

# REFEREE HANDBOOK

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## **1. Objectives of Karate Canada Referee Committee**

1. Establish international standards of refereeing 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 referees to achieve WKF standards of referee competence.
3. Provide Karate Canada nationally certified judges and referees with the requisite knowledge and practical skills to function at national and international WKF competition through certification clinics.
4. Prepare individuals to function as judges and referees in national and international WKF competition.
5. Ensure provision of trained, evaluated and qualified KC judges and referees at national and international tournaments.
6. Develop and deliver nationally standardised training tools and aids for teaching judging and refereeing.
7. Encourage and help facilitate judges and referees to participate in national and international WKF sanctioned championships.
8. Acquire and maintain international certification.
9. Maintain a current database of all qualified KC referees and judges.

The Karate Canada Referee Committee (the “RC”) oversees the training, evaluation and certification of all judges and referees at the national level. The RC sets standards for KC judging and refereeing and supports the development of provincial referees. RC members participate in international referee seminars and tournaments to remain aware of new developments and interpretations of WKF competition rules.

The RC monitors the performance and progress of KC judges and referees at all major international championships.

## 2. Criteria for achieving Karate Canada licenses

As a pre-requisite, all national level judges and referees must hold a minimum rank of Shodan, with the highest kata and kumite licenses in their province. They must also be members in good standing with Karate Canada. 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	20
Judge A	1	19
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 at the National Championships will be recorded.
- PKF and WKF minimum criteria are for candidates to be 25 years old and that they hold at least a 2<sup>nd</sup> Dan from Karate Canada or the WKF. These are international standards, set by the PKF and 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

Candidates will perform one Kata to the satisfaction of the RC, usually in a style other than the style the candidate regularly trains. A second Kata may be requested by the RC in some circumstances, but all performances will be evaluated based on WKF Kata Rules.

Candidates may be asked to respond to questions posed by the RC members regarding the kata performed, as well as the WKF Kata Rules.

### 3. National Championship Attendance Criteria

1. KC certified judges and referees must reconfirm their license every three years, by satisfactorily completing the theory examination.
2. Nationally certified judges and referees must participate in a Karate Canada National Championship at least once every two years.
3. In the event of not attending one National Championship within two years, such judges and referees must attend a KC referee clinic and pass both the practical and theoretical examinations at the level they had previously achieved to retain their license. Lower scores may result in a downgraded license.
4. International referees and judges with active and valid licenses are exempt from confirmatory written examinations.
5. National and International judges and referees should participate in one national clinic annually.
6. Extenuating circumstances for non-participation may be considered by the RC.

### 4. Responsibilities of National Judges and Referees

#### Kumite Judges and Referees

Referee A	All 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 lower age divisions and assist with scorekeeping, timekeeping and charting in all divisions*

\*As required

Exceptions can be made according to circumstances and with the approval of the RC.

## Kata Judges

Judge A	All functions of Kata Judging, including elimination rounds, repechage and medal rounds
Judge B	Elimination and repechage rounds, scorekeeping, timekeeping and charting*
Junior Judge	Elimination, repechage and medal rounds in lower age categories, as well as scorekeeping, timekeeping and charting in all categories*

\*As required

Exceptions can be made according to circumstances and with the approval of the RC.

### 4.1 Tatami Managers

Tatami Managers (the “TM”) will be responsible for the smooth running of the competition in one tatami 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 RC.
- RC members may act as TM.
- The TM may be appointed to the appeals jury if necessary.
- The TM will appoint Referees to perform video review.
- The TM may judge or referee and should do so when appropriately qualified judges and referees are unavailable (such as in medal rounds).
- The TM will assign judges and referees to each task as democratically as possible, subject to performance standards.
- The TM will maintain a complete and legible record of all assignments in their tatami (charting).
- The RC members will retain the assignment records of the judges and referees 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 judges and referees using the appropriate forms. The daily report will also include areas that require further education.
- The TM will guide, encourage and positively mentor the judges and referees under their care.

- The TM will deliver positive feedback and practical advice in areas requiring improvement to all judges and referees under their care.

## 4.2 Evaluators

Evaluators assess the practical and theoretical performance of candidate judges and referees during theoretical and practical examinations, both before and during the National Championships.

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

## 4.3 Attendance at Karate Canada 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.

Judges and Referees who wish to work at Karate Canada National Championships must meet both residency and minimum license requirements.

### Residence Requirement

Karate Canada will only accept the registration of referees and judges for a National Championship if they are members in good standing with Karate Canada and fulfill one of the following residency criteria:

1. The person is a Canadian citizen;
2. The person is a Permanent Resident of Canada; or,
3. The person has already made an application for Permanent Resident Status in Canada.

### License Requirement

Karate Canada will only accept the registration of referees and judges for a National Championship if they:

1. Currently hold a valid judge or referee license with Karate Canada;
2. Are currently attempting their first license with Karate Canada and have passed at least one of the mandatory theory courses in Kata and Kumite; or
3. Currently hold a valid WKF or PKF license and have verified this license with the



## Karate Canada Referee Committee.

The RC will task judges and referees to function in their respective roles to ensure the fair determination of the best-performing athletes at the National Championships.

International judges and referees will function in medal rounds whenever possible. To facilitate this, the RC may, at its discretion, assign judges from the same provinces as the athletes in a bout, provided the judges are balanced (for example, 1 or 2 judges each from the provinces represented by each athlete). When 2 judges are from the same province, they will be positioned diagonally across the tatami from each other.

A judge from the province of either athlete may not act as a Kansa, Kumite Referee or as Kata Judge 1.

Without limiting the purpose of the Championships:

- Each judge or referee will be tasked with a fair share of work on the tatami, commensurate with their experience and skill.
- The RC will support and provide a positive experience for judges and referees at National Championships and national clinics.

Senior KC judges and referees will support and help provide a positive environment for anyone who attends international championships and international clinics.

Judges and referees will be provided with opportunities to give feedback to the RC about their experiences at clinics and at the National Championships.

## **5. Code of Conduct**

All KC judges and referees must adhere to the Karate Canada Code of Conduct available on KC's website under Documents/Governance.

## **6. Conflict of Interest**

All KC judges and referees must avoid conflicts of interest and adhere to the Karate Canada Conflict of Interest Policy at all times which is available on KC's website under Documents/Governance.

## **7. Karate Canada Referee Certification Courses**

The KC Referee Certification Courses will have two components:

1. An online theory course, with online testing; and
2. A practical course, on a day or days prior to the National Championships (at the

Junior National Championships in years when there is a split of Senior and Junior Championships).

The RC will seek to conduct national Referee Certification theory clinics twice per year, once in each official language (French and English).

The RC may present additional national certification clinics at its discretion at a Karate Canada Summit or at other Karate Canada sanctioned events.

Provisional licenses acquired in national clinics can only be ratified at the National Championship (and only at the Junior National Championships in years when there is a split of Senior and Junior Championships), 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 before confirmation.

KC may require qualified judges and referees to take supplemental courses, such as National Coaching Certification Programs regarding Safe Sport principles or concussion protocols.

## 7.1 Fees

The following fees are payable for Karate Canada referee certification courses:

- Course: \$100.00
- Examination Fee: \$50.00

## **8. Provisions for licensed Judges and Referees from other WKF Affiliates<sup>1</sup>**

### 8.1 WKF Judges and Referees from other jurisdictions

WKF Referees or Judges who have met one of the residency criteria for judging or refereeing at the National Championships and who have a currently valid WKF license, shall be automatically recognized and accepted as a referee or judge at that level.

WKF Judges and Referees transferring from another country will be expected to seek PKF Continental licenses, as required by all other international KC judges and referees.

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<sup>1</sup> Such license holders must show proof of Canadian immigrant status or application to establish permanent residence in Canada.

Such individuals will be permitted to act as a referee or judge at the National Championships upon producing a valid and current WKF passport for RC scrutiny. The RC will be responsible for ensuring that the practical performance of such individuals in National Championships meets KC standards.

## 8.2 Continental Judges and Referees

Referees or Judges who have met one of the residency criteria for attendance at the National Championships and who have a currently valid license from the Pan American Karate Federation (the “PKF”), European Karate Federation (the “EKF”), Asian Karate Federation (the “AKF”), Oceania Karate Federation (the “OKF”) or Union of African Karate Federations (the “UFAK”), shall be automatically recognized and accepted as a referee or judge at that level.

Such individuals who have a currently valid license from the PKF, EKF, AKF, OKF or UFAK, will be permitted to act as a referee or judge at the National Championships, upon producing a valid and current WKF passport for RC scrutiny.

The RC will be responsible for ensuring that the practical performance of such individuals in National Championships meets KC standards.

Such judges and referees who may possess a continental license from the EKF, AKF, OKF or UFAK, who wish to transfer from another country, will be expected to seek PKF licenses, as required by all other international KC judges and referees.

## 8.3 Foreign National Judges and Referees

Judges and Referees 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 judge or referee standards may be awarded an entry-level license, considering their eligibility criteria and test performance outcomes, and may judge only at that grade. If such persons meet KC judging and refereeing standards, then they will receive a Karate Canada license equivalent to that achieved in their original country.

## 8.4 Temporary Visitors

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

## 9. Participation in PKF and WKF Certification Clinics

Only judges and referees with both 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 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 RC 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 Chair to represent Canada at such events on the understanding that the intent is to increase skill levels and gain higher 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 RC Chair within the appropriate time frames, the RC Chair and KC Executive shall scrutinize the applications and the RC Chair will notify the applicant in writing of the result.
2. KC may 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. Individuals holding lower National licenses, such as Referee B Kumite or Judge B Kata, may not judge or referee in PKF or WKF sanctioned 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 events without the written approval/stamp of the KC Chair. To do so will invoke penalties up to and including expulsion from KC.
5. Any referee who wishes to challenge a WKF license, must have minimum licenses of both PKF Judge B Kata and PKF Judge B Kumite.
6. Keep in mind PKF and WKF minimum criteria for candidates for these events are 25 years old and 2<sup>nd</sup> Dan from Karate Canada or the WKF.
7. Any candidate intending to attend PKF/WKF certification clinics must be approved by the RC and the KC Chair.
8. KC encourages all National referees to participate in other WKF sanctioned events, such as Series A and WKF Youth League events. To do this, KC only requires that such judges and referees notify the RC Chair of their intent to do so 30 days before the event.

## 9. Selection Process for WKF Exam Candidates

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

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

The selected referee must be:

- a member in good standing of Karate Canada;
- hold 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 two years;
- actively refereeing or judging in international WKF tournaments in the past year (these include K1, Series A or Youth League).

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

If the above criteria still result in a tie, the Referee Commission will decide in conjunction with the Chair of Karate Canada, regarding who will be permitted to attend the WKF certification clinic.

Karate Canada reserves the right to limit whether any referee can sit the WKF

examination for Kata or Kumite (and not necessarily both).

In cases where referees go to the WKF event as a 'stand by' candidate (which has recently not been possible due to their change in policy), 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.