

OFFICIAL'S HANDBOOK



MARCH 19, 2019

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1. Objectives of Karate Canada Officials' Committee

1. Establish international standards of officiating to ensure that the best-performing athletes at the National Championships are selected fairly and safely in accordance with World Karate Federation (WKF) Rules, as modified by Karate Canada (KC).
2. Coordinate and proactively ensure the development and upgrading of KC officials to achieve WKF standards of officiating competence.
3. Provide Karate Canada nationally certified officials with the requisite knowledge and practical skills to function at national and international WKF competition through regional certification clinics.
4. Prepare individuals to function as officials in national and international WKF competition.
5. Ensure provision of trained, evaluated and qualified KC officials at national and international tournaments.
6. Develop and deliver nationally standardised training tools and aids for teaching officiating.
7. Encourage and help facilitate officials to participate in national and international WKF sanctioned championships.
8. Acquire and maintain international certification.
9. Maintain a current database of all qualified KC officials.

The Karate Canada Officials Committee (OC) oversees the training, evaluation and certification of all officials at the national level. OC sets standards for KC officiating and supports provincial officials' development. OC members participate in international officiating seminars and tournaments to remain aware of new developments and interpretations of WKF competition rules.

OC monitors the performance and progress of KC officials at all major international championships.

2. Criteria for Achieving Karate Canada Officiating Licenses

As a pre-requisite, all national level officials must hold a minimum Shodan, with a Provincial Referee 'A' license, and must be supported by their Provincial Sport Organization (PSO). There is also a minimum age requirement, as set out below.

Referee Qualifications – Kata/Kumite

Qualification	Dan Rank*	Minimum Age
Referee A	2	21
Referee B	2	21
Judge A	1	21
Judge B	1	18
Junior Official	1	16

- *National license: KC Dan rank or Dan rank received from KC recognised association.
- No exceptions to minimal entry-level qualifications.
- Attendance to the Nationals will be recorded.
- PKF and WKF minimum criteria are to be 25 years old and 2nd Dan from Karate Canada or the WKF.

Minimum Test Scores – Kumite

Level	Written Theory	Practical <small>Competence is expressed as Pass/Fail</small>
Referee A	≥90%	Practical competence
Referee B	≥90%	Practical competence
Judge A	≥85%	Practical competence
Judge B	≥80%	Practical competence
Junior Official	≥80%	Practical competence

Minimum Test Scores – Kata

Level	Written Theory	Practical <small>Competence is expressed Pass/Fail</small>
Judge A	≥90%	Practical competence
Judge B	≥90%	Practical competence
Junior Official	≥90%	Practical competence

2.1 Practical Kata performance

The OC may require candidates to perform a kata as part of the national test. The OC also reserves the right to create additional methods of evaluation used by the WKF and PKF, such as evaluation of kata officials through video replay of kata performances.

3. National Attendance Criteria

1. Nationally certified officials must reconfirm their license every 3 years, by satisfactorily completing the theory examination.
2. Nationally and internationally certified officials must participate in a Karate Canada National Championship at least once every 2 years in order to maintain support from Karate Canada to attend international events.

3. In the event of not attending one national event within 2 years, then such officials must attend a national officiating clinic and pass both the practical and theoretical examinations at the level they had achieved 2 years previously.
4. International Officials with active and valid licenses are exempt from confirmatory written examinations.
5. National and International Officials should participate in one national clinic annually.
6. Extenuating circumstances for non-participation may be considered by the OC.

4. Responsibilities of National Officials

Kumite Judges and Referees

Referee A	All officiating functions
Referee B	Referee and judge elimination, repechage and bronze medal bouts
Judge A	Judge elimination, repechage and bronze medal bouts
Judge B	Judge elimination bouts and assist with scorekeeping, timekeeping and charting*
Junior Judge	Judge 12/13 age divisions and assist with scorekeeping, timekeeping and charting in all divisions*

*As required

Exceptions can be made according to circumstances and unanimous OC approval.

Kata Judges

Judge A	Elimination, repechage and medal rounds
Judge B	Elimination and repechage rounds, scorekeeping, timekeeping and charting*
Junior Judge	Elimination, repechage and medal rounds in 12/13 age categories and scorekeeping, timekeeping and charting in all categories*

*As required

Exceptions can be made according to circumstances and unanimous OC approval.

4.1 Tatami Managers

Tatami Managers (TM) will be responsible for the smooth running of the competition in one ring in accordance with WKF rules (as modified by KC) and to ensure:

- Each tatami will have a TM, an assistant TM and if numbers allow, an evaluator.
- The TM will be appointed by OC.
- OC members may act as TM.
- The TM may be appointed to the appeals jury.
- The TM will appoint officials to perform video review.
- The TM may officiate and should do so when appropriate qualified officials are unavailable (such as in medal rounds).
- The TM will assign officials to each task as democratically as possible, subject to performance standards.
- TM will maintain a complete and legible record of all officials' assignments under their jurisdiction.
- OC members will retain officials' assignment records for each tatami for review at the end of each tournament day.
- The TM and /or evaluators will prepare a confidential report at the end of each day on the performance of candidate officials using the appropriate forms. The daily report will also include areas that require further education.
- The TM will guide, encourage and positively mentor the officials under their care.
- The TM will deliver positive feedback and practical advice in areas requiring improvement to all officials under their care.

4.2 Evaluators

Evaluators assess the practical and theoretical performance of candidate officials during practical officiating examinations and during the National Championships.

Evaluators will include the observations of the TM in their final recommendations. All members of the OC are considered evaluators, however OC may appoint more as needed.

4.3 National Championships

National Championships are an important component in the selection of the best athletes to represent Canada in international events as members of the Karate Canada National Team.

OC will task officials to function in their respective roles to ensure the fair determination of the best-performing athletes at National Championships. International Officials will function in medal rounds whenever possible. To facilitate this, OC may, at its discretion, assign officials from the same provinces as the athletes in a bout, provided the officials are balanced (for example, 1 or 2 officials each from the provinces represented by each athlete). When 2 officials are from the same province, they will be positioned diagonally across the tatami from each other.

An official from the province of either athlete may not act as a Kumite Referee or as Kata Judge 1.

Without limiting the purpose of the Championships:

- Each official will be tasked with a fair share of officiating commensurate with their experience and skill.
- OC will support and provide a positive experience for officials at National Championships and national clinics.

Senior KC officials will support and help provide a positive environment for all KC officials at international championships and international clinics.

Officials will be provided with opportunities to give feedback to the OC about their experiences at clinics and at the National Championships.

5. Adherence to Karate Canada Policies

All officials are bound by Karate Canada's policies including the Code of Conduct and Conflict of Interest in the exercise of their duties as Karate Canada officials.

6. Karate Canada Officials' Certification Clinics

OC will seek to conduct regional national certification clinics, once per year in Western Canada (BC/AB/SK), Central Canada (MB/ON) and in Quebec and Eastern Canada (QC/NB/PEI/NS/NL).

OC may present additional national certification clinics at its discretion at the Karate Canada Summit, Western Canadian Championships, Atlantic Championships and/or at other Karate Canada sanctioned events. If there is no tournament available with athletes of sufficient quality for fair evaluation of officials, OC will strive to ensure the participation of national athletes in licensing examinations as much as possible in regional clinics.

OC will strive to implement all practical examinations of officials at regional clinics and/or regional tournaments.

Provisional licenses acquired in national clinics can only be ratified at the National Championship within one year of achieving such provisional licenses. If not done within one year of the provisional license examination, then the candidate will be required to repeat the same examination(s) at a subsequent national clinic.

6.1 Fees

The following fees are payable for Karate Canada regional officials' certification courses:

- Audit/participation: \$100.00
- Examination Fee: \$50.00

Host provinces may charge an additional fee for participation in Karate Canada regional clinics (see Karate Canada National Officials Clinic Hosting Guidelines on KC's website for more information about hosting clinics).

7. Provisions for Licensed Officials From Other WKF Affiliates¹

7.1 WKF Officials

WKF Referees or Judges who are resident in Canada and who have current licenses shall be automatically recognized and accepted as having a qualification that supercedes any National or Continental qualification.

Such individuals will be permitted to officiate as a Referee or Judge upon producing a

¹ Such license holders must show proof of Canadian immigrant status, intent to establish permanent residence in Canada and must be a registrant in good standing of Karate Canada.

valid and current WKF passport for OC scrutiny. The OC will be responsible for ensuring that the practical performance of such individuals in National Championships meets KC standards.

7.2 Continental Officials

Valid and current Pan American Karate Federation (PKF), European Karate Federation (EKF), Asian Karate Federation (AKF), Oceania Karate Federation (OKF) or Union of African Karate Federations (UFAK) officiating licenses shall be automatically recognized and accepted as superceding a KC National Referee license. Such individuals who currently reside in Canada will be permitted to officiate as a Referee or Judge upon producing a valid and current WKF or continental passport for OC scrutiny. OC will ensure that the practical performance of such individuals in National Championships meets KC standards.

7.3 Foreign National Officials

Officials with a National qualification from another country and who immigrate to Canada shall produce proof of such qualification and undergo both Theory and Practical examinations at their own expense at the level indicated in their submitted proof source. Such persons that do not meet KC officiating standards may be awarded an entry-level officiating license, considering their eligibility criteria and test performance outcomes, and may officiate only at that grade. If such persons meet KC officiating standards, then they will automatically receive a Karate Canada license equivalent to that achieved in their original country.

7.4 Temporary Visitors

Temporary visitors with no residency status in Canada may not officiate at KC National events regardless of qualification but may function as score and timekeepers.

8. Participation in PKF and WKF Tournaments or Certification Clinics

Representing Karate Canada internationally is a privilege, not a right. In order to represent Canada at international events, every Karate Canada official with a Pan American Karate Federation (PKF) or World Karate Federation (WKF) license must remain a member in good standing of the National Federation as well as the WKF.

Only officials with Karate Canada National Kumite Referee A and Kata Judge A licenses are eligible to challenge the examinations at International Championships or clinics, according to the following conditions:

1. A written statement of intent to participate in officiating certification clinics and examinations at WKF World Championships/other WKF events and Pan-American Championships must be received in electronic format or hard copy by the KC

Program Manager and the OC Chair no later than 90 and 60 days, respectively, before such events.

- a. A PKF/WKF course form must be completed to obtain the approval of the Karate Canada President to represent Canada at such events on the understanding that the intent is to increase skill levels and gain higher officiating credentials.
 - b. A passport-sized photograph will accompany the form and the candidate will submit both to the WKF/PKF Referee council at the event or clinic.
 - c. After notice of intent to participate in WKF courses and championships has been received by the KC Program Manager and the OC Chair within the appropriate time frames, the OC Chair and KC Executive shall scrutinize the applications and the OC Chair will notify the applicant in writing of the result.
2. KC will partially subsidize such activities of fully qualified KC Referees and Kata Judges from time to time, subject to available funding, achievement of qualifications and reports from the PKF/WKF regarding performance standards.
 3. National B officials (Referee B Kumite and Judge B Kata) may not participate in international events under any circumstances, but may attend international courses without funding, subject to conditions 1 and 2 above.
 4. No one may participate in PKF/WKF without the written approval/stamp of the KC President. To do so will invoke penalties up to and including expulsion from KC. Keep in mind PKF and WKF minimum criteria are to be 25 years old and 2nd Dan from Karate Canada or the WKF.
 5. Any official who wishes to challenge a WKF license, must have at a minimum license of PKF Judge B Kata/Kumite.
 6. Any candidate intending to attend PKF/WKF certification clinics must be approved by the OC and the KC President.
 7. Any comment and/or question about one's PKF/WKF examination results must go through KC's President or the head of the delegation and shall not be addressed directly by the participant.
 8. KC encourages all officials to upgrade their licenses and gain experience by participating in as many provincial, regional, national and international events as possible.

9. Selection Process for WKF Exam Candidates

The WKF will typically designate a specific number of slots to Canada for officials to attend WKF certification clinics.

Since there may be more applicants than available spots, the Officials' Committee and the Karate Canada President will determine the candidate(s) selected for the certification clinics based on the following criteria:

The selected official:

- is a member in good standing of Karate Canada;
- holds valid PKF Judge B Kata and PKF Kumite Judge B licenses, minimum;
- participated in a National Championship in the past year;
- participated in a Pan-American Championships in the past 3 years;
- has been actively officiating in international WKF tournaments in the past year (these include K1, Series A and Youth League).

In instances where 2 or more candidates have the same level of participation in the above, preference will be given to the official, as defined by:

1. First, whichever official who is a member of the Karate Canada Officials Committee;
2. Second, whichever official has the highest licences;
3. Third, whichever official achieved the licenses first;
4. Fourth, whichever official has successfully passed WKF exams in the previous year(s);
5. Fifth, the official who has been utilized at the Pan-American Championships in the past 3 years, for senior roles (such as Tatami Manager, Assistant Tatami Manger, Appeals Jury);
6. And lastly, any official who failed an exam in the previous year, is placed at the bottom of the priority list;

If the above criteria still results in a tie, the Officials Committee will decide in conjunction with the President of Karate Canada who will be permitted to attend the WKF certification clinic.

Karate Canada reserves the right to limit whether any official can sit the WKF examination for Kata or Kumite (and not necessarily both).

In cases where officials go to the WKF event as a 'stand by' candidate, and the WKF requires the federation to choose among candidates, the same criteria will be used, as set out above. Karate Canada will make efforts to provide a list beforehand for this purpose.