

USA KARATE GUIDELINES FOR TATAMI MANAGERS

TATAMI ASSIGNMENTS

- Report to your assigned Tatami immediately after the morning briefing.
- Confirm that your assigned officials are present; note their qualifications (judge or referee levels) as well as the state, organization, etc., of each official in accordance with conflicts rules.
- Please identify officials who are testing for licensure upgrade.

ORGANIZATION OF REFEREE PANEL

- Identify officials who can be utilized as referees and who can serve as Match Supervisor (Kansa). Remember that to serve as a referee or Kansa for this event officials must have at least a USA Karate National Kumite Referee B License.
- It is imperative to observe each official and capitalize on their strengths and weaknesses. Provide positive reinforcement for valuable demonstration(s) of skill and positive constructive criticism for errors or weak areas of knowledge (example: not giving fouls for "wild techniques"). Allow officials opportunities to make corrections and provide ongoing discreet feedback. If feedback is not received well, or not understood, work together to gain better communication or give the official some time to reflect on the issues.
- It is suggested that the officials rotate positions every two to three matches.
- Coordinate with other nearby Tatami Managers regarding conflict resolution as needed and keep track of the officials' whereabouts for future reporting purposes.
- Tatami Managers must ensure that all officials exhibit the highest levels of professionalism throughout the event.

COMPETITION MANAGEMENT

- Maintain control of the Tatami area perimeter, which includes the positioning of coaches, spectators, volunteers, photographers and others. Utilize the tournament volunteers to help keep order along the perimeter of the Tatami.
- Coordinate the arrival and departure of each division with the runners and score table staff. Instruct competitors to be seated immediately upon arrival awaiting commencement, or line up if the Tatami is ready.
- Assign one or two officials (depending on size of division) to collect competitor passes if needed, and make other assignments as required. Avoid multiple officials approaching the competitors and/or addressing the coaches, scorekeepers, etc. Additional accommodations may be made for para-karate divisions.

ATHLETE COMMUNICATION

- Tatami managers only communicate with athletes to ensure that proper Tatami procedures are being followed such as lining up upon arrival and departure, or if there is an administration question or problem.
- Avoid being photographed with athletes outside of the Tatami operations, unless governed by other official rules.
- Ensure that the officials refrain from speaking to athletes while they are competing, especially if they are familiar with each other.

COACH COMMUNICATION

- Coaches are not permitted to approach the score table unless there is an administrative error. In case of an administrative malfunction during a bout in progress, the coach can notify the Tatami Manager directly. A coach may never have access to a scoresheet or chart during a division or distract the score table staff with questions.
- It is acceptable in Beginner/Novice/Intermediate divisions to mention at the outset that the appropriate kata list(s) must be adhered to.

- Other than to address administrative errors, or to file protests, coaches must remain in the chairs provided. Coaches' chairs (ringside or waiting area) should only be occupied by those credentialed coaches whose athletes are actively engaged in competition in any given ring/tatami. Competitors may not be seated in the coaches' chairs.
- While on the competition floor or staging area, coaches shall always wear a team tracksuit and visibly display their official identification.
- Cameras and/or phones may not be used while coaches are on the competition floor.
- If a coach who is ringside fails to adhere to the rules, this behavior must be reported to a member of the "Operations Committee."

ADMINISTRATIVE ERROR PROCEDURES

- Tatami Managers will notify the Referee of inconsistencies when brought to their attention or discovered.
- Calm and professional responses are expected to any coach who approaches with a problem. It is imperative to listen to the details. Consult with both coaches to keep a neutral perspective.
- There may be a score board correction, such as time, point, penalty. These should be quite simple to solve. The Kansa/Referee should stop the match to address the administrative error.

PROTEST PROCEDURE

- Protests may only be submitted to the Tatami Manager, not to any member of the referee panel.
- The competitor's coach or an official club representative are the only ones allowed to file a protest.
- The coach/Official Representative will request the official protest form from the Tatami Manager and will be expected to have it completed, signed, and delivered to the Tatami Manager within **5 minutes** after announcing the intent to protest.
- The Tatami Manager will complete any information regarding officials. The Tatami Manager will then immediately turn the protest form and the Protest Fee (\$350.00 USD) over to a representative of the Appeals Jury.
- Once a protest is made, any subsequent bouts that might involve either of the competitors must be postponed until the appeal is decided. Other bouts in the round, or the next round, that will not be affected by the outcome of the protest, may continue.

DAILY CONCLUSION REPORT OF OFFICIALS

- The Operations Committee will provide each Tatami Manager with an evaluative to address each official's performance. The responses must be honest and candid.
- Please review your analysis with each official and provide your completed form to the Operations Committee.
- Our officials rely on the practical training process for their growth and development as judges and referees and our athletes and coaches rely on the expertise of a well-trained referee corps.