



WKF ORGANISING RULES



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GENERAL

The WKF Organising Commission (from now on OC) headed by its Chair will be in charge of supervising the organisation and running of all World Championships, Senior Individual Senior World Championships - Phase 1 "Qualification" & Phase 2 "Final Phase", World Senior Team Championships, and Cadet & Junior and U21 World Championships.

The host National Federation (NF) must conform to the enclosed Rules. Any deviation from these Rules will have to be reported on time from the organisers to the WKF OC Chairman, who will take the final decision in agreement with the WKF President and General Secretary.

The WKF OC will be composed of the Chairman, who will be appointed by the WKF Executive Committee (from now on EC), plus a maximum of five (5) members, that the OC Chairman may propose for each Championships, to the WKF President, who may appoint them.

The present rules are for application to all WKF official events organised by the WKF, although specific provisions may apply as specified in separate rules, such as the Karate 1 – Premier League events, where a specific WKF Event Supervisor will be appointed by the WKF President.

Any contradictions found in these Rules will be finally settled by the WKF EC.

1.- SITE AND DATE

- 1.1. NFs interested in being host of a WKF event may send a candidature dossier to the WKF HQ.
- 1.2. The WKF will approach proactively any National Federation(s) deemed suitable for the organisation of a specific event, including but not limited to:
 - Individual World Senior Championships
 - Phase 1 "Qualification"
 - Phase 2 "Final Phase"
 - Team World Senior Championships
 - World Junior, Cadet and U21 Championships
 - WKF Karate 1 events (Premier League, Series A, Youth League)

In the case of the World Championships, initially a shortlist with maximum two-three National Federations should be prepared in order of preference and then the WKF would negotiate with the first National Federation on its list. If an agreement is not reached, only then negotiations would open with the second country.

After a satisfactory agreement is reached with a National Federation, the WKF EC will be informed of the main aspects of the potential host, as well as the conditions agreed upon with the National Federation and will confirm their approval of the proposed host National Federation. This decision will subsequently be ratified by the next WKF Congress, preferably 4 years in advance but no later than 2 years in advance of the corresponding competition to be hosted.



For other events, such as WKF Karate 1 events, once an agreement is reached satisfactorily with a host NF, the WKF EC will approve the event for inclusion in the draft calendar of the subsequent year.

- 1.3. The host NF must notify the WKF HQ at least 2 (two) years in advance of the precise date and venue of the World Karate Championships. Failure to do so can result in the EC taking the Championships away from the designated country. Immediately after notification of the precise date and venue for the event, 3 (three) persons designated by the WKF will make a visit to the host city where a general organisational outline of the Championships will be presented and agreed upon, including the HQ hotel and the venue.
- 1.4. The World Cadet & Junior and U21 Championships are held every two years and shall take place in October of the designated year. The Individual and Team World Senior Championships shall take place in November (with Individual World Senior Championship - Phase 1 "Qualification" in October) and alternate yearly so that each are held every two years, respectively. . Any exception to this will have to be expressly authorised by the Executive Committee.
- 1.5. The site of a World Championships shall be located no more than 60 (sixty) kilometres from an international airport which receives regular direct flights from other countries. Any exception to this will have to be expressly authorised by the Executive Committee.
- 1.6. The country of the NF selected by the WKF for an official WKF event must be able to guarantee access to the whole of the WKF membership eligible for that event.
- 1.7. Event Bulletin

This bulletin will be prepared by the host NF following the WKF bulletin template (this will be provided to the host NF in due course). Latest one (1) month prior to the date established for the publication of the event bulletin, the host NF must send the completed bulletin draft to the WKF HQ for review and distribution to WKF members.

World Championships

No later than nine (9) months before the date of the scheduled Championships, the WKF HQ must send out the first information Bulletin to all WKF member countries.

No later than two (2) months prior to the event, a second bulletin must be circulated with the final updates and information relating to the event.

WKF Karate 1 events

Please refer to specific organising rules for Premier League, Series A and Youth League events respectively.

- 1.8. The Championships will be under the overall control of the WKF OC or WKF Event Supervisor, which represents the WKF EC.
- 1.9. The host NF (Organising Federation) is responsible for the in-country arrangements for the Championships and not with the duties of the OC and the actual running of the Championships itself.



The host NF will select, if possible, a maximum of 5 (five) hotels for all members of the participating delegations, of which one of them will be the headquarters hotel. The names of the hotels selected must be passed on to the WKF OC for ratification, and once ratified will become the Official Hotels for the competition.

The Championships must be organised according to the WKF Rules. The competitions programme must be approved by the OC.

- 1.10. The host NF will not be held responsible for any participating NF which fails to comply with the deadline for reservations and registration.

If a participating NF chooses any hotels other than those selected by the host NF, the host NF will bear no responsibility arising from such a choice.

2.- COMPETITION VENUE

2.1. Availability

The venue must be available at least 1 (one) day before the first day of competition.

2.2 Arena Dimensions

The competition arena must be large enough to accommodate the following number of tatamis for the different competitions:

- Cadet, Junior, and U21 World Championships: 6 (six) for eliminations and 3 (three) for medal bouts. (Annex I)
- Individual World Senior Championships:
 - o Phase 1 "Qualification": 6 (six) (Annex II)
 - o Phase 2 "Final Phase": 4 (four) for eliminations & 1 (one) for medal bouts (Annex III).
- Team World Senior Championships: 4 (four) and 1 (one) medal bouts (Annex IV)
- Karate 1 events: please refer to Premier League, Series A and Youth League organising rules, respectively.

The total dimensions of the competition area must be at least 56 metres x 38 metres and must be organised according to the map included in Annexes I-, II, III.

Each competition area measures 8 x 8 metres and is surrounded by a further 2 metres wide safety area, therefore it is necessary to allow 12 x 12 metres per area.

The tatami mats must be WKF approved.



2.3. **Scoreboards and countdown clocks**

Each competition area must be equipped with 2 LED Screens with a minimum size of 55" and adapted to the requirements of the WKF software provider. Additionally, for events with TV broadcasting, it is compulsory that 4 LED Video Walls (minimum 10m x 1m) are provided for the medal bouts of which (6m x 1m) will be used as the scoreboard.

Each of the match areas must be furnished with a countdown clock, indicating the time in minutes and seconds.

2.4. **Equipment on competition area**

Each match area must have the following minimum equipment:

- a large table and 6 chairs
- Power supply
- 1 (one) Kumite and Kata Scoring Set as defined in their respective competition rules
- At least 1 (one) spare Kumite and Kata Scoring Set
- Stopwatches
- Bells / buzzers

2.5. **Field of play general layout**

Score Table

There should be 1(one) table 8 meters long with 9 chairs per tatami for the scoring table staff.

Central Table

The central table shall be divided into 2 level with a length of 20 meters and equipped with 20 chairs per level. They must be elevated to ensure privacy and allow a clear view of the competition areas. The central table and its access must comply with host country building codes and standards.

Upper-Level Chair Designation :

- 4 Executive Committee
- 4 Referee Commission
- 4 Technical Commission
- 2 Athlete Commission
- 2 Entourage Commission
- 1 Sports Commissioner

Lower-Level Chair Designation :

- 2 Medical Commission
- 2 WKF Media
- 5 WKF Organizing Commission
- 6 Scoring and Timing Staff
- 3 Local Organizing Host Staff



The above-mentioned seating allocations may be altered by the WKF OC Chairman depending on the conditions of the competition venue and the development of the competition.

Power supply for 5 (five) connections must be provided, together with the following items:

- 1 (one) A3 photocopy machine.
- 1 (one) computer / printer.
- Microphone and tannoy system.
- four (4) independent (wire connection) ADSL lines with Username and password for the Internet access; one dedicated to the OC table in the sport hall

Referee Standby Area

There must be a separate area for Referees with seats for the referees who intervene actively in the competition. This area will be as close as possible to the competition areas.

2.6. Spectator Seating

World Championships

The spectator seating capacity will be at least of 5000 spectators for the Cadet & Junior and U21 and of 8000 spectators for the Seniors. The host NF will arrange the necessary seats for referees, coaches, competitors and members of the official delegations according to Article 13; this will be arranged in agreement with the WKF OC.

Also, the host NF will allow in the authorities' area seats for the WKF EC plus the WKF special guests in a number to be agreed between the host NF and the WKF in function of the authorities' area capacity.

Additionally, to all the above, the host NF will reserve for the WKF, close to the authorities' area, a capacity of at least 300 seats, to be used at the exclusive discretion of the WKF for designated accredited groups. This area will also count with security measures to assure its adequate use. The number of 300 may be extended up to 400 in function of the capacity limitations of the authorities' area.

Only during the eliminations, seats in the spectators' area have to be reserved for attending accredited coaches near to the competition area, so that they will be able to follow the development of the competition prior / after the bout of their respective athlete.

WKF Karate 1 events

The spectator seating capacity will be at least of 2000 spectators. Seating must be reserved for VIPs, referees, coaches, and competitors.

2.7. Stadium Rooms

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



WARM-UP (& WAITING) AREA

A room with enough free floor space for a minimum of the same number of competition areas in the FoP for competitors to practice inside the stadium. This area must be provided with Tatami mats. There must be a communication system between this room and the competition area.

There shall be controls at the warm-up area so that only competitors competing in the current category and their accompanying coach for that category may enter. A maximum of one coach per athlete will be permitted according to the official competition programme. The doctor / physiotherapist of that competitor will also be able to accompany them.

The other coaches will have to remain in the teams' seats area in order to avoid interference with the rest of competitors and an overcrowded warm-up area.

Four (4) screens on the warm-up area and waiting area must feature prominently, charting the progress of matches in every area. A master chart is to be posted in the hotel the evening before each event. A duplicate will be placed at an accessible spot in the arena, where it may readily be seen by competitors and coaches.

WEIGH-IN

1 (one) room for men and 1 (one) room for women with separate entrance and exit must be provided. In each room, one (1) large table and 12 (twelve) chairs shall be supplied per room. Two (2) accurate scales will be required, as backup to the electronic WKF approved scales provided by WKF. At least 4 (four) staff from the host NF shall be supplied to control the entrance and exit of competitors.

PRESS & MEDIA (see art. 17 below)

MEDICAL & ANTI-DOPING

The Medical Room shall be separate from the Doping Control Station and must have at least a secure refrigerator for the samples, washing facilities and a clean water supply. The host NF must ensure that the Anti-doping room (Doping Control Station) is fully equipped according to the WKF Anti-Doping Rules (see Annex V).

OFFICIALS & REFEREES

An adequately sized restroom for at least fifty (50) persons must be provided for officials & referees.

The seating area for the officials & Referees must be constantly monitored by stewards and security to avoid unwarranted intrusion.

CHANGING ROOMS

Sufficient changing rooms and secure locker facilities for the competitors, with separate female and male rooms.



Security staff, provided by the host NF, must patrol the changing rooms at all times.

VIP AREA

The VIP Area must be a lounge-type room of comfortable and spacious proportions, with snacks and refreshment facilities.

The access to the VIP Area will be defined by the accreditation and must be constantly monitored by stewards and security to avoid unwarranted intrusion.

EXECUTIVE COMMITTEE / MEETING ROOM

A room with internet access, a table and seating for 30 (thirty) people in a quiet location of the venue. This room needs to be available throughout competition time for any Executive Committee or other meetings.

An additional room for the WKF Treasurer will be available. This room should have internet access and be equipped with a table and chairs for 4 people and a printer.

2.8. National Flag

The National flag of each country should be exhibited, together with the official WKF flag. National Anthems must be available on fast recall. The host NF shall gather flags of all participating countries of the same size and type, which shall be the same ones used for the opening ceremony parade.

2.9. Podium

A winner's podium should be provided, and the OC must make proper arrangements for the presentation of prizes (see official medal ceremony). The podium must be adapted to the Para Karate modalities by providing wheelchair access compliant to the host countries security codes and standards.

2.10. Training

Adequate separate daily training facilities for the competing NFs and athletes prior to the beginning of competition.
In the case of the World Championships, this shall be available from at least 4 (four) full days before the start of the event.

3.- HEADQUARTERS AND OFFICIAL HOTELS

- 3.1. The designated hotels must be approved by the WKF OC. The hotels shall be of reasonable quality. The hotel chosen as the headquarters, should have available a minimum of 250 (two hundred and fifty) rooms for the duration of the Championships.



- 3.2. The hotels shall be of a good standard and priced in realistic context with national rates. The host NF may not arrange for delegations to be surcharged for their usage of the designated hotels. On the contrary, efforts must be made by the host NF to obtain a reduced price.

The host NF must not intervene between the hotels management and the delegations unless it can prove that by so doing, it is able to secure a more favourable rate. Any Organising Federation found in default of this regulation shall forfeit its surety to the WKF, and the case examined by the Disciplinary Commission.

- 3.3. The hotel rates must be given, at least, on a bed & breakfast basis, individual and double occupation, and per night, without including any other concept (transport, hostesses, translations, etc.). Also, the prices must be given in the local currency, stating the exchange rate between the local currency and the EURO (EUR) at the time of the quotation.

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

- EXECUTIVE COMMITTEE
- WKF COMMISSIONS
- WKF DESIGNATED LIST OF PERSONS

It may also be used for delegation members, provided that all official Commission members have been given priority bookings.

4.- TRANSPORT

- 4.1. The host NF must offer transport from the headquarters and official hotels to the stadium and return for all delegations and individuals which made the hotel reservation through the official travel agency.

The host NF will also do their best to arrange, upon demand, the transportation of the delegations from the airport to the hotel. This service will be quoted and accordingly charged.

The host NF must also provide separate transport for all Executive Committee, Commission members and persons from the WKF designated list from the airport to the hotel and return according to the list provided by the WKF. Likewise, dedicated transport must be provided for all WKF EC, WKF Commission members and persons on the WKF designated list of persons for their official duties from the hotel to the stadium and return during the Championships. The schedules will be coordinated by the respective Chairman with the host NF, under the general coordination of the OC Chairman.

It will have to provide separate transport for the competitors passing the doping control all the competition days.

- 4.2. The President, **or in his absence the acting President**, the General Secretary and the Treasurer will each have a car with driver **available set up, free of charge, by the host NF and available during the whole duration of their stay at the Championships.**



- 4.3 The other **EC** members will have available minibuses in the number necessary for an aggregate capacity for 25 people for the transport between the HQ hotel and the stadium and return during the whole duration of the Championships.

There will be a shuttle bus service between the HQ hotel and the stadium during the whole duration of the Championships.

5.- **REGISTRATION AND ACCREDITATION**

- 5.1. At registration, accreditation cards will be issued bearing a recent passport type headshot photograph of the accreditation holder. The photograph on the athletes accreditations must be up to date and make the athlete identification feasible at all times. Delegations shall receive at this time their corresponding accreditation cards for athletes and officials.

The accreditation of the countries' delegations will take place during registration. The WKF Organising Commission will register by priority those delegations which have completed registration via the WKF online system.

The accreditation of the host country LOC and staff, as well as the NF and its guests, the WKF family (WKF EC, Commissions, accredited guests) will take place at the registration room at least two (2) hours prior to the beginning of the official registration.

The accreditation card must be carried at all times during the Championships, as well as all WKF activities, such as briefings, etc.

During the competition there will be an accreditation desk (a room at the entrance of the venue, with supply of electricity and internet line) in the Sports Hall for incidences with accreditation cards that may arise after the official registration session.

5.2. **Accreditation Procedure**

The Accreditation Card shall contain at least the following particulars:

For all:

- * Photograph
- * Given Name and Surname
- * Nationality

Athletes:

- * Competition category (incl. male/female, weight, discipline)
- * Days of Access to Warm up Area

Coach:

- * Coach Licence (Kumite vs Kata, Level)

Others:

- *Role (NF President, Referee, Doctor, Technical Director etc.)



Access Areas

- Full Access
- VIP Area
- Competition Area
- Press Area
- Team Seats
- Warm-up Area
- Judges & Referees

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

The cards issued to competitors at registration are, prior to each bout, handed to the table officials. Also, doctor's and referee's comments will be held digitally in the competitor's championships history.

Competitors, officials, or any member of a delegation who do not conduct themselves properly may be reported to the Disciplinary Commission which is empowered to take disciplinary action against offenders. Competitors and officials are reminded that they must not smoke on the areas. They must also have a correct attitude in every moment.

5.2. **Required Equipment to be provided by the LOC.**

The below equipment will have to be in the registration room during registration days and in the competition area (in a special room for accreditation with power supply) during world championships.

For Registration

Sufficient secretarial staff and clerical officers to administer the registration.

- Two (2) A4 & A3 Photocopy machines (fast, professional type).
- One (1) PC with preinstalled windows (English edition).
- Two (2) A4 Laser Printer equipped with a USB interface and available drivers for printers. The printing speed must be at least 10 pages per minute.
- Two (2) spare (extra) toners & drum for the above laser printers.
- Two (2) USB printer cables.
- Five (5) boxes (10.000 pages) of A4 size paper 80 gr.
- Three (3) multi-socket gadgets with positions for 5 plugs.
- Two (2) heavy duty staple guns with adequate staples.
- Two (2) pairs of large sharp scissors.
- Two (2) perforators.
- A selection of pens, pencils, permanent markers, correction fluid, paper clips and glue sticks.

Accreditation

- Subject to the event 1000 - 3.000 lanyards for the accreditation cards, one (1) metre long each.



- A selection of pens, pencils, permanent markers, correction fluid, paper clips and glue sticks.
- Three (3) heavy duty staple guns with adequate staples.
- Three (3) pairs of large sharp scissors.
- Two (2) perforators.

- 5.3. No entry should be registered by the OC unless first cleared by the WKF Treasury with evidence that the WKF membership fees and the event registration fees are fully paid. Evidence of nationality must be produced in respect of all the competitors.
- 5.4. The registration documents and all paperwork concerned with the Championships must be written at least in English.
- 5.5. The host NF is responsible for providing free of cost and charge venues for the Referee Course, meetings of the EC and WKF Commissions, as well as other WKF activities and official meetings organized at the occasion of the Championships (see detail in art. 6. Meetings). Furthermore, any necessary meeting rooms / spaces as requested by the OC Chairman for other commissions will have to be provided by the host NF. These will have to be equipped adequately and according to the request of the OC Chairman.
- 5.6. Codes are used during the Championships; these shall be of 3 letters and strictly in accordance with the IOC designation for that country. It will be mandatory to provide the competitors with a back patch with the three-letter country code and an identification number for all Senior Championships and during all bouts for medals.

6.- MEETINGS

- 6.1. The WKF OC will submit, 4 (four) months prior to the event, the number of rooms and space needed, according to the official events programme. These rooms shall be furnished with adequate tables and seating for the number of people, according to the detailed capacity indicated in the table below and shall be in a quite location of the HQ hotel.

At a World Championships event at least the following spaces will be needed in the HQ hotel:

<u>MEETING / COMMISSION</u>	<u>CAPACITY/SIZE</u>
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<i>EXECUTIVE COMMITTEE</i>	<i>30 People</i>
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Simultaneous translation in English, French and Spanish must also be provided by the host NF.

<i>REFEREE COMMISSION</i>	<i>16 people</i>
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One (1) A4 laser printer equipped with a USB interface and drivers for the printer shall be provided. The printing speed must be at least 10 pages per minute. One (1) spare toner & drum for the above laser printer.



<i>TECHNICAL COMMISSION</i>	10 People
<i>ORGANISING COMMISSION</i>	10 People
The room needs to be reserved all day long during the 4 (four) days before the start for the competition.	
<i>ATHLETES' COMMISSION</i>	6 People
<i>ATHLETES' ENTOURAGE COMMISSION</i>	6 People
<i>MEDICAL COMMISSION</i>	5 People
<i>REFEREE COMMISSION</i>	12 People
<i>REGISTRATION</i>	180 m ² minimum
<i>SPORTS COMMISSION</i>	5 People
<i>COMPETITION RULES COMMISSION</i>	12 People
<i>OLYMPIC PLANNING COMMISSION</i>	10 People
<i>RULES & RANKING COMMISSION</i>	5 People
<i>PARA-KARATE CLASSIFICATION (Seniors)</i>	10 People
<i>CONGRESS* (CJU21 World Championships)</i>	250 People

* The EC may decide to have the Congress during the Individual World Senior Championships – Phase 1 "Qualification" or Phase 2 "Final Phase".

The room should be in the headquarters hotel. If not, as close as possible, in which case transport must be provided by the host country from the official hotels and return. Simultaneous translation in English, French and Spanish must also be provided by the host NF.

Enough seating for 250 people with a podium or stage for 30 (thirty) members of the EC in 2 (two) rows.

<i>REFEREE COURSE (see art. 8)</i>	250 People
<i>COACH MEETING & REFEREE BRIEFING</i>	400 People
<i>REFEREE & COACH EXAMINATION</i>	250 People

If there is no availability, the OC may consider the convenience of holding some of the above activities in a different venue. This will however be subject to express authorization from the WKF OC to the Local Organizing Committee (LOC).



- 6.2. In addition to what described above, a meeting room for a capacity of 30 (thirty) people should be kept available throughout all the championships.
- 6.3. Throughout the Championships, the host NF must provide an enquiry desk (in the headquarters hotel before the start of the competition and in the Sports Venue during the competition days) to deal with problems faced by participating NFs. This shall be a non-stop operation from 8.00 am until 22.00 pm. or in accordance with the whole competition timetable, as agreed by the OC.

7.- RESPONSIBILITIES OF THE HOST COUNTRY DOCTORS

- 7.1. A meeting between the Referee Commission Chairman and the medical local staff must be held the day before the start of the competitions in order to familiarise as necessary with the Competition Rules.
- 7.2. All the medical staff participating in the event must have the prior approval by the WKF Medical Commission. Therefore, they must send to the Medical Commission Chairman a copy of their CV including their experience in Karate Competitions at least 3 (three) months before the Championships start.
- 7.3. A minimum of one doctor per competition area is required for the duration of the Championships, plus adequate qualified first aid staff.
- 7.4. Two (2) standby ambulances with medical staff for emergencies must be supplied and be available throughout the competition schedule. The ambulances shall have oxygen equipment.
- 7.5. All the local doctors must be competent in at least English.
- 7.6. An Anti-Doping testing unit (Doping Control Station) conforming to WKF Anti-Doping Rules must be available and operative, the expenses for the unit to be met by the host NF (see Annex V). For any other queries and responsibilities, refer to the WKF Anti-Doping Manager.
- 7.7. The host NF shall provide information to all the delegations about the Health Care System in the country, including a list of the hospitals to which referral of potential patients is recommended. At the same time, a Doctor must be on call by telephone, to assist the members of the different delegations in case of any problem. The doctor's telephone number must be clearly available in the information file sent to every participating NF.

8.- THE REFEREE COURSE

- 8.1. A total of 2 Referee Course per year will be held. 1 (one) RC will be held at the Cadet, Junior, & U21 World Championships, while another will be held at a Karate 1 event. If there is no CJU21 World Championships that year, then 1 will be held in the Individual World Senior Championship - Phase 1 "Qualification" and the other in a Karate 1 Event.
- 8.2. There must be adequate seating for at least 250 (two hundred) people plus enough floor space for one (1) full competition area equipped with electrical connections for the eight (8) examiners' laptops.



Material to be provided by the host NF

2 Kumite and Kata Scoring Sets
10 blue belts
10 red belts
2 chronometers
2 bells or buzzers
2 official scoreboards

Also at least 30 (thirty) black belt active competitors will have to be present during the Referee course, to perform Kumite. All must be prepared according to WKF competition rules (karate-gi, gum shields, mitts, etc.)

- 8.2. Adequate seats and tables for two hundred and fifty (250) people must be available for the referees' examination, with separate seating for the Referee Commission. Also, an LCD projector with connecting cables for a lap top computer and a suitable large screen together with at least 2 microphones. The room must be available according to the official program.
- 8.3. A most important task of the host NF in connection with the RC is liaison. It is therefore a requirement that liaison officers are appointed by the host NF to work with the RC members.
- 8.4. Further to this, the host NF must provide 2 runners for the exclusive use for the Referee Commission during the Championships.
- 8.5. The host NF is required to provide a free meal every 4 (four) working hours and a continuous supply of free hot and cold drinks to the members of the working WKF Referee Commission during their working schedules. For the referees as well as the candidates attending the referee course, a supply of free hot and cold drinks and snacks will be provided by the host NF during the breaks of the referee course.
- 8.6. Transport for the referees to the Referee Course and return must be provided. If the Course was organised in a different location than the HQ hotel. The transport will be offered exclusively from the HQ hotel.

9.- THE DRAW

- 9.1. The draw will be made by the OC publicity.
- 9.2. The draw must be performed by using the WKF computerised draw system, according to the seeding applicable for the specific event and category as indicated in the respective Competition System.
- 9.3. Entries for the draw will be those taken from the final registration entries at closure of the official registration session.



10.- PRIZES

- 10.1. These are to be provided by the host NF. In individual events the first prize will be a gold medal, the second prize a silver medal, and the third prizes bronze medals.
All members of the placed Kumite and Kata teams (including the coach) should receive a medal plus one trophy for each team in the World Cadet, Junior & U21 Championships.
- 10.2 In identifying with the Olympic ideal, Karate will only provide high quality gold, silver and bronze medals for the individual categories. The medals will inscribe the WKF logo, the name of the Championships and the position obtained in every discipline and category.
- 10.3 In the World Cup all members of the Kumite and Kata teams (including the coach) should receive a medal and only the winner team will receive the WKF official trophy.
- 10.4 Diplomas. The host NF will provide for each participating competitor a participation diploma, upon request.

11.- FOOD REQUIREMENTS

- 11.1. The host NF is not obliged to provide food to competitors. Any assistance provided in this respect is a courtesy.
- 11.2. The host NF is required to provide a free meal every 4 (four) working hours and a continuous supply of free hot and cold drinks and snacks during their corresponding working schedules and during the competition schedule of the championships to the following:
 - members of the working WKF commissions
 - Doctors
 - working WKF officials

For the referees as well as the candidates attending the referee course, a supply of free hot and cold drinks and snacks will be provided by the host NF during the breaks of the referee course. During the duration of the competitions, referees attending the competition will be provided with a continuous supply of free hot and cold drinks, snacks and lunch.

Referees working during the bouts for finals and bronze medals, should also be provided by the host NF with a meal.

- 11.3. The members of the WKF EC and the working members of other Commissions must be provided with food by the host NF. Owing to the nature of their work, a separate meal service must be provided by the host NF, so they do not have to queue.



12.- FINANCIAL RESPONSIBILITIES

12.1. The host NF, in addition to the preparatory visit included in 15.1 & 15.2. must meet the following expenses.

A) Junior & Cadet and U21 Championships

A1) Event fee

An event fee has to be paid to the WKF Treasury a third part at the time of formalisation of the agreement described in 12.3 and the rest, within the first month of the year in which the event will be organised. The amount of this event fee will be fixed from time to time by the Executive Committee. The details of payment will be also included in the agreement to be reached as stated on Art. 12.3.

A2) Travel

A 35.000 (thirty-five thousand) EUR payment to WKF Treasury for flight tickets provision, plus the local transport necessary for the individuals designated by WKF for these flight tickets. This amount will be updated from time to time by the Executive Committee.

A3) Accommodation

Accommodation on a bed and breakfast and single room basis in the headquarters hotel for a total of 320 nights for those individuals designated by the WKF.

A4) Meals

A total of 320 units for lunch and 320 units for dinner for those individuals designated by the WKF (under A2).

B) Individual World Senior Championships – Phase 1 "Qualification"

B1) Event fee

An event fee has to be paid to the WKF Treasury, a third part at the time of formalisation of the agreement described in 12.3 and the rest, within the first month of the year in which the event will be organised. The amount of this event fee will be fixed from time to time by the Executive Committee. The details of payment will be also included in the agreement to be reached as stated on Art. 12.3.

B2) Travel

A 15.000 (fifteen thousand) EUR payment to WKF Treasury for flight tickets provision, plus the local transport necessary for the individuals designated by WKF for these flight tickets. This amount will be updated from time to time by the Executive Committee.



B3) Accommodation

Accommodation on a bed and breakfast basis in the headquarters hotel for a total of 200 nights for those individuals designated by the WKF.

B4) Meals

A total of 200 units for lunch and 200 units for dinner for those individuals designated by the WKF under B2.

C) Individual World Senior Championships – Phase 2 “Final Phase”

C1) Event fee

An event fee has to be paid to the WKF Treasury, a third part at the time of formalisation of the agreement described in 12.3 and the rest, within the first month of the year in which the event will be organised. The amount of this event fee will be fixed from time to time by the Executive Committee. The details of payment will be also included in the agreement to be reached as stated on Art. 12.3.

C2) Travel

A 35.000 (thirty-five thousand) EUR payment to WKF Treasury for flight tickets provision, plus the local transport necessary for the individuals designated by WKF for these flight tickets. This amount will be updated from time to time by the Executive Committee.

C3) Accommodation

Accommodation on a bed and breakfast basis in the headquarters hotel for a total of 360 nights for those individuals designated by the WKF.

C4) Meals

A total of 360 units for lunch and 360 units for dinner for those individuals designated by the WKF under B2.

D) World Cup

D1) Event fee

An event fee has to be paid to the WKF Treasury, a third part at the time of formalisation of the agreement described in 12.3 and the rest, within the first month of the year in which the event will be organised. The amount of this event fee will be fixed from time to time by the Executive Committee. The details of payment will be also included in the agreement to be reached as stated on Art. 12.3.



D2) Travel

A 35.000 (thirty-five thousand) EUR payment to WKF Treasury for flight tickets provision, plus the local transport necessary for the individuals designated by WKF for these flight tickets. This amount will be updated from time to time by the Executive Committee.

D3) Accommodation

Accommodation on a bed and breakfast basis in the headquarters hotel for a total of 360 nights for those individuals designated by the WKF.

D4) Meals

A total of 360 units for lunch and 360 units for dinner for those individuals designated by the WKF under B2.

E) Karate 1 Events

For details referring to the event fee, travel cost requirements, as well as accommodation, please refer to specific Premier League, Series A or Youth League organising rules.

12.2. Surety for World Championships

Any NF which has been successful in bidding and having been awarded the right to host a WKF official event is liable before WKF from the moment of such award for a surety that must be paid within the deadline of 3 (three) months after the award of the event, at the time of formalisation of the agreement described in 16.3 The amount of the surety will be fixed from time to time by the Executive Committee.

In the case of non-payment of the surety on time, the WKF will be free to withdraw the rights of the event in question and award them to another NF. The failing National Federation will in any case remain obliged before the WKF to pay to the WKF Treasury the whole amount of the surety. In the case of the WKF withdrawing the rights or when a NF gives up to host an event awarded by the WKF, the EC, taking into account the circumstances arising, will decide on the period of ineligibility for hosting a World Championships or other WKF official events, as well as on its responsibility on any mitigation measures required.

The surety will be returned 90 (ninety) days after the event has taken place. In the case of disputes on the surety, these will be settled in the first instance by the EC and in the second and last instance, if the host NF appeals, by the next WKF Congress following the event.



12.3. Event fee

An event fee is applicable for any NF which has been successful in bidding for an official WKF event and having been awarded the right to host the said WKF official event. The host NF is liable before WKF from the moment of such award for an event fee that must be paid after the award of the event, respecting the timeline as detailed in the signed agreement with WKF. The amount of the event fee will be fixed from time to time by the Executive Committee.

In the case of non-payment of the event fee on time, the WKF will be free to withdraw the rights of the event in question and award them to another NF.

12.4. The host NF must arrange for the analysis of the amount and type of anti-doping samples communicated by the WKF Anti-doping Managers prior to the event. This will be based on the approved annual WKF Testing Calendar.

12.5. Participation fees for NF delegations will be applicable as per the WKF Fees and Conditions, which is circulated to NF members for each season. No other participation fees may be levied by the host NF on delegations.

13.- STAFF REQUIREMENTS

There must be at least a team supplied by the host NF, for at least the following tasks:

- 1 general liaison bilingual coordinator (at least in English and French)
 - 4 (four) people for each competition area
 - 2 (two) people for the Organising Commission.
 - 2 (two) people for the Referee Commission.
 - people for access control (TBD, according to the venue)
 - 3 (three) people for the flag control.
 - 2 (two) people for National Anthems.
 - 4 (four) people for medal ceremonies.
 - 2 (two) translators (for English / French, English / Spanish)
- 13.1. Staff at venue

- Sufficient trained timekeepers / scorekeepers (minimum 2 (two) for each competition area to manage all areas for the entire event.
- Sufficient experienced controllers to provide for the full charting of the match in English language.
- Sufficient stewards and security people to prevent the entrance of unauthorised persons and to provide an uncluttered arena.
- Security personnel for securing the rooms at the venue, as per art. 2.3. Stadium rooms.



14.- LIASON

- 14.1. The operation of the Championships is the responsibility of the WKF OC who will take any necessary action.

Official site visits for coordination of the preparations between the WKF OC and the LOC shall take place to ensure that all requirements are being met.

14.2 **World Championships**

Between twenty (20) and eighteen (18) months before the event, a visit of 3 (three) persons designated by the WKF will be made on the site of the Championships. An official report from this visit will be issued by the OC Chairman to the WKF President. This report will at least contain the control of all those points, Article by Article, included in these rules and affecting the requirements of the event.

In addition, the Chairman of the WKF Organising Commission or a nominee thereof shall inspect the proposed Referee course venue and headquarters hotel. At this time, the host NF will receive a detailed briefing on requirements and details for the course and examinations. A report of this meeting will be lodged with the Referee Commission Secretary.

For this meeting, the host NF will be responsible for all travel, accommodation, food and other local expenses of the three (3) individuals designated by the WKF.

During this visit to the host country the OC member must be satisfied that all arrangements are properly made for the smooth running of the event.

Between six (6) and three (3) months before the event, a new visit of 3 (three) persons designated by the WKF will be made. The host NF will be also responsible for the full expenses of this second visit.

It is the OC's role to check all details relating to the entire event. In accepting the mandate to host a WKF Championships, the host NF accepts the authority of the OC in all matters pertaining to the running of the event.

**15.- NF OFFICIAL DELEGATION**

Position	No. of accreditations
President	1
President Accompanying Person	1
Technical Director / Sports Director	2
Competitors	1 per category
Referees	No max. number
Doctors / Physios	
i. 10 entries or less	2
ii. 11-15 entries	3
iii. 16 entries or more	4
Para Karate Coaches	
iv. 10 entries or less	2
v. 11-15 entries	3
vi. 21-25 entries	4
vii. Assistants (for specific athlete during his bout only)	1 per competitor

Coach

Each NF may have 2 coaches per category (Kumite, Kata, Team Kumite, Team Kata) per gender (Male, Female), and per age category (Cadet, Junior, etc.) where they have a registered athlete in the following World Championships.

Event	Category	No. of accreditations
Cadet, Junior & Under 21 World Championships	Cadet kumite	2
	Junior kumite	2
	U21 kumite	2
	Cadet kata	2
	Junior kata	2
	U21 kata	2
	Teams' kata	2
Individual World Senior Championships - Phase 1 "Qualification"	Senior Kumite	2
	Senior Kata	2
Individual World Senior Championships - Phase 2 "Final Phase"	Senior Kumite	2
	Senior Kata	2
World Cup	Senior Team Kumite	2
	Senior Team Kata	2



16.- IMAGE, ADVERTISING AND COMMERCIAL RIGHTS IN WKF OFFICIAL EVENTS

- 16.1. All the TV, video, webcasting, photography, internet, etc. rights are the exclusive property of WKF. The WKF will provide the official music for the event through the software provider and shall be played exclusively throughout the duration of the event.
- 16.2. All the advertising, image, and commercial rights (competition area, official tables, participants, etc.) are the exclusive property of the WKF.
- 16.3. Within one (1) month after the awarding of the Championships, the WKF will forward a proposal to the relevant host NF, establishing the possible concession of image rights and publicity areas and the conditions associated for the said concession. Should an agreement be reached, it shall be formalised between the host NF and the WKF within the deadline of 3 (three) months after awarding the Championships.
- 16.4. The branding and advertising areas and or elements will be defined and empowered by the WKF EC.
- 16.5. In the Junior & Cadet World and U21 Championships and in the Senior Championships, an area in the venue will be provided for the commercial stands to be set, this area will be big enough as to, at least, allow the location of all the companies having WKF approved sports items. The host NF must provide for the WKF, free of cost and expenses, a space in a preferential place in the venue for sale and exhibition of WKF products. For Karate 1 events, reference the corresponding organizing rules.

17.- PRESS & MEDIA

- 17.1. Press accreditation can only be given to professional journalists representing an approved media outlet. Journalists will have to present appropriate documents of their affiliation to the media outlet.
- 17.2. Journalists' accreditation requests must be approved by the WKF.
- 17.3. The host NF will work alongside the WKF to create an adequate Media plan to maximise the success of the event.
- 17.4. As a general rule, all our events must present the right conditions for journalists to cover the competition on-site. The main requisites are:

A Press tribune with enough tables and chairs to accommodate the attending journalists.

- Enough plugs / multi-sockets
- WIFI for all (the password shall be changed every day)
- Sufficient Tables and chairs
- 1 person from the host NF should be present at all times

The area should be close to the competition area and must provide a good view. This area must be secure at all times.



A Photo area, located on the sides of the competition area, for the eliminations, and on the side next to the podium, for the final round where photographers can capture the competition. Barriers will delimit the area. A representative of the host NF must control the access to this area.

Photographers should wear a press jacket, which shall be provided by the host NF.

A Mixed zone will have to be prepared next to the competition area and with easy access for the competitors and journalists. Barriers will have to separate the journalists from the competitors. The host NF will have to provide a backdrop with the specifications set by the WKF and pre-approved by the WKF.

Senior Championships

In addition to the above, the venue of the Senior World Championships shall present the following:

A Press room with enough capacity to accommodate the attending journalists with the following:

- Enough plugs / multi-sockets
- High-speed internet connection by cable (for at least 10 lines with 20Mb) and by WIFI connection
- Live signal of the competition in the room

The room should be located in a place with easy access to the press tribune.

A Press Conference area. It shall have enough seats and tables, a table for speakers and a backdrop to be approved by the WKF

18.- **INSURANCE**

The host NF / Local Organising Committee (LOC) must be responsible at its own cost for effective appropriate insurance for the Championships.

18.1. Liability Insurance Cover

The [Hosting NF / Local Organizing Committee] is responsible for procuring and maintaining, at its expense, all the necessary insurance policies as required to comply with the laws of its country applicable to its activities and with the requirements set forth below in respect of all risks associated with the planning, organizing, financing, and staging of the [championship/tournament].

Key insurance policies to be procured by the [Hosting NF / Local Organizing Committee]: the [Hosting NF / Local Organizing Committee] shall procure and maintain the insurance policies described in this section.

The list below is not exhaustive and the WKF reserves the right to require the [Hosting NF / Local Organizing Committee] to procure and maintain other types of insurance policies depending upon the outcome of any risk assessment:



- I. Third party liability insurances
 - a. Public or general liability: this policy shall be written on an “occurrence” basis, or on a “claims-made” basis and for a duration of minimum [...] after the end of the dissolution of the [championship/tournament] or more if it is required by the law. This policy must at least cover the following risks: bodily injury, property damage, personal injury, pure financial loss, advertising liability, premises and operations liability, pollution liability, contractual liability, and independent contractor operations. This insurance must also include cover for acts of terrorism.
 - b. Product and completed operations liability: to cover claims arising in connection with the sale of products specifically bearing the WKF’s emblem or other WKF’s trademarks or products otherwise licensed or authorized by the WKF.
 - c. Professional liability: to cover costs related to the defense and indemnification of claims in connection with actual or alleged negligent acts/omissions of the [Hosting NF / Local Organizing Committee] in the planning, organizing and staging of the [championship/tournament]. This policy shall include Cyber Liability.
 - d. Medical malpractice: to cover claims arising from the medical activities of all of the [Hosting NF / Local Organizing Committee]’s medical workforce to the extent that such workforce is not already covered by other means (hospital insurance cover and/or by the host country’s health system or provider).
- II. Medical treatment and repatriation insurance: to cover the medical expenses relating to all injuries and illnesses that require treatment before the accredited person is able to return home. This policy must include repatriation. However, if medical treatment is delivered at no cost by the government health service, medical insurance is not required. In such cases, repatriation has to be covered on a stand-alone basis.
- III. Property insurance: to cover damages to all property owned, leased or in the care, custody and control of the [Hosting NF / Local Organizing Committee], or for which the [Hosting NF / Local Organizing Committee] is contractually responsible, including subsequent financial loss of income.
- IV. Construction all risk insurance: to cover risks related to the [Hosting NF / Local Organizing Committee]’s responsibility for specific construction projects (including equipment and overlay).
- V. Personal accident including permanent disability: to provide compensation in the event of death or disability of accredited persons following an accident occurring in connection with their activities at the [championship/tournament] (including terrorism).
- VI. Crime, fidelity and fraud: to cover the loss arising from theft and robbery of assets or fraud (crime).

This liability insurance should cover bodily injury, property damage and consequential loss, up to a minimum sum insured of US\$ 10 000 000 (or equivalent in local currency).



WKF, its agents and servants, officers, or employees, shall be included in the policy as additional insured.

The host NF / LOC shall provide to WKF HQ, one (1) month prior to the start of the Championships, with proof that the above-mentioned liability insurance policy is in place for the respective Championships.

Where such policies are not available, the host NF / LOC shall inform the WKF HQ who will then, if possible, arrange such cover and invoice the host NF.

18.2. Cancellation Insurance Cover

The host NF / LOC should take into consideration possible losses in connection with their costs, expenses, guarantees and other irrecoverable monetary commitments, resulting from cancellation, abandonment, or postponement of the event.

It is therefore recommended that the host NF / LOC take out adequate cancellation insurance cover.

18.3. Insurance of Delegations

The host NF / LOC shall inform the NF's participating in the Championships that they require proper liability, personal accidents and repatriation insurance cover for all members of the delegation, including their competitors participating in the Championships.

19.- INVITATIONS - PROTOCOL

In World Championships the protocol will be as indicated in the WKF Protocol Rules (PTR).

20.- OPENING CEREMONY

20.1. The Personality who has been invited to preside at the World Championships shall be received at the entrance of the stadium by the WKF President and by the host NF President.

The two Presidents shall conduct the Personality and his retinue to his box in the stand of honour.

20.2. The athletes' parade of all participating delegations shall then follow. Each delegation will consist of a maximum of eight (8) competitors per National Federation and dressed in their official uniform preceded by a board bearing its name and accompanied by its flag.

20.3. No participant in the parade of the Opening Ceremony is permitted to carry cameras, additional flags, banners, etc. Any participant committing a breach of the above regulations will be liable to sanctions. The OC shall ensure that these provisions are carried out.

20.4. The contingent shall parade in alphabetical order according to the language of the country hosting the World Championships, except the host NF that may parade in last place.



- 20.5. The flag of the participating delegations as well as the name boards and national flag, as well as the flag bearers, shall be furnished by the host NF and shall be of equal size.

Each contingent, after completion of its march around the stadium, shall line up in its designated column behind its name board and flag and facing the stand of honour.

- 20.6. The President of the host NF, accompanied by the WKF President shall then proceed to the rostrum placed on the field in front of the stand of honour and introduce the WKF President with the following words:

"I have the honour to introduce..., WKF President, to whom I extend the warmest welcome..."

The WKF President shall then mount the rostrum, and deliver a brief speech of welcome, concluding with the words:

"I have the honour to invite... (the Personality) to proclaim open the World Championships".

The Personality shall then conclude his speech with the words:

"I declare opened these World Championships".

Immediately, the WKF flag shall be slowly raised on the flagpole erected in the stadium.

The official ceremony according to the protocol described above now comes to an end. Only then may any artistic programme and the competitions take place. The entire Opening Ceremony and any exhibitions should not last more than one (1) hour.

The Opening Ceremony parade will be regulated by the OC with a sketch to be followed in its entirety, providing the necessary material resources and staff.

21.- OFFICIAL MEDAL CEREMONY

- 21.1. For all Championships organised by the WKF, the procedure for awarding medals and prizes will be supervised and controlled by a responsible appointed by the WKF OC Chairman, assisted by the responsible of the host NF. The procedure will be as follows:

The podium must be fixed or be brought on to the area each time.

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

The intermediate step is for the runner-up and the lowest step for the 3rd place(s).

- 21.2. A carpet will be laid as close as possible to the podium for the official prize givers.



Organisers must call the prize winners in advance, in order to assemble them correctly in 2nd, 1st and 3rd place order, behind the Master of Ceremonies for the prize giving.

The prize winners will then assemble in a line parallel to the podium.

- 21.3. The Master of Ceremonies will be placed in front of the prize-winners and will conduct them to the podium.
- 21.4. The competitors shall wear tracksuit or karate-gi.
- 21.5. As the name of each prize-winner is called, starting with the 3rd places, then the 2nd place and finally the 1st, they will climb the podium, whilst music is being played. As soon as all the prize-winners are on the podium, the officials in charge of the prize giving will move towards the podium.
- 21.6. The people bearing the prizes will face the podium, and stand parallel to it, at a distance of approximately three (3) metres. Prizes will be given by the chosen Personality accompanied by the WKF President or his nominee.
- 21.7. After the prizes have been given, the National Anthem of the country of the winner will be played and all will stand and face the National flags which will be slowly raised, with the flag of the winners' nation in the centre and elevated according to the standings.
- 21.8. Right before the ceremony, the stewards will remove all persons not directly connected with the said ceremony. Official photographers will be exempted, however they must remain at the dedicated area for them.

22.- CLOSING CEREMONY

The President of the WKF, or his nominee, the President of the host NF and a small delegation, supervised by the WKF OC and assisted by the responsible of the National Federation, will formally hand over the WKF flag to the President of the NF hosting the next edition of these Championships. This will formally end the Championships.

23.- SUSTAINABILITY

WKF and the Host NF must be working together to achieve a Sustainable Event Balances Environmental, Social and Economic Responsibilities (according to the Sustainability Essential by IOC).

- 23.1 Environmental responsibilities such as low-emission transport and mobility, waste reduction, reuse and recycling, water and energy efficiency, exclusion of dangerous and hazardous substances and material, climate targets, etc.
- 23.2 Economic responsibilities such as savings through increased efficiency, avoidance of corruption, sensible and transparent public procurement, quality of goods, boosting innovation, job creation, profitability, responsible accounting, sustainable growth, etc.

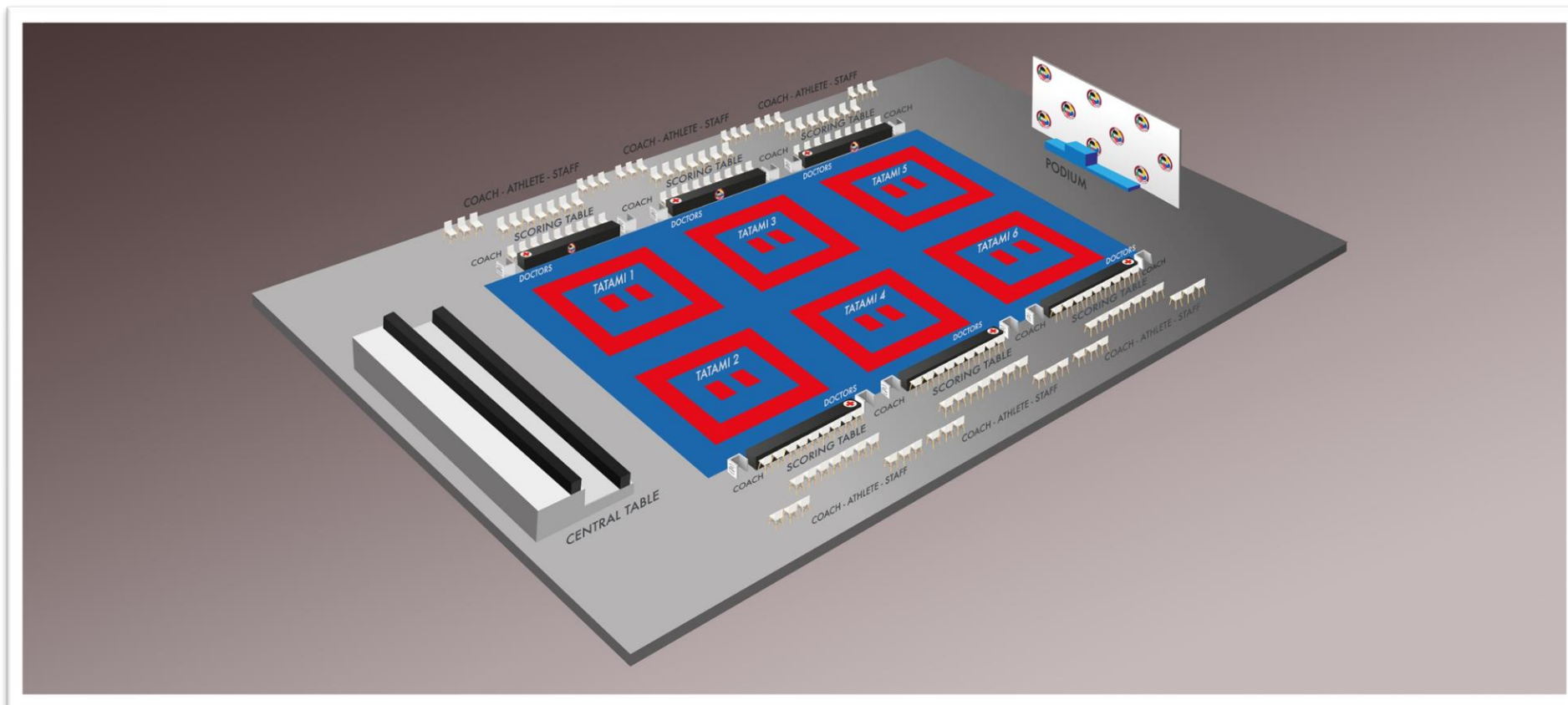


- 23.3 Social responsibilities such as fair use of human resources and a healthy and safe workplace for all involved, respecting human rights, complying with international labour rights standards, inclusion of minorities, respecting diversity, attention to equal opportunities, sensitivity to cultural or religious groups encouraging involvement of the local community, ensuring accessibility to the event, tracking product supply chains to ensure ethical production and fair trade agreements, sourcing goods and services locally and employing local people, etc.

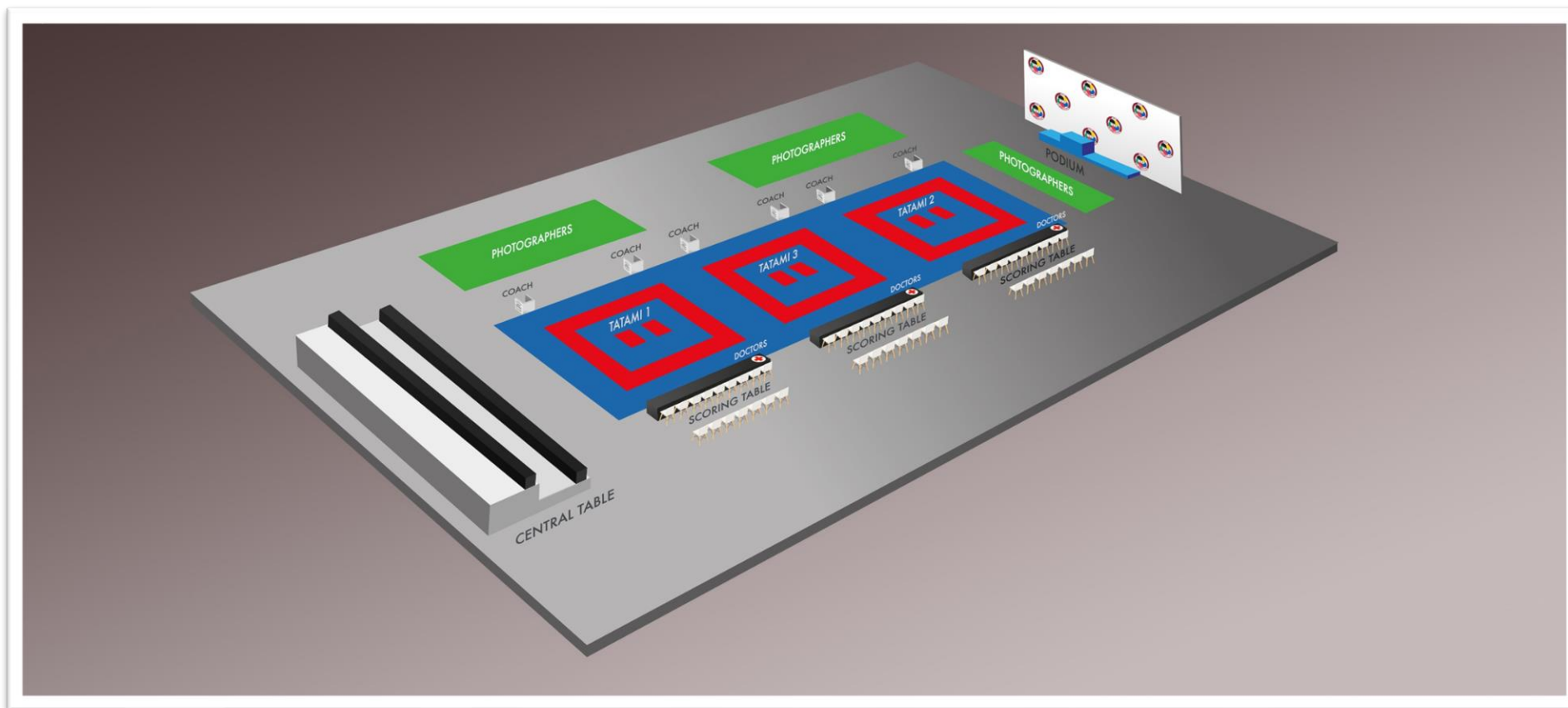


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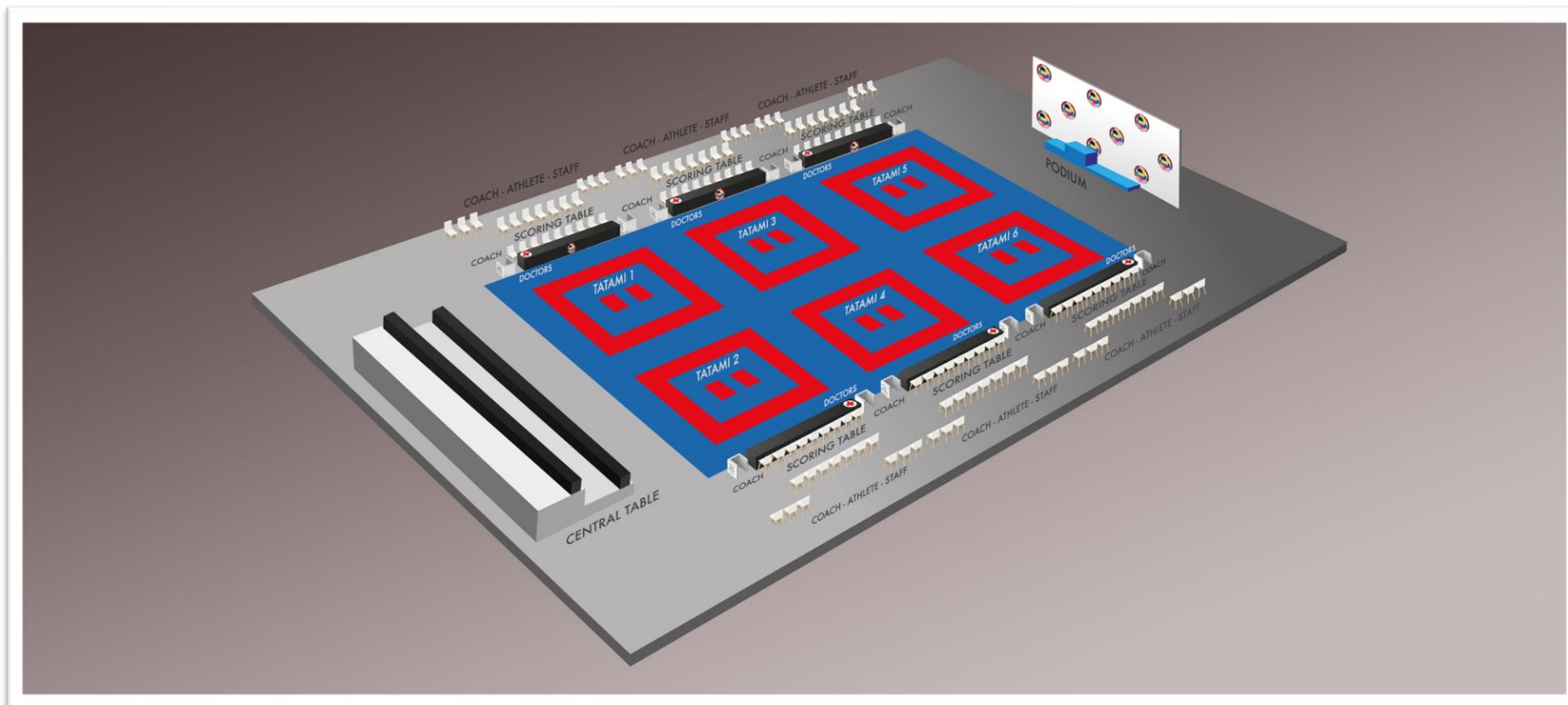
ANNEX I: CADET, JUNIOR, U21 WORLD CHAMPIONSHIPS - "ELIMINATION PHASE"



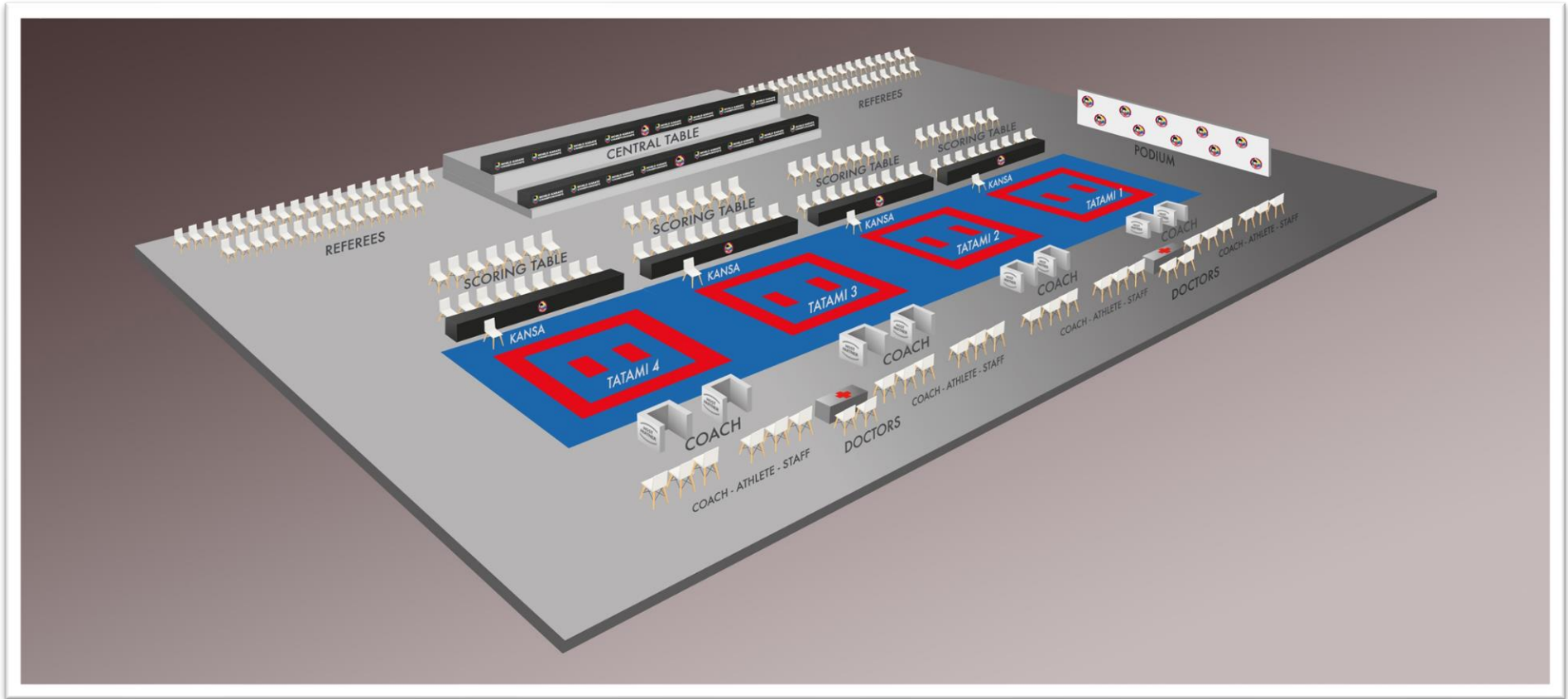
CADET, JUNIOR, U21 WORLD CHAMPIONSHIPS - "MEDAL BOUT"



ANNEX II: INDIVIDUAL WORLD SENIOR CHAMPIONSHIPS – PHASE 1 “QUALIFICATION”

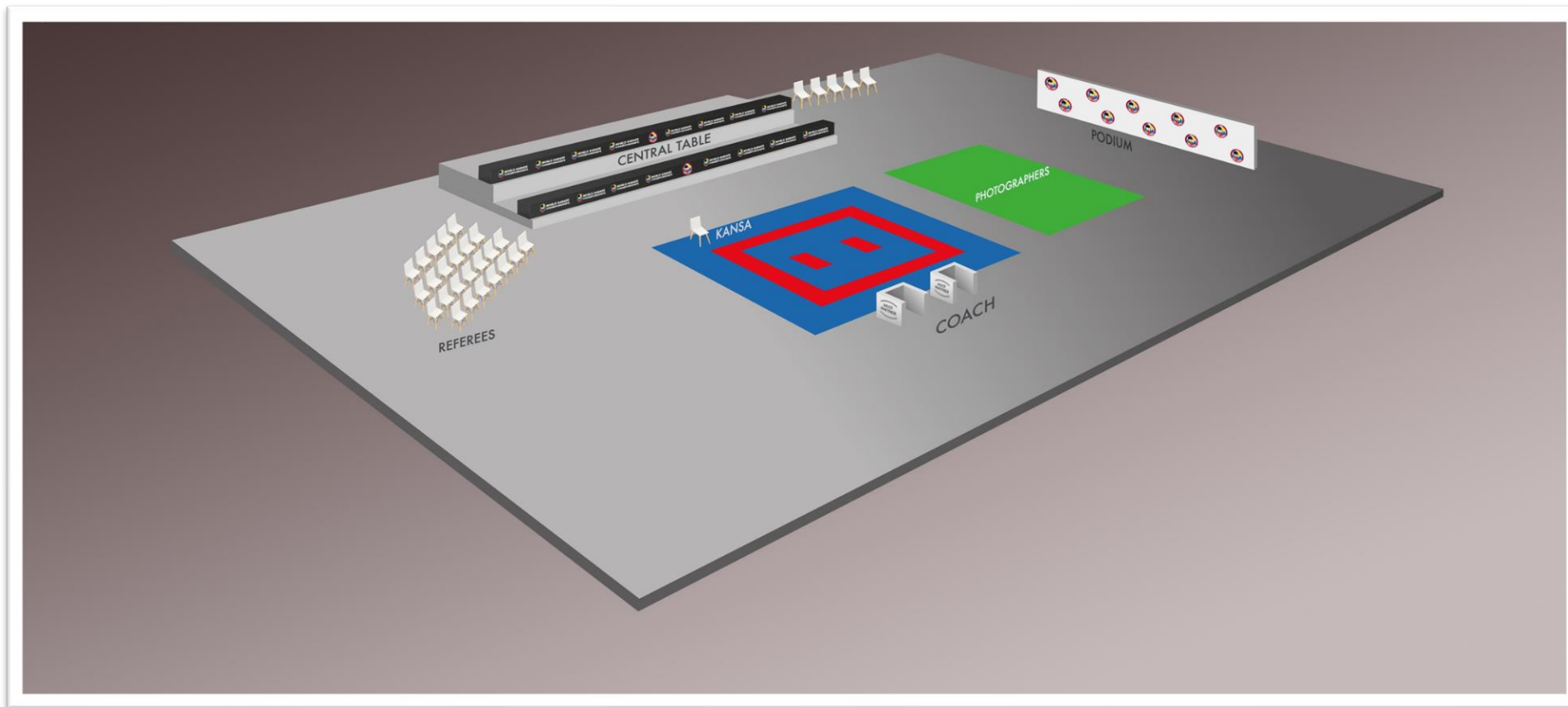


ANNEX III: INDIVIDUAL WORLD SENIOR CHAMPIONSHIPS PHASE 2 "FINAL PHASE " - ELIMINATION ROUND

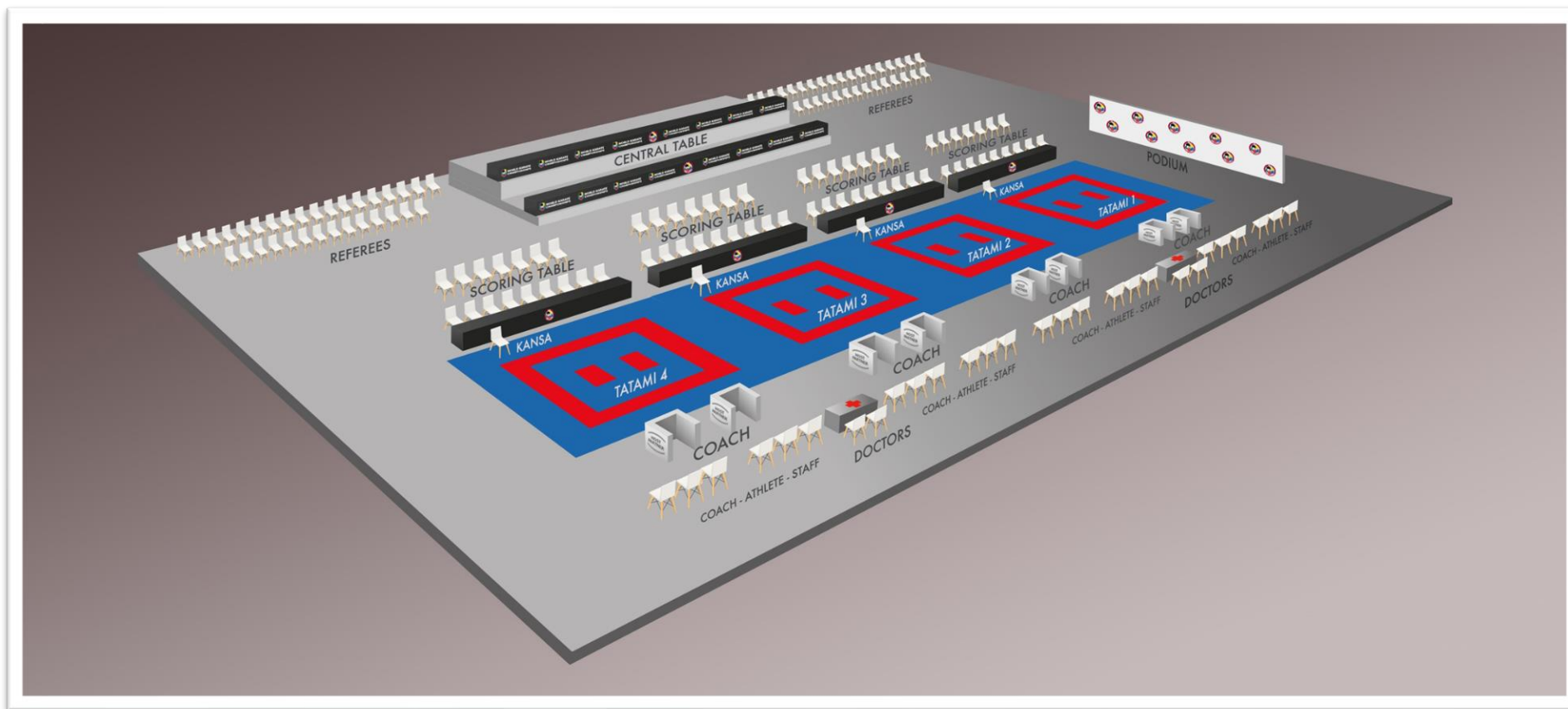




INDIVIDUAL WORLD SENIOR CHAMPIONSHIPS – PHASE 2 "FINAL PHASE" - MEDAL BOUTS

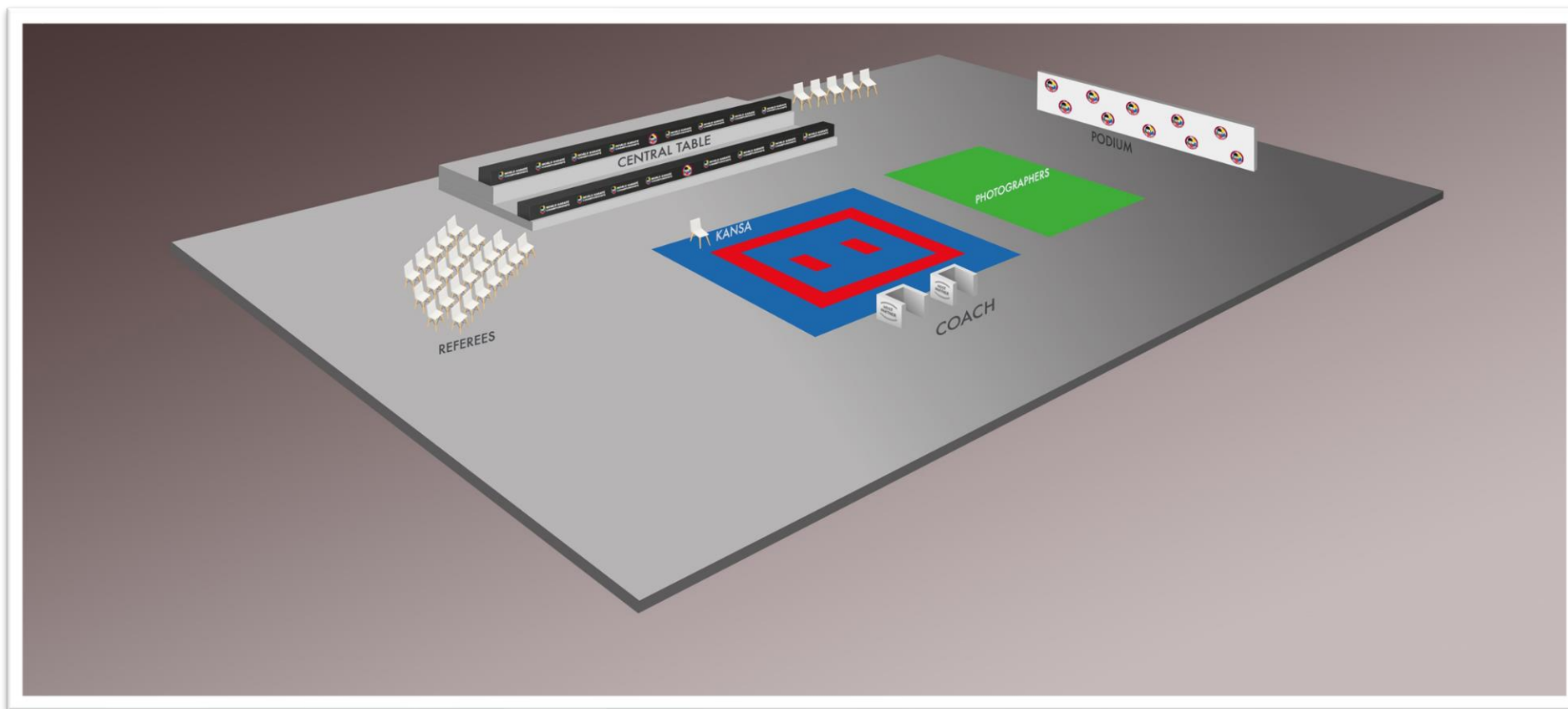


ANNEX IV: WORLD CUP – ELIMINATION PHASE





WORLD CUP – MEDAL BOUTS



ANNEX V: DOPING CONTROL STATION

