

AKF ORGANISATION RULES

I. AKF

1. AKF Championships, Zone Championships and all international karate events in Asia must be organized according to AKF Organization Rules. For major issues, IOC/OCA regulation, resolution and rules take priority.
2. AKF has exclusive right for technical arrangement at Asian Games, Asian Youth Games, Zone Games and all karate competitions at regional games in term of TD, neutral referees, seminars, competition schedules, compulsory use of WKF/AKF approved equipments and other relevant aspects.
3. AKF has exclusive marketing property of AKF Championships. Hosting federation (HF) must consult with AKF for any feasible marketing plan, which concludes but is not limited to sponsorship, right of AKF official suppliers, advertisement, ticket sales, TV coverage, sale booth, commercial promotion and etc...
4. AKF has exclusive right to collect guarantee fee of 5,000.00 USD from HF, which will be refunded within one month after successful organization of AKF Championships.
5. AKF has right to decide the championship date and finalize daily program based on HF proposal.
6. AKF shall inspect organizational preparation of HF no later than 3 months before the opening of AKF Championships. The inspection comprises of AKF President, Secretary General and RC Chairman or other persons AKF President might deem necessary. The inspection covers topics of venues/facilities of competition, training, seminars, meetings, registrations and other activities, plans for transportation, security, visa, hotel, food, opening/closing ceremony and other social activities. Air fare will be borne by AKF while local hospitality will be covered by HF.
7. AKF will provide preparation list for HF to observe and complement.

II. Hosting Federation

1. NF applying for AKF Championships must be approved and supported by NOC or government. HF must pay AKF 5,000.00 USD guarantee fee within one month from the date when AKF Congress rendered the hosting right. Delayed payment or withdrawal is regarded as violation of AKF Organization Rules, thus the NF will be imposed disciplinary penalty accordingly.
2. NF is responsible for the organization of the championship and guarantee that the following arrangement and preparation are in line with AKF requirement, which includes but is not limited to the following aspects:

2.1 Hotel:

HF has responsibility and obligation in providing different stars of hotels for participants with reasonable prices corresponding to local consumption level. AKF inspection will discuss with HF to finalize hotel prices.

It is recommended that HQ hotel is 5 star hotel for AKF officials and participating teams, while 4 or 3 star hotels are provided for participating teams.

Registration, congress, meetings and drawing are held at HQ hotel, thus adequate number of function rooms are demanded with satisfaction.

The following rooms and 3 meals per day shall be arranged at HQ hotel with cost covered by HF:

1 suite room for AKF President

10 single rooms for AKF Secretary General, Vice Presidents, EC members and Treasurer.

5 single rooms for AKF RC members

2-3 single rooms available for AKF honorary title holders in case they attend

While 3 single rooms for AKF RC Secretary, Assistant Treasurer and Operation Manager should be reserved with payment by AKF

HF shall arrange buffet meals at official hotels and respect religious needs as per international practice.

2.2 Venue

Competition venue shall be big enough to accommodate 3000 spectators and set up 4 tatamis at competition arena plus at least 3 tatamis at warm-up area.

Competition venue shall be equipped with 1 AKF President Office, 1 AKF Secretary General Office, 1 VIP lounge of accommodating 20 persons, 1 AKF RC Office, Referees room (200 persons), locker rooms and other function rooms for competition management, security, ceremonies, media center, medical center, HF offices and etc...

Competition venue shall be equipped with air condition, lighting, audio/video system, screen, facilities for raising flags and other relevant facilities.

HF shall reserved seats for participating teams at spectator area.

Training venue shall be big enough to set up 4 tatamis to satisfy daily training demands of participating teams before the championships.

Seminar/examination venues shall be big enough to accommodate 200 persons plus 2 tatamis with facilities of air condition, 2 projectors, 2 screens and A/V system. HF shall provide at least 40 competitors for the examinations with subsidy of 2000 USD by AKF.

HF shall guarantee that tatamis for venues of competition, training, warm-up and seminar/examination are WKF or AKF approved.

2.3 Visa

HF shall guarantee issue of visas and free entry to the hosting country/region for all participants without any restriction on the condition that the NFs provide the requested passport details to HF before the deadline.

2.4 Transportation

HF is responsible for free transportation (airport-hotel-venues-airport) for 20 AKF officials, which includes 1 sedan for AKF President, 4 cars for AKF Secretary General, Vice Presidents, EC members and Treasurer, 4 cars for RC members, supplementary members and RC Secretary, Assistant Treasurer and Operation Manager.

HF is responsible for free transportation (airport-hotel-venues-airport) for those participants who make hotel reservation via HF and make full payment.

HF shall draw up feasible transportation plan to satisfy various demands of airport pick -up, training, competition, seminars, meetings, drawing, registrations, parties and other activities. Shuttle bus is recommended during competition days.

2.5 Security

HF shall make measures and plans to ensure the security of all participants at hotel, venues and other relevant activities. In this regard HF shall make ID cards for participants at registration and recheck them at entrance to competition venues and other official occasions.

HF shall liaison local security department or professionals for comprehensive security control including application of security equipments at special cases during the whole period of AKF Championships.

2.6 Ceremonies

Opening ceremony is an important part of AKF championships with following procedures to be observed:

March in of referees and participating teams in alphabetical order

Introduction of officials at VIP podium

Speeches delivered by HF representative, AKF President, NOC official or local government official

March out of referees and participating teams

Local art performances

Total time length is within 30 minutes

Closing ceremony is optional based on HF requirement and local situation

Awarding ceremony is showcase for honor, dignity, spirit and sportsmanship of winners and their country/region, so the following procedure shall be observed:

AKF EC members are responsible for presenting medals/cups and invite officials of local government, NOC, HF and participating teams to present certificates and souvenirs.

Ceremony staffs are responsible for showing awarding officials and winners to their specific positions

Announcing top 3 winners and introducing awarding officials

Presenting medals/cups, certificates and flower/mascot/souvenirs to winners in order of bronze medalists, silver medalist and gold medalist

Raising national flags of top 3 winners and playing national anthem of the country/region the gold medalist represents as per IOC resolution and practice

AKF flag handing-over ceremony shall be organized at farewell party with the following procedure to be observed:

HF representative hands back AKF flag to AKF President, and then AKF President hands it over to representative of HF of next AKF Championships

2.7 Media

HF has responsibility to promote AKF championships and karate sport by fully utilizing local media resources such as TV, internet, newspapers and etc...

HF shall provide assistance and convenience to officially registered press, photographers, reporters, journalists in publicizing championships, such as entry to FOP area, easy access to media center, information center, interviewing with competitors, coaches, officials, sponsors and etc...

2.8 Receptions

Receptions are important social activities of AKF Championships, thus the following practice shall be respected:

Welcome Banquet

Welcome Banquet is jointly hosted by HF and local government to welcome AKF family members, thus AKF EC/RC officials and 2 representatives of participating teams are invited to attend. Formal dress is requested.

AKF President Dinner

AKF President Dinner is attended by AKF EC/RC members, HF/LOC officials and 2 representatives of participating teams. Formal dress is requested.

Farewell Party

Farewell Party is arranged in the evening of the last competition and open to all participants for entertainment and relaxation, so casual dress is requested. HF is recommended to prepare some entertainment programs and teams are encouraged to perform at stage.

2.9 Staff and Volunteer

HF shall provide the appropriate staff or volunteers with English ability to render assistance in the Championships, which includes interpreters at official occasions, assistants for EC/RC members and participating delegations and etc...

HF shall provide medical service for AKF Championships, which includes 1 official hospital for medical treatment of registered competitors, at least 6 medical

staff allocated at 2 tables at FOP area and 1 ambulance at venue during the competition days.

2.10 Protocol

At all official occasions, the following protocol shall be respected:

AKF: AKF President

AKF Honorary President and honorary title holders

AKF Presidential Advisor

AKF Secretary General

AKF Vice President(s)

AKF Executive Council Members

AKF Treasurer

AKF invited guests and VIPs

HF: Senior officials of local government & NOC

President and Council members of HF

NF: Presidents and Council Members of AKF NFs (in alphabetical order).

2.11 Congress and meetings

HF shall provide venues for AKF Congress (100 persons) and meetings (20 persons) with stationary, drinks and snacks available. In addition screen, projector, wireless microphone and other necessities shall be provided.

2.12 Marketing

With AKF authorization and agreement, HF has marketing right for AKF Championships, which includes sponsors, advertisement, ticket sales, TV coverage, sale booth, commercial promotion and etc... Alcohol and tobacco industry or products are prohibited.

In principle the income via marketing approach shall be divided between AKF and HF as following criteria: income by AKF marketing: 70% to AKF and 30% to HF; income by HF marketing: 70% to HF and 30% to AKF.

2.13 Insurance

HF is responsible at its own cost for effective and appropriate insurance for AKF Championships according to local law. In this context AKF must be discharged from any form of liability for damages or harm resulting from the event. HF therefore must indemnify and hold AKF harmless for any and all claims, and this indemnification must be confirmed one month prior to AKF Championships.

HF shall secure a general liability insurance policy for any claims arising out of the host's activities in its capacity as organizer of the event, towards participants in the championship and members of the public. If - according to local law - AKF may be liable for any damages or harm resulting from the event, appropriate liability insurance coverage for AKF is compulsory.

If for this reason liability insurance is compulsory the insurance must cover bodily injury, property damage and consequential loss, up to a minimum sum insured of 50,000USD (or equivalent in local currency).

2.14 Miscellaneous

HF shall design logo for the championships and appear at official documents and occasions.

AKF logo shall be respected and shown at official documents and occasions.

AKF flag shall be raised or placed at competition venue.

HF shall design and issue ID cards to all registered participants who shall be requested to present at official occasions during the championships.

HF shall make medals, cups, certificate for winners and all participants, which shall include AKF logo or character in the design.

III. NFs & Delegations

1. NFs and delegations shall respect and observe AKF Organization Rules and HF relevant requirement on AKF Championships in order to guarantee smooth proceed of the preparation as well as AKF Championships.
2. NFs and delegations shall respect and observe the deadline of hotel reservation, transfer of payment, entries, passport details, training request, transportation request and other requirements. Failed or delayed to do so may lead to serious consequences, which AKF & HF takes no responsibility in this regard.
3. NFs and delegations are strongly recommended to stay in HF official hotels and make reservation via HF only. It is completely prohibited that NFs and delegations stay at official hotels either making reservation by themselves or via travel agency. Staying at unofficial hotel is not encouraged due to the consideration of safety and event management.
4. NFs and delegations staying at official hotels shall enjoy services HF provides such as free transportation to venues, registration, information of various activities, security, food quality and etc... whereas those staying at unofficial hotels are not guaranteed of above service.
5. NFs and delegations shall bring national flag & anthem for ceremony, WKF/AKF approved equipments for training & competition. AKF & HF take no responsibility in this regard.
6. NFs and delegations take full responsibility for their participants' behavior and public image within or outside arena. In case of negative impact to AKF, HF, karatedo sport or general public caused by participants, the NFs and delegations concerned will be imposed disciplinary action.
7. NFs and delegations shall settle insurance issues covering all participants before participating AKF Championships, which includes but is not limited to proper liability, personal accidents and repatriation insurance.

Daily Program of AKF Championships (Proposal)

SATURDAY		
<i>Time</i>	Event	Venue
1200-2200	Arrival of Officials, Athletes and Delegations;	HQ Hotel
1500-2100	Team Registration; Registration of Referees	
1500-2100	AKF Registration	HQ Hotel
SUNDAY		
<i>Time</i>	Event	Venue
0800-0830	Registration of Referees	HQ Hotel
0830-2100	Team Registration	HQ Hotel
0830-1230	Referee/Coach Joint Seminar (Compulsory)	TBD
0900-1800	Team Training	TBD
1300-1400	Lunch Break	TBD
1330-1800	AKF Registration	HQ Hotel
1400-1830	Theory Exams for Referee/Coach Kata Practical Examination	TBD
MONDAY		
<i>Time</i>	Event	Venue
0830-1230	Kata Practical Examination	TBD
0900-1800	Team Training	TBD
1230-1330	Lunch Break	TBD
1330-1800	Kumite Practical Examination	TBD
1400-1600	AKF Registration	HQ Hotel
TUESDAY		
<i>Time</i>	Event	Venue
0830-1230	Kumite Practical Examination	TBD
0900-1800	Team Training	TBD
0930-1100	AKF EC Meeting	HQ Hotel
1230-1330	Lunch Break	TBD
1330-1730	Kumite Practical Examination	TBD
1430-1730	AKF Congress (2012, 2014 & 2016 EC election)	HQ Hotel
1900-2200	HF Welcome Dinner	TBD
WEDNESDAY		
<i>Time</i>	Event	Venue
0900-1100	Kumite Practical Examination	TBD
0900-1800	Team Training	TBD
0930-1100	AKF EC Meeting	HQ Hotel
1100-1230	RC Meeting; Announcement of Results	TBD
1330-1530	Officiating Referees Briefing & Renewals Theory Exam	TBD
1430-1700	Team Manager Meeting & Draw	HQ Hotel

1900-2200	Dinner Hosted by AKF President	TBD
THURSDAY		
Time	Event	Venue
0800-0900	Weigh-In	TBD
0900-1930	Cadet M/F Kata Cadet Male Kumite -52kg, -57kg, -63kg, -70kg, +70kg Cadet Female Kumite -47kg, -54kg, +54kg Opening Ceremony (TBD) Awarding Ceremony	TBD
FRIDAY		
Time	Event	Venue
0800-0900	Weigh-In	TBD
0900-1930	Junior M/F Kata Junior M/F Team Kata Junior Male Kumite -55kg, -61kg, -68kg, -76kg, +76kg Junior Female Kumite -48kg, -53kg, -59kg, +59kg Awarding Ceremony	TBD
SATURDAY		
Time	Event	Venue
0800-0900	Weigh-In	TBD
0900-1930	Senior Male Kumite -55kg, -60kg, -67kg, -75kg, -84kg, +84kg Senior Female Kumite -50kg, -55kg, -61kg, -68kg, +68kg Awarding Ceremony	TBD
SUNDAY		
Time	Event	Venue
0900-1930	Senior M/F Kata Senior M/F Team Kata Senior M/F Team Kumite Awarding Ceremony	TBD
2000-2300	Farewell Party	TBC
MONDAY		
Time	Event	Venue
	Departure	