



Club Manual & Guidelines

Attachments

The following document is provided to the owner/operators of member clubs.

*The administration wing of CSC is the **Council of Amateur Sport Kickboxing (CASK)**.
All membership registration (club and individual) is processed by CASK.*

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2018 Revised Edition

This edition replaces all past editions and all of their contents.



The following attachments are meant for Club Member's and can be reproduced (without any changes) for information or distribution purposes only, within the Member Club. The following are included:

1. Membership Notice

The following letter can be posted at the club to provide information to club members on about membership and fees related to joining. Registration forms are on the website.

1. Competitive Athlete Registration Procedure

The procedure for new athletes differs for renewing athletes.

2. Athlete Medical Form

Athletes must complete these forms annually to participate in competitive events for the year. The form must be completed by the athlete's family physician. CASK must receive the form within 3 months of the physicians medical.

3. Athlete Upgrade Form

Athletes wishing to upgrade their competitive status must have their coach complete this form and submit to the CASK office well in advance of an event.

4. Coach/Instructor Code of Conduct

The following Code of Conduct is a requirement for all coaches and instructors at member clubs. It is highly recommended that this document be posted in your Club for information purposes to all members and potential clients.

5. Incident Form/Document

These forms should be copied and placed in a binder for emergency use at any time. The front page explains the purpose of these sheets and how the binder should be kept.

6. Policy Check letter

As screening is a CASK policy for all coaches and instructors – it is requirement for Club Members. Please contact your local police services and provide them with this form.

7. Suggestions for a First Aid Kit

The following is a suggested list of items for a club, team or event first aid kit.

8. Head Injury Routine

This document should be utilized at the club for any head injuries. Have copies on hand.



Welcome to WAKO-Canada

This letter will provide you with information on how your club's membership to WAKO will benefit YOU! WAKO Canada is a membership-based organization supporting all forms of martial arts and kickboxing.

Your instructors/coaches have been certified with national coaching standards that will enhance your experience as a member of this WAKO certified club/school. Your instructors/coaches have received professional development in areas such as:

Child Development - Educational Pedagogy
Health – Safety – Injury Prevention Education
Innovative Programming – Instruction Enhancement
Ethical - Legal Responsibilities

You will benefit directly through programs and services offered through your membership. New programs and services are added regularly – below is a list of the current opportunities:

National Certification (gradings) for students and athletes
National Certification (accreditation) for coaches/instructors
International affiliation for students/athletes/coaches/instructors
Access to seminars and training camps for all levels of participants
Opportunity to try-out for National and International teams

Your WAKO Member Club will provide information on upcoming events and opportunities open to both recreational and competitive members.

You will also receive additional protection through our national **insurance policy** for liability and accident/injury coverage. This insurance package is offered through our administrative affiliate the Council of Amateur Sport Kickboxing. The Insurance premium/cost is included in the membership fee.

Insurance coverage is obtained once your membership form is processed by our office.

For more information – please visit our website at – www.kickboxingcanada.org

Annual Club Membership fees : \$650

Annual Recreational Member: \$ 10

Annual Sparring Members: \$ 75



Competitive Athlete Registration Process

New Athletes

New athletes wishing to register are required to complete the following items. It is recommended that the Club Coach be responsible for the correct completion and mailing of the documents.

1. Annual Physical Exam – this WAKO form must be completed by a licensed physician
2. WAKO Individual Membership form
3. Photocopy of an identification that provides the date of birth of the athlete
4. Two current passport sized pictures of the athlete (head shot only)
5. Registration fee – \$75 (competitive membership) + \$25 (passport processing) = \$100.00

*****Only MAILED original membership and medical forms will be processed
Faxes or emailed forms are not accepted*****

Renewing Athletes

Athletes renewing their competitive status are required to complete the following items. Again, it is recommended that the Club Coach be responsible for the correct completion and mailing of the documents.

1. Annual Physical Exam – this WAKO form must be completed by a licensed physician.
2. CASK Individual Membership form
3. Registration fee – \$75 (competitive membership) + \$25 (passport processing) = \$100.00

*****Only MAILED original membership and medical forms will be processed
Faxes or emailed forms are not accepted*****

Division Classifications:

Novice Class – 0-10 bouts

Open Class – 11 bouts or more

A 'bout' is defined as any of the following - exhibition bout; participation in a bout in any combat sport (amateur boxing, Muay Thai, kickboxing, amateur MMA).

Junior A – 10-12 years

Intermediate – 16-18 years

Junior B – 13-15 years

Senior – 19 years and above

The age category is according to the year of birth of the participating athlete (not the birth date).



Athlete Upgrading Form

Submitted by (Print name): _____

Date: _____

In reference to the following athlete:

Surname: _____

First Name: _____

Club: _____

Province/Territory: _____

CASK Passport # _____

DOB: _____

Current Age: _____

Number of bouts: _____

Wins/Losses/Exhibitions: ____/____/____

Upgrade Request (Check One)

<input type="checkbox"/>	Novice	>	Open
<input type="checkbox"/>	Junior A	>	Junior B
<input type="checkbox"/>	Junior B	>	Intermediate
<input type="checkbox"/>	Intermediate	>	Senior

Rationale for Upgrade: _____

I hereby attest that the rationale provided above warrants the upgrade of the above named athlete as indicated by the upgrade request. I also understand that upgrading an athlete may provide more challenging competition and the above named athlete is prepared for this.

If an athlete is a minor:

Print Name of Coach

Print Name of Athlete

Print Name of Parent/Guardian

Signature of Coach

Signature of Athlete

Signature of Parent/Guardian

Date

Date

Date



International Federation

BUREAU NATIONAL / NATIONAL OFFICE

5008 South Service Road, Burlington, Ontario, CANADA, L7L 5Y7
Phone: 905-681-9815 - Fax: 905-681-1638 - Email: nhq@kickboxingcanada.org



Coaches/Instructors Code of Conduct

WAKO Canada is committed to upholding the highest standards of athletics, sports ethics and personal character development of all participants, within all programs and activities within the organization.

WAKO Canada is further committed to fostering an environment in which all participants and individuals (athletes, coaches, officials, and parents) are treated with respect and dignity.

WAKO Canada prohibits all discriminatory practices and behavior and promotes equal opportunity for all.

All members of WAKO Canada are expected to conduct themselves, at all times, in a manner that is consistent with the values and policies of WAKO Canada

Specific GUIDELINES

All coaches and instructors have a responsibility to demonstrate and adhere to the following areas:

Organizational Regulatory Practices

1. Ensure that the rules of amateur sport kickboxing and Tatami sports, and the spirit of those rules, are adhered to;
2. Comply with all past and current policies and regulations of WAKO Canada;

Sport Specific Practices

3. Create and maintain a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes;
4. Give athletes opportunities to discuss and contribute to proposed training and performance standards. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete;
5. Refer athletes to other coaches and specialists to support their athletic development as appropriate and as opportunities arise;

Ethical Practices

6. Consistently demonstrate the spirit of sportsmanship, sports leadership and ethical conduct and practices;
7. Maintain a dignified and honorable presence at all times;
8. Focus comments or critiques appropriately and avoid public criticism of athletes, other coaches, officials, organizers or competitors;



Coaches/Instructor Code of conduct

Ethical Practices

9. Demonstrate respect of individuals regardless of gender, ethnic origin, age, religion, beliefs or economic status;
10. Refrain from any behavior that constitutes sexual harassment, where it is defined as unwelcome sexual advances or conduct of a sexual nature. This includes behavior that creates an intimidating, hostile or offensive environment;
11. At no time engage in an intimate or sexual relationship with recreational or competitive member under the age of 18 years.

Coaching Attire

12. All coaches and seconds must be wearing full athletic pants and athletic shirt, t-shirt or jacket. Hats, tank-tops, or shorts are not permitted;
13. All National Team coaches must wear National Team clothing. Clothing from their private club is not permitted when they are coaching as a National Team coach or at a National Team event.

The Club can add a signature block here if using for their club coaches.

National Team Coaches are required to complete and sign this code of conduct.



Member Club

Incident Reporting Documents

The following sheets are to assist Member Clubs in documenting serious incidents occurring within their premises. Keeping a record of such events is strongly advised.

**Keep all documentation in a confidential binder and keep all contents stored safely.
All incidents including, but not limited to, injuries, accidents, disclosures, conflicts, harassments, disciplines, appeals or major problems, should be documented and kept here.**

These documents are for the private use of the Clubs owner/operator only. This information is considered private and confidential. Contents may be requested for an official disciplinary procedure involving individuals named or by an officers of our Insurance company.



Incident Report

Date: _____ Time: _____

Location: _____

Report by: _____ Club: _____

Person(s) involved:

_____	_____
_____	_____
_____	_____

Describe Incident:

Action Taken:

Further action required:

Person Responsible for follow-up:



Suggested Items for Medical Kit (Club, Tournament, Travel)

- Emergency Action Plan Information (Numbers, directions for each site)
- Sterile Gloves
- Elastic Wrap Bandages (tensors – variety of sizes)
- Plastic bags for ice/chemical packs
- Band-aids - variety of sizes
- Blister kit
- Wound cleaning, antiseptic agents (saline)
- First aid ointment/cream
- Sterile gauze pads (variety of sizes)
- Triangular slings
- Taping supplies – tape (zinc oxide and elastoplast), skin lubricant, spray, heel and lace pads, prewrap, compression foam/felt padding
- Heavy duty scissors
- Cotton tip applicators
- Pen light
- Thermometer(s)
- Steri-strip or butterfly bandages
- Pocket CPR mask

Optional

- End swell
- Vaseline
- Emergency eye and dental kits
- Cervical collars, board, stretcher, straps

Responding to emergency situations should always be practiced and the medical kits' contents should always be updated.

***Prepared b: Gus Kandilias, D.O., MSc, C.A.T. (c)
Burlington Center for Osteopathy and Athletic Therapy***



HEAD INJURY ROUTINE

In the event of a concussion, either by knockout or by the athlete's complaints, he/she must always be seen by the event physician or at the hospital.

The following document should be presented to someone who will be caring for the athlete over the next 24-hour period.

The following tips will help you care for the athlete over the next day:

1. Wake the athlete every 2 hours for the next 24 hours.
Check to see how easily they awake.

Do they know:

Who they are? Where they are?

Ask any other obvious questions which you also know the answer to.

2. Call the Physician if:
 - a) He/She is having increasing difficulty in rousing
 - b) Their level of alertness is getting worse
 - c) Their neck stiffness is becoming increasingly worse
 - d) If vomiting persists or becomes more forceful
 - e) (It is normal for the athlete to vomit once or twice)
 - f) If his/her headache does not improve or becomes worse
 - g) If their unsteadiness becomes increasingly worse
3. Do not give the athlete any medication unless instructed by the physician, especially during the first 24 hours.
4. Ask the physician about special guidelines for any athlete who may have diabetes, epilepsy etc.
5. If the athlete is allowed fluids for the next 12 hours or remainder of the day, some choices may include; Apple juice, Clear broth, Ginger ale, Water, Jell-O, Decaffeinated Tea.



Date: _____

Dear Police Services,

The following individual:

_____	Current Address:	_____
First Name		Street
_____		_____
Last Name		City

		Postal Code

is a registered coach/instructor with our amateur sport association. In this role, this person will be working with a diverse client group that will include children and adults of both genders. Their role as a coach/instructor is to provide amateur kickboxing instruction and coaching.

Our association has a screening policy for all coaches which involves a police screening in the municipality in which they reside. The police screening must involve a VULNERABILITY SECTOR search with a focus on any convictions related to children and sexual assaults.

If you require any further information please contact our office at 905-681-9815.

Thank you for your assistance,

Muzammal Nawaz
National Board of Directors



International Federation

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