



Event Guidelines

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WAKF Event Guidelines

1. Purpose

This document is a series of guidelines to provide a clearly defined event environment that is conducive to fostering the growth and development of our athletes, referees, and officials.

These guidelines shall apply to all people who are involved with any activities of the WA Karate Federation (WAKF) and aims to set a standard of equality and diversity within Karate in Western Australia.

Including but not limited to board members, committees, staff, volunteers, administrators, coaches, referees, officials, athletes, sponsors and parents.

2. WAKF Event Committee

The WAKF Events Committee oversees the WAKF Events.

The Event Committee role and responsibilities are outlined in the WAKF Event Committee Terms of Reference.

The Purpose of the Event Committee is to:

- Ensure the smooth delivery of tournaments and competitions held in WA, which comply with WAKF policies and processes, WKF and KA tournament requirements, sport standards and legislation.
- Assist with delivering the strategic event outcomes as in the WAKF Strategic Plan.
- Maintain, review, and update the WAKF Event Rules and Guidelines as required.
- Assist with recruiting and retaining events volunteers.
- Assist the WAKF as required with the development of the annual events budget, maintain expenditure within the approved budget and report status to the Finance Committee as required.

Current event committee members are listed on the WAKF website.

3. Definitions

Developmental Division for WAKF / WAKL purposes, is defined as any athlete who can compete in the development division, if they fall into either of the following categories:

- Have not previously gold medalled twice in this division previously; or
- Have not previously been selected or currently being selected in the state team.

Event is any tournament or competition held in WA under the WAKF structure, guidelines, policies and process. This includes hosting the Karate Australia National Championships, any other national events and international events that the WAKF organises.

Guidelines and **these guidelines** mean these WAKF Event Guidelines.

Member has the same meaning as the WAKF Constitution.

Open Division for WAKF / WAKL purposes is an athlete who can compete in an open division if one of the following categories applies:

- Athletes who have won two (2) gold medals in the same discipline specific developmental division.
- Are current or past WA State team member (discipline specific).

4. Common WAKF Acronyms

- **SRC** means State Referee Council
- **EC** means Event Committee
- **TF** means Tournament Facilitator
- **SPC** means Sport Pathway Coordinator
- **WKF** means World Karate Federation
- **KA** means Karate Australia
- **WAKF** means the Western Australia Karate Federation
- **WAKL** means the Western Australia Karate League

General Event Information

5. Annual Event Calendar Planning Timeframes

The Events Committee provides recommendations for all event dates.

Proposed event dates will be submitted by mid-September for the following year events, to assist with venue bookings and other WAKF projects planned for the upcoming year.

All recommended dates are subject to venue availability and other WAKF projects.

6. WAKF and WAKL Event Venue Bookings

All venue bookings are to be booked by the WAKF. The Sport Pathway Coordinator (SPC) will oversee all venue bookings and is the focal point for communicating with the venue operators.

All booking contracts and payments are carried out as per the WAKF Financial Delegation & Management Policy.

7. Current Tournament Venues

All WAKL events will be hosted at Gold Netball Centre, 200 Selby Street, Jolimont as per agreement in place or.

8. Venue Tournament Requirements for WAKF & WAKL Events

a. Venue Capability

- The capability of holding four (4) Tatami's, plus warm up / marshalling area, medical control point and administration area.
- Seating capacity of 350 + spectators.
- Suitable facilities such as toilets, change rooms, meeting room and access for catering.

b. Tournament Equipment Requirements:

- As per KA / WKF Rules of Competition. Variations are to be approved by the EC after consultation with the State Referee Council (SRC) as required.

c. Tournament Equipment Hire

- All equipment is the property of the WAKF and is hired to hosting club of the WAKL tournament.
- Hire rate is determined by the WAKF Board and is reviewed annually as part of the WAKF budget.

Event Equipment & Venue Set Up Information

9. Competition Area

The competition area will be a WAKF approved matted square, with sides of eight metres (measured from the outside) with an additional one metre on all sides as a safety area in accordance with WKF Competition Rules.

The Events Committee is required to have access to spare pieces of matting to replace a section of competition mat if a mat is damaged throughout the tournament.

10. Officiating Equipment

a. Tatami Event Equipment (per tatami)

- Two (2) trestle type tables
- Two (2) Coaching Boxes
- Chair Allocation
 - Five (5) Referee Chairs
 - Two (2) Coaching Boxes
 - One (1) Tatami Supervisor
 - Two (2) Table Officials (an additional chair maybe required for a third table official at some events).
- Stationary Box per Table
 - Stationery Set – pens, stapler, Four (4) different colour highlighters
 - Score Sheets – Kata and Kumite
 - Timer
 - Bell
 - List of approved Katas.
 - Rubbish Bin
 - Four (4) Clipboards
- Tatami Number Signage

b. Main Administration / Tournament Facilitator (TF) Table

The main administration table is manned by the Tournament Facilitator who will work with the event software program, for the purpose of producing updated draws, generating repechage draws and recording results.

- One (1) Table
- Three (3) Chairs
- WAKF Event Laptop and Printer
- PA System - Announcer (Tournament Facilitator)

11. Event Equipment Set Up & Pack Up

a. WAKL Events

- Host clubs will be responsible for setting up the venue the morning of the event (subject to availability) prior to a tournament with the Events Committee under the guidance of the Tournament Facilitator.
- Host clubs will be responsible for packing up the venue after the tournament is finished with the Events Committee under the guidance of the Tournament Facilitator.

12. Weigh In Room Requirements

a. State Championships Weigh In Rooms

- State Championships require two Weigh In rooms. One for Females and one for Males.

13. Medics at Events

a. Medic Requirements

- It is a requirement of each event to have a minimum of two (2) paramedics, however this may be subject to the size of the tournament.
- The number of paramedics and required times will be confirmed by the Tournament Facilitator after event registration has closed.

b. Medical Team Bookings

- The WAKF will book the medical team for all events.
- The WAKF will invoice the Club hosting a WAKL events for the cost of the medical officers.

c. Medical Team Equipment Set Up

- Medical Staff will require one to two trestle tables and two chairs.

14. Refreshments Set Up and Volunteers

a. Refreshments Area

- An area located near the tatami's be set up with water, tea and coffee for referees, officials and volunteers only.

b. Refreshment Volunteers

- The host club is required to provide volunteers to run the refreshment area at the WAKL events.
- The Events Committee will provide volunteers to run the refreshment area for State Championships.

15. Scoring Equipment & Software

a. Scoreboards

- A kumite scoreboard is required per tatami.
- The Events Committee will ensure that there will be one spare scoreboard available in case of breakdown.

b. IT Equipment

- The WAKF has a supply of sufficient laptops and monitors, which are hired as part of the equipment hire cost for WAKL events.

c. Tournament Software

- The Karate Australia licensed software is to be used at each event for scoring.

16. Judge's Flags

- At least five sets of judge's flags are required for each tatami.

17. Tournament Facilitator & Administration Desk

- Tournament Facilitator & Chief Referee will be located at the administration desk.
- 2 chairs and 1 table is required.

Schedules, Rules & Draws

18. Tournament Schedule and Draw on Site.

- The tournament schedule and draws will be located at the administration table.

a. *Rules*

- The WAKF and WAKL events are as per the Karate Australia and World Karate Federation Competition Rules.
- Request for variations to the event rules, must be submitted to the Events Committee 2 weeks prior to the Event Entry Registrations opening. The variations must be approved by the Events Committee after consultation with the State Referees' Council (SRC) as necessary.

Working with Children Checks

The WAKF has a legal obligation to comply with the Working with Children (Criminal Record) Checking Act 2004 and place the safety and welfare of children above other considerations.

All event volunteers, coaches and officials must have a valid Working with Children card to be allowed into the competition area at any event, where there are people under the age of 18 involved in an event.

Working with Children Check is outlined in the WAKF Working with Children Check Procedure, and the process will be included in the event registration processes.

Marketing and Branding

The WAKL and WAKF official branding is to be used on all event materials, including but not limited to general communication, promotional material, entry forms, sponsorship arrangements, merchandising and medals.

- The WAKF will provide all clubs with the brand guides and logos.
- The WAKF will approve all WAKL promotional materials.
- The Department of Local Government Sport & Cultural Industries (DLGSC) and Lotterywest are major partners of the WAKF. All WAKF and WAKL events require the use of DLGSC / LotteryWest Logos on communication, promotional material, forms, and media releases as per our funding agreement.
- WAKL events should use the DLGSC/Lottery Logo in conjunction with at least one promotional post.
- Media Wall is required to be used at WAKF events.

Event Personal Roles & Responsibilities

19. Roles and Responsibilities

a. WAKF Events Committee

The Event Committee role and responsibilities are outlined in the WAKF Event Committee Terms of Reference.

b. Sports Pathway Coordinator Responsibilities

The roles & responsibilities are outlined in the SPC Services Description document.

As part of the event responsibilities will also include the following, but not limited to:

- Developing and maintaining a competition file, so all documents (and copies) are available at each tournament.
- Annual stocktake is completed prior to the first calendar event. I.e: stationary, medals, testing of equipment and sport specific equipment.
- The Sport Pathway Coordinator will notify the Executive Officer prior to a board or finance meeting of any upgrades or new equipment required and provide quotes or tenders as outlined in the Financial Delegation & Management Policy. The information will be part of the WAKF Strategic & Operational report.
- SPC is responsible for booking event medical teams.
- Follow up with the Tournament Facilitator regarding any issues, feedback, incidents that occurred at the event.
- Liaise with the host club on all event matters.

c. Tournament Facilitator Role & Responsibilities

The Tournament Facilitator roles and responsibilities are outlined in the Services Description document. The Tournament Facilitator is contracted by the WAKF.

Responsibilities include, but not limited to:

- Overseeing and managing the event volunteers on the day.
- Provides support with the schedules, draws and results on the day.
- Guidance with Set Up and Pack Up.

d. Referee Responsibilities

- The State Referee Council (SRC) will be responsible for organisation, coordination, and administration of the appropriate number of suitably qualified judges and referees for all WAKF and WAKL events per annum.

- All referees are expected to behave in a sportsmanlike manner in accordance with Karate Australia and World Karate Federation rules and regulations.
- Referees' attire is to be as per the requirements of the WKF competition rules. (<https://www.wkf.net/structure-statutes-rules>).

e. Head Referee Responsibilities

- The State Referee Council will appoint a head referee to oversee each WAKF and WAKL tournaments.

f. Volunteers / Officials (Table & Marshalls)

- Volunteers are required to host a successful event.
- Minimum number of Volunteers required per tatami
 - two (2) table officials
 - one (1) Tatami marshal.
- Floor marshals to assist with monitoring and checking that only approved coaches / officials listed are provided wrist bands and are accessing the event floor.
- Head marshal allocated to the warm up / marshalling area for the purpose of coordinating all tatamis.
- Extra Volunteer as a Floater (marshal, table official)

WA Karate Federations Events

WAKF events include but are not limited to State Championships, WAKF tournaments, Awards Dinner, and End of Season Wind Up.

1. State Championships

The WAKF State Championships is the premier karate event in the West Australian Karate calendar.

State Championships will be held within the karate season to enable all athletes selected to the WA state team enough preparation time for National Championships.

State Championships comprise of the Open Division only.

State Championships rules of competition equipment requirements, categories, schedule etc will be consistent as outlined in this document.

a. *Weigh Ins*

- Weigh In is compulsory for all athletes who are competing in weight category at the State Championships.
- Photo identification (passport or similar) must be presented the first time a competitor competes in the State Championships.
- Weigh-ins will commence on the Saturday afternoon prior to the Championship event and for a limited time early Sunday morning of the Championships.
- Weigh In Times will be advertised through e-news, event club newsletter & social media.

b. *Weigh In Weight Information*

- There is a weigh-in allowance of 200g for 14 years and above categories.
- There is a weigh-in allowance of 500g for 13 years and below.
- Athletes who do not make weight after three (3) attempts will be deemed ineligible.
- Competitors that do not make weight, may at the discretion of the Tournament Facilitator be moved to the correct weight division. This amending of the weight divisions may incur an administration fee of 25% of the entry fee.

c. *Weigh In Procedure*

- For weigh-ins special purpose scales which have been properly calibrated should be used.
- Weigh-ins stations must occur in a private space (change room) where competitors can remove clothing if required.
- If a person is under age of 18, a parent / legal guardian must be with the athlete.
- An official (volunteer) must be present to record the weight when the competitor steps on to the scales.
- One weigh in stations must be managed by a male official and one by a female official.

d. *Catering*

- The WAKF is responsible for providing water and snacks at each tatami, a refreshment area and lunch for all volunteers and officials at a WAKF tournaments.
- The Events Committee needs to liaise with the Sports Pathway Coordinator regarding numbers that lunch needs to be provided for.

e. *Awards*

- Medals (Gold, Silver and 2 Bronze per division) .
- Trophies
 - Male Open Kumite
 - Female Open Kumite
 - Male Open Kata
 - Female Open Kata
- The WAKF will supply all medals as per the Financial Delegation and Management Policy.

f. Categories for State Championships

KUMITE	MALE	WEIGHT	FEMALE	WEIGHT
CHILDREN	8 YEARS		8 YEARS	
	UNDER 10		UNDER 10	
	UNDER 12	-30KG	UNDER 12	-30KG
		-35KG		-35KG
		-40KG		-40KG
		-45KG		-45KG
		+45KG		+45KG
	12 & 13 YEARS	-40KG	12 & 13 YEARS	-42KG
		-45KG		-47KG
		-50KG		-52KG
		-55KG		+52KG
		+55KG		
CADET	14 & 15 YEARS	-52KG	14 & 15 YEARS	-47KG
		-57KG		-54KG
		-63KG		-61KG
		-70KG		+61KG
		+70KG		OPEN
		OPEN		
JUNIOR	16 & 17 YEARS	-55KG	16 & 17 YEARS	-48KG
		-61KG		-53KG
		-68KG		-59KG
		-76KG		-66KG
		+76KG		+66KG
		OPEN		OPEN
UNDER 21	18 – 20 YEARS	-60KG	UNDER 21	-50KG
		-67KG		-55KG
		-75KG		-61KG
		-84KG		-68KG
		+84KG		+68KG
SENIOR	18 YRS & ABOVE	-60KG	SENIOR	-50KG
		-67KG		-55KG
		-75KG		-61KG
		-84KG		-68KG
		+84KG		+68KG
		OPEN		OPEN
VETERAN	35-44 YEARS		35-44 YEARS	
	45-54 YEARS		45-54 YEARS	
	55 PLUS		55 PLUS	

KATA	MALE	FEMALE
ATHLETES WITH DISABILITIES - NON WKF		
CHILDREN	KATA INDIVIDUAL MALE U10	KATA INDIVIDUAL FEMALE U10
	KATA INDIVIDUAL MALE U12	KATA INDIVIDUAL FEMALE U12
	KATA INDIVIDUAL MALE U14	KATA INDIVIDUAL FEMALE U14
CADET	KATA INDIVIDUAL MALE CADETS (14 & 15 YEARS)	KATA INDIVIDUAL FEMALE CADETS (14 & 15 YEARS)
JUNIOR	KATA INDIVIDUAL MALE JUNIORS (16 & 17 YEARS)	KATA INDIVIDUAL FEMALE JUNIORS (16 & 17 YEARS)
UNDER 21	KATA INDIVIDUAL MALE UNDER 21 (18 – 20 YEARS)	KATA INDIVIDUAL FEMALE UNDER 21 (18 – 20 YEARS)
SENIOR	KATA INDIVIDUAL MALE (+16 YEARS)	KATA INDIVIDUAL FEMALE (+16 YEARS)
VETERANS	KATA INDIVIDUAL MALE (35 – 44 YEARS)	KATA INDIVIDUAL FEMALE (35 – 44 YEARS)
	KATA INDIVIDUAL MALE (45 – 54 YEARS)	KATA INDIVIDUAL FEMALE (45 – 54 YEARS)
	KATA INDIVIDUAL MALE (55 PLUS)	KATA INDIVIDUAL FEMALE (55 PLUS)

TEAM CATEGORIES				
CHILDREN TEAM KATA 13 YEARS AND UNDER (MIXED)	CADET TEAM 14 & 15 YEARS (MALE OR FEMALE)	JUNIOR TEAM KATA (MALE OR FEMALE)	SENIOR MALE TEAM KATA	SENIOR FEMALE TEAM KATA
1.	1.	1.	1.	1.
2.	2.	2.	2.	2.
3.	3.	3.	3.	3.

WA Karate League (WAKL) Events

1. WAKL Events

- The WAKL events are karate league events that are hosted by clubs.
- The WAKL events comprise of three or more competitions per calendar year as agreed by the Events Committee and approved by Board resolution.

2. Club Event Hosting Applications and Selection Process

- The WAKF Events Committee will advertise online through the website and e-news for club applications to host WAKL events.
- Applications will be completed via an online form.
- Application forms will include an outline of a selection criteria to host the relevant WAKF Events.
- Once a club has been selected to host a WAKL event, the club must sign the WAKF Event Hosting Agreement Form.

3. Club Hosting Selection Criteria

- Must be a current member of the WA Karate Federation.
- Must have no outstanding financials with the WAKF.
- Not subject to any disciplinary behaviours or any investigation of a disciplinary action/s.
- Must be able to meet the Club Hosting Requirements and Event Requirements outlined in these guidelines.
- Has the capacity to make the event a risk free success and adhere to the correct governance required.
- Has provided officials, athletes and volunteers to support the running of all other WAKL events consistently in the past 24 months.
- Is in good standing with other member clubs/HOS to reasonably expect to be reciprocated.

4. Club Hosting Event Requirements

a. Event Registration

- The Club hosting the event registration process outlined in this document.

b. WAKL Event Divisions

- WAKL Events will comprise of the following divisions.
 - Developmental Division for Kata and Kumite
 - Open Division for Kata and Kumite disciplines.

c. Merging of Event Divisions

- Dependant on the number of registrations at the event closing date, the Development Division and the Open Divisions may be merged as determined by the Tournament Facilitator and Events Committee.
- Dependant on the number of registrations the weight divisions for Kumite, the divisions may be merged as determined by the Tournament Facilitator and the Events Committee.

d. Event Volunteers

- Hosting club is to coordinate and facilitate volunteers required to run the event and the refreshment area.

e. Volunteers and Official Refreshments

- The club hosting a WAKL Tournament is responsible for providing.
 - Water at each tatami
 - Table snacks at each tatami
 - Refreshments for volunteers and officials
 - Lunch for all volunteers and officials.
- Hosting Club needs to liaise with the Sports Pathway Coordinator regarding numbers that lunch needs to be provided for.

f. WAKL Event Rules and Requirements

- All WAKL events to be consistent with regards to rules of competition, equipment requirements, categories, schedule etc as outlined in this document.
- Request for variations to the event guidelines rules, must be submitted to the Events Committee 2 weeks prior to the Event Entry Registrations opening. The variations must be approved by the Events Committee after consultation with the State Referees Council (SRC) as necessary.

5. WAKL Athlete Entry Fees

- The cost of the WAKL Events will be consistent across all events.

2025 WAKL Entry Fees	
Open Category Individual Event - 1st Entry	\$63
Open Category Individual - Additional Events	\$26
Developing Category Individual - 1st Event	\$47
Developing Category - Additional Event	\$26
Team Event - Price per team (one ticket per team)	\$63

- The WAKF will set the Entry Fee cost for all WAKL events as part of the WAKF Budget.
- The costs associated with Equipment Hire and the Referee Fee is determined by the WAKF Board and is reviewed annually as part of the WAKF budget.

6. Costs Associated with Hosting a WAKL Event

<i>Number</i>	<i>Item</i>	<i>Cost</i>	<i>Event Expense Allocation</i>
1	Venue Hire	<i>Per Court - \$49.50 per hour plus GST. Meeting Room - \$49.50 per hour plus GST. (Includes Set Up and Pack Up times) *Please note if the Gold Netball Centre increases their hourly rate, you will be notified of the new cost.</i>	Club
2	WAKF Equipment Hire Fee	\$650 plus GST	Club
3	Medics	\$832 plus GST (9.00am – 4.30pm) <i>Time and cost is dependent on the final schedule and medic costs.</i>	Club
4	Medals	Host club to source its own medals.	Club
5	Catering	Dependent on catering used.	Club
6	Scoring Software	\$60	Club
7	Referee Fee	\$6.00 plus GST per athlete entry.	Club
8	WAKF Event Administration	Ongoing cost to the WAKF.	WA Karate Federation
9	Tournament Facilitator - Club	\$500 plus GST per event.	Club
10	Tournament Facilitator - WAKF	\$500 plus GST per event.	WA Karate Federation
11	Equipment Transport (From storage facility to venue and return)	\$200 includes GST per event.	Club

a. Event Cost Process and Fees

- The WAKF will collect all event entry fees. The event entry fees will be paid through the WAKF Event Registration System.
- The WAKF will book and pay for the following event costs. The WAKF will then charge these costs to the Host Club.
 - Venue Hire
 - Medics
 - Scoring Software Cost
 - Equipment Drop Off and Return
- If an external party (venue and medics) increases their fees, this increase will be notified to the Host Clubs. Any increase to event expenses, this will be paid by the Host Club.

b. WAKF Event Equipment Hire

- WAKF Event Equipment (Tatami mats, sport specific equipment, coach boxes, signage, computers and monitors, electric cords and cables, scoring equipment, scoring sheets and stationery).

c. Referee Fee

- A referee fee is included in each athlete entry fee for WAKF and WAKL events. Rate is determined by the WAKF Board and is reviewed annually.
- The referee fee collected is used for referee educational development and selected referee attendance to national meetings and events.

d. Host Club Cost Responsibility

- The Host Club is responsible for booking and paying directly.
 - Medals
 - Catering
 - Refreshments

e. Event Payment Process

After the completion of the event:

- WAKF will pay (or invoice, if the event is in deficit) the event entry less the cost the following event fees.
 - Venue Hire
 - Medics
 - Scoring Software Cost
 - Event Equipment
 - Referee Fees
- A remittance (or invoice) will be issued within ten (10) business days after the completion of the event.
- All income and expenses will be shown on the remittance or invoice.

f. WAKL Awards

- Medals (Gold, Silver and Bronze) are supplied by the Host Club and paid for by Host club for the Development Division and Open Divisions categories (primarily differentiated by ribbon colour) with the official branding of the WAKL.
- The medals must be used as approved by the Events Committee.
- Host clubs at their own discretion may offer more than a medal for Senior Open events as prizes.

2025 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 registration 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 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 a 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

g. 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.

Event Evaluation & Feedback

- Feedback forms are to be provided at all tournaments and feedback is to be collated and acted upon by as required by the Events Committee and the Sports Pathway Coordinator.
- The Events Committee and Sports Pathway Coordinator will provide an event report and any recommendations to the WAKF Executive Officer and the Board after each event.

Monitoring and Evaluation

The Western Australian Karate Federation will regularly evaluate these guidelines and revise ensure it reflects the needs of members.

Recommended changes to these may be submitted to the Western Australia Karate Federation for consideration. The Events Committee will review the recommendations and forward to the Western Australia Karate Federation Board who have the authority to make any changes to these guidelines.

Should changes be accepted, the guidelines would be updated, dated, and circulated to members.

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 These Guidelines

- Kumite Score Sheet
- Kata Score Sheet
- Approved Kata List
- Round Robin Rules
- Tournament Facilitator Position Description and Appointment Process
- Event Feedback Form
- Event Report Template
- Event and Event Entry Information

All Event Documents will be supplied at each event. All Event Documents will be stored on the WAKF Online Drive.

Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1.0	NA	February 2024	Original version. New Guidelines
2.0	January 2025	Operational	Updated Selection Criteria of Host Clubs and Event Divisions. Updated Event Entry Fees