



***EKF ORGANISING RULES (OR)***

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**GENERAL**

The EKF Organising Commission (from now on OC), will be in charge of supervising the organisation and running of all European Championships, i.e., Senior and Cadet, Junior and U21.

The host National Federation (NF) must conform to the enclosed rules. Any deviation from these rules will have to be reported on time from the organisers to the EKF-OC Chairman, who will take the final decision in agreement with the EKF President and the General Secretary.

The EKF-OC will be composed of the Chairman, who will be appointed by EKF Executive Committee (from now on EC), plus a maximum of four (4) members, that the OC Chairman may propose for each Championships, to EKF-President, who may appoint them.

Any contradictions found in these Rules will be settled finally by the EKF-EC.

**1.- SITE AND DATE**

- 1.1. The site for European Karate Championships (Senior and Cadet, Junior & U21) will be confirmed by a preceding Congress acting upon a proposal forwarded by the EC to the Congress once examined the candidatures received.
- 1.2. The host NF must notify the EKF Headquarters at least 12 (twelve) months in advance of the precise date and venue and city of the Championships. Failure to do so can result in the EC taking the Championships away from the designated Country. After notification of the precise date and venue of the event, 2 (two) persons designated by the EKF will make a visit to the host city where a general organisational outline of the Championships will be presented and agreed upon.
- 1.3. The European Junior & Cadet and U21 Championships are held every year and shall take place during the first two weeks of February. The European Senior Championships are held every year and shall take place during the first two weeks of May. Any exception to this will have to be expressly authorized by the EC.
- 1.4. The site of a European Championships shall be located no more than 60 (sixty) kilometres from an international airport which receives regular direct flights from other countries. Any exception to this will have to be expressly authorised by the EC.
- 1.5. The country of the NF selected by EKF must be able to guarantee access to the whole of the EKF membership.
- 1.6. No later than 5 (five) months before the date of the scheduled Championships the LOC must send to the EKF HQ a first draft bulletin, which after revision will then be sent by the EKF HQ to all EKF member countries no later than 4 (four) months before the date of the scheduled Championships.

This bulletin will be prepared following the EKF bulletin template (this will be provided to the host NF in due course).

- 1.7. No later than 6 (six) weeks prior to the event, a second bulletin must be circulated by the EKF HQ following the same procedure as mentioned in point 1.6 above
- 1.8. The Championships will be under the overall control of the EKF OC, which represents the EKF-EC.
- 1.9. The host NF (Organising Federation) is responsible for the in-country arrangements for the Championships and not with the duties of the OC and the actual running of the Championships itself.

The host National Federation will select if possible a maximum of 3 (three) hotels for all members of the participating countries, of which 1 (one) of them will be the headquarters hotel. The names of the hotels selected must be passed on to the EKF OC for ratification, and once ratified will become the Official Hotels for the competition.

The Championships must be organised according to the EKF Rules. The competitions programme must be approved by the OC.

- 1.10. The host NF will not be held responsible for any participating NF which fails to comply with the deadline for reservations and registration. If a participating NF chooses any hotels other than those selected by the host NF, the latter will bear no responsibility arising from such a choice and it will have to inform the LOC and EKF their place of accommodation at least two weeks prior to the beginning of the Championships.

## **2.- COMPETITION VENUE**

### **2.1. ARENA DIMENSIONS**

The competition arena must be large enough to accommodate 6 (six) matted areas in the Cadet & Junior and U21 Championships and 4 (four) in line matted areas in the Senior Championships (see Annexes I and II).

The total dimensions of the competition area must be at least 56 metres x 38 metres and must be organised according to the map included in Annex II in the case of the Senior Championships.

Each competition area measures 8 x 8 meters and is surrounded by a further 2 meters wide safety area, therefore it is necessary to allow 12 x 12 meters per area. Where an elevated competition area is used, the safety area should be of an additional one (1) metre on each side.

The mats must be of EKF or WKF approved type.

### **2.2. SPECTATOR SEATING**

The spectator seating capacity is at the discretion of the host NF. However, there

should be seating for at least 2500 spectators for the Cadets & Juniors and U21 and 5000 for the Seniors. Special seating for 200 people must be reserved for VIP's and ample seating for referees, coaches and competitors.

### 2.3. VIP AND REFEREE AREAS

The seating area for the VIPs and the referees must be constantly monitored by stewards and security to avoid unwarranted intrusion.

### 2.4. STADIUM ROOMS

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

- WARM-UP PRACTICE (KUMITE & KATA) (see app. 8)
- WEIGHING (MALE & FEMALE) (see app. 9)
- PRESS & MEDIA (see app. 10)
- MEDICAL & ANTI-DOPING (see app. 11)
- OFFICIALS & REFEREES (see app. 12)
- CHANGING ROOMS (see app. 13)
- VIP LOUNGE (see app. 14)

### 2.5. NATIONAL FLAG

The National flag of each Country should be exhibited, together with the official EKF flag. National Anthems must be available on fast recall. Each NF should supply the host NF with their flag (size 100cm x 150cm) and their National Anthem.

### 2.6. PODIUM

A winner's podium should be provided, and the OC must make proper arrangements for the presentation of prizes (see official medal ceremony). For the Senior Championships, the podium will be placed permanently in the background on one side of the competition area (See Annex II).

## 3.- **HEADQUARTERS AND OFFICIAL HOTELS**

- 3.1. The designated hotels must be approved by the EKF OC. The hotels shall be of reasonable quality. The hotel chosen as the headquarters, should have available a minimum of 150 (one hundred and fifty) rooms for the duration of the Championships.
- 3.2. The hotels shall be of a good standard and priced in realistic context with National rates. The host NF may not arrange for delegations to be surcharged for their usage of the designated hotels. On the contrary, efforts must be made by the host NF to obtain a reduced price.

The host NF must not intervene between the hotels management and the delegations unless it can prove that by so doing, it is able to secure a more favourable rate. Any Organising Federation found in default of this regulation shall forfeit its surety to the EKF, and the case examined by the Disciplinary

Commission.

- 3.3. The hotel rates must be given, at least, on a Bed & Breakfast basis, individual and double occupation, and per night, without including any other concept (transport, hostesses, interpretation, etc.). Also, the prices must be given in the local currency, stating in its case the exchange rate between the local currency and the Euro (€) at the time of the quotation.

- 3.4. The headquarters hotel is by priority for the accommodation of the following:

EXECUTIVE COMMITTEE	(see app. 1)
REFEREE COMMISSION	(see app. 2)
TECHNICAL COMMISSION	(see app. 3)
ORGANISING COMMISSION	(see app. 4)
MEDICAL COMMISSION	(see app. 5)
SPORTS COMMISSION	(see app. 5)
REGISTRATION AND ACCREDITATION	(see app. 6)
CONGRESS	(see app. 7)

It may also be used for delegations' members provided that all official Commission members have been given priority bookings.

#### **4.- TRANSPORT**

- 4.1. The host NF must offer courtesy transport from the headquarters and designated official hotels to the stadium and return to all delegations and individuals which made a reservation through the official travel agency. Also, it must provide courtesy transport for the Referee Course and return, if the Course was organised in a different location than the HQ hotel. The transport will be offered exclusively from the HQ hotel.

The host National Federation will also do their best to arrange, upon demand, the transportation of the delegations from the airport to the hotel. This service will be quoted and accordingly charged.

The host National Federation must also provide separate courtesy transport for all Executive Committee and the Commissions members from the airport to the hotel and return according to the list provided by the EKF. Furthermore, the host National Federation must provide separate courtesy transport for all Executive Committee and the Commissions members for their official duties from the hotel to the stadium and return during the Championships. The schedules will be coordinated by the respective Chairman with the host NF, under the general coordination of the OC Chairman.

It will have to provide separate courtesy transport for the competitors passing the doping control all the competition days.

- 4.2. The President or in his absence the acting President, the General Secretary and the Treasurer will each have a car with driver, set up free of charge by the host National Federation and available for their transport during the whole duration of the stay at the Championships.

- 4.3. The other EC members will have available minibuses for a total capacity of 25 people for the transport between the HQ hotel and the stadium and return during the whole duration of the Championships.

There will be a shuttle bus service between the Headquarters Hotel and the stadium during the whole duration of the Championships. The frequency of this shuttle bus will have to be agreed with the EKF OC Chairman beforehand.

*Note: The above does not apply for transport between the HQ and designated official hotels and the venue, in case it is in walking distance (max. 2km), with the exception of the President, the General Secretary and the Treasurer, who will need to be provided with a car with driver as per 4.2 above.*

## **5.- REGISTRATION AND ACCREDITATION**

- 5.1. At registration, accreditation cards will be issued bearing the holder's photograph, together with the final schedule and promotional material.

The accreditation card must be carried at all times during the Championships.

- 5.2. For details of registration requirements, see Appendix 6.

- 5.3. No entry should be registered by the OC unless first cleared by the EKF Treasury with evidence that EKF membership fees and event registration fees are fully paid. Evidence of nationality must be produced in respect of all the athletes.

- 5.4. The registration documents and all paperwork concerned with the Championships must be written at least in English.

- 5.5. The host NF is responsible for providing free of cost and charge venues for the Referee Course, meetings of the EC, the SC, the TC, the RC, the OC, the MC, the ADC, and if applicable for the Medical Congress, the Coaches Seminar, the EKF Congress and other EKF official meetings (see appendixes 1 to 7). Furthermore, any necessary meeting rooms / spaces as requested by the OC Chairman for other commissions will have to be provided by the host NF. These will have to be equipped adequately and according to the request of the OC Chairman

## **6.- MEETINGS**

- 6.1. The EKF OC will submit, 4 (four) months prior to the event, the number of rooms and space needed, in case it would feel necessary to modify the following parameters.

EXECUTIVE COMMITTEE	16 people
REFEREE COMMISSION	12 people
TECHNICAL COMMISSION	12 people
ORGANISING COMMISSION	10 people
MEDICAL COMMISSION	5 people
SPORTS COMMISSION	5 people

**REGISTRATION**

100 sq. metres minimum

If large enough rooms are available in the Headquarters Hotel, the following must be provided:

CONGRESS (only in Senior Championships)	120 people
COACH MEETING & REFEREE BRIEFING	100 people
REFEREE COURSE	120 people

- 6.2. In addition to what described before, a meeting room for a capacity of 20 people, should be kept available throughout all the Championships.
- 6.3. The host NF must provide 2 (two) interpreters in English and 1 (one) in French for the Championships; and additionally, simultaneous translation service for the Congress in English and French.
- 6.4. Throughout the Championships, the host NF must provide an enquiry desk (in the headquarters hotel before the start of the competition and in the Sports Venue during the competition days) to deal with problems faced by participating National Federations. This shall be a non-stop operation from 8.00 am until 22.00 pm or in accordance with the whole competition timetable.

**7.- RESPONSIBILITIES OF THE COUNTRY DOCTORS**

- 7.1. A meeting between the Referee Commission Chairman and the medical local staff must be held before the start of the competitions in order to familiarise as necessary with the Competition Rules.
- 7.2. All the medical staff participating in the event must have the prior approval from the EKF Medical Commission. Therefore, the host NF must send to the Medical Commission Chairman a copy of their CV, including their experience in attending Karate tournaments at least 2 (two) months before the Championships start.
- 7.3. A minimum of one doctor per competition area is required for the duration of the Championships, plus adequate qualified first aid staff.
- 7.4. A standby ambulance with medical staff for emergencies must be supplied and be available throughout the competition schedule. Also, a second ambulance is mandatory.
- 7.5. All the local doctors must be competent in at least 1 (one) official EKF language (English or French).
- 7.6. An Anti-Doping unit (Doping Control Station) conforming to WKF Anti-Doping Rules must be available and operative, the expenses for the unit to be met by the host NF. For any other queries and responsibilities, refer to the WKF Anti-Doping Manager.
- 7.7. The host NF shall provide information to all the delegations about the Health Care System in the country, including a list of the hospitals to which referral of



potential patients is recommended. At the same time, a Doctor must be on call by telephone, to assist the members of the different delegations in case of any problem. The doctor's telephone number must be clearly available in the information file sent to every participating NF.

## **8.- THE REFEREE COURSE**

- 8.1. There must be adequate seating for at least 120 (one hundred and twenty) people plus enough floor space for one full competition area.

### Material to be provided by the host National Federation

- 10 blue flags
- 10 red flags
- 20 blue belts
- 20 red belts
- 4 chronometers
- 4 bells or buzzers
- 2 official scoreboards

When the Referee course takes place in coincidence with the Cadet, Junior & U21 or the Senior Championships at least 30 (thirty) black belt active competitors will have to be present during the referee course, to perform Kumite. All must be prepared according to WKF competition Rules (karate-gi, gum shields, mitts, etc).

- 8.2. Adequate seats and tables for 120 (one hundred and twenty) people must be available for the referees' examination, with separate seating for the Referee Commission. Also, an LCD projector with connecting cables for a lap top computer, and a suitable large screen together with at least 2 microphones. The room must be available according to the official program.
- 8.3. A most important task of the host NF in connection with the RC is liaison. It is therefore a requirement that liaison officers are appointed by the host NF to work with the RC members.
- 8.4. Further to this, the host NF must provide 2 runners for the exclusive use for the Referee Commission during the Championships.
- 8.5. The host NF is required to provide a free meal every 4 (four) working hours and a continuous supply of free hot and cold drinks to the members of the working EKF Referee Commission during their working schedules. For the referees as well as the candidates attending the referee course, a supply of free hot and cold drinks and snacks will be provided by the host NF during the breaks of the referee course.

## **9.- THE DRAW**

- 9.1. The draw will be made by the OC publicly and during the coaches meeting.
- 9.2. The draw must use the EKF approved software, which will seed the

Championships medallists from the prior edition of the same Championships.

- 9.3. Entries for the draw will be those taken from the registration after closure of the official registration.

## **10.- PRIZES**

- 10.1. These are to be provided by the host NF. In individual events the first prize will be a gold medal, the second prize a silver medal, and the third prizes bronze medals.

All members of the placed Kumite and Kata teams (including the coach) should receive a medal plus one trophy per team.

- 10.2. In identifying with the Olympic ideal, Karate will only provide high quality gold, silver and bronze medals for the individual categories. The medals will inscribe the EKF logo, the name of the Championships and the position obtained in every discipline and category.
- 10.3. Diplomas. The host NF will provide for each participating competitor a participation diploma.

## **11.- FOOD REQUIREMENTS**

- 11.1. The host National Federation is not obliged to provide food to competitors. Any assistance provided in this respect is a courtesy.
- 11.2. The host NF is required to provide a free meal every 4 (four) working hours and a continuous supply of free hot and cold drinks and snacks during their corresponding working schedules and during the competition schedule of the championships to the following:
- members of the working EKF commissions
  - Doctors
  - working EKF officials

For the referees as well as the candidates attending the referee course, a supply of free hot and cold drinks and snacks will be provided by the host NF during the breaks of the referee course. During the duration of the competitions, referees and candidate referees will be provided with a continuous supply of free hot and cold drinks and snacks. The host NF is not obliged to provide a meal to referees and candidates and any assistance in this respect is a courtesy.

Only in Senior Championships, the referees working during the bouts for finals and bronze medals, should also be provided by the host NF with a meal.

- 11.3. One packed meal only may be served during a working day. Other meals must be hot and served in an area set aside for all EKF working officials.
- 11.4. The members of the EKF EC and working members of other Commissions must be provided with food by the host NF. Owing to the nature of their work, a separate meal service must be provided by the host NF, so they do not have to

queue.

## **12.- FINANCIAL RESPONSIBILITIES**

- 12.1. The host NF, in addition to the preparatory visit included in 15.1 and 15.2 must meet the following expenses:

### **12.1.1. Cadet & Junior and U21 Championships:**

a) Travel

A 7.000 (seven thousand) EUR payment to EKF Treasury for flight tickets provision, plus the local transport necessary for the individuals designated by EKF for these flight tickets. This amount will be updated from time to time by the Executive Committee.

b) Accommodation

Accommodation on a bed and breakfast and single room basis in the headquarters hotel for a total of 125 nights for those individuals designated by the EKF.

c) Meals

A total of 125 units for lunch and 125 units for dinner for those individuals designated by the EKF (under point b).

### **12.1.2. Senior Championships:**

a) Travel

A 7.000 (seven thousand) EUR payment to EKF Treasury for flight tickets provision, plus the local transport necessary for the individuals designated by EKF for these flight tickets. This amount will be updated from time to time by the Executive Committee.

b) Accommodation

Accommodation on a bed and breakfast basis in the headquarters hotel for a total of 200 nights for those individuals designated by the EKF.

c) Meals

A total of 200 units for lunch and 200 units for dinner for those individuals designated by the EKF (under point b).

## **12.2. Surety:**

Any NF which has been successful in bidding and having been awarded the right to host an EKF official event is liable before EKF from the moment of such award for a surety that must be paid within the deadline of 31<sup>st</sup> December of two full years (at least) prior to the event. The amount of the surety will be fixed from time to time by the Executive Committee.

In the case of non-payment on time, the EKF will be free to withdraw the rights of the event in question and award them to another NF. The failing National Federation will in any case remain obliged before the EKF to pay to the EKF Treasury the whole amount of the surety. In the case of the EKF withdrawing the rights or when a NF gives up hosting an event awarded by the EKF, the EC, taking into account the circumstances arising, will decide on the period of ineligibility for hosting a European Championships as well on its responsibility on any mitigation measures required.

Within 60 days after the completion of the event, the surety can be returned to the host. In the case of disputes on the guarantee, these will be settled in the first instance by the EC and in the second and last instance, if the National Federation appeals, by the next EKF Congress following the event.

- 12.3. No participation fees may be levied by the host NF on delegations (as per the individuals defined in article 13 below), which shall be provided with free admission to the Championships.

### **13.- OFFICIAL DELEGATION**

- 13.1. Those considered as official delegations are:

- The NF President
- VIPs (two (2) individuals maximum)
- The Technical / Sports Directors (2 (two) individuals maximum)
- The Competitors
- The Referees
- The Coaches:
  - A. Seniors
    - Two (2) coaches maximum up to ten (10) entries, three (3) coaches maximum between eleven (11) and fifteen (15) entries and four (4) coaches maximum for over sixteen (16) entries.
  - B. Cadet & Junior and U21
    - 2 coaches for 1-10 competitors, 3 coaches for 11-15 competitors, 4 coaches for 16-20 competitors, 5 coaches for 21-25 competitors and maximum 6 coaches for over 25 competitors
- The Doctors / Physios
  - Two (2) doctors / physical therapists maximum up to ten (10) entries, three (3) doctors / physical therapists maximum between eleven (11) and fifteen (15) entries and four (4) doctors / physical therapists maximum for over sixteen (16) entries.
- The Invited Persons, (individuals invited by the Presidents of the different National Federations), not exceeding two (2) for each Federation.

#### **14.- IMAGE AND PUBLICITY IN EKF OFFICIAL EVENTS**

- 14.1. All the TV, video, webcasting, photography, internet, etc. rights are the exclusive property of the EKF.
- 14.2. All the publicity rights (competition area, official tables, participants, etc.) are the exclusive property of the EKF.
- 14.3. Within the 3 (three) months after the awarding of the Championships, the EKF will forward a proposal to the relevant host NF, establishing the possible concession of image rights and publicity areas and the conditions associated for the said concession. Should an agreement be reached, it shall be formalised between the host NF and the EKF within the deadline of 4 (four) months after awarding the Championships.
- 14.4. The publicity areas and or elements are defined in Annex V.
- 14.5. In the Junior & Cadet and U21 Championships and in the Senior Championships, an area in the venue will be provided for the commercial stands to be set, this area will be big enough as to, at least, allow the location of all the companies having EKF approved sports items. The host NF must provide for the EKF, free of cost and expenses, a space in a preferential place in the venue for sale and exhibition of EKF products.

#### **15.- LIAISON**

- 15.1. The operation of the Championships is the responsibility of the EKF OC who will take any necessary action.

Between 12 (twelve) and 4 (four) months before the event, that is, between the communication of date and venue and the issue of the first information bulletin, a visit of 2 (two) persons designated by the EKF will be made on the site of the Championships. An official report from this visit will be issued by the O.C. Chairman to the EKF President. This report will at least contain the control of all those points, Article by Article, included in these Rules and affecting the requirements of the event.

In addition, the Chairman of the EKF Organising Commission or a nominee thereof shall inspect the proposed referee course venue and headquarters hotel. At this time, the host National Federation will receive a detailed briefing on requirements and details for the course and examinations. A report of this meeting will be lodged with the Referee Commission Secretary

For this meeting, the host NF will be responsible for all travel, accommodation, food and other local expenses of the 2 (two) individuals designated by the EKF.

During this visit to the host country, the OC member must be satisfied that all arrangements are properly made for the smooth running of the event.

- 15.2. If the host NF fails to meet the regulations, a new visit of the 2 (two) individuals will be prepared for no later than 2 (two) months before the Cadet & Junior and

U21 and the Senior Championships. The host country will be also full responsible for the expenses of this second visit also.

It is the OC role to check all details relating to the entire event. In accepting the mandate to host an EKF Championships, the host NF accepts the authority of the OC in all matters pertaining to the running of the event.

## **16.- MISCELLANEOUS**

- 16.1. In agreeing to host EKF Championships, the host NF is undertaking not only the financial commitment, but also guaranteeing to supply the following:
- a) Sufficient trained timekeepers / scorekeepers to manage all areas for the entire event.
  - b) Sufficient experienced controllers to provide for the full charting of the match in English language.
  - c) Sufficient stewards and security people to prevent the entrance of unauthorised persons and to provide an uncluttered arena.
  - d) Sufficient secretarial staff and clerical officers to administer the registration.
  - e) Sufficient changing rooms and secure locker facilities for 300 athletes, 100 of them female and separated from male.
  - f) Stopwatches, bells, buzzers, oxygen equipment, ambulances, winner's podium, anthems, prizes, area tape, and 4 weighing machines of certified accuracy.
  - g) Adequate daily training facilities for the competing NFs one (1) full day prior to the beginning of competition in the Cadet & Junior and U21 Championships and two (2) full days prior to the Senior European Championships.
  - h) Warm-up facilities for competing athletes.
  - i) Clearly visible scoreboards and visual aids which will enhance appreciation of the match.
  - j) Waiting and relaxation room for off-duty referees.
- 16.2. For Anti-Doping facilities, the WKF Anti-doping Rules and the corresponding In-competition-testing guidelines shall be respected, according to the layout of a Doping Control Station in Annex III. The host NF must arrange for the analysis of the amount of samples communicated by the WKF Anti-Doping Manager prior to the event, based on the approved annual testing calendar.
- 16.3. Only EKF and WKF approved and homologated protective equipment can be used at the European Championships.

- 16.4. Display boards must feature prominently, charting the progress of matches in that area. A master chart is to be posted in the hotel the evening before each event. A duplicate will be placed at an accessible spot in the arena, where it may readily be seen by competitors and coaches.
- 16.5. The opening ceremony will involve a march on of all delegations in alphabetical order. Each team/delegation will be preceded by their name board and their national flag carried by a member of that delegation.
- 16.6. Codes are used during the Championships; these shall be of 3 letters and strictly in accordance with the IOC country designation.

## **17.- PRESS**

- 17.1. All Press will be vetted exclusively by the EKF.
- 17.2. Press accreditation can only be given to professional journalists representing media, and who will have to present an appropriate document as a proof for it.

## **18.- INSURANCE**

- 18.1. The host NF / Organising Commission must be responsible at its own cost for the effective appropriate insurance for the Championships.

### **18.1.1. Liability insurance cover:**

The host NF / Organising Commission shall subscribe a general liability insurance policy for any claims arising out of the host NF / Organising Commission liability, in its capacity as organiser of the Championships, towards participants in the Championships and members of the public.

This liability insurance should cover bodily injury, property damage and consequential loss, up to a minimum sum insured of US\$ 10,000,000 (or equivalent in local currency).

The EKF, its agents and servants, officers or employees, shall be included in the policy as additional insured.

The host NF / Organising Commission shall provide to the EKF Treasurer, 1(one) month prior to the start of the Championships, with proof that the above-mentioned liability insurance policy is in place for the respective Championships.

Where such policies are not available, the host NF / Organising Commission shall inform the EKF Treasurer who will then if possible arrange such cover and invoice the host NF.

### **18.1.2. Cancellation insurance cover:**



The host NF / Organising Commission should take into consideration possible losses in connection with their costs, expenses, guarantees and other irrecoverable monetary commitments resulting from cancellation, abandonment or postponement of the event.

It is therefore recommended that the host NF / Organising Commission takes out adequate cancellation insurance cover.

**18.1.3. Insurance of delegations:**

The host NF / Organising Commission shall inform countries participating in the Championships that they require proper liability, personal accidents and repatriation insurance cover for all members of the delegation, and in particular for their athletes participating in the Championships.

**19.- SCOREBOARDS AND COUNTDOWN CLOCKS**

19.1. Each of the match areas must be furnished with a LCD / plasma screen of minimum 50".

19.2. Each of the match areas must be furnished with a countdown clock, indicating the time in minutes and seconds.

**20.- REGISTRATION AND QUALIFICATION**

**20.1. Cadet & Junior and U21 and Senior Championships:**

20.1.1. With the following exceptions, only Nationals of a country may take part in the European Championships representing their country.

As a general rule, a competitor who has represented one country in an EKF official event they cannot represent another country at an official EKF event or a European Championships.

20.1.2. Nevertheless, if a competitor who has taken part in one of those events obtains by marriage the nationality of their spouse, they may represent their spouse's Country, complying with article 20.5.

20.1.3. A competitor who possesses dual Nationality (i.e. one by virtue of the law of one country, the other by virtue of the law of another country) may only represent one or another country as they select. Once having represented both countries, EKF-EC approval will be necessary for a further change following a reasoned written demand by the relative NF to the EKF President.

20.1.4. A competitor may represent the country of his birth and of which the competitor is a National unless they opt to take the Nationality of their father or mother.

20.1.5. A naturalised competitor (or one who has changed his Nationality by



naturalisation) may not participate in the European Championships representing his new country until three years after his naturalisation. The period following naturalisation may be reduced or even cancelled with the agreement of the NF's concerned and the final approval of the EKF EC.

- 20.1.6. If an associated State, Province or Overseas Department, a country or former Colony acquires independence, or a Country incorporated within another Country by reason of a change of border, or if a new NF is recognised by the EKF, a competitor may continue to represent the country to which he belongs or belonged. However, he may choose to represent his new country or his new NF in the European Championships.
- 20.1.7. In instances where the WKF has recognised more than 1 (one) National Federation for which members hold the same national passport (i.e. for a country and its protectorates with separate governing national sporting bodies), the competitor may only compete for the NF of residence, providing he has not competed for the other NF(s) in WKF or EKF official events.

In order to transfer to another NF of which the nationals hold the same passport, it will be enough with the agreement between the 2 (two) NF's involved to confirm any change to the EKF concerning the status of a competitor. In case of disagreement between the NF's, any change will have to be approved by the EKF-EC. In this case the competitor, through the NF concerned, will have to prove to the EKF satisfaction the residency in the territory governed by the other NF, or failing this, the relationship with the other NF that makes the change justifiable.

Once the competitor has represented all the NF's involved, the EKF EC approval will be necessary for any further change.

## **21.- ACCREDITATION CARDS**

- 21.1. The Accreditation Card of the competitors shall contain the following particulars:
- Photograph
  - Given Name and Surname
  - Weight category
  - Date of Birth
  - Sex
  - Nationality
- 21.2. The accreditation cards are provided by the OC.
- 21.3. The cards issued to competitors at registration are, prior to each bout, handed to the table officials. If a competitor is injured, an endorsement will be made on the card by the doctor and can therefore be seen and noted in subsequent bouts. Also, doctor's and referee's comments will be held digitally in the competitor's championships history.

- 21.4. Competitors, officials, or any member of a delegation who do not conduct themselves properly may be reported to the Disciplinary Commission which is empowered to take disciplinary action against offenders.
- 21.5. Competitors and officials are reminded that they must not smoke on the areas. They must also have a correct attitude in every moment.

## **22.- INVITATIONS - PROTOCOL**

- 22.1. For all events (meetings, Championships, receptions, etc.) the protocol will be:
- President of EKF
  - General Secretary
  - Honorary President
  - President of the host NF
  - 1<sup>st</sup> Vice-President
  - General - Treasurer
  - 2<sup>nd</sup> Vice-President
  - 3<sup>rd</sup> Vice-President
  - Other Vice-Presidents (in alphabetical order)
  - Assistant General Secretary
  - Assistant General Treasurer
  - Other Executive Committee members (according to age)
  - Honorary members
  - Chairmen of EKF Commissions (in alphabetical order)
  - Members of EKF Commissions (in alphabetical order)
  - EC members of the host National Federation
  - President and EC members of EKF Federations (in alphabetical order)
  - Referees
  - Competitors
  - Coaches and technical directors
  - Invited guests. However, VIPs will be placed with the President

The Honorary President will have a reserved seat next to the President for all official events.

## **23.- OPENING CEREMONY**

- 23.1. The Personality who has been invited to preside at the European Championships shall be received at the entrance of the stadium by the President of EKF and by the President of the host NF.

The two Presidents shall conduct the Personality and his retinue to his box in the stand of honour.

- 23.2. The parade of the participants shall then follow. Each delegation will consist of a maximum of 8 (eight) members per National Federation. In case a National Federation has a delegation with less than 8 (eight) athletes, all of them will have to parade. The delegation members will have to be dressed in their official

uniform or sportswear (but all the same) preceded by a board bearing its name and accompanied by its flag.

The host National Federation will however be permitted to parade with the entirety of its delegation, exceeding the maximum number of 8 (eight) athletes, if applicable.

Those National Federations not complying with the above (e.g. National Federations not attending at the call for the Opening Ceremony), will not be represented at the Opening Ceremony with any board with their name nor any flag and they will also be liable to the pertinent measures, as per the decision of the EKF EC.

- 23.3. No participant in the parade of Opening Ceremony is permitted to carry cameras, additional flags, banners, etc. Any participant committing a breach of the above regulations will be liable to sanctions. The OC shall ensure that these provisions are carried out.
- 23.4. The contingent shall parade in alphabetical order according to the language of the Country hosting the European Championships, except that the host National Federation that shall parade in last place.
- 23.5. The flag of the participating delegations as well as the name boards and their bearers, shall be furnished by the host NF and shall be of equal size.

Each contingent, after completion of its march around the stadium, shall line up in its designated column behind its name board and flag and facing the stand of honour.

- 23.6. The President of the host NF, accompanied by the President of EKF shall then proceed to the rostrum placed on the field in front of the stand of honour and will introduce the President of the EKF with the following words:

"I have the honour to introduce..., President of the EKF, to whom I extend the warmest welcome..."

The President of EKF shall then mount the rostrum, and deliver a brief speech of welcome, concluding with the words;

"I have the honour to invite... (the Personality) to proclaim open the European Championships"

The Personality shall then conclude his speech with the words:  
"I declare opened these European Karate Championships".

Immediately, the EKF flag shall be slowly raised on the flagpole erected in the stadium.

The Anthem of the host country shall then be played, and the participants shall leave the stadium by the route marked by the organisers.

The official ceremony according to the protocol described above now comes to an end. Only then may any artistic programme and the competitions take place.

The entire Opening Ceremony and any exhibitions should not last more than 1 (one) hour.

The Opening Ceremony parade will be regulated by the OC with a sketch to be followed in its entirety, providing the necessary material resources and staff.

## **24.- OFFICIAL MEDAL CEREMONY**

- 24.1. For all Championships organised by the EKF, the procedure for awarding medals and prizes will be supervised and controlled by a responsible appointed by the EKF OC Chairman assisted by the responsible of the host NF. The procedure will be as follows:

The podium must be fixed, and not to be brought on to the area each time.

The highest step of the podium must be in the centre for the winner.

The intermediate step, at the right of the winner, is for the runner-up and the lowest step, at the left of the winner, for the 3rd place(s).

- 24.2. A carpet will be laid as close as possible to the podium for the official prize givers.

Organisers must call the prize winners in advance, in order to assemble them correctly in 2nd, 1st and 3rd place order, behind the Master of Ceremonies for the prize giving.

The prize winners will then assemble in a line parallel to the podium.

- 24.3. The Master of Ceremonies will be placed in front of the prize-winners and will conduct them to the podium.

- 24.4. The competitors shall wear tracksuit or karate-gi.

- 24.5. As the name of each prize-winner is called, starting with the 3<sup>rd</sup> places, then the 2<sup>nd</sup> place and finally the 1<sup>st</sup>, they will climb the podium, whilst music is being played. As soon as all the prize-winners are on the podium, the officials in charge of the prize giving will move towards the podium.

- 24.6. The people bearing the prizes will face the podium, and stand parallel to it, at a distance of around 3 metres. Prizes will be given by the chosen personality accompanied by the EKF President or his nominee.

- 24.7. After the prizes have been given, the National Anthem of the Country of the winner will be played, and all will stand and face the National flags which will be slowly raised, with the flag of the winner's nation in the centre and elevated according to the standings.

- 24.8. Right before the ceremony, the stewards will remove all persons not directly connected with the said ceremony. Official photographers will be exempted; however, they must remain at a reasonable distance from the podium.

## **25.- CLOSING CEREMONY**

- 25.1. The President of EKF or his nominee, the President of the host National Federation and a small delegation, supervised by the EKF OC and assisted by the responsible of the National Federation will formally hand over the EKF flag to the President of the National Federation hosting the next same category Championships.



# ***APPENDIXES***

### **APPENDIX 1 – EXECUTIVE COMMITTEE**

Adequate tables and seating for 16 (sixteen) people in a quiet location of the hotel. The room need only be reserved according to the official program.

### **APPENDIX 2 – REFEREE COMMISSION**

Adequate tables and seating for 12 (twelve) people in a quiet location of the hotel. The room needs to be reserved according to the official program. One (1) A4 Laser Printer equipped with a USB interface and has available drivers for printer to be provided as well. The printing speed must be at least 10 pages per minute. One (1) spare (extra) toner & drum for the above laser printer.

### **APPENDIX 3 – TECHNICAL COMMISSION**

Adequate tables and seating for 12 (twelve) people in a quiet location of the hotel. The room need to be reserved according to the official program. This does not apply in Championships for Regions.

### **APPENDIX 4 – ORGANISING COMMISSION**

Adequate tables and seating for 10 (ten) people in a quiet location of the hotel. The room needs to be reserved all day long during the 4 (four) days before the start of the competitions.

The equipment required is as follows:  
TELEPHONE/A3 PHOTOCOPY MACHINE (with reduction facility)  
COMPUTER /PRINTER

### **APPENDIX 5 – MEDICAL / SPORTS COMMISSION**

Adequate tables and seating for 5 (five) people in a quiet location of the hotel. The room needs only be reserved according to the official program.

### **APPENDIX 6 – REGISTRATION AND ACCREDITATION**

The host NF must provide the Organising Commission with the following materials and equipment:

#### **A. Equipment for the Registration:**

- (2) Two A4 & A3 Photocopy machines (fast, professional type).
- One (1) PC with preinstalled windows (English edition).
- Two (2) A4 Laser Printers equipped with a USB interface and available drivers for printers. The printing speed must be at least 10 pages per minute.

- Two (2) spare (extra) toners & drum for the above laser printers.
- (2) Two USB printer cables.
- (10) Ten boxes (25.000 pages) of A4 size paper 80 gr.
- (3) Three multi-socket gadgets with positions for 5 plugs.
- (2) Two heavy duty staple guns with adequate staples.
- (2) Two pairs of large sharp scissors.
- (2) Two perforators.
- A selection of pens, pencils, permanent markers, correction fluid, paper clips and glue sticks.

All that equipment will have to be in the registration room during registration days and in the competition area (in the O.C. table) during championships.

**B. Equipment for the Accreditation:**

- 2.500 cords for the accreditation cards, one (1) metre long each.
- A selection of pens, pencils, permanent markers, correction fluid, paper clips and glue sticks.
- Three (3) heavy duty staple guns with adequate staples.
- Three (3) pairs of large sharp scissors.
- Two (2) perforators.

All this equipment will have to be in the registration room during registration days and in the competition area (in a special room for accreditation with power supply) during the Championships.

**C. INFORMATION ON THE ACCREDITATION PROCEDURE**

The accreditation cards will be printed electronically during registration in the hotel, and during the first and second day of competition in the Sport Hall in a specially prepared room to be exclusively used for the accreditation (a room separate from the competition area, with electricity and independent ADSL line).

The accreditation of the countries' delegations will take place during registration. The EKF Organising Commission will register by priority the delegations which have registered before the deadline in the EKF online system.

The accreditation of the host country organising commission, the officiating Referees of the championships and anybody else the host country has selected to work for the championships (and for whom they have not sent the accreditation forms to the WKF HQ) will take place at the registration room two (2) hours prior to the beginning of the official registration.

**ACCESS AREAS**

- Full access
- VIP areas
- Competition area
- Press Centre
- Team seats



- Warm-up area
- Judges & Referees

The areas must be separated and guarded by security personnel to control the access to each one of them.

### **APPENDIX 7 – CONGRESS**

The room should be in the headquarters hotel. If not, as close as possible, in which case transport must be provided by the host NF from the official hotels and return. It should be available according to the official program, and have enough seating for 120 people for the Congress (only in the Senior Championships) with a podium or stage with 16 (sixteen) seats for the EC.

### **APPENDIX 8 – WARM-UP FACILITIES**

A room with enough free floor space for competitors to practice inside the Stadium. There must be a communication system between this room and the main arena.

The warm-up area will be available only for the competitors competing in the current category and their accompanying coach for that category, according to the official competition programme. The doctor / physical therapist of that competitor will also be able to accompany them.

The other coaches will have to remain in the team seats in order to avoid interference with the rest of competitors and an overcrowded warm-up area.

### **APPENDIX 9 – WEIGHING**

A large room with a smaller annexed room, with separate entrance and exit must be provided. The larger will be used for disrobing and the smaller for the actual weighing.

Four (4) accurate scales will be required, with at least 2 (two) EKF officials and 6 (six) extra staff supplied by the host NF, to control entrance and exit of the competitors; 3 (three) tables and 12 (twelve) chairs should be supplied. Weighing of women will be performed separately from men.

### **APPENDIX 10 – PRESS & MEDIA**

#### **A) Senior Championships**

A Press room for a capacity of at least 50 journalists should be provided with the following:

- Enough plugs / multi-sockets
- High speed internet connection by cable (for at least 10 lines with 20Mb)
- 1 or 2 persons should be available in the room
- 1 copy machine

- Live signal in the room should be advisable
  - An area for press conferences with a few seats, tables for speakers and a backdrop with the official logo (to be approved by the WKF) will be desirable, but not compulsory, depending on the requirements and the custom of local media.
- The room should be located in a place with easy access to the press tribune.

A Press tribune with capacity for at least 25 journalists with the following:

- Enough plugs / multi-sockets
- Dedicated WIFI line with secure password
- Tables
- 1 person from the host NF should be present at all times

The area should be close to the competition area and must provide a good view. It should also have an easy access to the press room. It is important that this area is secure.

Photographers should wear a press jacket, which shall be provided by the host NF.

A Mixed zone will have to be prepared with an easy access for the competitors after their bouts. Barriers will have to separate the journalists from the competitors. The host NF will have to provide a backdrop with the official logo (to be approved by the EKF).

#### B) Cadet & Junior and U21 Championships

A Press tribune with capacity for at least 10 journalists with the following:

- Enough plugs / multi-sockets
- Dedicated WIFI line with secure password
- Tables
- 1 person from the host NF should be present at all times

The area should be close to the competition area and must provide a good view. It is important that this area is secure.

Photographers should wear a press jacket, which shall be provided by the host NF.

A Mixed zone will have to be prepared with an easy access for the competitors after their bouts. Barriers will have to separate the journalists from the competitors. The host NF will have to provide a backdrop with the official logo (to be approved by the EKF).

#### TV AREA

In case that the event is produced for broadcasting, the local organisers will have to provide an area available to the EKF TV broadcaster.

The hosts will also have to provide the EKF TV broadcaster with the necessary means for the correct broadcasting of the event (internet access, space for TV van, ...). These necessities will be communicated by the EKF TV broadcaster to the host well in advance.

### **APPENDIX 11 – MEDICAL & ANTI-DOPING**

The Medical Room shall be separate from the Doping Control Station and must have washing facilities and a clean water supply. The host NF must ensure that the Anti-Doping room (Doping Control Station) is fully equipped according to the WKF Anti-Doping Rules.

### **APPENDIX 12 – OFFICIALS & REFEREES**

An adequately sized restroom with capacity for at least 50 (fifty) people is required.

### **APPENDIX 13 – CHANGING ROOMS**

Security lockers should be available and security staff, provided by the host NF must patrol the changing rooms areas at all times.

### **APPENDIX 14 – VIP LOUNGE**

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

### **APPENDIX 15 – COMPETITION AREA EQUIPMENT**

Each match area must have the following minimum equipment:

- A large table & 6 chairs
- Power supply
- LCD / plasma screen of minimum 50" Adequate writing material
- 5 blue and 5 red flags for judges
- At least 1 spare pair of red and blue flags

### **APPENDIX 16 –EQUIPMENT AND PERSONNEL**

There should be 4 (four) tables and 8 (eight) chairs for the Organising Commission and Controllers. They must be away from the competition areas and preferably elevated, with no access for any non-official persons. Power supply for 5 (five) connections must be provided, together with the following items:

- 1 (one) A3 photocopy machine.
- 1 (one) computer / printer.
- Microphone and tannoy system.
- 4 (four) tables and 16 (sixteen) chairs for medical staff.
- 4 (four) ADSL with Username and password for the Internet access; one for the Organising Commission table in the sport hall.

For the Referee Commission there should be a table or tables and chairs to seat 12 (twelve) persons. There should be one ream of copy paper and at least two electrical power points.

For the Medical Commission there should be a table and 5 (five) chairs.

For the Technical Commission there should be a table and 6 (six) chairs.

These must be positioned near each other, elevated to ensure privacy, and allowing a clear view of the competition areas.

There must be a separate area for Referees with seats for 120 (one hundred and twenty) Referees. This area will be as close as possible to the competition areas.

### **APPENDIX 17 –ASSISTANTS & ATTENDANTS**

There must be at least 51 (fifty-one) persons, supplied by the host NF, for the following tasks:

- 1 bilingual coordinator for general liaison (at least in English and French).
- 4 people for each competition area.
- 2 people for the Organising Commission.
- 2 people for the Referee Commission.
- 10 people for access control.
- 3 people for the flag control.
- 2 people for the National Anthems.
- 4 people for the medal ceremonies.
- 2 interpreters (English and French).



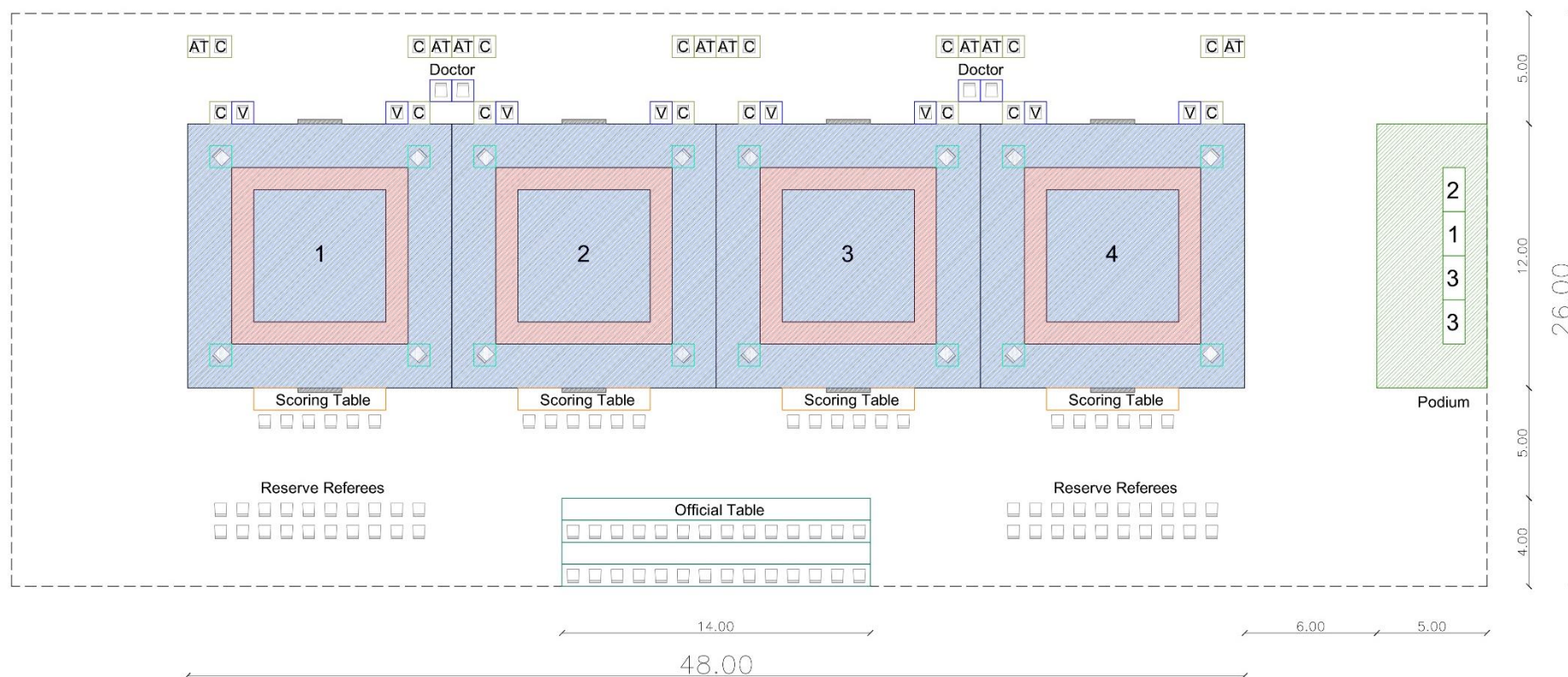
# ***ANNEXES***

## ANNEX I - CADET & JUNIOR CHAMPIONSHIPS

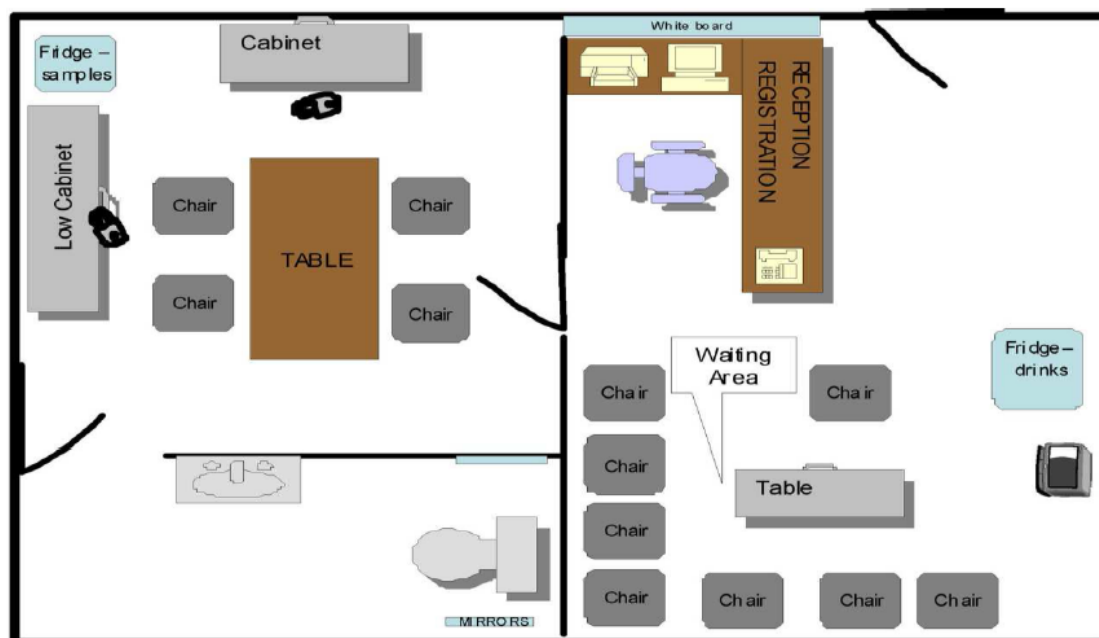




## ANNEX II - SENIOR CHAMPIONSHIPS



### ANNEX III – DOPING CONTROL STATION







## ANNEX IV – COMPETITION CATEGORIES

EUROPEAN CHAMPIONSHIPS (June 2017)						
EUROPEAN CADET, JUNIOR & UNDER 21 CHAMPIONSHIPS				EUROPEAN SENIOR CHAMPIONSHIPS		
GENERAL	CATEGORIES			GENERAL	CATEGORIES	
<ul style="list-style-type: none"><li>❖ The competition will last for 3 days.</li><li>❖ Each National Federation can register one (1) competitor per category.</li><li>❖ At the draw, the four finalists of the previous championships will be split as much as possible. (The competitors in the case of individual events and the National Federations in the case of the team events).</li><li>❖ The Championships will be displayed in five (5) or six (6) competition areas, depending on the stadium's features.</li><li>❖ For catering service of referees and officials, specific areas and timetables must be provided.</li><li>❖ Kumite bouts duration will be in all cases 2 minutes for Cadet and Junior and 3 minutes for under 21.</li><li>❖ Bunkai in Kata team (male &amp; female) to be performed in the final and bouts when the round is to determine the winner of a medal.</li></ul>	UNDER 21	CADET	JUNIOR	<ul style="list-style-type: none"><li>❖ The competition will last for 5 days.</li><li>❖ Team Kumite eliminations will be held after the individual eliminations.</li><li>❖ Each National Federation can register one (1) competitor per category.</li><li>❖ At the draw, the four finalists of the previous Championships will be seeded. (The competitors in the case of individual events and the National Federations in the case of team events).</li><li>❖ The Championships will be displayed in four (4) competition areas in line (3 days) and in one (1) elevated area for the medal bouts and the finals (2 days)</li><li>❖ For catering service of referees and officials, specific areas and timetables must be provided.</li><li>❖ Kumite bouts duration will be 3 minutes for male and 3 minutes for female categories,</li><li>❖ Bunkai in Kata team (male &amp; female) to be performed in the final and bouts when the round is to determine the winner of a medal.</li></ul>	<i>Individual Kata</i> (age +16)	
	<i>Individual Kata</i> (age 18, 19, 20)	<i>Individual Kata</i> (age14/15)	<i>Individual Kata</i> (age 16/17)		Male Female	
	Male Female	Male Female	Male Female		<i>Male individual Kumite</i> (age +18)	
	<i>Male Individual Kumite</i> (age 18, 19, 20)	<i>Male Individual Kumite</i> (age 14/15)	<i>Male Individual Kumite</i> (age 16/17)		-60 Kg. -67 Kg. -75 Kg. -84 Kg. +84 Kg.	
	-60 Kg. -67 Kg. -75 Kg. -84 Kg. +84 Kg.	-52 Kg. -57 Kg. -63 Kg. -70 Kg. +70 Kg.	-55 Kg. -61 Kg. -68 Kg. -76 Kg. +76 Kg.		<i>Female individual Kumite</i> (age +18)	
	<i>Female Individual Kumite</i> (age 18, 19, 20)	<i>Female Individual Kumite</i> (age 14/15)	<i>Female Individual Kumite</i> (age 16/17)		-50 Kg. -55 Kg. -61 Kg. -68 Kg. +68 Kg.	
	-50 Kg. -55 Kg. -61 Kg. -68 Kg. +68 Kg.	-47 Kg. -54 Kg. +54 Kg.	-48 Kg. -53 Kg. -59 Kg. +59 Kg.		<i>Team Kata</i> (age +16)	
	/	/	<i>Team Kata</i> (age 14/17)		Male Female	
	/	/	Male Female		<i>Team Kumite</i> (age +18)	
					Male Female	
Total	12	10	13	16		
NOTE: Allocation to age category is determined by the age of the athlete at the first day of the championship.						

## ANNEX V – PUBLICITY AREAS AND/OR ELEMENTS



*Eliminations Tatami Distribution*



*Finals and Third places bouts Tatami Distribution*

- The front panels of the official tables (central and competition area tables)
- Official table backdrop
- Official Scoreboards (Finals & Third places bouts)
- Outer tatami area
- Podium backdrop
- The left sleeve of all competitors karate-gi
- Back number karate-gi
- Billboards surrounding the competition area
- Official Scoreboards (Eliminations)
- Lateral areas of the tatami structure