



KARATE
western australia

EVENT GUIDELINES

DATE OF ISSUE: NOVEMBER 2025

CONTROLLING BODY: KARATE WA

VERSION:2

Contents

1. Karate WA Event Guidelines	3
Karate WA Event Committee	4
Definitions	4
Common Karate WA Acronyms	4
2. General Event Information	5
Annual Event Calendar Planning Timeframes	5
Karate WA and KWAL Event Venue Bookings	5
Current Tournament Venues	5
Venue Tournament Requirements for Karate WA & KWAL Events	5
3. Event Equipment & Venue Set Up Information	6
4. Schedules, Rules & Draws	8
5. Working with Children Checks	9
6. Marketing and Branding	9
7. Event Personal Roles & Responsibilities	9
Karate WA Events Committee	9
Events and Operations Responsibilities	9
Tournament Facilitator Role & Responsibilities	10
Referee Responsibilities	10
Head Referee Responsibilities	10
Volunteers / Officials (Table & Marshalls)	11
8. Karate WA Events	11
State Championships	11
Weigh Ins	11
Weigh In Weight Information	11
Weigh In Procedure	12
Catering	12
Awards	12
Categories for State Championships	13
9. Karate WA League (KWAL) Events	15
KWAL Events	15
Club Hosting Selection Criteria	15
Event Registration	16
KWAL Event Divisions	16
Merging of Event Divisions	16
Event Volunteers	16
Volunteers and Official Refreshments	16
WAKL Event Rules and Requirements	16
KWAL Athlete Entry Fees	16
Costs Associated with Hosting a WAKL Event	17
10. COMPETITION MANAGEMENT AND SUPPORT	18
Athlete Entries	18
Event Entry Information	18
Event Athlete Registration and Payment Process	18
Event Coach Registration Regulations	19

Event Volunteer Registration Regulations	19
Club Entries	19
Interstate & International Athletes (Guest Athletes) Entering Karate WA and WAKL Events	19
Participating Clubs at Karate WA and WAKL Events	20
Event Entry Process & Scheduling	20
Timing & Scheduling on Event Day	20
Arrival Times	20
Timing	20
Age Cut Off	20
Kata Rules	21
Medical Information	21
Disputes and Protests	21
Coach, Official and Volunteer Sign In at Events	21
Photography & Videoing at Events	21
Event Evaluation & Feedback	22
11. Monitoring and Evaluation	22
12. Appendix To These Guidelines	22
13. Revision History	22
Appendix 1	23
Appendix 2	24
Appendix 3	24
Appendix 4	24
Appendix 5	24

1. Karate WA Event Guidelines

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 Karate WA 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.

Karate WA Event Committee

The Event Committee Purpose and Roles and Responsibilities are outlined in the Karate WA Event Committee Terms of Reference which can be found on the Karate WA Website.

Definitions

Developmental Division for Karate WA tournament 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 Karate WA structure, guidelines, policies and process. This includes hosting the Karate Australia National Championships, any other national events and international events that the Karate WA organises.

Guidelines and these guidelines mean these Karate WA Event Guidelines.

Member has the same meaning as the Karate WA Constitution.

Open Division for Karate WA tournament 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).

Common Karate WA Acronyms

- SRC means State Referee Council
- EC means Event Committee
- TF means Tournament Facilitator
- E & O means Events and Operations
- WKF means World Karate Federation
- KA means Karate Australia

- KWAL means the Karate WA League

2. General Event Information

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's events, to assist with venue bookings and other Karate WA projects planned for the upcoming year.

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

Karate WA and KWAL Event Venue Bookings

All venue bookings are to be booked by the Karate WA. The Events & Operations Staff Member (E&O) 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 Karate WA Financial Delegation & Management Policy.

Current Tournament Venues

All Karate WA and KWAL events are attempted to be hosted at Gold Netball Centre, 200 Selby Street, Jolimont as per agreement in place. If the Gold Netball Centre is unavailable to meet Karate WA tournament schedule the E&O must first work with Gold Netball Centre to find a suitable date prior to sourcing an alternative venue.

Venue Tournament Requirements for Karate WA & KWAL Events

Venue Capability

- The capability of holding five (5) 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.
- The availability to set up for the tournament the morning of the tournament day.
- The ability for Mobistorage to drop off the Karate WA storage container the Friday before the booking for collection on the Monday after the booking.

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.

Tournament Equipment Hire

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

3. Event Equipment & Venue Set Up Information

Competition Area

The competition area will be a Karate WA 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.

The competition floor is to be clearly marked off so that only competitors, staff, coaches, referees and volunteers are permitted to enter the competition area. No parents / spectators are permitted to enter the competition area. Refer to map in Appendix 6.

Officiating Equipment

a. Tatami Event Equipment (per tatami)

- Two (2) trestle type tables
- Two (2) Coaching Boxes
- Chair Allocation
 - Five (5) Referee Chairs
 - Five (5) Sets of referee flags
 - 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 / hand sanitizer / tissues
 - Four (4) Clipboards

- Buckets with spray and wipe and gloves for clean up
- 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
- Karate WA Event Laptop and Printer
- PA System - Announcer (Tournament Facilitator)

Event Equipment Set Up & Pack Up

a. KWAL Events

● Host clubs will be responsible for setting up the venue the afternoon / evening (subject to availability) prior to a tournament with the Events Committee under the guidance of the Tournament Facilitator.

- Host clubs will be responsible for pack up of venue after the tournament is finished with the Events Committee under the guidance of the Tournament Facilitator.

Weigh In Room Requirements

a. State Championships Weigh In Rooms

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

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 E & O after event registration has closed.

b. Medical Team Bookings

- Karate WA will book the medical team for all events.
- Karate WA will invoice the Club hosting a KWAL 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.

6. Refreshments Set Up and Volunteers

a. Refreshments Area

- An area located near the tatami is to be set up with water, tea and coffee for referees, officials, state coaching team and volunteers only.

b. Refreshment Volunteers

- The hosting club is to provide volunteers required to run the refreshment area at the KWAL events.
- The Events Committee will provide volunteers required to run the refreshment area for State Championships, Perth Open and Kick Start Tournament.

7. 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

- Karate WA have a supply of sufficient laptops and monitors, which are hired as part of the equipment hire cost for KWAL events.

c. Tournament Software

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

8. Judge's Flags

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

9. Tournament Facilitator & Administration Desk

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

4. Schedules, Rules & Draws

a. Tournament Schedule and Draw on Site.

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

b. Rules

- Karate WA 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 Karate WA Event Guidelines V2 December 2025

Referees' Council (SRC) as necessary.

5. Working with Children Checks

Karate WA 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 Karate WA Working with Children Check Procedure, and the process will be included in the event registration processes.

6. Marketing and Branding

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

- Karate WA will provide all clubs with the brand guides and logos.
- The Events Committee will approve all KWAL promotional materials.
- The Department of Creative Industries, Tourism and Sports (CITS) are major partners of Karate WA. All Karate WA events require the uses of CITS Logos on communication, promotional material, forms, and media releases as per our funding agreement.
 - KWAL events should use the CITS in conjunction with at least one promotional post.
 - Media Wall is required to be used at Karate WA events.

7. Event Personal Roles & Responsibilities

Karate WA Events Committee

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

Events and Operations Responsibilities

The roles & responsibilities are outlined in the E&O Position Description document.

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

- Developing and maintaining a tournament file, so all documents (and copies) are available at each tournament.

- Annual stocktake is completed prior to the first calendar event. ie: stationary, medals, testing of equipment and sport specific equipment.
- The E & O will notify the General Manager-prior to a Board Meting or Finance and Audit Committee 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 Karate WA Strategic & Operational report.
- E & O 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, including numbers that lunch needs to be provided for at KWAL events
- Complete all registrations processes, draws and schedules for the event as per the timelines in section 4..

Tournament Facilitator Role & Responsibilities

The Tournament Facilitator roles and responsibilities are outlined in the Services Description document.

Responsibilities include, but not limited to:

- Overseeing and managing the event volunteers on the day.
- Manage the set up of mats, tables, podium, banners and signage as per plan, (Appendix 5)
- Ensure all coaches, referees, volunteers and photographers sign in before entering the floor.
- Monitor event schedule and draws and adjust as required.
- Oversee continuous crowd safety and provide clear communication.
- Record and incidents or operational issues. Ensure first aid log and incident forms are completed.
- Supervise pack down and complete equipment return checklist
- Collect all results and return with the keys, tournament folder and laptop to E&O.

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 Karate WA and KWAL 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>).

Head Referee Responsibilities

- The State Referee Council will appoint a head referee to oversee Karate WA and KWAL tournaments.

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. Coaches must wear lanyard and / or wrist bands to be able to access the tournament 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)

8. Karate WA Events

Karate WA events include but are not limited to State Championships, Perth Open, Kick Start Tournament and Awards Dinner.

State Championships

The Karate WA 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 Nationals 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 and will meet the requirements of the National Championships.

Weigh Ins

- Weigh In is compulsory for all athletes who are competing in a kumite 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.

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.

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 the 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 station must be managed by a male official and one by a female official.

Catering

- Karate WA is responsible for providing water, lollies at each tatami, a refreshment area and lunch for all volunteers and officials at a Karate WA tournament.

Awards

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

Categories for State Championships

KUMITE	MALE	WEIGHT	FEMALE	WEIGHT
CHILDREN U10	8 YEARS		8 YEARS	
	9 YEARS		9 YEARS	
	UNDER 12	-30KG	UNDER 12	-30KG
		-35KG		-35KG
		-40KG		-40KG
		-45KG		-45KG
		+45KG		+45KG
CHILDREN U12	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		-61 KG
		-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		-50KG
		-67KG		-55KG
		-75KG		-61KG
		-84KG		-68KG
		+84KG		+68KG
SENIOR	18 YRS & ABOVE	-60KG		-50KG
		-67KG		-55KG
		-75KG		-61KG
		-84KG		-68KG
		+84KG		+68KG
		OPEN		OPEN
VETERAN	35-44 YEARS			
	45-54 YEARS			
	55 PLUS			

KATA	MALE	FEMALE
CHILDREN	UNDER 10	UNDER 10
	UNDER 12	UNDER 12
	UNDER 14	UNDER 14
CADET	14 & 15 YEARS	14 & 15 YEARS
JUNIOR	16 & 17 YEARS	16 & 17 YEARS
UNDER 21	18 – 20 YEARS	18-20 YEARS
SENIOR	+16 YEARS	+ 16 YEARS
VETERANS	35 – 44 YEARS	35 – 44 YEARS
	45 – 54 YEARS	45 – 54 YEARS

	55 PLUS	55 PLUS
--	---------	---------

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

9. Karate WA League (KWAL) Events

KWAL Events

The KWAL events are karate league events that are hosted by clubs.

The KWAL events consist of three or more competitions per calendar year as agreed by the Events Committee and approved by Board resolution.

Club Event Hosting Applications and Selection Process

The Karate WA Events Committee will advertise online through the website and e-news for club applications to host KWAL events.

Club applications and selection are completed in November of each year.

Applications will be completed via an online form.

Application forms will include an outline of a selection criteria to host the relevant KWAL Events.

Club Hosting Selection Criteria

Must be a current member of Karate WA.

Must have no outstanding financials with Karate WA.

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.

Club Hosting Event Requirements

Event Registration

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

KWAL Event Divisions

KWAL Events will comprise of the following divisions.

Developmental Division for Kata and Kumite disciplines.

Open Division for Kata and Kumite disciplines.

Merging of Event Divisions

Depending on the number of registrations at the event closing date, the Development Division and the Open Divisions may be merged as determined by the E&O and Events Committee.

Depending on the number of registrations the weight divisions for Kumite, the divisions may be merged as determined by the E & O and the Events Committee.

Event Volunteers

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

Volunteers and Official Refreshments

The club hosting a KWAL Tournament is responsible for providing.

Water at each tatami

Table snacks at each tatami

A refreshment area for volunteers and officials

Lunch for all volunteers and officials.

Hosting Club needs to liaise with the E & O regarding numbers that lunch needs to be provided for.

WAKL Event Rules and Requirements

All KWAL events to be consistent with regards to rules of competition, equipment requirements, categories, schedule etc as outlined in this document.

Requests 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.

KWAL Athlete Entry Fees

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

Karate WA Event Guidelines V2 December 2025

Karate WA will set the Entry Fee cost for all KWAL events as part of the Karate WA Budget.

The costs associated with Equipment Hire and the Referee Fee is determined by the Karate WA Board and is reviewed annually as part of the Karate WA budget. External vendor costs such as medical, venue hire and equipment transport are subject to change, clubs will be advised of any changes to these expenses.

Costs Associated with Hosting a WAKL Event

	Cost	<i>Who is responsible for the expense</i>
Venue Hire	Dependent of hours - \$50.50 per hour (includes GST)	Club
Karate WA Equipment Hire	\$650 plus GST	Club
Medical	TBC – approx. \$1100 (inc GST)	Club
Medals	Host club to source its own medals.	Club
Catering	Dependent on catering used.	Club
Referee Fee	\$6.15 plus GST per athlete entry.	Club
Event Host Fee (includes Tournament Facilitator Fee)	\$1000 plus GST	Club
Equipment Transport	indicative \$220 plus GST (to be finalised in 2026)	Club

Event Payment Process

Karate WA will book for the following event costs. Karate WA will then charge these costs to the Host Club.

- Venue Hire
- Medical
- Scoring Software Cost

After the completion of the event, Karate WA will pay (or invoice, if the event is in deficit) the event entry less the cost of the following event fees.

- Venue Hire
- Referee Fee
- Sports Data
- Medical
- Equipment Hire
- Tournament Facilitator

A remittance (or invoice) will be issued within ten (10) business days after the completion of the event.

Referee Fee

A referee fee is included in each athlete entry fee for Karate WA and KWAL events. Rate is determined by the Karate WA Board and is reviewed annually.

The referee fee collected is used for referee educational development and selected referee attendance to national meetings and events.

Karate WA League 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 KWAL.

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.

10. COMPETITION MANAGEMENT AND SUPPORT

Athlete Entries

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.
- Karate WA and WAKL entry registration information will be on the Karate WA Website.
- Karate WA does not accept late entries.

Event Athlete Registration and Payment Process

- Entries will be made through the Karate WA preferred software program.
- Entries and payment must be received by the closing date.
- No late entries will be accepted.

- All competitors must pay in full and be removed from the waitlist by the cutoff date or risk being removed from the tournament.

Event Coach Registration Regulations

- For coaches to be permitted on the floor during the tournament coaches must be registered online via the Club Entry Form with the below requirements met.
 - Register online and check in at the tournament before entering the tournament floor.
 - Hold a minimum of Karate Australia Bronze Accreditation
 - Hold a valid Working with Children Card
 - Be clearly identifiable wearing club tracksuit / shirt and Karate WA provided Lanyard whilst on the tournament floor.
 - Only event registered coaches are allowed on the tournament floor.

Event Volunteer Registration Regulations

- All volunteers must register online.
- Hold a valid Working with Children Card or an exemption. (refer the Working with Children Check Policy)

Club Entries

Each Club must complete an Online Entry Form which nominates the following:

- Coaches attending the event and their accreditation level.
- List of Club Volunteers and contact email and phone numbers.
- Event Club Person
 - This is who Karate WA will communicate to 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 talk to the Tournament Facilitator.

Interstate & International Athletes (Guest Athletes) Entering Karate WA and WAKL Events

- Guest athletes can participate in Karate WA and KWAL events, however they are not eligible to win the event medals or titles.
- Guest athletes must register for the event and pay the same fees as regular participants.
- Guest athletes must follow the same rules and regulations as regular participants.

Participating Clubs at Karate WA and WAKL Events

- All participating clubs must meet their Volunteer Requirements (1 volunteer / 10 athletes)

Event Entry Process & Scheduling

- Once the entry date has closed the E&O will access the software program and collate all entries into the Sports Data Program.
- The E&O will then generate and manage the event draw and schedule in consultation with the State Referee Council.
- The E&O 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.
- The Clubs are required to check the entries, schedule and draw and provide any corrections to divisions to the E&O by close of business Thursday prior to the tournament.
- 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 Karate WA to the club.
- Final draws and schedules will be made available to the HOS and coaches the Friday before the tournament.

Timing & Scheduling on Event Day

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.

Timing

- The TF will ensure that all tournaments will start on time to the best of their ability.
- The TF will provide updates through the P.A. System to advise if the tournament is running ahead or behind schedule.
- Scheduling is determined by the Sports Data System. Scheduling changes can be made by the TF throughout the day. All changes to times and tatamis will be relayed to the table officials and marshals and will be broadcasted over the P.A. System.
- 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.

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.

Kata Rules

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:
 - The first and second round are Heian / Pinan, Gekisai and Saifa.
 - Third round onwards, Free Kata.
- Athletes can repeat Kata but not consecutively.

Cadet, Junior, Under 21 and Senior Kata

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

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 Karate WA injury form filled out, concussion register to be completed as required by the Tournament Facilitator.

Disputes and Protests

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

Coach, Official and Volunteer Sign In at Events

All Coaches, Officials and Volunteers must sign in at the registrations on entry to the tournament floor as part of Karate WA processes to align with all Sport Integrity Policies.

Photography & Videoing at Events

Karate WA will appoint official photographers / videographers as required, all contracted photographers and videographers must hold a current working with Children.

All photos and videos taken are the property of Karate WA unless otherwise contracted on a case by case basis as per Karate WA policies.

Event Evaluation & Feedback

- Feedback forms are to be provided at all tournaments and feedback is to be collated, and acted upon as required by the Events Committee.
- The Events Committee will provide event reports and feedback to the Board as required through the quarterly reporting process.

11. Monitoring and Evaluation

Karate WA will regularly evaluate these guidelines and revise to ensure it reflects the needs of members.

Recommended changes to these may be submitted to the Karate WA for consideration. The Events Committee will review the recommendations and forward Karate WA 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.

12. Appendix To These Guidelines

- Appendix 1 - Kumite Score Sheet
- Appendix 2 - Kata Score Sheet
- Appendix 3 - Approved Kata List
- Appendix 4 - Round Robin Rules
- Appendix 5 - Map of Venue

13. Revision History

Version	Date Reviewed	Date Endorsed	Content Reviewed/ Purpose
1	NA	Feb 2024	Original version. New Policy
2	November 2025		Updated Roles and costings Amendments made to State Championships weight categories to align with Karate Australia National Championships.

			<p>Branding / phrases amended to Karate WA and CITS</p> <p>Added: Review Event Risk Management Plan annually and report to the General Manager under Roles and Responsibilities</p> <p>Added: Review Event Risk Management Plan annually and report to the General Manager under Event Equipment and Set Up information</p> <p>Added Perth Open and Kick Start Tournament under Event Equipment and Set Up information</p> <p>Amended Role of Tournament Facilitator</p> <p>Amended Costs associated with running a Karate WA League tournament as per 2025 Board approval.</p> <p>Added a minimum of Bronze accreditation to Coach Registration Regulations.</p>

Appendix 1

Kumite Score Sheet

Appendix 2

[Kata Scoresheet](#)

Appendix 3

[Approved Kata List](#)

Appendix 4

[Round Robin Rules](#)

Appendix 5

Map of Venue