



Rules of Procedure of the World Union of Karate-Do Federations - International Non-Profit Association

Hereinafter referred to as **WUKF**

WUKF Headquarters and General Secretariat
Rue de Hermée, 257
B-4040 Herstal (Belgium)
Phone no. +32 497.19.03.09

PREAMBLE

The Rules of Procedure govern the relations of the Member Federations and the affiliates with the Association or between them; they are drawn up by the Board of Directors and submitted to the approval of the General Assembly before their implementation.

When faced with an urgent and / or unforeseen situation, the Board of Directors is empowered to adapt the Rules of Procedure; these adaptations and the resulting decisions will be subject to ratification by the next General Assembly.

These Rules are available for consultation on the WUKF website.

Every Member Federation any affiliate of the Association must comply with these Rules, and the ignorance thereof is no excuse and will never be admitted.

Under no circumstances may these Rules of Procedure should be inconsistent with the statutes or the law of 27 June 1921 on non-profit international associations or the Decree organising sports in the French Community (Decree of 8 December 2006 - Ministry of the French Community).

Any case or situation not expressly provided for in the present Rules will be decided by the Board of Directors in accordance with the rules published by these Rules of Procedure, and by virtue of the statutes and the law on international non-profit associations.

TITLE I - THE BOARD OF DIRECTORS

Article 1. Composition

The WUKF is governed by a Board of Directors whose composition, method of appointment, powers are determined by the statutes and in accordance with the law on international non-profit associations.

Article 2. The Chairman

The Chairman presides over the General Assemblies and the meetings of the Board of Directors. He (she) implements and / or sees to the implementation of the decisions taken, both by the General Assemblies and the Board of Directors. He (she) presides the WUKF and ranks first among its delegates.

The Chairman is an ex-officio member of the Board of Directors proposed by WUKF for the establishment of the Board of Directors.

The Chairman shall have at least the rank of 1st dan black belt.

Article 3. The Vice-Chairman (Chairmen)

The Vice-Chairman (Chairmen) replaces the Chairman in case of absence or inability of the latter. He/she (they) assists the Chairman in the exercise of his/her functions. The Vice-Chairman (Chairmen) is an ex officio member of the Board of Directors proposed by the WUKF for the establishment of the Board of Directors.

Article 4. The Secretary General

The Secretary General draws up or prepares the minutes of the General Meetings and the meetings of the Board of Directors; he (she) signs them jointly with the Chairman.

He (she) prepares and signs the daily correspondence and all the documents which concern the day-to-day management and which do not engage financially the Association.

These documents are at all times available to the members of the Board of Directors who can consult them at the Secretariat of the Association. He (she) has custody of any document of any kind relating to the activity of the Association.

The Board of Directors may appoint a Deputy Secretary General to assist and / or replace the Secretary General in one or more missions. The Secretary General is an ex-officio member of the Board of Directors proposed by the WUKF for the establishment of the Board of Directors.

Article 5 - The Treasurer General

The Treasurer General has custody of the funds of the International Non-Profit Association. He / she keeps or sees to the keeping of the accounts of all revenue and expenditure and presents the financial situation to the Board of Directors which shall be annexed in the minutes of the meeting.

He (she) ensures the recovery of the amounts due and signs any document generally any financially

committing the WUKF, jointly with the Chairman and the Secretary General and, in case of unavailability of the latter, by a director.

The Board of Directors may appoint a Deputy Treasurer General to assist and / or replace the Treasurer General in one or more missions. The Treasurer General is an ex-officio member of the Board of Directors proposed by the WUKF for the establishment of the Board of Directors.

Article 6. Administrative Staff

The Board of Directors may employ, to fulfil the duties and missions of the General Secretary and / or the Treasurer General, the services of paid administrative staff.

This administrative staff works under the management and responsibility of the Chairman, the Secretary General or the Treasurer General; it may attend meetings of the Board of Directors or General Meetings, on an exclusive consultative role.

Any person, member of the Board of Directors, of a cell, of a committee, may call upon the services of the administrative staff, after prior agreement of the Secretary General.

Article 7. The Auditor(s) (if elected by the General Assembly)

The Auditor(s) reviews the accounts whenever the Board of Directors requests him/her (them) and at least twice a year. He/she is (are) elected at the General Assembly of Federations, among the candidates presented by the Federations.

The Auditor(s) will have the task of verifying if the accounts are justified by invoices or cash receipts, dated and signed. They will examine whether the accounting is well kept, clear and orderly and will report to the ordinary general meeting of the clubs.

He/she (they) will be elected by a majority of votes by this assembly.

If they do not show up at least for a check, except justified and imperative excuse, he/she (they) will be deemed resigned.

Article 8. Special provisions

The terms of office for the Chairman (Chairmen), the Vice-Chairman (Chairmen), the Secretary General and the Treasurer General have a duration of four years.

The Board of Directors may delegate certain powers to an Executive Committee composed of the Chairman (Chairmen), the Vice-Chairman (Chairmen), the Secretary-General, the Treasurer General.

Any application for a vacancy of director shall be sent by registered letter, signed by the Chairman and the Secretary of the requesting Federation, one month before the General Assembly, to the General Secretariat of the WUKF to be submitted to the Board of Directors which will decide on the admissibility of this application. In case of refusal of the application, the Board of Directors must, as soon as possible, justify the reasons and inform the Chairman of the applicant Federation. Any appeal against the decision of the Board of Directors may be lodged within 15 days with the Belgian Court of Arbitration for Sport (CBAS)

A Federation can only have one representative on the Board of Directors.

The Board of Directors of the WUKF may play the role of conciliator, in case of dispute, at the

express request of a Federation. It will have and exclusive advisory capacity.

The Board of Directors will approve the proposed amendments to the arbitration rules submitted by the Arbitration Committee. It may also submit to the committee opinions and comments on these amendments.

Article 9. Representation

Any person, affiliated or not, called to perform a function or to perform a specific task entrusted by the WUKF and for which he/she is called upon to represent it, binds himself/herself, by accepting the function or the task in question, to behave with probity and delicacy and imposes a duty of reserve, in such matters that prohibit any attitude that could have a negative impact on the Association, or be detrimental in any way to the image that it conveys.

Any case under dispute shall be examined by the Belgian Commission of Arbitration of Sport.

TITLE II - MEMBER FEDERATIONS

ARTICLE 10. Denomination

Each Federation freely establishes and is the exclusive owner of its name or its designation, emblems and logos.

Article 11. Affiliation

All affiliation is subject to the provisions of the "New adopted amendments of the WUKF rules" of 31 December 2015. The text is available on the WUKF website.

Article 12 - Contributions

The affiliated Federations are subject to the payment of an annual subscription, the maximum amount of which is set by the General Assembly. They will retain the status of affiliates to the extent that they pay their dues no later than the day of the General Assembly.

Article 13. Rights and Obligations

In accordance with paragraphs 3, 4 and 5 of Article 4 of these Regulations, the Member Federations shall comply with the legal obligations regarding:

1. anti-doping and observance of health obligations in sporting activities;
2. technical and pedagogical supervision of sporting activities;
3. security of affiliates and participants in their activities. To guarantee this obligation, the Federations undertake to subscribe all insurance in accordance with the internal rules of each Federation and the national laws in force for the type of activity determined.

Article 14. Resignation

Any Federation which has not paid its annual subscription, at the latest on the day of the General Assembly, will be considered as having resigned. The resignation is effective on the day of the General Meeting which noted this non-payment.

The Federation wishing to disaffiliate must communicate it by written document duly dated and signed by its Chairman and Secretary General, to the General Secretariat of the WUKF. The resignation of this Federation will be accepted by the Board of Directors of the WUKF and will be ratified by the nearest General Assembly. The Board of Directors will communicate the decision by registered letter to the Chairman of the Federation and will become effective from the date of dispatch of the registered letter, effective date of the post office or from the date of an electronic sending.

TITLE III - CONFLICT RESOLUTION

CHAPTER I. DISCIPLINE

Article 15. Professional ethics

Will be subject to disciplinary sanctions, the affiliated Federations and / or their members who:

1. have violated the regulations and instructions of the WUKF,
2. have committed a fault against honour or propriety,
3. have refused to be bound by the decisions of the Board of Directors,
4. have impaired the duties or dignity of an officer of the WUKF, an arbitrator or an official,
5. have used, on the occasion of an activity organised, controlled or authorised by the WUKF, substances and means of doping listed on the list established by the World Anti-Doping Agency (WADA),

Article 16. Disciplinary Action

Article 16.1. In the case of a first offense, the offender is liable to one of the following disciplinary sanctions according to the offense committed and stated in the previous article:

1. Blame or prohibition of competition from 2 to 12 months
2. Blame or suspension of any worldwide activity from 2 to 12 months
3. Blame or suspension of any worldwide activity from 2 to 12 months
4. Blame or suspension of any worldwide activity from 2 to 12 months
5. From 3 months to 5 years of suspension of any worldwide activity

Article 16.2. In the case of a second offense established within 18 months of the first offense, the offender is liable to one of the following disciplinary sanctions according to the offense committed and stated in the previous article:

1. Blame or suspension of any worldwide activity from 3 to 18 months
2. Suspension of any worldwide activity from 3 to 18 months, or 6 to 12 months of exclusion from the WUKF.

3. Suspension of any worldwide activity from 3 to 18 months, or 6 to 12 months of exclusion from the WUKF.
4. Prohibition of competition from 3 to 18 months, or suspension of any worldwide activity from 2 to 12 months accompanied by the payment of financial compensation of EUR 500
5. Lifetime exclusion from any worldwide and intercontinental activity

Article 16.3. In the case of a third offense established within a period of 18 months or less from the second offense:

The Federation will be excluded from the WUKF

Article 17. The Disciplinary Board

It is established within the WUKF. It is composed of three members in first instance and three other members in the second instance. Its members are appointed by the Board of Directors of the WUKF.

The Disciplinary Board of the first instance is chaired by its Chairman. It meets at the request of the Board of Directors and personally takes sanctions against a Federation and / or a performer, by a simple majority of the members present, after having heard the defence of the defendant, possibly assisted by a person of his/her choice.

The Disciplinary Board is entirely and exclusively competent to impose sanctions against the federations affiliated with the Association, in the cases envisaged in these Rules of Procedure.

The Disciplinary Board may consider sanctions imposed by the Federations against their affiliates if one of them requests arbitration.

The Disciplinary Board of Appeal confirms or invalidates the sanctions taken by the Disciplinary Board of the first instance.

An extraordinary Disciplinary Board, including the Chairman or his/her representative, as well as persons designated by them, will be able to meet during competitions, and will be empowered to make decisions applicable on the spot. These decisions will be submitted to the Board of Directors. The conduct of the procedure is free of charge.

Article 18. Disciplinary proceedings before the Disciplinary Board

Article 18.1 Referral of the Disciplinary Board

The Disciplinary Board hears disciplinary cases either ex officio or on complaint. Complaints are received by the Chairman of the Board of Directors.

The Board of Directors will decide by a simple majority of the members present and of right, except if the case submitted requires an instruction (see Article 18.2 below) and then quickly transmit the complaints to the Disciplinary Board. No complaint can be dismissed.

Article 18.2 Investigation (if any)

The Prosecutor is appointed, within the Board of Directors, by the councillors composing the Disciplinary Board and he/she will never be able to sit thereafter in a Disciplinary Board, to decide in a case that he has investigated.

The Prosecutor performs all the duties useful in discovering the truth. The Prosecutor can, if he/she deems it useful:

- hear, record and sign the complainant's statement and the explanations of the party involved;
- carry out any measure of investigation which he/she deems necessary for the accomplishment of his/her mission;
- hear witnesses, for the prosecution or the defence, to take and have their statements signed;
- require the communication of all documents, registers and minutes he/she wishes to review.

Upon completion of the investigation, the Prosecutor communicates his/her findings to the Disciplinary Board.

The conclusions of the Prosecutor shall contain, in particular, the minutes of the investigations carried out and the testimonies collected.

The Prosecutor attends the proceedings, reports on his/her investigation, participates in the hearing discussions but does not participate in the deliberations.

Article 18.3 The summons

The Disciplinary Board summons the party, subject of the prosecution, by registered letter with acknowledgment of receipt or by electronic mail within 15 days of having taken knowledge of the complaint or, in case of investigation, within 15 days of disclosure of the Prosecutor's conclusions.

The summons must state:

- the place, date and time of the hearing;
- the identity of the representative of the Federation and / or the person to appear;
- a mention of the complaint against them.

Article 18.4 Communication of the file (in case of investigation)

The file may be communicated to the accused party or his/her representative at his/her express request.

Article 18.5 Assistance and representation of the parties

A party summoned to appear before the Disciplinary Board may be assisted by a lawyer, whether or not a member of the WUKF, at his/her own expense.

The person is required to appear personally. However, the minor may request to be accompanied by one of his/her legal representatives or a person designated by one of these.

The assistance of an interpreter is allowed if the prosecuted party does not speak the language of the court before which it is brought to appear. In this case, the costs are borne by the appearing party.

The parties may file a written defence notice and any exhibits that have been previously sent to the

other party. Deposits made less than 15 days before the hearing will not be taken into account.

Article 18.6 Public or closed hearing

The hearing of the Disciplinary Board is in principle public, but the party pursued is entitled to request a closed session for the following reasons:

- in the interests of the party pursued;
- in the event that the file is too publicised and that this does not allow dispassionate debates;
- in the context of the protection of privacy or when minors are heard;

Article 18.7 Hearing procedure

Debates

The debates before the Disciplinary Board are verbal and contradictory.

The Prosecutor attends the proceedings, reports on his/her investigation, participates in the hearing discussions but does not participate in the deliberations.

The Disciplinary Board may call experts.

The party, subject to prosecution, may request further investigative measures as well as the hearing of witnesses and experts.

After opening the debate, the Disciplinary Council will invite the parties concerned to present their points of view and to state their defence.

After the depositions of the parties concerned, the Disciplinary Board will hear the various witnesses and possible experts in order to complete the file. The parties involved shall have the right to question all witnesses and experts. After testifying, witnesses may not leave the courtroom and will not be allowed to speak with other witnesses who have yet to testify.

Deliberation

After closing the debate, the Disciplinary Board retires to deliberate.

Only counsellors who have attended all debates may take part in the deliberations.

Decisions under deliberation are taken by simple majority vote.

The deliberation as well as the result of the vote are kept secret.

Article 18.8 Notification of the decision

Within 8 days of its ruling, the decision of the Disciplinary Board is notified to the party, subject to prosecution, by registered letter to the post office.

The letter indicates the appeal period available to the prosecuted party to appeal with the Appeal Board.

The party subject to prosecution is entitled to a written decision, reasoned and delivered within a reasonable time.

The duly motivated judgement includes:

- the date of the hearing.
- the identity and residence of the parties and of their possible legal adviser.
- the identity and residence of the head of the Disciplinary Board.
- the indication of the parties present

- the subject-matter of the dispute.
- the date on which the judgement is rendered.
- the place of arbitration and the place where the judgement was delivered.

The judgement is signed by the members of the Board.

The judgement is also published in excerpt with any member federation by official means.

The mission of the Disciplinary Board ends after the judgement that settles the dispute has been notified and filed in accordance with the foregoing.

Article 18.9 Costs of the proceedings

The costs of the disciplinary procedure are established by the disciplinary body and are the responsibility of the WUKF.

Article 18.10 Remedies

Opposition

When the decision is rendered in absentia, opposition can be filed by the convicted party within 15 days from the notification of the said decision by the Disciplinary Board

The opposition filed late is declared inadmissible.

The opposition is sent, by registered letter to the post office, to the General Secretariat of the WUKF.

The person lodging the opposition shall be convened in the form prescribed in article 18.3.

Articles 18.1 to 18.9 and 19 apply to the opposition, except that, even if the opponent is absent, the Council rules and the proceedings and judgments shall be passed after a hearing of the opposing party.

Appeal

When the decision is rendered in an adversarial manner, an appeal may be lodged by the sentenced party within 30 days from the notification of the said decision by the Disciplinary Board.

The late appeal is declared inadmissible.

The appeal is sent, by registered letter to the post office, to the General Secretariat of the WUKF.

The appellant is convened in the form prescribed in section 18 of these Regulations. The provisions of sections 18.1 to 18.9 and 19 of these Regulations apply to the appeal.

The effect of the appeal

The lodging of an appeal (opposition or appeal) suspends the application of the sanction throughout the opposition or appeal procedure, until a new decision is rendered.

Article 19. Rights to defence

The person concerned (the Federation and / or the sportsman) must be informed, in advance, in

writing, of the complaint against him / her.

His / her convening before the disciplinary authority must specify the place and date on which he / she must appear and mention the possibility of being sanctioned.

He / she must be able to present his / her explanations, after having access to his / her file, and the sanction must be the subject of regular debates.

He / she must be able to be assisted or represented by an Advisory of his / her choice. He / she must be able to be assisted by an Interpreter if he / she does not understand the language of the proceedings.

The hearing must be public unless, at the request of the person concerned, it is decided to be a closed hearing, or if the publicity is such as to endanger public order or morality.

The decision taken against him / her must always be motivated and served on him / her in writing.

Article 20. Duration of the sentence

Any Federation and / or practicing sportsman, against whom a sanction would have been taken, will be able to regain its / his / her quality of the WUKF affiliate only at the expiry of the sanction, and with the agreement of the Board of Directors. The agreement shall be given by a simple majority of the directors, present on the Board of Directors. The Federation and / or the sportsperson, thus sanctioned, remains a non-member until the expiry of the period covered by its / his / her annual subscription and the period of the sanction.

Article 21. Emergency procedure in case of competition

Certain disputes (lack of control or an incorrect attitude prejudicing the KARATE-DO and the WUKF) occurring in particular during the occasion of a friendly meeting or an official competition and among other things affecting the functions or the dignity of a leader, an official, an arbitrator or an athlete, demand that an immediate sanction be taken.

In these cases of urgency, the interested party must lodge a complaint in writing and pay a deposit to the head of the arbitration body. This deposit is refundable if the complaint is admissible.

The latter shall meet with his / her committee (constituted by the different chiefs of tatami) and may impose the following sanctions against a karateka, a coach or any person guilty of an error:

- change of the arbitration decision,
- exclusion from the competition area;
- exclusion from the competition (shikkaku). Report will be made to the Disciplinary Board of the organising Federation of the competition which may take, if necessary, sanctions provided for in its rules. In such a case, the sanctioned person has the right to appeal as provided for within his / her Federation.

However, in connection the world and European championships, only the Arbitration Board (see below) has jurisdiction.

Article 22. Special cases

A national competitor will not be able to represent another nation in the same championship.

A competitor licensed in a Federation of a given country, can only represent that country. However,

in case of representation of another nation, the competitor will be qualified to represent it only after the expiry of a period of six months from the last competition.

In case of exclusion of a competitor from a Federation where he / she was affiliated, his / her participation in a world and intercontinental championship must be approved by the Disciplinary Committee.

TITLE IV - ORGANISATION OF EVENTS

Article 23. Organising Federation

The Board of Directors of the WUKF, on the basis of the candidatures received, designates the Federation which will be in charge of organising the international competition.

The chosen Federation will have to comply with the checklist provided by the WUKF. To avoid any dispute in this regard, this contract must be duly signed and approved by the Chairmen of the organising Federation and the WUKF.

Article 24. Sports regulations

The WUKF regulations are applicable to all official and friendly competitions organised under the WUKF logo.

TITLE V- ORGANISATION OF COMMISSIONS AND UNITS

Article 25. The Disciplinary Committee.

See Article 17 and following.

Article 26. The Arbitration Committee.

The Arbitration Committee is established by the Board of Directors. It consists of:

- a general coordinator (his / her role is consultative),
- a chairman,
- and four commissioners (their candidacy is proposed to the Board of Directors by the chairman of the committee).

Their term of office shall be four years.

The resignation of a member of the Committee shall be communicated in writing to the WUKF General Secretariat. The Board of Directors will provide for its replacement until the term of office.

Article 26.1 Missions of the Arbitration Committee.

The Arbitration Committee is responsible:

- to enforce the WUKF arbitration rules,
- to propose to the Board of Directors any modification of arbitration rules.

Article 26.2 Special provisions.

The WUKF does not prohibit its referees from taking part in competitions other than those of the WUKF. However, during these events, they must wear the uniform with the distinctive signs of the WUKF. Failure to comply with this provision will be the subject of an action before the Arbitration Committee which will submit a detailed report to the Disciplinary Board. The latter will continue the action in accordance with Article 18 et seq.

Article 27 The Adapted Karate Unit

The adapted karate unit is headed by a manager whose skills in the field of adapted karate are recognised. He / she is appointed by the Board of Directors for a period of four years.

Article 27.1 Powers

The Adapted Karate Unit is empowered to promote the practice of karate for persons with reduced mobility.

TITLE VI- CODE OF SPORTS ETHICS

- Comply with the WUKF regulations and never attempt to breach them.

For competitors:

- Respect others as oneself and forbid all forms of discrimination on the basis of sex, race, nationality or origin, sexual orientation, social origin, political opinion, disability or religion.
- Respect the referees, accept their decisions, without ever questioning their integrity.
- Respect the material made available.
- Avoid animosity and aggression in his / her actions, words or writings.
- Remain dignified in victory as in defeat, accepting the victory with modesty, not to try to ridicule the adversary.
- Recognise the superiority of the opponent.
- Refuse to win by illegal means or cheating, not to use artifice to achieve success, adhere to the saying "a healthy mind in a healthy body".

- Generosity, abnegation, mutual understanding, even humility, are as virtuous as the will to win. Sport must be considered as the school of solidarity and self-control.

TITLE VII- ANTI-DOPING PROVISIONS

In matters of doping, the WUKF shall comply with the laws and regulations in force in the country where the competition is organised.

Anyone who is recognised as being positive for the anti-doping test will be penalised according to the provisions prescribed in article 16. He / she will be able to oppose it in accordance with Articles 18.10 and 19.

Anti-doping rule violations including the procurement, administration and trafficking of doping substances are considered extremely serious offenses. The measure taken against these acts will be the suspension for life of any activity under the WUKF and criminal proceedings against them will be initiated.

Upon request, any person participating in the event will be required to submit to an anti-doping control. In case of refusal, he / she will immediately be deemed positive to illegal substances, and without prejudice to the provisions of Article 16, will be immediately excluded from the competition.