



NATIONAL REFEREE CLINIC HOSTING GUIDELINES

Any Provincial/Territorial Sport Organization (PTSO) may host a National Referee Clinic. A club (dojo) that wishes to host a National Referee Clinic may do so with the cooperation of the PTSO.

This document provides information on hosting of such clinics and explains the different steps to be taken, as well as the roles and responsibilities of the host versus Karate Canada.

Steps for the Host:

1. Contact Karate Canada's Program Manager at least one (1) month before the potential start date of the clinic to verify availabilities of a facilitator and to organize logistics. More notice, whenever possible, is better. Plan for a full day (9am to 5pm).
2. Once the facilitator is confirmed, reserve the venue / location and necessary equipment (if applicable).
3. Inform the Program Manager of the best hotel/ lodging option within proximity of the venue as well as the schedule of the clinic, so that KC may book accommodation and/or airfare for the facilitator (if applicable).
4. Publicize the clinic and how to register online (website, emails and/or social media). The registration process is the host's responsibility. All documentation/advertising pertaining to the clinic needs prior approval from Karate Canada.
5. Collect registration fees. Participants can decide to register for both the course and the examination or only for the course.

	Course	Examination
Member	\$100	\$50
Non-member	\$170	N/A

6. Make sure all registrants are members in good standing of a recognized PTSO. When in doubt, confirm with Karate Canada. Non-members can audit the course only.
7. The minimum number of participants in the National Referee Clinic is 10 officials. \$100 per participant must be returned to KC after completion of



NATIONAL REFEREE CLINIC HOSTING GUIDELINES

the clinic. In clinics that contain less than 10 officials a minimum of \$1000 must be returned to Karate Canada. With the approval of Karate Canada, the host may add a reasonable add-on fee to cover local expenses.

8. No later than one (1) week after completion of the clinic, submit the final list of participants using the Excel document provided by KC. KC will then provide the host with a final invoice.
9. Karate Canada invoices are due upon receipt.

Karate Canada's role & responsibilities

- Confirm the facilitator for the clinic.
- Book the facilitator's airfare and accommodation (if applicable) for up to two nights.
- Share information on the clinic through KC's website and/or social media, in collaboration with host.
- Provide the host with a final invoice upon reception of the participants' final list.
- Cover the facilitator's airfare, accommodation, *per diem* (meals) and honorarium.

Host's role and responsibilities

- Coordinate with the Karate Canada Program Manager on all aspects of the clinic.
- Advertise the Clinic.
- Register participants.
- Provide transportation for the facilitator.
- Provide needed items for the clinic as requested (ex: projector, screen, demonstration athletes, etc).



NATIONAL REFEREE CLINIC HOSTING GUIDELINES

- Should the host wish to retain the facilitator to attend an attached event/tournament; all costs of accommodation, honorarium and per diem are the responsibility of the host during the event.

Additional information

- The theory segment includes explanations of all the WKF rules, video replay, and Para-karate rules.
- Examinations include a written and practical exam. The kumite practical examination will be confirmed at the upcoming/following National Championships. For the kata practical examination, the official will be required to perform one kata of his choice and to answer related questions. The examination will be held during the Clinic. The examiners may request a second kata performance from the candidate.
- If an official fails the written examination they cannot move on to the practical examination. The official may register to another National Referee Clinic in the future.
- To maintain their National licenses, officials must:
 - Participate in a Karate Canada National Championship at least once every 3 years.
 - Reconfirm their license every 3 years, by satisfactorily completing the theory examination.

See the Officials' Handbook on KC's website for more information.