Kata part of the course and Championships. The proposal shall include a group of names from which the DC will make the corresponding appointments. The supplementary members will serve for two years, but may not serve for two straight terms.**

A.2.- POWERS AND AUTHORITIES

- 1. The Referee Committee will be responsible for the examination of Referee Officials and their deployment at Commonwealth events. It shall be the responsibility of the Committee to maintain the standards of Refereeing and an uniform interpretation and application of the rules.**
- 2. The Referee Committee will monitor the performance of the Referees and Judges during the scheduled Commonwealth Championships.**
- 3. Complaints received by the Referee Committee Chair may result in the subsequent performance of the official(s) in question being closely scrutinised and reported on by delegated members of the Referee Committee.**
- 4. In the event that a Judge or Referee, incurs serious criticism, then the Referee Committee will decide whether to suspend that official in their absolute discretion.**
- 5. The Secretary of the Referee Committee shall arrange with the CKF General Secretary for the supply of certificates, badges, stationery, examination papers, pass-books, ties, and such other items as may be required for the Referee Programme.**
- 6. The Referee Committee shall also have the power, with the agreement of the Directing Committee, to convene meetings of its membership in order to discuss Refereeing matters, such as the implications of rule changes.**



7. Meetings and activities of the Referee Committee will be internally coordinated, minuted and circulated by the Referee Committee Secretary as well as to the members of the Directing Committee.

B. THE REFEREE COURSE

B.1. DATE AND VENUE.

1. The venue of the Kata and Kumite course shall in principle be the same as the one for the Commonwealth Championships.

Nevertheless, if the DC agrees to separate the courses from the Championships, a unified Kumite and Kata referee course will take place on an annual basis, providing that:

- a) The venue for the Commonwealth Referee Course will be set by the Congress as part of the events calendar of the COMMONWEALTH KARATE FEDERATION. In the event that after the Congress the next year's venue becomes unavailable, the Directing Committee shall have the power to re-locate the course.
 - b) The venue for the course must be within 40 kilometres of an international airport at a hotel with adequate accommodation. Six months before the scheduled start of the course, the host country will send details to the CKF General Secretary, who, in turn, will circulate the name, address, telephone and fax, of the hotel, to CKF member countries and to the R.C. Secretary. These countries shall have direct access to the selected hotel and neither the host country nor its agents may come between this contract.
 - c) A competition must be organised after the course and will serve as confirmation event.
2. The course venue must be within walking distance of the headquarters hotel, or free transport must be arranged between the two. Walking distance means a maximum of 15 minutes time.
 3. The course timetable will be set by the Referee Committee three months prior to its scheduled start date, so as to be circulated with the hotel information as mentioned before.

B.2. PREPARATION AND RESPONSIBILITIES

- 1. To prepare for the course, the Chair of the Referee Committee, or a nominee thereof, shall visit the proposed course venue and headquarters hotel at least four months before the scheduled start date. At this time, the organising country will receive a detailed briefing on requirements and details. A report of this meeting will be lodged with the Referee Committee Secretary.**
- 2. The rules for use at the course together with the aforesaid items shall be circulated by the Referee Committee Secretary.**
- 3. The Referee Committee will devise the questions for use in the theory examination and these shall be sent through CKF General Secretary for printing in the various languages of Europe. The questionnaire will be so structured as to be amenable to marking by means of a perforated card, regardless of the language.**
- 4. The Referee Committee will also circulate printed application forms for the course. These will provide for an authorization by the mandated representative of each National Federation in respect of the nominated candidates.**
- 5. The Secretary of the Referee Committee will confirm that he has an adequate supply of badges, ties, certificates, pass-books, forms and the necessary documentation to operate the course.**
- 5. For the Kumite course the host country will ensure that it can provide at least 25, high quality fighters, each day. For the Kata course, at least eight Kata exponents are required. All competitors must be black belts and at least 18 years old. The Kumite competitors provided must be all of the same sex. Following detailed briefing with the nominee of the Referee Committee, the host country will ensure that it is able to provide adequate facilities for Referees at the competition to be staged at the conclusion of the course, if separated from the Championships.**

5-RC



B.3. COURSE CONTENT

- 1. In order to standardise the level of refereeing across the Commonwealth countries, the course will involve explanations and updating of the rules. This will take the form of separate tutorial groups in the official languages. At the conclusion of this lecture, there will be a theory examination. The theory pass-mark for Kumite Referees and Kata Judges is 90% and for Kumite Judges, 80%. The Referee Committee shall have the power to re-examine such near passed candidates as they may feel to merit a second opportunity.**
- 2. The practical examinations will take the form of observation of a candidate whilst such attempts to work in an actual bout.**
- 3. A candidate's performance will be summarised by means of a pass/fail form and the result of the examination will be given to the candidate by the Referee Committee.**

B.4. QUALIFICATIONS CONFERRED

- 1. CKF officials may be qualified as Kata Judge A or B, Kumite Referee A or B, and Kumite Judge A or B. (See attached schematic).**
 - a) Those with "B" qualifications may officiate in that capacity at CKF Championships only.**
 - b) Those with current "A" qualifications may officiate at all CKF events.**
 - c) Candidates who receive a Kata Judge B or Kumite Referee B qualification may, at the Referee Committee's discretion, be upgraded to "A" level without further examination, provided they have officiated to "A" standard in at least two Commonwealth Championships, not including the qualification event. They may also elect to take another examination as a means of upgrading.**
- 2. A Kumite candidate must first pass as a Kumite Judge A, and serve at least one year in this capacity before attempting the Kumite Referee examination.**
- 3. In order to qualify as a Kumite Referee, the Kumite Judge A must, in addition to passing the examination at the CKF Referee course, also participate in at least one scheduled CKF event within the allowed three year period, not including the confirmation event, (B.4, paragraph 7). Failure to so participate, will render the Kumite Judge in-eligible to be examined for the CKF Referee qualification.**

6-RC



4. **Provided that a Kata Judge A or B or Kumite Referee A or B attends an CKF or WKF Referee course every 3 years, attends the pre-championship briefing and lecture, officiates, satisfactorily at one scheduled CKF or WKF Championships each year at least, then he will not be expected to undergo the practical examination parts of the Referee course, although he must sit and pass the theory paper.**
5. **Adverse reports on performance may well result in that person being required to attend an early re-qualification and in severe cases, may result in his suspension pending a satisfactory re-examination.**
6. **To pass as a Kata Judge or Kumite Referee, requires five votes of the Referee Committee. To pass as a Kumite Judge A requires four votes and Kumite Judge B three (3) votes. The Chair of the Referee Committee has one vote in all deliberations. In the event that the entire committee is not present the Referee Committee will decide the number of votes required.**
7. **All qualifications at the CKF Referee course are provisional: they are confirmed as a result of a satisfactory performance at a subsequent scheduled CKF event.**
8. **The scheduled CKF events are as follows:**
 - a) **CKF Championships (to be held during June).**

B.5. COURSE REQUIREMENTS AND FINANCIAL RESPONSIBILITIES.

1. **The organising country is liable to furnish the name and address of a suitable, reasonable quality hotel.**
2. **For the theory lectures and examinations, it must furnish a room with sufficient chairs and desks to accommodate 80 people. The room must be equipped with an overhead projector and screen, suitable for viewing transparencies, and a VHS video recorder and a large monitor.**
3. **The practical room must be capable of holding two Kumite areas, and equipped with sufficient chairs, two Kumite areas marked out, bells/buzzers, stop watches, approved protective mitts, red and blue belts and an adequate supply of fighters as specified in B.2., paragraph 6.**
4. **For the practical part of the Kata course there must be an area sufficient for the practice of Kata, chairs, Kata score cards and sufficient competitors as specified in B.2., paragraph 6".**



5. **The host country will meet the cost of all these items.**
6. **The host country is expected to provide a dinner, or party for the participants. Course candidates should not be charged for this provision though other guests may be.**

C. GENERAL REGULATIONS

1. **The National Federations may nominate candidates to the CKF Referee course -if separate from the championships - provided the country is in current paid up membership of CKF.**
2. **Kumite candidates must be at least 30 years old and be a minimum of 3rd WKF Dan Grade. Kata candidates must be at least 30 years old and be a minimum of 3rd WKF Dan Grade.**
3. **Candidates must wear the uniform detailed in C.1.**
4. **All Refereeing officials must be present for briefing and area allocation, 30 minutes before the scheduled start.**
5. **Referees officiating in an CKF event cannot perform another function.**
6. **The Referee and Judges of a bout must not have the nationality of either of the participants.**
7. **The Refereeing panel are strictly warned against discussing the outcome or decision of a match or bout with other than the members of the Referee panel or the Referee Committee. Infringement of this rule may incur penalties being taken against the offender.**
8. **Only CKF qualified and licensed Referees and Judges may officiate at CKF Championships and official international contests. Use of other than qualified and licensed officials may result in that event being declared invalid.**
9. **The Referee Committee will publish each year a list of qualified officials, from which the organisers of international events will draw their Refereeing and Judging personnel. This list will be circulated no later than the end of June each year by the RC-Secretary to the CKF-General Secretary.**
10. **Only practising International Referees with "A" qualifications (not Judges) who have been nominated by the Referee Committee can participate in WKF Refereeing and Judging courses and examinations.**



11. **All current officials are required to be paid up to date with the CKF Treasury. Officials of countries in debt to CKF may not participate in CKF Championships or courses.**
12. **Referees are required to submit their licences to the Referee Committee at all CKF events.**
13. **This licence duly signed and validated will allow the official to attend all international contests and championships of the CKF. This eligibility does not extend to WKF events.**

C.1. UNIFORM

1. **Referees and Judges must wear the official uniform designated by the Directing Committee. This Uniform must be worn at all competitions and courses.**
2. **The official uniform will be as follows:**

A single breasted, navy-blue blazer, with two silver buttons, and the CKF official badge on the pocket.

A white shirt.

An CKF tie, worn without a pin.

Plain light grey trousers

Unpatterned dark blue or black socks.

Black soft shoes for use on the match area.

Black slip-on shoes, for use off the match area.

3. **For women the following additional specifications are made:**

Hair must be worn off the shoulders.

A wedding ring may be worn

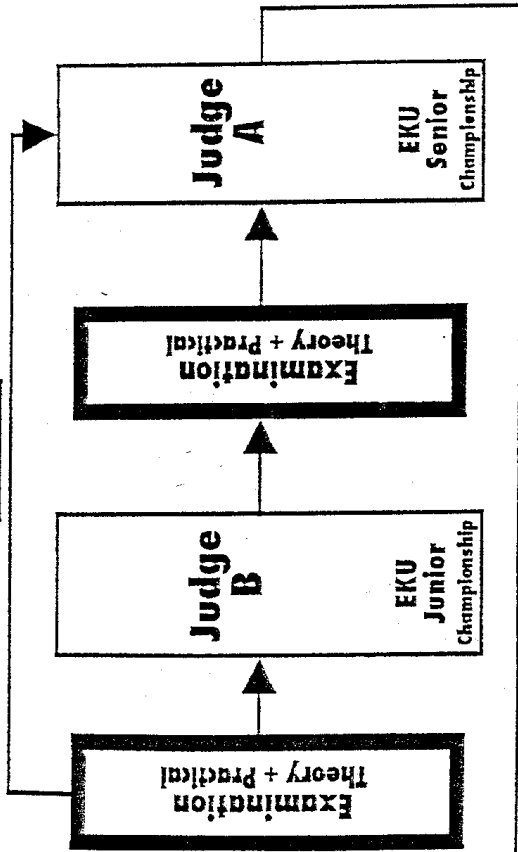
Make-up must be discreet.

Heels of more than 6 cm are not allowed to be worn with the uniform.

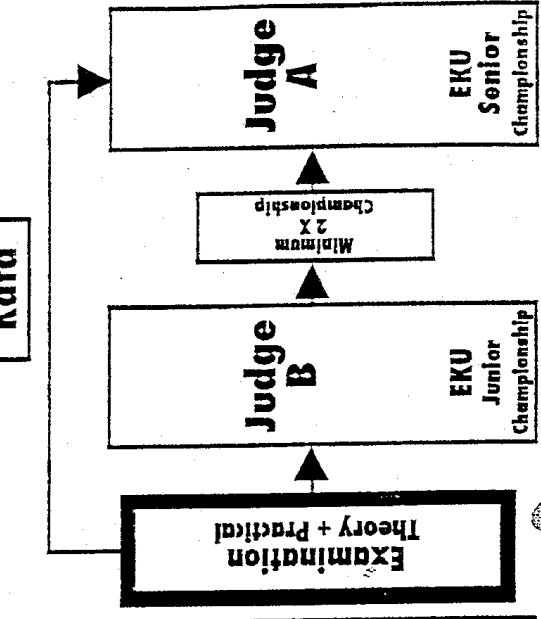


EUROPEAN KARATE FEDERATION

Kumite



Kata





TECHNICAL COMMITTEE (TC)



1. GENERAL DISPOSITIONS.

- 1.1. The Technical Committee is an advisory body of the CKF for technical matters.**
- 1.2. It will supervise the technical activities performed under the auspices of the CKF.**
- 1.3. The CKF Technical Committee will be composed of a chair plus four full members and two temporary members, all appointed by CKF-DC. The two temporary members will be proposed by the TC Chair to the DC, who will reserve the right to accept or reject the proposals. The two supplementary members will serve for a period of two years and may be proposed and reappointed for further terms. One of the full members will be designated by the CKF-TC as secretary.**
- 1.4. TC Chair and members cannot act during their term as coaches or referees. Any member doing so will automatically be excluded from the TC.**

2. CKF-TC POWERS AND AUTHORITIES.

- 2.1 To advise CKF-SPORTS COMMITTEE (SC) in all kind of technical matters.**
- 2.2. To elaborate and present for SC all rules and regulations related with Karate competition.**
- 2.3. To propose to SC any modifications to rules and regulations above mentioned.**
- 2.4. To organise technical meetings that contribute to the proper technical feedback of all CKF National Federations.**
- 2.5. To perform the technical supervision of all Commonwealth Championships and official CKF events.**
- 2.6. To study and propose to the CKF-SC the modification of competition categories, weights, etc. All such proposals shall be previously agreed by CKF-DC.**

2-TC



CKF-TC CHAIR POWERS AND AUTHORITIES.

- 3.1. To represent the CKF-TC.**
- 3.2. To call for and chair the TC meetings.**
- 3.3. To elaborate the meetings agenda including the items previously proposed by other TC members.**
- 3.4. To take all necessary measures and provisions for the smooth running of the meetings.**
- 3.5. To propose to CKF-SC all measures that in the opinion of TC may lead to the betterment of Karate.**
- 3.6. To inform SC of all resolutions adopted by TC.**

4. OPERATION OF THE CKF-TC

- 4.1. The CKF Technical Committee shall meet during the Commonwealth Championships.**
The meeting shall be called by the CKF-TC secretary by order of the CKF-TC chair, enclosing the agenda proposed.
- 4.2. The meeting shall be considered valid by attendance of at least 4 members, one of them being the chair.**
- 4.3. The TC resolutions will be adopted by simple majority. The chair will have a casting vote.**
- 4.4. TC members will cease in their duties by resignation, removal by DC or expiry of term in the case of temporary members.**

