



Policy Manual

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Introduction

Karate BC is the recognized governing body for karate-do (karate) in British Columbia. Our goal is to promote the traditions and integrity of karate-do and to provide opportunities to excel in a competitive environment.

The association is a not-for-profit society and is governed by its constitution, its bylaws and its policy manual.

Executive Committee

The Executive Committee consists of an elected body, half of which is re-elected every year.

Positions

- President
- First Vice-President
- Second Vice-President
- Membership Director
- Treasurer
- Secretary
- Directors-at-Large - three
- The Executive Director is an ex-officio member

Other Positions

- Executive Director
- Program Coordinator
- Executive Assistant
- Tournament Director
- BC Team Head Coach
- BC Team Assistant Coach(es)
- BC Team Manager
- Medical Director(s)

Job Descriptions

President

- Represents Karate BC to the public, Provincial Government, sport and recreation groups
- Represents Karate BC at the national level
- Ensures that Karate BC's responsibilities and objectives are carried out by:
 - a. promoting general spirit and harmony
 - b. making decisions in emergency situations
 - c. coordinating the development of goals and policies
- Chairs and conducts the Annual General Meeting and all Executive Committee meetings
- Is an ex-officio member of all committees and/or sub-committees
- Coordinates work of Executive Committee members, support staff and volunteers

First Vice-President

- In the absence of the President, the First Vice-President, when possible, shall carry out all the responsibilities of the President.

- Serves on the Technical Committee as a liaison between the Technical Committee and the Executive Committee.
- The First Vice-President also takes minutes at all Technical Committee meetings.

Second Vice-President

- In the absence of the First Vice-President, the Second Vice-President shall carry out the duties of the First Vice-President.
- In the absence of both the First Vice-President and the President, the Second Vice-President shall carry out the duties of both members.
- Conducts various duties as set out by the Executive Committee.

Membership Director

- The Membership Director compiles a computer list of all members from all clubs.
- Advises the Executive and Technical Committees of the status of new clubs, such as probation.

Treasurer

- Responsible for the full and accurate accounts of all Association receipts and disbursements, in proper books of accounts.
- Responsible for the disbursement of Association funds under the Executive Committee's direction.
- Ensures accurate records are kept for the auditors.
- Provides interim financial reports as required.
- Provides detailed financial information for the yearly grant application as required.

Secretary

- Prepares Annual General and Executive Committee meeting minutes in consultation with the President.
- Prepares the annual report and grant application forms under the President's direction and in consultation with the Treasurer.
- Updates and circulates Executive Committee, Black Belt and club lists to all clubs, Karate Canada and government officials.

Directors-at-Large

- Conducts various duties as assigned by the Executive Committee.

Executive Director

- Maintains accurate financial records, including signing off on bank reconciliation each month, ensuring all reports and records are accurately submitted in a timely manner, and working with the Treasurer to ensure the budget is adhered to.
- Has cheque signing authority for the areas within his/her responsibility.
- Supervises Karate BC events: works cooperatively with BC Team coaches, BC Team manager, Tournament Director and others, to ensure all facilities, equipment, travel logistics, documentation and any other logistics necessary are secured for BC Team training, BC Team travel to Nationals, BC Team Squad Selection Tournament, Provincial Championships, Karate BC Annual General Meeting; and National Championships when Karate BC is hosting.
- Attends required Karate BC meetings such as Executive and other committee meetings as required.
- Works with the Provincial Sport Advisor to ensure Karate BC is in compliance with all policies to maintain the status as a core sport in the BC Winter Games.
- Keeps an accurate record of members.

- Acts as Karate BC's liaison with various government bodies, Karate Canada, Pan American Karate Federation and the World Karate Federation.
- Ensures the necessary insurance, loss prevention and disclosure waivers are in place to protect Karate BC.
- Supervises staff
- Provides long-term planning in the above areas of responsibility.

Executive Assistant

- Assists Executive Director and committee members in carrying out activities of the Association
- Membership – distributes membership packages, maintains membership/club lists/files; corresponds with insurance company to provide insurance certificates for clubs; answers queries on membership procedures and distributes club applications; corresponds with Membership Director and Tournament Committee regarding new club applications
- Bookkeeping – works with Treasurer to maintain accounts receivable and payable records including PayPal, credit card payments, bank deposits, invoice payment; corresponds with Auditors for year-end reports; produces financial statements from accounting software as required
- Tournaments - assists committee members with various administrative functions, i.e. distribution of registration packages, orders medals, plaques, trophies; arranges for first-aid coverage and mat delivery to venue; prepares cash floats; responsible for admission desk; distributes tournament results to membership and media; post-tournament follow-up, i.e. correspondence, invoicing, etc.
- Newsletter – communicates with potential advertisers, proof-reads drafts, coordinates job with printers, maintains mailing list for distribution via email and Canada Post
- Assists Executive Director with various Government grant applications and yearly reports
- Coordinates purchase of office equipment/stationery supplies
- Miscellaneous correspondence/faxes/e-mail requests for information
- Assists Executive Director in supervising Summer Student when applicable
- Communicates with IT personnel

Tournament Director

- Responsible to the Executive Committee for the Tournament Program.
- Makes recommendations to the Executive Committee on tournament rules and regulations.
- Assists organizing and running Karate BC Provincials and other Tournaments as required.

BC Team Head Coach

- Works with the High Performance Committee to prepare and assist BC Team athletes to compete at regional, national, and international competitions
- Monitors physical, technical and psychological conditioning of athletes as a part of the Coaching Committee
- Assists in the planning of objectives for the High-Performance program as a member of the High Performance Committee
- Attends all training sessions and competitions involving Team BC in various areas of the province
- Travels with the BC Team to national competitions

Minimum Requirements

- Fully certified at NCCP Competition Introduction
- Competition Development Trained
- Has competitive experience
- Minimum Shodan

- Completes a Criminal Record Check

BC Team Assistant Coach(es)

- Work with the coaching staff to prepare and assist BC Team athletes to compete at regional and national competitions
- Monitor physical, technical and psychological conditioning of athletes as a part of the Coaching Committee
- Assist in the planning of objectives for the High-Performance program as a member of the High Performance Committee
- Attend all training sessions and competitions involving the BC Team

Minimum Requirements:

- Fully certified at NCCP Competition Introduction
- Competition Development Trained
- Have competitive experience
- Minimum Shodan
- Complete a Criminal Record Check

BC Team Manager

- Works with the Head Coach to prepare and assist BC Team athletes to compete at regional and national competitions
- Reports directly to the High Performance Chairperson
- Performs administrative duties such as monitoring fitness test results, keeping team member attendance, and the collection of medical release forms and team fees
- Organizes flight and hotel reservations in conjunction with Karate BC Executive Director
- Attends all training sessions and competitions involving the BC Team as required
- Monitors and arranges for facilities and delivery of equipment needed for team events
- Prepares and distributes the Team Handbook in conjunction with the High Performance Committee
- Reports BC Team results to Karate BC President and Executive Committee members

Minimum Requirements:

- Good organizational and interpersonal skills, with the ability to relate to people from various backgrounds
- Should be familiar with Microsoft software programs

Medical Director(s)

- The medical director is the chief advisor to the Executive Committee on all matters of a medical nature
- Makes recommendations to the Executive Committee on policies related to athlete safety and athlete medical fitness for competition
- Has overall charge of medical services provided to athletes during competitions
- Reviews and evaluates fitness of athletes to compete, and assesses medical information provided by athletes as part of the tournament registration
- Develops and organizes educational programs for athletes, officials and volunteer medical personnel directed at enhancing safety in sport karate
- Acts as a resource person to volunteer medical personnel
- Acts as a liaison with agencies outside of Karate BC such as Sports Medicine Council of BC, Canadian Academy of Sports Medicine, Canadian Center for Ethics in Sports
- Direct involvement with Karate BC anti-doping program

- Is member of the Medical Committee and reports to Executive on proceedings and recommendations of committee through the chair
- Maintains a permanent record of athlete injuries and provides a statistical summary for the Executive Committee
- Prepares and submits an annual budget that is adequate for the medical services of the organization

Meetings

The Executive Committee meets in person at least twice a year and as necessary, at the call of the president or any two directors.

Notice of Meetings

Notice of meetings must be given to each Director not less than 48 hours if done electronically, and not less than seven days if sent by post, before the date of the meeting, unless agreed upon by all directors.

Email Decisions

- There should be sufficient time for participation in a decision by email:
- The question will be asked.
- There will be discussion by email with appropriate time allotted.
- The debate will be initiated and moderated by the chair or his/her delegate.
- There shall be agreement to vote.
- The debate and result will be recorded in the minutes.

Skype/telephone Meetings

The debate and result will be recorded in the minutes.

Signing Authority

Only members of the Executive Committee are authorized to sign applications for licences of any kind.

Spokespeople

Karate BC's President and Executive Director are the media spokespeople for the organization.

All media contacts must adhere to an agreed-upon communications plan so that there is consistency to all communications issuing from Karate BC and local club affiliates.

The plan should specify exactly how the organization should be portrayed, the positions held on various issues and the image which is to be transmitted to those outside the organization.

Committees

Ad Hoc Committees

The Executive Committee may appoint ad hoc committees as needed (Appendix B).

See Appendix C for Nominations Committee Terms of Reference.

Permanent Committees reporting to the Executive Committee

- Finance
- Coaching Development
- Officials
- Technical
- High Performance
- Tournament
- Medical
- Awards
- Marketing and Communications

All appointments to the committees, including staff, will be voting members except for the liaison to the Technical Committee unless he/she is a Godan (fifth Dan) or higher.

All budgets prepared for the Association's various Committees must be approved in advance by the Executive Committee.

Any member of any Committee who misses three consecutive meetings of that committee will be removed from committee responsibilities. That person may appeal to the Executive Committee for reinstatement.

High Performance Committee

The High Performance Committee is comprised of the Chair, Karate BC President, Head Coach, one Assistant Coach, two athlete representatives – one male and one female – and up to two other members appointed by the Karate BC Executive Committee. Members may also include the Karate BC Executive Director and the BC Team manager.

Responsibilities: See Appendix D for BC Team handbook

Performance Goals: See Appendix E.

Coaching Development Committee

See Appendix F for Coaching Development Committee Terms of Reference.

Technical Committee

The Technical Committee is a Standing Committee of Karate BC, and has responsibilities within the club accreditation process and for the development program for the association. (See Appendix G)

Officials Committee

The Officials Committee is comprised of one member from each region. If a region does not want a representative, that position will remain vacant (See Appendix H). The Karate BC Officials' Program has been approved (See Appendix U). The official Karate BC passport is mandatory for each official.

Finance Committee

The Finance Committee is comprised of the Treasurer, the President and the Executive Director (Appendix I).

Tournament Committee

The Tournament Committee is comprised of the KBC President, tournament director, the Tournament Committee Chair, the Volunteer Coordinator and any person appointed by the Chair as required.

Competitors participating in Karate BC tournaments will supply their own red and blue belts.

See Appendix J for the Tournament Hosting Policy and Tournament Hosting Guide.

Medical Committee

Medical personnel attending a tournament at the request of the Association will be paid an honorarium (see Appendix A) and other out-of-town expenses will be covered according to the usual rates subject to the committee's budget.

Karate BC will use the Injury Reporting Forms at tournaments. These Injury Reporting Forms will be kept for a period of seven years.

See Appendix K for Medical Committee Policy and Terms of Reference.

Awards Committee

The Awards Committee is a standing committee reporting directly to the Executive Committee.

Karate BC has established a bursary in honour of Vince Redfern. Two awards of \$500.00 each are presented yearly to a male and female karate athlete attending a post-secondary institute. This is a one-time award for each person. (See Appendix L)

Annual Awards

The following categories may be nominated by any member, and will be chosen by the Awards Committee:

- Official of the Year
- Volunteer of the Year (Karate BC)
- Volunteer of the Year (Club)
- Coach of the Year (High Performance)
- Coach of the Year (Grassroots)
- Sponsor of the Year
- Inspirational Athlete

There are no nominations for the following athlete categories as these are based on personal point performance and sport achievements:

Junior Male, Junior Female, Adult Male, Adult Female athletes

Marketing and Communications Committee

The Karate BC newsletter will be posted on the website. A hard copy will be distributed to members through the clubs or sent to each household when finances permit. (See Appendix M for committee terms of reference.)

Policies

Privacy

Karate BC respects the privacy of the organization's members and clients. (See Appendix N)

Conduct

The Code of Conduct governs athletes, instructors, officials and coaches. (See Appendix O; see Appendix P for the Dispute Resolution Committee Policy and Terms of Reference)

Equity and Access

Karate BC does not tolerate discrimination or harassment, and endorses the principles of fair play. Karate BC has historically encouraged women's participation in all levels of the organization. (See Appendix Q; see Appendix P for the Dispute Resolution Committee Policy and Terms of Reference)

Zones

Karate BC has adopted a Zone program. (See Appendix R)

The Karate BC Zones reflect that of the BC Winter Games.

<http://www.bcgames.org/dotnetnuke/Games/Zones/tabid/209/Default.aspx>

Karate BC is to establish criteria for enhanced organizational development, enhanced coaching development, enhanced athlete development and enhanced officials' development within the Zones with the goal to reward those zones that meet the requirements with grant money to further enhance development within that zone.

Criminal Records Check

All chief instructors, club instructors and assistant instructors 16 years and older, coaches, Karate BC board members and Officials must submit a Criminal Record Check, including a Vulnerable Sector Check every three years. An instructor is defined as a person who is teaching without supervision on any given day. Karate BC will notify instructors who have not submitted criminal records checks that they must do so within 60 days. Failure to provide a Criminal Record Check will result in fines (Appendix A) and the Karate BC privileges of their members will be suspended until the check is completed.

Doping

Karate BC is unequivocally opposed, on ethical, medical and legal grounds, to the practice of doping in sport and fully supports the position of Sport Canada, Karate Canada and the International Olympic Committee (IOC) against the use of banned substances and methods. (See Appendix S for Drug policy)

Kobudo

No weapon which is a prohibited weapon pursuant to the Criminal Code of Canada may be used in competition at any Karate BC tournament or any tournament sanctioned by Karate BC (See Appendix T for Kobudo rules).

Officials

The Karate BC Officials Program has been approved (Appendix U).

Administrative Procedures

- Staff will share with members of the Executive Committee all important correspondence coming in or going out of the Karate BC office.
- The Karate BC office is to respond to all correspondence requiring an answer within 14 days of receipt.
- After each event all volunteers are to receive a written thank you from the Association.
- After receiving notice of complaint, regarding conduct of a member club, the Association will forward a letter acknowledging the complaint and write to the member of concern requesting all particulars of the situation. The matter will then be addressed at the next Executive Committee meeting (See Appendix P for Member Conduct, Dispute Resolution and Appeals Policy).
- The Karate BC logo may be used following guidelines dated August 2006 (Appendix V).
- Hard drives of any computers sold or disposed of by Karate BC are to be physically destroyed.

Finances

- For all honoraria, fees and fines (Appendix A).
- Karate BC membership fees are non-refundable.
- All requests for reimbursement of expenses must be submitted to the Association via an expense form (available on the website) with proper receipts attached.
- Mileage will only be paid for travel exceeding 50 km one way (Appendix A).
- Expense forms must be submitted within 90 days of event or reimbursement will be reviewed by the Executive Committee.
- Expenses incurred by an Executive Committee member must be approved by another Executive member.
- All expenses over \$100.00 must be approved by the Treasurer unless it has prior approval of the Executive Committee. Should the Treasurer not consider the expenditure advisable then an Executive Committee meeting will be required to approve the expense.
- No member of the Karate BC Executive Committee may commit for expenditure of more than \$1,000.00 without the prior approval of the Executive Committee.
- All members of the Executive Committee attending Executive Committee meetings are entitled to their own private accommodations.
- Executive and Technical Committee members will ordinarily be allowed \$15 per person to cover their lunch on administrative lunch meetings.
- Karate BC does not pay for alcoholic drinks.
- Anyone requesting financial assistance from the Association must do so in writing 30 days prior to the event.
- Karate BC covers 100 per cent of agreed-upon staff benefits.
- The BC Team Coaches and Manager's travel will be reimbursed subject to budget limitations.
- BC Winter Games Officials and delegates will be funded for accommodation expenses for attendance at the BC Winter Games subject to budget restrictions.
- Karate BC does not ordinarily fund competitors travelling to international competitions.
- Association-approved travel will be funded according to the following schedule: paid airfare, or if driving, equivalent of economy airfare, whichever is the lesser local transportation will be as per the expense form.
- Karate BC will pay for the Provincial Delegate's accommodation and meal expenses to attend Karate Canada meetings according to the following schedule:
 - Must stay at a hotel suggested by the Executive Committee
 - \$50.00 allowance for incidentals per trip
 - All NSF cheques carry a service charge (Appendix A)
 - All Karate BC events are to be summarized in a financial report and submitted to the Executive Committee.
- The Karate BC Treasurer will operate an accrual accounting system.
- The Association's fiscal year-end is March 31. This date coincides with the grant period.

Honoraria

- PKF/WKF Referees, Provincial Referees and Judges, Regional Referees and Judges will be paid an honorarium for attending Karate BC tournaments, subject to Officials Committee budget limitations.
- To be eligible for honoraria, qualified officials must function throughout an entire day of a Karate BC event.
- Athletes who compete and officiate will receive the full honorarium for the day as long as they are there for the full day competing and officiating.
- Out-of-province Officials attending Karate BC tournaments will not receive honoraria or expenses unless they are residents of BC.
- Out-of-town travel for four members of the Tournament Committee will be paid by Karate BC, according to the usual guidelines and subject to budget limitations.
- Master of Ceremonies at tournaments, invited by Karate BC, will be given the same honorarium as that of a Provincial Referee.
- Officials invited to the BC Team Selection Tournament will have their usual expenses paid.
- Head Coach, Assistant Coaches, Team Manager and Tournament Director will be paid an honorarium (Appendix A).
- Volunteers are not paid for their time working for the Association.
- BC Winter Games advisor will be paid an honorarium (Appendix A).

Clinics and Seminars

- All clinics conducted on behalf of Karate BC must have pre-registration with a minimum number of students signed up to cover all costs. Prior approval from the Executive Director is required.
- Travel expenses for seminars and clinics must be approved in advance by the Executive Director.
- Cost of NCCP courses are outlined in Appendix A.
- Karate BC pays NCCP facilitators and evaluators (Appendix A).
- Members travelling more than 100 km (one way) to attend an NCCP course will only be required to pay half of the registration fee.
- Master Kata clinics must have a minimum of two demonstrators. Each demonstrator shall be paid an honorarium and other expenses shall be paid according to the usual rates for out-of-town attendance (Appendix A).
- Honoraria for seminars and clinics must be approved in advance by the Executive Director.
- Masters' Kata Seminars are open to non-Karate BC members. A higher fee is to be charged to non-members.

Membership

Karate BC has as a basic requirement for membership that a club be affiliated with a "traditional" karate organization or have received its accreditation from one.

Club Registration (Appendix W)

- All new applications for membership will receive a letter from Karate BC acknowledging receipt of the application and stating that every effort will be made to ensure it is processed within 30 days.
- Applications will then be forwarded to the Technical Committee, which will have two weeks to express any concerns. The Executive Director is empowered to make the final decision on the application in conjunction with the Membership Director.
- The chief instructor must furnish a black belt certificate acceptable to the Technical Committee.
- All chief instructors are required to be NCCP Instruction Beginner Certified or its current equivalent.
- All Chief Instructors must submit to Karate BC a copy of their certification. Failure to do so by January of any given year results in a fine and their club will be placed on probation.
- Karate BC will only recognize those instructors holding a technical merited Dan certificate. An honorary Dan status will not be considered.
- At minimum, a club chief instructor must hold a valid Shodan recognized by the Karate BC Technical Committee.
- If an Instructor is accepted by the Association, his/her students are also accepted.
- All clubs must be registered separately regardless if the same instructor operates more than one club.
- Instructors of community karate classes are required to register all students participating in a regular program. An exception is made for students involved in seasonal programs and camps. (See Sanction form for non-members and Sanction form for members.)
- Failure of clubs to register all members may result in suspension.

Change of Chief Instructor

- In the event of a change of Chief Instructor of a member club, the Executive Committee may review the situation and place the club on probation.
- When there is a change of Chief Instructor, Karate BC shall be informed in writing of the name and credentials of the new Chief Instructor. If a change of Chief Instructor occurs, the Executive Committee may extend the deadline for completion of required NCCP certification.

Probationary Period

- A new club joining the provincial association must be placed on probationary status for one year. While on probation, the Chief Instructor must complete the required certifications, must register his Dan Certificate with Karate Canada, and the club must register all of its members.
- On completion of the probationary period, the club will become a full member of the Association upon approval of the Executive Committee.
- Once a probationary club is accepted the Membership Director will send a letter to the new club confirming Karate BC acceptance.
- In the case of instructors applying for re-admission to Karate BC, the Executive Director will be permitted to fast-track the application process by giving probationary approval without having to submit the application to the Technical Committee.

Voting when on Probation

Probationary clubs do not have voting privileges and their members cannot hold elected offices.

Suspension of Privileges

- Members or clubs that have been on probation for one year due to non-compliance of Karate BC policy will have all privileges suspended.
- Members are to be informed first through e-mail then through the newsletter which clubs have renewed their memberships, which clubs have not renewed and which, if any, have been suspended.

Black Belt Registration

Black belt members must submit a copy of their current Dan Certificate.

Bona Fide Black Belt

- Applicants who hold a black belt recognized within the genealogy chart of Karate-Do.
- Applicants who hold a black belt from a karate organization recognized by Karate Canada.
- Applicants who do not meet the above criteria will be requested to challenge a Karate Canada grading test and once successful, this certificate would be recognized for the purpose of a bona fide Black Belt
- Should an applicant be accepted under item three, only the person who holds the Karate Canada black belt certificate would be recognized at the level of that certificate. Should other members of that club wish to be recognized at a black belt level then these students would be required to also challenge the Karate Canada Dan testing.
- Current members who do not meet the above guidelines are grandfathered; however new black belts from these clubs are required to meet the guidelines.
- Applicants may be accepted on a provisional basis upon compliance with any of the first three requirements.

Membership Registration

If a member has not filled in the birth date portion of the membership registration, adult fee schedule will automatically apply, and be charged.

Membership Renewal

Renewal forms are to be sent out by the Association by August 1 of each year.

Clubs failing to renew registration by November 1 will be deleted from the club mailing list.

Date Fees are Due

Membership and club fees are due November 1 of each year. Those clubs registering after this date will be fined (Appendix A).

Termination of Membership

Karate BC is to check which clubs have not paid their membership fee as of October 15. A penalty is to be levied on those whose fees did not meet the November 1 deadline (Appendix A). If the club membership is still not paid after November 1, the club's membership will be terminated.

Karate BC will write these clubs a letter notifying them of their non-member status, which nullifies their insurance coverage through Karate BC. A copy of this letter will also be forwarded to the community centres out of which they operate.

Membership Fees

See Appendix A

Number of Cheques

Only one cheque per club for membership fees and one cheque per zone for tournament registration are to be sent to Karate BC.

Age and Fee Amount

Registration fees for membership into Karate BC are based on age at the time of registration.

Online Registration

All clubs will register their members online; those failing to do so will be charged an administration fee (Appendix A).

Outstanding Fines

Clubs with outstanding fines that are not paid within 90 days will be suspended for the balance of the membership year.

Tournaments

See Appendix J for Tournament Committee policy.

Appendix A – Fees, Fines, and Honoraria

Fees

Membership

Full year (September-August)		Half-year fees for non-competitive members only (March-August)
Juniors (under 16 yrs.)	\$35.00	\$17.50
Adults (16 yrs. & over)	\$55.00	\$27.50
Black Belts (all ages)	\$70.00	no half-year fees
Club Fee	\$175.00	

(includes club information on Karate BC's website)

Officials Certification (taxes included)

Seminar only	\$50.00
Regional Judge	\$70.00
Regional Referee	\$80.00
Provincial Judge	\$80.00
Provincial Referee	\$105.00
Passport	\$12.00
Tie	\$35.00
Crest & Clip	\$15.00

Clinics

Master	\$ tbd
Kata	\$ tbd

(Clinics must be self-sustaining and approved in advance by the Executive Director.)

National Coaching Certification Program (NCCP)

Instructor Beginner Course	
- with electronic copy of course material	\$150.00 (+ gst)
- with hard copy of course material	\$200.00 (+ gst)
Competition Introduction Course	
- with electronic copy of course material	\$150.00 (+ gst)
- with hard copy of course material	\$200.00 (+ gst)
Non KBC Members	
- with electronic copy of course material	\$200.00 (+ gst)
- with hard copy of course material	\$250.00 (+ gst)
Appeal	\$50.00
Evaluations	\$220.00

Sanction Fees

Member Events

Style-only tournament	\$50.00
Tournament open to more than one style	\$100.00
Other (camps, special guests, etc.)	\$25.00

Non-member Events

Camps/Seasonal Programs	\$50.00
Full-year events	\$300.00

BC Team Fees

See BC Team Handbook, Appendix D

Fines

Data-entry administration fee \$100.00
Clubs not registering members online.

Club Late fees \$50.00
Clubs failing to register by November 1 of any given year.

NCCP fine for new clubs \$100.00
Failure of Club Instructor to meet NCCP requirements within one year of joining.

NCCP fine \$100.00
And club placed on probation for failure by Chief Instructors to submit a copy of required NCCP certification by January 1 of any given year.

Criminal Records Check fine \$100.00
And suspension of members until the check is complete, for failure of all club instructors 16 years and over to provide a Criminal Record Check every three years.

Honoraria

Tournament Officials (subject to Officials Committee budget)

PKF/WKF Referee / Chief Official \$200.00 per full day + expenses
National Referee \$150.00 per full day + expenses
Provincial Referee \$100.00 per full day + expenses
Provincial Judge \$50.00 per full day
Regional Referee \$50.00 per full day
Regional Judge \$25.00 per full day
Technical 1 or 2 \$10.00 per full day

Officials must first take and pass their Provincial level Referee qualification before they are eligible to have their expenses paid.

BC Team (subject to High Performance Committee budget)

Head Coach \$4,000.00 per season
Assistant Coach (four) \$1,000.00 per season
Team Manager \$1,000.00 per season

Tournament Committee

Director \$500.00 per tournament
Invited MC \$100.00 per tournament

Medical Committee

Co-Director \$500.00 per tournament
Only one Co-Director per tournament

BC Winter Games

Provincial Advisor \$500.00 per year

NCCP

Certified Learning Facilitator \$500.00 per course (\$250 for co-facilitation)
Trained Learning Facilitator \$400.00 per course (\$200 for co-facilitation)
Master Learning Facilitator \$50.00 per hour
(Duties related to MLF mentoring, teaching LF/E training, etc.)

Karate BC will be responsible for travel and expenses for the Learning Facilitator.

Evaluator \$200.00 per evaluation

The coach is to pay travel expenses beyond 50 km to Evaluator up to \$.50/km.

Clinics

Kata Instructor \$100.00 per day each plus reasonable expenses

Master Clinics \$100.00 per day each plus reasonable expenses

Officials \$250.00 per seminar of at least five hours

Minimum two demonstrators; clinics must be approved in advance by the Executive Director.

Expenses

Hotels

Metro Vancouver bookings must be done through the Karate BC office

Outside Metro Vancouver up to \$130.00 per night

Meals

Breakfast \$10.00

Lunch \$15.00

Dinner \$20.00

Mileage

Travel exceeding 50 km one way \$.50 per kilometre

Miscellaneous

Competition Mats \$75.00 per set

Ring Kits \$25.00 per kit

rental fee per tournament weekend

NSF cheques \$50.00 service fee

NB: Where there is a difference in fees, fines and honoraria between Appendix A and other areas of the Policy Manual, Appendix A shall prevail.

Appendix B – Procedures for Committees of the Board, Standing Committees and Ad Hoc Committees

Various Committees of the Board, Standing Committees and Ad Hoc Committees exist within the structure of Karate BC and shall function in accordance with the following procedures.

Appointments to Standing Committees

A call for interested candidates to fill expiring terms on all Standing Committees shall be made prior to every Annual General Meeting.

The Board of Directors shall make Standing Committee appointments within 30 days of the Annual General Meeting.

Appointments shall go to the 2nd Annual General Meeting following the appointment.

Unless otherwise stated in the committee Terms of Reference, Standing Committees Chairs shall be appointed by the Board.

For appointments to new Committees, approximately half of the appointments should be made for two year terms, and half for three year terms, to create a rotation of terms for committee members.

The Board shall fill vacancies on Standing Committees by appointment as necessary during any year, with the appointment for the vacated term to expire as per the existing committee member rotation.

Committee members can be re-appointed in accordance with the Terms of Reference for that committee.

Sub-Committees

A Standing Committee may strike a Sub-Committee, with the approval of the Board, to undertake special shorter term projects under the Standing Committee's general jurisdiction. Sub-Committee members will be tentatively appointed by the Committee Chair and could include individuals external to the Committee. Appointments require final approval by the President or designate before the appointment is finalized.

Authority Levels

All Committees are expected to keep the Board informed of activities and major decisions in accordance with the Accountability Framework outlined in their Terms of Reference.

All Committees must work within the parameters of the existing Strategic Plan of the association, and approved annual budget levels.

Program Implementation Plans must be approved by the Board, but once approval has been given, should then be acted upon by the applicable Committee.

Appendix C – Nominations Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Nominations Committee is formed from time to time by the Board of Directors in accordance with Bylaw 4.1.6, and is an Ad Hoc Committee. The Nominations Committee is responsible for developing a list of candidates for the position of Director.

Membership

The Committee will be comprised of not fewer than three (3) Directors

The Chair is appointed by the Board from among the three Directors

None of the committee members should be Directors whose terms are expiring at the upcoming Annual General Meeting

Term of Office

The committee is formed no more than 6 months prior to an Annual General Meeting

The committee is dissolved at the conclusion of the Annual General Meeting

Scope of Responsibility

The committee is responsible for developing a slate of candidates for the Director positions that will be open for election at the upcoming Annual General Meeting

The committee is responsible for finding potential candidates who have the attributes, knowledge and expertise required for the particular Director positions that will be open for election

The committee is responsible for vetting the possible candidates to ensure that they meet the requirements for membership in the organization, and have the character and integrity desired for members of the Board of Directors

The committee proposes the list of candidates to the Board of Directors at least 3 weeks prior to the Notice of the Annual General Meeting being circulated

Accountability

The committee is accountable to the Board of Directors for the completion of their tasks as outlined

KARATE BC TEAM HANDBOOK

COMPETITIVE SEASON: 2014-2015

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KARATE BC TEAM INFORMATION

SCHEDULE 2014-2015

2014 Provincials	Richmond Oval		
(weigh-in)		Saturday November 17	9:00am – 12:00pm
(weigh-in & competition)		Sunday November 18	8:00am
BC Team Training	Fortius	(Oliva Sensei)	September 6th 2014
BC Team Training	Fortius	(Oliva Sensei)	September 7th 2017
Selection Tournament	Fortius		October 25th 2014
BC Team Training	Fortius		October 26th 2014
BC Team Training	Fortius		November 29th 2014
BC Team Training	Fortius		November 30th 2014
BC Team Training	Fortius		January 10th 2015
BC Team Training	Fortius		January 11th 2015

Click on the location for a map where you can get directions if you need them.

Any local tournaments which are Karate BC sanctioned are recommended for further athletic development.

Check www.karatebc.org for complete tournament schedules.

TEAM OVERVIEW

The Karate BC Team is the official team that represents the Province of British Columbia. The primary event the team attends is the Canadian National Black Belt Championships, held annually in a different Canadian city by Karate Canada (KC) in conjunction with the karate association of the host province. The BC Team has a long and proud history of sending provincial athletes to the Nationals for over 35 years and it has produced many National Champions. The Team is divided into Cadets (14-15), Juniors (16-17), Under 21 (18-20), and Seniors (18-40, 16-40 for kata).

The goals for the Karate BC Team are:

1. To provide a program that fosters mental and physical excellence and allows our elite provincial athletes to excel in national and international competition.
2. To produce a team that will take top honors in national and international events.

There are two main competition categories: *Kata* and *Kumite*. Each category has age divisions for both male and female athletes ages 14 and up, with some Kumite divisions also separated by weight.

HIGH PERFORMANCE COMMITTEE (HPC) MEMBERS

The following individuals are members of the High Performance Committee members. All inquiries regarding the BC Squad/BC Team and/or events and tournaments involving the BC Squad/Team should be directed to the HPC chair.

Jason Farquharson – HPC Chair

Dan Wallis – Karate BC Executive Director

Charles La Vertu – Karate BC President

Sarah Perez – Executive Member

Rick Penner – Executive Member

Nicole Poirier – Head Coach

Mike Ditson – Coach

Pam Ross – Team Manager

To be voted in at first team training – Athlete Rep. (Currently held by Derek Chan)

To be voted in at first team training – Athlete Rep. (Currently held by Anish Virk)

BC TEAM QUALIFICATIONS

This year the BC Team Qualifications will be based on the zone system. The top four competitors in each division at their zone tournament will qualify to represent their zone at the Provincial Championships. This tournament will be dubbed the "Provincial Tournament" and will allow the top 4 competitors in each division 14/15 advanced divisions [Elite] and up to be a member of the "BC Provincial Team Squad".

Wildcard Application Process:

In addition to the top 4 places, the BC Team coaching staff reserves the option of inviting up to two additional athletes per division. Dojo coaches and Zone coaches are requested to approach the coaching staff within 14 days of the provincial championships to apply for these additional positions. Please provide a written explanation and video if applicable of why you believe your athlete should be included in the team selection tournament. All Wild Card applications must be submitted in writing by a Club or Zone coach, using the application form included in this handbook. No applications will be accepted from athletes. Decisions regarding these applications will be made by the HPC after a personal interview with the BC Team Coaches at the first BC Team training in September, 2014.

In October, 2014, Squad athletes (up to 6 per division) will compete in the "Final Selection Tournament" which will be a double elimination format for Kumite and round robin for Kata. The top 2 athletes from each Kumite division and top 3 athletes from each Kata division at this Final Selection Tournament will earn a provisional spot on the Team competing at Nationals this year held in Richmond, BC. In addition, eligible returning champions from the 2014 National Championships and athletes with status on the Karate Canada National Team will be added to their respective divisions.

Additional to the BC team training schedule, athletes are required to participate in any zone trainings that their zone coaches and representatives organize. If you cannot attend any one of the BC Team events you must submit a written explanation at least 48 hours prior to the event to the High Performance Committee for their ruling on whether you may become or remain a Team member. Any questions or concerns can be sent to Dan Wallis, Executive Director of Karate BC at dwallis@karatebc.org or Jason Farquharson, HPC Chair at chitoryukarate@gmail.com.

The nearly eight month gap between Provincials and Nationals presents some problems for our younger athletes. So the HPC will allow athletes in the 14/15 and 16/17 year old divisions that place top 4 at the Provincials to move up one weight division for the selection tournament if needed. No athlete will be allowed to go down a division. If you need to take advantage of this division change, the new division is the only one you would compete in at the selection tournament and, if you qualify, the Nationals. You will forfeit your spot in the lower weight category. If you require this change please notify the BC Team Manager no later than 4 weeks prior to the selection tournament.

CRITERIA FOR SELECTION

There are several other factors that will contribute to placement on the BC Team. While the results of the "Final Selection Tournament" will be the **major deciding factor** in Team selection this year; the coaching staff and high performance committee will make final decisions. The following is a list of expectations for all athletes wishing to become Team members.

Fitness and Skills Testing:

Testing will be conducted at the first team training. All squad members are required to participate as results will be used to track athletic improvement and also to establish standardization for upcoming years for requirements to be enrolled as BC Team Athletes.

Regular Documented Dojo Training:

Athletes must maintain adequate training standards at their dojo as endorsed by their instructors. ***There are no excuses.***

- 14-15 years: minimum 2 times per week technical and tactical training in the dojo with karate specific supplemental training additional 2 times per week. Team standard preference for 3 times per week dojo training and 2 times per week karate event specific supplemental training.
- 16 years and up: minimum 3 times per week with team standard preference for 4 times per week with additional training in karate specific strength and conditioning 3 times per week.

Squad Training Attendance and Financial Obligations:

Athletes must attend the entire mandatory training sessions on time and to completion. They must also maintain a high level of team commitment, values and attitude as well as meet all financial & paperwork requirements on time.

Coaches Recommendations:

Coaching staff reserves the right to recommend athletes in relationship to the needs of the team, athletic development, training and competitive output, with the approval of the HPC.

QUALIFYING FOR THE NATIONALS

In order to qualify to go to the Nationals, you must attend all of the training sessions and have an up-to-date KBC Membership. An athlete who won their division at the previous Nationals is automatically invited back to the Nationals the next year as the Returning Champion, as well as Karate Canada athletes with status on the National Team, allowing the team to have one or two more athletes in that division. The top 2 competitors at the Nationals qualify for the National Team Squad. The team will have 2 athletes for each Kumite division and 3 athletes for each Kata division except for those divisions where we have a returning champion or Karate Canada National Team status athlete.

- 1 "A" Team Member (met all criteria outlined in handbook and placed first at Final Selection tournament.)
- 1 "B" Team Member (met all criteria outlined in handbook and placed second at the Final Selection tournament.)
- 1 "C" Team Member (met all criteria outlined in handbook and placed third at final Selection tournament.) **This applies to KATA divisions only.

Only in the divisions where last year's National Champion or a Karate Canada National Team status athlete, comes from BC will our Team be allotted extra spots to take a 3rd or 4th person, depending on the case. Athletes must compete in the categories they will plan to compete in at the Nationals and/or the furthest international competition they plan to attend. Further, they must compete in the appropriate category at the Provincial Tournament. If the athlete is a minor,

wishing to compete in a division above his/her age group, a consent form must be signed by parents (guardians) and instructors. Nationals will be held Richmond, BC on January 30th - February 1st, 2015. More information will be available once specific details become available to the Provinces.

TRAVEL FUNDING

After the primary selection tournament the athletes will receive their athlete status (either A or B). Available travel funding will be dispersed to eligible out of town athletes as per the following:

- "A" Team members** 75% of total amount divided equally
- "B" Team Squad members 25% of total amount divided equally

(** if "A" team athlete did not have to compete at the Selection Tournament and was automatically selected for TEAM for Nationals, funding will be considered at the "B" level)

OR as decided by the selection committee.

Travel funding submissions must be given to the Team Manager no later than February 6th, 2015. Use the attached **travel funding form**. **Late submissions will not be accepted.** All travel funding forms must be filled out completely or they will not be considered. Should you have any questions regarding travel funding please contact the Team Manager before you book your travel options.

*****Travel funding subject to availability*****

Athlete Assistance Program

The Athlete Assistance Program (AAP) awards \$500 each to six worthy recipients. These six recipients will be announced at the last BC Team training session. Criteria for application and selection can be found on Karate BC's website and in the form section of this handbook.

FINANCIAL RESPONSIBILITIES

At this time we do not fully know what each athlete will be financially responsible for. What we do know right now is that the BC Team training fees will remain the same at \$70 per weekend (\$35 per day). The registration fee for the selection tournament will also remain the same at \$50.

There will also be an additional fee for the mandatory training with Oliva Sensei in September. For Kumite Athletes the fee for the Oliva Sensei seminar will be \$40 per day. Kata athletes will remain at \$35 unless we have a guest kata coach that weekend.

We will notify all BC Team athletes of the updated financial requirements once things have been finalized by Karate Canada, Karate BC and our High Performance Committee.

EQUIPMENT REQUIRED FOR TRAINING CAMPS

All Athletes must ensure they have the following equipment for the first training session.

- Athlete Registration form if not completed at The Provincial Tournament or mailed into the Karate BC office
- 1 Digital photo in .jpeg format (to be sent to the Team Manager via email at teammgr.karatebc@gmail.com)
- Athlete Agreement Contract signed by Athlete (and parent / guardian if junior) and Club Instructor, and Medical Report Form(s)
- All Athletes must ensure they have the following equipment for all training session.
Karate uniform
- All athletes must bring personal red & blue belts with no personal embroidery.
- Kumite athletes must bring red & blue gloves and belts, shin guards, mouth guard, body protector, groin protector (males), chest protector (females). All gear should be WKF/PKF 2012 - 2015 approved.
- WKF approved body protector (**Mandatory for ALL competitors at this Nationals**)
- Training journal with printed copy of current KBC Team Handbook and WKF rules for Kata & Kumite
- Workout clothing (shirt, shorts, track pants, running shoes, etc.)
- Personal first-aid kit, including: hockey tape, band-aids, chemical ice packs, etc.
- Packed lunch: No athlete will have time to leave the site to purchase lunch.

KARATE BC TEAM MEMBER AGREEMENT 2014 - 2015

The High Performance Committee has the responsibility to establish rules for the Karate BC Team.

The rules are supervised by the BC Team Coaches and are intended to create the best conditions for the favourable performance of the team and to safeguard the reputation of Karate BC.

The BC Team Member Agreement applies to all events attended by BC Team Members and each athlete hereby agrees to the following:

1. To abide by and follow the directions, rules or requirements of the BC Team Coaches. If disputes between a coach and an athlete cannot be resolved between the parties, the athlete may be suspended immediately from BC Team activity and the matter will be referred to the HPC. Decisions made by the HPC can be appealed to the KBC Executive.
2. To follow the policies, procedures, regulations and guidelines of Karate BC, including the Code of Conduct for Athletes (included in Appendix B);
3. Not to act contrary to the ethics and standards of Karate-do;

4. Not to possess any illegal substances or performance enhancing drugs and to be available to participate in any form of doping control testing. The list of illegal substances can be found at the Canadian Centre for Ethics in Sport www.cces.ca.
5. To follow the training program or requirements set by the BC Team Coaches and to maintain the required physical conditioning;
6. To avoid intoxication during any BC Team event and to refrain from alcohol intake during the course of the event. This will also apply to any adult caught providing any alcohol or illegal substances to a minor.
7. To adhere to and follow all schedules set by the BC Team Coaches concerning team meetings, training sessions, team social events, fund raisers and travel plans; and to abide by the set curfews set out by the BC Team Coaching Staff.
8. To wear the designated BC Team uniform, tracksuit and/or crests as required at team functions.

DISCIPLINARY ACTION:

Behaviors contrary to the spirit of this agreement will be reviewed by the High Performance Committee on an individual basis. A "3 strikes you're out" rule will be applied to Squad and Team members.

Examples of a one strike behaviour include, but are not limited to;

- Late to training session
- Unexcused training session
- Late submission of forms
- Late payment
- In-session behavioural issues
- Unexcused absences from team functions (i.e. Team meals)

Minor infringements of the athlete agreement should first be worked out between the coaches and the athlete/s or their parents. If the infringement leads to a strike, the athlete will be notified by written letter of the strike. More severe infringements of the athlete agreement will be addressed on an individual basis by the HPC and may result in the dismissal of the athlete for the remainder of the team event. All disciplinary action imposed by the coaches, HPC or KBC Executive may be appealed to the KBC Executive. Their decision will be final.

Any team member who violates the terms of this agreement may be subject to disciplinary sanction by the KBC High Performance Committee and/or Karate BC Executive. In addition, if the High Performance Committee and/or Karate BC Executive finds the offence to be warranted, a recommendation of a reimbursement to Karate BC of all costs incurred by this athlete will be recommended to the Directors of Karate BC for final approval.

Disciplinary issues occurring after the final competitive event on the final day of competition at the National Black Belt Championships will carry over to the next season.

If an athlete has been suspended from the BC Team, upon their reinstatement they will be on a 6 month probation period. During this period there will be a strict one strike, you're out rule.

ATHLETE COMMITMENT:

Athletes selected to the team are required to make a commitment to their sport for the year.

This agreement is to ensure that the athletes of the BC Team are able to perform to the best of their ability at the Canadian National Black Belt Championships. Commitment will be based on the following terms:

1. I will train every week based on a training plan designed in consultation with the BC Team coaches and my personal karate instructor.
2. I will be available to attend the 2015 Canadian Nationals from January 30th - February 1st, 2015.
3. I am prepared to work hard with my monitoring coach and work towards giving a personal best performance at the National Championships.
4. I am prepared to work towards a positive, enjoyable team spirit.
5. I understand that if any problems arise (behaviour, attitude, attendance, my commitment) during this time and these problems cannot be resolved, I will be released from the BC Team.
6. I will help fundraise, volunteer at KBC organized tournaments and participate in demonstrations to help the BC Team.

During the National Games:

1. I will attend ALL activities relating to competition and non-competition aspects of the games. (e.g. social events, ceremonies, meal times, etc.)
2. I will attend all mandatory team dinners and functions.
3. I will be responsible to the coaches and my teammates at all times.
4. I will continually strive to uphold the spirit of fair competition and sportsmanship towards all competitors and my own.

Once you have read and understood (and reviewed with your parent/guardian as appropriate) all of the above-expected commitments, please sign the Athlete Agreement Contract included as Form B.

APPENDICES

A: KARATE BC CODE OF CONDUCT

This Code of Conduct is to govern the relationship between Instructors and Students; Officials and Competitors; and Coaches and Athletes. Coaches, Officials and Instructors play a critical role in the personal as well as Athletic development of Students, Competitors and Athletes. They must understand and respect the inherent power imbalance that exists in these relationships and Instructors, Officials and Coaches must be careful not to abuse it. Instructors, Officials and Coaches must also recognize that they are important conduits through which the values and goals of Karate BC are expressed and communicated. How a Student, Competitor or Athlete regards his/her sport is often dependent upon the behavior of the Instructor, Official or Coach. The following Code of Conduct has been developed to govern the behavior of Instructors, Officials and Coaches to allow them to assist Students, Competitors and Athletes in becoming well-rounded, self-confident and productive human beings.

Instructors, Officials, and Coaches have a Responsibility to:

1. Treat everyone fairly within the context of his or her activity, regardless of gender, place of origin, color, sexual orientation, religion, political belief or economic status;
2. Direct constructive comments/criticism at the performance rather than the individual;
3. Consistently display standards and project a favorable image of Karate-do and:
 - a. Refrain from unnecessary public criticism of other members or individuals;
 - b. Abstain from the use of tobacco products while in the presence of Students, Competitors and Athletes and discourage their use by other individuals;
 - c. Abstain from consumption of alcoholic beverages when working with Students, Competitors and Athletes;
 - d. Discourage the use of alcohol in conjunction with activities;
 - e. Refrain from the use of profane, insulting, harassing or otherwise offensive language.
4. Ensure that any activity being undertaken is suitable for the age, experience, ability and fitness level of the Students, Competitors and Athletes and educate individuals about their responsibility in contributing to a safe practice or performance environment;
5. Communicate and cooperate with competent medical practitioners in the diagnosis, treatment and management of medical and psychological problems of Students, Competitors and Athletes;
6. Consider their future health and well-being as foremost when making decisions regarding an injured Student, Competitor or Athlete's ability to continue training or competing;
7. Recognize and accept when to refer Students, Competitors or Athletes to other Instructors, Officials or Coaches;
8. Regularly seek ways of increasing personal development, self-awareness and a greater understanding of Karate-do;
9. Treat all other members with due respect and encourage Students, Competitors and Athletes to act accordingly. Actively encourage them to uphold the principles, ethics and rules of Karate-do;
10. In the case of minors, communicate and cooperate with the parents or legal guardians of Students, Competitors and Athletes, and where necessary involve them in decisions pertaining to their child's development;
11. Be aware of academic pressures being placed upon Students, Competitors and Athletes and ensure that their activities permit them to pursue academic success.

Instructors, Officials, Coaches and other members of the High Performance team must:

1. Ensure the safety of Students, Competitors and Athletes;
2. At no time become inappropriate or intimately or sexually involved with Students, Competitors, or Athletes. In particular, this includes any request, directly or indirectly, for sexual favors or the threat of reprisal due to the rejection of such requests;
3. Respect the individual dignity of Students, Competitors, and Athletes; verbal or physical behavior which constitutes harassment or abuse of any kind is unacceptable;
4. Never advocate or condone the use of drugs or any other banned performance enhancing substance;
5. Never provide underage Students, Competitors, or Athletes with alcohol.

Definition of Harassment:

Harassment can take many forms but is generally defined as inappropriate behavior including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment.

Harassment may include but is not limited to:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.
- displaying of sexually explicit, racist, or other offensive or derogatory material; sexual, racial, ethnic, or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation; leering (suggestive staring), or other obscene or offensive gestures; condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance or working conditions; physical contact such as inappropriate touching, kissing, patting, pinching, etc.
- vandalism;
- physical assault.

This Code of Conduct was modified for use by Karate BC, on the basis of the code developed by Promotion Plus Women in Coaching Committee in conjunction with the Ministry of Government Services and the Ministry Responsible for Sport and the Commonwealth Games Coaching Advisory Committee and the Coaches Association of BC.

**PLEASE ENSURE THIS IS DISTRIBUTED TO STUDENTS, COMPETITORS AND ATHLETES
(AND THEIR PARENTS)**

A: CODE OF CONDUCT FOR ATHLETES

As a Karate-ka and member of Karate BC, athletes are expected to adhere to the following code:

- To respect and abide by the Constitution, rules and regulations of Karate BC, and the ethics and standards of Karate-Do;
- To demonstrate respect for, and show courtesy to fellow athletes, senior instructors, officials, volunteers and others involved with Karate BC and its activities;
- To be responsible for the safety of fellow karate-ka as well as your own;
- To accept and respect the role of officials in providing judgment to ensure that competitions are fairly conducted according to the established rules. The athlete should accept and follow both the letter and spirit of the rules that govern the sport;
- To act with honesty and integrity, and never seek to take unfair advantage by manipulation of the rules;
- To strive to be prepared to perform to the best of their abilities;
- To avoid theft or vandalism of any property, hotel rooms, dormitories, training facilities, and equipment; the athletes shall be held responsible for any such damage;
- To insure that they are medically fit to travel and participate in designated events. In the event of a change in medical status, prior to departure, inform the Team Coach;
- To demonstrate respect for all participants regardless of gender, color, race or creed.

B: ATHLETE AGREEMENT CONTRACT

I have read the entire Team Handbook and reviewed it with my legal guardian (if applicable) and I hereby agree to follow and abide by the Karate BC Team Member Agreement.

Participant's Name: _____

Competition Division(s): _____

Address: _____

City: _____ Postal Code: _____ Phone: _____

Date of Birth: _____ BC Care Card #: _____

Citizenship: _____

Residency or Immigration status (if applicable): _____

Email address (mandatory): _____

Karate Club: _____

Instructor's email: _____

Signature of Club Instructor

Date

Signature of Participant

Date

PARENTAL/GUARDIAN CONSENT

I/We understand that it is a Karate BC Requirement that junior athletes competing in the Provincial Championships must compete in the age and weight division they wish to qualify for at the National Championships. As of January 30th - February 1st, 2015,

_____ (name of athlete) will be _____ years of age and we hereby consent as the parent/guardian and the instructor of the above-named junior athlete that (s)he may compete in the age and weight division (s)he wishes to qualify for as of this National Championships and that I/we consent to the athlete participating with the BC Team Program and competing in Karate BC events on this basis. I/We have also read and are fully aware of the athlete's personal and financial commitments as a team member and athlete trying out for the team.

Signature of Parent/Guardian

Please print name of Parent/Guardian

Date

Parent/Guardian's email: _____

C: KARATE BC SQUAD AND TEAM TRAINING REVIEW

Athlete: _____

Instructor: _____

Parent: _____

Date: _____

INSTRUCTIONS:

Please rate each item according to your level of satisfaction.

Number 1 means not satisfied. Number 5 means very satisfied.

Organization of practice 1 2 3 4 5

Skill development 1 2 3 4 5

Team play development 1 2 3 4 5

Discipline 1 2 3 4 5

Enjoyment 1 2 3 4 5

Coaching 1 2 3 4 5

List at least three things that you learned or participated in that will improve your skills as a competitor.

What ideas or requests do you have to improve each training session?

What did you find challenging or didn't find effective? Why?

Any other comments:

D: BC TEAM FUNDING FORM

(Please make copies of this form as necessary)

Name: _____ Dojo: _____

Address: _____ Phone: _____

Event: _____ Date: _____

Zone: _____

Placing at Selection Tournament (please mark one):

“A” athlete* (first in your division) _____ Event (circle option(s)): KATA KUMITE

“B” athlete (second, also 3rd for Kata) _____ Event (circle option(s)): KATA KUMITE

*“A” athletes who have received a bye for nationals during the selection tournament will be considered for funding at the “B” level.

Rationale for request for funding. Please provide specific details.

Coach / Office Use:

Approved Amount: _____

Approved by: _____

Cheque #: _____

Cheque Date: _____

Date:

Account:

Code:

Submit to:

___ High Performance Chair

BC Squad Wild Card Application Form

Date: _____

Athletes Name: _____

Athletes Signature: _____

Coaches Name: _____

Coaches Signature: _____

Division applying for a wild card: _____

Reason for applying for a wild card:

Video is required to be considered for a wild card (*if applicable*). Please provide us with a link or description of where we can watch the match(es) in question. i.e. YouTube or a description of where the video can be found from the Karate BC live stream.

Please list your 3 highest accomplishments in the discipline you are applying for:

1. _____
2. _____
3. _____

BC Athlete Assistance Program Criteria 2013-2014

The BC Athlete Assistance Program (BC AAP) is an athlete-centred program of financial assistance funded by the Province of British Columbia and administered by the Sport Branch of the Ministry of Community, Sport and Cultural Development. The program seeks to recognize high performance athletes who are participating in programs offered through a provincial sport organization or post-secondary institution and competing in recognized national or international competitions to relieve some of the pressures associated with training and competition needs.

The intent of the BC Athlete Assistance Program (BC AAP) is to provide support to BC high performance athletes striving to represent the Province and Canada in athletic competition. The program seeks to relieve some of the pressures associated with training and competition needs association with participation in national and international sport. The focus of BC AAP funding is for those athletes who are in the position to compete for Team BC at the Canada Games and are just below those receiving Sport Canada Athlete Assistance Program funding (S1/S2 carding levels), however, athletes in receipt of Sport Canada funding may also be eligible for BC AAP funding.

Program Objectives

- To focus support to athletes in the "training to compete" and "training to win" stages of Canadian Sport for Life – Long Term Athlete Development Model;
- To contribute to improved performances of Team BC athletes at the Nationals;
- To increase the number of BC athletes reaching federal carding status thus expanding BC representation on national teams and at eligible major international tournaments; and
- To assist BC athletes reach their athletic potential.

The program reaches its objectives through adherence to the guiding principles of being athlete centered, equitable, accessible, fair, and merit based in its decisions.

General Criteria

1. To be eligible for BC AAP funding, athletes must meet the following general criteria:
2. Must be a Canadian citizen or have landed immigrant status.
3. Must be a resident of British Columbia for at least one year prior to his/her date of application. BC athletes training and competing outside of BC while attending college or university or training with the national sport centre will be considered for funding. BC athletes training in a program outside of BC may be eligible if the program in question is deemed not available in BC.
4. Must be a member in good standing with Karate BC and Karate Canada.
5. Must work regularly with a Level 3 NCCP Coach. (Note: Karate BC's Provincial Coach is Level 3)

Selection Criteria

Athletes are selected for funding through the BC AAP by the Athlete Assistance Selection Panel based on the following Karate BC specific guidelines:

Funding will be based on the 2013-2014 competition season and following in order of consideration:

- Qualified for the National Team to represent BC and Canada at international tournaments supported by the Karate Canada National Team.
- Placed at the Senior World Championships
- Placed at the Junior World Championships
- Placed at the Senior Pan-American Championships
- Placed at the Junior Pan-American Championships
- Placed at Karate 1 Premier League competitions
- Placed at North American Cup
- Placed at the Paris Open
- Placed at the National Championships
- Placed at the US Open

Note:

1. Athletes who were unable to participate in the previous year's National Championships due to an injury may be eligible for funding based on proven past performance and confirmed medical clearance for the upcoming competitive season.
2. Due to limited funding, athletes who meet the eligibility criteria are not guaranteed BCAAP funding.

Application Process

All applications received at the Karate BC Office by 4:00 pm on Monday, December 15, 2014 will be considered for BC AAP funding.

Assignment of Funding

The Athlete Assistance Selection Panel (as defined by Karate BC Policy Manual) shall be responsible for reviewing all application and allocating funds.

Obligations of Funding

Athletes receiving funding will have to adhere to the rules below:

Use of Banned Substances and Methods

BC's Policy on Sport and Physical Activity clearly outlines the "ethical pursuit of excellence" - which includes competing without the use of banned substances - as one of its pillars of support to sport. The Province of British Columbia strongly opposes the use of prohibited substances and methods as they are contrary to the ethics of sport and may be harmful to the health of athletes.

Since we look to our elite athletes to set the standards for all who aspire to be at the top level of competition, athletes who are suspended by the Canadian Centre for Ethics in Sport and/or their respective International Sport Federation for an anti-doping rule violation will be declared permanently ineligible for BC Athlete Assistance Funding.

Use of Funds

Athletes receiving funding through BC AAP can spend the funding obtained for the following purposes:

- Normal living costs
- Costs directly associated with training (e.g. coaching, facility fees, other athlete services)
- Costs associated with attending training camps and competitions (e.g. entry fees, travel costs)
- Sport specific equipment

Performance Standards

Athletes who receive BCAAP funding must commit to attend one Team BC camp and compete in the 2014-2015 competition season.

Withdrawal of Funding

Karate BC, ViaSport and the BC Sport Branch have the authority to withdraw BC AAP support to any athlete if it is deemed that the athlete is no longer in compliance with the policies and requirements of the BC Athlete Assistance Program or the terms laid out above. If an athlete does not follow the guidelines laid out in the BC AAP Selection Criteria he/she will have to repay all funds received as requested in writing by Karate BC.

Appeals Process

Athletes who applied for BCAAP and have not been selected have the right to submit an appeal regarding the program if;

- the athlete has not been selected for an award, and they believe that, in accordance with the published criteria for the selection of athletes, they deserve to be a recipient of the award.

Appeals regarding decisions relating to the actual selection or the amounts of the awards are to be directed to the Karate BC Board of Directors in writing within 15 days of the publication of the award recipients. Upon receipt of the above information and collection of information from the Athlete Assistance Selection Panel, the Board of Directors will consider the appeal. The individual who made the appeal will be notified in writing of the decision.

Public Recognition of Funded Athletes:

- The Government of British Columbia may, at its discretion and with prior permission, publish a complete list of the recipients who are receiving financial support through the BC Athlete Assistance Program.
- The personal information made available for disclosure would be limited to: name, hometown, images and biographical information related to athletic accomplishments.

Karate BC Athlete Assistance Program Application Form

Applications must be received by the Karate BC Office **no later than 4:00pm on Monday, December 15, 2014**. Submit your application via email (tculley@karatebc.org), fax (604-333-3612) or by mail:

Karate BC
Fortius Athlete Development Centre
Sydney Landing Suite 2002A
Kensington Avenue
Burnaby, BC V5B 0A7

Applicant information:

Name: _____

Address: _____

City: _____ Prov: _____ Postal Code: _____

Tel: (____) _____ Email: _____

Club: _____

Personal Coach Name: _____

Coach NCCP #: _____ Coaching Certification Level: _____

Tournament considerations will be from June 01, 2013 to June 02, 2014.

Results from major national and international competitions (date, location, division, placing):

Results from last national championships (date, location, division, placing (gold, silver, bronze):

Selection Criteria:

Training and Competition: To be eligible the athlete must be involved in programs and competitions that are within the LTAD stages of "Train to Compete and/or Train to Win" as defined by the appropriate National Sport Organization. Please submit a copy of your training and competition plan for the new karate season. Please include your weekly training schedule listing all your training activities (karate, weights, running, mental preparation, etc.) and dates and locations of competitions and training camps you plan to attend. Please indicate which competition you will use AAP funds to attend.

Citizenship and Residency: To be eligible for BC AAP funding, an athlete must be a Canadian citizen or be of landed immigrant status, and a resident of British Columbia for at least one year prior to his/her date of nomination, or meet the more rigorous established and published residency requirements of the provincial sport organization.

Do you meet the above definition?

Yes _____ No _____

Did you qualify and participate in the Karate Canada National Team program?

Yes _____ No _____

Acknowledgement of Training Expectations:

By submitting this application I acknowledge that I have read the Karate BC Athlete Assistant Program Selection Criteria. I understand that failure to comply with the policies and requirements of the BC Athlete Assistance Program or in the Karate BC Athlete Assistant Program Selection Criteria will result in the withdrawal of BC Athlete Assistant Program support. Athletes who do not meet the training requirements outlined above will have to repay funds received from the Karate BC AAP.

Athlete Signature

Date

Coach Signature

Date

Appendix E – High Performance Committee Policies and Terms of Reference

Coach prerequisites

It is recommended that the Head Coach have level III theory, and be fully certified at the competition introduction level of the NCCP (formerly level II) and must be an active coach. Assistant coaches and volunteer coaches should be fully certified at the competition introduction level of the NCCP (formerly level II) and must be an active coach. All coaches should have minimum regional judge certification.

Coaches' report

After every BC Team competition the Team coaches will tabulate the results. Team coaches will assess every member of the Team and monitor progress throughout the competition season. A final end of season report and next season's plans and recommendations must be submitted to the High Performance Committee within 30 days of the conclusion of the Karate Canada National Championships.

Athlete selection criteria

See BC Team Handbook (Appendix D)

Requirements for Team membership

Requirements for membership on the BC Team are as follows:

- Resident of BC for six months
- Member in good standing of Karate BC

Guest coach sessions

See Appendix A for fees for attending guest coach sessions

BC Team Final Selection Tournament

For the BC Team final selection tournament the officials will be selected and usual expenses paid subject to budget limitations. (Appendix A)

Coaches and Team Manager

Honorarium for Head coach is subject to the High Performance budget (Appendix A). Honorarium for Assistant coaches is subject to the High Performance budget (Appendix A). Honorarium for Team manager is subject to the High Performance budget (Appendix A).

Clinics and seminars

BC Team coaches must obtain permission from the High Performance Committee prior to holding clinics/seminars.

Appeals on selection

Appeals regarding A/B/C Team selection status shall be made to the High Performance Committee.

Officials' eligibility

Upon appointment, BC Team coaches will not be eligible to act as officials at the Karate Canada National Championships.

Coach evaluation

Evaluation of BC Team coaches shall be based on the following:

- Leadership
- Organizational skills
- Technical knowledge
- Character
- Communication skills

- Commitment
- Accessibility
- Overall performance

Evaluation points

Under each criterion the following points will be awarded:

- Excellent
- Good
- Satisfactory
- Fair
- Poor

BC Team training review

The BC Team training review form will be distributed to all members of the Team and collected by the High Performance Committee athlete reps prior to departing from the Karate Canada National Championships. All forms will then be submitted to the High Performance chairperson.

High Performance Committee

The High Performance Committee consists of:

- Chairperson
- Head coach
- One assistant coach
- One Male athlete representative
- One Female athlete representative
- Up to two members appointed by the Karate BC Executive
- A Director liaison
- Karate BC President

Committee members may also include the Karate BC Executive Director and the BC Team manager.

Athlete Representatives

One male and one female athlete rep will be selected by their peers in the presence of the HP Chairperson or one of the High Performance Committee members of the Karate BC Executive.

Responsibilities

The responsibilities of the committee are: BC Team selection, structure, team trainings, athlete development, principles of coaching and teaching psychology, bio-mechanics, and their application to and implications for karate through NCCP involvement.

Coaches Travel Expenses

The BC Team Head coach and assistant coaches will be funded for out-of-town travel expenses to attend required Team training sessions and tournaments subject to budget limitations.

The BC Team head coach, assistant coaches and Team manager will have their Team tracksuits paid for by Karate BC.

Team Training Expenses

The association will pay the cost of rental facilities and other expenses for BC Team trainings.

Coach and Chaperone

There must be a coach and a chaperone, one male and one female, with the team members competing in the BC Winter Games and at the Karate Canada Nationals.

Team Designation

Athletes will receive their A/B/C status following the Final Team Selection tournament.

Fundraising Participation

In order to receive benefits of the Team program, Team members are required to participate in all Team events and be a full member of the BC Team including but not limited to sponsorship and fundraising events.

Athlete Division Changes

All athletes trying out for the BC Team must qualify in the division that they will be at the Karate Canada National Championships or International competition that they will be participating.

Junior athletes trying out for the BC Team are allowed to compete in older divisions at the zone playoffs, provincial championships and Team selection tournament based on the age they will be at the national championships or International event provided parents sign a waiver form.

Kyu level BC Team members are allowed to compete in the higher belt division provided a consent form is signed by the athletes' parent(s) or guardian(s) and their instructor along with proof of age.

When changing age or weight divisions, points or status do not carry forward into the new division.

Athlete Age And Division Verification

It is the responsibility of the coaches to verify the age and divisions appropriate for all Team members.

Written Agreement

The athlete will enter into a written agreement to fulfill the athlete commitment requirements as determined by the Team Handbook.

Team Selection Registration Fees

See Appendix A for registration fees for the Final Team Selection tournament.

Team Travel Arrangements

All travel and accommodation for Team members to Nationals will go through the Karate BC Executive Director.

Athletic Assistance/Grant Selection Committee

The athletic assistance/grant selection committee shall be as follows:

- President of Karate BC
- High Performance Chair
- Executive Director
- Head Coach

High Performance Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The High Performance Committee is a Standing Committee of Karate BC and is responsible for the development and oversight of the provincial High Performance Program.

Composition

The Chair is appointed by the Board of Directors and will serve as liaison to the Karate Canada HP committee. Designated committee members are:

- Head Coach
- One Assistant Coach
- Athlete Representative (female)
- Athlete Representative (male)

In consultation with the Chair, the Board of Directors may appoint up to two “other” committee members, from applications received from the general membership. The Board shall appoint a Director liaison to the committee Karate BC President. The Executive Director or staff designate is the staff liaison to the committee.

Term of Office

Designated committee members remain on the committee until they no longer hold the designated position with Karate BC. “Other” committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. “Other” committee members may be re-appointed, but after serving two terms their appointments will be reviewed by the Board.

Scope of Responsibility

- Within the parameters of the Strategic Plan, the committee is responsible for developing, implementing and monitoring the high performance program, including the following stages of training and performance:
 - Train to Train
 - Train to Compete
 - Train to Perform
 - Train to Win (*working with Karate Canada*)
- The committee is responsible for reviewing, updating and maintaining the Team BC Handbook and Policies, including, but not limited to:
 - Selection
 - Conduct and discipline
 - Athlete Assistance Program
 - Pacific Sport Carding Program
 - Team Structure
- The committee will work with the Tournament Committee to ensure that programming calendars are complimentary, to ensure Provincial Tournaments align with LTD and provide a logical progression for athletes
- The committee will ensure that information is made available to athletes regarding funding or educational opportunities such as the External Credit Program, or athlete grants from external organizations
- The committee will work with the Finance Committee in the development of the High Performance budget for both the program and the committee
- The committee will work with the Coaching Development Committee (see Appendix F) to develop and/or access coaching development opportunities appropriate for the needs of high performance coaches
- The committee will work with the Technical Committee to ensure strong transitions between Learn to Train and Train to Train stages for identified athletes
- The committee will make recommendations to the Board from time to time regarding High Performance Program opportunities, program policies and other issues

Accountability

- The High Performance Committee reports to the Board of Directors through the Committee Chair or the Director liaison if the Chair is not a member of the board
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the program and committee, including all performance program results and future significant competitions

Appendix F – Coaching Development Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Coaching Development Committee is a Standing Committee of Karate BC, and is responsible for the development and implementation of coaching development plans and programs to ensure that the athletes in the sport have the best opportunity to achieve their personal goals.

Composition

- The Chair is appointed by the Board of Directors
- The committee includes a Master Learning Facilitator
- The committee includes a liaison member from the Technical Committee
- The committee has no fewer than two and no more than four additional members appointed by the Board of Directors from applications received from the general membership
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. Committee members may be re-appointed, but after two terms their appointment will be reviewed by the Board.

Scope of Responsibility

- The committee is responsible for the implementation of the Karate Canada National Coaching Certification Program (NCCP) in British Columbia, including ensuring an appropriate number of Learning Facilitators and Evaluators to meet the needs of the system
- The committee is responsible for developing or accessing non-certification professional development opportunities for coaches
- The committee is responsible for the development and implementation of a Mentorship Program for Junior Coaches
- The committee will develop and publish an annual calendar of all coaching development activities and opportunities
- The committee will work with the Finance Committee in the development of the annual budget for coaching development
- The committee works with the Technical Committee to ensure consistency and strong links between coaching development and participant development activities
- The committee works with the Marketing and Communications Committee to ensure that all coaching development opportunities are well promoted
- The committee works with the High Performance Committee to integrate the coaching development program with the certification and professional development requirements of the high performance coaches
- The committee will regularly review and make recommendations as necessary to the Board of Directors regarding all Coaching Policies and Procedures

Accountability

- The Coaching Development reports to the Board of Directors through the Committee Chair.

- The Committee Chair will provide a written report to the Board when requested.
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, including the number of certified coaches at each level, number and locations of courses and other coaching development activities.

Appendix G – Technical Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Technical Committee is a Standing Committee of Karate BC, and has responsibilities within the club accreditation process and for the development program for the association.

Membership

- The committee has no fewer than four and no more than seven members appointed by the Board of Directors from applications received from qualified members
- The Chair is appointed by the Board of Directors
- All appointed members must be Godan or higher as recognized by Karate Canada
- The First Vice-President, or any other director appointed by the Board of Directors, is the liaison to the Board. In order to cast a vote, the board liaison must have at least a Godan (5th Dan) rank
- The Board of Directors may appoint associated members to the committee as advisors
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. Committee members may be re-appointed, but after serving two terms their appointment will be reviewed by the Board.

Scope of Responsibility

- The committee works with the Membership Director to review all applications for Club Accreditation
- Within the parameters of the Strategic Plan, the committee is responsible for the oversight and implementation of the Karate Canada Long-term Participant Development Program in BC, at the Active Start, Fundamentals, Learn to Train and Active for Life stages
- The committee will develop and ensure implementation of Traditional Kata Seminars
- The committee will also promote Kobudo
- The committee works with the Coaching Development Committee to ensure consistency and strong links between coaching development and participant development activities
- The committee will work with the Finance Committee in the development of the annual budget for participant development
- The committee works with the Marketing and Communications Committee to ensure that all participant development activities and opportunities are well promoted
- The committee works with the High Performance Committee to ensure a positive transition between the Learn to Train and Train to Train stages for identified young athletes
- The committee will make recommendations to the Board from time to time regarding the Development Program and Club Accreditation policies and procedures
- The committee will work with the Tournament Committee to ensure provincial tournaments align with the Long-term Development model

Accountability

- The Technical Committee reports to the Board of Directors through the Committee Chair and the First Vice President or appointed board liaison
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, including development programming and seminar information

Appendix H – Officials Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Officials Committee is a Standing Committee of Karate BC, and is responsible for the development and implementation of the Officials Program.

Membership

- The Chair is appointed by the Board of Directors
- Each Karate BC region may have one official sit on the Officials Committee. If the region does not appoint a representative, that position remains vacant
- The committee includes a liaison from the Tournament Committee
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. Committee members may be re-appointed, but after serving two terms their appointment will be reviewed by the Board.

Scope of Responsibility

- Within the parameters of the Strategic Plan, the committee is responsible for implementation of the Officials' Certification Program in British Columbia, including clinics and evaluation
- Within the parameters of the Strategic Plan, the committee is responsible for implementation of an education and mentoring program
- The committee is responsible for the development and implementation of a Mentorship Program for Junior Officials
- The committee will ensure that all WKF rule updates are tracked and communicated to officials, clubs and members
- The committee will provide oversight to ensure a high quality of officiating at all levels of competition
- The committee is responsible for the selection and oversight of Officials for Provincial Tournaments
- The committee will work with the Finance Committee in the development of the annual budget for officials

Accountability

- The Officials Committee reports to the Board of Directors through the Committee Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, including assignments to major events and individual achievements of note

Appendix I – Finance Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Finance Committee is a Committee of the Board, and has responsibility for oversight of the financial management of Karate BC. Such responsibility is delegated by the Board as a Whole, but does not diminish the over-all responsibility of the Board of Directors for the financial position of the organization.

Membership

- The Finance Committee is chaired by the Treasurer
- The President is the a member of the Finance Committee
- The Executive Director is a full member of the Finance Committee

Term of Office

Committee members serve on the Finance Committee only while they are in the appropriate office as Directors or holding the appropriate staff position

Scope of Responsibility

- The Finance Committee is responsible for the development of the annual budget and presentation of the budget to the Board for approval
- The Finance Committee will receive and review monthly Financial Statements
- The Finance Committee will review the quarterly Financial Statements before they are circulated to the Board as a Whole
- The Finance Committee will liaise with the Auditor as may be required
- If a change in Auditing Firms is desired or necessary, the Finance Committee will undertake the investigation and make recommendations to the Board of Directors
- The Finance Committee will regularly review the Financial Policies and Procedures of the organization and make recommendations to the Board as required

Accountability

The Finance Committee reports to the Board of Directors through the Treasurer. Every meeting of the Board of Directors has a Financial Report as a required item on the agenda. A Financial Statement to the end of the most recent possible month will be made available to all Directors for every Board of Directors meeting.

Appendix J – Tournament Committee Policies and Terms of Reference

ARTICLE 1: POLICY DESCRIPTION

The following contains the tournament hosting policy, as well as the general Tournament Committee guidelines for Karate BC.

1. The revised guidelines for hosting a tournament have been approved September 2012.
2. Competition regulations will be set by the Tournament Committee in consultation with the Officials Committee. The Tournament Committee will endeavour to publish information regarding the rules of competition prior to the event.

ARTICLE 2: REQUIREMENTS TO COMPETE IN A COMPETITION CATEGORY

1. Competitors at Karate BC tournaments may be required to produce membership cards at the tournament.
2. Junior athletes trying out for the BC team are allowed to compete in older divisions at team try-outs and Provincial Tournaments based on his or her age at the furthest international event they will attend in a given year, provided parent signs the appropriate waiver.
3. Any junior BC Team Member lower than brown belt may enter age appropriate elite division at the Provincial Championships regardless of their rank, providing they qualify at the Zone eliminations for said division.
4. The tournament registration forms include a claim stating that all information is correct and true, which the Chief Instructor, Dojo Designate or appropriate zone representative must sign.
5. Each kumite competitor must complete a medical form prior to each tournament.
6. Non KBC karate-ka may compete in KBC Sanctioned Tournaments for an extra \$10 per competitor per tournament. This does not apply to the Zone Eliminations or the Provincial Championships.

ARTICLE 3: DEADLINE FOR REGISTRATION

1. Tournament registration forms other than for the Provincial Championships are to be sent out 30 days prior the date of the tournament.
2. The registration deadlines for tournaments other than the Provincial Championships will be two weeks prior to the tournament.
3. Tournament registration forms for the Provincial Championships are to be sent out 60 days prior the date of the tournament.
4. The deadline for the Provincial Championships will be 30 days prior to the tournament.
5. Tournament registration for the Provincial Championships will only be accepted from the appropriate zone representative.
6. There will be no late registrations accepted for the Provincial Championships, subject only to unforeseen circumstances and only upon appeal to the Tournament Committee.

ARTICLE 4: KARATE DIVISIONS REQUIREMENTS

1. The Association does not permit competition in tournaments by professionals, namely those who have competed for prize money. The definition of professional does not include those who derive an income from teaching karate.
2. Divisions can be combined; however, once combined the same rules will be applied to the entire new division; the rules of the higher division shall prevail.

3. It is suggested that if there is only one person registered for a division, the Tournament Committee will award the gold medal. The competitor has the option to compete in the next level up as well. The division will not be cancelled as a result
4. The Junior Kumite divisions may be split, at the discretion of the tournament committee or the tournament director on the day of the tournament, based on height or weight, as is deemed appropriate in the circumstances.
5. Athlete weights will be enforced. For the Provincial Championships KBC will if possible give an opportunity for weigh-ins the night before the competition.

2013 NATIONAL CHAMPIONSHIPS COMPETITOR AGE ELIGIBILITY MATRIX

	CADET	JUNIOR	U21	SENIOR
	Birthdate between	Birthdate between	Birthdate between	Birthdate
Kata	March 18, 1997 - March 15, 1999	March 18, 1995 - March 15, 1997	March 18, 1992 - March 15, 1995	On or before March 15/97
Kumite	March 18, 1997 - March 15, 1999	March 18, 1995 - March 15, 1997	March 17, 1992 - March 15, 1995	On or before March 15/95
Team Kata	March 18, 1995-March 15, 1999		N/A	On or before March 15/97

6. Athletes must register for either their actual age division or the division that they will qualify for at the furthest international event they will attend in a given year but not both. The only exception to this provision is the 18-20 age category; athletes in this category can register in both the 18-20 category and the adult elite divisions or the 16-17 category and the 18-20 category.
7. The age limit for junior non-elite competition is based on age as of the day of the athlete's first day of competition at the tournament.
8. Adults who are 40 and over may compete in the Adult division or the Master's division, but not both.
9. It is recommended that all tournament divisions for the Adult Kumite weight divisions correspond with the National Championships.
10. Divisions for the Provincial Championships and their corresponding Zone Qualifiers will be those set out by Karate BC. These will on most occasions correspond to those prescribed by Karate Canada and the Pan American Championships.
11. Kata competition - a competitor 16 years of age may enter Adult Kata competition. The competitor must choose either the Adult or Junior event, but will not be allowed in both divisions.
12. All Non Elite divisions may use flip cards for scoring kata divisions, as deemed appropriate by the Officials Committee.
13. In the case of a tie score in flip card scoring for kata, the high and low score that were discarded will not be considered again. Of the three remaining scores whoever has the highest of the low scores will win, if these low scores are the same, whoever has the highest high score will win; if the high score is the same as well, then another kata will be performed.
14. Elite divisions are recommended to use flags for kata competition. Open Championships may use scorecards, as deemed appropriate by the officials committee.

15. Competition classification will be based on kyu rather than belt level.
16. Shotokan kyu grades of 9-7 are deemed to be in the novice category and the 6-4 kyu grades intermediate. The general kyu/style breakdown is as below.

DIVISIONS	CHITO/SHITO	GIMA-HA	WADO	GOJU	SHOTOKAN
Novice	6-5	10-7	8-7	10-8	9-7
Intermediate	4-3	6-4	6-4	7-4	6-4
Advanced	2-1	3-1	3-1	3-1	3-1
Black	All Dans	All Dans	All Dans	All Dans	All Dans

ARTICLE 5: KOBUDO COMPETITION REQUIREMENTS

1. All KBC tournaments will follow guidelines set out in the Kobudo Competition Rules & Divisions.

ARTICLE 6: SAFETY GEAR

1. WKF style safety gear is mandatory for all elite divisions, including mouth guards, red and blue fist protectors and red and blue shin and instep protectors. In addition, all males must wear groin protection.
2. Only leather and/or soft plastic covered type sparring mitts are to be used in kumite.
3. For non-elite divisions, safety gear will consist of fist protectors (does not need to be red or blue), gum shields and groin protectors. Shin and/or foot protectors are optional.

Approved safety sport glasses are permitted in BC Provincial competitions. Athletes who compete in provincial team selection trials, national and international competitions may not be permitted to use safety sport glasses, but may be required to use soft contact lenses pursuant to international rules.

ARTICLE 7: MODIFICATION OF WKF RULES FOR KBC

1. Specific Rule modifications as approved by Karate BC are:
 - a. Groin Protectors for male athletes are mandatory;
 - b. Shitei Kata as recognized by the Karate Canada
 - c. Approved headgear is completely optional for all divisions
 - d. For elite divisions headgear must be WKF approved with clear faceplate. For non-elite divisions clear faceplate is not mandatory
 - e. Tongue studs must be removed
 - f. Ordinary glasses are permitted for kata provided they are secured;
 - g. Competitors are responsible to provide their own protective gear;
 - h. The ring size for elite divisions remains at 8m by 8m. For divisions 13 years and below, ring size may be reduced to 6m by 6m, as deemed appropriate by the Officials Committee and/or Tournament Committee.
 - i. The safety area will be one metre

Any competitor, who receives 3 Hansokus in Karate BC sanctioned tournaments including Nationals within a 12 month period, will be prohibited from competitions for one year.

Other modifications may be made, as deemed appropriate by the Officials Committee or Tournament Committee in the circumstances of the moment.

ARTICLE 8: OPEN TOURNAMENT

1. The Open Tournament should use scorecards for all kata divisions.
2. In an Open Tournament, Kata will be single elimination, except for black belt divisions which may use repechage or double elimination at the Tournament Committee's discretion.
3. Open tournament entry fees will be set at the discretion of the Tournament Committee.
4. Weight Divisions and Categories will be set by the Tournament Committee, as deemed appropriate in the circumstances.
5. The children's categories are based on:
 - a. age
 - b. belt or kyu level
 - c. gender

ARTICLE 9: OTHER

1. The host club will reserve a block of rooms including those required for officials. The cost of the officials' rooms will be paid by Karate BC (see Appendix A)
2. The host club may sell items at a tournament as long as these items do not conflict with items sold by Karate BC
3. If a booth other than KBC is set up at a KBC tournament to sell goods KBC will be paid 10% gross or \$200 per tournament, whichever is greater.
4. All money from competitor registration, T-shirt and souvenir sales (as agreed upon with host club) will go to Karate BC
5. Provincial coaches should strive to have referee/judge certifications and be familiar with rules.

ARTICLE 10: REVISIONS

1. Except where mentioned the Tournament Committee is responsible for any changes and revisions to the Policy.
2. The Tournament Committee will meet yearly to determine if any changes are needed.

Tournament Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Tournament Committee is a Standing Committee of Karate BC, and is responsible for the organization and management of Provincial Tournaments.

Membership

- The Chair and Tournament Director are appointed by the Board of Directors
- Committee members are appointed by the Chair as needed
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

When appropriate and based on the location of the tournaments, Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. Committee members may be re-appointed, but after serving two terms their appointments will be reviewed by the Board.

Scope of Responsibility

- The committee is responsible for ensuring that the Karate BC tournaments are organized and conducted to a high standard with safety, enjoyment and development being of paramount importance
- the committee will consult with the Officials Committee to determine the Rules of the Competition, and will review these from time to time to ensure that they meet the developmental and competitive needs of the sport
- The committee is responsible for the on-site management of the tournament on behalf of the organization
- The committee is responsible for all tournament logistical needs including, but not limited to:
 - selecting an appropriate venue
 - first aid arrangements
 - competitive schedules
 - tournament communication
 - equipment set-up and break down, delivery and rental
 - food for volunteers and officials
 - tournament awards and presentations
- The committee develops and distributes the tournament packages to zones and clubs, including competition rules, fees and deadlines, ensuring that the information is also available through the website
- The Volunteer Coordinator is responsible for determining the needs of the event, and recruiting and training volunteers to meet those needs
- The committee works with the High Performance Committee to ensure that programming calendars are complimentary and provide a logical progression for athletes
- The committee works with the High Performance Committee and the Technical Committee to ensure Provincial Tournaments align with LTD
- The committee works with the Medical Committee to ensure safe standards for all tournament
- The committee works with the Officials Committee as required to meet the needs of the event
- The committee works with the Marketing and Communications Committee regarding raising revenue for the tournament, promotion of the events and reporting of results
- The committee works with the Finance Committee to develop the annual program and individual Tournament budgets
- The committee will liaise with the Medical Committee, the Officials Committee, the Technical Committee and the High Performance Committee

Accountability

- The Tournament Committee reports to the Board of Directors through the Committee chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, including entry information, tournament results, a financial statement and recommendations for any rule changes or tournament changes for future years

Appendix K – Medical Committee Policy and Terms of Reference

Athlete safety is a fundamental principle for Karate BC. Injury to athletes can be minimized through a pro-active risk management system.

Many different events occur under the Karate BC umbrella each year, and it is not fair to have the same expectations for a small, local tournament that we would expect at the Provincial level.

With this in mind, Karate BC will have two sets of standards:

- Karate BC tournaments. These are tournaments hosted directly by Karate BC.
- Karate BC sanctioned tournaments. These are local or regional tournaments that have been sanctioned by Karate BC.

Policy

Number of designated first aid attendants required:

Each Karate BC sanctioned tournament must have at least one (1) designated first aid attendant. This first aid attendant must be free and able to observe all competition and respond immediately to an injury. During kumite, if a Karate BC sanctioned tournament only has one (1) designated first aid attendant, and that attendant is otherwise occupied (i.e. treating an injured competitor), and where there is no other designated first aid attendant who can monitor the competition, all kumite must be stopped until the designated first aid attendant is free and clear.

Each Karate BC tournament must have at least one (1) designated first aid attendant present during kata competition. During kumite competition there must be at least one (1) designated first aid attendant present at each kumite ring, plus an additional designated first aid attendant present at the first aid station.

Training and certification of designated first aid attendants:

At Karate BC sanctioned tournaments each designated first aid attendant shall have, at a minimum, certification in a 16 hour Standard First Aid course. This course shall provide instruction in the following areas:

- Preparation to provide first aid
- The EMS system
- Patient assessment
- Airway emergencies
- Breathing emergencies
- Circulation emergencies
- Cardiac arrest management
- Head and spinal injuries
- Musculoskeletal injuries
- Wound care
- Sudden medical conditions
- Environmental emergencies
- Poisons

At Karate BC tournaments each designated first aid attendant shall have, at a minimum, certification in an advanced first aid course (i.e. Occupational First Aid level 2 or 3, First Responder, Emergency Medical Responder, Primary Care Paramedic). This certification shall include, in addition to the above, specific training in:

- Detailed assessment of the trauma patient

- Use of airway adjuncts (including oral airways and suction)
- Use of oxygen therapy equipment (including bag valve mask use)
- Automatic External Defibrillator use
- Spinal management techniques (including patient movement techniques, hard collar application, and spine board immobilization)
- Upper and lower extremity immobilization techniques

First aid equipment required:

There must be a first aid kit present at each Karate BC sanctioned tournament, which includes the following content (at a minimum):

- Extra-large, large, medium, and small non latex examination gloves.
- 1 Pocket mask, or other ventilation barrier device.
- 1 pair of scissors, suitable for cutting clothing, tape, and bandaging materials.
- 4 abdominal trauma dressings, approximately 5" x 9" in size.
- 2 triangular bandages, suitable for slings or bandaging.
- 1 rigid arm splint (SAM or other).
- 2 tensor rolling bandages.
- Access to cold (chemical ice packs or ice and ziplock bags)
- Assorted band-aids.
- 20 4" x 4" sterile gauze pads.
- 4" x 4" bulk gauze pads.
- 2 cling rolling bandages.
- Access to sterile saline solution for wound cleansing, or soap and running water.
- Tape (hypoallergenic) – 2 rolls
- Tape (sports) – 2 rolls
- Nail clippers.
- Paper and pen.
- Materials suitable for cleaning up blood spills.

At Karate BC tournaments, the required equipment must also include (in addition to the above):

- Airway management adjuncts (oral airways and suction devices)
- Oxygen therapy equipment (oxygen, delivery devices, pocket masks, bag valve masks)
- Automatic external defibrillator
- Spinal management equipment (hard collars, spine boards, appropriate strapping)
- Material to immobilize lower extremity injuries

Karate BC online medical course:

Karate BC will provide a free online medical course. This course will include sections on:

- Karate BC policy as it applies to first aid at a Karate BC tournament, or Karate BC sanctioned tournament.
- The authority of designated first aid attendants and the Karate BC Medical Committee.
- Concussion awareness (signs and symptoms, treatments, and the Karate BC athlete concussion policy).
- Commotio Cordis (a condition wherein the heart stops from a strong blow to the chest).
- Providing first aid coverage during kumite events (aimed at people who may be designated first aid attendants but are unfamiliar with Karate).

At Karate BC sanctioned tournaments it is required that the following people have taken this course:

- At least one (1) designated first aid attendant.
- The tournament director.

For Karate BC tournaments this course is required for:

- Each designated first aid attendant.
- Any referee qualified at the provincial level.
- The tournament director.

Karate BC recommends this course for all officials involved in tournament competition.

Authority of the designated first aid attendant(s):

Decisions made by a designated first aid attendant at a Karate BC tournament, or Karate BC sanctioned tournament, regarding the first aid requirements for injured athletes are final, and can only be overridden by members of the Karate BC medical committee. Referees, judges, coaches, parents, or other event personnel cannot override the decisions made by a designated first aid attendant.

Third parties providing first aid coverage at tournaments:

When a third party organization or company is contracted to provide first aid coverage at a Karate BC tournament, or Karate BC sanctioned tournament, the company must provide proof of the following to Karate BC or host of the tournament:

- Proof of first aid certification (that meets the criteria described above) for EACH person who will provide first aid at the tournament.
- Proof that the appropriate number of first aid attendants (as described above) have completed the online Karate BC medical course.
- Proof of liability insurance.

Emergency Procedures:

The tournament director must have preplanned procedures in place that detail how traumatic and medical emergencies at a tournament are managed.

Specifically, the procedures must describe:

- How to call for a designated first aid attendant during an event. These plans must be communicated to all event personnel prior to the start of the event.
- A system to provide access and egress to BC Ambulance personnel in the event that paramedic care is required. This system must ensure that all event personnel are aware of the specific address of the tournament, the best entrance to use (that can accommodate a wheeled stretcher), and a system for meeting and guiding the arriving paramedics to the patient).

Karate BC Concussion Policy:

This policy is not yet defined.

Injury Tracking

Karate BC will track the following information:

- Event / location of event
- Date
- Host
- Event during which the injury occurred
- Name of the referee or judge
- Athlete's name
- Mechanism of injury (what happened)
- Resulting injuries, and treatments provided
- Disposition of the athlete (i.e. transfer to hospital, etc.)

Medical Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Medical Committee is a Standing Committee of Karate BC, and is responsible for oversight of the participant safety and injury prevention initiatives within the organization.

Membership

- The Chair is appointed by the Board of Directors
- The Medical Director is a member of the Medical Committee
- The committee includes a liaison member from the Tournament Committee
- The committee has up to four additional members appointed by the Board of Directors from applications received from the general membership
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. Committee members may be re-appointed, but after serving two terms their appointments will be reviewed by the Board.

Scope of Responsibility

- The committee is responsible for establishing and implementing policies and procedures that promote participant and athlete safety and provides appropriate education opportunities for members and Clubs
- The committee works with the Technical Committee and the High Performance Committee to make sure that all development, training and competitive programs have appropriate safety standards, monitoring and reporting systems in place
- The committee works with the Tournament Committee to establish and monitor safe standards for all competitions under Karate BC's jurisdiction
- The committee establishes and maintains the injury tracking system for all tournaments
- The committee oversees the selection of medical personnel for tournaments
- The committee will regularly review applicable policies and procedures and make recommendations to the Board of Directors as required

Accountability

- The Medical Committee reports to the Board of Directors through the Committee Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with an overview of the program and significant statistics from the year

Appendix L – Awards Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Awards Committee is a Standing Committee of Karate BC and is responsible for overseeing and implementing the annual Awards Program.

Membership

- The Chair is appointed by the Board of Directors
- The committee has no fewer than three and no more than five members appointed by the Board of Directors from applications received from the general membership
- The Board will also appoint a staff liaison to the committee

Term of Office

Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. Committee members may be re-appointed, but after serving for two terms the appointments will be reviewed by the Board.

Scope of Responsibility

Annual Awards:

The committee shall call for and receive nominations from the membership for the following awards:

- Official of the Year
- Volunteer of the Year (Karate BC)
- Volunteer of the Year (Club)
- Coach of the Year (High Performance)
- Coach of the Year (Grassroots)
- Sponsor of the Year
- Inspirational Athlete

The committee shall select the winners of each Annual Award

Performance and Sport Achievement Awards:

The committee ensures that appropriate records are kept to track the personal point performances and sport achievements for the following awards:

- Junior Male Athlete
- Junior Female Athlete
- Adult Male Athlete
- Adult Female Athlete

Vince Redfern Bursary:

The committee shall call for and receive nominations for the Vince Redfern Bursaries of \$500.00 each for a male and a female athlete. The committee will select the winners of the annual Bursaries, based on the award criteria and the nominations received.

General

- The committee shall ensure that all awards to be presented to recipients are ordered and made available in a timely manner, and that perpetual awards are kept up to date
- The committee will ensure that the awards are presented at an appropriate venue and time
- The committee will work with the Marketing and Communication Committee to ensure appropriate promotion of and recognition for all award recipients, including a perpetual list by year on the website
- The committee will work with the High Performance Committee in the method of tracking information and the criteria for the Performance and Sport Achievement Awards
- The committee will work with the Finance Committee in the development of the annual awards budget
- The committee will make recommendations to the Board of Directors from time to time regarding the criteria for each award, the ways in which nominations are solicited, and any change in the type or number of awards in the Karate BC recognition system.

Accountability

- The Awards Committee reports to the Board of Directors through the Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee will develop and submit to the Board and to the office an annual calendar that outlines the expected dates and timing for the cycle of all awards, including calls for nominations, deadlines for receipts of nominations, the time period applicable for all Awards including but not limited to: Karate BC Awards, Sport BC Awards, BC Sports Hall of Fame Awards, Karate Canada Awards, viaSport Awards, Community Sport Hero Awards and information for the presentation of awards
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, and the official list of all award recipients

Appendix M – Marketing and Communications Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Marketing and Communications Committee is a Standing Committee of Karate BC and is responsible for oversight and implementation of the Marketing and Communications plan and initiatives.

Membership

The Director responsible for Marketing and Communications will Chair the committee. In addition, the committee has no fewer than two and no more than four additional members appointed by the Board of Directors from applications received from the general membership. The Executive Director or staff designate is the staff liaison to the committee

Term of Office

The Chair's term of office will coincide with his/her term as Director Responsible for Marketing and Communications. Other Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. Committee members may be re-appointed, but after serving two terms their appointment will be reviewed by the Board.

Scope of Responsibility

- Within the parameters of the Strategic Plan, the committee is responsible for ensuring the development and implementation of the marketing plan, including:
 - Sponsorship prospecting and procurement
 - Management of sponsor contracts
- Within the parameters of the Strategic Plan, the committee is responsible for ensuring the development and implementation of a communication program that includes:
 - Website
 - Social media
 - Print, radio and television
 - Brand awareness and promotion
 - Monitoring brand compliance
 - Promotion of specific events and programs
- The committee will work with appropriate staff to investigate or research grant opportunities from government, foundations or other funders
- The committee works with the Tournament Committee to ascertain the communications needs of the events, and to raise money to support the Provincial Tournament Program
- The committee will work with the Awards Committee to ensure appropriate promotion of and recognition for all award recipients, including a perpetual list by year on the website
- The committee will work with the Finance Committee to develop the annual Marketing and Communications budget
- The committee will make recommendations to the Board from time to time regarding new opportunities and improvement of marketing and communications endeavours

Accountability

- The Marketing and Communications Committee reports to the Board of Directors through the Committee Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee

Appendix N – Privacy Policy

At KARATE BC, we respect the privacy of our members and clients. The following is a brief summary of our privacy practices.

Why we collect personal information

If you are a KARATE BC member, KARATE BC has some basic information about you. We understand that some of this information is private, which is why we collect personal information only for the following purposes:

- To establish and maintain a responsible relationship with you and to provide ongoing service.
- To understand your needs and preferences.
- To manage and develop our operations. For example, we analyze member usage of our services to help us manage them efficiently and plan for future growth.
- To meet legal and regulatory requirements.

When do we disclose personal information?

There are a variety of circumstances where we may need to disclose some personal information about our members or clients. Here are some examples:

- We may disclose a member's personal information to a person who, in the reasonable judgment of KARATE BC, is seeking the information as an agent of the member.
- We may disclose a member's personal information to a public authority or agent of a public authority, if in the reasonable judgment of KARATE BC, it appears that there is imminent danger to life or property which could be avoided or minimized by disclosure of the information. If a member calls 911, we will provide the member's name, address and telephone number to the emergency agency.
- In conjunction with special offers or programs, we may disclose members' personal information to our program partners, or to third-party agents responsible for administering such offers or programs. Any such disclosure is made on a confidential basis with the member's express consent.

How do we protect your personal information?

In order to protect your personal information and your right to privacy, KARATE BC:

- will not collect, use or disclose personal information for any purpose other than those identified above, except with your consent;
- will protect your personal information with appropriate security safeguards;
- will protect the confidentiality of your personal information when dealing with other organizations
- will strive to keep your personal information as accurate and up-to-date as is necessary for the purposes identified above; and
- will honour any request you may make for access to your personal information.

What are your choices?

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices and can refuse or withdraw your consent as follows:

- You may have your name removed from our telephone, mail or e-mail lists. We use these lists to inform you of relevant services and other information that may be of benefit to you.
- You may refuse to provide personal information to us. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. However, in either case, this may limit our ability to serve you.

If you have any questions or concerns about our privacy practices, please call us at 604-333-3610.

Karate BC Privacy Officer
Fortius Athlete Development Centre
Sydney Landing Suite 2002A
3713 Kensington Avenue
Burnaby, BC
V5B 0A7
info@karatebc.org

Appendix O – Code of Conduct

This Code of Conduct is to govern the relationship between Instructors and Students; Officials and Competitors; and Coaches and Athletes.

Coaches, Officials and Instructors play a critical role in the personal as well as Athletic development of Students, Competitors and Athletes. They must understand and respect the inherent power imbalance that exists in these relationships and Instructors, Officials and Coaches must be careful not to abuse it.

Instructors, Officials and Coaches must also recognize that they are important conduits through which the values and goals of Karate BC are expressed and communicated. How a Student, Competitor or Athlete regards his/her sport is often dependent upon the behaviour of the Instructor, Official or Coach.

The following Code of Conduct has been developed to govern the behaviour of Instructors, Officials and Coaches to allow them to assist Students, Competitors and Athletes in becoming well-rounded, self-confident and productive human beings.

INSTRUCTORS, OFFICIALS AND COACHES HAVE A RESPONSIBILITY TO

1. Treat everyone fairly within the context of their activity, regardless of gender, place of origin, colour, sexual orientation, religion, political belief or economic status;
2. Direct constructive comments or criticism at the performance rather than the individual;
3. Consistently display standards and project a favourable image of Karate-do and:
 - a. refrain from unnecessary public criticism of other members or individuals;
 - b. abstain from the use of tobacco products while in the presence of Students, Competitors and Athletes and discourage their use by other individuals;
 - c. abstain from excessive consumption of alcoholic beverages when working with Students, Competitors and Athletes;
 - d. discourage the excessive use of alcohol in conjunction with activities;
 - e. refrain from the use of profane, insulting, harassing or otherwise offensive language.
4. Ensure that any activity being undertaken is suitable for the age, experience, ability and fitness level of the Students, Competitors and Athletes and educate individuals about their responsibility in contributing to a safe practice or performance environment;
5. Communicate and cooperate with competent medical practitioners in the diagnosis, treatment and management of medical and psychological problems of Students, Competitors and Athletes;
6. Consider their future health and well-being as foremost when making decisions regarding an injured Student, Competitor or Athlete's ability to continue training or competing;
7. Recognize and accept when to refer Students, Competitors or Athletes to other Instructors, Officials or Coaches;
8. Regularly seek ways of increasing personal development, self-awareness and a greater understanding of Karate-do;
9. Treat all other members with due respect and encourage Students, Competitors and Athletes to act accordingly. Actively encourage them to uphold the principles, ethics and rules of Karate-do;
10. In the case of minors, communicate and cooperate with the parents or legal guardians of Students, Competitors and Athletes, and where necessary involve them in decisions pertaining to their child's development;
11. Be aware of academic pressures being placed upon Students, Competitors and Athletes and ensure that their activities permit them to pursue academic success;

INSTRUCTORS, OFFICIALS AND COACHES MUST

1. Ensure the safety of Students, Competitors and Athletes;
2. At no time become inappropriate or intimately or sexually involved with Students, Competitors or Athletes. In particular this includes any request, directly or indirectly, for sexual favours or the threat of reprisal due to the rejection of such requests;
3. Respect the individual dignity of Students, Competitors and Athletes; verbal or physical behaviour which constitutes harassment or abuse of any kind being unacceptable;
4. Never advocate or condone the use of drugs or any other banned performance enhancing substance;
5. Never provide under-age Students, Competitors or Athletes with alcohol;

DEFINITION OF HARASSMENT

Harassment can take many forms but is generally defined as inappropriate behaviour including comments and/or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual, or group of individuals, or which creates an uncomfortable environment.

Harassment may include but is not limited to:

- written or verbal abuse or threats;
- sexually oriented comments;
- racial or ethnic slurs;
- unwelcome remarks, jokes, innuendoes, or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion etc.
- displaying of sexually explicit, racist or other offensive or derogatory material;
- sexual, racial, ethnic or religious graffiti;
- practical jokes which cause awkwardness or embarrassment, endanger a person's safety, or negatively affect performance;
- unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- leering (suggestive staring), or other obscene or offensive gestures;
- condescension, paternalism or patronizing behaviour which undermines self-respect or adversely affects performance or working conditions;
- physical conduct such as touching, kissing, patting, pinching, etc.
- vandalism;
- physical assault.

This Code of Conduct was modified for use by Karate BC on the basis of the code developed by Promotion Plus Women in Coaching Committee in conjunction with the Ministry of Government Services and the Ministry Responsible for Sport and the Commonwealth Games Coaching Advisory Committee and the Coaches Association of BC.

CODE OF CONDUCT FOR ATHLETES

As a Karate-ka and a member of Karate BC, athletes are expected to adhere to the following code:

- To respect and abide by the Constitution, rules and regulations of Karate BC, and the ethics and standards of Karate-Do.
- To demonstrate respect for, and show courtesy to, fellow athletes, senior instructors, officials, volunteers and others involved with Karate BC and its activities.
- To accept and respect the role of officials in providing judgment to ensure that competitions are fairly conducted according to the established rules.
- To be responsible for the safety of fellow karate-ka as well as your own. The athlete should accept and follow both the letter and spirit of the rules that govern the sport.
- To act with honesty and integrity, and never seek to take unfair advantage by manipulation of the rules.

- To strive to be prepared to perform to the best of their abilities.
- To avoid theft or vandalism of any property, hotel rooms, dormitories, training facilities, and equipment; the athletes shall be held responsible for any such damage.
- To insure that they are medically fit to travel and participate in designated events. In the event of a change in medical status, prior to departure, inform the Team Coach.
- To demonstrate respect for all participants regardless of gender, color, race, or creed.

Appendix P – Member Conduct, Dispute Resolution and Appeals Policy and Dispute Resolution Committee Terms of Reference

Member Conduct, Dispute Resolution and Appeals Policy

GENERAL

1. Principles of Natural Justice

1.1. The procedures followed under the policies of Karate BC shall adhere to the principles of natural justice, which means that:

- a. The parties will be advised of the provisions of this policy;
- b. The parties will be given an opportunity to present evidence in support of their positions and to defend themselves against allegations;
- c. The issues will be clearly and concisely stated so that the parties are aware of the allegations;
- d. The parties will have the right to be represented at any stage of the process at their own expense;
- e. The parties will receive copies of all notices, statements, reports and decisions;
- f. The decision-makers have a duty to listen fairly to both sides and to reach a decision untainted by bias; and
- g. The parties have the right to an appeal pursuant to the provisions of the Appeals Policy.

1.2. The resolution of disputes and appeals should proceed as expeditiously as possible within the specified time limits. However, failure to meet the specified time limits will not invalidate the process set out in these policies.

2. Confidentiality

Subject to any limits or disclosure requirement imposed by law or required by the policies of Karate BC, including the policies contained herein, any and all information, oral and written, created, gathered, received or compiled during and through the course of a proceeding under these policies, including details regarding a proceeding itself, is to be treated as confidential by all parties; provided that decisions of the Appeals Panel shall be made public unless the Appeals Panel determines otherwise.

3. Representation by a Responsible Adult

3.1 If a party is a minor (the “minor party”), or someone otherwise unable to speak for him or herself, a proceeding may be brought forward by a “Responsible Adult.”, being a parent, guardian, or other adult of the person’s choice who may speak on behalf of a minor party.

3.2 The Responsible Adult will have the right to act on behalf of the minor party throughout the proceeding.

PART I

MEMBER CONDUCT POLICY

1. Purpose

Karate BC is committed to providing a sport environment that reflects Karate BC’s values of community, personal development, sportsmanship, ethical conduct and excellence. Membership in Karate BC, and participation in its activities, brings with it many benefits and privileges that are balanced by Member responsibilities and obligations.

This policy defines the parameters for these responsibilities and obligations and identifies a standard for behaviour that is expected of all Members. This policy also identifies procedures to be followed when this standard is not achieved.

Compliance with this policy, as with all rules in a civil and democratic society, depends primarily upon understanding and voluntary compliance; secondarily upon reinforcement by peers and others; and finally, when necessary, upon enforcement through disciplinary proceedings.

Provisions of the Karate BC Bylaws also apply including:

Bylaw 2.4.1 provides that any Member may resign which shall be effective upon acceptance by the Board;

Bylaw 2.4.4 provides a Member may be expelled by majority vote of the Board on a number of grounds, including contravention of the Rules and Bylaws as judged by the Board; and

Bylaw 2.4.6 provides that notice of a proposed expulsion of a Member must be given to the Member who must be given an opportunity to be heard at a Board Meeting.

2. Application of this Policy

2.1 This policy applies to all categories of membership in Karate BC according to the bylaws. It also applies to discipline matters that may arise during the course of Karate BC business, activities and events, including, but not limited to competitions, practices, training, camps, travel associated with Karate BC, and any meetings.

2.2 This policy does not apply to matters that are:

- a. Doping offences, which are dealt with through the Canadian Anti-Doping Program; or
- b. Commercial matters for which another dispute resolution process exists under a contract or applicable law, including employment law.

3. Expected Standard of Conduct

3.1 All Members of Karate BC are expected to reflect Karate BC's values of community, personal development, sportsmanship and excellence. As such all Members will:

- a. Demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct;
- b. Treat others with respect and refrain from negative or disparaging remarks or conduct;
- c. Not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of Karate BC. For the purposes of this policy, conflict of interest is defined as 'a situation where a Member, or an entity with which he or she is affiliated, has a real or perceived competing interest with Karate BC's activities. This competing interest may result in the Member, or the entity with which the Member is affiliated, being in a position to benefit from the situation or in Karate BC not being able to achieve a result which would be in the best interest of Karate BC'.
- d. Karate BC recognizes that some situations may present conflicts that are not materially harmful. As a result, Karate BC's Board of Directors or Executive Director, as appropriate, will address such situations on a case-by-case basis. All Members are responsible to report to Karate BC all instances of real or perceived conflict so that a determination can be made as to whether the particular instance is in fact harmful to Karate BC or its Members.
- e. Avoid the non-medical use of drugs or the use of performance-enhancing drugs or methods;
- f. Refrain from using alcohol and tobacco products when involved in Karate BC training sessions or competitive events and consuming these products responsibly in association with Karate BC social events;

- g. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious’;
- h. Refrain from any behaviour that constitutes sexual misconduct, where sexual misconduct is defined as:
 - i. The use of power or authority in an attempt to coerce another person to engage in or tolerate sexual activity, including explicit or implicit threats of reprisals for non-compliance or promises of reward for compliance, or
 - ii. Engaging in deliberate or repeated unsolicited sexually-oriented comments, anecdotes, gestures or touching that are offensive or unwelcome, that create an offensive, hostile or intimidating environment, or that can reasonably be expected to be harmful to the recipient or to teammates;
- i. Comply at all times with the bylaws, policies, rules and regulations of Karate BC as adopted and amended from time to time, including complying with any contracts or agreements executed with or by Karate BC.

3.2 Athletes, coaches and officials have additional responsibilities. Coaches and instructors will:

- a. Consistently display high personal and professional standards and project a positive image of the sport and of coaching;
- b. Ensure a safe training environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes;
- c. Actively assist in sustaining the present and future health of athletes by communicating and cooperating with registered medical practitioners in the diagnosis, treatment and management of injuries and other associated health or fitness problems;
- d. Educate athletes about the dangers of drugs and performance-enhancing substances;
- e. Avoid any behaviour that abuses the power imbalance inherent in the coaching position to:
 - i. Establish or maintain a sexual relationship with an athlete that he or she is coaching, or
 - ii. Encourage inappropriate physical or emotional intimacy with an athlete, regardless of the athlete’s age;
- f. Accept and promote athletes’ personal goals and, as need and opportunity arises, refer athletes to other coaches and sports specialists;
- g. In the case of minors, communicate and cooperate with the parents/guardians of athletes and involve them to an appropriate degree in decisions pertaining to the athlete’s development;
- h. Consider the academic pressures placed on student-athletes and respect the importance of academic success;
- i. Adhere to Karate BC rules regarding advertising, clothing and logos;
- j. Adhere to the Karate BC Codes of Conduct

3.3 Athletes will:

- a. Report any health- or fitness-related problems in a timely fashion, where such problems may limit the athlete’s ability to travel, train, compete or, in the case of carded athletes, interfere with the athlete’s ability to fulfill requirements under the
- b. Athlete Assistance Program;
- c. Participate in all competitions, events, activities or projects to which the athlete has made a commitment;
- d. Adhere to Karate BC rules regarding advertising, clothing and logos.
- e. Adhere to the Karate BC Athletes Code of Conduct

3.4 Officials will:

- a. Conduct all events according to the rules of Karate BC, with the integrity of the sport and each athlete’s performance in mind;

- b. Work in cooperation with other officials, assisting less experienced colleagues, and refraining from public criticism of other officials;
- c. Avoid any behaviour that abuses the power imbalance inherent in an official's position to:
 - i. Establish or maintain a sexual relationship with an athlete, or
 - ii. Encourage inappropriate physical or emotional intimacy with an athlete, regardless of the athlete's age.
 - iii. Adhere to the Karate BC Officials Code of Conduct

4. Types of Infractions

4.1 Failure by a Member to achieve the expected standard set out above may result in an infraction and the imposition of discipline. Infractions are divided into two types, minor infractions and major infractions, which are dealt with using different procedures.

4.2 Minor infractions are single incidents of failing to achieve the expected standards of conduct that generally do not result in harm to others. Examples of minor infractions include, but are not limited to:

- a. Single instances of failing to meet the standards of conduct set out in section 3;
- b. Single instances of disrespectful comments or behaviour directed towards others;
- c. Single instances of unsportsmanlike conduct;
- d. Being late for or absent from Karate BC events or portions of events and activities at which attendance is expected or required;
- e. Single instances of non-compliance with the policies and rules of Karate BC.

4.3 All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the Member involved: this person may include, a member of the Tournament Committee, the Karate BC Tournament Director, or a Karate BC Board member.

4.4 Major infractions are instances of failing to achieve the expected standards of conduct that result, or have the potential to result, in harm to other persons, to Karate BC or to the sport of karate. Examples of major infractions include, but are not limited to:

- a. Repeated minor infractions;
- b. Activities or behaviours that interfere with a competition or with any athlete or coach's preparation for a competition;
- c. Pranks, jokes or other activities that endanger the safety of others, including hazing;
- d. Deliberate disregard for the policies and rules of Karate BC;
- e. Conduct that intentionally damages the image, credibility or reputation of Karate BC, including entering into a conflict of interest;
- f. Behaviour that constitutes harassment or sexual misconduct;
- g. Abusive use of alcohol, any use of alcohol by minors, use of illicit drugs and narcotics, or use of banned performance enhancing drugs or methods.

4.5 Major infractions will be reviewed and decided using the disciplinary procedures set out in this policy.

4.6 Major infractions that occur within competition may be dealt with immediately by the appropriate person having authority, such as the Tournament Director, the Tournament Committee or a Karate BC Board member. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter using the disciplinary procedures set out in this policy.

5. Reporting an Infraction

5.1 Any individual may report to an Official of Karate BC a complaint of an infraction. Such complaint must be in writing. An 'Official' is the, Tournament Director, Executive Director or the President of Karate BC or a member of the Board of Directors of Karate BC.

5.2 A report of infraction must be submitted, in writing, signed by the complainant, within 30 days of the date of the infraction occurring. If an individual wishes to submit a report of an infraction beyond this time limit, it must be accompanied by a written request stating reasons for the extension.

6. Case Manager

6.1 Upon receipt of a complaint the President shall appoint a Case Manager.

6.2 The role of the Case Manager is:

- a. To serve in an unbiased capacity;
- b. To provide information about the resources and support available to the parties; and
- c. To facilitate and administer the process under this policy up to and including conducting investigations into complaints. The Case Manager must not have any personal or professional involvement with the parties involved in the complaint and no prior involvement with the matter under consideration.

6.3 In the case of a complaint, the Case Manager will review the complaint and may:

- a. Conduct an investigation into the allegations, or appoint an investigator, to determine the validity of the complaint; then
- b. Dismiss the complaint if he or she considers it to be trivial, vexatious or untimely and provide the investigative report to the Executive committee with recommendation to dismiss the complaint;
- c. Determine that the complaint does not fall within the jurisdiction of this policy, and refer it the appropriate body having jurisdiction;
- d. Direct that the complaint be dealt with informally as a minor infraction; or
- e. Refer the matter to a Discipline Committee along with the investigative report to deal with as a major infraction listing the infractions and any recommendations.

7. Discipline Committee

7.1 If the complainant is not satisfied with the decision of the Case manager, the complainant may appeal the decision directly to the Executive Committee, who may refer the matter to the Discipline Committee or reject the appeal.

7.2 The members of the Discipline Committee may be selected from a roster maintained by Karate BC. In any event, no members of the Discipline Committee shall have any personal or professional involvement with the parties involved in the complaint and no prior involvement with the matter under consideration.

7.3 The Discipline Committee panel has an overall responsibility to ensure procedural fairness is respected at all times during the disciplinary process and to carry out this process in a timely manner.

7.4 Depending on the circumstances of the complaint, the Discipline Committee panel may authorize further investigation into the alleged infraction.

7.5 The Discipline Committee may determine that an alleged infraction is of such seriousness as to warrant suspension of the Member, pending a hearing and a disciplinary decision.

7.6 The Discipline Committee panel will determine the format of the disciplinary process, which may involve an oral hearing in person, an oral hearing by telephone, a hearing based on written submissions or a combination of these methods.

7.7 The Member will be given reasonable notice of the format as well as day, time and place of the hearing; will receive a copy of the Investigation Report if an investigation was carried out; may be accompanied by a representative; and will have the right to present evidence and argument before the Discipline Committee panel.

7.8 After hearing the matter, the Discipline Committee will reach a decision as to whether an infraction has occurred and if it has, what the sanction should be. The Discipline Committee will issue a written decision, including reasons, for distribution to the Member, the Complainant, and the Case Manager. If the complainant or any party involved is not satisfied with the result, they may appeal in writing to the Executive committee, whose decision will be final.

7.9 If after 30 days no written appeal has been delivered to the Executive Committee, the ruling of the Discipline Committee shall stand and be deemed final.

7.10 Where the conduct being reviewed by this policy is of a sensitive nature, the Discipline Committee and Karate BC will keep all proceedings under the policy confidential, except where publication is ordered as part of the sanction, is stipulated by the Canadian Anti-Doping Program, is required by law, or is in the best interests of the public.

7.11 The Discipline Committee may recommend publication of its decision.

7.12 In fulfilling its duties, and with the approval of the Executive Director or the President, the Discipline Committee may obtain independent advice.

8. Disciplinary Sanctions

8.1 The following are examples of disciplinary sanctions that may be applied, singly or in combination, where it is found that an infraction has occurred:

- a. Verbal or written reprimand;
- b. Request for a verbal or written apology;
- c. Service or other voluntary contribution to Karate BC;
- d. Removal of certain privileges of membership or employment;
- e. Suspension from certain events, which may include suspension from the current competition or from future teams or competitions;
- f. Suspension from certain Karate BC activities such as competing, coaching or officiating for a designated period of time;
- g. Removal of funding;
- h. Suspension from all Karate BC activities for a designated period of time;
- i. Expulsion from membership; or
- j. Publication of the disciplinary sanction.

8.2 It is understood that the above are representative penalties only and that they may be modified to fit the circumstances of the infraction.

9. Criminal Convictions

A Member's conviction for any of the following Criminal Code offenses will be deemed a major infraction under this Policy and will result in expulsion from Karate BC and removal from all Karate BC programs, activities and events:

- a. Child pornography offences;
- b. Any sexual offences involving a minor;
- c. Any offence of assault involving a minor;
- d. Any offence of physical or psychological violence involving a minor; or
- e. Any offence involving trafficking of illegal drugs or substances listed on the Canadian Anti-Doping Program's Prohibited List.

10. Appeals

Appeals of decisions rendered under this policy will be dealt with using the Karate BC Appeals Policy.

DISPUTE RESOLUTION POLICY

1. Purpose

The purpose of this policy is to provide a procedure for effective dispute resolution within Karate BC. It is intended that this policy will be used to resolve issues that are covered by the Member Conduct Policy or any of the organization's other policies, including those relating to technical/funding/team selection/eligibility matters. This policy will also not apply to matters described in section 2.3 below.

2. Application

2.1 This Policy applies to all categories of members in Karate BC and all individuals participating in activities of Karate BC, including without limitation, athletes, coaches, officials, directors, officers, team managers, etc.

2.2 For the purposes of this policy, a dispute may occur:

- a. At sporting events, competitions or training sessions;
- b. At the office;
- c. At office- or sport-related social functions;
- d. At Karate BC's business or sport functions, such as meetings, conferences, training sessions, and workshops;
- e. During work- or sport-related travel;
- f. Via the telephone, electronic and/or other telecommunication devices; or
- g. Elsewhere if the dispute arises as a result of work- or sport-related responsibilities or a work- or sport-related relationship.

2.3 This policy does not apply to matters that are:

- a. Properly the subject of policies relating to funding, technical matters, team selection or other eligibility criteria within the jurisdiction of Karate BC or another entity;
- b. Doping offences, which are dealt with through the Canadian Anti-Doping Program; or
- c. Commercial matters for which another dispute resolution process exists under a contract or applicable law, including employment law.

3. Request for Review

3.1 A Complainant seeking resolution of a dispute under this policy shall provide a written Request for Review to an Official of Karate BC. An 'Official' is the Executive Director or the President of Karate BC or any person in a similar staff or volunteer position within Karate BC.

3.2 A Request for Review must be submitted by the Complainant within 30 days of the date of the matter giving rise to the dispute. If a Complainant wishes to submit a Request for Review beyond this time limit, it must be accompanied by a written request stating reasons for the extension. The decision to allow the extension of time shall be made by the Case Manager and shall be final.

4.1 Case Manager

4.1 Upon receipt of the Request for Review the President shall appoint a Case Manager.

4.2 The Case Manager shall:

- a. Serve in an unbiased capacity;
- b. Provide information about the resources and support available to the parties involved in the dispute;
- c. Seek to facilitate an informal and/or formal resolution of the Request for Review;
- d. Undertake such investigation as the Case Manager considers necessary in connection with the Request for Review;
- e. Make recommendations to the Board of Directors of Karate BC for resolution of the dispute and such further action as the Case Manager may consider necessary or desirable.

4.3 The Case Manager must not have any personal or professional involvement with either the Complainant or Respondent and no prior involvement with the matter under consideration.

5. Investigation and Report to the Board

5.1 Where the Case Manager is unable to informally resolve the dispute to the satisfaction of the parties, he/she shall undertake such further investigation as to the facts and circumstances of the dispute as he/she considers necessary and advisable.

5.2 Upon conclusion of the investigation, the Case Manager shall prepare a report to the Board of Directors of Karate BC and may recommend any measures considered appropriate, including disciplinary action, to resolve the dispute. A copy of the report shall be provided to the parties.

5.3 As soon as practicable after receipt and review of the report, the Board of Directors of Karate BC shall, in a timely manner, determine to take such action as it sees fit. A copy of such decision shall be provided within seven days to the parties to the dispute, the Executive Director, and the Case Manager.

6. Appeals

Appeals of decisions rendered under this policy will be dealt with using the Karate BC Appeals Policy.

PART II

APPEALS POLICY

1. Purpose

The purpose of this policy is to enable appeals from decisions to be dealt with fairly, expeditiously and affordably, within Karate BC and without recourse to legal proceedings.

2. Application

2.1 This policy applies to all categories of membership in Karate BC and all individuals participating in activities with or employed by Karate BC, including without limitation, athletes, coaches and instructors, officials, volunteers, directors, officers, team managers, medical and other support personnel, administrators, staff and contract personnel of Karate BC (“Members”).

2.2 A Member who is affected by a decision of the Board of Directors, of any other Committee of the Board of Directors, or of anybody or individual who has been delegated authority to make decisions on behalf of the Board of Directors or Karate BC, will have the right to appeal that decision, provided there are sufficient grounds.

2.3 This right to appeal will not apply to decisions relating to:

- a. Infractions for doping offences, which are dealt with through the Canadian Anti-doping Program;
- b. Eligibility or team selection matters that are within the jurisdiction of entities other than Karate BC;
- c. Matters of budgeting, budget implementation, or operational structure;
- d. Matters that are decided by the general membership of Karate BC;
- e. Commercial matters for which another dispute resolution process exists under a contract or applicable law, including employment law;
- f. The rules of the sport of Karate;
- g. Any decision made under Section 5 of this Policy.

3. Notice of Appeal

3.1 Members who wish to appeal a decision will have 30 days from the date on which they received notice of the decision, to submit in writing a Notice of Appeal to the Executive Director, and/or the President of Karate BC.

3.2 The Notice of Appeal will contain the contact information for the Appellant, the name of the Respondent (the individual or body whose decision is being appealed), grounds for the appeal, a summary of the evidence that supports these grounds, and the remedy or remedies requested.

3.3 At the time of delivering the Notice of Appeal, the Appellant may also submit a written request for the Appeals Panel to rule that any sanctions related to the decision under appeal be held in abeyance until after the hearing.

4. Appeals Manager

4.1 Upon receipt of a Notice of Appeal, the President shall appoint an Appeals Manager.

4.2 The role of the Appeals Manager is

- a. To serve in an unbiased capacity;
- b. To provide information about the resources and support available to the parties; and
- c. To facilitate and administer the process for appeals. The Appeals Manager must not have any personal or professional involvement with either the Appellant or Respondent and no prior involvement with the matter under consideration.

5. Grounds of Appeal

Not every decision may be appealed. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to the Respondent:

- a. Making a decision for which it did not have authority or jurisdiction as set out in governing documents;
- b. Failing to follow procedures as laid out in the bylaws or approved policies of Karate BC;
- c. Making a decision that was influenced by bias, where bias is defined as 'a lack of neutrality to such an extent that the decision-maker is unable to consider other views, or made a decision that was influenced by factors unrelated to the merit is of the decision'; or
- d. Making a decision that is grossly unreasonable or unfair.

6. Screening of Appeal

6.1 Within seven days of receiving the Notice of Appeal, the Appeals Manager will determine whether there is a right of appeal (Sections 2 and 5), whether the appeal has been brought in a timely way (Section 3) and whether the appeal is brought on appropriate grounds (Section 5).

6.2 If the appeal is denied on the basis that there is no right of appeal, that the appeal is not timely, or that the appeal is based on insufficient grounds, the Appeals Manager will notify the Appellant of this decision in writing, giving reasons. This decision is at the sole discretion of the Appeals Manager and may not be appealed.

7. Appeals Panel

7.1 If the Appeals Manager is satisfied that there is a right of appeal and that there are sufficient grounds for an appeal, the Appeals Manager shall send a copy of the Notice of Appeal to the Respondent and an Appeals Panel composed of three persons will be appointed by the Appeals Manager.

7.2 The members of the Appeals Panel may be selected from an Appeals Roster maintained by Karate BC. In any event, no members of the Appeals Panel shall have any personal or professional involvement with either the Appellant or Respondent and no prior involvement with the matter under appeal.

7.3 The Appeals Panel, assisted by the Appeals Manager, is responsible to ensure procedural fairness is respected at all times during the appeal process and to carry out this process in a timely manner.

8. Appeal Hearing

8.1 The Appeals Panel will determine the format of the appeal hearing, which may involve an oral hearing in person, an oral hearing by telephone, other electronic means, a hearing based on written submissions, or a combination of these methods.

8.2 The Appeals Panel may, in its discretion, hold a preliminary conference to consider such procedural issues as it considers necessary. The parties to the appeal, any affected party as determined by the Appeals Panel and Appeals Manager shall participate in the preliminary conference.

8.3 The Appeals Panel will govern the hearings as it sees fit. The Appellant and Respondent will be given reasonable notice of the hearing and will have the right to present documents, evidence and arguments before the Appeals Panel.

8.4 If the decision of the Appeals Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome.

9. Appeal Decision

9.1 Following the hearing, the Appeals Panel will issue its written decision, with reasons.

9.2 In making its decision, the Appeals Panel will have no greater authority than that of the original decision-maker. The Appeals Panel may decide:

- a. To reject the appeal and confirm the decision being appealed; or
- b. To uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
- c. To uphold the appeal and vary the decision but only where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time or lack of neutrality.

9.3 A copy of the decision will be given to each of the parties, the Board of Directors and to the Executive Director. The decision will be made public, unless the Appeals Panel directs otherwise.

9.4 In extraordinary circumstances, the Appeals Panel may issue a verbal decision or a summary written decision, with written reasons to follow.

9.5 Within 14 days after completing a hearing, the Appeals Panel shall send notice of its decision and the reasons for such decision, by registered mail, to the last known addresses of the Appellant and the Respondent, the Appeals Manager, and to Karate BC.

9.6 After completion of its duties, the Appeal Panel will turn over all copies of materials related to the appeal to Karate BC.

10. Final and Binding Decision

10.1 The decision of the Appeals Panel will be final and binding on the parties and on all members of Karate BC.

APPROVAL

These policies were approved August 25, 2013 by Karate BC's Executive Committee.

Dispute Resolution Committee Terms of Reference

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Dispute Resolution Committee is a Standing Committee of Karate BC and is responsible for the oversight and management of the membership Codes of Conduct, as well as the disciplinary and appeal policies and procedures of Karate BC.

Membership

- The Chair is appointed by the Board
- The committee has no fewer than three and no more than five members appointed by the Board of Directors from applications received from the general membership
- The Executive Director is the staff liaison to the committee

Term of Office

- Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after serving two terms their appointment will be reviewed by the Board

Scope of Responsibility

- The committee is responsible for the regular review and any recommendations for revision of the association's Codes of Conduct
- The committee is responsible for the regular review and any recommendations for revision of the association's Disciplinary Policies and Procedures and Appeal Policies and Procedures
- The committee develops and regularly reviews a list of attributes, expertise and experience desired for individuals who will be sought out and named to the association's list of Harassment Advisors and/or potential Disciplinary Committee or Appeal Committee members.
- The committee develops, regularly reviews and maintains a list of Harassment Advisors and potential Disciplinary Committee and Appeal Committee members which can be accessed by the President or designate as needed
- The committee works with the President or designate as required to develop the specific parameters that will be utilized by an Ad Hoc Disciplinary Committee appointed by the President for a specific complaint or investigation

Accountability

- The Dispute Resolution Committee reports to the Board of Directors
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee

Appendix Q – Equity Policy

To provide an environment in which all people are treated in ways that are just and fair, and that a full and equitable range of opportunities are available to all who participate in, and lead KARATE BC activities.

KARATE BC will not discriminate against any member of KARATE BC programs, based on a group of characteristics such as race, color, ancestry, place of origin, religion, marital status, or disability.

The base indicator for suitability for karate is universality. No socio-economic or cultural distinctions are made. For an individual to *safely* begin participation in karate, the participant should be in stable health condition - physical fitness is not a requirement since the individual progresses with the program at the entry level.

- Equity is the belief and practice of treating all people in ways that are fair and just.
- KARATE BC is committed to be an accessible and available sport for all participants.
- KARATE BC will strive to ensure that equity is a key consideration when developing, updating or delivering programs, policies and projects.
- Equity does not necessarily mean that all persons must be treated exactly the same. People may need to be treated differently in order to be treated fairly.

Gender Equity

Equality implies that females at all levels of the karate system should have an equal opportunity to participate, compete, coach, officiate, administer, organize, lead and instruct karate. Equality is not necessarily meant to imply that females wish to participate in the same activities as males, but that activities of their choice be provided and administered in a fair and unbiased environment.

Planning

An issue females in karate have faced is the lack of long-term planning to improve the status of females in organized karate activities. The formation of the Women in Karate Committee is the first step to improve the status of females in karate. If KARATE BC is to continue its progress, the needs of females and males need to be integrated into policy development and program planning without priority assigned on the basis of gender.

Role Models

Role models are important in the shaping of behaviour. This fact has been stressed in psychological research. The lack of exposure to positive female role models in karate may reinforce sex stereotyping, limit the roles aspired to by females, and lower sensitivity to the issues. Role models can have a significant impact on the learning process.

Leadership Development

KARATE BC will ensure equal opportunities for and participation by females at all levels of leadership.

Participation Development

KARATE BC will develop and provide a comprehensive coordinated system of programs to improve the quality and quantity of participation opportunities for females.

Activities include:

- Advocating changes in the provincial and national competition structure to create equitable programs of events in karate competitions.

Policy & Program Development

KARATE BC will continue its efforts to ensure that the needs of women in karate are identified, promoted and supported in all its policies and programs.

Activities will include:

- Reviewing existing policies and procedures for consistency with the requirements of the policy.

Promotion

KARATE BC will increase the exposure, and build awareness, of females in all aspects of karate within the karate community.

Females of all ages will be represented as intelligent, responsible, decision-makers, capable, independent, equal, creative and aspiring. When a woman is portrayed as a homemaker and / or mother, it will not be in a stereotypical manner. She will be treated with the same degree of respect accorded other important occupations. Females should be depicted as leaders, as having an intelligent interest (i.e. mechanical topics), and as participating in exciting activities. They must be shown in social and occupational environments, in such a way as to enhance self-esteem, and to realize full potential.

Education

It is KARATE BC's position that an effective education program is essential to the success of this program. Efforts will be directed to raising the awareness and understanding of the issues and needs facing females in karate.

Appendix R – Zones Structure

Zone Descriptions

Zone 1 – Kootenays (Zone Colour – Yellow)

Regional Districts of Central Kootenay, East Kootenay, Kootenay Boundary and Electoral Area A of Columbia-Shuswap Regional District, and including major centres: Castlegar, Cranbrook, Creston, Fernie, Golden, Grand Forks, Kimberley, Nelson, Radium, Rossland, Trail.

Zone 2 – Thompson-Okanagan (Zone Colour – Red)

Regional Districts of Central Okanagan, Columbia-Shuswap (excluding Electoral Area A), North Okanagan, Okanagan-Similkameen, Thompson-Nicola, Electoral Areas A & B of the Squamish-Lillooet Regional District, and including major centres: Armstrong, Ashcroft, Enderby, Kamloops, Kelowna, Lillooet, Merritt, Peachland, Penticton, Revelstoke, Salmon Arm, Summerland, Vernon, Westbank.

Zone 3 – Fraser Valley (Zone Colour – Light Blue)

Regional Districts of Central Fraser Valley, Dewdney Alouette, Fraser-Cheam, and including major centres Abbotsford, Chilliwack, Coquitlam, Hope, Langley, Maple Ridge, Mission, Pitt Meadows, Port Coquitlam, Port Moody, Surrey, White Rock.

Zone 4 – Fraser River-Delta (Zone Colour – Orange)

The City of Burnaby, the District of Delta, the City of New Westminster, the City of Richmond.

Zone 5 – Vancouver-Squamish (Zone Colour – Dark Green)

The Regional Districts of Squamish-Lillooet (excluding Electoral Areas A and B), Sunshine Coast, Electoral Areas A, B, and C of the Greater Vancouver Regional District, the Village of Lions Bay, the Corporations of the Districts of North and West Vancouver, the City of North Vancouver and the City of Vancouver.

Zone 6 – Vancouver Island-Central Coast (Zone Colour – Light Green)

The Regional Districts of Alberni-Clayoquot, Capital, Central Coast except Bella Coola, Comox-Strathcona, Cowichan Valley, Mount Waddington, Nanaimo, Powell River, and including major centres Campbell River, Comox, Courtenay, Cumberland, Duncan, Esquimalt, Ladysmith, Nanaimo, North Cowichan, Oak Bay, Ocean Falls, Port Alberni, Port Hardy, Powell River, Saanich, Sayward, Sidney, Victoria.

Zone 7 – North West (Zone Colour – Purple)

The Regional Districts of Bulkley-Nechako, Kitimat-Stikine Region, and including major centres Burns Lake, Fort St. James, Houston, Kitimat, Masset, Port Clements, Prince Rupert, Smithers, Stewart, Terrace, Vanderhoof.

Zone 8 – Cariboo-North East (Zone Colour – Dark Blue)

The Regional Districts of Cariboo, Fraser-Fort George, Peace River-Liaird, and including major centres Bella Coola, Chetwynd, Dawson Creek, Fort Nelson, Fort St. John, Hudson Hope, Prince George, Quesnel, Tumbler Ridge, Williams Lake.

Appendix S – Drug Policy

Definition

KARATE BC defines doping as "the use by, or distribution to, an athlete of substances or methods which could have the effect of artificially improving the athlete's physical and/or mental condition and so augmenting their athletic performance. KARATE BC opposes blood doping as well as doping substances within the following groups:

- (a) stimulants
- (b) narcotic analgesics
- (c) anabolic steroids
- (d) beta-blockers
- (e) diuretics
- (f) peptide hormones and analogues

Position Statement

KARATE BC is unequivocally opposed, on ethical, medical, and legal grounds, to the practice of doping in sport and fully supports the position of Sport Canada, the National Karate Association of Canada (AKA Karate Canada) and the International Olympic Committee (IOC) against the use of banned substances and methods. The use, possession, and/or trafficking of banned substances, methods or recreational drugs*; or the encouragement of counseling to use banned substances, methods or recreational drugs; and/or taking measures to mask the use of banned substances, methods or recreational drugs by any member of the Federation are unacceptable, constitutes doping violations, and will not be tolerated.

*recreational drugs shall include all drugs deemed illegal which are not already included under the banned or restricted lists of the I.O.C.

KARATE BC accepts the Canadian Centre for Drug - Free Sport (CCDS) policy on banned substances: "The deliberate or inadvertent use by an athlete of a banned substance or method in order to enhance athletic performance constitutes doping. The IOC and International Sports Federations forbid such practices. The provision or administration of such banned substances or methods to athletes is also forbidden."

Appendix T – Kobudo Competition Rules & Divisions

ARTICLE 1: KOBUDO COMPETITION AREA

1. Must be of suitable size to allow Kata to be performed without restriction.
2. Kumite tatami flooring is acceptable but hardwood flooring is preferred.

ARTICLE 2: OFFICIAL DRESS

REFEREES

1. Referees and Judges must wear the official uniform designated by the Referee Council. This uniform must be worn at all tournaments and courses.
2. The official uniform will be as follows:
 - a. A single breasted navy blue blazer bearing two silver buttons.
 - b. A white shirt with short sleeves.
 - b. An official tie, worn without tiepin.
 - c. Plain light-grey trousers without turn-ups.
 - d. Plain dark blue or black socks and black slip-on shoes for use on the match area.
 - f. Female Referees and Judges may wear a hairclip.

COMPETITORS

1. Competitors may wear a traditional white uniform as in Karate competition or traditional black uniform or a combination of black top-white bottom or black bottom-white top.
2. Hakama may not be worn except in the Kobudo Demo Division.
3. Sleeves may be rolled up for Sai performance.
4. Participants must wear the appropriate belt colour for their Kobudo rank.
(e.g. a competitor who holds a Dan grade in Karate but a Kyu rank in Kobudo may not wear a Black Belt in Kobudo competition.)

ARTICLE 3: JUDGING PANEL

1. A judging panel of specifically trained Kobudo Judges will be appointed by the KBC Judges Committee. Judges should have attended some of the Kobudo Referee Clinics that will be held
2. Competitors will perform Kata chosen from the list of recognized Kobudo Kata as referenced in Article 8.
3. Preferably, the panel of Judges will include those representing the different Kobudo Ryuha
4. The Judging Panel will consist of one Head Judge and either four or two corner judges (depending on availability)

ARTICLE 4: ORGANIZATION OF THE COMPETITION AND DIVISIONS

1. Kobudo competitors shall compete in the age and skill divisions as described below for Regular Weapons (Bo, Eku, Sai, Tonfa):
 - 9 & Under Novice / Intermediate / Advanced
 - 10-13 Novice / Intermediate / Advanced
 - 14-17 Novice / Intermediate
 - 14-17 Advanced
 - 18 & Over Novice / Intermediate
 - 18 & Over Advanced
 - 17 & Under Black
 - 18 & Over Black
2. There will be two different weapons divisions for each of the above age and skill divisions: Long Weapons Division: Bo / Eku
Short Weapons Division: Sai / Tonfa

3. There will be a separate Kobudo Demo Division for Special Weapons (Joh, Kama, Nunchuku, Tanbo, Tinbe/Rochin) that will only have two age divisions:

17 & Under: All Special Weapons

18 & Over: All Special Weapons

ARTICLE 5: CRITERIA FOR DECISION

1. The Kata must be performed with competence and must demonstrate a clear understanding of the traditional principles it contains. In assessing the performance of a contestant the Judges will look for:
 - a. A realistic demonstration of the Kata meaning.
 - b. Understanding of the techniques being used (BUNKAI).
 - c. Good timing, rhythm, speed, balance, and focus of power (KIME).
 - d. Correct and proper use of breathing as an aid to KIME. Audible breathing is permitted.
 - e. Correct focus of attention (CHAKUGAN) and concentration.
 - f. Correct stances (DACHI) with proper tension in the legs, and feet flat on the floor.
 - g. Proper tension in the abdomen (HARA) and no bobbing up and down of the hips when moving.
 - h. Correct form (KIHON) of the style being demonstrated.
 - i. The performance should also be evaluated with a view to discerning other points such as the difficulty of the Kata presented.
2. A contestant who comes to a halt during the performance the Kata, or who performs a Kata different from that announced or as notified to the score table, will be disqualified.
3. A contestant who performs an ineligible Kata will be disqualified.

ARTICLE 6: SCORING

1. Kobudo Kata will be scored upon the following criteria using score cards
 - a. Scores will be on a 10 point scale.
 - b. An average Kata performance will receive a score of 8.0 in kobudo competition.
 - c. Deviation from the Kata's pattern will result in .1 deduction.
 - c. A Kyu competitor may restart a Kata with an automatic .2 deduction.
 - d. Dan competitors may not restart a Kata.
 - e. A weapon leaving the competitor's hand or mistakenly touching the floor will result in a .1 deduction.
 - f. Dropping a weapon or handling in a dangerous manner may result in disqualification.
 - h. The final score must reflect the judges' impression of the proper use of stances and correct handling of the weapon.

ARTICLE 7: WEAPONS

1. Canadian Law prohibits the use of Nunchaku and Tekko.
2. All weapons must be examined and approved by the Judging Panel prior to competition to ensure that they are of safe, authentic design, and construction. Grounds for rejecting a weapon include, but are not limited to:
 - a. being lightweight
 - b. bearing markings (including different colors of wood)
 - c. being of non-standard construction (to be determined by the Judges Panel)
3. Weapons must be of official size and weight as described below. In children's divisions where there is no restriction on the size or weight of the weapon, weapon qualification will be at the discretion of the Judging Panel.
4. All wooden weapons must be made of hardwood (i.e. not Rattan).

REGULAR WEAPONS

Bo

- must be made of hardwood with or without tapered ends
- if tapered, diameter at end of taper to be not less than 2cm
- should be at least as tall as the top of the competitor's head
- must weigh 800 grams minimum for adults (18 & over)
- no minimum weight for children's bo
- Bo must be at least 2.5cm diameter in the center

Eku

- should be a minimum of the height of the competitor's ear lobe
- blade must be a minimum of 8.5cm wide
- must weigh 800 grams minimum for adults
- no minimum weight for children's eku

Sai

- must be made of metal
- two Sai must be used in KBC competition
- must weigh 600 grams minimum, each for adults
- no minimum weight for children's sai
- must reach the competitor's elbow when held in the closed position

Tonfa

- must be made of hardwood
- must reach the competitor's elbow when held in the closed position
- there are no weight or size restrictions for children's divisions

Special Weapons

Joh

- must weigh 500 grams for adults
- no minimum weight for children's joh
- must be made of hardwood with or without tape
- red ends
- height should reach the competitor's solar plexus from the floor

Kama

- must have wood, steel or aluminum blades
- must not be sharpened
- no weight restrictions for kama

Nunchaku

- must be made of rubber or some other flexible material
- wood or metal nunchaku are illegal and will not be allowed in competition

Tanbo

- must weigh 250 grams minimum for adults
- no minimum weight for children's tanbo
- must be made of hardwood
- must be at least 24" long

Tinbe / Rochin

- must be made of safe realistic material
- rochin may not be thrown

ARTICLE 8: KATA

1. The kata performed in the competition must be on the approved kata list below.
2. Kata not on the list will not be permitted at this time.

REGULAR LONG WEAPONS

KATAS

Bo

1. Chatan Yara No Kon Dai
2. Chatan Yara No Kon Sho
3. Chinen Shikiyanaka No Kon
4. Choun (Shoun) No Kon
5. Kaatin No Kon
6. Kihon Kata Ichi
7. Kihon Kata Ni
8. Oshio No Bo
9. Oshiro No Kon
10. Sakagawa No Kon Chu
11. Sakagawa No Kon Dai
12. Sakagawa No Kon Sho
13. Shirotaru No Kon Dai
14. Shirotaru No Kon Sho
15. Shi No Kun
16. Shushi No Kon Dai
17. Shushi No Kon Koshiki
18. Shushi No Kon Sho
19. Tawada No Kon
20. Tenryu No Kon
21. Tokumine No Kon Dai
22. Tokumine No Kon Sho
23. Urashi No Kon
24. Yonegawa No Kun (Hidari No Kun)
25. Tokumine No Nunti Bo

Eku

1. Akahachi No Eku-bo
2. Chikin (Tsuken) Sunakake No Eku
3. Tokushin No Eku

REGULAR SHORT WEAPONS KATAS

Sai

1. Chatan Yara No Sai Dai
2. Chatan Yara No Sai Sho
3. Chikin Shitahaku No Sai
4. Hamahiga No Sai
5. Hantagwa No Sai
6. Kojo No Sai
7. Kusanku Sai
8. Kyan No Sai
9. Manji No Sai
10. Matsuhiga No Sai
11. Yakaa No Sai

Tonfa

1. Chatanyara No Tonfa
2. Hamahiga No Tonfa
3. Matsu Higa No Tonfa Dai
4. Matsu Higa No Tonfa Sho
4. Nakazato No Tonfa
5. Oyadomari No Tonfa
6. Yaraguwa No Tonfa

SPECIAL WEAPONS KATAS (Demo Division) Joh

1. Arakaki No Joh
2. Noboriryu No Joh Dai
3. Noboriryu No Joh Sho

Kama

1. Gushikawa Tairagua Nichokama 1
2. Gushikawa Tairagua Nichokama 2
3. Hamahiga No Kama
4. Kanagawa No Nichokama Dai
5. Kanagawa No Nichokama Sho
6. Kinogawa Nicho No Gama
7. Kishiba No Nichokama
8. Kuzushisho No Nichokama
9. Naku No Kama
10. Ryuei Nichokama
11. Soken No Nichokama
12. Toyama (Tozan) No Nichokama

Nunchaku

1. Akamine No Nunchaku
2. Maezato No Nunchaku (single)
3. Maezato No Nunchaku (double)

4. Maezato No Nunchaku (small 3)
5. Nunchaku Dai
6. Nunchaku Sho
7. Sanbon Nunchaku

Tanbo

1. Noboriryu No Tanbo
2. Sekuin No Tanbo

Tinbe / Rochin

1. Kanegawa No Tinbe
2. Kuniyoshi No Tinbe
3. Matayoshi No Tinbe

Appendix U – Officials Program

CLINIC POLICY

1.0 GENERAL

The KBC OC (OA) must approve any clinics that may incur a cost to KBC.
Only approved course conductors can teach clinics on behalf of KBC OC (OA).
Qualified Provincial Referees in a zone can function as Assistant Course Conductors on a rotating basis.

2.0 CLINIC CONTENT

Clinics may cover (in detail below)

2.1 Kumite

Theory for referees
Practical applications for referees
Theory for judges
Practical applications for judges Score
and timekeeping theory Score and
timekeeping practical

2.2 Kata

Theory for judges
Practical for judges
Recording, outcome and timekeeping for score and timekeepers

3.0 KUMITE REFEREES AND JUDGE REQUIREMENTS

Below are the qualifications required to officiate at regional and provincial tournaments.

- Provincial referees can perform all Kumite officiating functions at both regional and provincial tournaments.
- Regional referees can perform all Kumite officiating functions at regional and tournaments and judge any events at Provincial championships.
- Status as a Provincial Referee/Judge supersedes that of a Regional Referee/Judge.

PROVINCIAL TOURNAMENTS

Qualification	Referee & Judge all Events	Judge all events; Referee Intermediate Events	Judge Advanced Events	Judge Intermediate Events
Provincial Referee	Yes	Yes	Yes	Yes
Provincial Judge		Yes	Yes	Yes
Regional Referee			Yes	Yes

REGIONAL TOURNAMENTS

Regional Qualification	Referee & Judge all Events	Judge all events; Referee Intermediate events	Judge Advanced Events	Judge Intermediate Events
Regional Referee	Yes	Yes	Yes	Yes
Regional Judge		Yes	Yes	Yes

3.1 Kata Judges

ALL TOURNAMENTS

Qualification	Provincial All Divisions	Provincial Intermediate	Regional All Divisions	Regional Intermediate
Provincial Judge	Yes	Yes	Yes	Yes
Regional Judge			Yes	Yes

4.0 THEORY AND PRACTICAL EXAMINATION REQUIREMENTS

Proven attendance at a minimum of two full educational seminars between previous rank and attempted rank (record book mandatory).

Examination includes theory and practical criteria that must be satisfied.

5.0 MINIMUM PERFORMANCE STANDARDS FOR PRACTICAL ASSESSMENT

Candidates will function at the targeted level and will be assessed by two examiners at the appropriate level. They will be evaluated according to several criteria on a form stating that the candidate does not meet, meets or exceeds expectations with respect to various subjective qualities, for example, innate and cognitive reaction timing, ability to make reasonable decisions, communication with other officials during the match, appearance, posture, match control, positioning etc.

5.1 KUMITE EXAMINATIONS

Qualification	Theory Score	Practical Assessment
Provincial Referee	90%	Meets or exceeds
Provincial Judge	85%	Meets or exceeds
Regional Referee	85%	Meets or exceeds
Regional Judge	80%	Meets or exceeds

5.2 KATA EXAMINATIONS

Qualification	Theory Score	Practical Assessment
Provincial Judge	90%	Meets or exceeds
Regional Judge	85%	Meets or exceeds

5.2.1 MINIMUM PERFORMANCE STANDARDS FOR PRACTICAL KATA QUALIFICATION ASSESSMENT

Candidates are expected to perform kata simply to demonstrate understanding of the principles within from the perspective of judging. They are not expected to perform to competitive standards.

Qualification	Own Style	Another Style
Provincial Judge	One	One
Regional Judge	Two	n/a

6.0 MINIMAL CERTIFICATION REQUIREMENTS

OFFICIALS MUST FUNCTION THROUGHOUT AN ENTIRE KARATE BC CHAMPIONSHIP TO BE ELIGIBLE FOR CERTIFICATION.

6.1 Technical Officials

Officials must function throughout an entire zone, sanctioned or provincial event to be eligible for certification.

6.1.1 Technical Official I – Score and Time keeper

Complete Level 1a, b and c of Technical Officials Program.

Minimum age, none in principle, but 16, 17 and 18 years respectively for those in schools who expect to gain scholastic credits* for becoming a **Technical Official**.

(*Must also complete 54 hours of practical to certify according to Provincial government guidelines to be awarded credit.)

Functional responsibilities: score keeper/time keeper.

6.1.2 Technical Official II – Score Supervisor

Must be certified Technical Official I

Functioned in at least 2 tournaments as Technical Official I

It is possible to start at Regional Judge level, but scoring and timekeeping should be reviewed at Regional Judge level and included in the Theory exam.

6.2 Regional Judge

Minimum age: 14

Minimum rank: 3rd kyu and / or minimum 3 years continued karate practice.

6.3 Regional Referee

Certified Regional Judge

Minimum age: 14

Minimum rank: 3rd kyu, or three years continued karate practice

Recommend participation in at least 1 clinic and 1 Zone or Karate BC sanctioned event as a Regional Judge within 1 year.

6.4 Provincial Judge

Certified Regional Referee

Minimum age: 14

Minimum rank: 1st kyu, or three years continued karate practice

Recommend participation in at least 1 clinic and 1 Zone or Karate BC sanctioned event as a Regional Referee within 1 year.

6.5 Provincial Referee

Certified Provincial Judge

Minimum age: 16

Minimum rank: 1st kyu, or three years continued karate practice

Recommend participation in at least 1 clinic and 1 zone or Karate BC sanctioned event as a Provincial Judge within 1 year.

If an individual meets the requirements (age, rank, theory score, practical score) it is possible to jump straight to that level. Generally, a junior official will not be asked to officiate competitors who are older and have a higher rank, i.e. Junior Officials (younger than 18 years of age) officiate junior competitors.

7.0 MAINTENANCE OF QUALIFICATIONS

7.1 Provincial Referee

Attend or present at least one seminar

Assist Regional Delegate/Course Conductor in presenting one seminar per year. Officiate in at least one KBC tournament per year (Karate BC Provincial championships, BC Team Selection, Zone Team Selection, BC Winter Games, Karate BC Open tournament).

7.2 Provincial Judge

Attend at least one seminar

Officiate in at least one KBC tournament per year (Karate BC Provincial championships, BC Team Selection, Zone Team Selection, BC Winter Games, Karate BC Open tournament).

7.3 Retest/Recertification/Failure to reach minimum standards

Testing fees will be waived for a second attempt at achieving minimum standards (only clinic fee will apply).

If the candidate fails again, then the full amount must be paid for subsequent attempts.

8.0 FUNCTIONAL RESPONSIBILITIES and MINIMUM QUALIFICATIONS

8.1 Regional Delegate (to be appointed by Regional BOD according to KBC criteria for selection)

Provincial Referee

Teach Course Conductors how to administer Official's Development programs

Course Conductor

Certify and qualify officials up to Provincial Referee

8.2 Course Conductor

Provincial Referee

Age at least 23 years of age

At least 4 years of officiating experience at Provincial level

Assisted at 4 Course Conductor clinics

Administers Officials Development Programs

Deliver all theory and practical components of training to provincial kata judge and kumite referee certification.

Ensure attendance at least 10 participants in courses. Conduct at least 2 per year per region.

Supply necessary materials for clinics.

Must attend at least one advanced course with International Referee per year.

8.3 Assistant Course Conductor

Confirm venue for clinics.

Arrange appropriate materials at venue for clinic such as defined by the course conductor (CC)

Demonstrate practical gestures, technical kumite and kata points as required by the CC. Answer questions regarding tournament rules and implementation.

Attendance at clinics in which an individual functions as an assistant Course Conductor is free of charge.

The function will be recorded in assistant passport.

Must act as assistant CC at least 4 courses to upgrade to CC

Provincial Kumite Referees and Provincial Kata Judges may assist with clinics addressing kumite and kata, respectively.

8.4 Provincial Referee

Referee and judge according to Table 3.1

Mentor candidate, regional and provincial officials

Qualify up to Provincial Judge

Work towards achieving National qualifications Work towards becoming a Course Conductor Assist Course Conductors

8.5 Provincial Judge

Judge according to Table 3.1

Mentor candidate and regional officials

Work towards achieving Referee qualifications

8.6 Regional Referee

Referee and judge according to Table 3.1

Mentor candidate and regional officials

Work towards achieving Provincial qualifications

8.7 Regional Judge

Referee and judge according to Table 3.1

8.8 Technical Official II: Score Supervisor

Table management at all tournaments

8.9 Technical Official I Score and Timekeeper

Scorekeeping/timekeeping with or without direction of Match Area controller and Score supervisor

No minimum age in principle

9.0 OTHER ACTIVITIES OF OFFICIALS AT TOURNAMENTS

Officials may compete and function as officials at Karate BC Regional and Provincial championships. Members of the OC may not compete in Karate BC events where their key function is mentoring, assessing and qualifying officials, but may compete in sanctioned events where evaluations are not in progress.

10.0 RECOGNITION

10.1 Official of the year – CRITERIA

Significantly contributed to improving standards of Karate BC officiating within the previous year

Successfully mentored aspiring Karate BC officials

Proven role model

Teaches others

Key organizational role

Active Official in at least 3 Provincial events per year

Recommended to Karate BC Awards Committee by Provincial Coaches and Provincial Team athletes using a specific form.

10.2 Official of the event– CRITERIA

Significantly contributed to smooth running of an event

Implemented complex or unpopular decision

Helped and guided other participants at the event

Recommended by refereeing officials, technical officials, coaches and competitors using a specific form

10.3 Karate BC Awards - Recipient Selection

Nominations for Official of the Year will be scrutinized and recognition will be decided by an *ad hoc* Awards Panel appointed by the Karate BC BOD/EC.

10.4 Event Awards - Recipient Selection

Nominations for Official of the Event will be scrutinized and recognition will be decided by an *ad hoc* Awards Panel appointed by Karate BC OC/OA.

11.0 ELIGIBILITY

TO BE ELIGIBLE FOR HONORARIA, QUALIFIED OFFICIALS MUST FUNCTION THROUGHOUT AN ENTIRE KARATE BC EVENT. PARTICIPATION AS A COMPETITOR IS ALLOWED.

11.1 Tournaments

Chief Official	\$200/day + expenses
WKF/PKF Judge/Referee	\$200/day + expenses
National Referee	\$150/day + expenses
Provincial Referee	\$100/day + expenses
Provincial Judge	\$50/day
Regional Referee	\$50/day
Regional Judge	\$25/day
Technical Official 1or2	\$10/day

To receive honorarium, officials must attend to a full day of tournament. (They may also participate as an athlete)

To receive travel expenses, qualifying officials must attend the full day/weekend tournament.

The board of directors of Karate BC reserves the right to change the amount of honoraria at any time.

Explanation

In order to receive honorarium and expenses (Referee level only) Officials must have BC Provincial certification (BC Provincial Referee level to receive expenses). Officials who are certified at National level but who have not passed BC Provincial Referee qualification exams will not receive National level honoraria and expenses. See 11.3 Criteria for National Certification.

To be eligible for Karate BC funding:

In order to receive expenses at a two-day event, Referees must officiate on both days. It is possible for a competitor to officiate on day 1 and at least half of day 2 (providing the other half of day 2 involves participation as a competitor) and have expenses covered (if they are Referee level). If the competitor/referee officiates on one day of a two-day event and only competes on the second day, they will not be eligible to have expenses covered, but will still receive the honoraria for the one day when they officiated.

On a one-day event, Referees may compete and officiate and still receive an honorarium at the appropriate level based on their certification as an official.

Previously certified Non-current officials will be considered at one level below their previous provincial qualification until recertified (for the purpose of receiving honoraria).

Travel exceeding 50 km one way will be paid and accommodation is covered for those from out of town.

11.2 Seminars

Course Conductor at central venue: maximum of **\$250** (per seminar of at least 5 hours) Clinics must require prior approval of the KBC OC/OA

Course conductor at invitation of individual dojo: **\$50** per hour

Assistant Course Conductor receives credit towards becoming a Course Conductor

11.3 Criteria for National Certification

All active and provincially qualified referees who meet the criteria below are eligible to attempt to obtain National level qualifications at personal expense if not funded by KBC/OA.

Officials receiving provincial funds to attend National events are expected to assist Regional Delegates in presenting official clinics in their regions and share knowledge gained from their experience to benefit their regions.

Eligibility to attend National championships will be determined from time to time based on Selection Criteria defined by the KBC OC/OA.

Nationally certified individuals may then be partially or fully eligible for funding from KBC to attend National and International Events to obtain further certification.

Minimum age: 16

Rank: Shodan

Provincial Referee 2 years

Attended at least 3 KBC events during the previous year

Attended at least 2 KBC Officials Clinics during the previous year

Area of residence - balanced regional representation

11.4 Grandfathering for Prior Certification

	KATA	
PREVIOUS		FROM 2006
Senior Judge		Provincial Judge
Novice Judge		Regional Judge
	KUMITE	
PREVIOUS		FROM 2006
Senior Referee		Provincial Referee
Senior Judge		Provincial Judge Novice
Referee		Regional Referee Novice Judge
		Regional Judge

12.0 RIGHTS and APPEALS

All candidates have the right to be treated graciously and reasonably throughout their officiating career. Examination results must be communicated to candidates in a fair and timely manner.

Negative behaviour from any person towards candidates during examinations, or towards any officials during and after volunteering to work at events is not acceptable.

Officials or aspiring officials who feel a need to appeal the outcome of a test or examination, or who wish to report a negative experience while functioning as an official is welcome to bring their concerns to the Chair of the OC/OA in writing. The OC/OA will review such matters and keep them confidential.

13.0 COMPLAINTS

The Official Committee will review any complaints, appeals and correspondence regarding officiating matters. Where applicable, the matter may be dealt with by the OC. Where applicable, the matter may be forwarded to KBC EC for review and if necessary, to the Harassment Committee. If a complaint concerns a member of the OC, the matter should be addressed to KBC EC.

OFFICIALS TRAINING

14.0 DEFINITIONS

Official's training at all levels comprises three components:

1. Theory
2. Practical I - Role play
3. Practical II - Actual tournament

14.1 Training Process

Components 1 and 2 above are studied at seminars targeted to the appropriate skill level and taught by a qualified instructor approved by the OC (OA).

Seminars are prerequisite learning and skill improvement opportunities. Provincial and zone or sanctioned championships are Provincial and Regional component 3 examination and final certification opportunities, respectively.

Candidates must attend seminars to learn and understand the theory before attempting a theory examination. Scoring at the appropriate levels in the theory test means that candidates are eligible to proceed to the real time practical evaluation.

Candidates therefore must attend at least one seminar covering components I and II before attempting examinations.

15.0 SEMINAR FREQUENCY

At least 2 seminars per year will be presented in each region of the province for candidates aspiring to obtain certification at the following competence levels:

1. Technical official (Score supervisor, Scorekeeper/timekeeper)
2. Regional
3. Provincial

16.0 SEMINAR CONTENT TECHNICAL OFFICIALS

16.1 Theory

Technical Official (Scorekeeper / Timekeeper): the following will be taught:

16.2 Scoring

Scoring values and how to tabulate them

Foul values and how to tabulate them

Team and individual scoring how to add them

Understanding referee gestures from behind

16.3 Charting

How to construct single elimination charts

How to decide who goes to repechage

How to use modified repechage

How to chart a round robin competition

How to complete a kata chart

A theory test - the acceptable range of score should be above 90%.

16.4 Timekeeping

How to use the stopwatch

All items that require timing, such as 3 min for senior male kumite, 2 min for other events, 1 min overtime, 10 second clock, 1 min to change uniform, etc.

16.5 Practical I - Role play

Referee performs gestures and awards points and penalties without competitors. Referee performs gestures and awards points and penalties with athletes. Candidates must accurately record and tabulate.

Provide repechage charts with parts missing and decide who was third and fourth.

Provide repechage charts with parts missing and decide who was first and second.

Provide feedback forms to candidates to improve further presentations.

16.6 Practical II – Real event

Technical Officials should be **qualified to work** as such after completing the theory test satisfactorily and become **certified** after 54 hours of application at any Karate BC event. This is important because Grades 10, 11 and 12 can obtain scholastic credit for this amount of application.

17.0 SEMINAR CONTENT REGIONAL

17.1 Regional Theory

Key points of the rules.

Ippon, Nihon and Sanbon and why they are awarded. C1 and C2 fouls and why they are awarded.

Q & A session

Understanding examination questions

17.2 Regional Practical I- Role Play

How to use the flags.

How to communicate with the referee. Timing of using flags

What judges can do and not do

Provide feedback

Provide feedback forms to candidates to improve further presentations.

17.3 Regional Practical II – Live event

Training in any KBC sanctioned event such as: Sato Cup, Vancouver Cup, Island Friendship Championships, Wado Invitational, TMSK Invitational etc. with a skilled referee and experienced judges.

One senior referee will be appointed by the Course Conductor to mentor and provide constructive feedback to the candidate.

18.0 PROVINCIAL LEVEL

18.1 Provincial Theory

Detailed presentation of rules.

Address areas of continual misunderstanding such as 10-second rule, what is mubobi, what happens when someone is knocked down and cannot stand up etc.

Review understanding of repechage and modified repechage. Q & A session.

Examination questions discussion

18.2 Provincial Practical I – Role Play

Review gestures and referee / judge communication

Set up simple scenarios (Each of 1 scoring event, 1 C1 foul, 1 C2 foul comprises one event) using athletes and have each candidate judge or referee according to their level. Set up more complex scenarios (2 events occur simultaneously) using athletes and have each candidate judge or referee according to their level.

Provide feedback. Q & A session.

Provide feedback forms to candidates to improve further presentations.

18.3 Provincial Practical II – Live event

Training in any KBC sanctioned event such as: Sato Cup, Vancouver Cup, Island Friendship Championships, Wado Invitational, TMSK Invitational etc. with a skilled referee and experienced judges.

One senior referee will be appointed by the Course Conductor to mentor and provide constructive feedback to the candidate.

19.0 UPGRADES

19.1 Eligibility

To be eligible to attempt an officiating examination, candidates must participate in 2 educational seminars per status increase.

That is, attendance is required at all components of 2 seminars

Between Technical Official and Regional Judge

Between Regional Judge and Regional Referee

Between Regional Referee and Provincial Judge

Between Provincial Judge and Provincial Referee

Candidates who accumulate a sufficient number of stamps are eligible to attempt the theory examination.

Record books will be stamped and returned to candidates.

Regional and Provincial practical examination and certification can only be undertaken at Zone or sanctioned and Provincial events, respectively.

After achieving a satisfactory theory score and attending the required number of clinics, a candidate may attempt the practical part of the examination at either a Zone playoff or Karate BC sanctioned event for a Regional qualification or the following Province-wide events for Provincial certification: Provincial Championships, Karate BC Open, BC Winter Games, BC Northern Games, and BC Team playoffs.

A candidate who does not meet the theory requirements at an examination may not participate at the attempted competence level in that event, but may participate at their current level.

20.0 SEMINAR PARTICIPATION FEES

Educational clinics should be considered a service to the members and should be accessible to all. Every clinic is educational.

Technical Official (Scorekeeper/Timekeeper; Score Supervisor)	\$ 15.00 (includes GST)
Seminar only for Judge/Referee	\$ 50.00 (includes GST)

21.0 EXAMINATION FEES

Regional Judge	\$ 70.00 (includes GST)
Regional Referee	\$ 80.00 (includes GST)
Provincial Judge (Kata)	\$ 80.00 (includes GST)
Provincial Judge (Kobudo)	\$ 80.00 (includes GST)
Provincial Referee	\$105.00 (includes GST)
Passbook	\$ 12.00 (includes GST)
Tie	\$ 35.00 (includes GST)
Crest	\$ 5.00 (includes GST)
Clip for Crest	\$ 10.00 (includes GST)

22.0 ATTIRE

Theory components of Referee and Judge Clinics as well as all components of Technical Officials clinics may be attended in casual sport clothing unless otherwise defined by the presenter.

23.0 DATABASE AND RECORDS

Records of attendance at clinics and events must be recorded in Karate BC passbooks. Officials must purchase such books from Karate BC and present them at the entrance to all events for updating.

Officials must have a Karate BC passbook to participate in seminars or function at KBC events. These are proof of an individual's officiating experience.

Regional Delegates will maintain a database of official's attendance and participation at regional events in a standard manner approved by BOD/EC and such database will be updated and annually sent to KBC and the KOA Secretary.

Regional Delegates/Course Conductors who have national qualifications and who are qualified by KBC OC/OA can fully certify up to Provincial Referee.

Regional Delegates/Course Conductors who are provincial referees and who are qualified by KBC OC/OA can fully certify up to Provincial Judge.

24.0 REQUALIFICATION

Any certified Referee, Judge or Technical official who has not functioned as such for the past 5 years must take a refresher theory course.

ABBREVIATIONS

KBC	Karate BC
EC	Executive Committee
OC	Official's Committee
OA	Official's Association

Appendix V – Logo Use Guidelines

Karate BC Logo Use Guidelines August 2006

Karate BC is the recognized provincial governing body for Karate in British Columbia. Member organization or affiliates may from time to time desire to use the organization logo to advertise or promote their activities.

Criteria for the use of the Karate BC Logo

Member clubs or affiliated organization, such as style groups, booster clubs, or regional bodies, may use the logo upon obtaining permission from Karate BC. Approval must be obtained each time an organization plans to use the logo in any way. Approval may be obtained by mail or e-mail. The logo must be used only for the purpose requested. Final proof of documents used should be provided to Karate BC prior to publication.

Level of Recognition

Karate BC should be provided the same recognition benefits as the highest level sponsor.

Conflict of Interest

The logo may not be used to promote a competing organization or its activities. This includes martial arts groups operating as sport governing bodies.

Presentation of Logo

Please insure that the Karate BC logo appears in color when all other logos are in color or in black and white when all logos are presented in black and white. When the logo is presented in color, it is to appear in full true color.

Mountain, tree, and water – Black

Symbol representing Do – White

Background - Red

For further questions concerning the use of our logo please contact info@karatebc.org or 604-333-3610.

Appendix W – Club Registration



Fortius Athlete Development Centre
Sydney Landing 2002A
3713 Kensington Avenue
Burnaby, BC V5B 0A7
Tel: 604-333-3610 ~ Fax: 604-333-3612
www.karatebc.org ~ info@karatebc.org

2016 MEMBERSHIP PACKAGE

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Member Benefits

1. Insurance coverage:
Accident and \$5 million Liability for Members & Instructors; Dental accident coverage
2. Association Newsletter and e-News
3. High School Sport Credits Program for athletes, officials & coaches:
4 credits available each year for grades 10, 11 and 12
4. Vince Redfern Bursary awarded yearly: \$500 each to a male & female qualifying applicant
5. Athlete Assistance Funding for athletes on the Karate BC Provincial Team who meet criteria
6. CSI carding opportunities for high school and university students
7. Government of Canada Children's Fitness Tax Credit
8. KidSport funding through Sport BC
9. Sporting Life on the Coast: BC Ferries/Sport BC Travel grants
10. Technical seminars conducted by high performance coaches
11. National Coaching Certification Program (NCCP) Technical Courses
12. Courses on sport safety in conjunction with the Sport Medicine Council
13. Organizes competitions for both Recreational and High Performance athletes:
Provincial Championships
Open Tournament
BC Winter Games
Northern BC Winter Games
14. Provides access to higher level competition through Team BC:
National Championships – International Championships
High Performance Seminars & Fitness Testing
15. Ensures safe competitions through tournament sanctioning process
16. Administers Officials program:
Offers officiating courses conducted by highly skilled instructors
Ensures competent officials for tournaments
Provides opportunity to excel at officiating at National and International levels
17. Promotes exposure to media including newspaper coverage of events and individuals
18. Province-wide referral service for member clubs, including internet club listing
19. National Sport Trust Fund - tax deductible receipt program
20. Sport BC Discount Programs:
AVIS Car Rentals, Holiday Inn, Charter Bus Lines of British Columbia
21. And more - there are too many to list.

KARATE BC MISSION STATEMENT

To promote the traditions and integrity of Karate-do and to provide opportunities to excel in a competitive environment.

Through its programs and leadership, Karate BC, in cooperation with its affiliates, supports the development of karate and the aspirations of its members by offering opportunities and setting procedures, standards and policies.

KARATE BC VALUE STATEMENT

We believe that karate is enjoyable and life-long for all. Its many facets are:

- Martial art, culture, and philosophy
- Character development
- Life-style
- Sport
- Self-defense
- Fitness and health
- Recreation

Through karate we learn, teach and promote values of respect, discipline, self-control, truth, harmony, perseverance, and responsibility. Karate BC operates on the principles of democracy, respect, fairness, accountability, equal opportunity, openness, and accessibility.

KARATE BC VISION STATEMENT

Karate BC is the recognized governing body for karate-do (karate) in British Columbia. We are a unified and democratic organization representing and supporting all legitimate systems of karate and its different sport expressions. Our activities are non-discriminatory, and values-based.

We are financially self-sufficient and professionally managed in the progressive development of procedures, standards, and programs. We provide a supportive and nurturing environment for all of our members in their pursuit of the Association's common goals.

DEADLINE: NOVEMBER 1, 2015

CLUB INSURANCE COVERAGE

- If you are operating a club in a completely self-controlled space, **proof of basic business insurance is required.** For further information, contact Karate BC.

CLUB REGISTRATION

- Each club requires separate registration (details on attached club registration form).

MEMBER REGISTRATION & CLUB PROFILE FOR ONLINE DIRECTORY

- 2015/16 is the 2nd year Karate BC will be using “Membee”, an online portal which allows clubs to update and manage their club profile.
- This year, you will be able to access your club’s membership list using the “Update Club Profile” tab on the homepage of Karate BC’s website to update your membership data and club information: www.karatebc.org
- Username is your email address; password is the same one you have been using to update your club listing, which can be reset if forgotten.
- Club details will appear on our Club Listing page
- Please review/update your membership list, identify all active members and add new members if applicable.
- Enter all required fields for each member: **postal codes are mandatory**; if you do not have this information at the time of data-entry, use the club’s postal code; do not leave blank
- (Cheryl: insert further instructions from Membee here)
- When complete, submit payment to Karate BC.
- Questions? contact: cheryl.gray@karatebc.org
- **According to Karate BC policy, clubs must take payment for Karate BC membership from every new student no later than their 3rd class.**
- **Clubs then have 30 days to complete the registration paperwork with Karate BC.**

DAN CERTIFICATE

- Please submit a copy of the **most recent Dan certificate** for all black belts; if you have already done so, there is no need to resubmit every year.
- If a black belt member achieves a higher Dan ranking, **that member must submit a copy** to Karate BC for our records.
- At minimum, a club chief instructor must hold a valid Shodan recognized by the Karate BC Technical Committee.

NCCP - NATIONAL COACHING CERTIFICATION PROGRAM

- **Coaches: please submit an updated record of your NCCP certification** if there have been any changes since the last registration.
- **Instructors have the responsibility to update Karate BC.**
- Karate BC policy states that all Chief Instructors are required to have **Certified at Instruction Beginner** (all old NCCP Levels are required to take the Make Ethical Decision Module and Evaluation by December 31, 2015 to maintain “Certified” status), or will be fined \$100.00.
- Clubs failing to provide either proof of completion of NCCP requirements, or payment of \$100.00, **will not be registered.**
- **NEW CLUBS:** The Chief Instructor has **one year** to complete the NCCP requirements.

CRIMINAL RECORDS CHECK

- **All Instructors, 16 years or older, must undergo a Criminal Records Check every THREE YEARS.**
- Instructors can contact their local RCMP/police station for an application form.
- Karate BC now requires that you complete a “**Vulnerable Sector Check.**”
- Please make this request to the police and provide them with a letter from Karate BC (attached); submit letter to Karate BC for signing.
- The **original results must be submitted** to Karate BC.
- Expenses incurred can be credited towards your membership fees.
- Include the receipt with your payment and deduct the amount from the total owing.
- **NEW CLUBS:** The Chief Instructor must complete a Criminal Records Check **prior to membership registration.**
- Chief Instructors who have not completed a Criminal Records Check and submitted the **original document** to Karate BC will be fined \$100; and
- The club and all its members will have all Karate BC privileges suspended immediately, including removal from Karate BC’s club listing page on the website.

MEMBERSHIP FEE SUMMARY FORM

- Fees are based on age at the time of registration.
- Add up the number of students in each category and enter details on the attached Membership Fee Summary form; submit along with payment.
- **Please do not send individual cheques.**
- If payment is being made using VISA or MasterCard, use credit card form attached.

ANNUAL MEMBERSHIP FEES

Category	Full-year fees September to August	Half-year fees for Non-competitive members only March to August
Junior Colour Belts (15 years & under)	\$ 35.00	\$ 17.50
Adult Colour Belts (16 years & over)	\$ 55.00	\$ 27.50
Black Belts (all ages)	\$ 70.00	no ½-year fees
Club Fee	\$175.00	
NCCP/Criminal Check Fine	\$100.00	
Late Fee	\$ 50.00	

EACH CLUB MUST BE REGISTERED SEPARATELY

Definition of a Club:

- A Karate BC club may practice at more than one location; however, it is defined by the activities of the Chief Instructor and the individual members who ordinarily train together.
- A club is a group of Karate BC members where a Chief Instructor, as recognized by Karate BC, regularly offers karate instruction or training for Karate BC members. All Karate BC members must ordinarily train at the club through which they maintain membership in the association.
- Chief Instructors are expected to register all of their clubs (if they have more than one) separately if different groups of Karate BC members practice or train at different locations and at different times.
- Clubs which practice separately should not be combined for Karate BC registration purposes.
- Any request for recognition of a club which does not comply with this regulation must be made in writing and must be approved by the Karate BC Executive.

NAME OF CLUB			
Style		Association	
CHIEF INSTRUCTOR			Rank (minimum Shodan)
Address			P/Code
Res	Bus	Fax	e-mail
CONTACT PERSON			
Address			P/Code
Res	Bus	Fax	e-mail
Club Phone		Club Fax	Club e-mail
Club website			
Mailing Address - send information to: (check one only)		<input type="checkbox"/> Chief Instructor	<input type="checkbox"/> Contact Person
The following information is required for insurance purposes:			
Indicate whether your club is:		<input type="checkbox"/> Non-profit	<input type="checkbox"/> For-profit
Facility type:	<input type="checkbox"/> Municipal (rec. centre, church, etc.)		<input type="checkbox"/> Commercial space
DOJO ADDRESS (include facility name, street address & p/code)			Zone _____
Class (Age/Level)	Day(s)	Time	Fees

Submit to: Karate BC, Fortius Athlete Development Centre
 Sydney Landing Suite 2002A, 3713 Kensington Avenue, Burnaby, BC V5B 0A7



Zone 1 (Kootenays): Regional Districts of Central Kootenay, East Kootenay, Kootenay Boundary and Electoral Area A of Columbia/Shuswap Regional District, and including major centres: Castlegar, Cranbrook, Creston, Fernie, Golden, Grand Forks, Kimberley, Nelson, Radium, Rossland, Trail.

Zone 2 (Thompson/Okanagan): Regional Districts of Central Okanagan, Columbia/Shuswap (excluding Electoral Area A), North Okanagan, Okanagan/Similkameen, Thompson/Nicola, Electoral Areas A & B of the Squamish/Lillooet Regional District, and including major centres: Armstrong, Ashcroft, Enderby, Kamloops, Kelowna, Lillooet, Merritt, Peachland, Penticton, Revelstoke, Salmon Arm, Summerland, Vernon, Westbank.

Zone 3 (Fraser Valley): Regional Districts of Central Fraser Valley, Dewdney Alouette, Fraser/Cheam, and including major centres Abbotsford, Chilliwack, Coquitlam, Hope, Langley, Maple Ridge, Mission, Pitt Meadows, Port Coquitlam, Port Moody, Surrey, White Rock.

Zone 4 (Fraser River/Delta): Burnaby, the District of Delta, New Westminster, Richmond.

Zone 5 (Vancouver/Squamish): The Regional Districts of Squamish/Lillooet (excluding Electoral Areas A and B), Sunshine Coast, Electoral Areas A, B, and C of the Greater Vancouver Regional District, the Village of Lions Bay, the Corporations of the Districts of North and West Vancouver, North Vancouver and Vancouver.

Zone 6 (Vancouver Island/Central Coast): The Regional Districts of Alberni/Clayoquot, Capital, Central Coast except Bella Coola, Comox/Strathcona, Cowichan Valley, Mount Waddington, Nanaimo, Powell River, and including major centres Campbell River, Comox, Courtenay, Cumberland, Duncan, Esquimalt, Ladysmith, Nanaimo, North Cowichan, Oak Bay, Ocean Falls, Port Alberni, Port Hardy, Powell River, Saanich, Sayward, Sidney, Victoria

Zone 7 (North West): The Regional Districts of Bulkley/Nechako, Kitimat/Stikine Region, and including major centres Burns Lake, Fort St. James, Houston, Kitimat, Masset, Port Clements, Prince Rupert, Smithers, Stewart, Terrace, Vanderhoof.

Zone 8 (Cariboo/North East): The Regional Districts of Cariboo, Fraser/Fort George, Peace River/Liaird, and including major centres Bella Coola, Chetwynd, Dawson Creek, Fort Nelson, Fort St. John, Hudson Hope, Prince George, Quesnel, Tumbler Ridge, Williams Lake.



Fee Summary Form

Club Name: _____ Date _____

Full Year: September 1 to August 31

Half Year: March 1 to August 31
non-competitive members only

Juniors (15 years & under) Coloured Belts

full-year _____ x \$ 35.00 = \$ _____

½-year _____ x \$ 17.50 = \$ _____

Adults (16 years & over) Coloured Belts

full-year _____ x \$ 55.00 = \$ _____

½-year _____ x \$ 27.50 = \$ _____

Black Belts (all ages)

full-year (no ½-year) _____ x \$ 70.00 = \$ _____

Club Fee \$ 175.00

Other _____ \$ _____
(NCCP fine: \$100, Criminal Records fine: \$100, late fee: \$50)

Total Remitted \$ _____

Submitted by _____

Address _____ P/Code _____

email _____ Phone _____

Make cheque payable to: Karate BC
#2002A - 3713 Kensington Avenue
Burnaby, BC V5B 0A7
Tel: 604-333-3610 ~ Fax: 604-333-3612



Fortius Athlete Development Centre
Sydney Landing Suite 2002A
3713 Kensington Avenue
Burnaby, BC V5B 0A7
email: info@karatebc.org
tel: 604-333-3610 fax: 604-333-3612
toll-free: 855-806-8126

CREDIT CARD CHARGE FORM

Check one: VISA MasterCard

~ PLEASE PRINT ~

Description of charge _____

Your Name _____

Address _____

Phone: (Res) _____ (Bus) _____

Your name as it appears on card _____

Credit Card Number _____

Expiry Date: ____/____/____ Amount to be charged: \$ _____

Signature _____
(same as card)

~~~~~

For Office Use Only:

Date Processed \_\_\_\_\_ Authorization Number \_\_\_\_\_



Fortius Athlete Development Centre  
Sydney Landing Suite 2002A  
3713 Kensington Avenue  
Burnaby, BC V5B 0A7  
email: info@karatebc.org  
tel: 604-333-3610 fax: 604-333-3612  
toll-free: 855-806-8126

Date: \_\_\_\_\_

To: Law Enforcement Personnel  
Criminal Records Division

Re: Criminal Records Check

Karate BC, a non-profit organization, is the recognized sport governing body for karate in British Columbia. The person named below is a member of Karate BC and engaged in the instruction of karate in a recognized club of this association. According to Karate BC policy, he/she is required to submit a completed Criminal Records Clearance form, **including a Vulnerable Sector Check**, to this office every three years in order to maintain their status with our organization. Your assistance in the provision of that Criminal Records Clearance is greatly appreciated.

Instructor's name: \_\_\_\_\_

Thank you in advance for your cooperation in this matter.

Yours truly,

Jonathan Wornell  
Executive Director



Funded by the Ministry of Community,  
Sport & Cultural Development

Affiliations: Karate Canada, Pan-American Karate Federation, World Karate Federation, viaSport, Sport BC, Canadian Sport Council, Canadian Olympic Association, BC Winter Games Society, Coaches Association of BC, BC Recreation and Parks Association, Volunteer Vancouver, Volunteer Richmond



## Appendix X – NCCP Policy

### Provincial Championships

In order to assure that Regional Coaching Staff are obtaining the proper training to provide their athletes with the best possible support, and in alignment with both Sport Canada Karate Canada expectations, Karate BC is establishing the following requirements for coaches who wish to participate in the Provincial Championships and other coaching related events.

1. In order to support athletes on the floor of the 2014 Provincial Championships, **all head coaches** for each zone must have achieved **Competition Introduction “Trained”** status by having completed the course.
2. In order to support athletes on the floor of the 2015 Provincial Championships, **all coaches** for each zone must have achieved **Competition Introduction “Trained”** status by having completed the course.
3. In order to support athletes on the floor of the 2016 Provincial Championships, **all head coaches** for each zone must have achieved **Competition Introduction “Certified”** status by completing the course evaluation process. Alternatively, they may seek **Competition Development “in Training”** status as this does not require Competition Introduction Certification but does require other pre-requisite training and completion of the four (4) karate-specific modules provided by Karate Canada or the six (6) multisport modules.
4. In order to support athletes on the floor of 2017 Provincial Championships, **all coaches** for each zone must have achieved **Competition Introduction “Certified”** status by completing the course evaluation process.

### BC Winter Games

1. All **Head Coaches** at the 2016 BC Winter Games are required to be **Competition Introduction Certified**.
2. All **Assistant Coaches** at the 2016 BC Winter Games are required to have **Make Ethical Decisions Certification**.