



# State Team Policy & Guidelines

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## **1 Introduction**

Acceptance of a position with the State Team whether as an athlete, Coach or Member of Personnel means an acceptance of the State Team Policies.

A position with the State Team recognises your support and commitment to the Western Australian Karate Federation (WAKF) and your dedication to the Karate competition discipline. It entitles you to the full access and privileges of the State Training, Development and Coaching Program as communicated by the Head State Coach.

The Board reserves the right to discipline any member, coach or personnel member of State Team for any conduct that is in breach of the State Team Policies, Code of Behaviour or relevant WAKF policies.

The overall welfare and performance of the State Team as a whole overrides that of an individual at all times.

Personal grooming, work ethic and behaviour of State Team members must be of a high standard at all times.

Information meeting for parents and other interested parties are held throughout the year on matters relevant to the State Team. State Team members are required to familiarise themselves with the WAKF Calendar of events, including any changes made during the year.

Direct communication with State Team members will be via email only, primarily from the State Administrator using the email address provided in your application. Please ensure that you notify the WAKF immediately if your personal details or circumstances change during your membership period.

The WAKF website ([www.karatewestaustralia.com](http://www.karatewestaustralia.com)) and Facebook page ([www.facebook.com/karatewestaustralia](http://www.facebook.com/karatewestaustralia)) are useful components of communication with athletes and other stakeholders and will include notification of upcoming WAKF events. Please remember to visit these sites frequently.

The Board and State Coaching Panel are available to work with you and answer any queries that you may have regarding the State Training, Development and Coaching Program. The WAKF strongly encourages you to make contact with and develop relationships with the Coaching Panel if you have the need or opportunity to do so.

## **2 General requirements of State team members**

The State Squad comprises all financial members of the WAKF State Squad, being that the application has been accepted and membership fees paid in that year. The State Team comprises the athletes, coaches and support personnel that are selected for competition in that year.

Only registered members of the State Squad will be considered for selection into the State Team. Registration for membership of the State Squad commences once the application has been approved and expires on 31 December of the year it was issued.

All State Team members are required to

- attend the State Squad Camp if vying for State Team Selection.
- participate in the WAKF State Championships if vying for State Team Selection.
- participate in at least two Western Australian Karate League (WAKL) events is compulsory to maintain State Team Selection.
- attend State Training which is compulsory for all athletes selected to compete at the AKF National Championships.
- assist with setup and pack-up of training areas at State training
- attend the Annual Awards & State Team Presentation Dinner.
- participate in Approved State Team activities
- participate in fundraising activities to help reduce the expenses incurred by the team.

Appointed State Team personnel and coaches shall agree to undertake the roles and responsibilities of the position accepted.

All State Team personnel and coaching staff must

- have a current Working With Children Check for the duration of their appointment.
- hold a current first aid certificate that does not lapse for the duration of their appointment.

State Team members and personnel are to adhere to the governing WKF Rules and application by the AKF to the national competition, where appropriate.

### **3 State Team Selection**

All notices of acceptance of selection to the State Team are made from the Board and Coaching Panel (as appropriate).

#### **3.1 Athlete**

Application for State team selection are to be submitted to the Administration Manager as directed by the Board and advertised on the WAKF website at the beginning of each year.

The requirements for application and membership fee shall be approved by the Board before issue in each membership year.

Applications from an injured athlete wishing to be considered for selection must be received by the Administration Manager prior to the State Team Camp. The injured candidate is to provide a letter of recommendation from his/her coach and a medical certificate. The injured candidate should endeavour to be at the State Camp unless extenuating circumstances prevent this.

Selections of the State Team shall be recommended to the Board (or nominated Board sub-committee) by the Coaching Panel consisting of:

- Head State Coach
- Senior Coaches
- Immediate past Head State Coach (as required)

The Coaching Panel is to manage any potential conflicts of interest, whereby they remove themselves from the discussion.

There is no limit to the size of the State Team.

Individual categories shall be consistent with the WKF Rules and guidelines provided by the AKF for the maximum number of athletes per category (where applicable).

The selection of the State Team shall be at the discretion of the Coaching Panel in association with the Board and no correspondence shall be entered into by competitors.

A State Team competitor must be part of the State Squad, being a financial member of the WAKF and current member of a WAKF member club.

### **3.2 State Coach**

All positions are voluntary roles, with coaching roles reporting to the respective Head State Coach(es) who in turn report to the Board. The coaching panels should aim to work closely and collaboratively with each other as they are responsible for developing, implementing and delivering the State Training, Development and Coaching program.

Please be aware, irrespective of coaching specialisation, all members of the coaching panels are required to have the ability and willingness to support both Kata and Kumite athletes whilst discharging their State coaching duties. Note, it is a requirement for successful applicants to be able to commit to the weekly training sessions as published on the WAKF Calendar of Events during their term of appointment.

Coaches will be selected through consultation with the respective Head Coach(es) based on tour and/or event requirements to attend the annual AKF National Championships.

The appointment of the successful applicants as confirmed by the Board will vary depending on their experience and qualifications suitable to the various positions.

The term of appointment will initially be for three years coinciding with the term of the elected Directors to the Board. The term will commence 1 January of each year and conclude on 31 December after completion of the term.

Applicants need to:

1. Identify coaching position of interest and reasons for applying for the role;
2. Submit a Resume detailing coaching qualifications and experience;
3. Submit a proposed annual plan outlining goals, training and competition schedule (Head Kata and Kumite Coach only);
4. Attach a letter confirming support and endorsement of application from WAKF member Head of Style; and
5. Other items you consider to be relevant to the Board of Directors in making their decision.

In the event that a position cannot be filled from the original applicants, applications will be opened for a period of no longer than seven days. If no suitable application/s received the Board may directly appoint coaches.

The Board, on recommendation by the Head Coach, may appoint a coach mentor to the State Team for the purpose of mentoring and support of the coaching panel.

### **3.3 State Team Manager**

The appointment of the State Team Manager(s) shall be made by the Board at the recommendation of the Head State Coach following an expression of interest.

The Board may elect more than one State Team Manager. All positions are voluntary roles.

Notification of the expression of interest is to be sent to all WAKF member Heads of Style.

The role of the State Team Manager(s) is to assist the Head State Coach and coaching panel manage the team during competitions. Accordingly, the State Team Manager will be required to work closely with the Administration Manager and Coaching Panel.

## **4 Uniform and equipment**

### **4.1 Training equipment**

All State Team athletes and Coaches are to attend training in a WKF approved Karate Gi, belt and protective equipment.

State Team members will be provided with a WAKF badge to affix to the Karate Gi on the left chest. The WAKF badge must be affixed to the Karate Gi and worn at State Training for all approved State Training session. Alternatively, the Karate Gi must not have a badge present.

Club badges are not to be worn on Karate Gis for State Training. Club badges are to be worn for WA Karate League (WAKL) events.

Additional State badges are available from the Administration Manager.

Training equipment shall include:

- Karate Gi & Belt(s)
- Training Bag
- Protective Equipment (for Kumite only)
  - Helmet – Children only (or on medical advice)
  - Mouthguard
  - Gloves
  - Body Protector
  - Chest Protector- Females only
  - Shin Instep Protectors
  - Groin guard – Males only
- Water Bottle
- Towel
- Shoes (Cross Trainer Design)
- Personal Medical Requirements

## **4.2 Uniform**

The Administration Manager and Coaching Panel shall recommend the official State uniforms for competition and submit for approval by the Board. As far as practicable these uniforms are to remain for a minimum of three (3) years.

All Coaches and team personnel will be required to wear the State uniform when travelling to and from a competition, and for the duration of the competition.

The full cost of State uniforms shall be the responsibility of the State Team Member. Board may free-issue State uniforms to the Coaching Panel subject to budget being available.

The Administration Manager shall advise the State Team Members of the costs prior to the competition event.

### **4.3 Competition events**

State uniforms (full State tracksuits and t-shirt) are to be worn travelling on the planes to and from events as well as each day of competition (3 days). In addition, team members are required to be in full tracksuit & t-shirt for breakfast every day. Otherwise, free dress at all other times.

It is strongly encouraged for children 17yrs & under to wear a part of their tracksuit or their t-shirt outside of these times.

State Team members are responsible for their own equipment for competition and should as a minimum include the same equipment as included for training.

In addition, State Team members are encouraged to include an additional Karate Gi. Kumite competitors must have a second Gi for the blood rule.

## **5 Financial Information**

State Team members competing at competition must be financial with the State Team prior to competing.

The Administration Manager shall advise the State Team Members of the costs of membership in any membership year as a part of the application. All membership costs are to be approved by the Board.

Fees for State training are included in the membership fees for State Squad. The Board may provide for athletes that are not part of the State Squad to training with the State Squad. In these circumstances, athletes will be charged for attendance at training sessions.

There are no refunds to State Team members for absence from State Training sessions for any reason.

In circumstances where the State Team member has to withdraw from the State Team, all requests for refunds of membership fees in part or in full will be considered on a case by case basis by the Board.

State coaches may be reimbursed for reasonable and approved costs in accordance with the WAKF Financial Management Policy.

Claims for reimbursement of costs incurred by Personnel on behalf of State Team are to be submitted to the State Administrator in accordance with the WAKF Financial Management Policy.

The Board may pay an honorarium to the Coach mentor.

Any additional costs incurred by the Coach mentor must be approved by the Board prior to being incurred and may be entitled to be reimbursed. All such requests will be considered on a case by case basis.



## **6 Training**

Training times will be in accordance with the published WAKF calendar of events (as modified from time to time).

Attendance at training is compulsory. An attendance record will be kept. It is the individual athlete's responsibility to ensure that their name is marked as being present.

State Team members who are unable to participate at State Training are required to submit a Request for Exemption from Compulsory Events, via e-mail to [info@karatewestaustralia.com](mailto:info@karatewestaustralia.com) prior to training clearly stating the reasons for your absence. Athletes who are unable to attend training due to injury are encouraged to attend training and observe from the sidelines.

Parents are discouraged from contacting the Coaching Panel during the training session. All enquiries should be directed to the Administration Manager. Parents may approach the Coaching Panel prior or following the training session.

Training sessions may vary in time from 1.5 to 2 hours.

The venue for training will be determined by the Board and published in the WAKF Calendar of events as modified from time to time. The venue of state training is subject to change due to factors beyond the control of the WAKF.

## **7 Travel and accommodation**

### **7.1 Transport**

The Board shall make packages available for flights to the National Championships as a part of the State team. Team members may organise their own flights and must be at the National accommodation on the day that the State Team arrives. State Team members and personnel not wishing to return home with the State Team must remain with the State Team until the competition event has officially concluded and make their own arrangements.

State Team members and personnel are required to notify the Administration Manager of all flight and accommodation bookings made separate to the State Team.

Parents and family members may choose to travel on the same flight as the State team.

Parents are advised that from the time of departure for the National Championships the state team member becomes the responsibility of team management.

Parents and supporters are not to travel in team transport at any time without the approval of the State Team Manager.

Team members aged 16 years and under must be accompanied by an adult or an approved chaperone in accordance with the travel guidelines issued by the Board, as amended from time to time. Chaperone forms are available from the Administration manager. This includes flights to and from the event, travel on coaches for activities such as travel to and from the venue and weigh in (weigh in is generally subject to space on the bus).

Guardians must have a Working With Children card.

## **7.2 Accommodation**

The WAKF will endeavour to seek accommodation that is most suited to the team needs in terms of location, comfort, services and cost.

All State team members must stay at the official accommodation.

Parents and family members may choose to stay at the same accommodation as the State team.

Parents, family and supporters may attend team functions or excursions by invitation only from team management.

## **8 Breach of Codes and Policies**

State Team members and personnel will be expected to undertake the following commitment:

- To adhere to all WAKF Policies.
- Support and adopt the Australian Sports Drug Agency (ASDA) Doping Policy. A team member may be randomly tested for evidence of doping practice by ASDA.
- Smoking is not permitted whilst in the company of team members and personnel.
- Alcohol consumption is not permitted by members under the age of 18 years. Adults must not supply alcohol to minors and may be subject to legal ramifications if found to have breached this.

The Head State Coach, in consultation with the Coaching Panel and State Team Manager, reserves the right to discipline any person in breach of the State Team Policies, related WAKF Policies, Code of Behaviour in a manner which they deem is appropriate and fair at the time, or at a future time that is agreed upon. Breaches will be dealt with on an individual basis and dependant on the severity of the breach, may require further direction from the Board.

Breaches may result in any of the following consequences:

- Verbal warning;
- Written warning;

- Removal from the State team;
- Room changes whilst travelling;
- Being sent back to the team accommodation immediately from where the breach has occurred;
- Banning from the celebration function;
- Suspension from representing the State at the National Championships for the following year;
- A ban from WAKF approved events in the future;
- Immediately being sent home from the National Championships at the individual's expense; and,
- Any other action/punishment deemed appropriate and fair by the Board.

## **9 Use of Social Media and Electronic Communication**

State Team members should be aware that the creation of public groups on any social media featuring the name of WAKF or which in any way imply the name of the Association are prohibited without approval of the Board.

Use of the WAKF logo and images is prohibited without the approval of the Board of Management.

State Team members should be aware that any social media presence, conversations, interactions and images that they initiate must reflect the Mission and Values of the WAKF. State Team members will be considered responsible for any content published publicly under their name which is connected in any way with WAKF.

Social media groups created for State Team purposes are required to be monitored by the Coaching Panel and/or the Board.

Email and other electronic communication should be used for conveying information and ideas and should not contain: (a) Criticism of other bodies and people; (b) An abusive or demeaning tone; (c) Negative emotion expression; (d) Highly sensitive or confidential material.

## **10 Consent to Publish and Record**

Acceptance of a position with the State Team whether as an athlete, coach or personnel member means consent to the following:

- Information provided by State Team members to the WAKF, may be used by the WAKF for the administration of the sport of Karate and in accordance with the objectives of the Association. This information will be

held in an Association database at the Association office and may be forwarded to the Australian Karate Federation (AKF) or Department of Sport and Recreation for use in the administration of the sport of Karate on a national level and in accordance with the objectives of the AKF. State Team members can access their personal information through the Association upon request.

- The member's name (but not address) may be mentioned by the WAKF for the purposes of promoting the activities of the WAKF including website and social media and in reports about the State Team and the National Championships.
- The State Team member may be photographed, and any photograph used for the purposes of promoting the activities of the WAKF including website and social media.
- Videos may be taken of the State Team member whilst training, such videos to be used for family keepsakes by family members or other members, or by or for the Coaching Panel to be used for coaching purposes. The WAKF encourages parents to provide reasonable notice to the Coaching Panel of the intent to take a video.

## **11 Infectious disease, injury and mental health illness**

If a State Team member is diagnosed with an infectious disease, physical injury or mental health illness, a medical clearance or management plan is required prior to their return to training/competing.

Should there be an occurrence or continuation of the infectious disease, physical injury or mental health illness within four weeks prior to the National Championships, the option to make changes to the State team will be at the discretion of the Coaching Panel in conjunction with the competitor's medical/allied health practitioner (with the written approval of the parent/adult competitor).

In the case of infectious disease, the State Team member is to remain away from State training until cleared. In the case of physical injury or mental illness, the competitor is encouraged to attend State training to spectate where possible.

The overall welfare and performance of the State Team as a whole overrides that of an individual at all times

## 12 Revision History

Version	Date Reviewed	Date Approved	Content Reviewed/ Purpose
1	Dec 2019	Dec 2019	Original version. New Policy
2	Feb 2020	Feb 2020	Correction to wording regarding use of club badges (section 4.1)