

OKF SELECTION POLICY

All details with respect to being selected to the Provincial Team and attending the Karate Canada National Championships will be outlined in the ON Team Handbook (to be revised annually and made available on the OKF website prior to the first elite team selection tournament).

Selection: Athletes

Qualifying for Nationals

- After selection to the ON Team, in order to qualify to attend the Karate Canada National Championships, athletes must attend all required training sessions as indicated and have an up-to-date OKF Membership
- The ON team will consist of up to 2 athletes for each Kumite division and 3 athletes for each Kata division
- For the purpose of any available funding, athletes may be designated as “A”, “B” and “C” team members. This will be indicated in the annual ON Team Handbook.
- OKF will align with Karate Canada regarding automatic invites to Nationals based on performance at the previous year’s event or on National Team status. The ON Team Handbook will outline any provincial requirements for those specific athletes. These invitees may result in the ON Team having additional athletes in certain divisions.
- OKF will abide by Karate Canada criteria with respect to any allocated “wild card” spots.
- Selection to the National Team Squad is determined by Karate Canada. As those details are published, they will be made available to ON athletes.
- Throughout the provincial competitive season, athletes must compete at elite team selection events in the categories they will plan to compete in at the Nationals, which they qualify for in regards to age and/or weight. As Karate Canada determines the birthdate matrix for division eligibility, it will be made available to Ontario athletes.
- Failure to compete in the appropriate category (either due to age or weight) means that an athlete jeopardizes their team spot. Note, points earned at Grand Prix’s cannot be carried between divisions.
- More information is made available annually once specific details are sent from Karate Canada to the Provinces. Where possible, this will be included in the annual ON Team Handbook. Otherwise, it will be provided in updates as appropriate to team members.

i) ON Team Selection Criteria

The ON Team is based on the grand prix point system. While the results of the “grand prix points” will be the major deciding factor in team selection, the coaching staff and HPC will make the final decisions. The following is a list of expectations for all athletes wishing to become team members.

ii) Grand Prix Scoring System & Championships

1. Competitors from 12/13yrs elite divisions and higher will be awarded grand prix points based on participation and results at 3-4 designated OKF tournament events.
2. The dates of the designated events will be made available in advance. Along with the requirements with respect to how they will be considered. Ie. If points from all events will be accumulated, or if best 3 out of 4, etc.
3. The grand prix points system will be reviewed by the HPC and CC annually, and will be published in advance of the initial qualifying tournament.

4. Every elite athlete who is registered as a Competitive participant with OKF is allowed and encouraged to attend all of the designated events.
5. Points are only awarded for actual results, regardless of the intention of the participants. For example, a silver result gets the 2nd place points as it does not matter how many athletes in the same division may or may not be trying out for the ON Team.
6. Points do not transfer to new weight divisions.
7. If there is a tie between two athletes in the same division by the last grand prix event, then a tie-breaker match may be held to determine who obtains the team spot.
8. For any athlete attending an international event as part of Team Canada within a week on either side of the Grand Prix event, appropriate points will be awarded (as indicated in the ON Team Handbook for the year) to ensure the athlete is not penalized for not participating.

iii) Kumite Weight Divisions

1. Kumite athletes in weight categories will be weighed at each tournament and team practice.
2. OKF's Weight Management Policy will be adhered to with respect to leeway around the weight cutoffs. Any modifications to this, as approved by the BOD, will be made known in advance.
3. To align with Karate Canada national team policies, athletes must not be more than 10% over or under their registered weight division at any time during the ON Team competitive season, otherwise the Coaching staff and or High Performance Committee can impose disciplinary action such as removal of points from their grand prix status or even suspension from the team.

iv) Coaches Recommendations

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

The annual ON Team Handbook will further detail the expectations of athletes selected to the team with respect to attendance, fees, forms, fitness testing, and yearly training plan. Throughout the competitive season, updates will be provided as appropriate.

Selection: Coaches

Coaches, officials and instructors play a critical role in the personal as well as athletic development of students, competitors and athletes. They must understand and respect the inherent power imbalance that exists in these relationships and instructors, officials and coaches must be careful not to abuse it.

Instructors, Officials and Coaches must also recognize that they are important conduits through which the values and goals of OKF are expressed and communicated. How a student, competitor or athlete regards the sport is often dependent upon the behaviour of those in authoritative roles.

As such, all coaches must have a good understanding of the OKF Code of Conduct for Coaches.

1. Policy

- 1.1 The purpose of the OKF Selection: Coaches Policy is to set the standards and framework for a comprehensive coaching program, which will help coaches meet the requirements and needs that are associated with coaching at the provincial level. This is separate to the Certification of Coaches process offered to all levels of coaching.
- 1.2 General and specific goals will be set out before the start of the year by the High Performance Committee and Board of Directors. All goals should be laid out succinctly so that they are well understood and can be easily communicated to the Coaching Committee. Metrics or benchmarks are needed so that the program's success can be measured at the end of the competition year.
- 1.3 The criteria utilized for the selection process of provincial coaches will be in alignment with the requirements set out by Karate Canada and the Ministry for events such as the National Championships and Ontario Summer Games, or equivalent.

2. Structure

- 2.1 The Coaching Committee will be comprised of:
 - One (1) Head Coach
 - 3 active coaches (selected by Head Coach)
 - One (1) Team Manager (section 9.3)
- 2.2 The CC individuals must:
 - a) have all the qualifications of a Provincial Coach as outlined by OKF
 - b) possess the desire to work with all levels of Coaches & athletes.
 - c) contribute to Coaching & athlete development projects.
 - d) possess good people, social & communication skills.
 - e) Demonstrate any Computer skills in word-processing & spreadsheets – considered an asset.
- 2.3 The CC duties and responsibilities include:
 - a) administering and overseeing the Coaching Program under the Provincial Head Coach and HPC.
 - b) Being responsible for the training & development of all Coaching levels, whether recreational, Provincial / National as deemed by the Head Coach and HPC, and possibly in coordination with the NCCP program.
 - c) helping in Team budget & development projects.
 - d) Being responsible to insure that all selection & seeding processes are carried out according to the set rules for OKF athletes at competitions.
 - e) Maintain a copy of all Coach profiles, as well as athlete profiles.
 - f) Insure that all levels of Coaches meet the expected qualifications.
 - g) Be responsible for athlete development, and athletes' rights within the Province.
- 2.4 The Coaching Committee reports to and interacts directly with the High Performance Committee. The HPC is comprised of:
 - Chairperson
 - ON Team Head Coach

- High-performance specialist
- Competitive club coach(es)
- Retired Athlete Representative – elected by athletes

2.5 The High Performance Committee reports to and interacts with the OKF Board of Directors.

3. Process of Selection

3.1 The HPC will issue a call for coaches to the general membership. This will include the minimal requirements with respect to NCCP certifications, rank, experience, first aid, police check, etc. Candidates will be asked to indicate if they have a preference for which type of coaching position they be considered for.

3.2 Applications that have been received by the indicated deadline will be reviewed by the HPC, Head Coach (if already in position), with recommendations then submitted to the OKF BOD.

3.3 All selected candidates will be informed in writing by the indicated date.

3.4 When the situation arises for specific events, it may be warranted to enlist the help of Assistant Coaches. Upon approval by the HPC, the CC can proceed to do so.

4. Roles and Duties

4.2 Unless otherwise indicated, the commitment to the position is for a two (2) year period. At that time, the HPC will perform a review with the coach and make recommendations to the BOD with respect to continuing or discontinuing the individual's role in that position.

4.3 Each coach, regardless of level, must ensure they maintain their credentials and meet any indicated requirements with respect to attendance at seminars.

4.4 All coaches must have an understanding of the LTAD and will work in conjunction with the HPC to provide appropriate training and experiences to the athletes.

4.5 Assistant coaches may assist the athletes off the competition floor but should not represent any athlete on the tatami, unless specifically instructed to do so by the Head Coach.

4.6 Assistant Coaches are the introductory coaching level for Ontario/ National/International Coaching. When these positions are available, they will be intended for those who wish to work their way through the system for National/International Coaching expertise. Qualifications will include:

- a) Must be a member in good standing with OKF.
- b) Should have volunteer experience at provincial tournaments with respect to scorekeeping and preferably have attended an Officials seminar at novice level.
- c) A minimal NCCP level qualification that will be indicated on the application
- d) Having recent experience as an athlete or Official in National/ International competition will be considered an asset.
- e) Must be of legal age to supervise athletes when traveling.

- f) Must possess good people, social, and communication skills.
- 4.7 Assistant Coaches duties and responsibilities may include, but are not limited to:
- a) Attends Provincial Team Training and Camps.
 - b) Assists Provincial Coaches in all aspects of their duties.
 - c) Must endeavor to become fluent with all policies, rules, codes, and selection processes.
 - d) Must learn the duties, roles, and obligations of both the athlete & the Coach.
 - e) May be selected to travel with Provincial team to training and/or National competitions to assist Provincial Coaches.
- 4.8 An Event Coach may be specific, i.e. kata only or kumite only, or combined. They may be a senior or junior coach only, or combined. Qualifications will be indicated on application forms and may include:
- a) Current First aid or CPR training
 - b) Police Check
 - c) Must be of legal age to supervise athletes when traveling.
 - d) Attendance at specific levels of events in various capacities (ie. Nationals for 3 yrs as a competitor, etc)
 - e) Training in Kinesiology / Physiology / Fitness would be considered an asset.
 - f) Must be a black belt.
 - g) To have administration skills is an asset.
- 4.9 Event Coaches duties and responsibilities would include, but not be limited to:
- a) Attending and contributing to provincial team training and development.
 - b) Keep records and pertinent information of all athletes under their guidance.
 - c) Understand the duties, obligations and limitations of the coach and athletes.
 - d) Understand the current tournament rules, regulations, & organization.
 - e) Liaise with head coach in matters pertaining to athlete well being.
 - f) Schedule and conduct area team practices, in consultation with the head coach.
 - g) Participate in the development of year round training plan for provincial athletes.
 - h) Must understand OKF Harassment policy, Code of Conducts, and athlete selection processes.
 - i) May be selected to travel with the Provincial team to National/ International competitions. The Coach may also be responsible for an Assistant Coach at such events. Preferred selection of Coaches to attend National competitions will be given to those who have the most seniority and experience in Coaching at that level.
 - j) Will aid in the training of Dojo [Recreational] and Assistant Coaches within the Province, or at OKF sanctioned tournaments.
- 4.10 There will be only one (1) Head Coach for the ON Team. Qualifications will be outlined in any call to application and may include, but not be limited to:
- a) Must possess all the qualifications of a Provincial Coach as indicated by OKF
 - b) A minimum level of NCCP certification that would be indicated on the application
 - c) Experience in an indicated number of Nationals as a competitor, official or coach
 - d) Bilingualism is an asset.
 - e) A minimal rank. Dan ranking will be considered an asset.
 - f) Must be over 30 years of age.
 - g) Computer skills are an asset.

- h) Must have demonstrated leadership ability and organization skills.
 - i) The Head Coach [when replaced] will be selected on the basis of seniority & experience of the Provincial Coaches, as recommended by the Coaching Committee and HPC.
- 4.11 In addition to all duties mentioned above for coaches, the Head Coach duties and responsibilities may include, but not be limited to:
- a) Serve as a member of the HPC and act as liason with the CC, and BOD where appropriate
 - b) Involvement with the selection of coaches through applications for different events
 - c) As requested by the HPC or BOD, provide reports following events or regarding trainings
 - d) Be involved with the Events Committee and BOD with respect to selecting the dates of elite team selection tournaments, team trainings, etc.

Selection: Team Manager

- 1.1 The ON Team Manager's role will include, but is not limited to, the following:
- a) Works with the Head Coach to prepare and assist ON Team athletes to compete at regional, provincial and national competitions
 - b) Liason between the coaching committee and athletes
 - c) Reports directly to the Head Coach and High Performance Chairperson
 - d) Performs administrative duties such as monitoring fitness test results, keeping team member attendance, and the collection of medical release forms and team fees
 - e) Organizes and sends out information regarding team trainings, fees, forms, etc
 - f) Organizes flight and hotel reservations in conjunction with OKF Executive Director
 - g) Arranges for meals and transportation out of province as required
 - h) Completes the ON Team registration for the National Championships
 - i) Attends all training sessions and competitions involving the ON Team as required
 - j) Monitors and arranges for facilities and delivery of equipment needed for team events
 - k) Prepares and distributes the Team Handbook in conjunction with the High Performance Committee
 - l) May be tasked with organizing and supervising fundraising opportunities with the athletes
 - m) Ensure that any volunteers asked to assist the ON Team when traveling have up-to-date Police Checks on record
 - n) Maintains a team database with contact information for all coaches and athletes involved with the ON Team
 - o) Reports ON Team results to OKF President and Executive Committee members
- 1.2 Minimum qualifications for the position of Team manager include:
- a) Good organizational and interpersonal skills, with the ability to relate to people from various backgrounds
 - b) Should be familiar with Microsoft software programs

- c) Previous experience as an athlete, coach or official would be considered an asset

Selection: Officials

Coaches, officials and instructors play a critical role in the personal as well as athletic development of students, competitors and athletes. They must understand and respect the inherent power imbalance that exists in these relationships and instructors, officials and coaches must be careful not to abuse it.

Instructors, Officials and Coaches must also recognize that they are important conduits through which the values and goals of OKF are expressed and communicated. How a student, competitor or athlete regards the sport is often dependent upon the behaviour of those in authoritative roles.

As such, all officials must have a good understanding of the OKF Code of Conduct for Officials.

1. Policy

- 1.1 The purpose of the OKF Selection: Officials Policy is to set the standards and framework for a comprehensive officiating program, which will help Ontario karate officials meet the requirements and needs that are associated with officiating at all levels. This is separate to the process of certifying officials.
- 1.2 General and specific goals should be set out before the start of the year by the Officials' Committee (OC) and Board of Directors. All goals should be laid out succinctly so that they are well understood and can be easily communicated to all officials and the membership at large. Metrics or benchmarks are needed so that the program's success can be measured at the end of the competition year.
- 1.3 The criteria utilized for the selection process of provincial coaches will be in alignment with the requirements set out by Karate Canada and the Ministry for events such as the National Championships and Ontario Summer Games, or equivalent.

2. Structure of Officials' Committee

- 2.1 The Committee Chair is appointed by the Board of Directors.
- 2.2 Each OKF region (geography to be determined) may have one official sit on the Officials Committee. If the region does not nominate a representative, that position may remain vacant.

- 2.3 The committee includes a liaison from the Events Committee
- 2.4 The Executive Director or designate is the staff liaison to the committee

3. Process of Selection

- 3.1 The OC will issue a call for officials to the general membership prior to the commencement of every competitive season. This will include the minimal requirements with respect to age, rank, experience, police check, etc. Candidates will be asked to indicate if they have a preference for which type of officiating they may be interested in – kata and/or kumite.
- 3.2 Throughout the competitive season, the OC and individual officials shall work to encourage the interest in other members, including attendance to Officiating Clinics.
- 3.3 At the beginning of the season and at all subsequent officials' clinics, the OC will indicate the minimum eligibility requirements for those who may be interested in attending each level of event, from local to regional to Provincial elite team selection events, and the National Championships.
- 3.4 At a period of no less than 6 months prior to the National Championships, the OC will begin compiling the names of those officials interested in representing Ontario at the event. This period of time allows the opportunity to verify credentials and for individuals to ensure they complete the necessary requirements.
- 3.5 At three (3) months prior to the National Championships, the OC will be expecting officials to make firm commitments to their attendance at the event. By this period in time, there should be further information with respect to any funding that may be available for officials.

4. Officials' Clinic Policy

- 4.1 The OKF OC must approve any officials' clinics that may incur a cost to OKF.
- 4.2 Only approved Course Conductors (members of the OKF OC) can teach clinics on behalf of OKF OC.
- 4.3 Qualified Provincial Referees in a region can function as Assistant Course Conductors on a rotating basis, as approved by the OC.

5. Officials' Clinic Content

Clinics may cover, but are not limited to, the following:

5.1 Kumite

- Theory for referees
- Practical applications for referees
- Theory for judges
- Practical applications for judges
- Score and Timekeeping theory
- Score and Timekeeping practical
- Updates regarding any changes to WKF rules

5.2 Kata

- Theory for judges
- Practical for judges
- Recording, outcome and Timekeeping for score and Timekeepers
- Updates regarding any changes to WKF rules

6. **Criteria for National Certification**

- 6.1 All active and provincially qualified referees who meet the criteria below are eligible to attempt to obtain National level qualifications at their personal expense if not funded by OKF OC. Officials receiving provincial funds to attend National events will be expected to assist with presenting official clinics in their regions and share knowledge gained from their experience to help train other officials and benefit their regions.
- 6.2 Eligibility to attend National championships will be determined annually based on selection criteria as defined by OKF OC with consultation from the BOD and in alignment with Karate Canada's criteria.
- 6.3 Nationally certified individuals may then be partially or fully eligible for funding from OKF to attend National and International events to obtain further certification. Funding will be set at a minimum in the annual budget but re-evaluated through the year with consideration to the current state of finances and communicated appropriately.
- 6.4 Specific minimum criteria for eligibility:
- Minimum age: 16
 - Minimum Rank: Shodan
 - Provincial Referee at least 2 years
 - Shall have attended at least 3 OKF sanctioned events in their capacity as an official during the preceding year.
 - Attended at least 2 OKF Officials Clinics during the preceding year
 - Area of residence: with respect to OKF funding to attend events, an attempt will be made to balance regional representation

7. **Review**

OKF may review this policy on an annual basis, or as required, and may amend this Policy form time to time to ensure that it meets the needs of all Members and Participants.