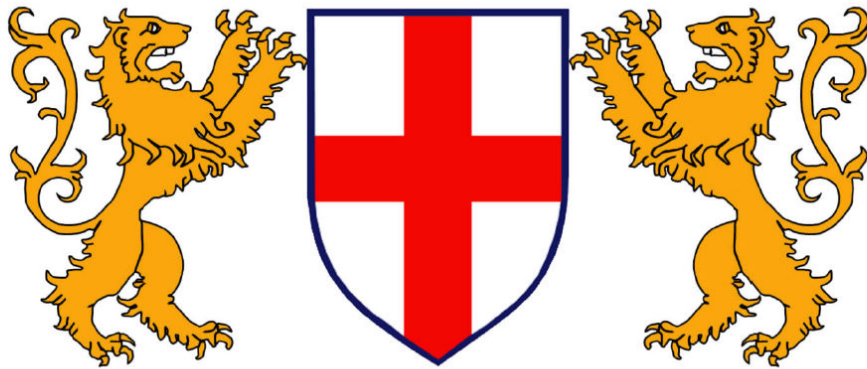


English Karate Federation

ENGLISH KARATE



FEDERATION

Application Pack

A Guide for New Member Applicants

Table of Contents

TABLE OF CONTENTS	2
WELCOME	3
WHO ARE THE EKF	4
CURRENT BOARD MEMBERS OF THE ENGLISH KARATE FEDERATION:	4
SUPPORT STAFF OF THE ENGLISH KARATE FEDERATION:	4
THE ENGLISH KARATE FEDERATION RECOGNITION:	4
THE ENGLISH KARATE FEDERATION IS REGISTERED WITH:	4
MEMBERSHIP SERVICES	5
EKF CONTACTS	7
GENERAL BUSINESS AND ENQUIRIES	7
TREASURY	7
COACHING	7
DAN GRADES	7
CHIEF REFEREE	7
TECHNICAL GRADING PANEL	7
CRIMINAL RECORDS BUREAU OFFICER	7
LEAD CHILD PROTECTION OFFICER	7
REGISTRATIONS AND INSURANCE	7
EVENTS ORGANISER.....	7
SPONSORSHIP OFFICER.....	7
EKF REGISTRATION SYSTEM	8
REGISTRATION SLIPS.....	8
REGISTRATION RETURNS	8
MEMBER REGISTRATION RETURNS FORM	9
INSURANCES	10
MEMBERS PERSONAL ACCIDENT INSURANCE	10
INSTRUCTORS PROFESSIONAL INDEMNITY INSURANCE.....	10
APPLICATION FOR MEMBERSHIP OF ENGLISH KARATE FEDERATION	11

Welcome

Dear Applicant,

First and foremost, thank you for considering the **English Karate Federation** to help you with the needs of your students.

This information pack provides you with important information on the services offered to all members of the EKF and how we can support you, your association and your members in the many and varied aspects of Karate. Towards the rear of the document you will find a Membership Application which can be completed and returned to us.

The EKF is set up as a limited company registered with Companies House. The EKF has a democratically elected leadership board renewable at each AGM. The elected EKF Management Board takes its responsibilities very seriously and will always strive to provide a service that is second to none.

We have specialist departments and programmes, such as registrations, refereeing, coaching and coach education programme and the national squad.

The English Karate Federation has a complete set of policies defined and in place to support the governance of Karate within England. The federation also have a very successful Refereeing and Officials training and development programme in place developed by the EKF Chief Referee. Another popular and successful Coach Education and Instructor Qualification programme has been established by the EKF Coaching director whilst an Athlete Training and Development programme from grassroots to national squad level has been established by the EKF National Coach.

Each year we hold a National Championships where our best Association representatives can enter and compete for the coveted title of English Champion and also be considered for selection to the National Squad.

The English Karate Federation website www.englishkaratefederation.com continues to be one of the most popular Karate related websites throughout the world. The website averages some 500 unique visitors per day with 4,000+ page views per day of information viewed by those visiting. The EKF website is updated almost every day; it is the definitive guide to EKF and WKF events in England. The calendar page gives details of dozens of competitions and grass roots courses and receives some 3,000 visits every month, proving an excellent way to advertise events. There are also details of 100s of clubs and with over 1,000 searches for clubs every month, the EKF must undoubtedly generate new students for members. Guides on such topics as coaching, child protection and risk management are published for the benefit of members. The website is one of the biggest sites among the WKF member countries which clearly demonstrates the support the federation enjoys.

Membership is open to Associations who agree to abide by the rules and regulations of the EKF with a 'Head of Association' of 4th Dan or above as a requirement.

Please feel free to contact us at the EKF at any time should you have any concerns or queries In the future, your comments will be dealt with quickly and effectively. Full contact details can be found in this booklet.

We hope this information booklet proves useful.

Who are the EKF

Current board members of the English Karate Federation:

- **Carl Lindley** – President
- **Michael Dinsdale** – Vice President, WKF Treasurer
- **Brian Noble** – Company Secretary
- **John Moreton** – Treasurer, CRB Officer, Technical Committee
- **Andrew Genery** – Director of Coaching
- **David ‘Ticky’ Donovan OBE** – Director Sport Liaison, Technical Committee
- **Chris Thompson** – Director Technical Committee
- **Michael Billman** – Director, European Technical Committee, BKF Vice Chair
- **John De Bono** – Director
- **Willie Thomas** – Director

Support staff of the English Karate Federation:

- **Wayne Otto OBE** – National Squad Coach
- **Dale Gamble** – Chief Referee
- **Liz Legg** – Lead Child Protection Officer
- **Deborah Sell** – Administration, Data Protection
- **Jel Legg** – Web design and maintenance
- **Mark Sell** – Registration Officer
- **Paul Campbell** – Events Organiser
- **Tony Smith** – Sponsorship Office

The English Karate Federation Recognition:

- Members of the **British Karate Federation**
- Members of the **Commonwealth Karate Federation**
- Members of the **European Karate Federation**
- Members of the **World Karate Federation** (The World Karate Federation (WKF) is in turn recognised by the **International Olympic Committee** (IOC) as the only officially world recognised organisation for Karate.)
- The English Karate Federation has strong links with the Welsh Karate Governing Body, Scottish Karate Governing Body and Northern Ireland Karate Board, all of whom are recognised by and are members of the British Karate Federation

The English Karate Federation is registered with:

- Criminal Record Bureau body.
- Central Council for Physical Recreation
- Information Commissioners Office

Membership Services

Membership benefits of the EKF available to all members

- **Membership and recognition of World, European, British and English Karate Federations –**
WKF is the only world Karate federation recognised by the Olympic Committee with the BKF recognised by the British Olympic Committee.
- **Eligibility to many WKF sanctioned International competitions –**
Many WKF sanctioned competitions are only available to WKF national federation members, in England this is the EKF.
- **Association Courses and Competitions advertised on EKF website –**
Generate more interest and exposure with a wider audience.
- **Association listing on EKF website –**
Recognition of Association member status.
- **Association 'Find a Club' listing on EKF website –**
Search capability for general public to locate clubs close to their location generating more grass roots participation.
- **Eligibility to enter squad / team into prestigious Junior and Senior English Karate Federation (EKF) National Championships –**
Association enters individuals and teams into national championships.
- **Eligibility to enter squad / team into prestigious Junior and Senior British Karate Federation (BKF) National Championships –**
Association enters individuals and teams into national championships.
- **Access to National Squad programmes –**
Open National Squad training sessions held monthly, conducted by National Coach Wayne Otto OBE and assistants Coaches (Kumite) and Assistant Coach Jonathan Mottram (Kata).
- **Access to National Satellite Training centres –**
Weekly satellite Kumite training sessions with national or assistant national coaches. Centres strategically placed throughout the country.
- **Access to National and International Referee and officials qualification programmes –**
Organised by WKF and EKF Chief Referee allowing individuals to progress through coaching and refereeing programmes up to World level.
- **Access to 'competitive coaching' courses (learn to coach for competitions) –**
Courses for athlete coaches usually run along side the referee training programmes.
- **Access to 'instructor coaching' programme –**
EKF Coaching assessment and award programme available to all instructors.

- **Recognition of grades and abilities –**
Dan Grades recognised by the Governing Body, often a requirement for many council run premises.
- **Access to Dan Grade register –**
The EKF's central register of Dan Grades.
- **Access to Technical Grading panel –**
Facility to attain a higher Dan Grade, where current grading opportunities are restricted, usually for 4th Dan and above.
- **Advice, Guidance and Access to Photography Policy and Child Protection template policies –**
Child Protection policies including photo policy strictly adhered to protecting the EKF's younger members.
- **Advice, Guidance and access to template policies for Risk Management.**
Risk assessment guidance often a requirement for many council run premises.
- **Personal Accident Insurance worldwide cover –**
Competitive rates secured by the EKF and available as an option to individual registration.
- **Instructors Personal Indemnity Insurance –**
Competitive rates secured by the EKF and available as an option for all instructors.
- **Criminal Record Bureau (CRB) checks –**
EKF is a registered CRB body and offers CRB checks to registered members, coaches and volunteers.
- **Openness and transparency -**
All information available for scrutiny via the EKF website, newsletters, email information minutes and meetings.

EKF Contacts

General Business and Enquiries

Debbie Sell

PO Box 4372, Hornchurch, Essex. RM12 9BN.
07590 632269

[**admin@englishkaratefederation.com**](mailto:admin@englishkaratefederation.com)

Treasury

John Moreton

[**info@wado-uk.co.uk**](mailto:info@wado-uk.co.uk)

Coaching

Andy Genery

[**coaching@englishkaratefederation.com**](mailto:coaching@englishkaratefederation.com)

Dan Grades

Chris Thompson

[**cthompson1@btconnect.com**](mailto:cthompson1@btconnect.com)

Chief Referee

Dale Gamble

[**chief-referee@englishkaratefederation.com**](mailto:chief-referee@englishkaratefederation.com)

Technical Grading Panel

Chris Thompson

[**cthompson1@btconnect.com**](mailto:cthompson1@btconnect.com)

Criminal Records Bureau Officer

John Moreton

[**crb@englishkaratefederation.com**](mailto:crb@englishkaratefederation.com)

Lead Child Protection Officer

Liz Legg

[**cpo@englishkaratefederation.com**](mailto:cpo@englishkaratefederation.com)

Registrations and Insurance

Mark Sell

[**registration@englishkaratefederation.com**](mailto:registration@englishkaratefederation.com)

Events Organiser

Paul Campbell

[**events@englishkaratefederation.com**](mailto:events@englishkaratefederation.com)

Sponsorship Officer

Tony Smith

[**sponsorship@englishkaratefederation.com**](mailto:sponsorship@englishkaratefederation.com)

EKF Registration System

Details of the registrations system in operation within the English Karate Federation is provided here.

Registration slips are obtained from the EKF and are distributed to each member student through their association on an annual basis. Each registration slip has a unique number as this is the students EKF registration number which allows the student to avail themselves of any of the many EKF services.

Registration Returns from the Associations are sent to the EKF office every month detailing any new students registered the proceeding month or any students renewing.

All associations must register all their members with the EKF.

Registration Slips

The cost for Registration works out at **£2.00** per person. Registrations slips are purchased in advance, these are available in packs of 100 and are available by contacting the EKF Registration Officer.

The purpose of registering with EKF is to aid the EKF provide the services to its members and also provide statistical information to a variety of authorities, and to maintain a register of members which will not be disclosed other than to official sources when requested (i.e. Police or courts etc).

Registration Returns

The EKF Registration Returns form (Shown overleaf) MUST be completed by 10th of each month and returned to the EKF. Nil returns for any month must also be returned.

For the avoidance of doubt, any individual who holds an EKF membership slip, but has not been registered with EKF, will not be allowed to participate in any EKF event.

NO REGISTRATION – NO ENTRY.

Registration slips can be obtained from:
EKF Registration Officer, EKF, PO Box 4372, Hornchurch, RM12 9BN.

Requests can be made via post or email: registration@englishkaratefederation.com

ENGLISH KARATE FEDERATION MEMBER'S REGISTRATION

Association Initials _____
Registration No: **105167** /08
Member's Details
Title: (Mr/Mrs/Ms) _____
First Name: _____
Surname: _____
Address: _____
Town: _____
County: _____
Postcode: _____
Date of Birth: _____
Date of Issue: _____ Expires: _____
Junior Senior Grade: _____

Karate - without fear or favour

If you do not have one of these (above) or a valid EKF number, you are not in membership of the EKF.
After January 31st 2009, if you cannot produce one of these, you will not be able to enjoy ANY of the benefits of membership e.g. squad training, selections, international events of any EKF sanctioned tournaments.
Anyone in any doubt can check with the **membership secretary**, who maintains the register of members.

Insurances

It is a requirement that all students and instructors have insurance in order to participate in Karate. The EKF offers two types of insurance, Members Personal Accident Insurance, and Instructors Professional Indemnity Insurance.

Members Personal Accident Insurance

Members Personal Accident Insurance is available to EKF registered members and can be purchased in conjunction with the returned **Registration Returns form**. Insurance is provided through Sportscover Europe Ltd at a cost of **£2.15** per member.

Personal Accident Cover Summary is available from the EKF website:
www.englishkaratefederation.com/document-centre.php

Instructors Professional Indemnity Insurance

Instructors Professional Indemnity Insurance is available to EKF registered instructors and can be purchased by completing a Proposal Form and returning the completed for to the EKF. Insurance is provided through Sportscover Europe Ltd.

There are two levels of cover offered to members:

Public Liability **£5,000,000** with Professional Indemnity **£1,000,000**.
Insurance is provided through Sportscover Europe Ltd and the cost of Instructor Insurance is **£55.00** per proposal.

Public Liability **£10,000,000** with Professional Indemnity **£1,000,000**.
Insurance is provided through Sportscover Europe Ltd and the cost of Instructor Insurance is **£88.00** per proposal.

Key facts and Summary of Cover is available from the EKF website:
www.englishkaratefederation.com/document-centre.php



**APPLICATION FOR MEMBERSHIP OF ENGLISH KARATE
FEDERATION**



Please complete in BLOCK CAPITALS

Assoc/Fed Name: Initials:

Assoc/Fed has existed for Yrs Mths No. of members currently..... Clubs

Style(s) of Karate practiced:

Number of Instructors:

Please provide a brief history of the Association or Federation (including previous affiliations to any former National Governing Bodies and any relevant dates)

.....
.....

Association/Federation Address & contact details:

..... Tel:

Website Address: Chairman/Presidents Name:

Address:

..... Post Code:

Home Tel: Mobile: Email:

Chief Instructors Name: Current Grade:

Chief Instructor's grading history:

Dan	Style	Awarded on	Graded by	Dan	Style	Awarded on	Graded by
1 st				6 th			
2 nd				7 th			
3 rd				8 th			
4 th				9 th			
5 th				10 th			

We the undersigned understand this application is subject to acceptance by the English Karate Federation as a condition of any such membership our Association/Federation hereby agrees to the following:

1. Abide by the Articles of Association, the Memorandum of Association and any bylaws of the English Karate Federation.
2. Pay all due fees upon requirement.
3. Uphold the values and code of conduct of the English Karate Federation.

The information provided in this application is true to the best of my knowledge and belief. I understand that if any information provided within this application is found to be untrue or purposely misleading, it may result in the immediate suspension or withdrawal of our membership or application and forfeiture of monies paid to EKF.

I sign this document with the authority of and on behalf of the afore mentioned Association/Federation and hereby commit on their behalf our Association/Federation to the support of the ethos of the English Karate Federation.

Signature of Association/Federation..... Position:

Please Print Name: Date:

Date Received: Received by: Forwarded to Board date:

Date Processed: Accepted/Accepted with conditions/Declined: