



# KARATE

western australia

## STATE TEAM SELECTION POLICY

- ATHLETES
- TEAM MANAGEMENT

Date of Issue – December 2025  
KARATE WESTERN AUSTRALIA

# 1. Background

Karate Western Australia boasts a rich history of achievement at the National Karate Championships. As athletes embark on the Karate WA Athlete Pathway, inclusion in the Karate WA State Team signifies not only exceptional karate skills but also a steadfast commitment to our core values of teamwork, integrity, resilience, and a positive attitude.

We believe in fostering a culture where these values are not just principles but integral aspects of our State Team's identity. The Karate WA Athlete Pathway serves as a guiding framework, showcasing our dedication to holistic athlete development.

Integral to our success is our Management Team, comprised of individuals with adept organisational skills. These individuals are instrumental in handling logistics and cultivating a cohesive team environment. Managers and support staff play pivotal roles behind the scenes, ensuring that athletes and coaches can channel their focus entirely on performance.

We are committed to selecting individuals who not only excel in their respective roles but also contribute to the synergy and success of the entire State Team.

# 2. Purpose

The purpose of this document is to outline Karate WA's approach to select state team athletes and state team management.

This document also provides clarity on the selection criteria and appeals process.

# 3. Scope

This policy applies to all people who are involved with any state team activities of Karate Western Australia and aims to set a standard of equality and diversity within Karate in Western Australia.

This includes coaches, athletes, volunteers, staff and parents.

# 4. Principle

Acceptance of a position with the State Team whether as an athlete or team management requires all state team members to lead by example and demonstrate Karate WA 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.

## 5. Athlete State Team Selection

### a) 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 Karate WA State Squad Training Camp in the year.
- iv. Compete in the Karate WA State Championships.

### b) 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 Karate WA Gala Awards Night.
- v. Participated in all the State Squad Training Sessions.
- vi. Compete in a minimum of two (2) Karate WA League (KWAL) events prior to the National Championships

### c) 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.
- vii. 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.
- viii. 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 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).
  - o 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
- Event and Operations 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 Event and Operations 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 eligibility to be entered into Karate Australia National Championships.

## d) Selection Process

- i. Athletes need to nominate on an Online Registration Form, if they wish to be considered for the state team.
- ix. The State Team Registration Form will be published on the Karate WA e Newsletter, social media and on the Karate WA website. The due dates for the registrations will also be published.
- x. All athletes or Parent /Guardian (if under the age of 18 years) must agree to the following policies and guidelines when they nominate for state team selection.
  - o State Team Selection Policy and Criteria and State Team Requirements
  - o State Squad Guidelines
  - o State Team Guidelines
  - o Code of Conduct
  - o Sport Integrity Policies
  - o Pay all relevant costs associated as a State Team Member.
- xi. After the Karate WA State Championships, the Selection Committee will convene a meeting.
- xii. The Selection Committee is an operational sub-committee of the Karate WA Board, in accordance with the Karate WA Governance Charter. The Selection Committee will meet and select the State Team Athletes.
- xiii. There is no limit to the size of the State Team.
- xiv. Individual categories shall be consistent with the WKF Rules and guidelines provided by Karate Australia for the maximum number of athletes per category (where applicable).
- xv. The Selection Committee will provide Karate WA with the selected team for Board endorsement, including a report detailing the selection process where required. The report must include:
  - a. **Performance Data:** Quantitative metrics such as competition results, rankings, and other relevant performance data.
  - b. **Qualitative Assessments:** Evaluations based on criteria such as technical skill, teamwork, and coachability.
  - c. **Justifications:** A noted rationale for the exclusion of an athlete, demonstrating alignment with the selection criteria.
- xvi. The Event and Operations Coordinator will email the selected team, along with the report, to the General Manager on behalf of the Selection Committee Chair, who will circulate a board resolution and the supporting documentation to the Karate WA Board.
- xvii. The successful and unsuccessful athletes will be advised of selection/non-selection after the Board endorsement
  - a. Via email from Karate WA.

- b. The selection email will include the division the athlete has been selected for.
  - c. Within 72 hours, athletes/parent guardians must accept or decline their position in the state team.
  - d. Failure to reply after the 72 hours, Karate WA will deem that that position has not been accepted and will not be entered into the Karate Australia National Championships.
  - e. Once the acceptance has been advised, all team members will issue an invoice as per the State Team Guidelines.
- xviii. After 72 hours of being advised, and if no appeal is pending, the karate community will be notified of the State Team Athletes via Karate WA's communication paths.

### **e) State Team – Athletes Selection Committee**

The Selection Committee will meet and select the athletes.

- Chair – State Team Head Coach
- Lead Coaches – Kata & Kumite
- Team Coaches - Kata & Kumite
- The Event and Operations Coordinator (Takes on the role of secretary and is non-voting).

### **f) Selection Committee Conflict of Interest**

The Selection Committee is to manage any potential conflicts of interest, whereby they remove themselves from the discussion if required.

The Selection Committee Members must declare any conflicts of interest at the start of the meeting. These must be noted in the meeting minutes. The Committee needs to decide if the Conflict of Interest is.

- a. Actual;
- b. Potential; or
- c. Perceived.

It is then the duty of the remaining Committee Members to decide what the appropriate next steps are and how the conflict will be managed. The Committee should consider the involvement of the conflicted person when dealing with the conflict of interest. Depending on the circumstances, it may be appropriate to have them:

- d. excuse themselves from participating in any discussion on the conflict.
- e. remove themselves from the room during the time of any discussion.
- f. abstain from voting on the matter.

## 6. State Team Manager

State Team Management Roles may consist of a Manager and Assistant Managers. The number of roles will be determined by the number of athletes being selected onto the WA Team.

The appointed state team manager and personnel shall agree to undertake the roles and responsibilities of the position accepted.

These positions are volunteer positions.

### **State Team Manager – Key Responsibilities**

The State Team Manager plays a leadership and coordination role in ensuring the smooth operation of the WA State Team before and during state team tours. This role requires active, on the ground involvement throughout the tour, working in close collaboration with the coaching staff, athletes, referees and Karate WA personnel.

#### **Pre-Tour Responsibilities**

- Work closely with the Karate WA Head of Delegation (HoD) on all travel, accommodation, and event logistics.
- Attend required training sessions, camps, and planning meetings in the lead-up to the tour.
- Facilitate a parent/athlete information meeting at least two weeks before tour commencement in consultation with the HoD.
- Liaise with Karate WA in regards to the State Team Dinner which is held as Thankyou to the State Team Coaches, Managers and Referees for their wonderful efforts and volunteering their time and expertise over the past 12 months. This also includes identified Karate WA officials and staff as directed.

#### **On-Tour Responsibilities**

- Be present and actively involved for the entire duration of the tour, including during all competition, training and travel days.
- Serve as the primary liaison between coaching staff, athletes, referees, parents, and support personnel.
- Ensure all athletes, coaches and managers are compliant with tour dress code.
- Communicate schedules, updates, and important information clearly and promptly to athletes, coaches, referees, parents, and staff.
- Monitor athlete health, safety, and wellbeing while on tour.
- Facilitate access to medical support and coordinate treatment where necessary.
- Address any personal or team-related issues that may arise during the tour.
- Provide logistical and administrative support to ensure smooth daily operations.
- Proactively manage and resolve unexpected issues such as travel disruptions, injuries, or other emergencies.
- Collaborate with Karate WA HoD and coaches to address any behavioural or disciplinary issues in line with Karate WA policies.
- Uphold and model team values, encouraging a positive, respectful, and supportive team culture.

#### **Post-Tour Responsibilities**

- Attend a debrief meeting with the relevant Karate WA staff.

- Return any unused funds

#### **Team Culture and Conduct**

- Foster camaraderie and a sense of unity among athletes and staff.
- Organise team-building activities where appropriate.
- Ensure the team adheres to all relevant sport and organisational rules and regulations.

#### **Requirements**

- Valid Working with Children Check.
- Current First Aid Certificate
- Strong interpersonal skills with the ability to foster unity and positive culture.

### **Selection Process State Team Manager**

- i. Anyone wishing to nominate for a State Team Manager or Assistant Manager role will need to apply using the Online Registration Form, if they wish to be considered for the position
- ii. The application form will be published on the Karate WA e Newsletter, social media and on the Karate WA website. The due dates for the registrations will also be published.
- iii. All nominees must agree to the following policies and guidelines when they nominate for state team selection.
  - a. State Team Selection Policy and Criteria and State Team Requirements
  - b. State Squad Guidelines
  - c. State Team Guidelines
  - d. Code of Conduct
  - e. Sport Integrity Policies
  - f. Pay all relevant costs associated as a State Team Member.
- iv. Prior to the first State Squad Training Session, the Selection Committee will convene a meeting.
- v. The Selection Committee is an operational sub-committee of the Karate WA Board, in accordance with the Karate WA Governance Charter. The Selection Committee will meet and select the State Team Management.
- vi. The Selection Committee will provide Karate WA with the selected applicants for Board resolution. The Events and Operations Coordinator will email the selected team to the General Manager on behalf of the Selection Committee Chair who will circulate a board resolution to the Karate WA Board.
- vii. The successful and unsuccessful candidates will be advised of selection/non-selection after the Board resolution via an email sent from the Events and Operations Coordinator.
- viii. After 48 hours of being advised, and if no appeal is pending, the karate community will be notified of the State Team Management Team via the WAKF communication paths.

**a) State Team Selection Committee –Team Manager and other Personal**

The Selection Committee will meet and select the athletes.

- Chair – State Team Head Coach
- Karate WA Board Member
- Karate WA Events and Operations Coordinator

**a) Selection Committee Conflict of Interest**

The Selection Committee is to manage any potential conflicts of interest, whereby they remove themselves from the discussion if required.

The Selection Committee Members must declare any conflicts of interest at the start of the meeting. These must be noted in the meeting minutes. The Committee need to decide if the Conflict of Interest is.

- Actual;
- Potential; or
- Perceived.

It is then the duty of the remaining Committee Members to decide what the appropriate next steps are and how the conflict will be managed. The Committee should consider the involvement of the conflicted person when dealing with the conflict of interest. Depending on the circumstances, it may be appropriate to have them:

- excuse themselves from participating in any discussion on the conflict.
- remove themselves from the room during the time of any discussion.
- abstain from voting on the matter.

**b) Other Personnel**

Karate WA may appoint chaperones and guardians to assist with the state team.

All Chaperones and Guardians require valid Working with Children Cards (unless exempt).

If required, Chaperones and Guardians online forms will be available and will be communicated to the members via the Karate WA Communication Pathways.

Chaperones and Guardians may be asked to assist with:

- Travelling on flights to and from the event with U18 athletes.
- Travelling to and from the venue with the team.
- Weigh-in.



## 7. Team Manager and Assistant Team Manager Travel Funding

The Karate WA Board will determine and publish funding guidelines each year.

## 8. Appeals

Any appeal against non-selection or non-travel selection can be made to the General Manager on the sole ground that the Karate WA nominated selection committee did not properly follow or implement the process in the selection criteria.

There is no appeal on the merits of any particular selection decision.

### Notice of Appeal

An appeal can be made in writing if the applicant feels it is necessary. All appeals must be made via email to the General Manager within 48 hours of the announcement of non-selection

The written notice must outline:

- The decision in question.
- The ground(s) on which the appeal is being made.
- The reasons or circumstances supporting the alleged ground of appeal.

There is an Appeal Fee payment of \$100.00, which must be made before the Appeals Process is actioned.

If the appeal is successful, the appeal fee will be refunded in full.

The appellant must be the individual who has not been selected.

## 9. Selection Appeals Committee

The Selection Appeals Committee shall comprise of:

- Two Karate WA Board Members who were not involved in the Selection Committee.
- A person with experience and understanding of high-performance karate or sport with suitable skills for membership of the Committee – Board endorsed.

### a) Selection Appeals Committee Roles and Responsibilities

- To convene a hearing within 7 working days of Karate WA receiving the appeal.
- Give the appellant and the Selection Committee every opportunity to be heard.
- Give due consideration to any written statement by the appellant.
- The Selection Appeals Committee has no power of the selection or reselection.
- If required, allow all relevant parties to be present (online or face to face) along with their adult representative (not being legally trained or qualified).

- v. When required, the Selection Appeals Committee may request or require such persons or any other witness to attend the hearing or provide such evidence as is available.
- vi. Consider all relevant and available information and shall arrive at a finding.

## **b) Outcomes of the Selection Appeals Committee Meeting**

- i. If the Selection Appeals Committee considers the ground(s) alleged by the appellant to be satisfied, the Committee shall refer the matter back to the Selection Committee for reconsideration. Each Selection Committee member shall comply with any direction provided by the Selection Appeals Tribunal in any referral.
- ii. Any further selection decision of the Selection Committee under the direction of the Selection Appeals Committee shall be final, and no further appeal shall be available to the aggrieved person in respect of that selection.
- iii. The Selection Appeals Committee will notify the Board and the General Manager of the outcome, and the Executive Committee will notify the appellant as soon as practical after the meeting.
- iv. If the Selection Committee is required to reconvene a selection meeting, it will be required within seven (7) working days of the Selection Appeal Committee Meeting.

## **10. Monitoring and Evaluation**

Karate Western Australia will regularly evaluate this policy and make revisions to ensure it reflects the needs of members.

Recommended changes to this policy may be submitted to Karate WA for consideration. Management will review the recommendations and forward to the Karate WA Board who have the authority to make any changes to this policy.

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

## **11. Relevant Policies and Forms**

Related Karate WA documents include the following:

- a. State Team Selection Policy and Criteria and State Team Requirements
- b. State Squad Guidelines
- c. State Team Guidelines
- d. Code of Conduct
- e. Sport Integrity Policies

## 12.Revision History

Version	Date Reviewed	Date Approved	Content Reviewed/ Purpose
1.0	Dec 2019	Dec 2019	Original version. New Policy
2.0	Feb 2020	Feb 2020	Correction to wording regarding the use of club badges (section 4.1)
3.0	Feb 2024	March 2024	Updated as a selection policy including selection criteria and all processes including appeals process and selection committees. New is a selection criteria and process for all management positions to allow for greater transparency. All state squad and state team travel guidelines are in a different document.
4.0	Nov 2024	December 2025	<p><b>Athlete Selection Criteria</b></p> <ul style="list-style-type: none"> <li>Expanded and clarified the general selection criteria:</li> <li>Exemptions for athletes who cannot meet criteria due to: <ul style="list-style-type: none"> <li>Health or medical issues.</li> <li>National squad duties.</li> <li>Exceptional circumstances, which must now be requested via email with supporting evidence.</li> </ul> </li> </ul> <p><b>Athlete Selection Process</b></p> <ul style="list-style-type: none"> <li>Enhanced detail about the selection process, including: <ul style="list-style-type: none"> <li>Requirement for athletes (or guardians) to agree to specific policies during the nomination process.</li> <li>A revised clause (vi) mandates that the Selection Committee submit a report with quantitative and qualitative assessments, along with justifications for exclusions, for Board endorsement.</li> </ul> </li> </ul> <p><b>Selection Committee</b></p> <ul style="list-style-type: none"> <li>Expanded on conflict of interest management, outlining procedures for managing actual, potential, or perceived conflicts.</li> </ul> <p><b>State Team Management</b></p> <ul style="list-style-type: none"> <li>Provided a structured selection process for management positions, ensuring transparency and adherence to governance principles.</li> </ul>
5.0	Dec 2025		<p>The State Team Selection Policy has been updated with several key revisions</p> <ol style="list-style-type: none"> <li>Branding changes from West Australian Karate Federation to Karate WA</li> <li>Executive Officer role amended to General Manager</li> </ol>

			<p>3. Sports Pathway Coordinator Role amended to Events and Operations Coordinator</p> <p>4. State Team Manager Roles and Responsibilities amend to align with Karate WA State Team Roles and Responsibilities document endorsed September 2025</p>
--	--	--	---