



**REGULATION & SPECIFICATIONS
FOR ORGANIZING UFAK ZONES CHAMPIONSHIPS
CADETS - JUNIORS - UNDER 21**

Specifications for UFAK Zones Events

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PREAMBLE

The evolution of UFAK African Karate Championships (AKC) and the UFAK Zone Championships in terms of organization and participation makes it necessary to establish standards and procedures to be followed by the National Federations interested in the organization of said Championships, with ample, media and sporting repercussions.

For this purpose, proposals for the hosting of a UFAK Zone Championships must be presented within a minimal deadline of 1 year and must be accompanied by a file containing the joined structure and information, in agreement with the Organization Rules (OR) of the UFAK.

This file, which must be evaluated by the UFAK Zone Executive Committee, will have the headings indicated below and will include detailed information under the mentioned headings:

A. Country &Headquarter City

- Number of residents
- Number of Karate clubs
- Number of affiliated karate members
- Distance to the airport

B. Sporting venue

- Spectator capacity (number of spectators that can be accommodated)
- Dimension of the competition area
- Distance and transport to the city

C. Official hotels

- Capacity and facilities
- Range of prices
- Distance to the sporting venue

D. Media

- TV Network for broadcasting the competition
- Means of press/news agencies

E. Plan for promotion and publicity

- The Plan of action to be developed and distributed in the Headquarters city and the host country for the promotion of the event

The UFAK Zone Organization Commission (OC) will be responsible for supervising the organization and running of all UFAK Zone Championships, in the various categories of Cadets - Juniors - Under 21 year old. The OC is composed of the President and three to five members nominated by the UFAK Zone Executive Committee (EC).

The host country(ies) must conform to these regulations. The organizers must communicate, in advance, any modification to the UFAK Zone General Secretary, who will carry the information to the UFAK Zone President. The President will take a decision after consulting the EB.

The UFAK Zone General Secretary will ensure effective communication takes place between the Operational Commissions, the hosting Country, the National Federations, and will provide the necessary assistance for the smooth preparation of the Championships.

1. - SITE AND DATE

- 1.1 -** The site of the UFAK Zone Championships' event (Cadets-Juniors-Under 21 year old) will be confirmed by the EC.
- 1.2 -** The host country must inform the UFAK Zone General Secretary at least a year in advance, of the precise date and venue where the Championships will take place. In the event of non-observance of this procedure, the EC will be able to decide to change the designated host country.
- 1.3 -** The UFAK Zones Championships (Cadets-Juniors-Under 21 year old) will take place, every year in March, April or May, except in exceptional cases.
- 1.4 -** The site of the Championships shall not be located more than 60 km from an international airport accessible by direct flight from the other countries. Any exception to this must be authorized by the EC.
- 1.5 -** The country selected by the EC must be able to guarantee access for its members.
- 1.6 -** No later than 8 (eight) months before the date of the Championships, the host Country must send out to the Member Countries the first information bulletin of the Championships.

The draft of the bulletin, prior to being circulated, must be sent to the UFAK Zone General Secretary, for approval by the EC.

The bulletin will be prepared according to the model of the UFAK Zone bulletin provided by the UFAK Zone General Secretary.

- 1.7 -** No later than 2 (two) months before the event, a second information bulletin must be circulated according to the model of the UFAK Zone bulletin.

The draft of the bulletin, prior to being circulated, must be sent to the UFAK Zone General Secretary, for approval by the EC.

- 1.8 -** The OC, representing the EC, will carry out the supervision and the overall control of the Championships.

- 1.9 -** The host Country Organizing Federation is responsible for the preparations of the Championships, except for the competences reserved for the UFAK Zone as well as the running of the Championships.

The host Country will select a minimum of five (5) hotels with varied prices for all the participating countries. The host Country will also do its best to find and propose low price collective accommodation (Sports Centers, dormitories, etc.). These prices must be reasonable and reachable by the participating National Federations.

One of them will be selected as the headquarters hotel. The names of the selected hotels must be communicated to the UFAK Zone General Secretary.

After their ratification by the EC, they will become the Official Hotels of the Championships.

The Championships must be organized according to the WKF Rules and Regulations. The competition program must be approved by the EC.

- 1.10 -** The host Country will not be held responsible for any matter that may arise from participating countries not meeting the registration or reservation deadlines set by the Official Hotels. The host Country will not be held responsible for any matter that may arise should a participating country select another hotel not among the Official Hotels.

2. - THE COMPETITION VENUE

2.1 - Dimensions of the competition arena

The entire competition area must be at least 56m x 38m and must comprise at least three (3) tatamis in a line. However, two (2) tatamis may be enough for the competition in many cases.

Each competition tatami will measure 8m x 8m with an additional 1m safety area on each side, and will be surrounded by a 2 meter wide safety area. Therefore, the allocation per tatami will be 12m x 12m.

All tatami surfaces must be enclashed and it must be absolutely ensured that they are firmly set on the ground. The tatamis must be of the WKF approved type.

2.2 - Capacity for spectators

The spectators seating capacity must be at least of 2000 seats. The host country will reserve the necessary seats for referees, coaches, competitors and official delegations members, in agreement with the OC.

Also the host country will reserve seats in the authorities' area, for the members of the EC, the Presidents or Representatives of the National Federations, plus the special guests of the UFAK Zone following an agreement on the number between the host Country and the UFAK Zone, according to the available capacity of the official area.

In addition, the host Country will reserve close to the official area and at the UFAK Zone's discretion, at least 30 seats for VIPs and other guests.

2.3 - VIPs and Referees Area

The seating area for the VIPs and the Referees must be constantly monitored by stewards and security staff in order to avoid unwarranted intrusions.

2.4 - Rooms inside the Stadium

The rooms must be large enough and separate rooms must cater for:

- Warming-up (Kumite & Kata) (see appendix 8)
- Weighing (male & female) (see appendix 9)
- Press & Media (see appendix 10)
- Anti-doping Control (see appendix 11)
- Officials (see appendix 12)

- Changing rooms (see appendix 13)
- VIP Lounge (see appendix 14)

2.5 - National flag

The national flag of each country should be exhibited, with the official UFAK Zone flag. The national anthems must, also, be available on immediate recall. Each National Federation must provide the host Country with two (2) flags as well as the national anthem of its country.

2.6 - Podium

A winners' podium should be provided and the OC will have to do the necessary arrangements for the awards presentation (see official medals ceremony). It will be placed permanently in the background on one side of the competition area (Plan 1).

3. - HEADQUARTERS AND OFFICIAL HOTELS

3.1 - The choice of the hotels must be approved by the UFAK Zone EC. The hotels shall be of acceptable quality. The headquarters hotel should be of a good standing and have a minimum of 50 (Fifty) rooms available throughout the Championships.

3.2 - The hotels shall be of a good quality and priced according to national rates of the hosting country. The host country may not load rates, but should on the contrary, try to negotiate special rates for the event.

The host Country must not intervene in the relations between the hotel's management and the delegations except if it assists in obtaining a preferential rate for the delegations. Any organizing Federation failing this regulation will lose the guarantee filed with the UFAK Zone and the Disciplinary and Legal Commission (DLC) will examine the case.

3.3 - The hotels' rates must be given, at least, on a bed and breakfast basis, in single, double and triple rooms per night, without including other services (transport, hostesses, translations, etc.). The prices must be expressed in the local currency and indicate the foreign exchange rate in Euro (€) or in Dollar (\$) at the day of the quotation.

3.4 - The headquarters hotel is by priority for the accommodation of the following:

- Executive Committee (EC) (10 persons)
- Referee Commission (RC) (02 pers President and GS)
- Technical Commission (TC) (02 pers President and GS)
- Organization Commission (OC) (02 pers President and GS)
- Medical & Antidoping Commission (MC) (02 persons)
- UFAK Authorities & UFAK Zone Guests (02 persons)

- The host Country will make available to the OC, twenty (20) single rooms in a 3-5 star hotel for the accommodation of the EC members, Presidents and General Secretaries of Committees and the UFAK Zone Guests.
- The host Country will take make available 5 double rooms in a 3 star hotel for the invited referees and officials.
- The headquarters hotel may also accommodate delegations' members, after all the Commissions' official members' rooms have been booked first.

4. - TRANSPORT

- 4.1 -** The host Country must offer free transport, from the headquarters and official hotels towards the stadium and return, for all delegations and people having booked their accommodation through the official travel agency. Also, it must provide free transport for the Referees so that they can go to and return from the referees' course.

On request, the host Country must ensure the transport of the delegations from the airport to the hotel. This service must be provided at the cost of the host Country.

The host Country must also provide separate (free) transport for the EC and Commissions' members from/to the airport to the hotel and for their official duties during the Championships. The OC President will fix the schedule in agreement with the host Country and will display them in the hotels' lobby.

The host Country will also have to provide an additional free transport, every competition day, for the competitors passing through anti-doping control.

- 4.2 -** The host Country will provide transport for the UFAK Zone President and EC members, in a car with driver for the duration of their stay during the Championships.
- 4.3 -** Transport for Presidents of National Federations will be ensured during all the Championships by a bus shuttle service between the headquarters hotel and the stadium.

5. - REGISTRATION AND ACCREDITATION

- 5.1 -** During the registration, accreditation cards, with a picture of the card holder, will be issued. They will be accompanied by the final program and promotional material.

The accreditation cards must be worn constantly, throughout the Championships.

- 5.2 -** For all information concerning the registration requirements, see Appendix 6.
- 5.3 -** The OC may not proceed with registration of any delegation unless the annual affiliation fees, the event and passports fees of the competitors of the delegation have been received by the UFAK Zone General Treasurer.
- 5.4 -** All the competitors must provide a certificate of nationality. The passport of the participant's country may act as proof of nationality. A participant can compete only for the country for which he bears the nationality.

- 5.5 - All the administrative and registration documents, in connection with the Championships, must be written, in French and English.
- 5.6 - The host Country is responsible for providing free of charge facilities for the refereeing and coaching training courses, meetings of the EC, TC, RC, OC MC Commissions, if needed for the Medical Congress, the Technical Congress, the UFAK Zone Congress and all other UFAK Zone official meetings (see Appendix 1 to 7). Moreover, the host Country must meet any request for a meeting room expressed by the OC for other Commissions. These rooms must be adequately equipped according to the request of the OC President.

6. - MEETINGS

6.1 - The host Country will provide, during the Championships, meeting and working rooms for the following officials :

- | | |
|---------------------------|---------------------------|
| • Executive Committee | 10 People |
| • Referee Commission | 05 People |
| • Technical Commission | 05 People |
| • Organization Commission | 05 People |
| • Medical Commission | 03 People |
| • Registration area | 50 m ² minimum |

If enough large rooms are available in the headquarters hotel, they must also provide for the following activities:

- | | |
|---|-----------|
| • Congress | 20 People |
| • Refereeing and Coaching Training Course | 75 People |
| • Coaches Meeting &Referees Briefing | 75 People |
| • Refereeing and Coaching Examination | 50 People |

6.2 - Additionally to what is described above, a meeting room with a capacity of 20 people must be available at any time during the Championships.

6.3 - The host Country must provide English and French interpreters for the Championships.

6.4 - Throughout the Championships, the host Country must provide an information desk (in the headquarters hotel before the Championships start and at the stadium during the days of the Championships) to deal with any problems of the participating countries. This must be a continuous service from 8:00 to 22:00 or in agreement with the Championships' program.

7. - RESPONSIBILITIES OF THE HOST COUNTRY DOCTORS

7.1 - A meeting between the local medical staff, the President of the UFAK Zone Medical Commission and the President of the UFAK Zone Referee Commission, must be organized before the beginning of the Championships in order to familiarize it with the Competition Rules and Regulations.

7.2 - To take part in the event, all the medical staff must be approved by the UFAK Zone Medical Commission. For this purpose a copy of the CV of the medical staff

member has to be presented to the President of the UFAK Zone Medical Commission for approval, before Championships begins.

- 7.3 - At least one doctor per competition area is required throughout the Championships, plus an adequately qualified first-aid staff member.
- 7.4 - An ambulance must be provided and ready in the vicinity throughout the Championships, with suitable medical staff in the case of an emergency.
- 7.5 - All the local doctors must speak at least one of the official languages of the UFAK Zone (French or English).
- 7.6 - An anti-doping test unit, in accordance with the WKF Anti-Doping Regulations, must be available and operational. The host Country will take charge of the expenses for this unit. For any other information and responsibilities, please consult the UFAK Zone Anti-Doping Responsibilities.
- 7.7 - The host Country shall inform all the delegations on the Health Care System in the country, including a list of the recommended hospitals where to send any potential patients. Should a problem arise, the phone number of the Doctor who must deal with the members of each delegation must be clearly mentioned in the information transmitted to the delegations participating in the Championships.

8. - REFEREE /COACHING SEMINAR

- 8.1 - There must be adequate seating for at least 150 (one hundred and fifty) people, as well as place for two competition areas.

Material to be provided by the host Country

- 10 blue flags
- 10 red flags
- 20 blue belts
- 20 red belts
- 4 chronometers
- 4 bells or buzzers
- 2 official scoreboards

Also at least ten (10) black belt active competitors, must be present during the referee course of arbitration, to carry out Kunité and at least eight (8) good competitors for Kata of various styles. They must be prepared according to the WKF Regulations (gloves, karategi, gum-shield, etc.)

- 8.2 - For the Referee examination, seats and tables for seventy five (75) people, with separated seats for the Referee Commission. Moreover, one LCD projector with connecting cables for a personal computer as well as a sufficiently large screen with at least 2 microphones must be available. The room must be available in accordance with the official program.
- 8.3 - One of the most important functions of the host Country in relation with the RC, is the liaison officers. Thus, it will be necessary that liaison officers are indicated by the host Country to work with the RC members.

- 8.4 - Moreover, the host Country must provide 2 runners for the exclusive use of the RC throughout the Championships.
- 8.5 - The host Country must provide a free meal every four (4) hours, and a continuous service of hot and cold drinks to the members of the RC and to the referees participating in the referee seminar throughout its duration.

9. - **THE DRAW**

- 9.1 - The Technical Commission (TC), supported by the Organization Commission (OC) and the SportData Representative, will carry out the draw publicly during the coaches meeting.
- 9.2 - The draw must be carried out by using the random computing system of the UFAK Zone, with the condition of separating the finalists from the preceding championships, as widely as possible.
- 9.3 - The entries for the draw will be those taken from the registration forms.

10. - PRIZES FOR AWARDING

10.1 - The host Country will provide them. For the individual categories, the first prize will be a gold medal, the second prize a silver medal, and the third prizes, bronze medals.

All the members of the Kunité and Kata teams, including the trainer, must receive a medal and a cup by team.

10.2 - By identification to the Olympic ideal, only gold, silver and bronze medals of high quality will be provided for the individual categories. The medals will have an inscription with the emblem of the UFAK Zone and the name of the Championships.

10.3 - The host country will give participation Diplomas to the members of the different delegations.

11. - FOOD REQUIREMENTS

11.1 - The host Country has no obligation to provide food to athletes. Any assistance in this regard will be a courtesy.

11.2 - The host Country must provide a free meal every four (4) hours and a continuous service of hot and cold drinks, during their work schedule in the Championships to the following members:

- Active members of the UFAK Zone Commissions
- Working Referees
- Doctors
- the UFAK Zone working officials

11.3 - During the day only one packed meal may be provided. The other meals must be hot and served in a separated area, for all the UFAK Zone officials in service.

11.4 - The host Country will deal with the meals of all the EC members and the different Commissions in service. Taking into account the nature of their work, the host country must provide a separate service of meal so these individuals do not have to queue.

OFFICIAL DELEGATIONS

The delegations considered as official are the following ones:

- The President of the National Federation
- The VIP (two (2) People, maximum)
- The Technical or Sports Managers (maximum two (2) People)
- The Competitors
- The Referees
- The Coaches (a maximum of two (2) for up to ten (10) competitors, a maximum of three (3) between eleven (11) and fifteen (15) competitors and a maximum four (4) for sixteen (16) competitors and more)

- The Doctors and Medical Staff (same distribution as for the Coaches above)
 - The People Invited by the Presidents of the different National Federations (a maximum of two (2) per Federation)
- No participation fees may be received by the host Country on behalf of the delegations. All delegations' fees must be paid to the UFAK Zone General Treasurer. The delegations will receive free admission to the Championships.
 - The National federation of the host Country constitutes a delegation among the other participating delegations. For this reason, it will have to follow the same rules as those for the SportData Online Registration, the payment of its fees for the annual affiliation and athletes' participation, as well as seminar fees for its referees and coaches.
 - Any invitation or presence of a sporting discipline or delegation of a structure of Karate other than the National federation affiliated to the UFAK Zone must be presented to the UFAK Zone before the Championships to have its approval.

12. - IMAGE AND PUBLICITY

- 14.1** - All the rights of image (television, video, photography, Internet, etc) are the exclusive property of the UFAK Zone.
- 14.2** - The advertizing rights (competition area, official tables, participants, etc) are the exclusive property of the UFAK Zone.
- 14.3** - The UFAK Zone will sign with the Organizing Federation of the Championship an agreement in which it will establish the conditions of transfer for the image and ad space rights. This agreement will be finalized six months after the granting of the Championships.
- 14.4** - The advertising spaces and/or elements will be defined and allocated by the EC.
- 14.5** - In the UFAK Zone Championships for Cadets-Juniors-Under 21 years, the host country must provide the UFAK, without expense or cost, a large stand, in a place, preferably inside the Stadium, for the sale and exposure of the UFAK Zone products.

13. - COORDINATION

- 15.1** - The running of the Championships is under the responsibility of the EC, which will take all the necessary measures.

Approximately six (6) to eight (8) months before the event, i.e. between the communication of the date and venue, and the publication of the first News bulletin, a delegation of two (2) people designated by the UFAK Zone will visit the venue of the Championships. Following this visit, the President of the delegation will transmit an official report to the President of the UFAK Zone. This report will include, at least, the checking of all the points, article by article, which are included in this regulation and are required for the event.

Moreover, the President of the delegation of the UFAK Zone or a person designated by him, will control the inventory. He will provide to the host Country a detailed report of the needs related to the organization of the Championships. A report will be sent to the Commissions Presidents via the UFAK Zone General Secretary.

For this visit, the host Country will deal with the travelling expenses, the full accommodation, the meals and the local expenses of the two (2) people.

During their visit with the host Country, the OC members must be satisfied that all was organized correctly, for a good running of the Championships.

- 15.2** - If the host Country did not meet the required regulations, a new visit will be scheduled at least three (3) months before the event. The host country will deal with the expenses of this second visit also.

It is the OC's duty to check all the details relating to the Competition. By accepting the organization of a UFAK Zone Championships, the host Country also accepts the OC's authority for all that relates to the good running of the event.

14. - ANY OTHER BUSINESS

- 16.1** - While agreeing to host a UFAK Zone Championships, the host Country accepts not only the financial responsibility, but also the commitment to provide the following equipment:

- a) Sufficient chronometers and markers (tables' officials) qualified to deal with all the competition areas throughout the Championships.
- b) Sufficient controllers having experience on the matter to deal with graphic management of the engagements, in French and English.
- c) Sufficient stewards and security staff to prevent the access of unauthorized persons as well as any obstructions of the arena.
- d) Sufficient administrative and secretariat staff to administrate the registrations.
- e) Sheets for the draws in Kata and Kunité, chronometers, markers, whistles, gongs, oxygen material, ambulances, a podium for the winners, national anthems, prizes, adhesive tape for the tatamis and two (2) weight scales of certified precision.
- f) Adequate space for the daily training of the participating countries during the four (4) days preceding the beginning of the competitions.
- g) Warming-up facilities for the competitors.
- h) Clearly visible scoreboards and visual equipment to improve quality and effectiveness of the meetings.
- i) Relaxation and waiting rooms for the off-duty Referees.

- 16.2** - The draw sheets for the Championships must correspond to the format approved by the WKF; examples will be available with the OC.
- 16.3** - For the anti-doping control, two (2) rooms with a contiguous toilet and a communicating door must be provided. The host Country must make the necessary arrangements for the analysis of the quantity of samples communicated by the Anti-doping Representative before the end of the event (approximately ten (10) samples).
- 16.4** - During the competitions, only approved protective gear homologated by the WKF and the UFAK must be used.
- 16.5** - Display panels must be installed in a prominent way, displaying the progress of the matches in each competition area. A general panel must be posted in the hotel the night preceding each event. A copy must be posted in the competition area in an area easily accessible by the competitors and coaches.
- 16.6** - The opening ceremony will alphabetically include the procession of all the delegations. Each team/delegation will be preceded by a panel/board with her name and a member of the delegation that will carry his national flag. The UFAK Zone General Secretary and OC will ensure in conjunction with the organizing country the smooth running of the ceremony.
- 16.7** - The codes of the countries used during the Championships must be made up of three (3) letters and strictly correspond to the designation of the country defined by the IOC.

It is desirable to equip the competitors with a number containing the three (3) letters of their countries and an identification number, for all the Championships and in all contests for medals. The host Country will provide the UFAK Zone Representative in charge of the Press, with a list of the numbers allocated to the competitors so that this list can be distributed in advance to the journalists and the media covering the Championships.

15. - PRESS

- 16.8** - All press will be accredited exclusively by the UFAK Zone OC.
- 16.9** - Press accreditations may only be given to professional journalists representing media on presentation of a suitable document proving their credentials.

16. - INSURANCE

The host Country or its OC must provide suitable insurance for the Championships.

18.1 - Cover of the insurance of responsibility

The host Country or its OC must provide a general security force with responsibility to handle all the complaints which may occur vis-a-vis the participants in the Championships and the public attending the Championships.

The host Country or its OC must provide an insurance policy with an amount of €20,000 (twenty thousand Euros) minimum or the equivalent in the local currency

(a higher limit being advised) to cover all physical and material damage or losses that may occur during the Championships.

The UFAK Zone, its agents, officers and employees, must also be covered in the insurance policy.

The host Country or its OC must give the Treasurer of the UFAK Zone one (1) month before the beginning of the Championships proof that the insurance policy mentioned above is in force for the duration of the Championships.

If such an insurance policy is not available, the host Country or its OC will inform the UFAK Zone General Treasurer who will contract such cover and will invoice the host Country accordingly.

18.2 - Insurance for delegations

The host Country or its OC must inform the countries taking part in the Championships, what insurance they are obliged to have themselves in the event of personal accidents and or repatriation of all the members of the delegation and especially for the athletes taking part in the Championships.

17. - SCOREBOARDS AND COUNTDOWN CLOCKS

19.1 - Each match area must have an electronic scoreboard, or better, an Electronic Scoring Board (broad LCD/Plasma screen of 125 cm).

19.2 - Each match area must have a clock with countdown function, indicating time in minutes and seconds and if needed a computer with a Karate competition software.

18. - REGISTRATION AND QUALIFICATION

20.1 - Only national citizens of a country can take part in the Championships.

As general rule, if a competitor represented a country in an official event or a Championships of UFAK Zone or WKF, they will not be allowed to represent another country in the UFAK Zone Championships.

20.2 - A competitor having dual nationality (one under the terms of the law of a country, the other under the terms of the law of another country) can only represent one of the two countries of his choice. If both countries have been represented once in the past, he will need the approval of the UFAK Zone EC for an additional change.

20.3 - A naturalized competitor (or having changed his/her nationality by naturalization) can take part in the Championships and represent his/her new country of naturalization, only after three years from his/her date of naturalization. This period can however be reduced or even cancelled with the agreement of the National Federations concerned as well as with final agreement of the UFAK Zone EC.

19. - ACCREDITATION CARDS

21.1 - The accreditation card of the athletes will contain the following details:

- Photograph
- Name and surname
- Weight Category
- Date of Birth
- Gender
- Nationality

21.2 - The accreditation cards will be developed by the UFAK Zone OC.

21.3 - The cards given to the competitors during the registration will be deposited at the official table before each contest. If a competitor is wounded, the doctor will add a remark on the card, which must be visible in order to be taken into account during subsequent contests.

21.4 - The managers and the members of the national delegations have no place in the competition zone and have no authority to enter it.

21.5 - The competitors, the officials or any other member of a delegation who do not behave in an appropriate manner could be reported to the Disciplinary and Legal Commission (DLC). The DLC has the right to start any disciplinary action against those who have made them guilty of an infringement.

21.6 - Competitors and officials are reminded that it is forbidden to smoke in the competition zones. They must adopt the correct attitude at all times.

20. - INVITATIONS - PROTOCOL

22.1 - Note: The UFAK Zone Championships is a statutory event of UFAK and is managed by the UFAK Zone with the help of the organizing and host country. It is not a national championship to which other National Federations are invited.

22.2 - For all the official events (meetings, competitions, receptions, etc.) the protocol will be the following:

- UFAK President
- President of the NF of the host country
- 1st Vice President
- 2nd Vice President
- UFAK Zone President
- UFAK Zone General Secretary
- UFAK Zone General Treasurer
- Presidents of the Zone National Federations
- Assistant General Secretary

- Assistant General Treasurer
- Representatives of Zones
- Honorary members
- Chairmen of the UFAK Zone Commissions (in alphabetic order)
- Members of the UFAK Zone Commissions (in alphabetic order)
- EC Members of the host country
- EC Members of the National Federations Members of UFAK (in alphabetic order)
- Referees
- Competitors
- Coaches and Technical Managers
- Guests (the VIP will be placed with the UFAK President).

22.3 - The Honorary President and the Authorities of the country will have a reserved place near the President in all the official events

22.4 - The UFAK Zone OC and the assisting local OC will keep in mind that it's before all a continental event of a UFAK Zone and not a national one. In this way a "sitting area" will be prepared and reserved for the UFAK Zone EC members, the Presidents of participating National Federations and Guests of the UFAK Zone.

21. - OPENING CEREMONY

23.1 - The UFAK Zone President and the President of the National Federation of the host country will receive the Personality invited to chair the UFAK Zone Championships, at the entrance of the stadium. The two Presidents will lead him to his box in the Stand of Honor. He will be presented to the UFAK President if he is present and he will be greeted by the national anthem of his country.

23.2 - The parade of the participants will follow. Each delegation will compose of a maximum of eight (8) athletes from each National Federation who will be dressed in their official uniform or their sporting attire (but all similar) and will be preceded by a panel bearing the name of the country and their flag.

23.3 - No participant in the parade of the Opening ceremony will have the right to have a camera, other advertising, additional flags, slogans of any nature (political, religious, etc.). Any participant committing an offense to this rule can receive a sanction. The OC will ensure the protocol of the ceremony with the help of the UFAK Zone General Secretary.

23.4 - The procession will be carried out in alphabetical order in the language of the country organizing the UFAK Zone Championships, except the host country which will arrive last.

23.5 - The flag of the participating delegations, as well as the panels with the names of the countries and the persons, who will carry them, will be provided by the host country and will all be of the same size.

Each delegation, after having carried out their walk around the stadium, will align itself in a line indicated behind their personal panel and flag, opposite the grandstand.

- 23.6** - The President of the National federation of the host country, accompanied by the President of the UFAK Zone, will go to the podium at the front of the platform, make a short Speech of Welcome (3 to 5 maximum minutes) and will introduce the President of the UFAK Zone with the following words :

“I have the honor to introduce Mr....., President of the UFAK Zone, to whom I am pleased to welcome...”.

The President of the UFAK Zone will go up to the podium and will give a short speech of welcome (3 to 5 minutes). He will introduce the UFAK President and will thank him for his presence. He will invite him, if he wishes, to address a message (3 to 5 minutes) to the assembly. He will conclude as follows:

“I have the great honor to invite.... (Personality) to proceed to the opening of the UFAK Zone Championships”.

Then the Personality will conclude his/her speech with the words:

“I declare the UFAK Zone Championships opened”.

Immediately the flags of the country and that of the UFAK will be hoisted, while the national anthem of the organizing country is played. Then the participants will leave the zone according to the directives of the organizers.

Thus the official ceremony described compared to the protocol will finish. After this the artistic program and the exhibitions will take place. The Championships will begin thereafter. The Opening ceremony and all the exhibitions will not last more than one hour and thirty minutes (1:30).

The procession of the Opening ceremony will be coordinated by the OC with the support of the Local Organization Committee and must be accomplished in its totality, by having the necessary material and human resources.

22. - OFFICIAL MEDAL CEREMONY

- 24.1** - For all Championships organized by the UFAK, the procedure for awarding the medals and prizes will be supervised and controlled by a representative designated by the UFAK OC President, with the support of the person in charge of the host country. The procedure is as follows:

The podium must be placed permanently, must be very visible and accessible for a long time before the medals ceremony.

The highest step of the podium must be in the center for the winner.

The intermediate step, on the right, will be for the finalist (2nd) and the last step, on the left, for the 3rd places.

- 24.2** - The organizers must call the winners in advance, align them in the correct order (2nd, 1st and 3rd), behind the Master of Ceremony for the awarding of the medals.

The winners must put themselves in line parallel to the podium.

- 24.3** - The hostesses will stand in front of the winners and will lead them to the Podium.
- 24.4** - The competitors will be dressed strictly with of a tracksuit or a Karategi. They will not have a flag of their country wrapped around them nor carry or express any political or religious slogan.
- 24.5** - As the name of each winner is announced, they climb on the podium while the music is played. Shortly after, the officials for the medal ceremony will advance towards the podium.
- 24.6** - The hostesses carrying the medals will stand facing the podium, in parallel, at a distance of three meters. The medals will be given by the selected Personality accompanied by the UFAK Zone President.
- 24.7** - Once the trophies are handed over, the National anthem of the victorious country will be played (not completely; only one (1) minute approximately) and everyone will stand up and look at the national flags, which will be hoisted gently, with the flag of the victorious country in the center.
- 24.8** - There is no medal ceremony for the categories with only one athlete and without competition. These categories will be removed and the athletes concerned will be transferred into other categories at the time of the registration by the OC and TC in agreement with the concerned NF.
- 24.9** - Just before the ceremony, the hostesses will escort the presenters of the medals away from the podium. The photographers will be present, however, they must remain at a reasonable distance from the podium (10 meters at least), without obstructing the visibility of the ceremony.

24.10 - CLOSING CEREMONY

The UFAK Zone President, the Federation's President of the host country and that of the Federation of the country which will accommodate the next Championships of the same category, will be accompanied by the UFAK Zone OC to the center of the ceremony area.

The Federation's President of the host country will give the UFAK flag to the UFAK Zone President, who in turn will give the flag to the President of the Federation, which will host the next Championships.

The National anthem of the host country will be played and will close the Championships.

APPENDICES

ANNEXE 1. - EXECUTIVE COMMITTEE

A meeting room with tables and chairs for ten (10) People, will be reserved in the Headquarters hotel.

ANNEXE 2. - REFEREE COMMISSION

A meeting room with tables and chairs for five (05) People, will be reserved in the Headquarters hotel.

ANNEXE 3. - TECHNICAL COMMISSION

A meeting room with tables and chairs for five (05) People, will be reserved in the Headquarters hotel.

ANNEXE 4. - MEDICAL COMMISSION

A meeting room with tables and chairs for three (03) People, will be reserved in the Headquarters hotel.

ANNEXE 5. - REGISTRATION

The host country must provide the Organization Commission with the following equipment and materials:

6.1 - Equipment for the registration:

- One (1) photocopier A3 & A4 (fast, of professional type)
- One (1) PC with Windows and MS Office Pro
- One A4 laser printer with an USB interface and the installation disc. The minimal print speed must be 10 pages per minute
- One (1) toner cartridge and a drum of replacement for the printer
- Two (2) cables for printer (USB)
- Ten (10) boxes (5000) of sheets A4 format, 80 gr
- Three (3) multi-sockets with 5 plugs
- Two (2) large staplers with sufficient staples
- Two (2) pairs of large scissors
- Two (2) perforators
- Pencils, pens, permanent markers, fluid corrector, trombones and sticks of adhesive

All this equipment must be in the registration room during the days of the registration and on the place of competition (on the table of the OC) during the Championships.

6.2 - Equipment for the accreditation:

- One (1) inkjet color printer with refill cartridges
- Two (2) laminating machines with heat regulator

- 1000 11cm X15 cm lamination envelopes
- 1000 lanyards for the accreditation cards of 1m length
- Pencils, pens, permanent markers, fluid corrector, trombones and sticks of adhesive
- Two (2) large staplers with sufficient staples
- Two (2) scissors
- Two perforators

All the equipment must be in the registration room during the days of the registration and on the place of competition (in a special room for the accreditation) during the championships.

➤ **Information on the accreditation process**

The accreditation cards will be electronically printed during the registration in the hotel and at the competition venue during the first and second days of competition in a room exclusively used for the accreditation (a room isolated from the zone of competition, with an electrical outlet and a ADSL line).

The accreditation of the delegations will be carried out during the registration. The UFAK Zone OC will record the delegations firstly having sent their forms of accreditation by mail before the Championships to the UFAK Zone General Secretary.

The accreditation of the Organization Commission of the host country, the Referees, the press and other people designated by the host country to work in the Championships will be done in the registration room 2 hours before the beginning of the official registration.

➤ **Access points**

- Full access
- VIP areas
- Competition areas(tatamis)
- Press Center
- Team Seats
- Warming-up areas
- Referees and Judges areas

The areas must be separate and guarded by security staff to control the access to each one of them.

6.3 - Payment of the registration fees:

Passing by the UFAK Zone General Treasury constitutes a compulsory step of the registration process. The different delegations must pay to him the annual affiliation fees of their National Federations as well as the registration fees of the athletes and passports. The receipt delivered by the TG will be presented to the OC for the final registration of the athletes and will be taken into account during the draws.

ANNEXE 6. - CONGRESS

If possible, the room should be in the Headquarters Hotel, otherwise, it should be as close as possible to this hotel. If it is not in the Headquarters Hotel, the host country must organize transport and provide English and French simultaneous translation.

There must be sufficient seats for 20 People.

ANNEXE 7. - WARMING-UP FACILITIES

A room with enough of place able to contain at least three competition areas, so that the competitors can practice in the stadium. There must be a communication system between this room and the competition zone.

The warming-up room will be available only for the competitors preparing for their contest and their coach for this category, also their doctor, following the official program of competition. The other coaches must remain in the seats for the teams, to avoid interfering with the rest of the athletes.

ANNEXE 8. - WEIGHING

A large room and another small in appendix, as well as a separated entry and an exit, must be provided. The large room will be used for stripping and the small one for the weighing itself.

Two (2) scales of precision must be available and at least two representatives of the UFAK Zone Technical (TC) and Organization (OC) Commissions will supervise the weighing. They will be assisted by two (2) people of the Organization Commission of the host country charged to control the entry and the exit of the competitors. It will be necessary to have two (2) tables and six (6) chairs. The weighing of the women must be done separately from that of the men.

ANNEXE 9. - PRESS AND MEDIA

The press room must contain the following material:

- 2 (two) phone lines to connect itself to the Internet.
- Tables and enough multiple electrical outlets
- 2 (two) additional lines for fax and a photocopier.

The photographers must carry a jacket of press provided by the host country.

A platform for the press for at least ten (10) journalists is required.

ANNEXE 10. - MEDICAL & ANTI-DOPING CONTROLS

This part must contain facilities for cleaning and to provide clean water. The host country must make sure that this part is equipped in accordance with the WKF Anti-doping Regulation.

ANNEXE 11. - OFFICIALS AND REFEREES

A resting room, for at least 20 (twenty) people is necessary.

ANNEXE 12. - CHANGING ROOMS

There must be cupboards with keys as well as security staff of the host country, in order to supervise the Changing rooms constantly.

ANNEXE 13. - VIP LOUNGE

The VIP Lounge must be a large and comfortable room with snack bars and fresh drinks.

ANNEXE 14. - EQUIPMENT FOR THE COMPETITION AREA

Each competition area must have the following equipment at least:

- A large table and 6 chairs
- Electrical outlet
- One (1) screen plasma/LCD of 125cm
- 5 blue flags and 5 reds for the Judges
- At least a set of red and blue flags in reserve

ANNEXE 15. - STAFF AND OFFICIAL EQUIPMENT

It will be necessary to provide 4 tables and 8 chairs for the OC and the controllers. They must be far from the competition zones and high, inaccessible to the non-official people. It will be necessary to also provide 5 electrical outlets including:

- One (1) Photocopier format A4/A3.
- One (1) Computer/printing.
- Microphones and loudspeakers.
- Four (4) tables and sixteen (16) chairs for the medical team.
- 2 ADSL Wi-Fi lines, one line for the table of the Organization Commission in the competition zone and the other for the accreditation room during the championships.

A table or tables and chairs for ten (10) people will be needed for the Referee Commission as well as paper sheets and at least two electrical outlets.

A table and three (3) chairs will be needed for the Medical Commission.

A table and five (5) chairs will be needed for the Technical Commission.

All of them must be close and high to ensure their confidentiality and to see the zone of competition clearly.

A specific zone for the Referees will be required with fifty (50) chairs. This zone will be as close as possible to the competition areas.

ANNEXE 16. - OFFICIAL ASSISTANTS

At least twenty seven (27) people will be required by the host country, for the following tasks:

- 1 bilingual general coordinator (at least in English and French)
- Two (2) people for each competition area

- Two (2) people for the Organization Commission
- Two (2) people for the Referee Commission
- Ten (10) people for the control of the access
- Two (2) people for the control of the flags
- Two (2) people for the national anthems
- Four (4) people for the trophies ceremony
- Two (2) translators (English, French)

ANNEXE 17. - VENUE PLAN FOR THE CADETS – JUNIORS – UNDER 21 CHAMPIONSHIPS

