



WORLD KARATE FEDERATION

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MANUAL

CERTIFICATION PROGRAM FOR WKF COACHES



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MANUAL: CERTIFICATION PROGRAM FOR WKF COACHES

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CERTIFICATION PROGRAM FOR COACHES FUNCTIONING AT

WORLD KARATE FEDERATION EVENTS

1. Scope

These regulations pertain to coaches participating in official WKF events, and any other event directly sanctioned by the WKF. The function of this program is to establish a standard rather than being a fully fledged training program. The primary education of coaches will remain within the National Federations; much in the same manner as it functions today for the education of referees.

2. Application

The WKF Technical Commission is responsible for the implementation of these regulations. Any revision, change or exceptions to these rules are subject to the decision of the WKF Executive Committee.

3. Description

- 3.1 All coaches of athletes representing WKF National Federations must sign the “Accreditation Agreement for Coaches” in order to be functioning at WKF sanctioned events. The signed agreement is retained by the WKF Technical commission. Record of any dismissed protest by the coach, and any sanction against the coach and his/her administered athletes.
- 3.2 The “**Accreditation Agreement for Coaches**” is both a basic work description for the coach function and the coach’s personal agreement and commitment to the standards set forth in the agreement. The signature of the Accreditation Agreement for Coaches is a requirement for holding a valid accreditation as a coach at a WKF event.
- 3.3 The Certification Program for Coaches is divided into three different levels:
 - An “**Accredited Coach**” is simply a coach that has been designated by his/her National Federation for this role, has signed off the Accreditation Agreement for Coaches, and has attended a compulsory coach briefing for accreditation. This briefing will take the candidates through the elements of the Accreditation Agreement for Coaches, the WKF rules for protests and the WKF doping regulations. No formal test is required at this level.
 - The second level, “**Certified Kumite Coach**” or “**Certified Kata Coach**”, requires the function as a coach on an international level, and passing a formal test on the rules



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for either kumite or kata (as applicable). In order to apply for the test, the applicant must have his/her Federation sign up the applicant for the test. By applying the National Federation certifies that the applicant has been functioning as coach for national team member(s). If the applicant passes the written exam, a diploma will be issued to the applicant with an expiry period of three years. After three years the applicant must repeat the written exam for re-certification.

- The third level, "**Certified Karate Coach**" may be awarded to coaches who have completed both the "Certified Kumite Coach" and "Certified Kata Coach" requirements, has served as a coach at WKF events for at least five years, does not have multiple rejected protests over the last two years, and has no record of breach of the Accreditation Agreement for Coaches for a period of five years.

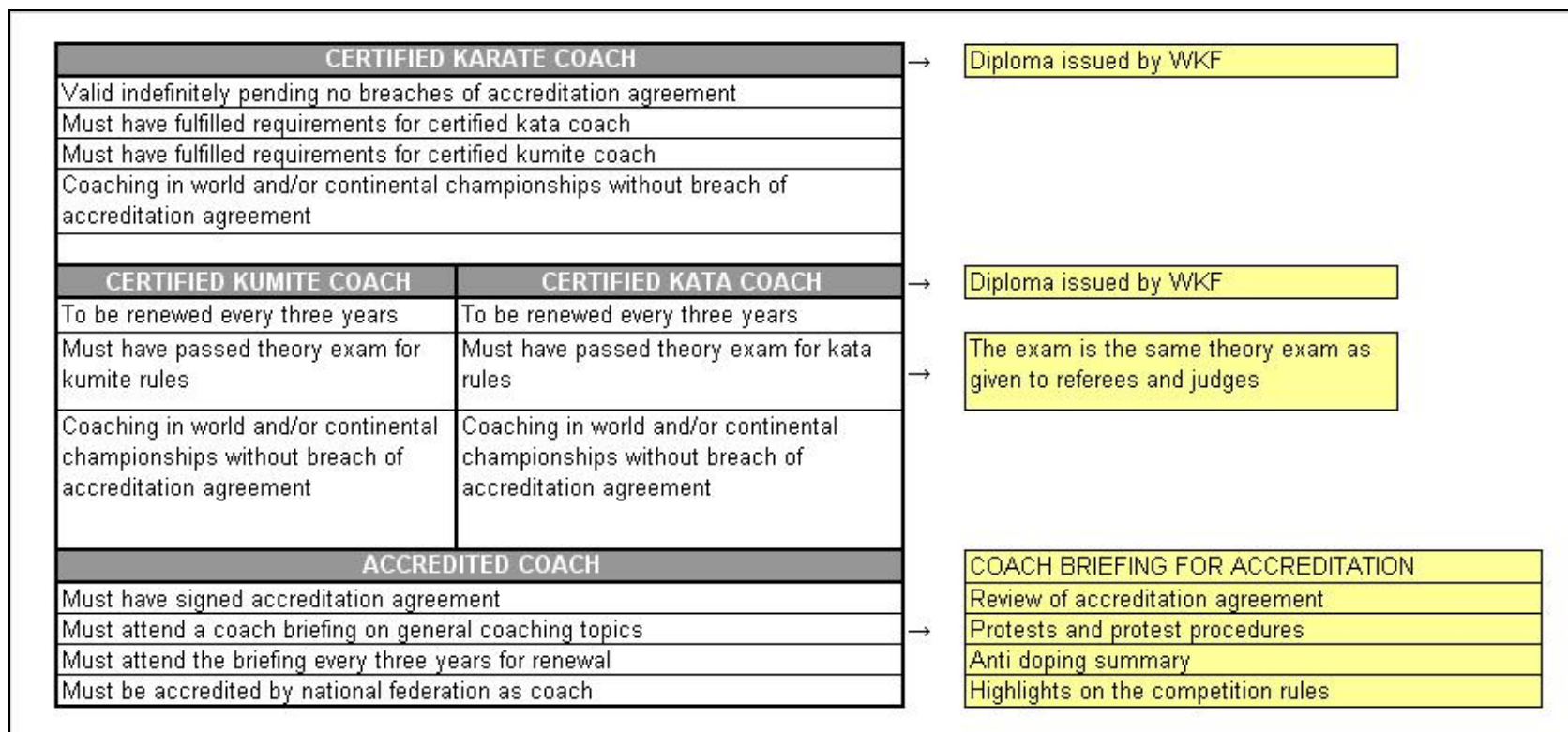
- 3.4 The WKF Technical Commission shall withhold the diploma from any applicant having issued multiple invalid protests within the last two years, or having any disciplinary sanction held against him/her by the WKF for the same period of time. In such cases the Technical Commission shall refer the case to the Executive Committee with their recommendation for solution.
- 3.5 The WKF Technical Commission may revoke or suspend a certification at any time for any breach of the Accreditation Agreement for Coaches. Any such action must be recorded on the back of the person's signed Accreditation Agreement for Coaches by a representative of the Technical Commission. Any coach, previously accredited, or certified, having the accreditation removed, must pass the applicable written examination for certified kumite or kata coach in order to be eligible for re-certification, regardless if any exam has been passed before. A coach of previous accredited status, being re-instated as accredited, will not automatically obtain certified status by passing the written exam.
- 3.6 The Technical Commission, may at their own discretion, award certifications to known experienced coaches without formal testing provided that the candidate signs the Accreditation Agreement for Coaches, has the required experience for the certification and no disciplinary record with WKF.



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4. Overview





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ANNEXES



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ANNEX I - ACCREDITATION AGREEMENT FOR COACHES

The undersigned hereby agrees to conform to the following conditions as a prerequisite for coaching at WKF events and obtaining and maintaining WKF coaching licenses:

As a coach I am responsible for:

- 1. the safety and well being of all athletes assigned to me by my National Federation, both inside and outside the competition area;**
- 2. the courteous and disciplined conduct of myself and my assigned athletes, both inside and outside the competition area;**
- 3. the adherence of myself and my assigned athletes to instructions given by the referee or other empowered tournament officials;**
- 4. the adherence of my assigned athletes to the current anti-doping rules;**
- 5. to keep myself abreast of current competition rules and ensure that my assigned athletes abide by the same rules;**
- 6. avoiding protests without basis in the rules.**

I hereby confirm that I understand that by non-compliance of this Accreditation Agreement may forfeit my right to coach at WKF events, and that such non-compliance may result in the revocation or suspension of any coaching license issued to me by the WKF, based on the decision of the Technical Commission.

NAME :

NATIONAL FEDERATION:

Date: Signature:



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ANNEX II - OFFICIAL PROTESTS

ARTICLE 11 OF THE WKF KATA AND KUMITE COMPETITION RULES

1. Official Protests

1. No one may protest about a Judgement to the members of the Refereeing Panel.
2. If a Refereeing procedure appears to contravene the rules, the President of the Federation or the official representative is the only one allowed to make a protest.
3. The protest will take the form of a written report submitted immediately after the bout in which the protest was generated. (The sole exception is when the protest concerns an administrative malfunction. The Match Area Controller should be notified immediately the administrative malfunction is detected).
4. The protest must be submitted to a representative of the Appeals Jury. In due course the Jury will review the circumstances leading to the protested decision. Having considered all the facts available, they will produce a report, and shall be empowered to take such action as may be called for.
5. Any protest concerning application of the rules must be made in accordance with the complaints procedure defined by the WKF EC. It must be submitted in writing and signed by the official representative of the team or contestant(s).
6. The complainant must deposit a Protest Fee as agreed by the WKF EC, and this, together with the protest must be lodged with a representative of the Appeals Jury.

2. Composition of the Appeals Panel

The Appeals Jury is comprised of three Senior Referee representatives appointed by the Referee Commission (RC). No two members may be appointed from the same National Federation. The RC should also appoint three additional members with designated numbering from 1 to 3 that automatically will replace any of the originally appointed Appeals Jury members in a conflict of interest situation where the jury member is of the same nationality or have a family relationship by blood or as an In-Law with any of the parties involved in the protested incident, including all members of the Refereeing panel involved in the protested incident.

3. Appeals Evaluation Process

It is the responsibility of the party receiving the protest to convene the Appeals Jury and deposit the protest sum with the Treasurer.



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Once convened, the Appeals Jury will immediately make such inquiries and investigations, as they deem necessary to substantiate the merit of the protest. Each of the three members is obliged to give his/her verdict as to the validity of the protest. Abstentions are not acceptable.

4. Declined Protests

If a protest is found invalid, the Appeals Jury will appoint one of its members to verbally notify the protester that the protest has been declined, mark the original document with the word "DECLINED", and have it signed by each of the members of the Appeals Jury, before depositing the protest with the Treasurer, who in turn will forward it to the Secretary General.

5. Accepted Protests

If a protest is accepted, the appeals Jury will liaise with the Organizing Commission (OC) and Referee Commission to take such measures as can be practically carried out to remedy the situation including the possibilities of:

- Reversing previous judgments that contravene the rules
- Voiding results of the affected matches in the pool from the point previous to the incident
- Redoing such matches that have been affected by the incident
- Issuing a recommendation to the RC that involved Referees are evaluated for correction or sanction

The responsibility rests with the Appeals Jury to exercise restraint and sound judgment in taking actions that will disturb the program of the event in any significant manner. Reversing the process of the eliminations is a last option to secure a fair outcome.

The Appeals Jury will appoint one of its members who will verbally notify the protester that the protest has been accepted, mark the original document with the word "ACCEPTED", and have it signed by each of the members of the Appeals Jury, before depositing the protest with the Treasurer, who will return the deposited amount to the protestor, and in turn forward the protest document to the Secretary General.

6. Incident Report

Subsequent to handling the incident in the above prescribed manner, the Jury Panel will reconvene and elaborate a simple protest incident report, describing their findings and state their reason(s) for accepting or rejecting the protest. The report should be signed by all three members of the Appeals Jury and submitted to the Secretary General.



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7. Power and Constraints

The decision of the Appeals Jury is final, and can only be overruled by a decision of the Executive Committee.

The Appeals Jury may not impose sanctions or penalties. Their function is to pass judgment on the merit of the protest and instigate required actions from the RC and OC to take remedial action to rectify any Refereeing procedure found to contravene the rules.

EXPLANATION:

- I. *The protest must give the names of the contestants, the Referee Panel officiating, and the **precise details of what is being protested**. No general claims about overall standards will be accepted as a legitimate protest. The burden of proving the validity of the protest lies with the complainant.*
- II. *The protest will be reviewed by the Appeals Jury and as part of this review, the Jury will study the evidence submitted in support of the protest. The Jury may also study videos and question Officials, in an effort to objectively examine the protest's validity.*
- III. *If the protest is held by the Appeals Jury to be valid, the appropriate action will be taken. In addition, all such measures will be taken to avoid a recurrence in future competitions. The deposit paid will be refunded by the Treasury.*
- IV. *If the protest is held by the Appeals Jury to be invalid, it will be rejected and the deposit forfeited to WKF.*
- V. *Ensuing matches or bouts will not be delayed, even if an official protest is being prepared. It is the responsibility of the Arbitrator, to ensure that the match has been conducted in accordance with the Rules of Competition.*
- VI. *In case of an administrative malfunction during a match in progress, the Coach can notify the Match Area Controller directly. In turn, the Match Area Controller will notify the Referee.*



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ANNEX III - ANTI DOPING

1. Fair Play

- Doping means the use of prohibited substances in order to raise the competing abilities, or hiding the use of prohibited substances.
 - Fair play in accordance with the competition rules is the major premise of all sports. Doping is an act against the spirit of fair play and is regarded as dishonest behavior.
 - With the cooperation of IOC and IFs, the World Anti-Doping Agency is taking a leading part in eliminating the use of prohibited substances.
 - The WADA Code should be followed by every sportsman in the world.
 - Prohibited substances and methods will be divided into the following three groups:
 - Substances and methods prohibited at all times (in and out-of-competition)
 - Substances and methods prohibited during competition
 - Substances and methods prohibited at the specified competition
- ***The list will be renewed every year on January 1.
- Anti-doping tests will be carried out to detect the use of prohibited substances during the competition and also out-of-competition according to the competitor's whereabouts information.
 - Supplements which do not indicate their exact ingredients may possibly include some prohibited substances. Every competitor has to take responsibility for his/her own supplement(s).
 - Prohibited substances have some side effects. For example, anabolic agents (muscle enhancing drugs) will cause serious problems in the mind and body, such as liver function disorders, mental insecurity and many others.
 - Anti-Doping Tests will be carried out accurately following the WADA code so that the procedure and its analytical result can be trusted and the athlete's innocence can be proved.
 - In the case that the use of prohibited substances and/or methods is due to medical treatment, TUE (Therapeutic Use Exemptions) will be required.



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- TUE will be examined and approved by the International Federation or the TUE committee of the country concerned. In principle, documents relating to TUE should be presented 30 days prior to the competition.
- TUE documents should be presented to the Anti-doping agency in the country concerned, but the athletes nominated by the International Federation apply through the International Federation. The result will be notified from where they have applied.
- TUE will be accepted in the following cases:
 - Legitimate Medical Treatment (Otherwise, it might cause the serious problem)
 - No other treatment exists
 - The use of the prohibited substances will affect only the maintenance of good health, and not strengthen the ability of competing.
- In the case of the use of prohibited substances for an emergency, TUE should be requested after the event. (TUE will be approved only in cases of real emergency).
- In a case where the analysis shows a positive reaction, no sanction will be applied immediately and there will be an opportunity for the athlete concerned to offer an explanation or an excuse.
- Examples of sanctions will include the loss of the title, medal, prize or score won in the competition concerned, or suspension from the tournament.
- Others:
 - Visit the WADA web page (www.wada-ama.org)

2. Anti-Doping for the WKF Certification Program for Coaches

2a. How to be sure the drugs used are not on the prohibited doping list

Each athlete or athlete supporting personnel (like a coach) has to check the last version of the doping prohibited list since this list changes at least once a year. They have to know what substances and methods are banned; memorizing the list is not recommended. In order to check all prescribed substances they can check the drugs online via a doping drug data bank of an Anti Doping Organization.



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2b. Nutritional supplements may make a positive doping test

Scientific research and documents show that significant parts of nutritional supplements are not original. Besides, an average of 20 percent of original nutritional supplements is contaminated by prohibited substances; anabolic steroids and stimulants are the main added substances that are never mentioned on supplements' ingredients labels.

2c. How you can request and get Therapeutic Use Exemption

Sometimes athletes have to use drugs due to their medical treatments. These cases have to know the formalities of how to apply and get Therapeutic Use Exemption award.

2d. Whereabouts and Athlete's availability for Out Of Competition Testing (OOCT)

All athletes should be ready to undergo anti doping tests In Competition or OOCT anytime and anywhere. Refusing to collaborate with this regulation is known as an anti doping violation and will be exposed to a sanction. Whereabouts data bank helps to get OOCT, and any failure to send and regularly update the information of whereabouts may lead to a missed test, and consequently to an anti doping violation and a sanction.



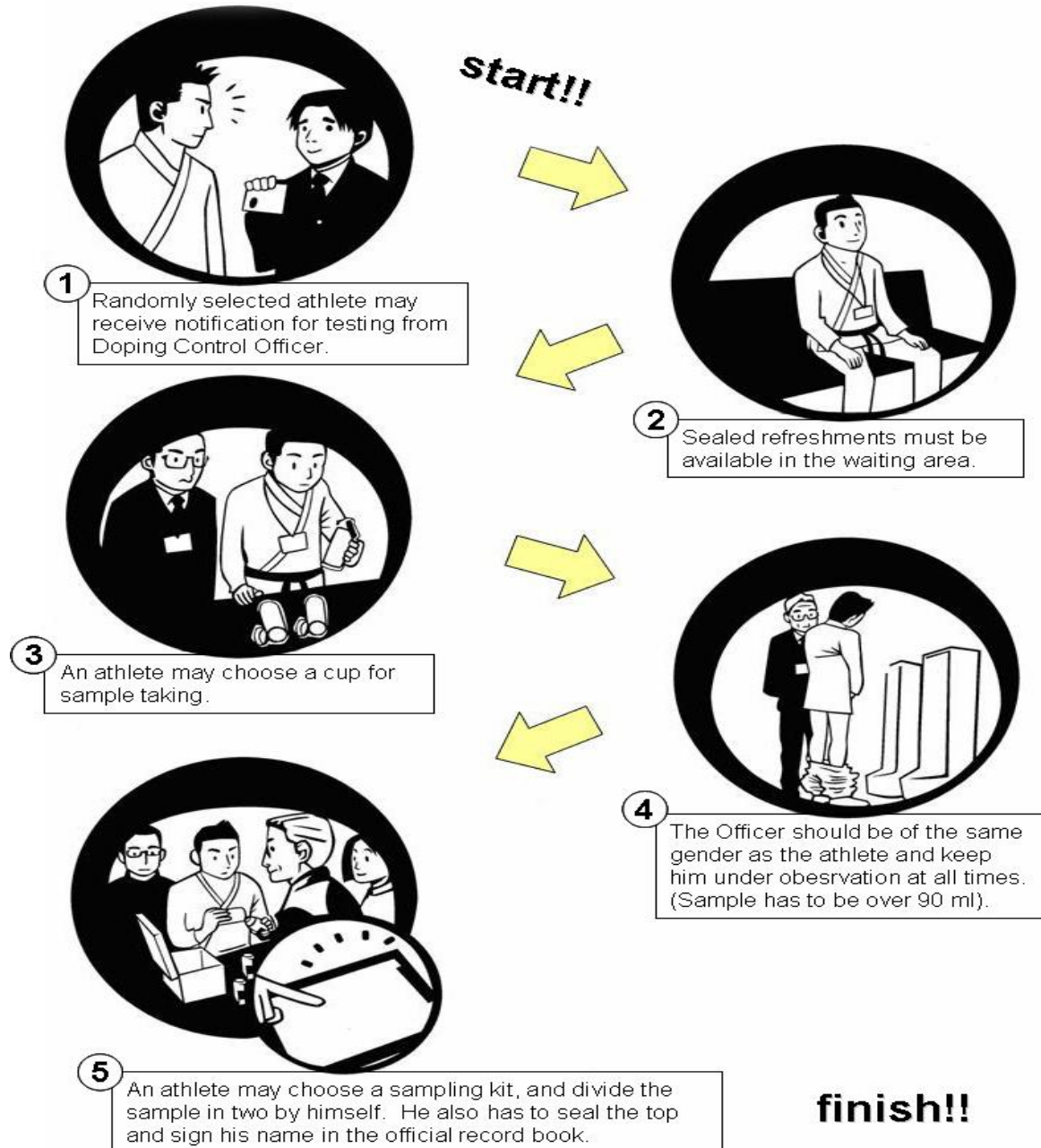
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3. What Is an Anti-Doping Test?

Anti-doping Testing Procedure

Athlete's urine or blood sample may be collected to detect the use of prohibited substances.





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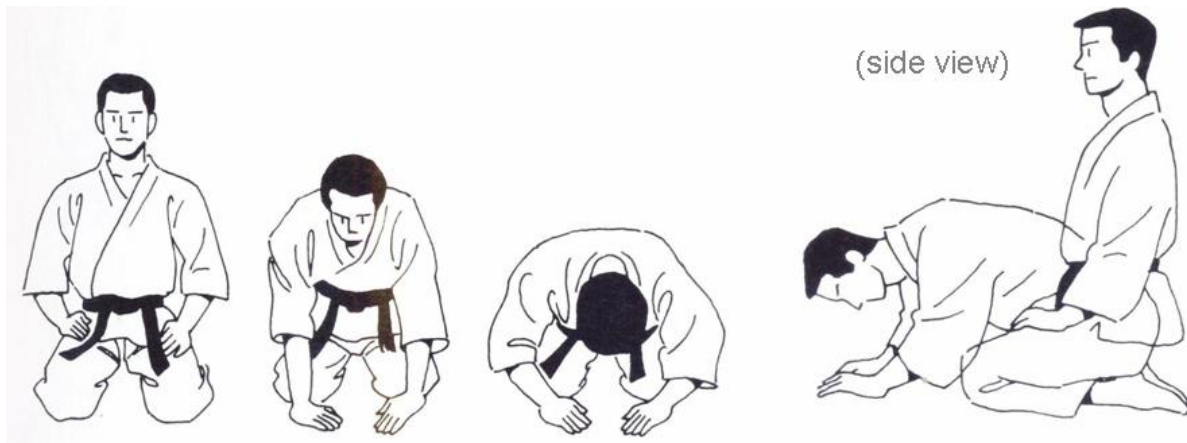
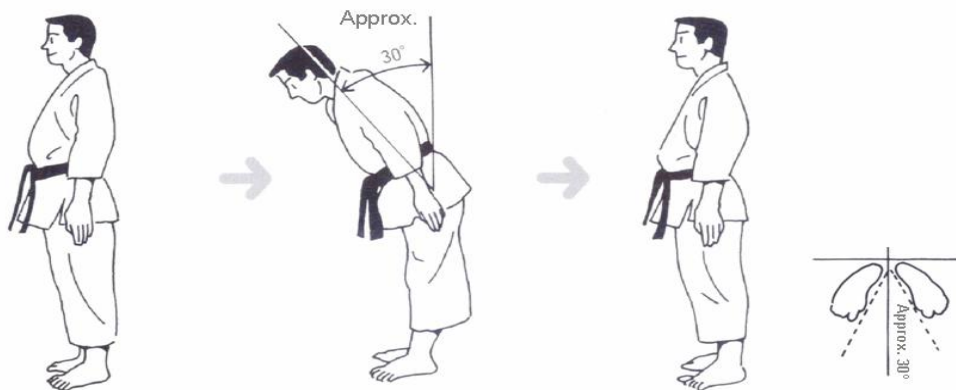
ANNEX IV – ETIQUETTE AND MANNERS

1. “REI” in Various Situations and Types of Bowing

The way of greeting others differs depending on the country, culture and custom. There are various situations (arriving, receiving, leaving) and styles of bowing, e.g. to family members or parents, to acquaintances, friends or close friends, to one’s superiors or juniors, or to strangers, but in any and every case, the bow shows the respect for others.

2. “REI” in Karate Competition, the Mind of Martial Arts

“REI” in karate competition, which means the mind of martial arts, has been cultivated through the culture of martial arts over the years. “REI” in the martial arts shows the affection and respect for the opponent, and is the equivalent of an oath to compete with the fair play spirit.





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Pull left foot half a step backward.

Bend your left knee to the floor.

Bend your right knee to the floor. (Stay on your toes).***

Straighten out your toes and squat down with your right big toe crossing your left big toe. (See lateral view in diagram above).

Kneel down. (Stay on your toes).

Place your right foot in position.

3. The Correct Posture for the Coach