

# **PAN AMERICAN KARATE DO FEDERATION**

## **Rules for the organization of a PKF Championship**



**MAY 2000**



## **Rules for Organization of a Championship May 2000**

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### **1. SITE AND DATE**

1.1 The site and date for the P.K.F Karate Championships will be set by the preceding Congress. At the Congress, an alternative venue will also be selected, to be used in the event of a failure of the designated first choice.

1.2 The host country must notify the P.K.F General Secretary at least 10 months in advance of the precise date and venue of the Championship. Failure to do so can result in the DC taking the Championship away from the designated country.

At the same time as the site is confirmed, the schedule must be confirmed by the Organizing Committee.

1.3 The P.K.F championships are annual and take place in May of designated year.

1.4 The site of the championships shall be located not more than 40 kilometres from an international airport which receives regular direct flights from other countries.

1.5 The country selected by the P.K.F shall be one which can guarantee access to the whole of the membership.

1.6 Not later than 9 months before the date of the scheduled event, P.K.F will send out the first information package to all P.K.F member countries.

This bulletin must contain the following:

- The date and venue for the event.
- Preliminary program
- Hotel and airline details
- Names, address, telephone and fax numbers of the host countries Organizing Committee and travel agency.

1.7 Not later than six months prior to the event, another bulletin must be circulated by the host country with the following information:

- Final confirmation of the contents of the first bulletin.
- Final program for the Championships and all connected events.
- Place and time of registration.
- Requirements for registration.
- Other general information.

1.8 Control.

The championships will be under the overall control of the P.K.F Organizing Committee.

1.9 Host Country

The organizing Federation is responsible for the in-country organization of the Championships and not with the duties of the OC and the running of the event.

The host country will select a maximum of 4 hotels, of which one will be the official hotel. These hotels must be approved by the P.K.F OC.

### **2. COMPETITION VENUE**



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### 2.1 Arena Dimensions

The competition arena must be large enough to accommodate 3 match areas. Only officially WKF approved competition mats will be used. These mats to be the responsibility of the host country to acquire.

### 2.2 Spectator Seating

The spectator seating capacity is at the discretion of the host country. However, there should be seating for at least 1500 spectators and ample seating for referees, competitors and VIP's.

2.3 The seating area for VIP's and referees must be kept free of intrusion from unauthorized persons by monitors of stewards.

### 2.4 Stadium Rooms.

There must be adequately spaced, separate rooms for the following:

- Pre-match Practice
- Weighing (Male & Female)
- Medical & Drug
- Officers
- Changing Rooms
- VIP Executive

2.5 The National flag of each P.K.F nation should be exhibited with the official P.K.F flag.

Each country should supply their flag and anthem to the host country.

2.6 A winner's podium should be provided for the medal presentations.

## **3. OFFICIAL HOTEL**

3.1 The hotel should be of good standard and realistically priced. The host country should obtain a reduced price for the delegations.

3.2 The official hotel is primarily for the accommodation of the following:

- P.K.F Directing Committee
- Referee Council
- Technical Committee
- Organizing Committee
- Registration
- Congress

## **4. SCHEDULE**



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4.1 The host country should offer courtesy transportation to/from the airport and between the hotel and tournament site.

At registration, officials photo ID cards are issued along with the schedule.

4.2 No entry should be registered unless they are first cleared by the P.K.F. Treasurer and can provide evidence that they are fully paid up members.

4.3 The host country will provide venues for the Referee Course, and Congress.

4.4 The host country should provide a manned inquiry desk during the event.

### **5. MEETINGS**

5.1 The P.K.F. will submit, six months prior the event, the number of rooms and space necessary.

5.2 The official languages are English and Spanish. Translators must be provided by the host country.

5.3 A meeting room should be kept available throughout the event, both at the stadium and the hotel.

### **6. MEDICAL CONCERNS**

6.1 Medical personnel must be familiar with WKF rules of competition.

6.2 A minimum of one medic per competition area is required during the event.

6.3 A standby ambulance for emergencies must be provided by the host.

6.4 A drug testing facilities may be required

### **7. THE REFEREE COURSE**



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7.1 Adequate seating for 50 persons and enough floor space for two full competition areas must be provided. At least 24 competitors of a high standard are required.

7.2 Equipment to be provided by the host country

- 6 white flags
- 6 red flags
- 6 white belts
- 6 red belts
- 3 sets kata cards
- 2 bells

7.3 Referees Exam

Adequate seating and tables for 80 persons, with separate seating for the RC.

7.4 The host country should be providing 2 runners for the exclusive use of the RC during the event.

7.5 Exam papers, diplomas etc. is the responsibility of the RC.

### **8. THE DRAW**

8.1 The draw is the responsibility of the OC, not the host country.

8.2 The draw must be made using the WKF random process excepting that the previous finalist are separated as widely as possible and double entries from countries are segregated into separate pools or as far apart as possible.

8.3 Entries for the draw will be taken from the initial registration forms only.

### **9. PRIZES**

9.1 These are to be provided by the host Federation.

9.2 In individual events the 1st prize shall be a gold medal, silver for the second place and dual third prize bronze medals.

9.3 All members of the placed teams (kata & kumite) should receive medals. A team trophy however may also be awarded.

9.4 An award may be made to the P.K.F officials.

9.5 The host country may award participant certificates to each competitor.

9.6 The official log of the P.K.F may be used with permission of the P.K.F DC.

### **10. FOOD REQUIREMENTS**

10.1 The host country is not obliged to provide lunches for the athletes.



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10.2 Lunches will be provided for referees, P.K.F working officials, and volunteers.

10.3 Members of the Directing Committee should be provided with lunches on site.

### **11. FINANCIAL CONSIDERATIONS**

11.1 The host organization will provide hotel accommodation for the Directing Committee, the Referee Council, the chairman of the Medical Commission and the chairman of the Technical commission for one week.

11.2 It would be preferable if the host country could cover all in country expenses of the DC.

11.3 Surety for Championships

The host country must pay to the P.K.F Treasurer the sum of USD 2.000 at the Congress at which its' application is accepted.

Failure to do so will invalidate the country's authority to host the event.

11.4 The registration fee per country will be USD 200, of which USD 125 goes to the host country and USD 75 for P.K.F.

11.5 This surety will be released at the satisfactory completion of the event. This will be at the discretion of the OC.

11.6 The P.K.F Treasurer is responsible for collecting all registration fees at the event.

11.7 The TV rights will be divided 50/50 between the host country and the P.K.F.

11.8 The P.K.F may authorize host country to videotape the Championships at its discretion.

11.9 Those considered as members of the official delegation are:

- The leaders of the Federation
- The competitors
- The coaches
- The referees
- The medical staff
- The wives of those above

The supporters of the team are not considered members of the delegation

### **12. LIAISON**



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12.1 About 10 months prior to the event, a meeting between a representative of P.K.F OC and the host OC will be held in the host country.

The host country is responsible for food, accommodation and plane tickets for the above mentioned meeting.

12.2 If the host country fails to satisfy the OC in all required provision, then the OC or designated member(s) shall make a further visit, at the expense of the host, until the necessary corrections have been made.

### **13. MISCELLANEOUS**

**13.1** In agreeing to host a Pan American Championship, the host country is undertaking a substantial task. Not only is the financial commitment a consideration but the country is also guaranteeing to supply:

1. Sufficient trained timekeeper/scorekeepers to staff the areas for the entire event.
2. Sufficient area liaison officers to convey match results promptly to the controllers.
3. Sufficient experienced controllers to provide for the full charting of the match in the English and Spanish languages.
4. Sufficient stewards and security people to provide an uncluttered arena.
5. Sufficient secretarial staff and clerical officers to administer registration.
6. Draws sheets, stop watches. Kata scorecards and sheets. Bells, buzzers, oxygen equipment, ambulance, winner podium and weighing machines, computers and printers, etc.
7. All necessary equipment and supplies to run the tournament. There must be:
  - 2 large tables and 8 chairs for the Organizing Committee and controllers. They must be away from the match areas and preferably elevated with no access for any non-official.
  - 2 tables and 6 chairs for the Referee Council, preferable elevated.
  - 1 table and three chairs for the Arbitration Committee.
  - 4 tables and 8 chairs for Medical Staff
  - Sufficient table area for trophies, medals, etc.
8. Official Assistants and Attendants. There must be at least 48 persons, supplied by the host country, for the following tasks:
  - 1 general liaison bilingual coordinator.



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- 5 persons per match area
- 2 persons for Organizing Committee
- 10 persons for access control
- 3 persons for flag control
- 3 persons for medal ceremonies

**13.2** The opening and closing ceremonies will involve a march on of all delegations in alphabetical order. Each delegation will be preceded by its national flag and a name card with the nation's full title.

### **14. PRESS**

14.1 During presentation ceremonies, the press must be kept back so as not to ruin the gravity of the occasion.

14.2 Athletes and officials are reminded that they should not smoke or loiter on the areas. They are also warned against sprawling over the floor whilst in uniform.

### **15. VIP FACILITIES**

An area must be reserved within the competition facility where DC members and other invited guests will be provided with comfortable seating and refreshment during the event.

### **16. INSURANCE**

Host country should do all possible to ensure that the championships are covered by insurance policies which cover personal accident, member to member and liability.

### **17. REGISTRATION AND QUALIFICATION**

17.1 In principle, only Nationals of a country entered by their NF may take part in the P.K.F Championships and represent their country.

17.2 A competitor who possesses dual nationality may only represent one or another country as he or she elects.

### **18. ENTRY CARDS**

18.1 The identity card shall contain the following particulars:

- Photograph



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- Given names and surnames
- Date of Birth
- Sex
- Nationality
- Passport number

### **19. PROTOCOL**

For all events protocol is as follows:

1. President
2. First vice president
3. General Secretary
4. Treasurer
5. Vice Presidents in order
6. Assistant Gen. Secretary
7. Assistant Treasurer
8. Referees Council
9. President and DC members of the host country
10. President of the national Federations

### **20. ARBITRATION PANEL**

**20.1** The arbitration Panel, which is appointed by the P.K.F DC, will be a table during the entire length of the Championships which will allow for an unobstructed view of all competition areas. *The Arbitration Panel has final authority concerning all disputes arising from the competition.*

**20.2** Of course, the DC has final and full authority in all matters pertaining to P.K.F, including competitions.

**20.3** In any case the Referee Council could change the championship competition program, after being approved in the Technical Congress.

### **21. FUNCTION OF THE ORGANIZATION COMMISSION**



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Organize in conjunction with the Organizing Committee presented by the National Federation. To observe that the present rules be accomplished and respond to the PKF DC on all aspects related.

Previous to each event the OC will realize two visits to the host country:

- The first visit will take place immediately after the Organizing Committee is appointed, in order to define a chronogram of the championship development in each area. Starting with this visit the process of press announcements of the event should be initiated. Not only informing the government and Olympic authorities but also with promotion to the public.
- The second visit will be realized thirty days previous to the date of initiating the event in order to supervise, in situ, the development and fulfilment of the chronogram previously defined. The OC must give a constant pursuit of the chronogram since it was approved and inform on this matter to the PKF DC members. The Organization Commission will be represented by one or all of its members, during the Technical Congress organized during the championship.

### **22. FUNCTION OF THE TECHNICAL COMMISSION**

It is a function of the Technical Commission to maintain informed the PKF DC, as well as all affiliated federations of the rules and dispositions issued from the WKF or its technical commissions.

During the realization of the Panamerican Championships, a meeting of the Technical Commission will be realized with all the countries present in the championship, this is the Technical Congress, in order to update the technical procedures of the event.

During the competition the Technical Commission will evaluate the development of the event and will render a report to the PKF DC through the Organization Commission, such report will contain their appreciation regarding the championship, and it should be in the hands of the PKF DC at least ten days after the championship finalizes, and after this report is evaluated it will be send to each NF through the General Secretary.

### **23. FUNCTION OF THE MEDICAL COMMISSION**



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It is the function of the Medical Commission to maintain the PKF DC updated, as well as all the affiliated federations, of the rules and dispositions issued by the WKF or its medical commission.

During the realization of the Panamerican Championships a meeting of the Medical Commission will be realized with all the countries present in the championship, this is the Medical Congress, in order to update the medical procedures of the event.

During the competition the Medical Commission will evaluate the development of the event and will render a report to the PKF DC through the Organization Commission, such report will contain of the medical history of the event as well as its statistical reference, this report should be in the hands of the PKF DC at least ten days after the championship finalizes, and after this report is evaluated it will be send to each NF through the General Secretary.

### **24. STRUCTURE OF THE ORGANIZING COMMITTEE**

The National Federation should appoint an Organizing Committee responsible of the assembling of the event, this committee will be conformed according to the host country standards. Nevertheless, it is the responsibility of the national federation to supervise the accomplishment of the Organizing Committee with the PKF, in all referent to this Rules as well as the contract signed between the PKF and the NF.

To be able to satisfy the logistic in each area regarding the good development of the event, the Organizing Committee should forma working commission to support the functions of the following items:

- VOLUNTARIES COMMISSION (20 members)
- PRESS COMMISSION
- TECHNICAL COMMISSION
- MEDICAL COMMISSION
- LODGING COMMISSION
- TRANSPORTATION COMMISSION
- ACCREDITATION COMMISSION
- PROTOCOL AND CEREMONY COMMISSION
- MEALS COMMISSION
- PROTOCOL AND ATTACHES COMMISSION

### **25. PROGRAM STRUCTURE AND RESPONSIBLES**



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The championship will be defined by a standardized program as follows:

TIME	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY
07:00	ARRIVING OF REFEREES AND DELEGATIONS	START REGISTRATIONS				NO OFFICIAL WEIGHTING	OFFICIAL WEIGHTING		
08:00									
09:00			REFEREE SEMINAR (HEADQUARTER HOTEL - Salón X)				DEPARTURE OF DELEGATIONS	ELIMINATORY COMPETITIONS INDIVIDUAL KUMITE FEM: -53, -60, +60, MASC: -60, -65 FEM OPEN	ELIMINATORY COMPETITIONS INDIVIDUAL KUMITE MALE: -70, -75, -80, +80, OPEN
10:00			PKF DC MEETINGS						
11:00			REFEREE SEMINAR		EVALUATORY REFEREES EVENT				
12:00									
13:00									
14:00									
15:00									
16:00									
17:00									
18:00									
19:00									
20:00									
21:00									
22:00									

DIRECT RESPONSIBLES		
REFEREE COUNCIL	ORGANIZATION COMMISSION	OC and NF
OC. - MC. - TC	PKF GENERAL SECRETARY	REFEREE COUNCIL

## 26. FINAL RESULTS OF THE CHAMPIONSHIP

The final results of the championship, constituted in a memory document, shall be at the disposition of each country before proceeding to the closing of the event and in at least 72 hours after they should be sent via email to all countries, and as fast as possible have them available to the public and in the PKF web page.