



**WORLD KARATE FEDERATION**

# **WKF GENERAL REGULATIONS FOR COACHES**



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## Preamble:

Coaches are considered one of the important assets in Karate community. It is the duty of the World Karate Federation (WKF) to ensure the quality of coaches participating in WKF events. The coaches' education and certification programme are a crucial tool to keep sustainable development of the coaches excellence level which is normally reflected by the level of participated athletes and level of Karate competitions worldwide as well.

The WKF is working for a safe and healthy environment for all coaches through their education with the latest WKF competition rules, organizational rules, safe sport policy, antidoping rules, ethics, and fair play etiquettes.

To ensure a fair outcome of WKF competitions in line with the professional and ethical foundations, the WKF set a certification programme of well-defined practical procedures to give a fair chance for all Coaches to support their athletes in WKF events while keeping the primary education and capacity building under their National Federation responsibilities.

It is important to note that any coach wishing to obtain a WKF Coach License, or to be part of a WKF event, must necessarily be a WKF member through affiliation to one of our member National Federations (NF). Accordingly, coaches abide by the applicable WKF rules and regulations, including the WKF Disciplinary and Ethics Code. Suspensions of coaches at a national level – duly communicated and substantiated by the relevant NF – will be applied at a WKF level.

The WKF assigned the responsibilities of the coaches' education and certification to the WKF Technical Commission (TC). The WKF Technical Commission in coordination with the Rules and Ranking commission and Referee commission will therefore ensure that the latest information and current applied practices are delivered on time to the addressed coaches. The WKF HQ in coordination with the IT provider and the WKF Technical Commission Chair will keep and monitor the updated database for all registered coaches.

The TC will be fully responsible for the application of this programme with a close monitoring of the Coaches' behaviour by applying effective communication methodologies to ensure a smooth communication between coaches and all WKF entities.



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## Definitions:

**Coach:** Support personnel for the athletes' technical assistance in WKF events, duly registered on the WKF database and affiliated to a WKF National Federation (NF) member, eventually through a NF club.

**Coach Agreement:** Basic description of the coach's scope and functions, and the coach's personal agreement and commitment to the standards set forth in the agreement in consistence with the WKF Disciplinary and Ethics Code.

**Accredited Coach Briefing:** A seminar intended for coaches' education with the latest applied competition rules and regulations, which is held either on-site on the day before the start of WKF events or online through the WKF e-learning platform.

**WKF Event:** Karate competition included in the official the WKF calendar, under the umbrella of the the WKF, of which there are three major event types:

- 1- A series of tournaments organized in a league format, such as Premier League, Series A, and Youth League events.
- 2- Biennial World Championships, namely: Individual World Senior Championships Final Phase, World Cup (Team World Senior Championships), and Cadet, Junior & U21 World Championships.
- 3- Individual World Senior Championships Qualification Phase.

**Suspension:** A period of illegibility during which a coach is not allowed to coach athletes in any WKF events or represent any NFs with any other official role in WKF events.

**Accredited Coach:** A coach having obtained the Accredited Coach Level and therefore eligible to coach athletes during Youth League and Series A events.

**Kata Certified Coach:** A coach having obtained the Kata Coach Certification and therefore eligible to coach athletes in Kata competitions during Premier League, Individual World Senior Championships Final Phase, World Cup (Team World Senior Championships), multisport Games, Cadet, Junior & U21 World Championships, and Individual World Senior Championships Qualification Phase.

**Kumite Certified Coach:** A coach having obtained the Kumite Coach Certification and therefore eligible to coach athletes in Kumite competitions during Premier League, Individual World Senior Championships Final Phase, Team World Senior



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Championships (World Cup), multisport Games, Cadet, Junior & U21 World Championships, and Individual World Senior Championships Qualification Phase.

**Eligibility:** Time duration for which the coach can coach his athletes according to his license level in the corresponding WKF events.



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## License levels

As indicated in the Summary sheet (Annex 1), there are three different coach licenses:

### ***WKF Accredited Coach (ACRC) License***

Requirements:

- 1) Signature of the Coach Agreement (Annex 2)
- 2) Completion of the contents through one of the below
  - a. Attending an onsite Accredited Coach Briefing OR
  - b. Reading the e-learning platform contents and attending the online briefing

Provides access for coaching at:

- 1) Karate 1 – Series A events
- 2) Karate 1 – Youth League events

The ACRC license has a validity of up to three years from the day of briefing (on-line/or on-site). Upon expiry, the applicant must attend a new briefing or have passed WKF Certified Kumite or Kata Coach (KUM/KAT) License, **before** the expiration date of the ACRC License. Attending one WKF event every year after the year of obtaining the Accreditation is mandatory for the continuity of the current accreditation validity.

### ***WKF Certified Kumite or Kata Coach (KUM/KAT) License***

Requirements:

- 1) Valid ACRC license at the time of passing the Kumite or Kata coach exam.
- 2) Successful completion of the exam for the specific license for either
  - a. Kata OR
  - b. Kumite

Provides access for coaching at:

- 1) Karate 1 – Series A events
- 2) Karate 1 – Youth League events
- 3) Karate 1 – Premier League events
- 4) World Championships / Cup
- 5) Karate competitions at Multisport events

The KUM/KAT license has a validity of up to 3 years from the day of passing the examination. Attending one WKF event every year after the year of obtaining the license is mandatory for the continuity of the current license validity. After three years, the



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applicant must repeat the written exam for re-certification or have obtained the WKF Karate Coach (KAR) License, **before** the expiration date of the KUM/KAT License.

### ***Karate Coach (KAR) License***

Requirements:

- 1) Valid Certified both KUM **and** KAT license
- 2) At least 5 years must have passed since the first WKF Kata or Kumite certified License was obtained.
- 3) Participation in at least (four) WKF events in a coaching role in the last 2 years without any declined protests.
- 4) Submission of the following education Certificates
  - a. ADEL (WADA)
  - b. Safe Sport (IOC)
- 5) No record of breach of accreditation agreement for Coaches for past five years.

Provides access for coaching at:

- 1) Karate 1 – Series A events
- 2) Karate 1 – Youth League events
- 3) Karate 1 – Premier League events
- 4) World Championships
- 5) Karate competitions at Multisport events

Additionally, Karate Coaches will be **eligible to become instructors** for WKF development activities, including those under the Olympic Solidarity programmes.

The KAR license has a validity of up to 3 years from the day of approval from WKF, after which it will have to be renewed.

### **Exceptions:**

The Technical Commission may upon proposal of the WKF President and/or Executive Committee, award any of the above Coach Certifications (ACRC, KUM/KAT or KAR) to known experienced Coaches, provided that the candidate signs the Accreditation Agreement for Coaches, has proved the required experience for the certification and has no disciplinary record with WKF.



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## Diplomas

A diploma will be issued to the applicant by WKF for each of the license levels obtained. It will be available for download from the E-learning platform with the applicant WKFID. The original coach diplomas will be issued and sent by post to the corresponding national federations to be distributed to their coaches, upon request only.





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## License Renewal

All license levels have time eligibility up to three years start from the day of issuing the license. Before the last day of the date of expiration, the Coach must submit the request for the renewal of his current license and must fulfil its entire requirement in order to have a new period of eligibility for this particular level.

All coaches who wish to have KAT/KUM License should be in possession of the ACRC License.

KAT/KUM Certified Coaches, who have a current eligible KAT/KUM License and wish to renew it, should submit the request for the renewal with all requirements before the last day of the current KAT/KUM License expiration date.

KAT/KUM Certified Coaches who have a current eligible KAT/KUM License and wish to renew it, do not need to do ACRC briefing, if the two (2) compulsory conditions below are met:

- a. Having a current eligible KAT/KUM License before its expiration date otherwise submitting for ACRC License and then a new examination for KAT/KUM License
- b. To continue in the same track of the current eligible KAT or KUM License before its expiration.

Kata Certified Coaches who wish to have a Kumite License have to submit the request for a new ACRC License before submitting for a Kumite License Examination.

Kumite Certified Coaches who wish to have a Kata License have to submit the request for a new ACRC License before submitting for a Kata License Examination.

Coaches who have both KAT/KUM Certification at the first time they submitted for ACRC License can renew one or both of these KAT/KUM Certifications before the expiring date of one or both of them without the need of a new ACRC License. A new ACRC is mandatory in case of renewal after expiration of KAT/KUM Certification.

Coaches with KAR license should submit a request for renewal of their licenses with the payment of the new WKF fees before the license expiration.



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## Coach Cards

The Coach Accreditation Cards for the Championships will be delivered to those Coaches who obtain some kind of certification during this Coach Programme. The accreditation cards must be carried at all times during the Championships.

In case that the Coach has already the required license level to Coach in this particular event, he should register online during the registration period and will be able to collect his card on the day of registration confirmation and weighting process.

To obtain the cards in any WKF events, coaches should either have the required licences for this particular event and have registered online in the corresponding dates or have attended the course and examinations onsite on the day before this event and are qualified to obtain the cards.



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## Coach Suspension

The WKF Technical Commission may revoke or suspend a certification at any time for any breach of the Accreditation Agreement for Coaches.

Any Coach, previously accredited, or certified, having the accreditation removed, and having been suspended must pass the applicable written examination for certified Kumite or Kata Coach in order to be eligible for re-certification, regardless of any exam that has been passed before.

Any coach, who is suspended for any period, will lose all the licenses he had and must repeat all the levels from the beginning with the entire requirements starting from ACRC License after the suspension period ends.

During the suspension period, the suspended Coach will not be able to coach or participate as a member of delegation with his federation or club in any WKF events, continental events, or multisport games.

Participation in WKF events during suspension period as a member of delegation will lead to further penalties to the offended coach.

Coaching during suspension is considered as a serious rules violation and will be accordingly penalized. National federations are accountable for their coaches' performance and any rules violation.

Suspensions of coaches at a national level, duly communicated and substantiated by the relevant national federation, will be applied at a WKF level.



## General Rules

NF members will be able to submit to get the ACRC License by fulfilling the requirements through online or onsite Accredited Coach briefing.

KAT/KUM Certified Coaches who register in one of WKF events in a particular calendar year cannot perform as a Referee in the same WKF calendar year with the ability to do so at the beginning of the next WKF calendar year.

Referees who wish to coach athletes in any of WKF events are not allowed to take any refereeing roles in any WKF events in the same calendar year and must have the coach licence required for coaching according to these regulations with the ability of refereeing at the beginning of the next WKF calendar year.

All Coach License Levels are valid during the year of obtaining this new license and it is compulsory to attend at least one WKF event in every following years to extend the validity up to the license expiration date and then submitting for renewing this license with its entire requirements before the end of the three years of validity.

Coaches who fail to attend at least one WKF event in any of the following years of getting the licences will automatically lose their licenses by the end of non-attending year and will be required to renew the licence with its new entire requirement.



## Nationality

At the time of receiving his first WKF Coach License, a Coach profile for the relevant Coach will be created in the WKF database under the NF of which he is a member, independently of his nationality (as the nationality of Coaches does not determine or limit his membership to a certain NF).

In case that the Coach later changes the NF he is a member of, this will have to be requested in writing to the WKF HQ ([wkf@wkf.net](mailto:wkf@wkf.net)) for approval and eventual transfer of any valid license to his profile with the new NF.

Coaches cannot change the nationality of issued cards during the competition after confirming the registration or passing the examination for KAT/KUM License onsite.

In world championships, coaches' card will be corresponding to their profile in the WKF database unless the above-mentioned request submitted to the WKF and approved for a nominated coach to coach for another Country before the competition. Coaching at WKF events will follow the general regulations and, in addition to that, particular rules can apply for specific events.

- For the World Championships (see WKF Competition Rules), coaches must belong to the competitor's NF delegation (not necessarily having the nationality of the NF he belongs to). Exceptions to this rule are detailed in the said rules, for Kumite art. 3.12.2.

For Karate 1 events, coaches do not necessarily have to be from the same NF that the athlete belongs to, as the competition is of individual nature. Information of the NF of the coach shall not be displayed (neither during online registration nor on any other records).



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## Duplication

Starting from July 1<sup>st</sup>, 2024 there shall be one unique Coach Profile for each coach in the WKF database, containing all information. Duplications of the Coach profile used for registration of an event shall be the same at all instances. The status of Coaches with more than one profile will be set to “PENDING”, until they address the WKF HQ with copy to their NF in order to provide the necessary detail for validation of the applicable profile, after which any other profile will be invalidated.



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## Communications

The WKF TC in coordination with the WKF HQ will be responsible for coaches' licenses, education, certification, monitoring their behaviour, and effective communication.

There are five main official channels for communication between coaches and WKF for any inquiries, sharing experience, and expressing thoughts as follows:

1. Direct communication with Technical Commission Chairman or members.
2. During Coach Meetings in WKF events.
3. Proposed by National Federation Presidents in yearly congress as due.
4. From President of National Federation of Coach to the WKF HQ.
5. From President of National Federation of Coach to the President of WKF.



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## Issues Not Covered

From time-to-time, situations may occur where the rules fall short of giving specific instructions to resolve an issue. In those cases where an issue in direct relation with Coaches needs to be resolved, the issue shall be addressed to the Technical Commission Chairman for consultation before taking a decision.





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## Annex 1

### Summary WKF Coach Course Programme

	ACCREDITED (ACRC) COACH	CERTIFIED KUMITE OR KATA (KUM/KAT) COACH	CERTIFIED KARATE (KAR) COACH
<b>Requirement</b>	Signature of the Coach Agreement	Valid Accredited Coach License.	Valid Kumite and Kata Coach License
	Completion of the contents (listening / reading)	Successful completion of the exam(s) for the specific license(s): Kata / Kumite	At least 5 years since the first WKF Kata or Kumite Coach License was obtained.
	Attending a briefing (onsite / online)		Minimum 4 WKF events within the last 2 years as coach at WKF events without any declined protests.  Education Certificates <ul style="list-style-type: none"> <li>• ADEL (WADA)</li> <li>• Safe Sport (IOC)</li> </ul>
<b>Grants access to / provides eligibility to</b>	Karate 1 – Series A events	Karate 1 – Series A events	Karate 1 – Series A events
	Karate 1 – Youth League events	Karate 1 – Youth League events  Karate 1 – Premier League events  World Championships  Multisport Games	Karate 1 – Youth League events  Karate 1 – Premier League events  World Championships  Multisport Games  Become an Instructor for WKF development activities, including those under the Olympic Solidarity programmes.
<b>Validity</b>	3 years.	3 years	3 years
<b>Costs</b>	300 EUR presential	350 EUR presential	500 EUR
	350 EUR online	400EUR online	



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## Annex 2



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Member of:  
Global Association of International Sport Federations (GAISF)  
International World Games Association (IWGA)

### ACCREDITATION AGREEMENT FOR WKF ACCREDITED COACHES

The undersigned hereby agrees to conform to the following conditions as a prerequisite for coaching at WKF events and obtaining and maintaining WKF coaching licenses:

As a coach I am responsible for:

1. the safety and well being of all athletes assigned to me by my National Federation, both inside and outside the competition area;
2. the courteous and disciplined conduct of myself and my assigned athletes, both inside and outside the competition area;
3. the adherence of myself and my assigned athletes to instructions given by the referee or other empowered tournament officials;
4. the adherence of myself and my assigned athletes to the current WKF anti-doping rules;
5. to keep myself abreast of current competition rules and ensure that my assigned athletes abide by the same rules & WADA code;
6. avoiding protests without basis in the rules;
7. to adhere to the WKF Athlete Safeguarding Policy without compromise in the fight against harassment and abuse towards athletes.

I hereby confirm that I understand that by non-compliance of this Accreditation Agreement may forfeit my right to coach at WKF events, and that such non-compliance may result in the revocation or suspension of any coaching license issued to me by the WKF, based on the decision of the *Technical Commission*.

NAME: .....

NATIONAL FEDERATION: .....

Date: ..... Signature: .....