



GUIDELINES
FOR
THE ORGANISATION OF A
EUROPEAN / WORLD SHOTOKAN KARATE-DO ASSOCIATION CHAMPIONSHIP

Version: December 2023

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1 GENERAL REQUIREMENTS

1.1 Timing

- The ESKA European championships are held every year and in principle shall take place on the last weekend of November.
- The WSKA World championships are held all 2 years and in principal shall take place on one of the last two weekends of September.
- Alterations to this timing must be agreed by the Executive Board (and by congress except in exceptional circumstances)

1.2 Request to organize an ESKA / WSKA championship.

- A request to organize the championship must be sent by the member national organization to the ESKA / WSKA office at least two years before the championship in question. This request must be supported by the congress of ESKA / WSKA.
- A contract must be concluded between ESKA / WSKA and organizer (see [Appendix XIV](#))
- Advice may be given by the ESKA / WSKA organizing committee for the arrangement of related activities.

1.3 Responsibilities

The host national organization is responsible for provision of the following:

- the competition hall for the championship
- accommodation, including meals, for the national delegations, including the competitors and staff. These should include a vegetarian option
- rooms for ESKA / WSKA courses and meetings
- competitors (if required) for the practical referee examination
- training facilities for the competitors
- transport (if required) from and to airports or railway stations
- transport (if required) from and to the competition hall
- staff for the organizational of courses and championships (table staff, security, medical care etc.)
- medical support over the course of the championship
- laptops for the competition (see [Appendix XIV](#))
- communicating the COVID regulations pertaining to the host country to ESKA / WSKA members
- implementing the local host COVID regulations over the course of the championships

ESKA / WSKA is responsible for the:

- entry of competitors and referees
- championship draw
- schedule of the categories
- referee course (if one is planned)

1.4 **Geographic Location of the Championships**

It is essential that the event should be located as close as possible to an international airport, which receives regular direct flights from other countries.

1.5 **Accommodation**

Accommodation should be arranged close to the competition hall in which the championships are to be held. Normally this will be in established hotels. These should be of a good standard (level of Holiday Inn), commensurate with the price sought by hotel management that countries can afford (about 50-60 euro per person per night, breakfast included).

The host country must not intervene between the hotel management and the delegations unless it can prove that by so doing, it is able to secure a more favourable rate.

The host country must provide and pay the accommodation expenses (bed and breakfast) for the ESKA / WSKA officers. This means:

- 7 persons for the period Tuesday till Monday (6 nights): the members of the ESKA / WSKA Executive Board.
- 1 person for the period Friday till Monday (3 nights): the ESKA / WSKA tournament doctor.
- 2 person (Sportdata) fully boarded for the period Thursday till Monday (4 nights)

1.6 **Meals**

An essential requirement is the provision of meals which should include a vegetarian option.

Saturday and Sunday of the championship.

- Breakfast:

ESKA / WSKA officials, referees and judges: ensure that they **do not have to queue** to get breakfast in time.

Competitors, coaches and other members of the delegations: make sure that breakfast is on time. Competition will start at approximately 9.00 am. The competitors have to be in the competition hall at 8.30 am (unless advised otherwise by the ESKA / WSKA director of competition). In some hotels breakfast starts at 8.00 am, especially at the weekend. Please arrange early **breakfast times with the hotel**.

- Noon (lunch)

For ESKA / WSKA officials, referees and judges: due to the nature of their work, a light meal must be made available at no charge at the competition venue. The room for lunch must be separate from competitors and national delegations.

Competitors, coaches and other members of the delegations: light meals and beverage at their own charge should be available at or nearby the competition hall.

- Evening (supper)

Competition can continue until 8.00 pm. Make sure that the restaurant in the hotel still provides a decent meal after 9.00 pm.

During the championship the local organization will provide all ESKA / WSKA staff (officers, referees and doctors) beverages and snacks at no charge without having to queue.

- Transport

The host nation is responsible for providing transport to/from the Airport to/from the official hotels and to/from the competition hall (**keep in mind that this is approx. 500 people all at once!!!**), either by private transport, supervised by a member of the organizing committee or by public transport which might be available and provide a good standard alternative. Costs can be charged to the participating countries with a maximum of 35 euro per person (total).

Separate transport for ESKA / **WSKA** officers (\pm 8 people) and 2 people from Sportdata must be provided during the whole championship between airport and hotel and between hotel and competition hall.

1.7 Congress

A suitable hall (to accommodate approximately 60 people) should be arranged at the HQ-hotel for the meeting of ESKA / WSKA Congress

1.8 Auxiliary Activities

Facilities will be provided by the local organization for additional activities and meetings (e.g. referee course, meetings of committees, and others).

CONGRESS meeting	60 people (see Appendix V)
EXECUTIVE BOARD meeting	10 people
REFEREE meeting	60 people
COACH meeting	30 people (see Appendix VII)
REFEREE COMMITTEE meeting	10 people (see Appendix IVa)
TECHNICAL COMMITTEE meeting	5 people (see Appendix III)
ORGANISING COMMITTEE meeting	10 people (see Appendix III)
MEDICAL COMMITTEE meeting	10 people
REFEREE COURSE	60 people (see Appendix IVb)
KATA STANDARDISATION COURSE	60 people (practice training)
AREA MANAGER COURSE	8 people (practice training)

ALL MEETINGS have to take place in the Headquarter hotel with the exception of the kata standardization course and the practical elements of the referees and judges course, unless specifically agreed by the ESKA / WSKA Executive Board.

If a referees/judges course is to take place then the host is required to provide volunteer competitors to perform both kata (minimum 8) and kumite (minimum 8) in addition to the necessary refereeing equipment.

Reproduction service (photocopies) must be provided:

- Accreditation cards with plastic covers and wristband for competitors, referees and officials (approx. 600) before the coach meeting
- 30 copies of the time schedule (approx. 90 pages) before the congress
- Approx. 40 copies of papers for referees course (approx. 400 pages total)
- Approx. 60 copies of the draw sheets (approx. 2.000 pages totally) before the congress.

- Instantly and permanently during the championship.

1.9 The competition hall

The location of the competition hall must allow easy connection to the hotels.

The hall should be of a size that will provide adequate facilities for the competitors. It should be able to have a minimum of 5 match areas. At the same time the accommodation for spectators should be large enough to provide the viewing of the championships in a reasonable standard of comfort.

1.10 Training Facilities

The following training facilities for the competitors must be provided for each team: For Wednesday, Thursday, Friday and Saturday 1.5 hours per day

Each team will have separate space.

Transport to and from these facilities will be arranged by the local organization.

The schedule for these training sessions will be handed over to each national coach on his arrival or organized before arrival by e-mail.

1.11 Presentation of Trophies and Medals

The Host country will be responsible for providing the trophies and medals (see [Appendix II](#)). A podium will be installed that allows spectators to view the ceremony.

For each participating country two national flags will be available.

In case the local organization is not able to provide this, they will inform the member national organizations beforehand on time so that they can bring their own national flags.

The ESKA / WSKA flag will be displayed during the championship in a prominent position. Before the last final match, the ESKA / WSKA flag will be handed over by the local national representative to the president of ESKA / WSKA who will then hand the flag to the national representative of the country that will organize the next championship.

1.12 Control

The Championships will be under the overall control of the ESKA / WSKA championship organizing committee.

1.13 General matters

The host country will not be held responsible in the case of any participating country which fails to comply with the deadlines for reservations and registration.

If a participating country chooses a hotel other than one of those chosen by the host country, then the host country is absolved from any responsibility in this matter.

A Sayonara party for athletes and officials shall be organized. The format is left to the discretion of the Host country, **but it should not attract an entry fee.** However, if food and beverages are provided, a maximum of 30 euro by person can be charged. Care must be taken to ensure that this represents good value for money.

2 DETAILED REQUIREMENTS

2.1 Hotel - Accommodation

HQ hotel

- The host country will designate a Headquarters hotel.
- The HQ hotel will host:
 - The ESKA / WSKA officers
 - The welcome desk
 - The congress meeting
 - The additional ESKA / WSKA meetings
- The welcome desk will be open from 8.00 am till 8.00 pm on Wednesday, Thursday and Friday. Nevertheless, in case member delegations will arrive outside this period, reception of the delegation will still be organized by the local organization. The delegations will be addressed in English.

Additional accommodation

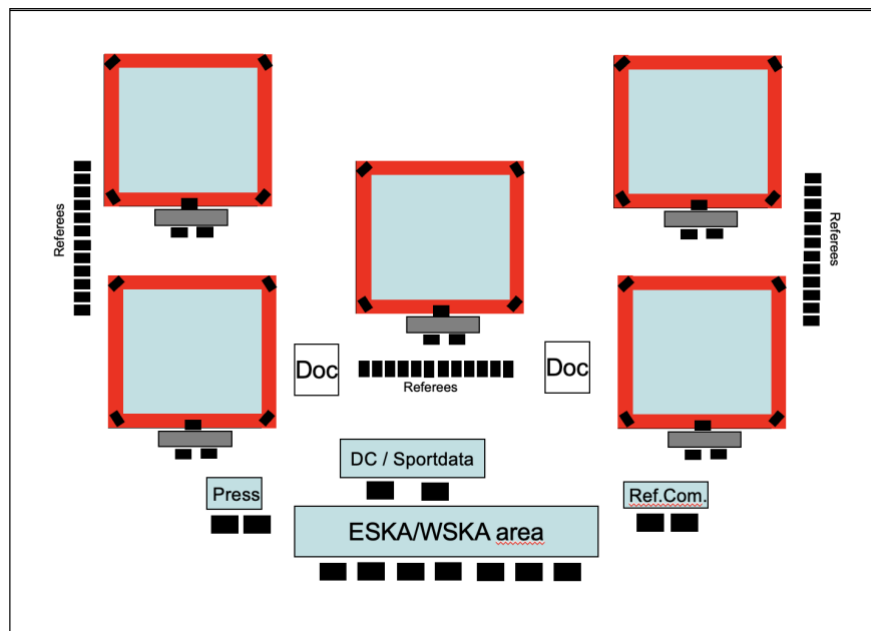
Several neighboring hotels may also be designated for alternative accommodation.

⇒ A small meeting room (for about 5 people) should be kept available throughout the Championships in the **competition hall**.

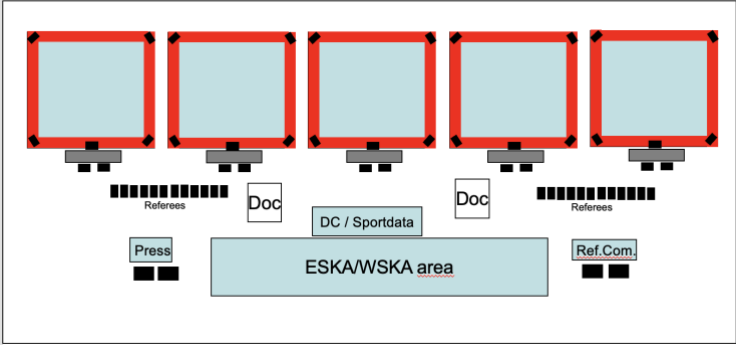
2.2 The Competition hall –

2.2.1 Proposals for arrangement of the competition area

Proposal a)



Proposal b)



2.2.2 Competition area:

The total area should be ready on Friday morning for a last check up by the competition director.

The arena should be of a capacity to provide a minimum of **5 match areas** for use in the preliminary rounds.

Total arena size must be no less than 56m x 40m.

Each area measures 8m x 8m. Allow **10 meters square per area which includes a safety area of 1 meter**. Very important: it is necessary to use tatamis which are not slippery!!

Just behind the competition areas there must be a barrier to keep the areas clear of non-competitors and coaches.

(*) ESKA / WSKA area: ESKA / WSKA officers shall be in the middle of the competition area on a raised platform, to have a clear overview of all competition areas. A table for all ESKA / WSKA officers (president, vice president, general secretary, financial director, technical director, ...):

1 table + 6 chairs

with their titles displayed on the desk.



- ESKA / WSKA competition director area (DC / Sportdata):
in the middle of the competition area: in order to have easy access to all competition areas a table for the Competition Direction:
 - 1 table + 4 chairs (championship director, secretary, 2 Person Sportdata)
 - A fast printer with copying function (only for a small amount of copies) .
 - 2 Wireless microphones at the central desk.
 - Min. 8 electric plugs
- ESKA / WSKA press officers
 - 1 Tabel with 2 Chairs
 - Electric plug
- ESKA / WSKA referee commission
 - 1 Tabel with 2 Chairs
 - Electric plug
- ESKA / WSKA medical commission
 - 1 Table with 3 Chairs

- Local organization area: located in the middle of the competition area, an area for local organisers (i.e. stewards, announcer etc.) It is the responsibility of the local host organization to provide microphones, copier, etc.
- Chairs for officials and referees (±60)
- Trophies area: 1 or 2 tables

2.2.3 Match area (*shiai-jo*)

- Material per match area :
 - kumite :
 - 5 chairs, 4 pair of flags,
 - kata :
 - flag system: 5 chairs, 5 pair of flags,
 - 1 book with kata names size A6 (Heian Shodan, Heian Nidan, Heian Sandan, Heian Yondan, Heian Godan, Tekki Shodan, Bassai Dai, Kanku Dai, Empi, Jion)
 - point system :8 chairs, 7 point sets.
- Competition table :
 - 1 big table, 3 chairs, 1 TV Screen (52" minimum)
 - Electric plugs
 - staff: 3 persons:
 - Reporter (responsible)
 - Time-keeper
 - Administrative helper/kata score keeper

The table must be protected from unqualified persons: competitors, officials and coaches.

2.2.4 Warming up area:

In addition, a warm up area separated from the competition arena should be provided for competitors.

2.2.5 Official area:

- Time tables and places for referees and officials must be protected from spectators,...
- **The arena itself should be kept clear of non-competitors in the event taking place, and should be enforced by sufficient stewards to enable this to be done.**

2.2.6 Referees area:

An area **separated** from the competitors and the spectators. In this area there should be coffee, tea and other non-alcoholic drinks and some sandwiches, cake, etc,....

2.2.7 First Aid area – Medical area

See [Appendix IX](#)

2.2.8 *Spectator area:*

- The spectator seating capacity is at the discretion of the host country. However, special seating for 400 people must be reserved: VIP's, officials (see [Appendix VIII](#)) (100) and competitors (300).
- Stewards – in order to avoid unexpected intrusion must constantly monitor this area.

2.2.9 *Administration area:*

- Copying machine (only for a small number of copies),
- Press & media

2.2.10 *Refreshment*

It is emphasized that refreshment bars available to spectators as well as Officials and Competitors should be provided and where these are not included in the normal facilities of the sports hall, alternative provisions by suitable contractors should be sought.

2.2.11 *Toilet Facilities*

The Host nation should satisfy itself that the sports hall would be able to provide adequate toilet and changing facilities for Officials and Competitors preferably in addition to the toilets available to the public.

2.3 ***The required Staff***

2.3.1 *General*

For the good organization of a championship, many helpers are necessary. It is not our intention to give a list of all necessary helpers. It is necessary to stipulate some critical points:

2.3.2 *Transport*

Persons to supervise transport to and from the Airport and to and from the official hotels and competition hall. They must have ESKA / WSKA identification signs at the airport.

2.3.3 *Hotel - Accommodation*

Persons who supervise the welcome desk.

2.3.4 *Competition hall - competition*

- A responsible officer who has the authority to deal with all urgent competition issues.
- Sufficient stewards and security people to provide an uncluttered arena (very important!!)
- Per match area :
 - Sufficient trained timekeepers and recorders to manage the areas for the entire event.
 - Area controllers for the placement of competition equipment and to keep the match area clean and in good order
 - Sufficient area liaison officers to convey match results promptly to the controllers.
 - Sufficient experienced controllers to provide full records of the event in English.

2.4 General

2.4.1 Electrical.

- Public Address system for general announcements, etc. required. Catering.
- Public catering facilities should be available.
- Officials to be provided with facilities serving coffee, tea, snacks, etc. during the day and a meal provided at some point during the event.
- Referees to be provided with facilities serving coffee, tea, snacks, etc. during the day and a meal during lunchtime in order to make it possible to have a short briefing. Owing to the nature of their work, a separate meal service must be made available so they do not have to queue
- VIP reception and/or delegates reception should be provided.
- The host country is not obliged to provide food for athletes. Any assistance provided in this respect is a courtesy.
- See meals Item 1.3

2.4.2 Invitations - protocol.

- Free seats shall be reserved for invited officials and guests:

for all events protocol is as follows :

- President
- Vice President
- Secretary General
- Director of Finances
- Director of Technical Matters
- Directing Committee members
- Director of Competition
- Member Exec. Committee
- Honorary Vice Presidents
- Chairmen of Committees

SCHEDULE
FOR THE
ORGANISATION
OF A
EUROPEAN SHOTOKAN KARATE-DO ASSOCIATION CHAMPIONSHIP
WORLD SHOTOKAN KARATE-DO ASSOCIATION CHAMPIONSHIP

PRE-COMPETITION
COMPETITION
POST-COMPETITION

3 PRE-COMPETITION

3.1 *Two years before*

Make contact with the ESKA / WSKA secretary's office.
Things to discuss and arrange are:

3.1.1 *Practical aspect:*

- place, date and hours of the competition
- program
- number of competition areas
- sponsorship
this is primarily within the control of the Host nation who will consider at an early date within the second year the provision or otherwise of Sponsorships and Company support in general.
- television and broadcasting
the Host nation will be responsible for most aspects of Press coverage including T.V., Radio and Newspaper articles. Immediately prior to and during the championships the ESKA / WSKA Press and Publicity Officer(s) will be responsible for co-ordinating media activities which require representation/opinion/comment on behalf of ESKA / WSKA.

3.1.2 *Technical aspects:*

- technical rules
- refereeing rules
- technical direction
- referees
- officials

3.1.3 *Financial aspects:*

- Incomes: entrance
publicity
others (gifts ,...)
- Expenses: organization (rent competition hall, cups, meals, material, ...)
technical (referees, ...)

3.2 *One year before championship*

Send a letter information / bulletin to every country (see [Appendix I.](#))

Send a copy of the invitation for approval to the ESKA / WSKA secretary's office (see [Appendix I](#)).

3.3 Six months before

3.3.1 Printing

Including:

- Advance publicity
- Printing of programs
- Entry forms
- Badges for competitors, delegations, officials,
- Invitations to guests

3.3.2 Trade Stands

An area for trade stands may be provided close but not within the area of activity associated with the Competition. The host must provide the opportunity (at no cost) for the trade stands of ESKA / WSKA sponsors to be erected.

3.3.3 Trophies and medals (see [Appendix II](#)).

These are provided by the host country and must include joint thirds for Kumite events and fourth places for Kata events.

In individual events the winner will be presented with a trophy and gold medal, the second place a silver medal and the third and fourth places bronze medals.

All Kumite and Kata team finalists (including reserves) will receive a medal; In addition, a Trophy will be presented to the winning teams.

Categories of youth, cadet and junior's events may be cancelled depending on the number entries.

3.3.4 Organization of Medical support

Make arrangements with local doctors, first aid-assistants, 1 fully equipped ambulance, Establishing contacts with the nearest hospital for urgent injury cases during the championship.

3.3.5 TV rights

The TV rights of the ESKA / WSKA Championships are the property of ESKA / WSKA and will be dealt with at its sole discretion.

The ESKA / WSKA board may permit the host country to videotape the Championships and broadcast it on local TV.

ESKA / WSKA has an agreement with Kamae for the filming of the championships. Kamae camera personnel shall be given access to the championship arena for this purpose

3.4 Four months before

The **invitations** should be sent out to all member countries **by the host country**. They should be accompanied by details of the championship program as approved by ESKA / WSKA.

The competition **entry forms** will be **available electronically via Sportdata**.

The latest date for the receipt of entries should be clearly stated.

The ESKA / WSKA competition office will prepare the schedule for the competition.

The host have to communicate any COVID regulations pertaining to the host country to ESKA / WSKA members.

3.5 Two weeks before

The host has to update the COVID regulations pertaining to the host country to ESKA / WSKA members.

ESKA / WSKA will provide an online coach meeting – the invitation will be send out by email to the members and registered coaches (if they have added their email-address in sportdata).

3.6 One week before.

The draw:

The ESKA / WSKA competition office is responsible for the draw.

The draw must use the computerized random process excepting that double entries from each nation are segregated into separate pools, or as far apart as possible if in one pool.

The draw cannot be changed except when unanimously approved by the ESKA / WSKA competition committee present at the Championship. A competitor can be replaced in the coach meeting before the championship starts but can be added with a penalty fee of 200 Euro for each entry (max 4).

4 COMPETITION

4.1 Admissions and controls

4.1.1 Spectators & Officials Admissions:

- Spectator entry by ticket at main entrance only. Pass-out system.
- Officials/VIP/Press entries usually at separate entrance and should have a special pass.
- Access to event areas allowed only with official pass, production of Press card or VIP invitation/pass.
- Signs required indicating - Officials - Information table - etc.
- Sportdata personnel must be granted access to the stadium at no cost prior to and during the competition.

4.1.2 *Competitors Admissions:*

- Competitors entry at separate entrance. Usually dressed in tracksuit or karate-gi Special seating arrangements required for competitors waiting to compete and after elimination.
- Competitors (male & female) changing facilities required.
- Adequate sign posting required to changing facilities.

4.1.3 *Stewards.*

- Stewards required to control: access to competition areas, VIP reception and admissions, Press/TV rooms, etc.
- Stewards required to clean: the warming-up area, competition area, etc.

4.2 **Ceremony**

4.2.1 *Opening Ceremony*

- The parade of the participants shall walk in in the arena. Each delegation dressed in its official uniform (officials: official dress (uniform), team staff: track suit (uniform), competitors: karate-gi) or same sports wear (no sport shoes) must be preceded by an individual bearing the name of the country and must be accompanied by its flag.
- No participant in the parade of opening ceremony is permitted to carry cameras, flags, banners, hats etc. A participant committing a breach of the above regulations will be liable to sanctions.
- Representatives of the competing nations shall parade in alphabetical order according to the language of the country organizing the ESKA / WSKA Championships, except that the host country shall bring up the rear.
- The host country shall furnish the flags of the participating delegations as well as the name-boards and their bearers, and they shall all be of equal size.
- Each contingent, after completing its march around the stadium, shall line up on the competition area and maintain it's position in a column behind its name-board and flag.
- The delegation shall salute, by announcing 'Oss', to the public at the command of the highest ranked referee who will announce 'Shomeini Rei' .
- The President of the National Federation of the host country accompanied by the President of the ESKA / WSKA shall then proceed to the rostrum where he shall introduce the President of the ESKA / WSKA in the following words: "I have the honor to introduce, the Sovereign or Head of State (or other personality) , to whom I extend the warmest welcome."
- The Sovereign or Head of State (or other personality) shall then say a brief speech of welcome, of not more than three minutes.
- The President of the ESKA / WSKA shall then mount the rostrum, and deliver a brief speech of welcome, of not more than three minutes, concluding with the words: "I have the honor to open the championships of the European Shotokan Karate-do Association / World Shotokan Karate-do Association"
- The official ceremony according to the protocol described above so comes to an end.
- The delegations will then be led out of the competition area.
- Only then any artistic program, no longer than 15 minutes, may take place. The entire Opening Ceremony and any exhibitions should not last more than 45 minutes.

4.2.2 Official medal ceremony

For all Championships organized by ESKA / WSKA, the procedures for awarding medals and trophies will be as follows:

- The podium must be fixed or brought on to the area each time.
- The medals will be awarded after each event by the President of ESKA / WSKA or other persons designated by the President of ESKA / WSKA and may be accompanied by officials designated by the President.
- The competitors shall wear Karate-gi or their national tracksuit.

4.2.3 Closing ceremony

- In between the finals of the Kumite Ladies Senior team event and the Kumite Men Senior team event, the official ESKA / WSKA flag will be handed over to the President of the country hosting the next ESKA / WSKA Championship.
- The ESKA / WSKA flag will be lowered and handed over to the President of the country hosting the ESKA Championship. The President hosting the ESKA / WSKA Championship will hand over the ESKA / WSKA flag to the President of ESKA / WSKA. During this the National Anthem of the host country will be played.
- Whilst the ESKA / WSKA president is holding the flag the anthem of the EU / United Nations will be played.
- The President of ESKA / WSKA, will hand over the official ESKA / WSKA flag to the President of the country hosting the next ESKA / WSKA Championships. During the walk of the president/representative to receive the ESKA / WSKA flag the National Anthem of the coming host country will be played.
- After the ceremony the last final event, Men and Ladies Senior team kumite will take place.

4.3 Miscellaneous

- All areas to be matted if on solid floors.
- All areas require a Control Desk, eight chairs and waste bin.
- Area numbers to be provided in the arena.
- Medical station to be provided in the arena (protected from spectators).
- Flags of countries attending to be displayed.
- Winner's rostrum required for trophy awards. A steward will hand the trophies to the presenter who will then present to the finalists.
- If not in walking distance a pool of buses for collective transport shall be kept available for the transportation of the delegations. A car or cars must be available at all times for the ESKA/ WSKA -President and the ESKA / WSKA officers and Sportdata. (10 persons).
- The ESKA / WSKA competition office will prepare the time-schedule of the competition.
- ESKA / WSKA agrees to abide by the anti-doping code of WADA. In this regard any competitor receiving a request from an authorized official to provide a blood or urine sample MUST comply or face sanctions as outlined in the WADA code. A special room for taking blood or urine samples should be provided if necessary.

5 POST-COMPETITION

A party for the athletes and officials shall be organized. Its format would be left to the discretion of the host country but it should not attract an entry fee unless accompanied by food and refreshments. If a fee is charged it must not exceed 30 euros and the officers of ESKA / WSKA and two Sportdata personnel shall be admitted free of charge.

Finally Sportdata and the host country must provide ESKA / WSKA Head Office with a copy of the final results of all the categories of the Championship so that all member countries can be either circulated with this information or have it provided electronically at a later date.

6 CHECKLIST

1. ADMINISTRATION

- two years before :
 - request to organize
 - contract ESKA / WSKA and host nation
 - booking competition hall (competition and training facilities)
 - booking hotel (rooms, meeting rooms, ...)
 - making appointments
 - sponsorship, television and broadcast

- one year before :
 - invitation / bulletin map to ESKA / WSKA -office
 - pay deposit 1000 Euro
 - booking medical help + 1 ambulance (minimum 1 doctor per 2 areas + 1 AID assistant per area)
 - booking a farewell party with seating for all guests (Sunday evening)
 - inform media (TV, press, ...)

- 6 months before :
 - arrange printing matters (programs, entry forms, badges, invitations,...)
 - arrange TV rights if any
 - make arrangements with local doctors, first AID-assistants, 1 fully equipped ambulance, establish contacts with the nearest hospital

- 4 months before :
 - sending invitations / bulletin to all countries (done by the host nation) **only after approval by ESKA / WSKA -Office**
 - request for national flags
 - set up the local organization committee
 - set up the organization of meals for competitors during competition (costs is for competitors themselves)
 - set up the organization of meals for officials and referees during competition (free of any charges)
 - set up the organization of meals for competitors, referees and officials **after** competition (costs is for themselves). Take care, the competition ends mostly not in the regular time for the hotels / restaurants
 - decoration of the competition hall
 - settlement music : entrance
 proclamation (different languages)
 (provide with interpreters)
 - prepare demonstrations (NOT LONGER THAN 15 MINUTES)

- prepare list of helpers and functions
- communicating the COVID regulations pertaining to the host country to ESKA / WSKA members.
- 2 months before :
 - control medical help (1 fully equipped ambulance and minimum 1 doctor per 2 areas and 1 first AID-assistant per area)
 - invitations VIP's, sponsors, press, TV, ...
 - list of invitations
- 2 weeks before :
 - communicating an update of COVID regulations pertaining to the host country to ESKA / WSKA members.
- 1 week before :
 - one responsible
 - prepare list of VIP's
 - sponsors proclamation
 - donations
 - prepare list of persons to award cups and trophies

2. PRINTED MATTER

- posters
- to send to all clubs
- to send to all countries
- program books
- entrance tickets
- stickers
- badges (officials, competitors)
- invitations to guests, ...

3. PRESS / T.V.

- listing of different newspapers
- to inform: press map to all newspapers / TV (list of competitions, competitors) eventually to foreign countries
- invitation to all press reporters + free entrance/passes
- separate press area
- one person responsible for ceremonies and entertainment
- WiFi / Internet available
- sending results to all newspapers / TV
- VIDEOTEAM

- TV
 - duration of transmission
 - moment of transmission
 - control of light intensity
 - control of electricity intensity

4. TECHNICAL MATTERS in the sports hall

- coordination of lighting
- coordination of temperature in the sporthall
- computer lists

5. RECEPTION FOREIGN COUNTRIES / PARTICIPANTS

- language (eg. interpreters)
- general information stand (at HQ hotel)
- badges for the delegation
- eg. passport control
- information on training facilities
- information papers
- information on transport hours

6. MEETINGS

- one small meeting room during whole event (in the hotel, in the competition hall)

ExCom Meeting

- reservation – meeting room
- tables
- chairs
- coffee / tea available
- projector / screen of good quality
- paper / pens

Congress Meeting

- reservation – meeting room (60 people)
- tables
- chairs
- coffee / tea available
- wireless microphone
- projector / screen of good quality
- paper / pens
- panel to write on
- last information for the championship

Meeting – coaches/drawing

- reservation – meeting room
- tables
- chairs
- paper / pens
- computer / printer
- copying draw sheets (copies : ±25 x 60 pages = ±2.000 copies sorted in once)
- stapler
- maps

Meeting – referees, seminar

- reservation – meeting room
- tables
- chairs
- projector / screen of good quality
- paper / pens

7. FINANCIAL

- sponsors
- gifts
- announcements of the sponsor / gifts
- entrance tickets for spectators
- organization – shop (t-shirts, posters, sweaters, etc.)
- invitation + free entrance to championship of sponsors
- invitation to party,..
- posters publicity
- expenses

8. STAFF

For the good organization of a championship, it's necessary to assure a sufficient number of staff. Staff people must be able to communicate in English. It is not our intention to give you a list of all necessary Staff. We just want to stipulate some critical points :

- persons who supervise transport Airport - hotel
- persons who supervise transport hotel – competition hall
- persons who supervise the welcome desk
- one responsible during the whole competition
- stewards and security people
- trained time keepers / scorekeepers (about 3 persons per area)
- athletes for Referee Course (Kata, Kumite)

9. CHAMPIONSHIP

- competition material (at least 5 areas)
 - 30 pairs of flags
 - 30 sets of kata-points
 - numbers for the competition area's (1 – 2 – 3 – 4 – 5)
 - cards with the kata names size A6 (H1 → H5, T1 – BD – KD – Enpi – Jion)
- 5 Televisions from 51" minimum screen diagonal with hdmi-cable
- buying trophies and Medals
- 2-3 wireless microphones
- chairs (10 per area)
- tables (2 per area)
- adhesive tape
- barriers
- direction arrows to the dressing rooms / warming up room / entrance competition area etc.
- information stand
- platform (1,2,3,4) (**attention to the teams = 7 persons/team on one platform!!!**)
- sandwiches + drinks
- quick printer / copying machine
- demonstrations (karate, others,...)
- decoration (flags, plants, flowers,)
- medical equipment
- hours officials
- hours VIP's
- press
- stands
- music: entrance
- music: parade – official ceremony
- national anthems – (if you don't use Sportdata system)
- national flags for awarding ceremony
- system for rising national flags at awarding ceremony
- organization – entrance of competitors
- organization – entrance of officials / referees
- organization – entrance of spectators
- organize allocate seating for officials, guests, referees, competitors
- security

10. TRANSPORT

- transport competitors and officials from the hotel to the competition hall and return (approximately 500 people!!!)
- transport from the airport to the hotel and return (booking forms!)
- transport: ESKA / WSKA Officers and 2 people from Sportdata from the hotel to the competition hall and return (10 people)
- 1 fully equipped ambulance

7 APPENDIX I: LETTERS

Model of invitation letter

Concerning : ESKA / WSKA Championship – 20__.

Further to our letter datedinviting you to take part in the above event, we now have pleasure in giving more details as listed below and enclose the championship forms which must be returned by(date).

Arrangements for the Championship are progressing satisfactorily and we are looking forward to being your host for the event.

The Championship details are as follows:

The event will consist of the categories which are open to Male & Female athletes and are published on the Sportdata website Link: https://www.sportdata.org/karate/set-online/index.php?subsystem_select=prod_wska_eska .

YOUTH: 14 to 15 years (age on the day of the competition - Youth can participate in Juniors Kata Team)

- Female Youth Individual Kata (4 per country)
- Female Youth Individual Kumite (4 per country)
- Male Youth Individual Kata (4 per country)
- Male Youth Individual Kumite (4 per country)

CADETS: 16 to 17 years (age on the day of the competition - Youth can participate in Cadet kata categories – Cadets can participate in Senior Kata Team)

- Female Cadet Individual Kata (4 per country)
- Female Cadet Individual Kumite (4 per country)
- Female Cadet Team Kumite (3 x competitors)
- Male Cadet Individual Kata (4 per country)
- Male Cadet Individual Kumite (4 per country)
- Male Cadet Team Kumite (3 x competitors)

JUNIORS : 18 to 20 years (age on day of competition - Cadets can participate in Junior categories)

- Female Junior Individual Kata (4 per country)
- Female Junior Individual Kumite (4 per country)
- Female Junior Team Kumite (3 x competitors)
- Male Junior Individual Kata (4 per country)
- Male Junior Individual Kumite (4 per country)

- Male Junior Team Kumite (3 x competitors)

SENIORS : from 21 years (age on day of competition - Juniors can participate in Senior categories)

- Female Individual Kata (4 per country)
- Female Individual Kumite (4 per country)
- Female Team Kumite (3 x competitors)
- Male Individual Kata (4 per country)
- Male Individual Kumite (6 per country)
- Male Team Kumite (5 x competitors)

VETERANS : from 40 years (age on day of competition)

- Female Individual Kata (4 per country)
- Male Individual Kata (4 per country)

KATA team categories – Female and Male:

- JUNIORS: from 14 up to 20 years (age on day of competition – 3 x competitors)
- SENIORS : from 16 years (age on day of competition – 3 x competitors)

RULES: ESKA / WSKA Competition Rules.

The Program of Events is as follows (unless there is no referee course and examination, in which case elements of the course may be present):

Wednesday	Referees course
Thursday	Referees course Ex. Board Com. meeting Coaches meeting Kata standardization course
Friday	Referees examination and Meeting Congress Championships
Saturday	Championships
Sunday	Championships Party
Monday	Departure

Hotel details are as follows:

Accommodation is available (all rooms have bathrooms, etc.) within the area at special prices, which include bed & full breakfast, during the championship (see hotel booking form). These hotels will be used for all meetings, information desks and transport control.

The main hotel has a number of three-bed rooms (which are cheaper) but are limited and these will be reserved on a First come - First booked basis, after which rooms will be allocated in two-bed or single bed rooms. The price difference will be collected on arrival at the hotel.

If you require reservations in the above hotels please complete the 'Hotel Booking Form' enclosed giving the details as requested. However, if you are making different hotel arrangements please advise us of the details so that we can arrange transport to your hotel on arrival.

Transport arrangements are as follows:

Provided the information is given on the appropriate forms, all visitors will be met at Airport (.....), Rail Station (.....) and transported to their hotel. Special transport has been organized for training, receptions, meetings and the championships.

Spectator Tickets:

A limited ticket allocation has been made for spectators from visiting countries. Tickets should be reserved by writing to me no later than, otherwise we cannot guarantee entry to the event. The cost is per person for the two days, payable on arrival.

Please find enclosed:

1. Application form for participation
2. Hotel Booking form
3. Hotel Name lists form
4. Arrivals & Departures

All forms numbered 1 to 3, colored white, to be returned to as listed.
All forms numbered 4 to 5, colored bleu, to be sent direct to as listed.
Addresses are given on each form.

Other General Information

Customs and currency regulations
Health and vaccination regulations
Local weather / climate
Other relevant information

Should you require further information please contact us at the above address. We look forward to welcoming you to and wish you a successful competition.

Kindly greetings,

APPLICATION FORM FOR PARTICIPATION

HOTEL BOOKING FORM

This form must be returned before/...../..... (date) To					
The ... European / World Shotokan Karate-do Association Championship Place, country. Date.					
In order to make your hotel reservations, please complete this form and return together with THE FULL PAYMENT, IN, made payable to					
Country : Organization : Shall require the following accommodation : Dates : from to					
WEEKDAY (Monday to Thursday inclusive) BOOKINGS					
.....	Single rooms at	per room = x nights =
.....	Twin rooms at.....	per room = x nights =
.....	Triple rooms at	per room = x nights =
WEEKEND (Friday to Sunday inclusive) BOOKINGS					
.....	Single rooms at	per room = x nights =
.....	Twin rooms at.....	per room = x nights =
.....	Triple rooms at	per room = x nights =
TOTAL ROOMS REQUIRED					
TOTAL SINGLE ROOMS REQUIRED		For nights	
TOTAL TWIN ROOMS REQUIRED		For Nights	
TOTAL TRIPLE ROOMS REQUIRED		For Nights	
Enclosed total payment of :					
Any additions or cancellations must be made as soon as possible and prior to arrival.					

HOTEL NAME LIST

This form must be returned before/...../..... (date)

To

.....

The ... European / World Shotokan Karate-do Association Championship

Place, country.
Date.

Please complete the following name list.

TRIPLE ROOMS

1. 2. 3. 4. 5. 6. TOTAL TRIPLE ROOMS :
--	--	--

TWIN ROOMS

1. 2. 3. 4. 5. 6. TOTAL TWIN ROOMS :
--	--

SINGLE ROOMS

1. 2. 3. 4. 5. 6.	TOTAL SINGLE ROOMS :
--	----------------------------

ARRIVAL AND DEPARTURE

This form must be returned before/...../..... (date) To	
The ... European / World Shotokan Karate-do Association Championship Place, country. Date.	
Country : Organization :	
ARRIVAL INFORMATION Arrival place : Arrival date : Airline Company : Other (Railway/Bus...) :	Arrival Departure time : Flight number : Total number of persons :
DEPARTURE INFORMATION Departure place : Departure date : Airline Company : Other (Railway/Bus...) :	Departure time : Flight number : Total number of persons :

8 APPENDIX II: TROPHIES and MEDALS

Attention :

Certain categories of youth, cadets, juniors and veterans can be cancelled.

Do not mention the name of the federation which organizes the championship on either the medals or trophies.

KATA FEMALE INDIVIDUAL YOUTH
KATA FEMALE INDIVIDUAL CADETS
KATA FEMALE INDIVIDUAL JUNIORS
KATA FEMALE INDIVIDUAL SENIORS
KATA FEMALE INDIVIDUAL VETERANS
KATA MALE INDIVIDUAL YOUTH
KATA MALE INDIVIDUAL CADETS
KATA MALE INDIVIDUAL JUNIORS
KATA MALE INDIVIDUAL SENIORS
KATA MALE INDIVIDUAL VETERANS

1st place

2nd place

3rd place

4th place

KUMITE FEMALE INDIVIDUAL YOUTH
KUMITE FEMALE INDIVIDUAL CADETS
KUMITE FEMALE INDIVIDUAL JUNIORS
KUMITE FEMALE INDIVIDUAL SENIORS
KUMITE MALE INDIVIDUAL YOUTH
KUMITE MALE INDIVIDUAL CADETS
KUMITE MALE INDIVIDUAL JUNIORS
KUMITE MALE INDIVIDUAL SENIORS

1st place

2nd place

3rd place

3rd place

KATA TEAM FEMALE JUNIORS
KATA TEAM FEMALE SENIORS
KATA TEAM MALE JUNIORS
KATA TEAM MALE SENIORS

1st place + 4 gold medals

2nd place + 4 silver medals

3rd place + 4 bronze medals

4th place + 4 bronze medals

KUMITE TEAM FEMALE CADETS
KUMITE TEAM FEMALE JUNIORS
KUMITE TEAM FEMALE SENIORS
KUMITE TEAM MALE CADETS
KUMITE TEAM MALE JUNIORS

1st place + 4 gold medals
2nd place + 4 silver medals
3rd place + 4 bronze medals
3rd place + 4 bronze medals

KUMITE TEAM MALE SENIORS

1st place + 6 gold medals
2nd place + 6 silver medals
3rd place + 6 bronze medals
3rd place + 6 bronze medals

9 APPENDIX III: EXECUTIVE BOARD – TECHNICAL and ORGANISING COMMITTEE

A room must be provided in a quiet location of the official hotel with adequate tables and seating for 10 persons.

The room must be reserved the day before the competition (Thursday) from 11.00 hours till 14.00 hours. A small lunch (sandwiches, refreshment drinks, coffee) has to be served.

10 APPENDIX IVa: REFEREE COMMISSION

A room must be provided in a quiet location at the official hotel with adequate tables and seating for 10 persons. The room needs to be reserved according to the official program.

The chief Judge holds a brief meeting **after** the ESKA / WSKA -Congress on Friday at about 11.30 hours (about 60 people can be present). The same room as that used for the ESKA / WSKA Congress may be used.

11 APPENDIX IVb: REFEREE COURSE

Provisional Program :

Wednesday from	13.30 -	Theory (a meeting room for 60 persons) with AV equipment)
	21.00:	
Thursday from	09.00 -	Kata for Referee candidates (a sports room)
	12.00:	
	13.00 -	(a meeting room) (a hall / sports room for 60 persons to perform Kata)
	17.00:	
	17.00 -	Practical examination Kata – Kumite (a sports room)
	22.00:	
Friday from	09.30 -	Examination written + results (a meeting room)
	12.30:	

Participants : official ESKA / WSKA referees/judges + new candidates

Attention!!

- . a maximum number of ten Referees per country are allowed to participate in the Referee Course and in the examination.
- . a maximum number of six official ESKA / WSKA Referees per country are allowed to officiate the championships.
- . the National Referees of the Organising country are allowed to be present as observers at this course, without taking the examination. Observers need to be registered with the ESKA / WSKA Office.

12 APPENDIX V: CONGRESS

Congress is the day preceding the competition or in the event that the competition starts on Friday afternoon then at 09.00 hours the same day.

A room must be provided in a quiet location at the official hotel with enough chairs and tables to seat sixty people. It should be available from 08.30 hours.

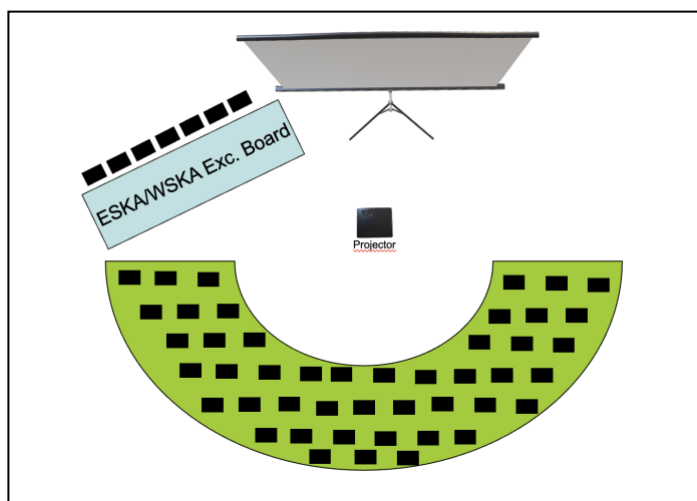
A table and seating should be arranged for eight members of the Executive Committee. In addition two microphones must be provided. Ideally two roamers (wireless walkabout) should be provided.

There must be name cards for the President, Vice-President, Director of Administration, Director of Finance, Technical Director, Executive Board Members, Competition Director and Honorary Vice President (president/chairman of host federation)

Writing paper should be provided.

Flip-chart, laptop, projector, etc. (see checklist Administration: point 6: Meetings).

Diagram of the room :



Or theatre style is possible

13 APPENDIX VI: DIRECTOR OF COMPETITION

A Competition Director is appointed by the Board of Directors of ESKA / WSKA for each Championship.

Responsibilities of the Competition Director:

- for the accustomed course of the Championship (he is not responsible for the organization of the Championship itself.)
- the draw,
- any change of competitors,
- the course of the different matches (what area and when a match will start)
- control of the entries with the coaches of all the participating countries.

The competition director will meet the staff (time-keepers, recorders, secretaries, etc.) the day before the Championship on

Thursday at 20.00 hours or Friday at 12.00 hours and will verify the capability of all the staff.

14 APPENDIX VII: COACH MEETING

The competition director will organize a meeting on the day prior to the start of the competition for the coaches at the official hotel from 14.00 to 15.00hrs or as directed by the competition director.

This may be held in the same location as Congress meeting.

The following will be given to the coaches:

- a list on which the necessary information concerning the competitors of that nation and the category in which they participate
- a list of all competitors and their competition numbers

Coaches can make corrections in the draw, but not additions.

Coaches have to check the GI's of their competitors for disallowed markings

15 APPENDIX VIII: KATA STANDARDIZATION COURSE

All referees and coaches can take part in the kata standardization course.

Approx. up to 60 people will attend the course.

16 APPENDIX IX: OFFICIAL DELEGATION

The host country may levy no participation fees on the delegations.
Delegations shall be provided with free admission to the Championships.

Those considered as official delegations are:

- the elected responsible members of each recognized national federation (max. 3 persons)
- the technical directors or sports directors of each recognized federation (max. 2 persons)
- the competitors
- the referees
- the coaches (max. 6 persons)
- the doctors and medical staff
- the reporters and photographers
- VIP's invited by the President of the Federation (after agreement by the host nation or with the ESKA / WSKA President)

The wives or members of family coming with the above mentioned persons are also considered as members of the delegation.

The supporters coming with the delegation are not considered as members of the delegation.

17 APPENDIX X: MEDICAL CARE GUIDELINES + AREA

Medical care area:

Protected from spectators,...

The host country must ensure that this room is fully equipped according to the medical requirements:

- consisting two tables,
- chairs,
- couch,
- screens,
- equipped with good lighting,
- ice,
- bowl,
- plastic bag & waste bins,
- water and soap,
- clean towels and a responsible and material to clean the competition floor,

The presence of at least minimum 1 doctor per 2 areas (If there are 5 areas then two doctors minimum will suffice) + 1 AID assistant per area is obliged (best is 1 spare doctor: in case a competitor is badly injured so that he needs to be nursed directly: the competition goes on!) . These individuals should have experience of karate competitions.

- 1 standby fully equipped ambulance for emergencies must be supplied
- The Hosting organizer should make contact the nearest hospital in advance informing it about the Championships on Friday till Sunday and make sure the hospital is able to receive badly injured competitors, if any, on these days (weekend!) or find another hospital which can.
- the doctors are clearly recognizable by their clothes (auxiliary staff but not with the same labeling as the doctor)

Duties of the Tournament Doctor and the First Aid Crew:

- First aid during the match
- Evaluation of the capability of the injured contestant to continue the match
- Inform the referee about the injury and capability to continue the match
- Treatment of the injury after the end of the match

The doctor can only enter the match area on the request of the referee.

When the doctor thinks that a contestant needs medical care but the referee does not ask for advice, the doctor can ask the arbitrator (kansa) for permission to enter the match area.

In case of open injuries, the bleeding has to be stopped and the injury has to be covered.

The treatment of the injury may not significantly delay the match (≤ 2 min).

Bandages should be applied only when necessary. They may not cause any danger (metal, hard plastic, pins, etc.) and should be limited to the minimum required for good functionality.

Evaluation of the capability of the injured contestant to continue the match

In order to judge the contestant's capability to continue the match the doctor has to evaluate

- Fractures and bleeding
- Consciousness
- Mobility, equilibrium and stability
- Vision
- Mental status / Alertness

A contestant must be forbidden to continue the match in case of

- Unconsciousness for ≥ 10 s
- Injuries that cannot be treated adequately on the match area (except genital injuries)
- Injuries that cannot be treated adequately without significant delay of the match
- Bleeding that cannot be stopped accurately
- Disturbed vision, motility, equilibrium, stability
- Disturbed concentration, alertness, mental status (agitation, severe pain ..), unconsciousness

The Tournament Doctor is responsible for the decisions concerning the contestant's capability to continue the match. A referee cannot overrule the doctor's decision that a competitor is not capable to continue. On the other hand, in case the doctor decides that the competitor can continue the match, the referee can overrule this decision.

A contestant, who wins a match through disqualification of the opponent for causing injury, cannot fight again in the competition without permission from the Tournament Doctor.

Information for the referee about the injury and capability to continue the match

- Brief description of the injury
Pre-existing injuries or conditions that may have influenced the origin or presentation of the current injury (note: before the contest, existing illness or injuries have to be notified to the Tournament Doctor)
- Capability of the contestant to continue the match (yes/no)

NOT to be mentioned:

- Treatment required
- Prognosis
- Interpretation of the cause of the injury, not even when the referee would ask for this

Treatment of the injury after the end of the match

Injuries should be treated in a separate room or space beyond sight of the spectators. This space should be as close as possible to the match area.

Important issues to be taken into account for contestants who are still in competition:

The time available for the treatment. (On request, the competitor has to be present for the next match)

Applied bandages may not cause any danger (metals, hard plastic, pins, etc.) and should be limited to the minimum required for good function.

Bandages may not be applied

- in the absence of an acute injury
- for the prevention of pain only

(-ESKA / WSKA Tournament Doctor) or other doctor appointed by the ESKA board of directors.

18 APPENDIX XI: CHECKLIST WHO IS CHARGED WITH?

ITEMS	ESKA / WSKA	Host Nation	Countries
TRANSPORT			
• from/to airport from/to hotel (for all delegations)			X
• from/to hotel from/to competition hall (for all delegations !!! about 450 persons all at once)		X	
• special transport for ESKA / WSKA officers during the whole championship		X	
ACCOMMODATION			
• hotel : country delegations			X
• hotel : ESKA / WSKA officers + Techn. Director + ESKA / WSKA doctor (8 people)		X	
• Meeting rooms : Executive Committee (10 people) Referee course / meeting (60 people) Referee Commission (5 people) Technical Committee (5 people) Medical Committee (10 people) Congress (60 people) Kata standardization course (60 people training)		X	
SPORTCENTER			
• training facilities		X	
• competition		X	
• entrance		X	
COMPETITION			
• entrance : free admission to the Championship : official delegations + competitors (see annex)		X	
• technical aspect (rules, direction, referees, officials)	X		
• equipment (flags, Kata score boards, etc.)		X	
• doctors, nurses + medical equipment		X	
• ambulance		X	
• Opening ceremony		X	
• Closing ceremony		X	
• trophies and medals (see annex)		X	
ADVERTISING			
• Specifically but not exclusively advertising space on the accreditation lanyard and the competitor number	X		

ITEMS	ESKA / WSKA	Host Nation	Countries
<i>PRINTING</i>			
Publicity		X	
program		X	
entry forms	X		
officials badges		X	
invitations		X	
printing competition numbers	X		
cost of printing competition accreditation cards including sponsors icon		X	
<i>MEALS</i>			
• before Championship			X
• after Championship			X
• during Championship for ESKA / WSKA Officers and working Referees + supplement of hot or cold drinks		X	
• during Championship for competitors and official delegations			X
• Closing party		X	
<i>OTHERS</i>			
• sponsorship		X	
• television / broadcasting		X	
• Provision of stand space for ESKA / WSKA sponsor at no cost		X	
• others : gifts, etc.		X	
• mailing : information + invitation		X	
• Provision of Advertising space in stadium for ESKA / WSKA sponsor at no cost		X	

19 APPENDIX XII: ADVERTISING

Official sponsors of ESKA / WSKA will have certain rights and privileges concerning both the ability to advertise and free access to the stadium. These may also include the ability to advertise their company or products at the championship and set up a trade stand under the conditions described elsewhere in this document. All queries on this matter should be referred to the Director of Administration for ESKA / WSKA.

20 Appendix XIII: Evaluation form

Evaluation of ESKA / WSKA Championships

Year	
Host Nation	
Date	
ESKA / WSKA EB-Member	

ITEMS FOR EVALUATION		Score each category from 1 (poor) - 10 (Excellent)
1	Visa Support/ Website and Pre-Championship Information/ Advertisement	
2	Transport	
3	Hotels	
4	Meeting, Reception and Registration of Teams/ for ESKA / WSKA officials/ for member country presidents by host organization.	
5	Meeting Rooms/ Referee Course	
6	Pre-Championship Training/ Meals	
7	Awarding and Opening - Closing Ceremonies/ Trophies and Gifts	
8	Competition Arena	
9	Medical Care	
10	Sayonara Party for All	
	TOTAL SCORE OUT OF 100	

Any other comments:	

Signature

DETAILED BREAKDOWN OF ITEMS FOR EVALUATION			1 (poor) - 10 (Excellent)
1	1.1	Visa Support	
	Guiding Points (Reminders) for Remarks		
	1	full information on Visa on the website or sending it to all ESKA / WSKA member countries	
	2	Invitation letters for Visa by e-mail or quick mail, if originals are required	
	3	Assistance with Visa on official level (Foreign Office, Embassies, etc.)	
	1.2	Website and Pre-Championship Information	
	Guiding Points (Reminders) for Remarks		
	1	webpage and its quality	
	2	sending of full information to all ESKA / WSKA member countries in good time	
	3	Speed of responses	
	1.3	Advertisement	
	Guiding Points (Reminders) for Remarks		
	1	posters, booklets, programs etc.	
	2	Advertisement in the city (posters in the city, by local TV, radio, etc.)	
3	approximate number of spectators and sport atmosphere during the competition		
4	press-release, press-conference, coverage in local press		
5	TV coverage (local news, other)		
2	Transport		
Guiding Points (Reminders) for Remarks			
1	for teams – to and from the airport/station (free or cost) + responsible persons		
2	for Exec.Com. members and officers – special transport to and from the airport/station (free)		
3	for teams – to and from training facilities (if needed) (free) + responsible persons		
4	for referees – to and from the referee course (if needed) (free) + responsible persons		
5	for teams – to and from the sport arena (if needed, at one time!) (free or cost)		
6	for injured – to and from the hospital (by ambulance or by the organisers) (free)		
7	for Exec.Com. members – special transport to and from the sport arena (if needed) (free)		

DETAILED BREAKDOWN OF ITEMS FOR EVALUATION		1 (poor) - 10 (Excellent)	
	8	for Exec.Com. members – a spare car during the Championship (free) + responsible person	
	9	for Officials – to and from the Reception/Sayonara Party (free) + responsible persons	
	10	for teams – to and from the Sayonara Party (if needed) (free or cost)	
3	Hotels		
	Guiding Points (Reminders) for Remarks		
	1	information on hotels on the website or timely sending to all member countries	
	2	fairness of proposed hotels' rates (price/quality), favorable rates secured by the organizers	
	3	proposed hotels' distances from international airport/station, convenience of public transport	
	4	proposed hotels' distances from the sport arena, convenience of public transport (if needed)	
	5	proposed hotels' location in the city, distance and access to city center	
	6	HQ hotel: stars, lobby, quality of rooms, Officers' rooms, restaurants/snack-bars, Wi-Fi, etc.	
	7	other proposed hotels: quality of rooms, restaurants/snack-bars, Wi-Fi, etc.	
	8	parking (cars, buses) at hotels (free or costs)	
	9	possibilities of booking proposed hotels directly (not through the Organizers)	
	10	possibilities of booking other (non-proposed by the Organizers) hotels directly	
4	4.1	Meeting, Reception and Registration of Teams	
	Guiding Points (Reminders) for Remarks		
	1	meeting of teams and Officers at airports/stations (signs, info desks?), staff, interpreters	
	2	welcome desks at hotels, convenience of reception of teams, staff, interpreters	
	3	accuracy of information (time-table of transport and all events) at hotels' Receptions	
	4	Championship's room at HQ hotel, convenience of registration of teams, staff, interpreters	
	5	full informational packets (booklets, time-table, badges, passes, etc.) duly handed to teams	
4	4.2	Reception for All Officials and Presidents of National Federation by the Local Organization	
	Guidance Points (Reminders) for Remarks		

DETAILED BREAKDOWN OF ITEMS FOR EVALUATION		1 (poor) - 10 (Excellent)		
	1	level of the local authority (Governor, Mayor, Minister, etc.), invitations for Officials		
	2	level of venue (City Hall, office, castle, restaurant, etc.) and dress code		
	3	location of venue (distance from the HQ hotel, transport) and schedule		
	4	beverages, snacks, service		
	5	speeches (interpreter), gifts, hospitality and overall atmosphere		
4.3	Reception Dinner for ESKA / WSKA Officers by the Local Organization			
Guidance Points (Reminders) for Remarks				
	1	level and location of venue (City Hall, castle, restaurant, etc.)		
	2	level of venue (City Hall, office, castle, restaurant, etc.) and dress code		
	3	speeches (interpreter), gifts, food and drinks, service, hospitality and overall atmosphere		
5	5.1	Meeting Rooms		
	Guiding Points (Reminders) for Remarks			
		1	location and quality/equipment of Exec. Com. meeting room and service (snacks/lunch)	
		2	location and quality/equipment of ESKA / WSKA Committees' meeting room(s) and service	
		3	location and quality/equipment of ESKA / WSKA Congress meeting room and service (refreshment)	
		4	location and quality/equipment of Referees/Coaches meeting room (and service)	
		5	small meeting room during whole event (in the HQ hotel, in the competition hall)	
	5.2	Referee Course		
	Guiding Points (Reminders) for Remarks			
		1	accuracy of information to all countries (dates, time-table, location and any changes, etc.)	
		2	location and quality/equipment of room for theoretical part and examination	
		3	place (sport hall, hall, room) for practical part, distance from hotels (if not at HQ hotel)	
6	6.1	Pre-Championship Training		
	Guiding Points (Reminders) for Remarks			
	1	Available booking of training hours.		

DETAILED BREAKDOWN OF ITEMS FOR EVALUATION		1 (poor) - 10 (Excellent)
2	accuracy of information, precise time-table for each team (at hotels and in info. packets)	
3	distance from training hall/halls to proposed hotels, access, transport + responsible persons	
4	Possibility for each team to train alone (separate hall/place/space)	
5	quality of training hall/halls (space, tatami, light, air, space, dressing rooms, showers, etc.)	
6.2	Meals	
Guiding Points (Reminders) for Remarks		
1	possibility to book half-board at the advised hotels (breakfast, supper), quality	
2	meals at proposed hotels, convenience to have early breakfasts and late suppers, quality	
3	bars and cafes at the HQ hotel and other proposed hotels (working hours), quality	
4	possibility to have meals near the proposed hotels (cafés and restaurants nearby)	
5	lunch-room for referees (or café near the arena) during the Championship, quality	
6	possibility for competitors to have snacks/warm meals during the Championship	
7	possibility for audience to have snacks/warm meals during the Championship	
8	refreshment and snacks for officials and referees during the Championship	
9	VIP room for officials and special guests during the Championship, quality, service	
10	stewards assisting Officials and Referees having lunch, snacks during the Championship	
7	7.1 Opening Ceremony	
Main Guiding Points (Reminders) for Remarks		
1	main Honorary Guest(s): Sovereign, Head of State, Governor, Mayor, Minister, etc.	
2	list of special guests, seats for VIPs, special guests, press, etc.	
3	TV/video facilities and coverage	
4	light, projectors (optional)	
5	music during the parade of competitors and referees, quality of sound	
6	National Flags carried by all participating countries	
7	tables with the names of the countries carried by local children/persons in Karate-Gis	

DETAILED BREAKDOWN OF ITEMS FOR EVALUATION		1 (poor) - 10 (Excellent)
8	National Anthem of the hosting country (and Anthem of the EU?), quality of sound	
9	short speeches (microphones, quality of sound), gifts, introduction of sponsors, etc.	
10	demonstration (artistic) program (quality, adhering to specification)	
Additional Guiding Points (Reminders) for Remarks – Work of Opening Ceremony Staff		
11	local person responsible for the whole Opening Ceremony (works with the Director of Competition)	
12	helpers preparing the main sport hall for the Opening Ceremony during the break	
13	security people/helpers checking access to the main sport hall Areas/zones of seats	
14	helpers forming (ABC) teams'/referees' columns, checking dress-code, flags, children/tables	
15	“Chief of Parade” responsible for proper march-in/march-out of teams'/referees' columns	
16	responsible for music, microphones, quality of sound	
17	responsible for light, projectors (optional)	
18	official interpreter of the Opening Ceremony (if needed) with texts of speeches (optional)	
19	local speakers (Honorary Guest(s), President of Federation), their speeches (for interpreter)	
20	responsible for demonstration (artistic) program (including music on C	
7.2	Awarding and Closing Ceremonies	
Main Guiding Points (Reminders) for Remarks		
1	podium for the Awarding Ceremony (size/quality, location/view, decoration/banner)	
2	National Flags and flag rising system for each awarding	
3	separation of the Awarding Ceremony zone from photographers and supporters	
4	one-by-one list of medal winners for each awarding (+ for interpreter)	
4	one-by-one list of Officials and Special Guests doing each awarding (+ for interpreter) by agreement with the president of ESKA / WSKA.	
5	TV/video facilities and coverage	
6	light, projectors (optional)	
7	music during march-in of medal winners and presentation of trophies, quality of sound	
8	rising of National Flags (appearing of slides) during awarding ceremonies	
9	playing of National Anthem of the winner in each category, quality of sound	

DETAILED BREAKDOWN OF ITEMS FOR EVALUATION		1 (poor) - 10 (Excellent)	
7	10	<u>Closing Ceremony</u> : parade, music, projectors, ceremony of ESKA / WSKA Flag handing to the next hosting country, National Anthems, speaker (announcer), interpreter, quality of sound, etc.	
	Additional Guiding Points (Reminders) for Remarks – Work of Awarding and Closing		
	Ceremonies Staff		
	11	1 local Responsible for Awarding/Closing Ceremony (works with the Director of Competition)	
	12	2 helpers controlling access to the podium zone including of photographers and supporters	
	13	1 official interpreter of the Awarding/Closing Ceremony (+ with lists of names)	
	14	4 trained assistants (girls in national dress, other) carrying trophies for each awarding	
	15	2 helpers forming groups of medal winners for each awarding and checking their dress code	
	16	1 responsible for music and National Anthems (+ quality of sound) during each awarding	
	17	1 responsible for light, projectors (optional)	
18	1 responsible + 2-3 helpers for National Flags rising or 1 responsible for Flag slide show		
7.3	Trophies and Gifts		
Guidance Points (Reminders) for Remarks			
1	quantity and quality of medals		
2	quantity and quality of Cups		
3	quantity and quality of Diplomas for medal winners		
4	souvenir medals (1 gold souvenir medal as a gift to each country)		
5	gifts to VIPs, sponsors, press, referees (souvenir medals, souvenirs, booklets, posters, etc.)		
8	Competition Sport Arena		
Guiding Points (Reminders) for Remarks			
1	accuracy of information to all countries: address, map, dates, timetable, sport hall plan, etc.		
2	distance from Sport Arena to proposed hotels, access by public transport (if needed)		
3	quality and infrastructure of the Sport Arena (modern/old)		
4	Competition Area: space of the main competition area (5 tatami + sufficient free space)		
5	quality of tatami (5+) and markings on tatami		

DETAILED BREAKDOWN OF ITEMS FOR EVALUATION		1 (poor) - 10 (Excellent)
6	number/quality of male and female dressing rooms (showers, toilets and cleaning)	
7	separated warm up area, announcements or radio transmission (if needed)	
8	special place for collecting/checking competitors for each pool (access, convenience)	
9	ESKA / WSKA Area: podium for Officials, tables, chairs, 2 wireless microphones, quick printer, etc.	
10	Competition Director Area: table, chairs, 1 microphone, extension cords copying machine	
11	Medical Area: table, chairs, coach, first aid kit, barrows, wheel-chair, heart defibrillator	
12	decoration of sport hall: ESKA / WSKA flag, Nations' flags, trophies' display, flowers, signs, etc.	
13	podium for central Shiai-Jo (optional, if 5/6 Shiai-Jo are used)	
14	chairs, flags, clocks, bells, point books, red/white belts, notebooks, etc for each Shiai-Jo	
15	electric equipment for each Shiai-Jo: wires for Sportdata, TV screen, microphone, etc.	
16	equipment for video team (sockets, outlets, extension cords, etc.)	
17	public messaging/announcements (quality of sound, interpreters), music	
18	light intensity at the competition area, projectors for the finals (optional)	
19	temperature in the competition area (air-conditioning or heating if needed)	
20	zone of seats for competitors (Sport Zone)	
21	seats for referees (Referee Zone)	
22	zone of seats for VIPs and Special Guests (VIP Zone)	
23	zone of seats for Press (Press Zone with Wi-Fi and other necessary electric equipment)	
24	zone of seats for audience (Public Zone)	
25	security and ticket control (if tickets are sold) at Public Entrance to the Sport Arena	
26	security and passes (invitations) control at Service Entrance to the Sport Arena	
27	security inside the Sport Arena, access to separated Competition Area: passes checking	
28	organization of shops (posters, souvenirs, t-shirts, gear, protectors, books, DVDs, etc.)	
29	public toilets and their cleaning at the duration of the competition days	
30	full readiness of Sport Arena by Friday morning (to be checked by the Competition Director)	

DETAILED BREAKDOWN OF ITEMS FOR EVALUATION		1 (poor) - 10 (Excellent)
Additional Guiding Points (Reminders) for Remarks – Work of Sport Arena Staff		
31	1 local Chief Responsible (local Director) – supervisor of all security, stewards and helpers	
32	1 local Deputy Chief Responsible in charge of Opening, Awarding and Closing Ceremonies	
33	1 local responsible for all transport to/from the Sport Arena	
34	1 local responsible engineer (electric, sound, light, video, TV, air-conditioning)	
35	5 timekeepers, 5 scorekeepers, 1 announcer per each Shiai-Jo	
36	1 main announcer (speaker) and 1-2 official interpreters (if needed)	
37	1 local medic experienced in working at Karate competitions for each Shiai-Jo	
38	1 experienced nurse with a valid first-aid certificate for each Shiai-Jo	
39	stewards/helpers checking access to Areas and rooms, checking competitors' dress-code/belts, cleaning tatami during the fights, arranging lunches, serving coffee to Officials, etc.	
40	assistants of local the Chief Responsible and the Director of Competition	
9	Medical Care	
Main Guiding Points (Reminders) for Remarks		
1	equipped ambulance car(s) during the whole Championship	
2	Organizers' making pre-arrangements with the nearest hospital (working hours!)	
3	local medical staff meetings headed by the Tournament Doctor before each competition day	
4	protection of Medical Area from spectators	
5	medical equipment (tables, chairs, coaches, barrows, wheelchair, first aid kit, etc.)	
7	registration of all injuries at each Shiai-Jo	
8	quality of first aid during the Championship	
Additional Guiding Points (Reminders) for Remarks – Work of Medical Staff		
9	1 local Chief Doctor	
10	1 local medic for 2 Shiai-Jo with experience in working at karate competitions (2 in total if 5 Shaii-Jos)	
11	1 trained nurse for each Shiai-Jo with a valid nurse/first aid certificate	
12	ambulance crew	

DETAILED BREAKDOWN OF ITEMS FOR EVALUATION		1 (poor) - 10 (Excellent)
13	1-2 interpreters to help the medical staff and to go to the hospital with injured persons	
10	Sayonara Party for All	
	Guidance Points (Reminders) for Remarks	
1	level of venue (sport hall, hotel restaurant, city restaurant, bar, disco, etc.)	
2	location of venue (distance from the HQ hotel, transport) and schedule	
3	cost of ticket (if any), invitation of ESKA / WSKA Officers, VIPs and Sportdata personnel	
4	passes/tickets checking and security at the Party	
5	arrangement tables for countries	
6	special table (room) for ESKA / WSKA Officers and VIPs	
7	variety and quality of food	
8	free drinks, bar/prices and bar service (queues)	
9	music (discotheque or other)	
10	speeches, service, hospitality and overall atmosphere	

21 APPENDIX XIV: ESKA /WSKA Contract

ESKA Contract CONTRACT FOR THE ORGANISATION OF THE XXth ESKA EUROPEAN CHAMPIONSHIP SHOTOKAN KARATE-DO XXXXXXX, XXXXXland, XXXXX NOVEMBER 20XX

Between the European Shotokan Karate-do Association, named “ESKA”, whose head office is in Mendig, Germany, represented by its President Mr. Richard Poole, who has the full authority to act on behalf of ESKA, and the Karate Federation of named within the document as “Organising Federation”, whose head office is in place, Country, represented by its President Mr. name who has the full authority to act on behalf of the aforementioned Organising Federation.

In a general manner, notwithstanding the provisions mentioned below, the signatories agree to comply with the provisions of the following regulations in particular:

- ESKA Specification for the Organisation of an ESKA European Championship,
- Financial Support Package Available for the Organising Federation of the ESKA European Championship,
- ESKA Constitution,
- ESKA Competition Rules & Appendices,
- ESKA Matters of Importance for Coaches.

These Regulations are an integral part of the contract. Details of the Financial Support Package are attached to this contract. The ESKA Specification for the Organisation of an ESKA European Championship, ESKA Constitution, ESKA Competition Rules, ESKA Matters of Importance for Coaches can be consulted on the ESKA website at the following address: <https://eska-karate.org/downloads>

I. ESKA’s OBLIGATIONS

1. ESKA agrees to assign the aforementioned competition to the Organising Federation.

I. OBLIGATIONS OF THE ORGANISING FEDERATION

1. The Organising Federation will organize the aforementioned competition on 26th - 28th November 20XX in place, Country, and will fulfil the provisions appearing in the different Regulations listed above (on page 1 of the present contract). This includes the requirement to undertake any necessary insurances in order to comply with the host country’s laws and legal requirements.
2. In case of unjustified cancellation of the competition by the Organising Federation, it will pay ESKA a fee of 1000 Euros and in addition reimburse all the ESKA’s expenses incurred in respect of the championships (i.e. costs of ESKA Competition Director’s visits to the host country, etc.), upon presentation of copies of invoices/receipts for costs claimed.
3. In the case of cancellation of the competition, owing to unforeseen circumstances beyond the control of the parties concerned, such as natural disasters, epidemics, infectious diseases or war, the Organising Federation shall be exempt from any payment of both the fee and additional costs.

III. FINAL PROVISIONS

1. The contracting parties agree to keep each other fully informed of any issues which could place the fulfillment of the contract at risk.

2. In the case of a dispute, the matter will be dealt with by the Vice President of ESKA, and will be tried by the Court of Arbitration for Sport (CAS). The decision taken by the CAS judge will be irrevocable.
3. The present contract is drawn up in duplicate, one copy for each of the contracting parties.

WSKA Contract
CONTRACT FOR THE ORGANISATION
OF THE XXth WSKA WORLD CHAMPIONSHIP
SHOTOKAN KARATE-DO
XXXXXXXX, XXXXXland, XXXXX SEPTEMBER 20XX

Between the World Shotokan Karate-do Association, named “WSKA”, whose head office is in Portugal, represented by its President Mr. Richard Poole, who has the full authority to act on behalf of WSKA, and the Karate Federation of named within the document as “Organising Federation”, whose head office is in place, Country, represented by its President Mr. name who has the full authority to act on behalf of the aforementioned Organising Federation.

In a general manner, notwithstanding the provisions mentioned below, the signatories agree to comply with the provisions of the following regulations in particular:

- WSKA Specification for the Organisation of an WSKA World Championship,
- Financial Support Package Available for the Organising Federation of the WSKA World Championship,
- WSKA Constitution,
- WSKA Competition Rules & Appendices,
- WSKA Matters of Importance for Coaches.

These Regulations are an integral part of the contract. Details of the Financial Support Package are attached to this contract. The WSKA Specification for the Organisation of an WSKA World Championship, WSKA Constitution, WSKA Competition Rules, WSKA Matters of Importance for Coaches can be consulted on the WSKA website at the following address: <http://www.wska-karate.org/downloads/>

I. WSKA’s OBLIGATIONS

1. WSKA agrees to assign the aforementioned competition to the Organising Federation.

I. OBLIGATIONS OF THE ORGANISING FEDERATION

1. The Organising Federation will organize the aforementioned competition on XXth - XXth September 20XX in place, Country, and will fulfil the provisions appearing in the different Regulations listed above (on page 1 of the present contract). This includes the requirement to undertake any necessary insurances in order to comply with the host country’s laws and legal requirements.
2. In case of unjustified cancellation of the competition by the Organising Federation, it will pay WSKA a fee of 1000 Euros and in addition reimburse all the WSKA’s expenses incurred in respect of the championships (i.e. costs of WSKA Competition Director’s visits to the host country, etc.), upon presentation of copies of invoices/receipts for costs claimed.
3. In the case of cancellation of the competition, owing to unforeseen circumstances beyond the control of the parties concerned, such as natural disasters, epidemics, infectious diseases or war, the Organising Federation shall be exempt from any payment of both the fee and additional costs.

III. FINAL PROVISIONS

1. The contracting parties agree to keep each other fully informed of any issues which could place the fulfillment of the contract at risk.
2. In the case of a dispute, the matter will be dealt with by the Vice President of WSKA, and will be tried by the Court of Arbitration for Sport (CAS). The decision taken by the CAS judge will be irrevocable.
3. The present contract is drawn up in duplicate, one copy for each of the contracting parties.

22 APPENDIX XIV: technical requirements championship

Equipment for the competition area

- One (1) A4 Photocopy machine (fast, professional type).
- One (1) A4 Color Laser Printer equipped with a USB interface, Network interface and the appropriate installation software.
- Spare (extra) toners & drums for the above laser printer.
- One (1) 3 Meter USB printer cable.
- An adequate number of A4 size paper 80 gr. (min 200 pages)
- one heavy duty staple gun with adequate staples.
- one sharp scissors.
- One (1) high speed / broadband Internet access with username and password
- A dedicated network cable (CAT 5) from each Tatami table to the central table
- Four dedicated network cable (CAT 5) of 1,5 meter
- 7 modern Laptop (i3 or better) with Windows 10, min. 4 GB Ram, Wireless and Network Cable plug, with Mouse
- TFT, LCD or Plasma Screen / Monitor with power supply and the following requirements (see picture):
 - minimum 52" diagonal measure
 - HDMI video cable for each TV

Equipment needed by Sportdata at the central table

The central table should have the following minimum equipment:

- One 4-port Gigabit Network Switch
- Power supply, for at least six (6) electronic devices

If you need information do not hesitate to contact the ESKA /WSKA Office :

office@eska-karate.org