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# STATE SQUAD & STATE TEAM GUIDELINES

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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.

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

### 2.4 2025 State Squad Annual Membership Fee

The 2025 State Squad Annual Membership Fee is \$343 (includes GST).

The 2025 Regional State Squad Annual Membership Fee is \$165 (includes GST).

Membership is from February 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 January 2025.
- State Squad Registration closes 10 February 2025 at midday.

*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 hour (3 day) grace period to withdraw from the squad without any financial implications.
- After selection and announcement of the 2025 State Team, any athlete that is not selected may be entitled to a partial refund if they choose to discontinue with the State Team Training thereafter.
- 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](mailto: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 multiple channels such as, e-news, website and social media outlets operated by the WAKF.

### **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](mailto:info@karatewestaustralia.com) and e-news upon the commencement of the State Squad Training.
- Please ensure that you notify the WAKF if your email address changes from the initial registration form.
- For athletes under the age of 18 years, all information will be communicated via a parent/guardian email address nominated on the registration form.

### **2.7.5 Communication from the WAKF State Coaching Team**

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

### **2.7.6 State Squad Meetings**

- Parents/Guardians are welcome to observe the State Squad Training Sessions, however, must stay in the seated area provided by the venues.
- All enquiries should be directed to the State Team Manager/Assistant Manager.
- If required, the State 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**

- 12 April 2025
- 3 May 2025
- 10 May 2025
- 17 May 2025
- 24 May 2025
- 7 June 2025
- 14 June 2025
- 21 June 2025
- 28 June 2025
- 6 July 2025\*

\*Sunday 6 July, 1pm-3:30pm. Last training session before the National Championships.

*For Regional State Squad members, proceed to section 2.13.*

### **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**

Date and Venue are to be confirmed.

Announcement of this will be through various WAKF digital platforms.

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

## **2.10 Gala Awards Night**

- Date: Saturday 3 May 2025
- Venue: Novotel Perth Langley
- Venue Address: 221 Adelaide Terrace, Perth WA 6000

## 2.11 Training Uniforms

All State Squad athletes and coaches are required to attend all training sessions 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 Definition

- A regional athlete is defined as an athlete that lives and resides over ninety-five (95) kilometres from the Perth CBD.

### 2.13.2 Regional Athlete State Squad Package

The WAKF would like to make sure the state squad is inclusive to athletes, in all areas of Western Australia. The WAKF recognises the logistics of having to travel to the metropolitan base state squad activities and have devised a State Squad Regional Package for 2025.

- State Camp - To Be Confirmed
- State Championships - To Be Confirmed
- Gala Awards Night – 3 May 2025
- State Team Training – 3 May 2024 (Gala Awards Night the same day)
- State Team Training – 14 June 2024 (15 June 25 – WAKL Tournament)
- State Team Training – 6 July 2024 (Last session before Nationals)

The 2025 Regional State Squad Annual Membership Fee is \$165 (includes GST). However, if a regional athlete can attend all training sessions, they will pay the 2025 State Squad Membership Fee of \$343.

Regional Athletes can apply for exemptions not to attend all State Squad Training sessions.

For more Information and Squad fees, please contact [info@karatewestaustralia.com](mailto:info@karatewestaustralia.com) prior to registration closing for a discount code for Trybookings.

### **2.13.3 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.

### **2.13.4 Regional Athlete 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 2025 State Team.
- The WAKF reserves the right to allow late registration at its sole discretion.



## 3 State Team

### 3.1 Athlete Nominations

To be considered for a position on the State Team, a nomination form must be submitted alongside the 2025 State Squad Application Form.

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

### 3.2 Communication - State Team E- News

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

Please ensure that you notify the WAKF if your email address changes from the initial registration form.

For athletes under the age of 18 years, all information will be communicated via a parent/guardian email address received on the nomination form.

### 3.3 Athlete Selection Criteria and Requirements

- Please also read the WAKF State Team Selection Policy - Athletes and Team 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.

- i. Must be a registered and financial member of WA State Squad.
- ii. Must be a registered and financial member of Karate Australia.
- iii. Participated in the WAKF State Squad Training Camp in the year.
- iv. Competed in the WAKF State Championships.

#### 3.3.2 State Team Commitments After Team Selection for an Athlete to Travel to the Karate Australia National Championships in the year of selection.

- i. Attend the WAKF Gala Awards Night.
- ii. Participated in all the State Squad Training Sessions.
- iii. Compete in a minimum of two (2) Western Australian Karate League (WAKL) events prior to the National Championships

#### 3.3.3 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.

- i. Health or medical issues.

- i. 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.
- ii. 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 to meet the Athlete Selection Criteria the following needs to occur:

- The Athlete/ Parent Guardian (all athletes under the age of 18) send an email to [info@karatewestaustralia.com](mailto:info@karatewestaustralia.com).
  - The email must include:
    - Name of athlete
    - Reason for exemption
    - Supporting evidence. I.e. Medical certificate for injury or illness and a medical clearance if returning from concussion.
    - The event/activity requesting exemption for.
    - State Team Exemption Review Process
- Sports Pathway Coordinator will collate and review exemptions and determine if the exemption can be given or needs to be sent to the State Team Coaching Team to access the exemption.
- The Sports Pathway Coordinator will communicate to the athlete/parent regarding the outcome of the decision.

Failure to provide an Exemption Request.

- Event / Activity missed will be marked as non-attendance and will impact the athlete's eligibility to be entered into Karate Australia National Championships.

### **3.4 Athlete Selection Meeting and State Team Announcement.**

The Athlete Selection Meeting and State Team Announcement is outlined in the WAKF State Team Selection Policy - Athletes.

### **3.5 Expectations of Being State Member at the National Championships**

All State Team members are required to be at the National Championships venue for the entire 3-day event, supporting fellow State Team Members. Upon completion of the event or at the direction of Team Management, athletes may leave the venue and hence the State Team after 6pm on the last event day.

Additionally, if the State Team Head Coach wishes to rest athletes who are competing in later sessions, they may excuse athletes from the venue. This will only be communicated by the Head Coach or via Team Management.

All Team Members are required to support all athletes including those who compete 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\*\*
- And any other associated costs

Travel Insurance - Everyone is responsible for their own 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 volunteer coaches, referees and team managers who travel with the State Team.

\*\*Please note that the WAKF will be rolling out a new uniform in 2025.

### 3.7 State Team Payments

At Time of Nomination

- \$50 State Team Travel Deposit – refundable.

Upon the acceptance of a state team position (within three business days of the state team being announced) all state team athletes will be invoiced for the following

- \$200 per individual athlete.
- \$300 per two or more individual athletes from the same immediate family.
- All National Championship Event Registration and Referee Fees

The invoice must be paid within 7 days to the WAKF.

Land and/or Air Package process and payment dates will be advertised to the state team as required.

### 3.8 Withdrawing from the Team

All successful State Team members will incur a 72-hour (3 day) grace period following their notification of selection in which an acceptance or rejection of their position is stated to the WAKF via email.

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

## **3.9 Travel Information**

### **3.9.1 State Team Travel Package**

The WAKF nominated Travel Agent will be providing land and/or air packages for all State Team members.

Travelling family members, including parents, may also request to travel and stay with the State Team. This must be specified on the State Team nomination form.

### **3.9.2 Individual Travel**

State Team members may arrange their own flights and ground travel, to and from the airport at their own cost.

State Team members can book flights to depart the National Championships after 6pm on the last day, Sunday, or beforehand with written approval from the Sport Pathway and Admin Coordinator.

### **3.9.3 Accommodation**

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

All State Team members are required to stay at the WAKF booked accommodation.

### **3.9.4 Ground Travel**

Travel from the airport to the accommodation and everyday travel to the event venue and back, is included in the WAKF State Team travel package for State Team Members.

All State Team members are required to travel to and from the tournament venue each day on the designated WA State Team Bus.

Any athlete under the age of 18, must be accompanied by a parent or guardian on the WA State Team Bus.

### **3.9.5 Other Travel Information**

All athletes under the age of 18, 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 Check card.

All State Team members are required to be at the accommodations by the Thursday morning of the week of the National Championships to participate in the last State Team training session, unless approved by the Head Coach.

## **3.10 Athlete Supervision**

All parents, please be advised that every State Team member becomes the responsibility of the WA Team Management during the 3-day National Championships.

### **3.11 State Team Uniforms**

#### **3.11.1 Uniforms**

The WAKF will be releasing a new State Team uniform, in 2025, which will be advertised through the State Team E-Newsletter detailing purchasing information through the WAKF chosen supplier.

All State Team personnel - coaches, athletes, management - will be required to wear the WAKF uniform when travelling to and from the National Championships, and for the duration of the National Championships.

All team members are required to be in full uniform including trackpants, trackjacket & polo shirt for breakfast every day.

#### **3.11.2 Uniform Orders**

Information regarding the State Team uniform will be provided once the State Team is announced through the State Team E-newsletter.

The WAKF may issue State Team uniforms to the WA State Coaches, and Team Management who are selected to travel. This is subject to budget being available.

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

### **3.12 State Team Gi, Belt and Protective Equipment**

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

In 2025, new revised WAKF badges will be given to all athletes who are selected into the State Team. It is mandatory for each WAKF badge to be affixed to the left-side of the chest on each athlete's Karate Gi when competing at the National Championships, and all approved State Training sessions after selection into the State Team.

State Team members are responsible for their own equipment before and during competition which should include the same equipment as brought to training. In addition, State Team members are encouraged to include an additional Karate Gi, where kumite competitors must carry a second Gi for the blood rule.

### **3.13 Injury, Illness & Medications**

All State Team members are required to fill in a Medical Form.

This form will be provided once the athlete is selected onto the Team.

### **3.14 Anti-Doping Requirements**

Selected Team members will be required to fulfil integrity education requirements in order to attend and participate in the 2025 Karate Australia National 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](#)

### **3.15 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

### **3.16 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.

- 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 Team Management 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 any function or activity.

### **3.17 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.

### **3.18 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 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@karatewestaustralia.com](mailto:info@karatewestaustralia.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

### 3.19 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.
2	January 2025		Revision of 2025 dates, and cohesion across all policy grammar and punctuation. Addition of new State Team Policy extract in section 3.3. (selection criteria). Regional Athlete State Squad membership information added into section 2.13. Adjustment of State Team Uniform information for 2025 in section 3.10 and 3.11.



