



**KARATE1**  
PREMIER LEAGUE

**WKF**

KARATE1 PREMIER LEAGUE



**WKF KARATE1 PREMIER LEAGUE ORGANIZING RULES**

2018

## Table of contents

PREAMBLE	.....	3
GENERAL OUTLINE	.....	4
1 COMPETITION CATEGORIES & FORMAT	.....	5
2 APPLICATION, SITE AND DATE	.....	5
3 COMPETITION VENUE	.....	6
4 ACCOMODATION	.....	7
5 TRANSPORTATION	.....	8
6 REGISTRATION & ACCREDITATION CARS	.....	8
7 INVITATIONS - PROTOCOL	.....	10
8 WEIGHING	.....	10
9 THE DRAW	.....	10
10 TECHNICAL MEETING	.....	11
11 SOFTWARE USAGE & TRAINING	.....	11
12 MEDICAL & ANTI-DOPING	.....	12
13 REFEREEING	.....	12
14 PRIZES	.....	12
15 FOOD REQUIREMENTS	.....	13
16 IMAGE & ADVERTISEMENT	.....	13
17 COMMUNICATION	.....	13
18 TICKETING	.....	14
19 FINANCIAL CONDITIONS	.....	15
20 EQUIPMENT REQUIRED TO BE PROVIDED BY THE HOST	.....	16
21 STAFF REQUIRED TO BE SUPPLIED BY THE HOST	.....	18
22 LIAISON	.....	18
23 INSURANCE	.....	19

# WKF KARATE1 PREMIER LEAGUE ORGANIZING RULES

---

## PREAMBLE

The WKF Karate1 Premier League (WPL) is the prime league event in the world of Karate. It is a series of world class Karate competitions recognized and supported by the World Karate Federation. Its aim is to bring together the best Karate competitors in the world in a series of open championships of unprecedented scale and quality. In addition to the World Championships, which are biennial events, the WPL provide a platform for staging world Karate events on a regular basis and thus enhances interest of the public and the media, both nationally and worldwide. The hosting countries get the chance to present themselves to a wide audience, while giving their athletes the opportunity of competing at the highest level. Also the top Karate athletes obtain an additional platform on which to compete, improve their skills, attract sponsors and create income.

While maintaining the individual character of each event, all WPL events have to meet certain standards in order to achieve the above-mentioned goals. Therefore it is necessary to follow these organizing rules.

## GENERAL OUTLINE

The Premier League is an open competition where all WKF members are admitted to participate. However, in order to ensure the correct development of the tournaments and due to the high level in the competition of an elite sport, the following basic terms are established for the registration;

- Participation per category limited to 64 competitors
- Priority access to a NF to register two athletes per category
- Priority for the registration of the 50 first places of the WKF Ranking per category

The registered individually members don't need the permission of their national federations to participate, but it must be verified that they are members of a National Federation, which is recognized by WKF.

Competitors of individual categories earn points in every WKF Premier League event according the official WKF Ranking system.

## 1. COMPETITION CATEGORIES & FORMAT

WKF Competitions Rules are applied; <https://www.wkf.net/pdf/WKFCOMPETITIONRULES2017.pdf>

### COMPETITION CATEGORIES

The competition categories are identical to those of Senior World Championships except for Kumite team.

#### KATA

Individual Female/Male

Team Female/Male

#### KUMITE

Female -50 kg, -55kg, -61 kg, -68 kg, +68kg

Male -60 kg, -67 kg, -75 kg, -84 kg, +84 kg

### COMPETITION FORMAT

Eliminations system;

- Eliminations round
- Repechage
- Bronze medals bouts
- Finals

The video review system will be used along all phases (including eliminations rounds).

### SPORT EQUIPMENT

Only WKF approved and homologated protective equipment can be used at the WKF Karate1 Premier League event; <https://wkf.net/karateprotections/protections-main>

## 2. APPLICATION, SITE AND DATE

Applications for hosting a WKF Karate1 Premier League event must be addressed to the WKF HQ via the relevant national federation before the end of October of the year preceding the WKF Karate1 Premier League season. The WKF will make a decision concerning the application and inform the applicant of its decision by the end of November of the year preceding the WKF Karate1 Premier League season, at the latest.

Based on the decisions of the Executive Committee (EC), the WKF HQ will issue a final WKF Karate1 Premier League calendar by December 15th of the year preceding the WPL season. However, a preliminary WPL calendar shall be issued as soon as decisions about hosts of WPL events have been made.

The host cities of the events should be major cities within their countries, preferably being its capital city or among the first three cities, with an international airport and direct connections with airports of other countries.

The Karate1 season is one calendar year.

A WKF Karate1 Premier League tournament should have in principle a duration of three days, which will be Friday, Saturday and Sunday.

No later than three months before the date of the scheduled event the host must send a bulletin draft (following the template provided by the WKF) with all relevant information of the event, to the WKF headquarters. After the approval of the same and with deadline the day of the registration opening, the WKF will circulate final version to all the WKF members.

### **3. COMPETITION VENUE**

#### **a. Arena Dimensions**

The competition area must be large enough to accommodate at least four (4) matted areas in one line. The bouts of medals will be just celebrated in one tatami.

Each competition area measures 8 x 8 meters, and is surrounded by a further 2 meters wide safety area. Therefore, it is necessary to allow 12 x 12 meters per area.

The Tatami must be WKF Approved; <https://www.wkf.net/karateprotections/tatami.php>

#### **b. Spectator Seating**

The spectator seating capacity must be in line with the number of affiliated members of the host National Federation (NF). In such way that at least 2/3 of the capacity is covered during the bouts for medals, celebrated on Sunday. However, there should be seating for at least 2.000 spectators. Seating must be reserved for WKF VIPs, referees, coaches and competitors.

#### **c. Stadium Rooms**

There must be adequately spaced, separate rooms for the following:

- WARM-UP PRACTICE (KUMITE & KATA)

A room with enough free floor space for a minimum of two competition areas for competitors to practice inside the Stadium must be provided. There must be a communication system between this room and the competition area.

- WEIGHING (MALE & FEMALE)

A large room with a separated smaller area and ample entrance and exit must be provided. The larger space will be used for dressing and the smaller area for the actual weighing.

Two (2) accurate scales will be required. Weighing of women will be performed separately from men.

- PRESS & MEDIA

See point 21. Communication

- MEDICAL & DOPING TESTING

This room must have washing facilities and a clean water supply. The host must ensure that this room is fully equipped according to the WKF Anti-Doping Rules.

- CHANGING ROOMS

There should be large changing rooms with showers, separated for male and for female.

- V.I.P. LOUNGE

It must be a lounge-type room of comfortable and spacious proportions, with snacks and refreshment facilities.

**d. Podium**

A winner's podium must be provided. There will be only one awarding ceremony only for the gold medalists. No national anthems are to be played and no raising of national flags shall happen. During the presentation of prizes the anthem of WKF shall be played only.

**e. Lighting conditions**

The competition venue must provide appropriate lighting conditions to live broadcast TV.

**4. ACCOMMODATION**

The host must provide a list of official hotels with a sufficient number of rooms and declare one hotel as the headquarters hotel where the organizing committee can be reached permanently and where all the information concerning the event is accessible via a help desk. This must be a non-stop operation from 8:00 a.m. until 10:00 p.m.

The headquarters hotel shall be of a good standard and priced in realistic context with national rates. The hotel chosen as headquarters should have available a minimum of one hundred (100) rooms for the duration of the Championships.

The headquarters hotel shall have as a priority the accommodation of the following:

- WKF-SUPERVISOR
- WKF CHIEF REFEREE
- WKF APPROVED SOFTWARE PROVIDER
- REFEREES

It may also be used for delegation members, provided that all officials mentioned above have been given priority bookings.

In order to support the organization of the tournament the host may impose a surcharge of up to 100 % of the entry fee for participants who do not book their accommodation in one of the official hotels.

## 5. TRANSPORTATION

The host is not responsible for any transportation of athletes, referees or delegations (neither airport nor competition venue shuttles).

Local transportation must be provided for the WKF-Supervisor, the WKF appointed Chief Referee and the official WKF software support officers, as well as for the referees from HQ hotel, including also the transfer to/from the airport to the hotel/venue.

## 6. REGISTRATION & ACCREDITATION CARDS

The registration starts two (2) months prior to the event and close fifteen (15) days before the tournament and it is divided in the following three phases;

- Phase 1: limited to the NFs, TWO competitors per category and country, ranked among the 50 first of the ranking.
- Phase 2: In the event that any of the TWO registrations of the phase 1 have not been completed by the NFs, free registration of athletes, ranked among the 50 first of the ranking (always keeping the limit of TWO per country).
- Phase 3: free registration, limited to 64 athletes per category, ranked among the 100 first of the ranking.

All competitors, referees, coaches and media representatives must be registered, during the online registration period, using the online system provided by the approved WKF software partner. In order to avoid any possible mismatches between registrations and final participations, registrations will only be accepted online and they will be completed only after processing the relevant payment of the registration fees through the online payment platform. No onsite registration and payments will be accepted. Both, registrations and payments must be validated through the registration platform.

Therefore, each participating authorized individual or National federation has to create a user account. This user account and all entered data can be reused for all other Premier League events.

The host may request and obtain an event manager account for its online events. With this account it can access all online data and provide information to or easily contact participants. In case of problems or questions, users can directly contact the software provider.

The online registration of athletes will be openly disclosed for everyone from the beginning, allowing consultation by WKF NFs of the competitors registered in real time. Any comment regarding the online registration should be addressed as soon as possible to the software provider, copied to the WKF, in order to allow taking them in consideration without altering the smooth running of the process. Fifteen days before the start of the event the registration will close. Any comments will then have to be notified to the software provider and to the WKF latest five days before the first day of competition.

The URL for the online registration must be included prominently in all bulletins.

The provided software requires that all necessary registration data for competitors, coaches and referees must be entered during online registration.

This includes the following data:

#### **Individual**

- Name and surname of the competitor.
- National Federation.
- Date of birth.
- Gender (Female/Male).
- Photograph (size according to software specification).

#### **Team**

- Name and surname of the team components
- Name of the team
- National Federation of the team
- Date of birth of the team components
- Gender (Female/Male) of the team components
- Photograph (size according to software specification) per team components

Users are responsible for the quality of the entered registration data. Changes of online registration data by users are possible until the end of the online registration period. The registration automatically closes at the end of the online registration period. If changes are required during the official registration session because of incorrect or missing registration data, a fee of € 20, is charged for each change.

All participants must show their official passport for validation at the registration session.

The official registration session will take place the Thursday before the competition, from 10.00 hrs to 14.00 hrs.

The registration documents and all paperwork connected with the event must be written at least in English.

The host must provide a sufficient number of persons to ensure a smooth operation of the registration session. These persons must be able to communicate in the English language and read English documents.

### **ACCREDITATIONS CARDS**

At registration, accreditation cards will be issued bearing the holder's main data, a photograph and information about registered categories. The accreditation card must be carried at all times during the event.

Generation of accreditation cards for competitors, coaches, referees and media representatives is done by the software provider, including an official layout template for accreditation cards. This layout must be used for all WKF Karate1 Premier League events.

Only competitors and coaches with accreditation cards are allowed to enter the competition area.

Only competitors authenticated by accreditation cards are allowed to participate.

According to the current Coach License Manual in place, the minimum level required to take part in the Karate 1 events is the "Accredited Coach" level. To obtain such certification, coaches must attend a compulsory Accredited Coach Briefing at one of the Coach Programme events which are held in official WKF events throughout the year

## **7. INVITATIONS – PROTOCOL**

In WKF Karate 1 events the protocol will be as indicated in the valid WKF Protocol Rules.

## **8. WEIGHING**

The weighing will take place in the morning of the first day of competition in the Venue, according to the WKF system.

## **9. THE DRAW**

The draw will be conducted directly after the official registration via the software by the local software officer in the presence of the WKF Supervisor or a person expressly appointed by the WKF Supervisor. Each completed master sheet must be signed by the WKF Supervisor or the appointed person.

The sport's level of the competition must be established through the draw, by establishing seedings in the pools of each individual category. This criterion would be applied to the EIGHT registered athletes that occupy the eight first positions of the WKF Ranking of each category.

Once the seeding has been done, the draw must use the random process provided by the software. This process is WKF approved and guarantees random placement of all participants (excepting the first eight registered athletes of the WKF Ranking of each category), without separation of competitors from the same countries or teams. This is to express the character of the Premier League, which is a tournament series for individual members of WKF and not of National Federations or teams, and to give all competitors equal chances.

Entries for the draw will be those taken from the online registration database.

After the draw is finished and signed by the WKF Supervisor, it will be made available on line to make it accessible to the general public.

## 10. TECHNICAL MEETING

The local organizing director of the event must stage a technical meeting with the WKF Supervisor the day preceding the first day of the tournament. In this meeting the organizing director shall present a detailed plan of the upcoming event, including a specific time table and precise information on every single topic of this Premier League manual.

The host must provide at least two (2) interpreters in English for the tournament.

Throughout the tournament, the host must provide a service and information desk (in the headquarters hotel before the start of the tournament and in the sports venue during the tournament days) to deal with issues participating delegations might have. This must be a non-stop operation from 8.00 a.m. until 10.00 p.m.

## 11. SOFTWARE USAGE & TRAINING

To ensure a high quality level of all WKF Karate1 Premier League events, the approved software must be used for all processes of event management, including during the event execution; online registration, accreditation, results, scoring and video review. Therefore, all competition areas must use the software and be connected with one central database (the installation of hardware and software is done by the software provider). This allows the keeping of precise records of winners, points, Kata and results electronically and the computing of repechage and pool winner lists automatically.

Moreover, the software provides public views / screens for referees, coaches and visitors to easily monitor all activities.

Additionally, all activities during the event will be live on the Internet to allow online users to follow the event. Therefore, a dedicated high-speed Internet connection must be available to upload event information to the Internet during the event.

The host must provide at least two (2) software operators for each competition area. These operators must be able to communicate in the English language and read English documents, and should also be aware of the WKF competition rules.

The software provider also provides training for operators. This training session must be held not later than the day before start of the event. The duration of this session will be approximately 1 – 2 hours. An adequate room must be provided by the host for this training session.

## **12. MEDICAL & ANTI-DOPING**

### **RESPONSIBILITIES OF THE HOST COUNTRY DOCTORS**

A minimum of one doctor per competition area is required for the duration of the Kumite events, plus adequately qualified first aid staff.

A standby ambulance for emergencies must be supplied and be available throughout the duration of the competition.

All the local doctors must be competent in at least one WKF official language (English or French).

### **ANTIDOPING**

If WKF decided to conduct AD tests in the event, a room with an adjoining toilet and communicating door shall be provided for Anti-doping testing. The host must arrange for the carrying out of doping controls in accordance with the WKF Anti-Doping Rules. The expenses for these controls are to be met by the event host.

## **13. REFEREEING**

A minimum of 60 % of the referees on each Tatami must possess a WKF or a Continental federation license. The minimum number of referees per tatami is 12. Should a host anticipate being unable to meet this requirement, this problem must be addressed in the original application documents or when known. The EC will evaluate the situation and may come to a decision based on a special regulation.

## **14. PRIZES**

The following event prizes should be provided by the host;

In each individual category the first prize will be a gold medal and € 750, the second prize will € 500 and the third prizes will be € 200.

The Kata teams should also receive; for 1st place; a gold, plus a trophy for each gold medalist team. The prize money for Kata teams is € 750, for 1st place, € 500, for 2nd place and € 200, for 3rd place.

Therefore, the total sum of prize money per event to be paid by the host is € 20.300.

Consistent with the Olympic ideal, the host will only provide high quality gold, silver and bronze medals and trophies. The medals and trophies will be inscribed with the WKF-Premier League emblem.

The prize money must be paid in cash directly to the medalists immediately after the prize awarding ceremony. Any expenses which have to be withheld by the host due to mandatory national (tax) regulations must be accepted by the prize winners without substitution.

The additional prize money of € 1.000, will be paid by the WKF to the Grand Winners of each individual category each Premier League season, at the final Premier League event and directly to the Grand Winners.

The Grand Winner is obliged to participate in at least 4 (four) events held in 2 (two) different continents per season. For being eligible for Grand Winner it will be not compulsory to participate in the last event of the year.

## 15. FOOD REQUIREMENTS

The host is not obliged to provide food for athletes. Any assistance provided in this respect is a courtesy.

The host is required to provide the working referees, the doctors and the WKF-Supervisor with a free meal every four (4) working hours and a continuous supply of free hot and cold drinks during the competition.

## 16. IMAGE & ADVERTISEMENT

All the TV, video, web casting, photography, Internet, etc. rights are the exclusive property of WKF.

Advertisement space and banners will be performed in base on the number of tatamis and in order to the agreement signed between WKF and host.

## 17. COMMUNICATION

Effective, well managed communications are essential to the continued success of the Karate 1-Premier League. The WKF's objective is to engage with all target audiences on a local, national and international level in order to establish its properties more solidly and promote Karate globally

The host will guarantee that adequate Media facilities are available for journalists covering the event on site. These Media facilities will be formed by at least:

**- HOST OC MEDIA MANAGER**

The host OC must commit to designate an experienced Host Media Manager for the event, who will work in close cooperation with WKF Media Manager in the promotion of the event.

The duties are:

- Designing a comprehensive local Media Plan in accordance with WKF strategy to disseminate the event at local level.
- Before and during the event, shall be ready to assist the WKF Media Manager and WKF TV Producer.
- Being prepared to oversee the accreditation process of local media.

**- TV AREA**

The local organisers will have to provide an area available to the WKF TV Broadcaster.

The hosts will also have to provide the WKF TV Broadcaster with the necessary means for the correct broadcasting of the event. These necessities will be communicated by the WKF TV Broadcaster to the host well in advance.

**- PRESS TRIBUNE**

Seating space with easy visual access to the competition area. The Press Tribune will be required to have capacity for at least 20 journalists with enough tables, plugs / multi sockets and a dedicated high speed WIFI connection line.

**- MIXED-ZONE**

The Mixed-Zone is a small area located adjacent to the competition area with easy access of competitors from/to the tatamis, warm-up area and dressing rooms, and easy access of journalists from/to the Press tribune.

The Mixed- Zone will present an official backdrop approved by the WKF.

## **18. TICKETING**

Ticketing may be exclusively provided by a dedicated online ticketing system. The cost for the ticket system is 7.5 % (without credit card expenses) of the ticket price. The distribution of the net revenues of the ticket sales will be for the organizer

The costs for the ticket system include the following services:

- A fully functional online ticket shop
- English language support
- Credit card payment functionality
- Print @ Home functionality
- Support of different price categories and prices
- Integration of online ticketing shop into online registration system

To meet individual needs, the ticketing system provides additional services such as:

- Customizing of online ticket shop layout
- Integration of individual venue seat plans for direct booking by seat numbers
- Usage of ticket system on-site (booking and printing)
- On-site training by a qualified ticketing-officer
- Access control solutions

Additional services must be directly arranged between the host and ticketing system provider and are not included in system costs.

## 19. FINANCIAL CONDITIONS

Any host which has been successful in bidding and having been awarded the right to host a WKF Karate1 Premier League event must pay a flat fee of € 20.000, per hosted event. This fee may be revised from time to time by the WKF.

After the adjudication of the event the above mentioned fixed fee must be paid in advance by December 15th of the preceding year to the WKF Treasury Office, strictly net without deduction of any expenses or transfer fees.

In the case of nonpayment, WKF will be free to withdraw the rights of the event in question and award them to another host. The failing host will in any case remain liable to WKF for the payment of the whole fee. In the case where WKF withdraws the rights or when a host relinquishes its rights to host an event, the WKF Executive Committee, taking into account all of the relevant circumstances, will decide on the period of ineligibility for hosting a WKF Karate1 event as well as its responsibility regarding any appropriate mitigation measures.

The host also shall pay the above mentioned prize money directly to the medal winners.

The cost for the WKF Supervisor, one WKF Chief Referee and one software-supervisor, including transportation from the origin to the destination and accommodation, meals and local transport during the events shall be paid by the host. Additionally to this, the WKF Supervisor shall be paid a flat fee of € 200, including travel days by the host. The WKF Chief Referee shall be paid a flat fee of € 90, per day, including travel days. Also, for 1 person that may be designated by the WKF accommodation and meals will be provided.

The entry fees for WKF Karate1 Premier League events are € 75, per individual category entry and € 150, per Kata team category entry. The WKF may change this fee from year to year. The entry fees belong to the organizers.

No other costs may be levied by the host on delegations, which shall be provided with free admission to the events.

WKF is exclusively permitted to choose Karate1 Premier League sponsors and to conclude specific contracts with them. This includes the general sponsorship for the whole tournament series. In this context all tournament organizers must respect any contractual obligations that may be imposed on WKF (e.g., size and layout of logo-placements, trademarks, merchandising partners etc.).

The hosts are permitted to choose local event sponsors including the right to place additional advertisement in and around the competition venue as long as they are not in conflict with Premier League sponsorship contracts. A written copy of every sponsorship contract concluded by tournament organizers must be forwarded to WKF.

The money earned by WKF through Premier League sponsorship contracts shall be divided as follows: 70 % will remain with WKF, 30 % will be paid to the community of the tournament organizers, equally divided amongst them.

The money earned by tournament organizers through event sponsorship contracts shall be divided as follows: 70 % will remain with the specific tournament organizer, 30 % will be paid to WKF.

The rights for the hiring commercial stands shall become to property of the host. The priority for this contract will be for the WKF partner.

## 20. EQUIPMENT REQUIRED TO BE PROVIDED BY THE HOST

### Equipment for registration and accreditation

The host should provide the following materials and equipment for registration:

- 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. The printing speed must be at least 10 pages per minute.
- One (1) additional laser printer equipped with the appropriate installation disk and cables
- Spare (extra) toners & drums for the above laser printer.
- One (1) 3 Meter USB printer cable.
- One (1) 5 Meter CAT 5 network cable
- An adequate number of A4 size paper 80 gr.
- Two (2) heavy duty staple guns with adequate staples.
- Two (2) pairs of large sharp scissors.
- Two (2) perforators
- A selection of pens, pencils, permanent markers, correction fluid, paper clips and glue sticks.
- One (1) high speed / broadband Internet access with username and password
- An adequate number of cords for the accreditation cards
- An adequate number of cases for the accreditation cards
- An adequate number of A4 size paper 160 gr. (at least 500 pages) or A6 size paper 160 gr. (at least 2.000)

All this equipment will have to be in the competition area (in the O.C. table) during the tournament

## Equipment for the competition area

Each match area must have the following minimum equipment:

- Two (2) large tables and 8 chairs
- Adequate writing material
- 1 small table, 1 chair, 1 buzzer, and 1 red flag or indicator, for use by the Arbitrator
- 5 blue and 5 red flags for judges
- At least one spare pair of red and blue flags.
- Power supply, for at least five (6) electronic devices
- Two (2) power extension cables, each 20 meters long
- A dedicated network cable (CAT 5) from the Tatami table to the O.C. central table
- 1 modern Laptop (i3 or better) with Windows 7 or higher, min. 4 GB Ram, Wireless and Network Cable plug

At least one (1), modern TFT, LCD or Plasma Screen / Monitor with power supply and the following requirements (see picture):

- At least 40 " diagonal measure
- PC video input (D-Sub Jack / 15 pin -> VGA or HDMI)
- 20 meter VGA PC or HDMI video cable
- Suitable stands to allow best view
- If VGA cables are used and the monitors have now embedded speakers: Adequate loud speakers with able to connect to a notebook head phone jack



The O. C. central table should have the following minimum equipment:

- One 8-port Gigabit Network Switch
- The equipment from registration session (see section “Equipment for registration”)
- Power supply, for at least five (20) electronic devices
- Two (2) 20" Monitors (or bigger) with VGA or HDMI PC video cable
- One (1) high speed / broadband Internet access with username and password

## Optional Equipment for the competition area

Optionally this equipment can be used for the competition area to raise the attractiveness for spectators and quality of event:

- An additional second modern TFT, LCD or Plasma Screen / Monitor with power supply for each match area
- Extra monitors / video wall or projector to show overview of live activities on match areas and/or live timetable for spectators (see pictures)
- Laptop and printer for usage of an Information Terminal

## Equipment for video review

- Power supply, for at least two (2) electronic devices on each corner of the Tatami
- Power supply, for at least five (5) electronic devices on the VR table
- At least a 26 inch Screen/Monitor with HDMI connection and cable at the VR table
- 1 Network cable (CAT 5) from the central table to the VR table at the Tatami

## 21. STAFF REQUIRED TO BE SUPPLIED BY THE HOST

In agreeing to host a WKF Karate1 Premier League event, the host also guarantees to supply the following:

- Sufficient registration staff (at least eight (8) persons) to help managing the registration session
- Software operators (two (2) per competition area, instructed as explained in Chapter 7)
- Sufficient trained timekeepers / scorekeepers to manage all areas for the entire event.
- Sufficient liaison officers to convey match results promptly to the controllers.
- Sufficient experienced controllers to provide for the full charting of the match in the English language.
- Sufficient stewards and security personnel to prevent the entry of unauthorized persons and to provide an uncluttered arena.
- Sufficient secretarial staff and clerical officers to administer the registration and accreditation.
- Sufficient changing rooms and secure locker facilities for a minimum of 300 athletes, divided in female and male.
- Warm-up facilities for competing athletes.
- Waiting and relaxation room for off-duty Referees.

## 22. LIAISON

The operation of the Championships is the sole responsibility of the local host under the supervision of and direct subordination to the WKF Supervisor.

Four (4) months before the event the local host shall report to the WKF Supervisor. This report will at a minimum address of all those points, Article by Article, included in these rules and affecting the requirements of the event.

## 23. INSURANCE

The host is responsible at its own cost for effective and appropriate insurance for the event according to local law. In this context WKF must be discharged from any form of liability for damages or harm resulting from the event. The host therefore must indemnify and hold WKF harmless for any and all claims, and this indemnification must be confirmed, whether by the host's National Federation, by a law office or by a licensed insurance agency in written form.

### a. Liability insurance coverage

The host 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, WKF may be liable for any damages or harm resulting from the event, appropriate liability insurance coverage also for WKF is compulsory. In this case, the insurance must cover bodily injury, property damage and consequential loss, up to a minimum sum insured of € 500.000, (or equivalent in local currency). In addition the host must provide the WKF Supervisor, one month prior to the start of the event, with proof that the above-mentioned liability insurance policy is in effect for the respective event. Where such policies are not available, the host shall inform the WKF Supervisor who will then, if necessary, arrange for such coverage and invoice the host.

If, according to local law, WKF may be under no circumstances liable for any damages or harm resulting from the event, the host must provide the WKF Supervisor, one month prior to the start of the event, with an appropriate written confirmation of this legal status by the host's National Federation, a licensed insurance agency, or a law office.

### b. Cancellation insurance coverage

The host should take into consideration possible losses in connection with its cost, expenses, guarantees and other irrecoverable monetary commitments, resulting from cancellation, abandonment, or postponement of the event.

It is therefore the host takes out adequate cancellation insurance coverage. The above-mentioned indemnification clause and compulsory insurance clause also applies to the cancellation insurance.

### c. Insurance of participants

The host shall inform all participants in the event (via the bulletins) that they require proper liability, personal accidents and repatriation insurance coverage for all participants in the event.