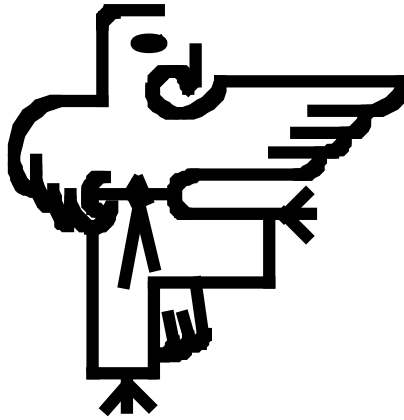


Administration Manual

For RSO & State Committees & Allied Members



The
USA Karate Federation

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Printed Sunday, July 14, 1996

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Classes of Membership in The USA Karate Federation

Group Membership

Regional Sport Organizations: Recognized regional sport organizations of The USA Karate Federation. There is no annual membership fee.

Club Members: Club members of the Regional Sport Organizations are club members of The USA Karate Federation. If there is no Regional Sport Organization for a given area, then club members may register directly with The USA Karate Federation. Clubs so registered must meet the requirements of club members as outlined in the by-laws of the Regional Sport Organizations. The annual membership fee is \$35 plus the RSO membership fee. Administered territories pay \$50 to the National.

Allied Members: Any organization which, in karate, conducts on a level of proficiency appropriate for the selection of amateur athletes to represent the United States in international competition, a national program or regular national competition, and ensures that such representation shall reflect the nature scope, quality and strength of the programs and competitions of such amateur sport organization in relation to all other such programs and competition in karate in the United States may apply for and receive Allied Membership in the Federation. An allied membership agreement must be accepted by the Federation. The allied membership agreement contains all arrangements governing a particular organization's membership.

Armed Forces Members: Armed Forces members are the U.S. Army, the U.S. Navy, the U.S. Air Force, and the U.S. Marine Corps. They may report directly as RSO's to the Federation. There is no annual membership fee.

Affiliated: United States sports organizations in foreign countries can be affiliated members. They shall receive all privileges and be subject to all rules and regulations of USA Karate as they apply to regional sport organization membership. There is no annual membership fee.

Business Members: Business members consist of companies and any organizations in the U.S. who have an interest in supporting the development and growth of amateur karate in the country. They shall be admitted to business membership for a period of one year by payment of the appropriate fee to USA Karate. The current membership fee is \$25.

Dantai Members: Dantai Membership consists of karate organizations that make application for membership in The USA Karate Federation that are either ineligible or not wanting Allied Membership. The membership fee is \$25.00 for this class of membership and is paid directly to the National Office. This is a non-voting membership class.

Individual Memberships

Athletic, Coach, and Officials Members: Are those individuals who register with regional sport organizations or through state committees of USA Karate. For athletes, they are those individuals who are deemed eligible for competition. Individual members are admitted for periods of up to one year by submitting an approved application form and paying the appropriate registration fee to the regional sport organizations. Approval of the RSO and issuance of a registration card verifies his acceptance. New applications are required annually. Athletes are required to maintain their eligibility outlined in the Constitution and By-Laws. Should an athlete fail to retain his eligibility, he shall at once surrender his registration card.

Athletes: The annual membership fee is \$18.00 plus the RSO fee. Administered territories pay \$22.

Coaches: The annual membership fee is \$18.00 plus the RSO fee. Certification fees are extra.

Officials: The annual membership fee is \$18.00 plus the RSO fee. Certification fees are extra.

Practicing Members: Practicing members are those amateur karate-ka who belong to a club or Dantai member. They are members of USA Karate by virtue of their membership in a club or Dantai member of USA Karate. They may not compete, officiate, or coach and are not considered athletic members, coaches, or officials, unless specifically registered as an athlete, coach, or official with USA Karate. They remain members as long as their club or organization remains a member.

Sustaining Members: Sustaining members are all other persons interested in the purpose and programs of USA Karate on either the regional or national level. There is a \$5.00 annual membership fee.

Associate Sustaining Members: Associate Sustaining Members are those individuals who are volunteers, parents, or otherwise interested in the purposes and program of USA Karate on either the local or national level. There is no annual membership fee.

Life Members: Life Members are admitted upon submission of the appropriate fee and application of the Life Membership Committee and the acceptance of the application. Membership shall be effective at the first annual meeting of USA Karate following acceptance by the Life Membership Committee.

Regular Life Members: Those who have contributed a minimum of \$200 into the life member fund.

Bronze Life Members: Those who have contributed a minimum of \$300 into the life member fund.

Silver Life Members: Those who have contributed a minimum of \$500 into the life member fund.

Gold Life Members: Those who have contributed a minimum of \$750 into the life member fund.

Perpetual Members: Perpetual Members are those individuals who contribute \$1,000 or more into the life member fund.

Costs of Membership

Individual Memberships

Individual Membership fee is \$18.00 to the National, plus RSO fee. \$22 for administered areas.

Club Memberships

Club Memberships is \$35 to the National plus RSO fee. \$50 for administered areas.

Sustaining Memberships

Cost is \$5.00

\$1.00 to the National, \$4.00 to the RSO

This is not a one event membership. This is purely a supporting membership classification

Life Memberships

Life members are approved at the annual meeting following the completion of paying the life membership fee and approval of the life membership committee. Life member costs are below and are based on cumulative payments into the life member trust fund.

\$200.00 Regular Life Membership

\$300.00 Bronze Life Membership

\$500.00 Silver Life Membership

\$750.00 Gold Life Membership

\$1000.00 Perpetual Membership

Referees and Officials Certification

Must have current membership

License Renewal Fee is \$25.00 per certification

Certification Fee - \$50.00 per certification

Course Fees as announced Course fees will depend on the length of the course, cost, and other factors.

Coaching Certification

Must have current membership

Certification Fee is \$25.00

Course Fees as required. Course fees will depend on the length of the course, cost, and other factors.

Instructors Certification

Program is being established.

Black Belt Rank Certification

To be determined. Contact the National Office.

Kyu Rank Certification

To be determined. Contact the National Office.

Method for Handling Athletic, Coach, Officials Memberships

In incorporated areas:

1. Local RSO provides Application and waivers
2. Application and waivers given to any person requesting membership
3. Membership application with membership fee and signed waiver given to RSO Registration Committee
4. Registration Committee approves or disapproves application
5. Application with proper fee and waiver then sent to National Office, 1300 Kenmore Blvd. Akron, Ohio 44314 after RSO deducts their portion of the membership fee.
6. National Office vouches that correct amount received and forwards application to data entry for issuance.
7. Computer company enters data and issue's card.
8. Card returned to National Office for mailing back to RSO of residence.

In unincorporated areas:

1. Individual applications and liability waivers are requested from National Office or state chairman
2. Application, waiver and all fees are sent to the National Office
3. National Registration Committee determines if eligible
4. Application with proper fee and waiver then sent to National Office, 1300 Kenmore Blvd. Akron, Ohio 44314 after RSO deducts their portion of the membership fee.
5. National office vouches that correct amount received and forwards application to data entry for issuance.
6. Computer company enters data and issue's card.
7. Card returned to National Office for mailing back to RSO of residence.
8. If there is an appointed governor for this area:
 - a. The USAKF President may permit him to take applications and make determination
 - b. All forms and money still goes to the USA Karate Federation
 - c. The Administrator may request upon proper documentation expenses
 - d. Such expenses may not exceed the RSO's relative portion

A RSO can accept applications at a competition from individuals who live in another RSO. All money and applications must be returned to the athletes home RSO within two weeks for processing to the National Office and for review of the membership.

All registration applications must be fully completed and signed. They must include all data and be readable. Otherwise it is difficult to enter the data and produce a membership card with no mistakes. Registrations received which are not fully complete or illegible will be returned and not processed.

Registrations received at the national office or by other RSO's are to be returned to the RSO of residency. RSO's are not supposed to register athletes from other RSOs and if you do you are to forward the registration within two weeks to the proper RSO..

All registrations forwarded to the federation must be sent to the National Office. Do not mail any registration material anywhere else. This also goes for sanction and club memberships. Registrations are first vouchered at the National Office and then forwarded on for data entry. Do not send anything to Pat Hickey or Jim Cottrell. Pat Hickey only has to resend them to the National Office before they can be processed and this causes a delay. Jim Cottrell is only to handle tournament registration - not memberships. See special procedures for life members.

Method for Handling Life Members

Life Membership Applications:

Forward all life memberships through the National Office as above except forward the Life Membership fee to Tom LaPuppet, Treasurer, 888 Eastern Parkway, Brooklyn, NY 11213. Enclose a copy of the check with the application when sent to the National Office.

Life members receive only one Life Member card. The first 250 Life Members do not have to pay the annual membership fee, but those Life Members who compete must still register each year with the federation. Just put the life member number where it asks the amount paid on the membership application and forward it to your RSO for processing in the normal manner. You will be issued a competitor card and number for that year as evidence of continued eligibility. Life Members over 250 still have to pay the annual membership fee if they compete. Life Members who desire a life member Video Pass must request one from the National Registration Committee. They are not automatically forwarded.



USA Karate Individual Membership Application
For Accuracy, Please Print Neatly!
RSO - Forward with Liability Waiver to the National Office



1994 Membership Number _____ RSO Code _____

Assigned 1995 Membership Number: _____

Adult Name _____ SS# _____ - _____ - _____

Sex _____ Date of Birth _____ m/ _____ d/ _____ y Age _____ Citizenship _____

Address _____

City _____ State _____ Zip _____

Phone(_____) _____ Club _____

Date Karate Training Began _____ m/ _____ d/ _____ y Rank _____

Style _____

Signature: _____ Registration Date _____ Amount Paid \$ _____

Amateur Athletic Adult Waiver and Release of Liability

In consideration of being allowed to participate in any way in The USA Karate Federation athletics/sports program, and related events and activities, the undersigned:

1. Agree that prior to participating, they will inspect the facilities and equipment to be used, and if they believe anything is unsafe, they will immediately advise their coach or supervisor or USA Karate personnel of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions or negligence but the actions, inactions or negligence of others, the rules of play, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
4. Release, waive, discharge and covenant not to sue The USA Karate Federation, its affiliated clubs, regional sports organizations, their respective administrators, directors, agents, coaches, and other employees of the organization, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and lessees of premises used to conduct the event, all of which are hereinafter referred to as "releasees" from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasee or otherwise,

The undersigned have read the above waiver and release, understand that they have given up substantial rights by signing it and sign it voluntarily.

Printed Name: _____ Contestants Signature _____ Date ___/___/___



USA Karate Individual Membership Application
For Accuracy, Please Print Neatly!
RSO - Forward with Liability Waiver to the National Office



1994 Membership Number _____ RSO Code _____

Assigned 1995 Membership Number: _____

Minor Name _____ SS# _____ - _____ - _____

Sex _____ Date of Birth _____ m/ _____ d/ _____ y Age _____ Citizenship _____

Address _____

City _____ State _____ Zip _____

Phone(_____) _____ Club _____

Date Karate Training Began _____ m/ _____ d/ _____ y Rank _____

Style _____

Signature: _____ Registration Date _____ Amount Paid \$ _____

Parent/Guardian: _____ Registration Date _____

If under legal age.

Amateur Athletic Minor Waiver and Release of Liability

In consideration of being allowed to participate in any way in The USA Karate Federation athletics/sports program, and related events and activities, the undersigned:

1. Agree that the parent(s) or legal guardian(s) will instruct the minor participant that prior to participating, he or she should inspect the facilities and equipment to be used, and if the participant believes anything is unsafe, he or she will immediately advise his or her coach or supervisor of such condition(s) and refuse to participate.
2. Acknowledge and fully understand that each participant will be engaging in activities that involve risk of serious injury, including permanent disability and death, and severe social and economic losses which might result not only from their own actions, inactions or negligence but the actions, inactions or negligence of others, the rules of play, or the condition of the premises or of any equipment used. Further, that there may be other risks not known to us or not reasonably foreseeable at this time.
3. Assume all the foregoing risks and accept personal responsibility for the damages following such injury, permanent disability or death.
4. Release, waive, discharge and covenant not to sue The USA Karate Federation, its officers, its affiliated clubs, regional sports organizations, their respective administrators, directors, agents, coaches, and other employees of the organization, other participants, sponsoring agencies, sponsors, advertisers, and, if applicable, owners and lessees of premises used to conduct the event, all of which are hereinafter referred to as "releasees" from any and all liability to each of the undersigned, his or her heirs and next of kin for any and all claims, demands, losses or damages on account of injury including death or damage to property, caused or alleged to be caused in whole or in part by the negligence of the releasee or otherwise.

The undersigned have read the above waiver and release, understand that they have given up substantial rights by signing it and sign it voluntarily.

Parent or Guardian Signature _____ (Signature/Relationship) Date ____/____/____

Parent or Guardian Signature _____ (Signature/Relationship) Date ____/____/____

Printed Name of Parent or Guardian: _____

Printed Name Of Participant: _____

**The USA Karate Federation
RSO Registration Codes**

1.	Alabama	AL
2.	Alaska	AK
3.	Arizona	AZ
4.	Arkansas	AR
5.	California (Hultin)	CN
6.	California (Miki)	CS
7.	California (Pledge)	CC
8.	Colorado	CO
9.	Connecticut	NE
10.	Delaware	DE
11.	District of Columbia	DC
12.	Florida	FL
13.	Florida North	FN
14.	Georgia	GA
15.	Great Lakes	GL
16.	Hawaii	HI
17.	Idaho	ID
18.	Illinois	IL
19.	Indiana	IN
20.	Iowa	IA
21.	Kansas	KS
22.	Kentucky	KY
23.	Louisiana	LA
24.	Maine	ME
25.	Maryland	MD
26.	Massachusetts	MA
27.	Michigan	MI
28.	Minnesota	MN
29.	Mississippi	MS
30.	Missouri	MO
31.	Montana	MT
32.	Nebraska	NE
33.	Nevada	NV
34.	New Hampshire	NE
35.	New Jersey	NJ
36.	New Mexico	NM
37.	New York (LaPuppet)	NY
38.	Niagara (Ochiai)	NI
39.	North Carolina	NC
40.	North Dakota	ND
41.	Ohio (Hickey)	OL
42.	Ohio (Madden)	OH
43.	Oklahoma	OK
44.	Oregon	OR
45.	Pennsylvania (Byrnes)	PE
46.	Pennsylvania (Viola)	PW
47.	Rhode Island	NE
48.	South Carolina	SC
49.	South Dakota	SD
50.	Tennessee	TN
51.	Texas	TX
52.	Utah	UT
53.	Vermont	NE
54.	Virginia	VA
55.	Washington	WA
56.	West Virginia	WV
57.	Wisconsin	WI
58.	Wyoming	WY

Method for Handling Club Memberships

Incorporated areas

1. Local RSO provides Application
2. Membership application with national club fee and RSO club fee given to RSO
3. RSO approves or disproves application
4. Application with proper fee and waiver then sent to National Office, 1300 Kenmore Blvd. Akron, Ohio 44314 after RSO deducts their portion of the membership fee.
6. National office vouches that correct amount received and forwards application to data entry for issuance.
7. Computer company enters data and issue's club certificate.
8. Certificate returned to National Office for mailing back to RSO of residence.

If Unincorporated area

1. Club application is requested from National Office
2. Application and all fees are sent to the National Office
4. Application with proper fee and waiver then sent to National Office, 1300 Kenmore Blvd. Akron, Ohio 44314.
5. National office vouches that correct amount received and forwards application to data entry for issuance.
6. Computer company enters data and issue's club certificate.
7. Certificate returned to National Office for mailing back to club member.
8. If there is an appointed governor for this area:
 - a. The President may permit him to take applications
 - b. All money still goes to the National Federation
 - c. Governor may request upon proper documentation expenses
 - d. Such expenses may not exceed the RSO's relative portion

The USA Karate Federation

Club Membership Application

Club Membership : _____

Application for membership in _____, a regional sport organization of The USA Karate Federation, is hereby made.

Club Name: _____

Club Officer: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (_____) _____ - _____ Style: _____

Number of Black Belts: _____ Number USAKF Members _____

Total Number of Members: _____

*Please attach a copy of the club or organization's constitution and by-laws.
List names of all Black Belts on reverse side.*

If accepted as a club member, we agree to abide by the Constitution, Rules and Regulations, and By-Laws of The USA Karate Federation and the regional sport organization, and to respect and abide by all policies of The USA Karate Federation and the regional sport organization.

Signed: _____ Title _____ Date _____

Club Contact

If our organization is accepted as a member, our official club representative is:

Name: _____ Phone: (_____) _____ - _____

Address: _____

City: _____ State: _____ Zip: _____

For Regional Sport Organization Use:

Approved _____ Not Approved _____ Date accepted _____

Expiration of Membership: September 1, 19 _____ Fee Paid \$ _____

Amount remitted USAKF with application \$ _____

RSO Signature: _____

The USA Karate Federation

Business Membership Application

Yes, I want to support The USA Karate Federation. Enclosed is my \$____.____ donation to The USA Karate Federation.

Business or Organization _____

Contact _____

Address: _____

City: _____ State: _____ Zip: _____

Phone (_____) _____ - _____

If accepted as a Business Member, we agree that the USA Karate Federation is the National Governing Body for Karate in the United States.

We further agree to support and abide by the Constitution, Rules and Regulations, and By-Laws of The USA Karate Federation, and to respect and abide by all policies of The USA Karate Federation.

Signed: _____ Title _____ Date _____

For Regional Sport Organization Use:

Approved _____ Not Approved _____ Date accepted _____

Expiration of Membership: September 1, 19 _____ Fee Paid \$ _____

Amount remitted USAKF with application \$ _____

RSO Signature: _____

The USA Karate Federation 1300 Kenmore Avenue Akron, Ohio 44314

Guidelines for Issuing Sanctions

In order to guarantee that sanctions and certificates of insurance can be received on time, the sanction application and application for a certificate of insurance, if required, should be forwarded to the National Office at least 30 days in advance addressed to the National Registration Chairman, National Karate Office, 1300 Kenmore Avenue, Akron, Ohio, 44314.

General Information

1. All sanctions are approved and issued from the National Office. The RSO may only request approval of the sanction.
2. No USAKF event may be sanctioned by another organization for any purpose whatsoever. In the National and International Sports world, sanction means control. The USAKF had to declare its independence from control by any other organization in order to be a member of the USOC. Therefore we cannot have any other organization sanction our events except the respective International Governing Bodies of which we are members. This applies to National, League, Regional, RSO, JO, local qualifiers and events, State Championships and Team Trials, etc. That is, any USA Karate event. It does not mean that we cannot sanction tournaments sanctioned by other organizations, they have to meet our requirements, but we cannot have our events sanctioned by other entities.
3. The USAKF rules require that all competitors be registered athletic members before participating in a sanctioned event. Violations of this rule make the event holder liable for any injury or damages and the insurance will not offer defense or provide coverage.
4. It is extremely important that you have a signed liability waiver on each registered athlete, each official, each volunteer helper, photographer, newspaper reporter or anyone else that you permit on the floor at an event. Failure to obtain and keep such waivers can cause the holder of an event to be liable for paying part of any liability claim resulting from someone who participated in any way and who did not sign a waiver. Only the exact required waivers provided by the insurance company are acceptable according to our agreement with the insurance company.
5. To clarify the \$5 membership, this membership is a one time only event membership available only to multi-sport games such as the State Games. It is not available for any other type of event. Further, the \$5 will not be considered at a later date as an offset to a athletic membership. It is merely a technique to recoup our costs and meet insurance requirements where we sanction karate at a multi-sport games.
6. We strongly discourage a qualifier being held in conjunction with another event. It becomes impossible, unless it is clearly scheduled (the day before or after the other event), to determine what is what. It is not the intent of our rules to permit our qualifiers in conjunction with other events, but that they be separate events in and of themselves.

Incorporated Regional Sport Organization

1. Have the applicant for the sanction complete the appropriate sanction application. Make sure the correct and most current sanction application is used and that the either a Class A (insured) or a Class B (uninsured) sanction is indicated. Sanction applications with no *Class* indicated will be processed as Class B sanctions.
2. Collect the appropriate sanction fee and the deposit, if any, and indicate approval or disapproval. Forward the sanction application to the National Office with the national portion of the sanction fee. Final approval for the sanction must be given at the National Office.
3. At the same the time the sanction is sent, forward any request for a certificate of insurance. Use the form provided by the insurance company. (Note, any express or overnight or overnight charges to forward certificates of insurance will be paid by the RSO or the applicant.) This is for Class A sanctions only.
4. The National Office will check to see that all other sanctions have been closed off for this applicant. That is, that national entry fees from past sanctions have been paid! Note, if the sanction is on behalf of the RSO, then the RSO must have paid all past national entry fees and be current on all money due the federation.
5. If all national entry fees are paid, the National Office will then issue the formal sanction by stamping approval on the sanction application and returning it to the RSO. The RSO will then forward the sanction approval to the applicant.
6. A copy of sanction will be forwarded to treasurer to collect the per competitor national entry fee after the event is held.
7. A copy of the sanctions is also forwarded to the National Registration Chairman.

Unincorporated Regional Sport Organizations and Committees

1. Have the applicant for the sanction complete the appropriate sanction application. Make sure the correct and most current sanction application is used and that the either a Class A (insured) or a Class B (uninsured) sanction is indicated. Sanction applications with no *Class* indicated will be processed as Class B sanctions.
2. Collect the appropriate sanction fee and the deposit, if any, and forward the sanction application to the National Office with the entire sanction fee and any comments you may wish to make. (Some unincorporated areas may be permitted to deduct the RSO portion of the sanction fee if authorized to do so by the National Office.) Approval for the sanction must be given at the National Office.
3. At the same the time the sanction is sent, forward any request for a certificate of insurance. Use the form provided by the insurance company. (Note, any express or overnight charges to forward certificates of insurance will be paid by the local representative or the applicant.) This is for Class A sanctions only.
4. The National Office will check to see that all other sanctions have been closed off for this applicant. That is, that all required reporting has been met and that the national entry fees from prior sanctions have been paid.
5. If all national entry fees are paid, the National Office will then issue the formal sanction by stamping approval on the sanction application and returning it to the local USAKF representative. The local representative will then forward the sanction approval to the applicant.
6. A copy of sanction will be forwarded to treasurer to collect any required sanction fees.
7. A copy of the sanctions is also forwarded to the National Registration Chairman.
8. If there is no local representative, a request for sanction can be obtained from the National Office. Complete and return the application directly to the National Office with the sanction fee.

Cost of Sanction

Sanction Fees

Sanction fee must be a minimum of \$100 per event for all but international sanctions
\$75.00 to the National, \$25.00 to the Local
An RSO may charge a higher fee if it desires.
For international sanctions, check with the National Office.

National Entry Fees

A \$1.00 (\$2.00 if Financial Statement filed late.) National Entry Fee is paid to the National for each entry at a sanctioned event except for international sanctions. This may differ with an Allied Member. Check with the National Office.
An RSO may charge its own entry fee.

Requirements After Sanction

National Competitor Entry Fee:

This fee must be forwarded to the National Office Immediately following the event
National Entry Fee is \$1.00 per competitor.

Financial Statement

Must be submitted within 30 days

Affidavits on any financial assistance or payment in kind or other valuable assistance

Required to be filed in 30 days.

Allied Members

Allied members follow the procedures for incorporated RSO's and requirements for International Sanctions as needed.

The USA Karate™ Federation

Application for Sanction

Applicant: _____ Phone: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Name of the Event: _____

Estimated Number of Athletes _____ Estimated Number of Coaches and officials _____

Estimated Number of other participants _____ (volunteer helpers and so forth)

The applicant hereby applies to The USA Karate Federation (USAKF) for permission to hold a Class A insured ____ or Class B ____ uninsured (check one) sanctioned event at:

Name of Facility: _____

Address: _____

City: _____ State: _____ Zip: _____

on _____, 19__ to _____ 19__ and by signature set forth below, agrees to abide by the requirements, terms, and conditions of the sanction.

In consideration of the sanction being given and of the sanction fee paid it is agreed as set forth below:

1. It is understood and agreed that USAKF, and its regional sport organization, shall be held harmless from any and all damages arising out of, or during the conduct of said event including any and all financial liabilities. The applicant named above agrees to pay on behalf of the federation any deductible of any liability insurance covering the event. The existence of such insurance shall not relieve the applicant receiving the sanction of the hold harmless feature of this sanction agreement.

2. For Class A sanctions an athlete's entry will not be accepted nor will the athlete be allowed to compete unless the athlete is a properly registered competing member of USAKF. All announcements, entry forms, fliers, etc., will state this fact. Measures must be taken to protect the eligibility of athletes who participate in this event. For Class B sanctions, all who participate in this event shall be recognized as participating members of USAKF. For Class A and B sanctions, anyone who participates in any other way other than those just mentioned will be provided sustaining membership in the USAKF.

3. For Class A sanctions the official membership number of each competitor will accompany the entry blank.

4. This sanction and its benefits may not be transferred to another.

5. Failure to comply with the conditions of this sanction will cause immediate withdrawal of said sanction.

6. The applicant applying for the sanction agrees to become familiar with, and to comply with, the appropriate rules and regulations of USAKF, and to conduct the event with qualified officials. The applicant must conduct the event abiding by and enforcing all rules and regulations of USAKF and the regional sport organization and further agrees to follow the technical rules of USAKF.

7. Provisions will be made for proper medical supervision during the activity. Safety precautions will be taken to protect the personal welfare of the competitors and spectators.

8. Neither the USAKF nor the regional sport organization shall be liable for any financial aspects of the event. The applicant requesting the sanction shall be liable for all expenses pertaining to the sanctioned event.

9. For a class A sanction, the applicant agrees to file a financial statement and the \$1.00 National Entry Fee (\$2.00 if late) with the Federation within 30 days of the event. Failure to do so is understood to be grounds for denial of further sanctions.

I accept for my club and myself all the terms of this sanction.

Signed: _____ Title: _____ Date: _____

The required sanction fee of \$100 for a class A or a class B sanction must accompany this application.

For Regional Sport Organization: _____

Approval Requested: _____ Yes _____ No:

Date: _____ RSO Signature: _____

Sanction Fee forwarded to USAKF \$ _____.

If disapproval of sanction is requested, please attach the reason for this request.

International Sanctions

1. Requests for international sanctions must be handled separately from other sanctions. All requests for international sanctions must go through the National Office. No RSO has the authority to approve an international sanction. International sanctions are required whenever competition is held between citizens representing different countries.
2. Sanction is required for all international competitions and only The USA Karate Federation may sanction an international event.
3. The Sanction required for International purposes shall be granted any domestic organization conducting an international meet if the meet satisfies all proper requirements and protects the eligibility of the participants for future contest in international competition. The organization conducting the meet is considered to have the necessary ability to responsibly carry out the responsibilities required.
4. All requirements pertaining to the reporting of all financial obligations and moneys and the necessary affidavits required to maintain eligibility of Karate-ka shall also apply to any sanctioned international events.
5. The local RSO or committee chairman can assist the applicant by providing the correct and most current international sanction application and in helping the applicant organize all data required to evaluate an international sanction. See the sanction application for the required information that must accompany the request for a sanction.
6. The application with a \$100 minimum and deposit sanction fee is then sent in to the National Office for evaluation. The RSO or committee chairperson may attach any comments felt appropriate to assist the National Office in evaluating the sanction request.
7. At the same the time the sanction is sent, forward any request for a certificate of insurance. Use the form provided by the insurance company. (Note, any express or overnight charges to forward a certificate of insurance will be paid by the RSO or by the applicant.) This applies to Class A sanctions only.
8. The National Office will check to see that all other sanctions have been closed off for this applicant and that all other financial responsibilities have been met. That is, that required reporting from past sanctions has been done and no money is due the federation. Note if the sanction is on behalf of an RSO, then the RSO must be current on all moneys owed.
9. If all all financial responsibilities are paid and all information is complete, the USAKF will evaluate the sanction request. The National Office will then issue the formal approval or denial by stamping the sanction application and returning it to the requesting body with a copy to the appropriate party.
10. A copy of sanction will be forwarded to treasurer to collect the remaining sanction fee after the event is held. He will follow up to see that all appropriate financial reporting is made if the event is approved.
11. A copy of the sanction is also forwarded to the National Registration Chairman so that he can determine if international permits need to be issued to participating US athletes.
12. A copy of the application will be sent to any RSO or state chairman where the event is located if applicable.
13. Except where such international event is arranged for and conducted by The USA Karate Federation and where all net proceeds go to The USA Karate Federation, every organization to which a sanction is granted to conduct an international event (contests between two or more nations) for which an admission is charged and received, shall be required to pay as a sanction fee 5% (five percent) of the gross proceeds to The USA Karate Federation.

The USA Karate™ Federation

Application for International Sanction

Applicant: _____ Phone: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

The applicant hereby applies to The USA Karate Federation (USAKF) for permission to hold an international sanctioned Class A ____ or Class B ____ event at:

Name of Facility: _____

Address: _____

City: _____ State: _____ Zip: _____

On _____, 19__ to _____ 19__ and by signature set forth below, agrees to abide by the requirements terms, and conditions of the sanction.

In consideration of the sanction being given and of the sanction fee paid it is agreed as set forth below:

1. In granting this sanction, it is understood and agreed that The USA Karate Federation (USAKF) shall be free from any liabilities or claims for damages arising by reason of injuries to anyone during the conduct of the event hereby sanctioned. It is further understood and agreed that USAKF, and any regional sport organization, shall be held harmless from any and all damages arising out of, or during the conduct of, said event including any and all financial liabilities. The applicant named above agrees to pay on behalf of the USAKF the deductible of any insurance covering the event. The existence of such insurance whether for the benefit of the USAKF or the applicant shall not relieve the applicant of the terms of the hold harmless feature in favor of the USAKF pertaining to this event.
2. Neither the USA Karate Federation nor any regional sport organization shall be responsible for any financial aspects of the event. The applicant requesting the sanction shall be liable for all expenses pertaining to the sanctioned event.
3. No US athlete's entry will be accepted nor will any US athlete be allowed to compete unless the athlete is a properly registered member of The USA Karate Federation and has applied for and received an international permit from The USA Karate Federation. Measures must be taken by the applicant to protect the eligibility of US athletes who participate in this event and to protect their eligibility to compete in further athlete competition.
4. No foreign country can be invited unless said country is a member in good standing in the World Union of Karate-do Organizations. All invitations to foreign countries must be issued through The USA Karate Federation.
5. The applicant applying for the sanction agrees to become familiar with, and to comply with, the appropriate rules and regulations of USAKF and the World Union of Karate-do Organizations (WUKO), and to conduct the event with qualified international officials. The applicant must conduct the event abiding by and enforcing all rules and regulations of the USAKF and the WUKO and the regional sport organization and further agrees to follow the technical rules of the USAKF and the WUKO.
6. Provisions will be made for proper medical supervision during the event. Safety precautions will be taken to protect the personal welfare of the competitors and spectators.
7. The applicant attests that he has submitted with this request for sanction audited or notarized financial reports of similar events, if any, conducted by the applicant.
8. The applicant agrees to file a financial statement and to forward 5% of the gross proceeds to the USAKF within 30 days of the event. Failure to do so is understood to be grounds for denial of further sanctions. Further the applicant shall within thirty (10) days after holding of the sanctioned event, file with the USAKF an itemized statement listing the following items:
 - a. The name of each competitor and/or his representative to whom any payment of money or things of value was made.
 - b. The name and country affiliation of each competitor to whom any payment was made.
 - c. The amount of money paid for each competitor's transportation, meals and lodging.
 - d. The number of days the competitor's was paid for meals and lodging.
 - e. The signature of each competitor or his representative attesting to the amount of payment indicated as being correct.
9. The USA Karate Federation may require from any other officer or person acting for the applicant a similar affidavit, and this affidavit shall be filed within ten (10) days after written request.
10. The USAKF may at any time require the applicant to furnish within fifteen (15) days after written request, all receipts and vouchers relating to any item or items pertaining to the sanctioned event.
11. In the event of failure or refusal to file with the USAKF any statement or affidavit required, no sanction to hold an athletic event of any kind shall thereafter be issued to the applicant until such time as such statement or affidavit is filed.
12. Entry blanks, all advertising and any programs must bear conspicuously the statement: "Held under the sanction of The USA Karate Federation."
13. The applicant shall send to the USAKF, before the date of the event, a copy of the entry blank, and must state the value of the prizes to be given for each event.
14. The word "Olympic", or any derivative thereof may not be used in any advertisement or notice in any manner in connection with said event.
15. This sanction and the benefits conferred therein may not be transferred to another.
16. Failure to comply will the conditions of this sanction will cause immediate withdrawal of said sanction.

I accept for my club and myself all the terms of this international sanction.

Signed: _____ Title: _____ Date: _____

A minimum and deposit sanction fee of \$100 must accompany this Application.

For Regional Sport Organization Use:

Regional Sport Organization: _____

Approval Requested: _____ Yes, _____ No (if no, attach reasoning)

Date: _____ Representative Signature: _____

Minimum and Deposit Sanction Fee forwarded to USAKF \$100.00.

For National Use:

Approved: _____ Yes _____ No

**The USA Karate Federation
Certificate of Insurance Request**

RSO _____

Name of Event _____

Applicant: _____ Phone: _____

Attention: _____

Address: _____

City: _____ State: _____ Zip: _____

Please forward certificate of insurance to:

Facility: _____ Phone: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Is additional insured required? Yes ___ No ___ .

Reason additional insured is required: _____

Facility: _____ Phone: _____

Contact Person: _____

Address: _____

City: _____ State: _____ Zip: _____

Is additional insured required? Yes ___ No ___ .

Reason additional insured is required: _____

Forward to
Carol Hofer
USA Karate Federation
1300 Kenmore Blvd
Akron, Ohio 44314

Allow 30 days for processing.

Guidelines for Sanctioning and Holding USA Karate Tournaments¹

1. If your club should decide to hold a USA Karate Tournament, you should contact your regional sport organization or state chairperson for a sanction application.²
2. After you have completed the sanction application, you must get the approval and signature of the regional sport organization or state chairperson on the sanction application.
3. The RSO then requests approval or disapproval of the sanction and forwards the sanction request to the National Office for issuance. At this writing, the sanction fee is \$100.00 and this fee is required to be paid in advance. Sanction fees may vary from RSO to RSO, but the minimum requirement is \$100.
4. If your tournament is a closed competition or limited to a few selected clubs, then these clubs should be notified. If this is an open tournament, then you should contact the regional sport organization or state chairperson for a list of registered karate clubs in your area. Other regional sport organizations or state chairpersons can assist you in learning of other clubs in other areas that might be interested in competing at your tournament.
5. Since the USA Karate does allow unattached athletic members to compete—that is, athletes who are not members of a member club, you should also determine what other karate groups or unattached athletes may be interested in competition and invite them to your competition. Your regional sport organization or state chairperson can probably give you a list of registered unattached athletes to contact.
6. The next step is to develop the tournament flyer and entry form. The entry form must be approved by the regional sport organization or state chairman. On both the tournament flyer and entry form, the following information must appear:
 - a. Proposed modifications to the USA/WUKO Rules. These must have the approval of the regional sport organization or state chairperson. They can be in the manner of different divisions, the allowance of pads for adult competition, modification to uniform requirements, etc. Modifications not appearing on the entry form and tournament flyer should not be allowed. Rule changes for qualifying tournaments to the National Championships are strongly discouraged;
 - b. Advise that each athlete competing must be a registered eligible athletic member of USA Karate;
 - c. Advise that junior athletes should be prepared to present proof of age should a question of age arise;
 - d. Notification that a national entry fee is being included for each competitor as part of the entry fee.
7. After you have prepared your entry form and tournament flyer and before printing it, you should meet once more and review with the regional sport organization or state chairperson your forms and any proposed rule changes for this tournament. It is also a good idea to review the USA/WUKO Rules and the methods and procedure for holding matches under these rules with the regional sport organization or state chairperson to insure nothing is overlooked in your preparation.
8. The next thing you should do is to contact the local referee certification representative for your area and enlist his help in insuring that enough qualified referees are available to hold the competition. You may desire to arrange a special clinic for your club and others on the rules which will be used at your tournament. This will help insure that a number of qualified referees, judges, timekeepers, charters, and scorekeepers are available to meet your needs. This is also of good educational value to the athletes who must compete under these rules.
9. Finally, your local regional sport organization or state chairperson should help you get enough athletic membership applications for the planned turnout at your competition. Make sure you understand exactly what the appropriate membership fee is, it can vary by area, and that each participant is a registered member of the federation. If your tournament involves other RSOs, you should contact them to get their membership forms as it will advise their fee requirements, if different, and facilitate the registration of their athletes.
10. You are now on your way to holding a USA Karate sanctioned karate competition. Having developed an understanding of what is required, all that is left is to put your knowledge into the effort required to insure your tournament's success.
11. After the tournament, you have 30 days to file the required financial statements, copy of the sanction, and the National Entry Fee to The USA Karate Federation. A copy of the financial statement is also given to your regional sport organization or state chairperson. Any net profit/loss from the tournament must accrue to the club treasury for which the sanction is issued. If your club rules allow, you may be paid a fee for your work done on their behalf. The size of this fee is contracted between you and your club.

¹The USA Karate Federation is a not-for-profit corporation and as such can only sanction tournaments of not-for-profit karate organizations and clubs. The USA Karate Federation is not interested and does not sanction tournaments which are promoted for purely the commercial aspects of the club or other organization.

²RSO or State Championships are usually contracted on a bid basis and are limited to clubs and athletes within the RSO boundaries. The regional sport organization or its designate is responsible for the running of this tournament. This is usually the qualifying tournament for competitors to the National USA Karate League Championships. Most RSO's bid out this event..

12. Mail sanction, financial statement, and National Entry Fee to Tom LaPuppet, National USA Karate Treasurer at 888 Eastern Parkway, Brooklyn, New York 11213. Again, this must be done within thirty (30) days or the National Entry Fee is raised to \$2.00 instead of \$1.00.



USA Karate™ Event Financial Statement



Must be filed for each sanctioned activity.

Income

Income From Entries

_____ Junior Boys at	\$ _____	=	\$ _____
_____ Junior Girls at	\$ _____	=	\$ _____
_____ Adult Men at	\$ _____	=	\$ _____
_____ Adult Women at	\$ _____	=	\$ _____
_____ Senior Men at	\$ _____	=	\$ _____
_____ Senior Women at	\$ _____	=	\$ _____
Total Entries	\$ _____		

Admissions & Concessions

_____ Adults at	\$ _____	=	\$ _____	Adults
_____ Children at	\$ _____	=	\$ _____	Children
Total Admissions	\$ _____			
Food	\$ _____			
Equipment	\$ _____			
Other	\$ _____			
Total Admissions & Concessions	\$ _____			

Total Income \$ _____

Expenses

<i>Rents</i>	\$ _____	<i>Competitor Travel</i>	\$ _____
<i>Medals & Awards</i>	\$ _____	<i>Publicity</i>	\$ _____
<i>Sanction Fees</i>	\$ _____	<i>Entertainment</i>	\$ _____
<i>National Entry Fees</i>	\$ _____	<i>Promoter</i>	\$ _____
<i>RSO Entry Fees</i>	\$ _____	<i>Mail</i>	\$ _____
<i>Medical</i>	\$ _____	<i>Help</i>	\$ _____
<i>Officials</i>	\$ _____	<i>Other Expenses (list)</i>	\$ _____

Total Expenses \$ _____
Total Profit (Income-Expenses) \$ _____

Profit Distribution

	<i>List Names</i>	<i>List Amounts</i>
<i>Club</i>	_____	\$ _____
<i>RSO</i>	_____	\$ _____
<i>Other (List)</i>	_____	\$ _____

Signature _____ **Date** _____

Forward to Treasurer, The USA Karate Federation • 1300 Kenmore Blvd. • Akron, Ohio 44314
Report due in ten (10) days. Enclose the \$1.00 per competitor National Entry Fee (\$2.00 if filed late).



USA Karate™ Dantai Membership Application

Organization			Contact		
Name			Name		
Address			Address		
City	State	Zip	City	State	Zip
Phone			Phone		

Organizational Information

Type	
Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/> Corporation <input type="checkbox"/>
Not-for-Profit Corporation <input type="checkbox"/>	Unincorporated Not-For-Profit Corporation <input type="checkbox"/>
<input type="checkbox"/> If Incorporation, what state are you incorporated in? _____	
Arts or Styles Serviced	
Single Style or Art <input type="checkbox"/>	Any or All <input type="checkbox"/> Specific Only <input type="checkbox"/>
Please List Art(s) and/or Style(s): _____	

Organizational Membership Data

President or Other Chief Officer: _____

List all other officers and titles.

Name/Title	Name/Title
_____	_____
_____	_____
_____	_____
_____	_____

Total Number of Black Belts: # _____
 Total Number of Other Karate-ka: # _____
 Total Number of Non-Karate members: # _____
 Total Number of Members (Total of the above): # _____

I hereby make application for the above organization as an Dantai membership in The USA Karate Federation. I affirm that I am the official representative of the above organization and that the above organization recognizes without qualification that The USA Karate Federation is the sole National Governing Body for Karate in the United States.

President or Chief Officer

Secretary

Date: _____

Return to: The USA Karate Federation • 1300 Kenmore Blvd. • Akron, Ohio 44314

Qualifying Competitors to USA Karate League & National Championships

Duty: Each regional Sport organization and state committee shall have the right and duty to qualify a team of athletes from within their boundaries as their representatives to the USA Karate League Championships. Qualifying tournaments for, or events leading to, the league and national championships must be held at least 30 days prior to the event being qualified for.

Method: Qualifications to the National League Championships must be determined by actual competition. Qualifications may only be determined by:

1. Holding an RSO district championships; or,
2. A special qualification tournament held for the purpose of determining qualifiers to the National League Championships; or,
3. A point system based on the results of a series of actual competitions; or,
4. A regional tournament as outlined below.
5. RSO's who apply for may receive permission for one or more qualifier in their territory.

Advertisement: Regardless of the method used in, each such qualifying event must publish, in a prominent place on the tournament advertisement and entry blank, that this is a qualifying tournament for the USA Karate League Championships.

Sanction: For each such tournament to be valid, the appropriate sanction for the event must be secured, and all competitors must be properly registered as athletes by The USA Karate Federation.

Qualifiers: Each regional sport organization or state committee shall be able to qualify the appropriate number of athletes for each division at the USA Karate League Championships as determined each year. They shall be able to qualify a team for team competition if applicable. In regional Sport organizations where competition as described, is not practical, two or more regional Sport organizations may combine to hold of a Regional Qualification in order to qualify competitors for the USA Karate League Championships. A group of organizations participating in a "regional" shall be considered one RSO or state committee for the purpose of this rule. Large RSO's can petition and where need is recognized, additional qualifiers may be approved by the national office for that RSO.

Limit to Substitutions: Properly qualified athletes shall be the organization's athletic representatives at the USA Karate League Championships. A new group will be chosen each year. Once the results of the qualifications are received by The USA Karate Federation or its designated representative, no substitution of athletes from among these qualifiers may be made. Prior to submission to The USA Karate Federation of the qualifying results, a properly qualified athlete may be permitted to disqualify himself as an organization representative to the USA Karate League Championships and the next properly qualified and ordered athlete shall be allowed to take his place.

Time Deadline: The list of qualifiers must be received within the time guidelines adopted for the current year's USA Karate League Championships.

Seeding: Seeding of any athlete refers only to his/her being properly qualified and allowed to compete in the appropriate Championships. In the event of seeding, any such athlete shall only compete as a member of his/her regional sport organization or state chairman. The USA Karate Federation, at its option, may approve the seeding of the latest U.S. Team into the USA Karate League Championships without those individuals qualifying as outlined above. This must be agreed upon at each year's annual meeting. The USA Karate Federation may, at its option, approve the seeding of the first place winners at either the National League Championships or the National Championships without their qualifying as indicated above. This must be agreed upon at each year's annual meeting.

Financial: All financial statements, copies of sanction, and the \$1 or \$2 (whichever is appropriate) per competitor National Entry Fee must be received by the National Office prior to the opening ceremonies of the USA Karate League Championships. Failure to do so may disqualify any athletes from that qualifying competition to participate in or to receive any awards at the USA Karate League Championships.

Qualifications of Competitors to the National Championships: The qualifiers for entry into the USA Karate Championships shall only be chosen through the USA Karate League Championships. Those numbers qualifying from each league shall be set by a predetermined formula based on the placing at the USA Karate League Championships. Such formula to be decided upon each year at the annual meeting of The USA Karate Federation based on entries into the respective league championships.

The Executive Board of the National Committee shall be empowered to enforce any of the above rules and regulations and to interpret and rule on any situation not specifically covered under these rules and regulations. Amendments may only be made by a 2/3rd's vote of The USA Karate Federation.

Notification Requirement: At least 30 days prior to the qualifier, the regional sport organizations must notify all clubs currently registered or registered the previous year of the date of the qualifier for the league championships. This must be done at least 30 days prior to the qualifier.

Ombudsman Action: The ombudsman committee may at its discretion permit athletes to enter a league or national championships not otherwise qualified if the athlete has an acceptable reason for not being able to attend the appropriate qualifying championships. Further, ombudsman action can be used to approve qualifiers where it is the opinion that the competitors thusly qualified will be unable to qualify for the league championships.

Eligibility Requirements and Disqualification Article IV--Registration as Eligible Karate-ka

- Section 1.** Definition: Any karate-ka meeting the eligibility requirements may register with The USA Karate Federation as a karate athlete.
- A. Definition of eligibility. The USA Karate Federation shall not adopt eligibility criteria relating to amateur status which are more restrictive than those of the World Union of Karate-do Organizations.
 - B. Registration will annually cover the period September 1 through August 31.
 - C. Application forms must be fully completed and signed by each applicant or their legal guardian and must be endorsed by the official of the club the athlete wishes to represent.
 - D. Each application must be submitted to the regional sport organization for approval and must be accompanied by the appropriate yearly membership fee.
 - E. Upon approval of the application, a membership card will be issued identifying the name, number, affiliation, date of birth, and expiration date of the registration.
 - F. Separate permits will be issued to each karate-ka participating in international events.
 - G. Once registered, an eligible karate-ka will be considered bound by The USA Karate Federation rules on eligibility until September 1st of each year.
 - H. A karate-ka who has voluntarily resigned cannot re-apply for registration for a period of 12 (twelve) months unless waived under conditions acceptable to the regional sport organization.
- Section 2.** Changes in Registration: The following general rules apply to all registered karate-ka:
- A. Registration cannot be changed without the approval of the regional sport organization.
 - B. A karate-ka can become registered in a regional sport organization not his own only if that organization is geographically nearer to the athlete's place of residence than any active club in his/her organization and the karate-ka has obtained approval from both regional sport organizations involved.
 - C. A karate-ka can compete as an unattached athlete - meaning not a member of a club or organization which is a member of a regional sport organization.
- Section 3.** Educational Institutions: Bona-fide students of an educational institution are eligible to register in the regional sport organization in which the educational institution is located.
- Section 4.** Other Sport: Amateur karate-ka may compete in other sports.
- Section 5.** Competitions in Other Associations: Karate-ka registered in one regional sport organization may compete in events in other regional sport organizations, except for their annual championships or national qualifying tournament, provided the event is advertised as open to other such competitors.
- Section 6.** Transfer: A karate-ka may transfer his registration to another regional sport organization providing he established permanent residence or is a student of a bona fide educational institution and provided that he pays any required fee for transfer of the registration.
- Section 7.** Club Transfer: A karate-ka may transfer his registration to another club or organization providing he has the approval of the new club or organization and the regional sport organization.

Article V--Disqualification as an Eligible Karate-ka

- Section 1.** Eligibility: A competitor is eligible to compete in competitions unless he has competitive karate as his sole occupation or business on which he is financially dependent on living, or he identifies himself as a professional, or is a member of any professional team, or has signed a contract as a professional athlete or professional coach in any sport.
- Section 2.** Membership Requirement: Any karate-ka eligible to compete must be an athlete member of The USA Karate Federation (USAKF).
- Section 3.** Financial or Material Advantage: Any financial advantage or acceptance of material advantages for preparation or participation in sports which a karate competitor receives or gains based on athlete fame and/or competitive results must be approved, administered, and controlled by the USAKF. Such financial advantage must be declined by the karate-ka and placed in a trust fund and shall not be available to the karate-ka before the end of his competitive career except for approved expenses. A complete report of all expenses and reimbursements must be maintained by the karate-ka and made available to the USAKF upon request and presented to the federation annually. This also applies to fund-raising in excess of expenses required for an event and to money or expenses or things in kind provided for by a tournament promoter, host, sponsor, or other source.
- Section 4.** Athletic Fame: No karate-ka can allow their person, name, picture, or sport performances to be used for advertising, except where WUKO, the USOC, or the USAKF have entered into a contract for sponsorship or equipment. All payments must be made to the WUKO, the USOC, or the USAKF concerned, and not to the athlete.
- Section 5.** Advertising Material: No karate-ka can carry advertising material on their person or clothing other than trademarks on technical equipment or clothing as permitted by the IOC.
- Section 6.** Banned Substances: Any use by an athlete of a substance currently listed by the International Olympic Committee (IOC) which is banned shall be considered "doping", and cause for punitive action.
- A. For reference, USAKF will rely upon the most recent International Olympic Committee (IOC) banned list and the IOC definition of "doping", and will utilize an expert committee to clarify any questionable item.
 - B. Evidence of use of a banned substance shall be from analysis of the athlete's urine by gas chromatography/mass spectrometry, quantitative levels of the drug where appropriate, and other available evidence.
 - C. The current list of banned substances will be maintained at the National Office under the direct supervision of the USAKF Sports Medicine Director.
- Section 7.** Hearing: In every case involving a karate competitor charged with violation of this article, or in every case in which an opinion is sought on whether the facts of a particular case would violate the section, the hearing shall be held or the opinion given by the National Board of Review, or by a special ad hoc committee appointed by the President, and not by an RSO or RSO Board of Review.
- Section 8.** Suspension or Expulsion: A karate-ka, shall cease to be eligible to compete in events conducted by USAKF or its RSO, or by any WUKO Federation, while under suspension or if expelled by USAKF for violations of this article.
- Section 9.** Club Prize Money: A club or organization may be awarded cash prizes, or other prizes of monetary value, in any exhibition or competition. Such prizes shall be used solely for furthering the purposes of amateur karate.
- Section 10.** Reinstatement: A karate-ka declared ineligible, for any reason, may be reinstated pursuant to provisions elsewhere.

Article VI--Professional Contest

Section 1. Professional vs. Amateur: No competition may be held between an amateur karate-ka and a professional.

Section 2. Professional Contests at non-professional events: No professional contest or exhibition shall be allowed at any competition, exhibition, or other event held or sanctioned by The USA Karate Federation, except when requested by the regional sport organization where the events are to take place, and only after approval by The USA Karate Federation and provided such competition is considered to be in the best interests of karate or for the benefit of The USA Karate Federation or a recognized charity or acceptable non-profit karate organization.

Article VII--Prizes

Section 1. Prizes: No prizes shall be given any individual, club, committee, or regional sport organization or competed for or accepted by any registered amateur karate-ka except: suitably inscribed wreaths, diplomas, banners, badges, medals, timepieces and mantel ornaments or suitable inscribed Articles of jewelry, silverware, table or toilet service or other prizes individually approved by The USA Karate Federation subject to the below limitations.

The said prizes shall not exceed the cost of \$100 for first place, \$40.00 for second place, and \$20.00 for third or fourth place. Suitable team and individual prizes may be awarded for team competition in a single specialty.

Section 2. Championship Die Medal: The USA Karate Federation shall approve any official championship die medal for use at National Championships.

Section 3. Approval for Nationals: All prizes for award at the National Championships must be approved by The USA Karate Federation.

Paid Up Life Members of The USA Karate Federation

This list is provided so that RSO Chairmen can determine who the life members are. Life members under number 248 do not have to pay any annual membership fee. Life members over 250 will have to pay annual competition, referee, or coaching fees. For those life members who compete, they must still register as an athlete each year.

0001	Thompson	Gerald	0069	Sternberg	Alex
0001	Anderson	George	0070	Hassenfield	Sidney
0001	Hickey	Patrick	0071	Yamazaki	Kiyoshi
0002	Portnick	Charles	0073	Wissell	Harold
0003	K Evans	Dr Jon	0074	Wissell	Patrick
0004	Santucci	Almerico	0075	Hultin	Carl
0005	Santucci	Anita	0077	Scarda	Bernard
0006	Marcum	Roxanne	0083	Ralph	Scott
0007	Madden	Donald	0084	Mather	Jim
0008	Walsh	John	0086	Jarrett	Roger
0009	Marcum	Bill	0088	Shafer	John
0010	Housley	Emmett (Bud)	0089	Stratis	Sonia
0011	Alessio	Gordon	0090	Thornton	Lamarr
0012	Little	Charles	0091	Coleman	Byron
0013	Pavletic	Rudy	0093	Sugimoto	Koji
0014	Hofer	Carol	0094	Miki	Minobu
0015	Foy	Susan	0095	Pledge	Jo
0017	Sabatino	Arthur	0096	Mustoe	Mike
0018	Bias	Brent	0097	Dennis	Douglas
0019	Cottrell	James	0098	Hickey	Patrick D
0020	Mikami	Takiyuki	0099	Hickey	Thomas
0021	Almeida	John	0100	Feldman	Larry
0022	Snyder	Peggy	0101	Reshef	Michel
0023	Rivers Sr	Mike	0102	Marzano	Dale
0024	Ochiai	Hidehiko	0103	Carri	Jason
0026	Mirza	Joe	0104	Carri	Nicole
0027	Sakimukai	Masaharu	0105	Collins	William
0028	LaPuppet	Thomas	0106	Tate	Kevin
0029	Caluda	John	0108	Carroll	Tim
0030	Friedl	Kim	0109	Mc Clanahan	T R
0031	Smith	Traylon	0110	Montgomery	Daniel J
0032	Jones	Kathy	0111	Montgomery	Karen Y
0033	Bukala	Michael	0112	Scythes	Greg
0034	Dunphy	Michael	0113	Kountz	Lu Ann
0035	Dunphy	Gail	0114	Simpson	Michael
0036	Cottrell	Vicki	0115	Simpson	Linda
0037	Ellis	Jeffrey	0116	Simpson	Steven
0038	Ralph	William	0117	Simpson	Kevin
0039	Coder	Jay	0118	Persinger	Dorothy
0040	Gelling	Eugene	0119	Seltzer	Michael
0041	King	Everett	0120	Seltzer	Jessica
0042	Toolan	J P	0121	Ralph	Karen
0043	Neubauer	Michael	0122	Carroll	Tyler
0044	Cruse	Galen	0123	Stratis	Mary Kay
0045	Kennedy	J. Donald	0125	Levine	Harvey
0046	DiPasquale	John	0126	Alston	Darell
0047	Koeppel	Phillip	0128	Abele	Ridgely
0048	Nanay	John	0129	Linebarger	John
0049	Saal	Robert	0130	Farr	Tim
0050	Katano	R	0131	Schiffman	Mark
0051	Pendleton	Brian	0132	Stankus	Andrew
0052	Holderbaum	Jack	0133	Marano	Edmund
0053	Clarke	Steve	0134	Keyes	Aaron
0054	Kohn	Jeffrey	0135	Quinn	Nicki
0055	Sorrento	Carmel	0136	Lytle	Tom
0056	Scott	Frederick	0137	Moy	Scott
0057	Kim	Jeung	0138	Mc Cuen	Sarah
0058	Stratis	Elia	0139	O'Neill, Jr.	Walter
0059	Stratis	Christopher	0140	Rubin	Daniel
0060	Stratis	Lia	0141	Day	Tracy
0061	Carri	Frank	0142	Escobar	Chris
0062	Cohen	Marla	0142	Herbert	Victor
0063	Myers	Paul	0143	Bowen	Scott
0066	Bymes	Pat	0144	Bryan	Terry

Paid Up Life Members of The USA Karate Federation

This list is provided so that RSO Chairmen can determine who the life members are. Life members under number 248 do not have to pay any annual membership fee. Life members over 250 will have to pay annual competition, referee, or coaching fees. For those life members who compete, they must still register as an athlete each year.

0145	Rufmer	Christian	0212	Hickey	Pamela
0146	Brewer	Vaught	0213	Hickey	David
0147	Geltzeiler	Mathew	0214	Liebert, MD.	Paul
0148	Chin	Christopher	0215	Ringler	Alex
0149	Hall	William	0216	Lawyer	Elmer
0150	Davis	Jon	0217	Abare	Michael
0151	Vaught, Jr.	Brewer	0218	Kuras	Edward
0152	Rufner	Christian	0219	Elias	Amber
0153	Piaser	Michael	0220	Lack	Pamela
0154	Kamhi	Nat	0221	Caldwell	James
0155	Snevel	John A.	0222	Caldwell	Evon
0156	Queen	Steve	0223	Klaahr	Matthew
0157	Anthony	John	0224	Wimmer	Brandon
0160	Campbell	Grant	0225	Wallen	Adam Harvey
0161	Coleman	David Paul	0226	Canterbury	Chrystal
0162	Howell	Carolyn-Marie	0227	Sparks	Charity
0163	Veras	Ramon	0228	Eagan	Chad
0164	Matthews	William	0229	Abbott	Angela
0165	Lo Cascio	Kyle	0230	Segura	Diego
0166	Friedman	Lisa	0231	Dillon	Patrick
0167	Friedman	Jeffrey	0232	Ried	Mario
0168	Sude	Michael	0233	Roberts	Pete
0169	Buchino	James	0234	Visperas	Ryan
0170	Borek	Daniel	0235	Inokuchi	Mitchell
0171	Borek	Randy	0236	Schietzelt	Toni
0172	Borek	Sam	0237	Morton	Clay
0173	Byrd	Nicholas	0238	Alvelais	Roberto
0174	Fiebiger	Chad	0239	Seidman	Noah
0175	Nickel	Curtis	0240	Eff	Les
0176	Breon	Suellen	0241	Hayek	Joshua
0177	Lewis	Melvin	0242	Napoletano	Vincent James
0178	Tanaka	Scott	0243	Bryan	Jeremy
0179	Andonian	Philip	0244	Burnham	Leah
0180	Medieros	Kimberly	0245	Lundquist	Dane
0181	Nozawa	Brandon	0246	Robbins	Chad
0182	Schultz	James	0247	Boggs	Robert
0183	Tamehiro	Steffanie	0248	James	Jack
0184	Salup	Sergio	0249	Shelton	Rocky Allen
0185	Delneky	Peter	0250	Wetmore	Ralph
0186	Franklin	Jared Ross	0252	Cole	Adam
0187	Tibon	Eugene	0253	Demachi	Masashi
0188	Yanoff	Jennifer	0254	Brown	Gregory
0189	Keyes	Holly W.	0255	Nieves	Blanche
0190	Adams	Danielle	0256	Cannella	David
0191	Adams	Nicole	0257	Hasapis	Jeffery
0192	Morgan	Kim	0258	Mason	Vernon
0193	Sewell	John	0259	Rivera	Michael
0194	Bryan	Sheryl Kay	0260	Johnston	Dean
0195	Fedele	Michael	0261	Mills	Jesse
0196	Crannell	Ryan	0262	Wilcox	Carl
0197	Damon	William G.	0263	Caldwell	Tiffany
0198	Traitz	James	0264	Caldwell	Aron
0200	Lyn	Peter	0265	Craddock	Gregory
0201	Morton	Greg	0266	Fonseca	John
0202	Rasmussen	Dr. Charles	0267	DeMarinis	Jan
0203	Blann	Adrienne Renee	0268	Dometrich	William
0204	O'Neill	Patricia	0269	Dometrich	Barbara
0205	Drizos	Stephen M.	0270	Brown	Gregory
0206	Boorstin, M. D.	James B.	0271	Miller	James
0207	Drizos	Stephen M.	0272	Richards	Scott
0208	Balingit	A.M.	0274	Stamper	Rich
0209	Kidd	Jeffrey			
0210	LoCascio	Kyle			
0211	Sison	Lim B.			

THE USA KARATE™ FEDERATION

The National Governing Body for Karate In the United States of America

National Office: 1300 Kenmore Blvd., Akron, Ohio 44314, 216/753-3114 Telex 205340

Patrick M. Hickey, Secretary

Sample Press Release

NEW MEMBER:

Your membership is news! Retype on your own stationery, filling in the blanks in the first paragraph. Send to daily and weekly newspapers, and to other local publications. Your membership is news!

FOR IMMEDIATE RELEASE

AKRON, OHIO, (DATE) -- (Club Name) _____, under the instruction of (Instructor Name) _____, in (Town) _____ has been accepted as a member of The USA Karate Federation (USAKF), the karate representative to the United States Olympic Committee.

Membership was conferred on (Club Name) _____ by George E. Anderson, National Chairman of the USAKF, which is nationally based in the City of Akron, Ohio.

The USAKF with over 250 member clubs with a combined membership exceeding 100,000 practicing karate-ka make the USAKF an important force in the American karate world.

As a non - Olympic member of the United States Olympic Committee, the USAKF establishes national goals for amateur sport karate, represents the United States of America at official international karate competitions, and exercises exclusive jurisdiction over all aspects of sport karate. In addition, the USAKF provides technical information on training, coaching, safety, and international standards to its members assisting the USAKF member clubs in providing the finest possible karate training for their members.

Across the USA, the USAKF, referred to as USA Karate™, is a leader in providing safe and fair competition in karate. Their affiliates, like (Club Name) _____ help the USAKF play a major role in amateur sport karate. The USAKF program of activity includes the regulation and award of Local, Regional, and National competition for all ages of karate practitioners as well as the sponsoring training camps and seminars under the leaders of karate in the United States. The USA Karate Federation spearheads the movement to provide safe and fairly run karate competition. The federation insists on exact standards of competition, rules, fairness, and sports' safety which are not found in many karate competitions. A prime goal of the federation has been the raising of the standard of karate competition to a par equal to other organized sport programs in the country.

Karate has recently been approved by the Pan American Sports Organization for admittance into the Pan American Games in Argentina in 1995 and is seeking admittance into the Olympic Games. The USAKF will be the organization with the responsibility to select, finance, and train the competitors representing the United States of America.

The USAKF is represented by regional sport organizations across the country which are made up of karate clubs and organizations interested in promoting and participating in amateur sport karate.

The USAKF is a not-for-profit corporation and contributions are deductible for federal income tax purposes. Contact The USA Karate Federation, 1300 Kenmore Blvd., Akron, Ohio, 44314 for additional information.

Coach Certification

The main reason for having certified coaches is to provide an educational program at the grass roots level and to train coaches in standard sports coaching methods. A coaching certification does not mean that you are a coach of the USA Karate™ Team or that the certification will lead to such an appointment. Certifications are used to fulfill criteria for selection as a coach and certification is required in order to be permitted to coach at any Federation sanctioned event. Most importantly, coach certifications are evidence of your commitment to the highest standards of martial arts excellence to provide the best for your students. Proper coaching methods initiated at the grass roots level will carry forward and help increase the US status in the international competitive arena.

Coach Certification

Coach certification is awarded to anyone who meets the requirements as outlined below. Class A or B level certification is available for those who assist at the National Championships and meet the other requirements. Class C is available to those who meet certain educational requirements.

1. General

Complete and file appropriate application.
Have current USAKF membership and be current on any certification fees.
Class A or B certification requires working as a coach during one USAKF National Championships.

2. Karate Rank, Training and Age

Class A - minimum rank of 3rd Dan and age 21 or over
Class B - minimum rank of 1st Dan and age 18 or over
Class C - two years of karate training and age 16 or over

3. Educational Requirements

American Coaching Effectiveness Program Sports Science Course - Required for Class A, B, or C
This requirement may be completed by attending a coaches clinic or by completing a correspondence course or by completing an equivalent approved coaching course.
Current CPR certification - required for Class A
Current Multi-media Red Cross First Aid course, or ACEP Sport First Aid Course, or other approved course required for Class A

4. Written Tests

Referee Written Test.
Must be able to pass the equivalent written test as a RSO or local referee for Class A or B
Coaches Written Test.
A coaches candidate must be able to pass the USA Karate™ coaches exam on rules and regulations for Class A.

5. Personal Qualifications

Correct attitude, ability to cooperate with others, showing respect and ability to motivate competitors, acceptable personality traits and must be of strong moral character.

6. Certifications available

Class A, B, or C level coaches certification

7. Certifications Fees

Certification fee is \$25 for each level of certification attained.

Note: USAKF member clubs are with one certified USA Karate Coach per each 25 active members are entitled to receive certification as an USA Karate approved training center.

The USA Karate Federation

Application for Coaches Certification

Personal

Name _____ Date _____ Class A _____ B _____ C _____
Address _____ Phone _____
City _____ State _____ Zip _____
Date of Birth _____ Sex _____ SS# _____ USAKF Membership# _____
Karate Rank _____ Style _____ Club _____

Education:

High School Diploma: _____ B.A. _____ B.S. _____ M.A. _____ M.S. _____ Ph.D. _____ Other: _____
Technical College: _____ Professional Designation: _____ Date: ____/____/____

Karate Resume:

Age at Inception of Karate Training: _____ Date Karate Training Began: ____/____/____
Present Karate Instructor: _____ Club: _____
Current Karate Rank: _____ Date Received: ____/____/____ Style: _____
Organizational Membership: _____

Karate History *(Attach copy of current rank certificate as documentation)*

<u>Rank:</u>	<u>Date Received</u>	<u>Instructor</u>	<u>Style/Organization</u>
1st Dan	____/____/____	_____	_____
2nd Dan	____/____/____	_____	_____
3rd Dan	____/____/____	_____	_____
4th Dan	____/____/____	_____	_____
5th Dan	____/____/____	_____	_____
6th Dan	____/____/____	_____	_____
7th Dan	____/____/____	_____	_____
8th Dan	____/____/____	_____	_____

Requirements completed: *(Attach verification of successful course completions for Class requested)*

ACEP or Equivalent _____ Date: ____/____/____ Place _____
CPR _____ Date: ____/____/____ Place: _____
First Aid _____ Date: ____/____/____ Place _____
National Championships _____ Date: ____/____/____ Place _____

Please List Three References:

Name: _____ Address: _____
Name: _____ Address: _____
Name: _____ Address: _____

Signature

Under pain of discipline from this organization and return of any certification issued, I solemnly swear that the above is true and accurate and that I have not over-exaggerated or misled in any way the facts so stated on this application.

Signature: _____ Date: _____

Return to: The USA Karate Federation Coaches Certification • 1544 Ritchie Road. • Stow, Ohio 44224