2024 Event & Event Entry Information

Date of Issue   February 2024

Controlling Body   Western Australian Karate Federation

Extract from the WAKF Event Guidelines Feb 2024 V1.0

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2024 Event & Event Entry Information

1. Athlete Entries

a. *Event Entry Information*

- Entry for a tournament will open four weeks prior to the tournament and will close the Sunday evening prior to the event.

- Notification of the event entry being open will be via e-news, social media and the website.

- WAKF and WAKL entry registrations information will be on the WA Karate Federation Website.

- Event costs are displayed on the WAKF preferred booking system.

- The WAKF does not accept late entries.

b. *Event Athlete Registration and Payment Process*

- Entries will be made through the WAKF preferred booking system.

- Entries and payment must be received by the closing date.

- No late entries will be accepted.

c. *Event Coach Registration Regulations*

- Coaches must be registered on the online via the Club Entry Form.
    - Register online
    - Hold a valid Working With Children Card (WWCC), which the WWCC number must be provided at the point of entry.
    - Be clearly identifiable wearing club tracksuit / shirt whilst on the tournament floor.
    - Only event registered coaches are allowed on the tournament floor.

d. *Event Volunteer Registration Regulations*

- All volunteers must register online.
- Hold a valid Working with Children Card or be exempt from having a WWCC.
- Those volunteers that are required to have a WWCC must provide the WWCC number at the point of entry.

2. Club Entries

Each Club must complete an Online Entry Form which nominates the following:
- Coaches attending the event.

- List of Club Volunteers and contact email and phone numbers.

- Event Club Person

    - This is who the WAKF will communicate with prior to the event.
    - This person (or another nominated person) will also be the nominated representative from the club to liaise with the Tournament Facilitator at the event.
    - Parents will not be allowed on the floor to engage with the Tournament Facilitator.

3. Interstate & International Athletes Entering Events

- Interstate and international athletes can participate in WAKF and WAKL events, however they are not eligible to win the event medals or titles.

- Interstate and international athletes must register for the event and pay the same fees as regular participants.

- Interstate and international athletes must follow the same rules and regulations as regular participants.

4. Participating Clubs at WAKF and WAKL Events

a. Volunteer Requirements Per Club
- 1 - 10 athletes entering the event: One (1) Volunteer

- 11 - 25 athletes entering the event: Two (2) Volunteers

- 25 + athletes entering the event: Three (3) Volunteers

5. Event Entry Process & Scheduling

a. After the Event Closes
- Once the entry date has closed the WAKF nominated Tournament Facilitator will access the software program and collate all entries into Sports Data Program.

- The Tournament Facilitator will then generate and manage the event draw and schedule in consultation with the Sport Referee Council.

b. Wednesday After the Event Closes
- The Tournament Facilitator will provide a copy of the event draw and schedule to the clubs who have entered the event by the Wednesday evening prior to the event.

c. Thursday After the Event Closes

- The Clubs are required to check the entries, schedule and draw and provide any corrections to divisions to the Tournament Facilitator by close of business Thursday prior to the tournament.

d. Friday After the Events Closes

- Any changes to draws after this time will incur an administration fee. The administration fee will be 25% of the entry fee and will be invoiced by the WAKF to club.
- Final draws and schedules will be made available to the HOS and coaches the Friday before the tournament.

6. Timing & Scheduling on Event Day

a. Arrival Times

- Volunteers and Referees should arrive at the event by 8.30am.
- It is the responsibility of the competitor to arrive at the venue well before the advertised start time of their event.

b. Timing and Scheduling

- The Tournament Facilitator will ensure that all tournaments will start on time to the best of their ability.
- The Tournament Facilitator will provide updates through the event and advise if the tournament is running ahead or behind schedule.
- Scheduling is determined by the WAKF preferred scoring program.
- Scheduling changes can be made by the Tournament Facilitator throughout the day. All changes to times and tatamis will be relayed to the table officials and marshals and will be announced throughout the event.
- It is the responsibility of the competitor to ensure that they are ready to compete when called by the tatami marshal.
- Events with three competitors will run in a round robin format.

7. Age Cut Off

Age is determined by the age a competitor is at, by the date of the Karate Australia National Championships of the competing year.

8. Kata Rules

a. Children Kata

- Children Kata categories will be with two competitors at a time for all bouts, excluding semi-final and final.
- Children Kata categories are:
  - First and second round are Heian / Pinan, Gekisai and Saifa.
  - Third round onwards, Free Kata.
  - Athletes can repeat Kata but not consecutively.

b. *Cadet, Junior, Under 21 and Senior Kata*

- Free kata on all bouts.
- Can not repeat a Kata.
- Senior Kata is 16 years and above.

9. Medical Information

- If an athlete requires the use of an ambulance, the cost of the ambulance is the responsibility of the athlete / parent.

- For all major events (including concussion), require WAKF injury form filled out.

10. Disputes and Protests

Disputes and official protests must follow the procedure as set by the WKF Karate Competition Rules. There is no protest for WAKL tournaments, only State Championships.

11. Photography & Videoing at Events

- An individual may be photographed or videoed at an event. Any media taken by the WAKF may be used for the purposes of promoting the activities of the WAKF including website and social media.

- Only official WAKF event photographers and videographers can be on the event floor.

- Videos may be taken of an individual whilst participating in a WAKF event including training and competitions, 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 and development purposes.

Relevant Policies and Plans

Related Western Australia Karate Federation documents include the following but not limited to):

- Member Protection Policy
- Code of Conduct
- Privacy Policy
- Child Safeguarding Policy
- Working With Children Check Policy
- Event Risk Management Plan
- Financial Delegation Policy
- Concussion Policy

Documents Related to This Document

- WAKF Event Guidelines
- WAKF Privacy Policy
- WAKF Child Safeguarding Policy
- WAKF Working with Children Check Policy
- WAKF Member Protection Policy
- WAKF Code of Conduct

Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1	NA	February 2024	Original version. New Document. Extract from the WAKF Event Guidelines Feb 2024 V1.0