USA Karate Regional Instructor Seminar Checklist & Notes

The following suggestions are provided to assist the instructor in
conducting a smooth and productive seminar.

- At least 30 days before the seminar, contact the USA Karate Regional Lead Referee of the date, time, duration, & venue for the event and request approval from your Regional Lead.

Region 1 csweigart@usankf.org	Region 2 jfarrell@usankf.org	Region 3 sthiyagarajan@usankf.org
Region 4 kbailey@usankf.org	Region 5 cbarksdale@usankf.org	Region 6 mchomiak@usankf.org

- Once approved, complete the "USA Karate Instructor Seminar Registration Form" USA Karate > Referee Resources Referee Seminar Registration Form - Intellistack
- email Sara Plackett splackett@usankf.org to send New Member Welcome Packets to you.
- email Natalie Nixon nnixon@usankf.org to request a USA Karate flyer for your seminar.
- email David Richmond drichmond@usankf.org to obtain "Dashboard" access for Tournament in a Box for your seminars.
- Begin to promote your sanctioned event through social media, email, calls, etc.

NOTES:

- In preparation for your seminar, below are important items to remember:
  1. Attendees must be an active and current member of USA Karate.
  2. They must have completed and be current on Safe Sport Training prior to seminar.
  3. They must have completed and be current with their NCSI background check for 18+ (Remember this can take two weeks to accomplish).
  4. Attendees must take the online exam on the USA Karate website. The online tests can be found at USA Karate > Referee Resources USAKarate_University
  5. Note that pre-registration for the seminar and payment is required.
- In preparation for license upgrades remember:
  1. There must be 3 months between license advancement.
  2. Participation as an official in at least one (1) tournament between certifications.
  3. Attendees must have the correct age and rank to be promoted - check guidelines below

January 1, 2026

Certification	Age	Rank	Written Exam % Requirement	Practical Exam
Kumite				
USA Karate Kumite Referee: A	18+	Shodan/Black Belt	90% at a Signature Event	At Signature Event
USA Karate Kumite Referee: B	18+	Shodan/Black Belt	90% at a Signature Event	At Signature Event
USA Karate Kumite Referee: C	18+	Shodan/Black Belt	90%	Pass
USA Karate Kumite Referee: D	18+	Shodan/Black Belt	90%	Pass
USA Karate Kumite Judge: A	18+	Shodan/Black Belt	90%	Pass
USA Karate Kumite Judge: B	18+	Shodan/Black Belt	90%	Pass
USA Karate Kumite Judge: C	16+	1st Kyu/Brown Belt	80%	Pass
USA Karate Kumite Judge: D	14+	1st Kyu/Brown Belt	80%	Pass
Kata				
USA Karate Kata Judge: A	18+	Shodan/Black Belt	90% at a Signature Event	At Signature Event
USA Karate Kata Judge: B	18+	Shodan/Black Belt	90% at a Signature Event	At Signature Event
USA Karate Kata Judge: C	18+	Shodan/Black Belt	90%	Pass
USA Karate Kata Judge: D	16+	Shodan/Black Belt	80%	Pass
USA Karate Kata Judge: E	14+	1st Kyu/Brown Belt	80%	Pass

  4. Check existing licenses by going to: USA Karate > Referee Resources > Referee Listing Officials Listing | USA Karate

- Please remember:
    1. Seminars must be comprehensive and robust. Download seminar slide deck provided in Teams channel or provided by the Regional Lead Referee.
    2. Seminars must include a practical application test.

Within 1 week of the seminar:

- Send expense report to Sasha Gerritson – copy Diane Martin and Lead Referee (emails above).
  sgerritson@usankf.org   dmartin@usankf.org   Lead Referee
- Send license report to Diane Martin - copy Lead Referee (emails above)
  dmartin@usankf.org   Lead referee