



STATE SQUAD & STATE TEAM GUIDELINES

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Controlling Body

Western Australian Karate Federation

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1 Guideline Statement

The WA Karate Federation (WAKF) State Squad and State Team Program encompasses both the WA State Squad and the National Championships State Team.

The purpose of the program is to engage athletes, coaches and clubs throughout WA in a structured pathway that creates strong foundations, encourages performance and steadfast commitment to our core values of teamwork, integrity, resilience, and a positive attitude.

These guidelines apply to all Head of Styles and Member Clubs, Coaches, Staff, Volunteers, Committees and the WAKF Board

2 State Squad

2.1 What is the WA Karate Federation State Squad

This program serves as a structured athlete pathway for WAKF member athletes throughout Western Australia. The program aims to establish strong foundations and promote performance in Sport Karate. The program cultivates a steadfast commitment to core values, including teamwork, integrity, resilience, and a positive attitude.

2.2 Who Can Be a Member of the State Squad?

- Athletes who are a member of a WAKF Member Head of Style or Member Club.
- Have no outstanding financial obligations with the WAKF.
- Planning to compete at WAKF and WAKL events in the year of membership.
- Not be subject to any disciplinary behaviours or any investigation of a disciplinary action/s.

2.3 Annual State Squad Member Benefits

It entitles you to the full access and privileges of the

- State Squad Training
- Development and Coaching Program
- State Camp
- Gala Awards Night Ticket
- Opportunity to be selected onto the WA State in the year of membership. Please note, Selection for the State Team is open exclusively to registered State Squad members.
- Opportunity to the National Squad Pathway Program.

2.4 2024 State Squad Annual Membership Fee

The 2024 State Squad Annual Membership Fee is \$333 (includes GST).

This fee includes the following:

- State Team Training Sessions

- WAKF Training Camp
- 1 x Gala Award Night ticket
- WAKF Coaching Program

Membership is from March to the 31 December of each year.

Registration for the State Squad is through the WAKF preferred online booking system.

2.5 State Squad Registration

- State Squad Registration opens 5 March 2024.
- State Squad Registration closes 5 April 2024.

For any applications after this date, a late fee of \$50.00 will be applied.

2.6 Refunds and Withdrawal from the State Squad

- After applying to be part of the State Squad, members have a 72 Hours (3 day) grace period to withdraw from the squad without any financial implications.
- Athletes who are not selected to the WA State Team, may be entitled to a partial refund if they do not continue with the State Team Training after the selection and announcement of the 2024 State Team.
- The WAKF reserves the right to allow late registration at its sole discretion.

2.7 Communication

2.7.1 General Information

Please Contact

WAKF Sports Pathway & Admin Coordinator

info@karatewestaustralia.com

2.7.2 State Squad Announcements and Registration Process Information

Announcements and information will be provided for parents, athletes, and other interested parties throughout the year through enews, website and the WAKF social media outlets.

2.7.3 WAKF Website and Social

- Website [Home - WA Karate Federation \(karatewestaustralia.com\)](http://karatewestaustralia.com)
- Facebook [WA Karate Federation | Perth WA | Facebook](#)
- Instagram [WAKF \(@karatewestaustralia\) • Instagram photos and videos](#)

2.7.4 State Squad Information and Updates

- Will be provided by the WAKF Sports Pathway & Admin Coordinator via info@karatewestaustralia.com and e-news upon the commencement of the State Training Squad.
- Please ensure that you notify the WAKF if your email address is changed from the registration form.
- For athletes under the age of 18 years old, the information will be via a parent email address.

2.7.5 Communication from the WAKF State Coaching Team

The State Team Coaching Team will communicate via meetings at training sessions and e news.

2.7.6 State Squad Meetings

- Parents are welcome to observe the State Squad Training Session, however, must stay in the seating area provided at the venues.
- All enquiries should be directed to the State Team Manager/Assistant Manager.
- If required, the Team Manager will organise a meeting with the coaching team.

2.8 State Training Venue and Times

2.8.1 2024 Training Venue

Gold Netball Stadium, 200 Selby St, Jolimont

2.8.2 Training Dates

- 4 May 2024
- 11 May 2024
- 18 May 2024
- 25 May 2024
- 8 June 2024
- 15 June 2024
- 22 June 2024
- 20 July 2024
- 27 July 2024

2.8.3 Training Times

- 1.00pm – 3.30pm

Please arrive 15 minutes prior to the training time to assist with Tatami setup

2.9 State Squad Camp

- 13 April 2024 State Squad Camp
 - 12 noon – 4pm
- 14 April 2024 State Squad Camp
 - All day, Times TBA
- Venue: Gold Netball Centre, 200 Selby St, Jolimont

Please arrive 15 minutes prior to the training time to assist with Tatami setup

2.10 Gala Awards Night

- Date: 10 May 2024
- Venue: Swan Yacht Club

2.11 Training Uniforms

All state squad athletes and coaches are to attend training in a WKF-approved Karate Gi, belt and protective equipment.

2.12 Training Equipment

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

When on the training floor, only bags with no wheels and soft soled shoes are allowed.

2.13 WA Regional Athletes

2.13.1 Regional Athletes

Regional Athletes can apply for exemptions not to attend all State Squad Training sessions. Please contact info@karatwestaustralia.com prior to registration for more information and squad fees.

2.13.2 Regional Athlete Travel Subsidy

- The Regional Athlete Travel Subsidy Scheme is a WA Government initiative supporting regional athletes who have progressed into the high performance pathway of their chosen sport and are pursuing regional, state and national representation.
- Eligible regional athletes can receive funding for out-of-pocket travel and accommodation expenses directly related to competitions and programs in accordance with the performance level categories and eligibility criteria outlined in the application guidelines.
- Athletes can apply online when a round is open. [Click here](#) for more information.

3 State Team

3.1 Athlete Nominations

To be considered for a position on the State Team, a nomination form must be submitted as part of the 2024 State Squad Application Form.

Submitting a nomination does not guarantee an individual will be selected on the team.

3.2 Communication - State Team E- News

Will be provided by the WAKF Sports Pathway & Admin Coordinator via info@karatewestaustralia.com and e-news upon the commencement of the State Training Squad.

Please ensure that you notify the WAKF if your email address is changed from the registration form.

For athletes under the age of 18 years old, the information will be via a parent email address.

3.3 Athlete Selection Criteria and Requirements

Please also read the WAKF State Team Selection - Athletes and Management for full details.

The following is an extract of the policy.

3.3.1 State Team Athlete General Selection Criteria

- For an athlete to be eligible for WA Karate State Team selection, the following criteria must be met in the year the athlete is nominating for State Team Selection.
 - Must be a registered and financial member of WA State Squad.
 - Must be a registered and financial member of Karate Australia.
 - Participated in all the State Squad Training Sessions and Camp in the lead up to the selection meeting.
 - Compete in a minimum of two (2) Western Australian Karate League (WAKL) events prior to the National Championships.
 - Compete in the WAKF State Championships.
- State Team Commitments After Team Selection to Fulfil Travelling to the National Championships.
 - Attend the WAKF Gala Awards Night.
 - Participated in all the State Squad Training Sessions.
- Regional Squad Members must attend all training sessions as outlined in the State Squad Package.

3.3.2 State Team Athlete Selection Exemptions

- Athlete Exemptions for not meeting the State Team General Selection Criteria and State Team Commitments may apply for the following.
 - Health or medical issues.
 - An athlete on national squad duties. i.e. An athlete that has been selected by Karate Australia to represent Australia at an international event or national training camp that conflicts with a state squad training session or an event.
 - Exceptional circumstances. If something happens that is out of the ordinary, unavoidable, or unexpected, and this causes an individual to miss a session, this may be regarded as 'exceptional circumstances.
- If the athlete is unable meet the Athlete Selection Criteria the athlete or needs to put in an email to info@karatewestaustralia.com for their request for an exemption must be received by the WAKF before 5pm on the day of the Selection Meeting.

The injured / Health related issue must provide a letter of recommendation from his/her coach and a medical certificate.

3.4 Athlete Selection Meeting and State Team Announcement.

After the WAKF State Championships, the State Team Selection Committee will convene a meeting.

The successful and unsuccessful athletes will be advised of selection/non-selection after the Board resolution via an email sent from the Sports Pathway & Administrator Coordinator.

After 48 hours of being advised, and if no appeal is pending, the karate community will be notified of the State Team Athletes via the WAKF communication pathways.

3.5 Expectations of Being State Member at the National Championships

Support fellow Team Members through the whole event (3 days).

All state team members are required to be at the venue for the three event days, athletes may leave the State Team after 6pm on the last day of the event.

If State Team Head Coach wishes to rest athletes that are competing in some sessions, they may not be required at the venue at all times. This will be communicated by the Head Coach.

All Team Members are required to support all athletes and those athletes competing in the Team Events on the Sunday.

3.6 Travel Costs

Indicative Costs will be published in the State Squad and State Team Newsletter.

This will include information on:

- Flights
- Accommodation
- Ground Travel
- State Team Levy*
- Event Entry Fees
- Referee Fee
- Uniform Costs
- Any other costs

Travel Insurance - Everyone is responsible for their travel insurance.

*State Team Levy - A state team levy is charged to all state team athlete members. The levy assists with covering travel and accommodation costs incurred by our travelling volunteer coaches and team managers.

3.7 State Team Payments

Once the State Team is announced, each team member will be required to pay in full for the tour 21 days prior to the team leaving WA.

Payment for flights, accommodation and ground travel will be through the WAKF Travel Agent.

The WAKF will invoice each state team member for all other state team associated costs.

Information for regarding the final costs will be circulated as early as possible.

3.8 Withdrawing from the Team

All successfully selected team members will be provided a 72 hour (3 day) grace period following notification of their selection in which they must accept or decline their position.

At the end of the grace period, any team member who has accepted their position and subsequently withdraws may be liable for costs associated with their booking.

Travel Information

3.8.1 Team Package

The WAKF will make packages available for flights, ground travel and accommodation to the National Championships.

Travelling parents and family members can request to travel and stay with the team.

3.8.2 Individual Travel

Team members may organise their own flights and travel from and to the airport at your own cost.

Team members can book flights to depart National Championships after 6pm Sunday or with written approval from the Head Coach / Team Manager.

3.8.3 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 team members are required to stay at the state booked accommodation.

Parents and family members choosing to stay at the same accommodation as the State team. This must be nominated on the nomination form as well of the names of the family members staying at the accommodation or require flights to be booked.

3.8.4 Ground Travel

Travel from the Melbourne Airport to Geelong and travel from accommodation to the event venue returned is be included for Team Members travelling under the WAKF State Team travel package.

All Team Members will be required to travel to / from the venue each day on the Team Bus.

A parent or guardian must travel on the team bus for athletes under the age of 18.

There will be an opportunity for parents to travel on the team bus and this is to be nominated in the athlete nomination form.

3.8.5 Other Travel Information

All athletes under the age of 18 years old at the time of the event, must travel with a parent, guardian, or chaperone. This must be stated on the nomination form. All guardians and chaperones must have a valid Working with Children Card.

When applying to be a state team member you must nominate if you require a package, or you are booking your own flights, accommodation, and ground travel.

All Team Members are required to be at the accommodations in time to participate in the team training session Thursday morning.

3.9 Athlete Supervision

Parents are advised during the National Championships the state team member becomes the responsibility of team management.

3.10 State Team Uniforms

3.10.1 Uniforms

The WAKF determine the official State Team uniform and will provide the uniform requirements in the State Team E Newsletter.

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. All athletes 17yrs & under must wear a part of their tracksuit or their t-shirt outside of these times.

In addition, team members are required to be in full tracksuit & t-shirt for breakfast every day. Otherwise, free dress at all other times.

3.10.2 Uniform Orders

Orders for state team will be provided Information and costs regarding the state team uniform once the State Team is announced.

The WAKF may issue State uniforms to the WA State Coaches who are selected to travel subject to budget being available.

As far as practicable these uniforms are to remain for a minimum of three (3) years.

3.11 State Team Gi, Belt and Protective 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 in the first year they compete as part of the State Team.

The WAKF badge must be affixed to the Karate Gi and worn all approved State Training sessions once selected onto the State Team.

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.

3.12 Injury, Illness & Medications

All Team Members are required to fill in a Medical Form. This form will be provided once the athlete is selected onto the Team.

3.13 Anti-Doping Requirements

Selected Team members will be required to fulfil integrity education requirements in order to attend and participate in the 2024 Australian Championships.

These requirements include completing a Sport Integrity Australia Anti-Doping course as any athlete competing at the event may be subject to drug testing.

Information relating to the completion of these courses will be provided to all relevant selected Team Members.

Also refer to [Sport Integrity Australia Anti-Doping Resources](#)

3.14 Therapeutic Use Exemptions

Athletes may at times need to use a prohibited medication and/or method to treat a legitimate medical condition. A [Therapeutic Use Exemption \(TUE\)](#) is an exemption that allows an athlete to use, for therapeutic purposes only, an otherwise prohibited substance or method (of administering a substance).

Therapeutic Use Exemptions are administered by the Australian Sports Drug Medical Advisory Committee (ASDMAC). Find out more about [ASDMAC](#).

If an athlete or their doctor has a question regarding the status of a substance:

They should check the substance on the [Global DRO website](#)

Or call this phone number: +61 2 6222 4283

3.15 WAKF Code of Conducts and Behaviour

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

- Demonstrate the WAKF Values

Commitment

We are committed to providing a sporting environment that honours the traditions of karate-do and the pursuit of excellence in everything we do.

Consistency

We seek consistency in our actions as the standard for the continued success of our sport.

Community

We value the participants, volunteers, staff, members, coaches, officials, and others involved in our sport and seek to make a positive difference in our communities.

- To adhere to the WAKF Code of Conducts and State Team Rules
- All WAKF Policies and Guidelines
- 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.

Breaches will be dealt with on an individual basis, and depending on severity of the breach, the breach may be followed up as per the Complaints, Disputes and Discipline Policy and Member Protection Policy.

The State Management Team Manager and Head Coach have the right to provide the following on Codes of Conduct and State Team Behaviours and Rules.

- 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

3.16 Complaints, Disputes and Discipline

The WAKF will treat any complaints, disputes and discipline as outlined in the Complaints, Disputes and Discipline Policy and Member Protection Policy.

3.17 Use of Social Media and Electronic Communication

State Team members should be aware that the creation of public groups on any social media and group communications featuring the name of WAKF or which in any way imply the name of the Association are prohibited without approval of the WAKF. Approval must be sort by submission via the info@karatwestaustralia.com email.

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

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 and communication groups created for State Team purposes are required to be monitored by the WAKF by the Coaching Team, Team Management and the Sports Pathway & Administration Coordinator.

Email and other electronic communication should be used for conveying information and ideas should be inclusive and should not contain:

- Criticism of other bodies and people
- An abusive or demeaning tone
- Negative emotion expression
- Highly sensitive or confidential material.

3.18 Privacy

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 and as outlined in the WAKF Privacy Policy.
- 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 Team of the intent to take a video.

4 Document Control

These guidelines will be reviewed every year or earlier if required by WA Karate Federation. The review will ensure it reflects both the community expectations and all legal requirements.

5 Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1	NA	April 2024	Original version. These operational guidelines are new for 2024.