



***PROTOCOL RULES***



## **ARTICLE 1**

### Concept of Protocol

The concept of protocol and rests on a set of principles, rules and official procedures approved for the organization and management of sports events which regulate the behavior inside the hall or the tournament place, i.e. outside the arbitration or contest area.

## **ARTICLE 2**

### Importance of Protocol

1. Organizes work flow in the tournament hall.
2. Reflects a civilized image full of the respect and appreciation of the audience and participants.
3. Provides the guests and the public with an opportunity to enjoy watching the tournament.
4. Supports the underlying concept of Karate.
5. Ensures the high quality of the output, and the advertising documentation for the tournaments.

## **ARTICLE 3**

### The object:

The object of these Rules is to define the protocol to be used in WKF. It will be applicable in all WKF events.

The EC will appoint a Chairman of the WKF Protocol Commission, who will survey the strict application of these Rules. This Commission will perform its duties in relation to the following areas:

- VIP and Dignitaries Area
- Opening and Closing Ceremonies
- Medals award ceremony
- Press conference area.

The Protocol Commission will be assisted in each of these areas, based on their duties and requirements, in accordance to the below areas to be covered:

- VIP and Dignitaries Area  
Structure, design and supervision of the VIP and Dignitaries area. The support of one WKF OC member – designated by the WKF OC Chairman – will be provided, together with additional LOC staff



members as deemed necessary.

- Opening and Closing Ceremonies  
Design and coordination of the protocol acts. The support of one WKF OC member – designated by the WKF OC Chairman – will be provided, together with additional LOC staff members as deemed necessary.
- Medals award ceremony  
Structure, design and supervision of the ceremony. The support of two WKF OC members – designated by the WKF OC Chairman – will be provided, together with additional LOC staff members as deemed necessary.
- Press Conference area  
Setting an area (near to the podium) for press conferences in coordination with the WKF Communications Manager and the WKF OC Chairman. The support of an additional LOC staff will be provided as deemed necessary.

#### **ARTICLE 4**

WKF Protocol order (Precedence)

1. President
2. General Secretary
3. Honorary President
4. 1<sup>st</sup> Vice-president
5. Treasurer
6. 2<sup>nd</sup> Vice-president
7. 3<sup>rd</sup> Vice-president
8. 4<sup>th</sup> Vice-president
9. Other Vice-presidents
10. Assistant General Secretary
11. Assistant Treasurer
12. EC Members

*From rank 12 and ahead the precedence will be given for seniority according their election date in the EC. In case of equal dates, the precedence will be given following the age criteria.*

#### **ARTICLE 5**

The place of the EC members in all WKF events will be the following:

**Right of President:** the General Secretary and the 1st Vice-president.

**Left of President:** the Honorary President and the Treasurer.

The other members will be placed successively right and left following their rank in the protocol.

Notwithstanding, for the Congress and Opening Ceremony, the President of the host NF will be placed at the left of the President (the other members will move one place), as well as the highest personalities invited (see Art. 6).



## **ARTICLE 6**

At WKF events, the protocol order will be:

- WKF President
- WKF General Secretary
- President of the host NF
- WKF Honorary President
- WKF 1<sup>st</sup> Vice-president
- WKF Treasurer
- WKF 2<sup>nd</sup> Vice-president
- WKF 3<sup>rd</sup> Vice-president
- WKF 4<sup>th</sup> Vice-president
- Other WKF Vice-presidents
- WKF Assistant General Secretary
- WKF Assistant Treasurer
- Other WKF Executive Committee members (1<sup>st</sup> according to election date and 2<sup>nd</sup> according to age)
- WKF Honorary Members
- Chairmen of WKF Commissions (in alphabetical order)
- Members of WKF Commissions (in alphabetical order)
- EC members of the host NF
- President and EC members of WKF Federations (in alphabetical order)
- WKF Referees
- Competitors
- NF Official delegation members
- Dignitaries and VIPs designated by the WKF will be placed with the President

The Honorary President will have a reserved seat next to the President for all official events.

## **ARTICLE 7**

For protocol issues, in case of absence, the President will be substituted by the 1<sup>st</sup> Vice-president, if the latter is also absent, by the 2<sup>nd</sup> Vice-president; if the latter is also absent, by the 3<sup>rd</sup> Vice-president and if the latter is also absent, the substitution will be made following the protocol order defined in Article 2.

## **ARTICLE 8**

Inside the Stadium a private and well delimited space will be reserved to the EC members as well as for the President of the host National Federation, with their names marked in the seats for the whole duration of the Championships. The Organising Commission will be provided by the local Organisation Committee with a service of order under the authority of the Chairman of the WKF Protocol Commission. For the Presidents of National Federations, the VIPs and the spouses of the EC members or of the National Federation Presidents, a separate space will be provided.



## **ARTICLE 9**

For the Opening and Closing Ceremonies, the host National Federation will communicate in advance the list of the dignitaries attending, in order to decide on their placing in agreement with the Chairman of the WKF Protocol Commission.

## **ARTICLE 10**

For the medals ceremony, the relevant personality will be always accompanied by the WKF President or in his absence following Articles 2, 4 and 5 in this order.

## **ARTICLE 11**

This protocol will be also applicable to the Continental Federations recognized by the WKF.