



**Karate Alberta**

# **Team Prospect Athlete Handbook 2019 - 2020**

*Karate Alberta Association is supported in part by:*

**Government  
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# Welcome to Karate Alberta!

Welcome to another season of training and team selection for both the 2020 Senior Karate Canada National Championships and 2020 Junior Karate Canada National Championships.

Karate Alberta ('**KA**') is the governing body of sport karate in the province. As an association, KA's mission is 'To promote cooperation and collaboration among all Karate styles through training and competition.' Karate Alberta has played a significant role in the achieved success of many of the province's top karate athletes. The vision of KA is 'To be the voice that promotes growth, development and excellence of karate in Alberta'.

## ABOUT THE PROVINCIAL KARATE TEAM

As a provincial team member there are many privileges and opportunities to train and compete with the country's best coaches and athletes. You will have the opportunity to attend world class seminars and represent the province of Alberta at the 2020 Senior Karate Canada National Championships being hosted in Calgary, Alberta March 21 & 22, 2020 or the Junior Karate Canada National Championships hosted here in Toronto, Ontario May 1-3, 2020.

Full details about qualification are below can be found in the Selection Document.

There are many commitments of training, improvement of skills, and volunteering to be considered once selected for the 2020 KA provincial teams. We encourage you to familiarize yourself and read/review all related team selection criteria included in this handbook, as well as the attached appendix documents.

Should you ever have any questions please know that our doors are always open.

New Emails:

To facilitate communication separate emails have been created to address coaching and logistical queries.

[karate.alberta.coach@gmail.com](mailto:karate.alberta.coach@gmail.com) - for coaching related questions (i.e. discussions on athlete divisions, kata vs. kumite, absences for training, etc.)

[Karate.alberta.logistics@gmail.com](mailto:Karate.alberta.logistics@gmail.com) - for logistical related questions (i.e. bondable/volunteer information, fees, tournament information, teamwear, etc.)

## ABOUT THE KARATE ALBERTA COACHES

The Karate Alberta coaches are selected from the currently most qualified individuals. Not only does the coaching team have decades of combined coaching karate experience, they also are required to complete NCCP (National Coaching Certification Programs) to insure each individual coach has proper education in coaching and developing athletes.

The KA coaches are selected to develop the team, make team selections that best benefit the province's high-performance expectations, foster team cohesiveness, and support all athletes at sanctioned tournaments.

The primary function of team coaches is to prepare the athletes mentally and physically for competition and to provide guidance and technical support for the athletes during competition. In addition, coaches act as ambassadors and advocates on behalf of the athletes in terms of ensuring that the technical elements of competition are being executed fairly and in accordance with the prescribed rules and regulations. In this respect, coaches are expected to represent Karate Alberta at all of the coach meetings and to communicate all information/decisions arising from those meetings to the rest of the delegation.

### **2019-2020 COACHING TEAM (HEAD COACHES)**

KA Para Head Coach	Heather Fidyk
KA Kumite Head Coach	Luis Plumacher
KA Kata Head Coach	Hidemi Uchiage
KA High Performance Director	Adam Wackershauser

We have many amazing assistant and development coaches you will meet at the trainings, coaches travelling to events will be chosen and announced before we travel to Nationals or other events. An organization chart for the coaches can be found in APPENDIX 1

# A. TEAM SELECTION INFORMATION AND CRITERIA

## INFORMATION ON PROVINCIAL TEAM

The Provincial Team will represent Karate Alberta at each respective 2020 Karate Canada National Championships. To be selected for the Provincial Team, an athlete must show a high level of proficiency both physically and mentally, contributing a high level of effort that will allow him/her to have success at a National level and be competitive at the 2020 Karate Canada National Championships.

Athletes may try out for Kata, Kumite, Team Kata, Para kata or multiple events. Prior to the national championships, some athletes may also be selected to participate in team events. Please review the criteria and information carefully.

Our coaches have started moving toward an athlete centered qualification process that will focus on developing competitors with more experience and drive to be successful at nationals and beyond. Athlete centered means that athletes will be expected to train hard to be competitive and qualify for the team and that they are responsible, along with dojo coaches and parents, to prepare all documents, payments and consistently check karateab.org for any updates.

All athletes agree to be present, on time and have a good attitude towards all team members, support staff and coaches. Abide by the athlete agreement and athlete handbook. Athlete agreements will be signed prior to the pre camp for juniors and qualification camp for seniors.

All team member families will provide a volunteer bond. See Section C.

Selection to the provincial team for juniors and seniors will again be separate this season. Senior Nationals - March 21-22, 2020 (Calgary) & Junior Nationals - May 1-3 2020 (Toronto).

## JUNIORS

Junior athletes will be responsible for attending three competitions in or out of the province and attend the mandatory provincial qualification camp and ALL team trainings. (*Qualification Camp will go towards the three tournaments*)

Junior Training Dates

- Pre Camp Dec 14/15, 2019 **9:30 – 4pm** Location: Ecole Rose Savage
- Qualification Camp February 1/2, 2020 **See Schedule below** Location: Ecole Rose Savage
- Trainings March 1, 2020 & April 18, 2020 **9:30 – 4pm** Location: Ecole Rose Savage (April 18 Location TBD)

## SENIORS

Senior athletes will responsible for attending two competitions in or out of the province and attend the mandatory provincial qualification camp and ALL team trainings. (*Qualification Camp will go towards the two tournaments*)

Senior Training Dates:

- Qualification Camp Jan 11/12, 2020 **See Schedule below** Location: Ecole Rose Savage
- Trainings January 25, 2020 & February 29, 2020 **9:30 – 4pm** Location: Ecole Rose Savage

## EVENTS

All traditional and WKF events held between October 1, 2019 and the day before the Qualification Camp 2020 qualify for selection. Athletes are encouraged to partake in as many team events as possible. Listed below are some competitions this season that are highly suggested for athlete development. Each season an event may be chosen to help develop athletes and/or coaches.

- MANY OPEN EVENTS AVAILABLE MONTHLY BY VISITING KARATEAB.ORG
- SATO CUP Burnaby, BC, CAN
- WEST COAST OPEN Tacoma, Washington, USA
- STEVESTONE KARATE INVITATIONAL – Richmond, BC, CAN
- JUNIOR INTERNATIONAL KARATE CUP, LAS VEGAS, NEVADA, USA
- US OPEN KARATE CHAMPIONSHIPS LAS VEGAS, NEVADA, USA

## SKILL REQUIREMENTS

### Kata

1. Athletes must have a minimum of four kata that are deemed to be of use at a national championship. A minimum difficulty level that would allow for competitiveness at the Nationals.
2. Athletes whose fundamentals are deemed to not be at a minimum level will not attend, this is in the best interest of athlete's development. This can be the case even if the athlete is of sufficient rank in the province to qualify.
3. Tournament results – We calculate points from all mandatory and non-mandatory events. Points are calculated based on tournament results as outlined in the Event Points table on page 11. Those athletes with the highest point totals will receive the greatest consideration for inclusion on the team. Although point totals are import they are not the only consideration for inclusion.

### Kumite

1. Athletes must be "fit to fight". If the coaches determine that the athlete's fitness level could lead to danger or injury they may not be selected for the provincial team.
2. Athletes must maintain a technical ability that is sufficient to be competitive at Nationals. We wish to ensure that athletes can compete with a reasonable proficiency to not endanger themselves or others.
3. Tournament results – We calculate points from all mandatory and non-mandatory events. Points are calculated based on tournament results as outlined in the Event Points table on page 11. Those athletes with the highest point totals will receive the greatest consideration for inclusion on the team. Although point totals are import they are not the only consideration for inclusion.

## KARATE ALBERTA QUALIFICATION CAMP INFORMATION

**ATHLETES:** Athletes are expected to compete for their place on the team at the Qualification Camp. Kata athletes will perform 4 **Katas**, Kumite athletes will compete in a **round robin event(or similar to determine our top athletes)**. If a division does not have enough competitors to allow for quality competition athletes may be asked to compete against an athlete from a different weight or age division. Each Kata division – maximum 4 athletes, each Kumite division – maximum 3 athletes (see **NOTE<sub>1</sub>**).

**DOJO SENSEI:** May come and coach from the chair during this event (full track suit). Coaches must behave professionally, or they may be asked to leave.

**PARENTS/FAMILY:** Can come to watch and cheer.

**QUALIFICATION CAMP SCHEDULE:**

<b>SATURDAY (QUALIFICATION TOURNAMENT)</b>	<b>SUNDAY (SKILLS/DRILLS DAY)</b>
<p><b>8 AM SET UP</b> – ALL ATHLETES (U21 KATA EXEMPT)</p> <p><b>9 AM START</b> – KATA – U21 Male and Female athletes will compete first. Followed by Para, Junior, Cadet and U14 in that order.</p> <p><b>11 AM START</b> – KUMITE – U21 Male and Female athletes will compete first heaviest to lightest. Followed by Junior, Cadet and U14</p> <p><b>2-3 PM COOL DOWN</b> – ALL ATHLETES</p>	<p><b>930 AM</b> – coaches talk</p> <p><b>10 AM START</b> – Kata and Kumite training</p> <p><b>12 PM LUNCH</b> – Break</p> <p><b>1 PM START</b> – Kata and Kumite training</p> <p><b>3 PM</b> – COOLDOWN AND TEARDOWN</p> <p><b>3 PM SELECTION</b> – Team will be posted at conclusion of event. Followed by debrief from coaches.</p>

The coaches will be ranking the athletes based on:

- performance and results at the “Qualification Tournament”
- attendance at the minimum events (performance will be evaluated as well)
- attitude and effort in trainings
- preparedness for a national event

After Qualification Camp athletes will be ranked they will be selected based on the number of spots available per Provincial team (based on number of athletes per division from Karate Canada).

**For athletes that will age out before Junior Pan-American Championships:** Once the Karate Alberta Provincial team is selected based on the WKF divisions and of the **Karate Alberta Age Matrix<sub>2</sub>** (if spots are available), athletes who qualified according to Karate Canada Age Matrix (not yet available) may apply to Karate Alberta Coaches to compete in the division. Additional athletes will be selected based on same criteria as for KA team selection. Athletes will not be funded for this division.

**Karate Alberta Age Matrix<sub>2</sub>**

	<b>YOUTH</b>	<b>CADET</b>	<b>JUNIOR</b>	<b>U21</b>	<b>SENIOR</b>
	DOB between	DOB between	DOB between	DOB between	DOB on or before
<b>KATA</b>	May 1, 2006 May 1, 2008	May 1, 2004 Aug 24, 2006	May 1, 2002 Aug 24, 2004	May 1, 2001 Aug 24, 2004	May 25, 2004
<b>KUMITE</b>	May 1, 2006 May 1, 2008	May 1, 2004 Aug 24, 2006	May 1, 2002 Aug 24, 2004	May 1, 2001 Aug 24, 2004	May 25, 2002
<b>PARA</b>	N/A	N/A	May 1, 2006 May 25, 2004	N/A	May 25, 2004



## **SELECTION TO KA PROVINCIAL TEAMS OVERVIEW**

Athletes will be selected to represent KA at the Karate Canada National tournaments in the following order:

- Automatic invitation from Karate Canada
- Qualification Camp Results - Top rank in division, followed by second, then third until spots are filled **NOTE<sub>1</sub>**
- Receive a 'wild card' designation (chosen by the head coaches)

Once selected Athletes must:

- Attend all mandatory trainings and events
- Follow all rules and directions laid out by Karate Alberta and Coaching Staff
- Maintain a level of skill and ability required to compete at the Nationals
- Maintain weight (kumite)

**NOTE<sub>1</sub>** Karate Alberta Coaches may not necessarily select an athlete to fill a spot on the team. Athletes must take responsibility to be prepared technically, physically and mentally for the qualification camps. If coaches feel it is not in the athlete's best interest to attend the nationals they can be cut from the team (with a majority vote of the head coaches).

## KARATE ALBERTA ATHLETE TOURNAMENT TRACKING TOOL (SAMPLE)

This tool will be used to record any tournaments that an athlete participates in and the result during the competitive season. Fill out the information and have it signed by an official or a tournament director. If there is information missing, it WILL not be taken as an official event. If any information is falsified the athlete doing so will be subjected to disciplinary action. Please bring this copy for confirmation at the qualification event or email a copy of your results to [KA\\_Coach@karateab.org](mailto:KA_Coach@karateab.org). Subject line Programming and bring this copy for confirmation at the selection event

Event Tracker for First Division:

Athlete Season Event Tracker								
No.	Athlete Name	Age	Gender	Division	Event Name	Event Date	Result	Points
<i>ex</i>	<i>Some Name</i>	<i>18</i>	<i>M</i>	<i>(-)84kg</i>	<i>Big Ol' Tournament</i>	<i>Oct 10 2019</i>	<i>2</i>	<i>30</i>
1								
2								
3								
4								
5								
6								
7								
8								

Event Tracker for Second Division:

Athlete Season Event Tracker								
No.	Athlete Name	Age	Gender	Division	Event Name	Event Date	Result	Points
<i>ex</i>	<i>Some Name</i>	<i>18</i>	<i>M</i>	<i>(-)84kg</i>	<i>Big Ol' Tournament</i>	<i>Oct 10 2019</i>	<i>2</i>	<i>30</i>
1								
2								
3								
4								
5								
6								
7								
8								

This season athletes are expected to learn to utilize this tool and submit it as part of their demonstration of their responsibility as a KA athlete. Next season athlete's results will become part of the selection criteria.

Below is a copy of the point matrix that will be used for the 2021 and future season. It would be ideal for you to familiarize yourself with it so you can use it next season.

## EVENT POINTS

<b>PROVINCIAL EVENTS</b>					
<i>ALL WKF AND TRADITIONAL TOURNAMENTS WITHIN THE PROVINCE OF ALBERTA</i>					
<b>PARTICIPATION</b>	<b>TOP 7</b>	<b>TOP 5</b>	<b>BRONZE</b>	<b>SILVER</b>	<b>GOLD</b>
5 POINTS	N/A	N/A	10 POINTS	20 POINTS	30 POINTS

<b>OUT OF PROVINCE (IN COUNTRY)</b>					
<i>ALL WKF AND TRADITIONAL EVENTS WITH 3 OR LESS COUNTRIES INVOLVED</i>					
<b>PARTICIPATION</b>	<b>TOP 7</b>	<b>TOP 5</b>	<b>BRONZE</b>	<b>SILVER</b>	<b>GOLD</b>
10 POINTS	N/A	N/A	15 POINTS	30 POINTS	45 POINTS

<b>OUT OF COUNTRY (NON WKF QUALIFIER)</b>					
<i>EXAMPLES US OPEN, WEST COAST OPEN (ONLY ELITE DIVISIONS)</i>					
<b>PARTICIPATION</b>	<b>TOP 7</b>	<b>TOP 5</b>	<b>BRONZE</b>	<b>SILVER</b>	<b>GOLD</b>
10 POINTS	N/A	15 POINTS	20 POINTS	40 POINTS	60 POINTS

<b>PANAMERICAN WKF EVENT (JR/SR PKF AND PKF K1/SERIES A)</b>					
<i>ANY WKF SANCTIONED EVENT THAT KARATE CANADA RECOGNIZES</i>					
<b>PARTICIPATION</b>	<b>TOP 7</b>	<b>TOP 5</b>	<b>BRONZE</b>	<b>SILVER</b>	<b>GOLD</b>
50 POINTS	15 POINTS	30 POINTS	60 POINTS	90 POINTS	120 POINTS

**PARTICIPATION AND RESULTS POINT ACCUMULATE**

<b>WKF EVENT (JR/SR WORLDS, K1 AND SERIES A)</b>					
<i>ANY WKF SANCTIONED EVENT THAT KARATE CANADA RECOGNIZES</i>					
<b>PARTICIPATION</b>	<b>TOP 7</b>	<b>TOP 5</b>	<b>BRONZE</b>	<b>SILVER</b>	<b>GOLD</b>
75 POINTS	20 POINTS	40 POINTS	75 POINTS	125 POINTS	150 POINTS

**PARTICIPATION AND RESULTS POINT ACCUMULATE**

# B. FINANCIAL RESPONSIBILITIES AND FUNDING

## FINANCIAL RESPONSIBILITIES

1. Pre Camp & Qualification Event - \$100 per athlete  
This includes the Saturday tournament and Sunday training  
Team training fees - \$50.00 per individual scheduled session
  - a. Price is applicable to all provincial and regional training camps/sessions
  - b. For families with 2 or more team prospects the price for the second individual is reduced by 50%
  - c. Paying for the team training fees does not guarantee you a spot on the provincial team.
2. Karate clinic fees - \$75.00 per individual session
  - a. For families with 2 or more team prospects the price for the second individual is reduced by 50%
3. Volunteer Bond - \$200 cheque
  - a. Section C for more information

For all athletes selected for Senior/Junior Nationals some funding may be available, this will be based on our **Funding Tier System see below:**

## SENIOR/JUNIOR FUNDING CRITERIA

The funding structure for the provincial team is outlined below. The current funding structure is to ensure that the athletes who are receiving the top results are structured for further success, while allowing anyone from any WKF style to try-out for the team and represent Karate Alberta at the National Championships.

### The Tier System

Karate Alberta - Tier Funding Table		
Tier	Funding	Description
Tier I - International	<b>100%</b> of team fees and Nationals expenses (excluding food and personal spending)	International refers to an athlete who medaled at the Pan American championships (during most recent season) or a top 7 at WKF Worlds. K1 Events may apply, if the competition was meaningful and the athlete performed multiple winning bouts.

<b>Karate Alberta - Tier Funding Table</b>		
<b>Tier</b>	<b>Funding</b>	<b>Description</b>
Tier I - National Top 2	<b>66%</b> of Nationals expenses (excluding food and personal spending)	National top 2 refers to an athlete who won Gold or Silver at the previous nationals or they have had enough success internationally to be ranked top 2 by Karate Canada.
Tier II - Provincial rank 1st place	<b>33%</b> of Nationals expenses (excluding food and personal spending)	Athletes ranked by KA as #1 and Bronze medalists from 2019 (#1 Rank in division will apply to division with 4+ athletes or based on performance in divisions less than 4 people)
Tier III – Athletes selected to the 2020 Provincial Team	<b>No funding or maximum of 20%</b> (excluding food and personal expenses) of Nationals budget distributed evenly.	Split equally among remaining athletes

### **Explanation of KA Athlete Funding**

Athlete funding is based on a fixed amount approved by the Board of Directors for each year. Depending on the level of the athletes on the team, size of the team and the location of the event funding will fluctuate from year to year.

## **C. VOLUNTEER BOND PROGRAM**

### **ASSOCIATED DOCUMENT TO BE SIGNED**

- Karate Alberta Volunteer Bond Policy Agreement (see APPENDIX 2)

### **PURPOSE**

To encourage all Karate Alberta (KA) members to become actively involved in the operation and success of our Association.

### **OVERVIEW**

KA is run completely by volunteers. Many of our members are unaware of just how much volunteer work and fundraising is necessary to operate a quality karate program. Examples of opportunities include fundraising initiatives, tournaments, preparing for both Junior and Senior Nationals, and assisting at both Junior and Senior Nationals. The volunteer bond program is in place to encourage our association members to step forward and get involved.

### **VALUE OF BOND**

Every family with a registered athlete in KA must provide a bond payment in the form of a \$200.00 cheque at the time of registration in order for your child to participate in the 2019/2020 season. The cheque must be post-dated for May 8, 2020. You are required to provide ONE cheque PER family (not per athlete).

### **BOND COMMITMENT**

Volunteer commitment will be calculated based on a 10-point system per family. Approximately 1 hour of volunteer time will equal 1 point. Volunteers must be over the age of 14 years old to participate in the completion of bond points. The list of volunteer opportunities on the Volunteer Point Schedule identifies the activities and roles that will be available in the 2019-2020 year, although additional duties will become available throughout the year and will be posted on the KA website and also shared via email through team managers and/or coaches.

### **APPROVED VOLUNTEER ROLES/OPPORTUNITIES**

Please refer to the Volunteer Point Schedule for roles and point allocation.

### **PREVIOUS YEAR MANAGEMENT/TLC KNOWLEDGE TRANSFER**

Previous year Management or TLC positions will gain volunteer points through knowledge transfer of their roles to following year's incumbents.

### **OPTING OUT**

Families choosing to opt out of the volunteer bond program may do so at the time of registration by submitting a cheque for \$200.00 with a current date and by checking the appropriate box on the volunteer bond policy agreement. This cheque will be cashed by KA.

## PROCESS

- Each family will be required to provide a post-dated cheque in the amount of \$200.00 payable to Karate Alberta, dated May 8, 2020.
- Bond cheques are to be submitted at the time of registration no later than December 14, 2019.
- Cheques will be returned to those families who complete their bond by the end of the season. Volunteers who do not fulfill their total hours will have their cheques cashed. If a bond cheque is returned NSF, an additional administration fee of \$45.00 will be due. Athletes with a balance owing will not be permitted to register for the following season until the debt is cleared.
- Volunteer points/hours will be approved by Karate Alberta. Only designated event coordinators, Team Managers, or Coaches will be eligible to sign off on volunteer hours worked. Your volunteer points/hours must be recorded and signed off on your bond tracking form. It is the family's responsibility to keep track of their hours and when their total points have been achieved submit their bond tracking form to the team manager. It is up to each family to ensure that they fulfill their volunteer obligation and to retain records of their approved hours by the end of the season.

## KA 2019/2020 SEASON VOLUNTEER PROGRAM POINTS SCHEDULE

Date	Event	Volunteer Activity	Points/day
Dec 14-15, 2019	Junior Season Prep Camp	Front Table	2
		Weigh Ins (1 day only)	1
		Attendance	1
Jan 11-12, 2020	Senior Selection Camp	Front Table	2
		Weigh Ins (1 day only)	1
		Attendance	1
Jan 25, 2020	Senior Training Camp #2	Front Table	2
		Weigh Ins (1 day only)	1
		Attendance	1
Feb 1-2, 2020	Junior Training #2 -Selection Camp	Front Table	2
		Weigh Ins (1 day only)	1
		Attendance	1
Feb 29, 2020	Senior Training Camp #3	Front Table	2
		Weigh Ins (1 day only)	1
		Attendance	1
Mar 1, 2020	Junior Training #3	Front Table	2
		Weigh Ins (1 day only)	1
		Attendance	1
Mar 21-22, 2020	Senior KC Nationals (Calgary)	<b>In Planning</b>	<b>TBA</b>
April 18, 2020	Junior Training Camp #4	Front Table	2
		Weigh Ins (1 day only)	1
		Attendance	1

<b>Date</b>	<b>Event</b>	<b>Volunteer Activity</b>	<b>Points/day</b>
Apr 30 -May 4	Junior KC Nationals (Toronto)	<b>In Planning</b>	<b>TBA</b>
2019-2020	Full participation for season	KA coach	10
2019-2020	Full participation for season	KA Referee/Official	10
2019-2020	Full participation for season	KA Board Member	10

<b>Date</b>	<b>Role</b>	<b>Volunteer Activity</b>	<b>Points/day</b>
<b>General Positions</b>	Jackets and other items (Crests, Online Store)	Sizing, ordering, pickup and distribution	10
	Sport Data Management	Registration of athletes, coaches and other members, register athlete divisions and payment to KC (previous exp necessary)	10
	Sport Data Trainee	Work alongside above, including printing draws night before national competitions	10
	Absence Letters	Create letters and provide for distribution	6
	Transportation To/From National Venues (Senior & Junior Events)	Arrange & schedule	10
	Junior Team Meal 1 (Toronto)	Book and host at restaurant	5
	Junior Team Meal 2 (Toronto)	Book and host at restaurant	5
	Athlete Waivers and Medical form scanned and sent to KC, Banquet Tickets	Organize, acquire and distribute at venue (seniors and juniors)	10
	First Aid Bag Manager	Check, replenish and bring to all events (out of town as well)	10
	Medical Transport at Nationals (must be at venue) each Seniors and Juniors	Transport injured athletes to hospital (police Check needed)	10
	Volunteer Bond Administrator ( <b>Amy Cousine</b> )	Collect cheques and paperwork, collate volunteer points and report. Liaison for resource for bondable volunteer activities.	10

*Questions regarding volunteer opportunities and the bonding program, please reach out to TLC or Bond Administrator*



Date	Role	Volunteer Activity	Points/day
<b>Senior Nationals</b>			
	Ambassador Team Rep (accredited)		
	Tables		
	Set up/Tear down		
	Para Athlete Care (Police Check)		
	Celebration Dinner for Seniors	Book and host at restaurant	5

See APPENDIX 2 for

- Frequently asked questions
- Volunteer Tracking Form
- Volunteer Bond Policy Agreement Form (to be signed and returned).

## **D. EVENT ATTENDANCE/TRAVEL INFORMATION**

This section is intended to assist Team Logistics Coordinators and Team Captains in the efficient and effective performance of their duties as well as to educate all athletes on the expectations of each athlete. The role of the Logistics Coordinators and Team Captains in ensuring the success of an event cannot be underestimated.

This section outlines the responsibilities of the leaders for various travel situations and also offers suggestions regarding the handling of accommodation, travel, training, competition and athlete safety.

Leading a large delegation is a challenging and demanding task, but is generally a very rewarding experience. Please read this entire manual carefully so that you understand the role of the Logistics Coordinators and the Team Captains, as well as understand the expectations of all athletes.

### **TEAM LOGISTICS COORDINATORS**

Team logistics coordinators manage all nonathletic matters for the Team. Duties include but are not limited to:

- Managing bondable volunteer positions
- Coordinating activities with Team Captains and Karate Alberta Coaches
- Gather/compile all athlete details; including event kata or kumite, age at Nationals and weight
- Register athletes, coaches, and officials as required
- Book hotel accommodations for team members, coaches, officials, and designated board members
- Assign athletes to rooms
- Arrange for ground transportation as required
- Arrange for Team meals, outings, and banquet attendance as required
- Ensure athlete, coach, and official accreditations are distributed
- Communicate to athletes/parents clear expectations as to when athletes are required to be at their destination

### **TEAM CAPTAINS**

Each year, Karate Alberta selects two (2) team captains; one female and one male. The responsibility of the Team Captains includes; general leadership, liaison between the Team Logistics Coordinators, coaches, and athletes, and to support the Team Logistics Coordinators and Karate Alberta Coaches.

### **KARATE ALBERTA COACHES**

The primary function of team coaches is to prepare the athletes mentally and physically for competition and to provide guidance and technical support for the athletes during competition. All matters of athlete coaching, performance, conduct, and discipline will be the responsibility of the coaches. In addition, coaches act as ambassadors and advocates on behalf of the athletes in terms of ensuring that the technical elements of competition are being executed fairly and in accordance with the prescribed rules and regulations. In this respect, coaches are expected to represent Karate Alberta at all coaches meetings and to communicate all information/decisions arising from those meetings to the rest of the delegation.

## **ATHLETE SAFETY**

Given the liability factor when travelling with a large group of athletes, safety considerations are of prime importance. This section is to remind coordinators, captains and athletes of the areas of concern.

Travel time is probably the time when athletes are exposed to the highest potential for problems. To avoid most situations:

- Team Logistics Coordinators and Team Captains will continually do a head count
- Athletes will be assigned a "buddy" and a "buddy-buddy" to have athletes continue to monitor each other.
- Team Logistics Coordinators will communicate a predetermined plan of action if someone becomes separated from the group.
- It will be required that all athletes travel in groups of two or more

Upon arrival at the destination, all athletes will have access to cell numbers of Team Logistics Coordinators, Team Captains, and/or approved designates. Team Logistics Coordinators will also have access to contact information of all athletes including athlete room numbers and cell numbers.

Team Logistics Coordinators will have in their possession all written medical authorizations, relevant medical information and contact information for parents as well as an emergency contact person in the event the parents cannot be reached.

In the event that medical assessment and/or treatment is required, the athlete will be accompanied to the hospital with a Team Logistics Coordinator or designate. The athlete's medical information will be taken to the hospital and the Team Logistics Coordinator or designate will make all reasonable attempts to contact the parents of any minor child before treatment.

## **TRAVEL**

Karate Alberta will send out communication to all athletes and parents regarding travel and accommodations for each tournament.

PLEASE SEE THE 2020 KARATE CANADA NATIONAL CHAMPIONSHIPS INFORMATION BULLETIN FOR:

- Citizenship requirements
- Competitor Eligibility Guidelines
- Divisions
- Age Eligibility Matrix

## **DRESS CODE**

Athletes are expected to wear their Karate Alberta team jackets while on all flights to and from competitions. During travel time only athletes may opt to wear jeans – the team jackets are mandatory. In addition, your Karate Alberta Team jackets are to be worn whenever appropriate in public places instead of any other street jackets.

While at the competition area all athletes are expected to wear their Karate Alberta team jackets with black Adidas pants or black leggings (women only) and appropriate athletic footwear.

Athletes should be prepared bring appropriate attire for a semi-formal banquet/celebration if

appropriate.

Be sure your gi's are clean and ready for competition. Also, all athletes are to have the appropriate KA crest sewn on their gi before arriving at any Karate Alberta sanctioned event. If you require additional crests, please contact your team coordinators well in advance. There will be no opportunities to sew on crests once we have left for competition.

Each athlete should pack their own 'personal kit' for their gear bag containing band-aids, wrap, water bottle, etc. Please ensure items not suitable for a carry-on bag are added to your checked luggage.

## **BAGGAGE**

Baggage handling can cause concerns at any time. Potential problems may be avoided by following these suggestions:

- Each individual should ensure that their baggage is properly labeled and is on the bus, van, etc. Each person is responsible to claim his or her own luggage at each destination and report to the Team Coordinators if luggage is missing.
- Carry-on luggage should contain all competition gi's and equipment and other small items required for competition. These items should never be checked with regular luggage.
- Each person is responsible to check with appropriate airline requirements regarding carry-on allowances.

## **PERSONAL AND CONTINGENCY MONEY**

Athletes will be responsible for paying for the cost of all meals. It is suggested that each athlete budget for a minimum of \$50 per day for food. Souvenirs and other additional expenses are the responsibility of the athlete.

Karate Alberta will assist the athletes in ensuring all athletes are able to stock their room with food to control the costs of eating out and to ensure the athletes are getting proper nutrition prior to the tournament.

## **SUGGESTED LIST OF WHAT TO BRING**

- First Aid Kit containing: Band-Aids, Tylenol, Advil, antiseptic spray, Polysporin, athlete tape, gauze pads, cotton swabs, throat lozenges etc. Please be aware of banned substances.
- Any prescription medication
- Emergency money
- Sewing Kit
- Bar of laundry soap
- Alarm clock/ watch/ phone
- Personal hygiene products
- Appropriate clothing for climate
- Travel itinerary and competition schedule
- Books/ crosswords, etc.
- Dress clothes for banquet (if appropriate)
- Passport and Driver's License

## **E. APPROPRIATE CONDUCT**

### **ASSOCIATED DOCUMENT TO BE SIGNED**

Karate Alberta Athlete Agreement (see APPENDIX 3)

### **INTRODUCTION**

Members of Karate Alberta are expected to conduct themselves at all times in the spirit of fair play and in a responsible manner. While representing Alberta, it is expected that all participants (athletes, team captains, coaches and team coordinators) will fulfill their roles and responsibilities as outlined in this handbook. Individuals who fail to do so will be subject to discipline. Though several infractions have been listed in this document, please note that this is not inclusive. All parties concerned will deal with any infraction in an appropriate manner.

Karate Alberta is committed to providing an environment in which all individuals are treated with respect. Team members will refrain from comments or behaviors that are disrespectful, offensive, abusive, racist or sexist. Being a member of Karate Alberta is an honor and should be treated as such.

Exhibiting behavior which is unbecoming of a Karate Alberta member or which negatively reflects on the association or the Province of Alberta is strictly prohibited. All members of Karate Alberta will represent Alberta with dignity, personal integrity and within the spirit of fair play at all times. All members of Karate Alberta will show respect for the social and cultural values of their own team members, officials, athletes from other provinces and territories, and host personnel.

At any time you are travelling with Karate Alberta, if you or someone else finds themselves in an uncomfortable situation and is unsure of what to do, please contact a Team Coach or Team Coordinator.

Athletes are expected to work as a team and support each other as a team. While other team members are competing, it is expected that athletes are in the stands as much as possible supporting and cheering for the Karate Alberta Team. It is also expected that athletes act respectfully to the other provincial teams no matter what the circumstances.

Athletes should not expect to get any homework/studying done throughout the weekend. Athletes are expected to be ready to compete and to enjoy the experience of being at Nationals. Outside distractions are discouraged.

### **ALCOHOL AND TOBACCO**

Alberta Law defines a minor as a person under the age of 18 years. This is also the legal age in Quebec and Manitoba. The legal age in the rest of the country is 19 years of age.

Minors shall not consume alcohol and not use any tobacco products at any time during team travel to or from the event. Minors found possessing any alcohol or tobacco products will have these items confiscated, and will be subject to further discipline.

All Karate Alberta members who are of legal drinking age are encouraged to take reasonable steps to manage the responsible consumption of alcoholic beverages in social situations associated with the events and should make every attempt not to consume alcohol in the presence of minor athletes.

## **ATHLETE CURFEW**

Curfew will be decided by the Karata Alberta Coaches in conjunction with the Team Coordinators. All athletes, coaches, and coordinators will stay in their assigned room accommodation and all athletes will abide by the curfew.

All members of Karate Alberta will show respect for their own team members and other team members, athletes, coaches and coordinators of all provinces and territories by not creating a disturbance or disruption after the established curfew.

No male participants are allowed to enter the rooms of female participants and no female participants are allowed to enter the rooms of male participants unless directly supervised by a support staff member. If the participants want to socialize they will do so in the lobby or quietly in the halls.

## **ILLEGAL DRUGS**

All Karate Alberta members will be "drug-free" except for medication prescribed by a physician that has been declared to the Team Coordinator. There will be zero tolerance for the use of illegal drug substances by any member of Karate Alberta. Any team member found in the possession of illegal drugs will be subject to discipline.

## **SOCIAL MEDIA**

Athletes are reminded that they are representing the Province of Alberta and the sport of karate. All forms of communication on social media should reflect the highest standard of expectations of the athletes. Any inappropriate use of social media that has the potential to negatively impact the reputation of the athletes, coaches, or team will be subject to disciplinary action.

## **CELL PHONE/SMART PHONE USE**

While the Karate Alberta coaches and team coordinators acknowledge that cell phones will provide an effective and efficient means of communication with the team, between athletes, between athletes and their families and friends, and can also be used to help prepare an athlete for competition (i.e. listening to music); the coaches and coordinators also realize that cell phones/smart phones can create unhealthy distractions during competition. Athletes are reminded that outside of communication and event preparation, during the competition they are expected to be fully participating in the competition including training, physical and mental preparation, and supporting their teammates when not competing. The coaches and coordinators would also like to remind the athletes that communication during the competition is subject to the same expectations that has been laid out in the code of conduct. Any communication that is determined to be disrespectful or inappropriate will be subject to disciplinary action.

## **KARATE ALBERTA 3-STRIKES POLICY**

The KA provincial team has implemented a '3-strikes policy' for all team prospects. If an athlete fails to adhere to the rules and policies implemented to benefit the individual and the team the coaches and/or coaching committee may pursue disciplinary action against the athlete. If the infraction is great enough the team member can be suspended or expelled from the team immediately and/or indefinitely.

### **ACTIONS THAT CONSTITUTE A STRIKE**

- Unexcused absences from all mandatory trainings and/or clinics will receive a minimum of two strikes
- You must attend all training sessions
- Unexcused late arrival to training
- Not contributing to set up and take down of equipment at team trainings and team events.
- Late payment of training or seminar fees or submission of required paperwork/forms
- Behavioral issues in/out of team events
- Misuse of all forms of social media

### **SERIOUS INFRATIONS WITH ZERO TOLERANCE**

- Alcohol abuse (under-age drinking, public intoxication or inappropriate behavior)
- Drug abuse
- Taking performance enhancing substances
- Discrimination
- Bullying
- Sexual abuse
- Illegal activities
- Disrespectful behavior towards coaches, team coordinators, teammates or team support staff
- Any action that causes harm to the reputation of karate and/or Karate Alberta.

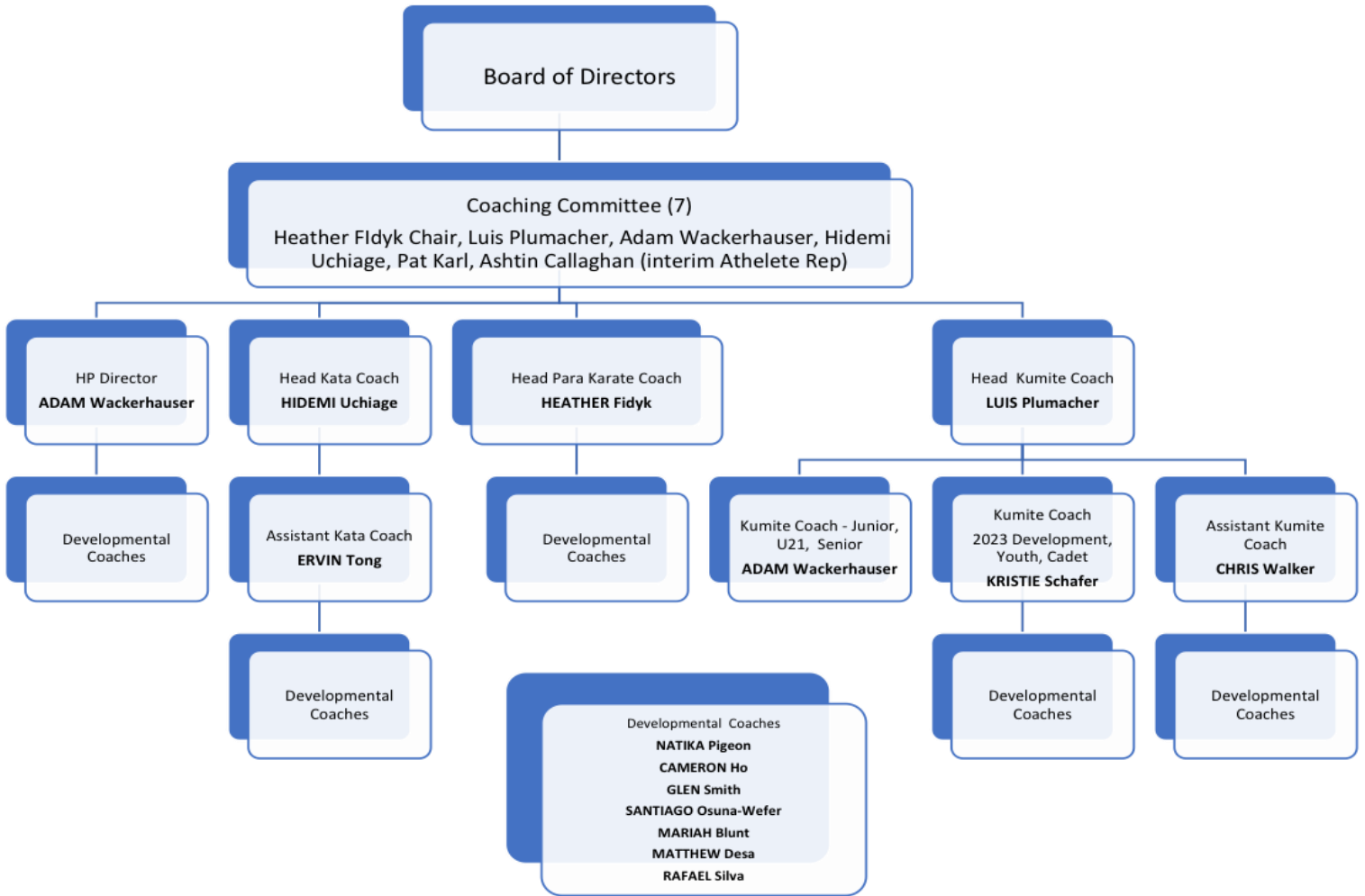
All disciplinary action will be reviewed by the Coaches and Coaching Committee prior to an official decision being made.

In the case of an appeal, it would then be taken to the Karate Alberta Board of Directors

### **ALL ATHLETE'S MUST READ AND FOLLOW THE KARATE CANADA CODE OF CONDUCT AND ETHICS**

# APPENDIX 1

## COACHING ORG CHART





# APPENDIX 2

## VOLUNTEER BOND FREQUENTLY ASKED QUESTIONS

### **Why is there a bond fee?**

Each season KA operates competitions and training events in preparation for nationals. There are a number of tasks and duties that need to be completed to ensure Karate Alberta is able to send athletes to Karate Canada Nationals. Karate Alberta relies on the efforts of all families to ensure that these events are a success. The bond program has been introduced to encourage Association members to get involved with KA. Many hours of volunteer work are needed to operate a quality Provincial Karate Program.

### **How much is the volunteer bond?**

The bond is \$200.00 per family; per season.

### **How many points do I need to complete this season?**

Every family will need to complete **10** points.

### **How can I find out how many bond points I have completed? Who is tracking my bond?**

Each time you participate in a bond earning event, you will record the event and time on your **Volunteer Bond Tracking Form**, and have it initialed by a designated team coach, team logistics coordinator or someone in charge of the event you're helping with. When you have completed 10 bond points, you will be required to submit your tracking sheet to the **Volunteer Bond Administrator** to receive your bond cheque back. YOU are responsible to report your own volunteer bond requirement to KA. The Volunteer Bond Tracking Form is accessible on the KA website or by contacting the Bond administrator and MUST be used to record/submit your volunteer bond points by May 8, 2020.

### **What if I don't make the team?**

**You are required to pay your bond at the beginning of the season and work it off whether you make the team or not.**

### **If I am only able to complete a portion of the bond, will you still cash my cheque?**

Yes, all families must complete a total of 10 points to fulfill their bond agreement and receive their bond cheque back. This is not a pro-rated program.

### **Can I work off my bond next year?**

No, we need volunteers every season, we are working only for this season. Once this season closes

at Nationals, we move onto a new season.

**I don't have time to volunteer/I am too busy to volunteer; do I have to participate in the bond program?**

No, you can choose to opt out of the bond program, just complete the Bond Submission Form and select that you wish to "opt out" of the program and submit your cheque in the amount of \$200.00.

**Ten points/hours of volunteer time seems very difficult to complete! What if my family doesn't have time to volunteer?**

It is actually very easy to accumulate 10 hours of volunteer time throughout the year. You can work off your bond hours assisting throughout the year, assisting with preparation of National events or volunteering at the Seniors Nationals for the 2019/2020 year.

**What if I am not out-going, or don't know a lot about karate?**

There are lots of volunteer opportunities that are behind-the-scenes and can be well-suited for your own strengths and talents. The Fundraiser Director and Team Logistics Committee can always need a lending hand. Are you good at organizing? Help out the Tournament Director with scheduling and organizing a tournament (better yet, offer to be the Tournament Director).

**Can my whole family participate and help me earn my volunteer points?**

Yes! As long as each volunteer is 14 years of age or older, you can recruit your high school student, grandparents, or other family members to help you collect your 10 points. Sign up to volunteer together at the same event and make it a fun family day!

**What if I have a few extra volunteer receipts at the end of the year and my friend needs a few to complete their 10 points? Can I give away my receipts to help out other karate families if I have extra?**

Points are earned per family (Parents, Guardians, Siblings over the age of 14 years), point sharing or selling is not permitted.

**When do I get my Volunteer Bond Hours tracking Form initialed?**

The Volunteer Bond Hour Tracking Form should be initialed at the time of services being provided or at end of each event. Please do not come to coaches or TLC/Managers at the end of season asking them to remember what you did during the season, especially for event volunteering. This will not be accepted.

# **VOLUNTEER BOND HOURS TRACKING FORM**

## **2019 - 2020 SEASON**

You will receive approximately 1 bond point for each hour of volunteering. Anyone over the age of 14 can volunteer towards bond hours for your family. All jobs need to be signed off by either of the following in order to be counted towards your bond hours- designated team coach or team manager. When you have completed your 10 points please submit this form to your Team Manager or the Bond Administrator for the return of your cheque.

**ATHLETE NAME:** \_\_\_\_\_

**PARENTS / GUARDIANSAME(s):** \_\_\_\_\_

<b>Job</b>	<b>Date</b>	<b># Points</b>	<b>Signed off by</b>

## **VOLUNTEER BOND POLICY AGREEMENT**

This document needs to be signed.

For ease of handling the Volunteer Policy Agreement is a separate document in this package.

# **APPENDIX 3**

## **KARATE ALBERTA ATHLETE AGREEMENT**

This document needs to be signed.

For ease of handling the Karate Alberta Athlete Agreement is a separate document in this package.