



Organizing Committee Rules

Article 1. Composition

1. The Organizing Committee (OC) consists from Chairman and two members, their are appointed by ESHRKF President and approved by ESHRKF Council for term of four year.

Article 2. Power and duty

1. The OC will be charge of supervising the organization and running ESHRKF Championships. The host MF must conform to the OC rules. Any deviation from this rules will have be reported on time from the organizer to the ESHRKF OC Chair. The ESHRKF OC Chair will take final decision in agreement with President of ESHRKF
2. The OC convenes meeting a day before ESHRKF Championship with MF OC Chairman and check all details relating to the Championships.

Article 3. Site and Date

1. The side for ESHRKF Championships will be confirmed by preceding General Assembly upon a proposal of MF forwarded to the Council.
2. The host MF must notify the ESHRKF General Secretary at least 10 months in advance the precise date and venue of the Championships. The host country will send to the General Secretary all details of facilities, exact plan of sport hall and dimension, number of dressing rooms, worm up area and etc. Failure to do so can result in the Council taking the Championships away from the designated MF. The host MF selected by ESHRKF General Assembly must be able guarantee access to the whole of ESHRKF membership.
3. The site of ESHRKF Championships shall be located no more than 100 kilometers from an International airport which receives regular direct flights.
4. The host MF must send no later to 7 months out the information Bulletin to all ESHRKF members. The draft of Bulletin prior to be circulated must be send to President of ESHKF for approval.
5. Bulletin must contain:
 - 5.1. The date and venue for the event
 - 5.2. Preliminary program of activities
 - 5.3. Hotels details and prices, airlines information
 - 5.4. Name, address, telephone, fax and official e-mail at the host MF Organizing Commission and official Travel Agency.
6. No latter than 3 months prior the event, another Bulletin must be circulated with the following information:



- 6.1. Final confirmation of the contents of the first Bulletin.
- 6.2. Final program of the Championships and all connected events – General Assembly, Commission Meetings and etc.
- 6.3. Place and time of Registration
- 6.4. Requirement for Registration.
- 6.5. Other General Information.
- 6.6. Insurance.
- 6.7. Other relevant information.

The draft of Bulletin prior to be circulated must be send to the ESHRKF President for approval.

7. The MF is responsible for the arrangement in their country, not with duties of the ESHRKF OC at the actual running Championships. Championships will be overall control of the ESHRKF OC.
8. The host MF will select 3 or 5 hotels for all members of the participating MF. One from this hotel will be the headquarter hotel.
9. ESHRKF Championships must be organized according ESHRKF Rules. The Competition disciplines, age and weight categories must be approved by ESHRKF OC.

The host MF will not be held responsible for any participating MF which fails to comply with deadline for reservation and registration. When participating MF chooses any other hotels than those selected by host MF, the host MF will bear no responsibility arising form such a choice.

Article 4. Competition Venue

4.1 Area dimension

The area must be large to accommodate 4 or 5 (four or five) matted competitions areas in measurement 10 x 10 meters. Each competition areas must be equipped with large table & 14 chairs, power supply, scoreboard, 2 chronometers, writing materials and 6 pair of red & blue flags. The total dimension of area for competitions areas must be at last 52 x 34 meters.

4.2 Spectators Seating

The spectators seating area capacity must accommodate minimum 1000 spectators. Special seating for 200 people must be reserved for VIP's person and ample seating for Referees, coaches and competitors.

4.3 Stadium Rooms

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

- Warm up area
- Weighing rooms (male & female)
- Medical & Drug testing



- Press & Media
- Officials
- V.I.P. lounge
- Changing rooms for Male & Female competitors
- Changing room for Referees and Judges

4.4 Podium

A winner's podium should be provided and the OC must make proper arrangements for the presentation of prize. The podium will be placed permanently in the background on one side of the competitions area.

4.5 Official Table

A large official table, shall be placed on backside of competition areas which will be able to allocate minimum 14 person.

Article 5. Headquarters hotel and Official hotels

5.1 The designated hotels must be approved by the ESHRKF OC. The hotel chosen as the headquarters should have available a minimum 60 rooms for the duration of Championships.

5.2 The hotels must be of a good standard and price realistic context with National rates.

5.3 The hotel rates must be given, at least, on Bed & Breakfast basis, individual and double occupation per night, without including and other concept (transport, translation etc.) Prices must be given in local currency, stating the exchange rate between the local currency the EURO at the time of the quotation.

5.4 The headquarters hotel will accommodate:

- Council members
- Referee commission
- Sport commission
- Organizing commission
- Medical commission
- General assembly
- Registration

It may also be used for competitors and Referees, provided all official Commission members have been given priority bookings.

Article 6. Transport

6.1 The host MF must offer courtesy transport from the headquarters and official hotels to the stadium and return for all delegations and individuals which made reservation through official agency. Also it must provide courtesy transport for the Referees to the Referee course and return.



The host MF 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 MF must also provide separate courtesy transport for all Council members and Commission members from the airport to the hotel and return and for their duties during the Championships. The schedule will be coordinated by the O.C. Chair with the host country.

Article 7. Registration, Accreditation and Weighing

- 7.1 A room with minimum of 80 m² is necessary. The room will be equipped with 4 table, 14 chairs, photocopy machine, computer & printer, pens & pencils, 2 heavy duty staple guns, 3 sharp scissors, glue, A4 paper, plastic envelopes for entry cards with ribbons.
- 7.2 At registration, accreditation card will be issued bearing the holder's photograph and personal details of his holder, final schedule of Championships and promotional material. The accreditation card must be carried at all time during the Championships.
- 7.3 No entry should be registered by the OC unless first cleared by the ESHRKF Treasurer with evidence that ESHRKF membership fee and event registration are fully paid. Evidence of Members federation athletes and accompanies persons must be produced. All documents and paperwork concerned with Championships must be written in English at last.
- 7.4 Host MF must supply sufficient staff for administrative help at registration.
- 7.5 A large room with a smaller annexed room, with separate entrance and exit must be provided. A larger will be use for disrobing and the smaller for weighing. Two certified weighing machine are required with at last 2 officials and 2 extra staff supplied by host MF to control entrance and exit. Weighing of women will be performed separately from men.

Article 8. The Draw

- 8.1 The draw will be made by OC in the presence of an Council members expressly appointed. Each completed master sheet must be signed by an OC official.
- 8.2 Entries for the draw will be those taken from the registration forms.

Article 9. Meetings

- 9.1 The host MF is responsible for providing venues for the Referee Course, meetings of the Council, the SC, the RC, the OC, the MC, the TC and ESHRKF General Assembly meetings.



9.2 The ESHRKF OC will submit, 2 (two) months prior to the event, the number of rooms and space needed and if necessary modify the following parameters:

Council	12 people
Referee commission	3 people
Technical commission	3 people
Medical commission	3 people
Sport commission	8 people
Organizing commission	3 people
General assembly	80 people
Referee course	50 people
Registration	80 m2 minimum

9.3 Throughout the Championships, the host MF must provide one room with capacity of 20 people and enquiry desk in the Headquarter hotel before start the competition and in sport hall during the competition day. The desk will deal problems faced by participating MF. This shall be a non-stop operation form 8.00 am until 22.00 pm or in accordance with whole competition timetable.

Article 10. Referee Course

10.1. Adequate seats and table for at least 50 people must be available for the Referee examination. Referee examination papers, diplomas, ties and badges are the responsibility of RCS, who will ensure that proper supply of each is available at the course. Separate seating for Referee commission, LCD projector with connecting cable for computer and suitable large screen. The room must be available according to the official program. All fees and payments related to the Referee Course are responsibility of ESHRKF.

10.2 A important task of the host MS in connection with the RC is liaison. It is therefore requirement that liaison officers are appointed by the OC to work with the RC members.

Article 11. Medical responsibilities of host MF and Drug testing

11.1 The host MF shall provide information to all delegations about Health Care System in the country, including a list of hospitals to which referral of potential patients is recommended. At the same time a Doctor must be on call by telephone to assist the MF delegations members in case of problem. The doctor telephone number must be clearly available in the information file sent to every participating MF.

11.2 All the medical staff participating in the event has to be previously approved by the ESHRKF Medical Commission. Therefore host MF must send to the Medical Commission chair their curriculum vitae 3 months before Championships start.



- 11.3** A minimum of one doctor per one competition area is required for the duration of Championships. The local doctor must be competent communicate in official language.
- 11.4** A short meeting between the Referee Commission chair and the medical local staff must be held before the start of the competitions in order to familiarize with the Competition Rules.
- 11.5** A standby ambulance for emergencies must be supplied and be available throughout the competition schedule.
- 11.6** For medical & drug testing a separate room are required, this room must have washing facilities and clear water supply. It must be fully equipped according to medical requirement.

Article 12. Prizes

- 12.1** The prizes will be provided by the host MF. In individual events the first prize will be a gold medal, the second a silver medal and third prizes bronze medals. All members of the placed Kumite and Kata teams including the coach should receive medals and one trophy for each team.
- 12.2** The medals will inscribe the ESHRKF emblem, the name of Championships and the position obtained in every discipline and category.

Article 13. Financial responsibilities

- 13.1** MF which has been successful in bidding and have been awarded the right to host ESHRKF Championships must pay a surety no later than 4 month after adjudication of the event. The amount of the surety fee will be fixed by C.M. of ESHRKF.
- 13.2** ESHRKF financial responsibilities for organization of Championship will be partly covered from ESHRKF Budget according ESHRKF Financial program. At the end of Championships treasurer of ESHRKF will repay to the MF treasurer 65 % from sum of competitors and teams entree fees.

Article 14. Food requirements

- 14.1** The host MF is not obliged to provide food to athletes. Any assistance provided in this respect is a courtesy.
- 14.2** The host MF is required to provide the working Referees, doctors and working officials with free meal every 4 working hours and a continuously supply of free hot and cold drinks during Championships.



- 14.3 One packed meal only may be served during working day. Other meals must be hot and served in area set aside for all ESHRKF working officials.

Article 15. Official Delegation

Those considered as official delegations are:

- The President and the Leaders of every MF.
- The Technical Chairs or Sport Chairs.
- The Competitors.
- The Referees.
- The Coaches 2 coaches maximum up to 12 competitors, 3 coaches maximum between 13 and 18 competitors.
- The Doctors and Medical Staff.
- The no VIP'S individuals invited by President of MF not exceeded 2 for each MF.

Article 16. Image and Publicity

- 16.1** All the TV, Video, photography, internet, etc. rights are the exclusively property of ESHRKF. All the publicity rights (competition area, official tables, participants etc.) are the exclusively property of ESHRKF.
- 16.2** The publicity area and or elements will be defined and empowered by the ESHRKF C.M.
- 16.3** The ESHRKF formalize an agreement for each Championships with the organizing MF. Establishing the conditions and possible concession of image rights and publicity area. This agreement will be made within the 4 months after awarding the Championships.

Article 17. Miscellaneous

- 17.1 In agree to host MF a ESHRKF Championships, the host MF is undertaking not only the financial commitment, but also supply:
- 1) Sufficient trained timekeepers/ scorekeepers to manage all areas for the entire event.
 - 2) Sufficient liaison officers to convey match result promptly to the controllers.
 - 3) Sufficient experienced controllers to provide for the full charting of the match.
 - 4) Sufficient stewards and security people to prevent the entrance of unauthorized persons and provide an uncluttered arena.
 - 5) Sufficient secretariat staff and clerical officers to administer the registration.



ESHRKF
European Shito Ryu Karate Federation
