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## BYLAWS

### 1 - CONSTITUTION

1. Federal Kyokushin Organization of Karate (F.K.O.K.) is a non-profit organization (Law of 01/07/1901).
2. Federal Kyokushin Organization of Karate is a lifetime organization.
3. Federal Kyokushin Organization of Karate bylaws are deposit in France (JO n°W273004088 / 22/03/16)

### 2 - OBJECT

1. Promote Kyokushin, Karate and martial Arts all around the World, without interference or distinction of sex, religion, race or politics.
2. Federate schools, countries and branches all around the World around Kyokushin.

### 3 - MEDIA

1. Keep links with FKOKs' Branches around the World.
2. Organise Local, Regional, National or International Championships, seminars, camps and shows.
3. Deliver International diplomas: Branch-Chiefs, ranks, Officiating, Champions, camps & seminars.
4. Edit Bulletins, books, DVD, software and publications.
5. Propose a Kyokushin Logo's items shop.
6. Use all media which can help the promotion of the object of FKOK.
7. Actual General Website is [www.kyokushinkai-france.com](http://www.kyokushinkai-france.com) (French & English)

### 4 - LOCALISATION

- Official address is under Main technical advisor Decision with Committee agreement.

### 5 - BOARD

1. FKOK is led by an administrative Board of minimum 3, maximum 7 members.
  - One President: represent FKOK before authorities or courts, defend interests of FKOK, communicate on behalf of FKOK with media and members, ensure meetings, seek funding, oversee the implementation of decisions of the office and the assembly general, ensures the smooth running of the association (administrative, logistics, human resources, technical delegation).
  - One Treasurer: follow expenses and incomings, give complete detailed account at the General meeting, search for funding.
  - One General Secretary: follow FKOK's documents, send agenda and minutes of meetings, ensures the implementation of the decisions of the office and the general assembly, ensures the smooth running of the association (administrative, logistics, human resources).
  - Optional maximum 4 members: main technical advisor is mandatory member of the Board.
2. Board vote by majority:
  - Amount of various international fees,
  - Signature on the account Organization,
  - Exclusions.
  - Events projects

#### 5a - Technical Board

- The technical Board is led by the main technical Advisor who:
  - Designs Technical Advisors, Officiating Advisors, Head Instructors.
  - Agrees proposal of official federal international camps.
  - Agrees on Branch-Chief responsibility the official federal rank tests results.

#### 5b - Board meetings

1. President & main technical advisor lead the meetings.
2. Board meetings can occur each time the main technical advisor or 50% of Board members ask it.
3. Each Board member has one vote, Main technical advisor has 2 votes only in case of Draw.
4. Board meeting can be face-to-face or online by eMails or videoconference.

#### 5c - Candidates

- Must be Branch-Chief for one complete year + one day, up to date with federal fees one month before the General Meeting.
- Must speak fluent French or English language.
- Must send to FKOK (except in renewal), at least one month before the general meeting, a written project in English or French. Actual Board may or not accept candidate depending on the project and needs.

### **5d - Elections**

- Board is elected on summer Olympic game year by a relative majority of the.
- Board can co-opt a member in case of missing between 2 summer Olympic game years.
- Board election can be face-to-face during the General meeting or by eMails or videoconference
- Each Branch-Chief up to date with federal fees one month before the General Meeting, present or represented by a member of his branch can vote:
  - a. 0 vote - 1 to 19 active members totaled during the previous Olympiad (4 years)
  - b. 1 vote - 20 to 29 active members totaled during the previous Olympiad (4 years)
  - c. 2 votes - 30 to 49 active members totaled during the previous Olympiad (4 years)
  - d. 4 votes - 50 to 99 active members totaled during the previous Olympiad (4 years)
  - e. 6 votes - 100 or more active members totaled during the previous Olympiad (4 years)

### **6 - SPORT FKOK'S YEAR**

- Administrative Federal year starts and finishes in correspondence with the sports season from one General meeting to the following one.

### **7 - BRANCHES / COUNTRY REPRESENTATIVES**

1. A Country can have one or various Branch-Chiefs.
2. Branch-Chief must be approved by main technical advisor.
3. Branch-Chief must have at least one Dojo under his supervision with at least 20 new yearly members.
4. Country Representative must have at least three Dojo under his supervision with at least 200 new yearly members
5. Outside France Branch-Chief has duties:
  - a. Send to FKOK every federal year (after General Meeting) his yearly affiliation:
    - i. Yearly fees
    - ii. Minimum of 20 Kyokushin federal passports (+ shipment fees for passports)
  - b. Affiliate each member of each school attached to its Branch by the allocation of a nominative federal passport.
  - c. Unify the Federal Kyokushin FKOK technical program within each club of its branch.
  - d. Send Excel application form to enter FKOK.
  - e. Send with his first affiliation, one Id digital photo ('jpg' 4x3 cm, 330 dpi, with united background).
  - f. Have at least daily functional eMail address, GSM Phone number, A fluent English, Spanish, Italian or French speaking member to exchange with FKOK.

### **8 - MEMBERS**

- Branch-Chiefs must affiliate ALL their own students as individual member of FKOK with one Kyokushin FKOK's passport per student.
- Passport is valid for a period of 8 sports seasons from the date of issue.
- Passport is valid during these 8 sports seasons subject to a photo of the holder pasted and the affixing of the stamp or signature of the Branch-Chief for the current season.
- In competition, camp or seminar FKOK, in the absence of presentation of a valid passport of 8 years, photo and current license stuck, the practitioner will have to pay the registration fees provided for a "non-member" FKOK.
- In rank test, in the absence of presentation of a valid passport of 8 years, photo and current license pasted, the practitioner will have to pay a financial penalty. The obtained rank will be postponed until presentation of their updated passport.

#### **8a - Invalidation**

1. Not paying the Branch fees (yearly fees + minimum 20 passports per year+ shipment fees) to FKOK invalidates Branch and its students as members.
2. FKOK's Committee can vote exclusion of a member or a Branch in case of bad behaviour.

### **9 – GENERAL MEETING**

1. General meeting will take place every year during the main official international camp.
2. The annual general assembly may be replaced by the meeting of the Board in the event of national or international force majeure.
  1. Agenda must be sent to the Branch-Chiefs 2 weeks before the General meeting.
  2. Agenda must include detailed financial and administrative reports.
  3. Minutes must be sent to the Branch-Chiefs presents or excused with proxy, maximum one month after the General Meeting.

#### **9a - Quorum**

- Validating Quorum is 30% of the Board and at least 10% of the Branch-Chiefs.

**9b - Proxies**

1. Branch-Chiefs' written proxies are allowed to a member of FKOK.
2. Nominatives proxies can be written or send via eMail to FKOK.

**9c - Questions**

1. All FKOK's member can send questions.
2. Questions must be send written or via eMail at least 2 weeks before the General Meeting.

**9d - Votes**

3. Each Branch-Chief up to date with federal fees one month before the General Meeting, present or represented by a member of his branch can vote (see point 5d):
4. Main technical advisor has 2 votes only in case of Draw.
5. Votes are confirmed with at least 50% of valid "presents and proxies" more 1 vote.

**END OF BYLAWS**

## ADMINISTRATIVE RULES

### 10 - BRANCH-CHIEFS AND COUNTRIES

1. There are no Country Representatives. A country can have one or various Branch-Chiefs.
2. Each Branch-Chief is responsible of his own Branch and of his own students.
3. Branch-Chief must pay yearly fees to FKOK. These fees must be paid every year at or just after General Meeting.
4. Outside France, year affiliation needs to add a minimum of 20 individual passports individual fees + shipment.
5. FKOK send a Branch-Chief certificate only for the first affiliation.

### 11 – INDIVIDUAL MEMBERS

1. World Passports are mandatory for all members entering FKOK from beginners' white belts.
2. World Passport fees are valid during 8 years after date of issue.
3. National fees can be asked by Branch-Chiefs to their own decision, added to FKOK's passport fees.
4. Branch-Chief must sign or stamp every year the Passport.
5. FKOK don't ask yearly World member fees.
6. A lost World Passport must be renewed and will not be changed free.
7. International Branch-Chiefs must affiliate at least 20 new members every year.

### 12 - RANKS

#### 12a – FKOK Diploma, belt and ID card

In rank test, in the absence of presentation of a valid federal passport of 8 years, photo and current license pasted, the practitioner will have to pay a financial penalty (20 €). In case of success to the test, the obtained rank will be postponed until presentation of their updated passport.

Ranks delivered by Branch-Chiefs or FKOK's technical Advisors: student who succeed federal rank test will receive:

1. International Federal Diploma in an official Kanji stamped roll package
2. Gold & Black International Black Belt ID Card
3. Embroidered standard black belt
4. And will be listed on Federal Website "ranks' page"

#### 12b – Approval of former ranks before affiliation

##### 1. Branch-Chief:

- a. Derogation may be granted in case of new affiliation to allow him to access to a rank corresponding to his level without process since Kyu. Rank requested will have to be technically tested according to federal Syllabus during a camp with rank test under direction of FKOK's technical advisor.
- b. Derogation without test is possible presenting a rank diploma from an official recognized international Kyokushin organization (only Japanese famed groups, KWF, IFK).
- c. Upgrading during of after affiliation is impossible without rank test.

##### 2. Students

- a. Students can only wear homologated belts during Kyokushin events, or inside Kyokushin Federal Dojo.
- b. With copy of numbered Diploma rank from famous International Kyokushin groups (only Japanese famed groups, KWF, IFK), FKOK recognizes the former ranks without any fee only once.
- c. Upgrading after affiliation is impossible without rank test.
- d. Following rank for student will be possible according to FKOK's rank time schedule.
- e. Without ranks obtained from famed International Kyokushin groups, FKOK accepts without official registration ranks obtained before affiliation from national or international organization with 4 possibilities.
  - i. Student can wear his own rank belt in federal events but without the possibility to upgrade.
  - ii. Student can wear his own rank belt and take part (or organise) International camps with at least two technical leaders of the Federation with the possibility to receive a rank adapted to his knowledge after at least two camps.
  - iii. Student can take part in a test during the World camp (with or without Stamina and fights depending of age), to enable the Technical Commission to determine his rank corresponding to the technical requirements of the federal syllabus.
  - iv. Student can restart from 3<sup>rd</sup> Kyu, following time schedule and Syllabus progression.
- f. A promotion can be requested by a Branch-Chief for a higher grade under the following conditions:
  - i. Recipient must be a member of FKOK for at least 3 consecutive full seasons.
  - ii. Recipient is unable to test a rank under normal conditions for reasons of age, health or Visa.
  - iii. Recipient must have participated in at least 3 international camps in the presence of the world technical advisor.
  - iv. Recipient must justify a rank emanating from an official international organization and falling within the inter-rank time schedule provided for by FKOK regulations.
  - v. Recipient must be present as participant in the FKOK spring camp corresponding to his nomination.
  - vi. The request must be made on a form available from FKOK (Excel file).

### **12c - Rank test rules**

1. Syllabus and requirement are detailed in the federal Syllabus online.
2. "Out France" Branch-Chiefs can lead test in their branch until 2 ranks lower than their federal rank, until Sandan.
3. Branch without high rank Branch-Chief can organize a seminar or a camp with national rank test leaded by FKOK's technical advisor.
4. Student examination can enter an outside Branch rank test only with his own Branch-Chief approval.
5. For Yondan and up, rank test must be leaded by FKOK's Technical Advisor during a camp.
6. FKOK committee can deliver a rank without test for fame or any great help to the Federation.

### **12d – Ratification of rank test from Branch-Chief**

1. Ratification must be sent to FKOK maximum 2 weeks after the test. For ratification received later than 2 weeks after the test, the date of the grade will be the date of receipt of the application to FKOK.
2. Branch-Chiefs' rank tests ratification must be done by the Branch-Chief, sending to FKOK:
  - Fees in euros.
  - Rank test ratification form.
  - Id digital photo by eMail for each graduate student ('jpg', 4x3 cm, 330 dpi, on clear coloured united background).

### **12e – Technical Advisor rank test**

1. For Technical Advisors' rank test, Rank test pre-registration must be done by the Branch-Chief at least 1 month before the exam with the FKOK rank test pre-registration form with Digital 'jpg' Id candidates' photos (photo must be 'jpg' file 4x3 cm, 330 dpi, with clear united background).
2. Technical Advisor's rank test ratification must be done by the Technical Advisor, sending to FKOK:
  - a. Fees in euros.
  - b. Rank test ratification form.

### **12f - Kyu fees**

1. Kyu international fees are free until 3<sup>rd</sup> Kyu.
2. 2<sup>nd</sup> Kyu international fees are 10 € and must be done with a Kyu form send to FKOK by the Branch-Chief.
3. 1<sup>st</sup> Kyu international fees are 20 € and must be done with a Kyu form send to FKOK by the Branch-Chief (minimum 6 months between 1<sup>st</sup> Kyu registration and 2<sup>nd</sup> Kyu registration).
4. 2<sup>nd</sup> & 1<sup>st</sup> Kyu fees for a rank test must be paid before the test and will not be reimbursed if the candidate fails.
5. Branch-Chief can add national rank test fees for his own Branch for a maximum total of 50 € (refundable or not).
6. For 2<sup>nd</sup> & 1<sup>st</sup> Kyu, Branch-Chief will receive stamped diplomas with date of rank and FKOK's number registration.

### **12g - Dan fees**

1. Dan international fees are 135 € for all Dan and must be done with a form send to FKOK by the Branch-Chief.
2. Dan fees for a rank test must be paid before the test but will be reimbursed if the candidate fail the test
3. Branch-Chief can add national rank test fees for his own Branch for a maximum total of 50 € (refundable or not).
4. Branch-Chief will receive for each ranked student:
  - a. World Diploma with date of rank and official FKOK's Number registration, in a closed Kanji stamped roll.
  - b. World Black belt Id digital plastic Card with date of rank and official FKOK's number registration.
  - c. World embroidered standard Kyokushin Black belt.
5. Documents can be given to the Branch-Chief during the following official Seminar or can be sent with Insured shipment paid by the concerned Branch-Chief receiving the documents.

### **12h – Request for recognition of outside rank**

- Request for grade certification coming from outside Organization must follow the following requirements:
  - a. Copy or photo of the grade requested from a recognised official international organisation like Shinkyokushin, IFK, IKO, KWF, Shinkyokushin, Tezuka, Matsushima, etc.
  - b. Sending of ID photo, in Dogi, front view, format jpg 4x3 cm, 330 dpi
  - c. Payment of a certification fee without belt (€50 +€28 of shipment) or with belt (€135 + €38 of shipment), as chosen by the applicant.

## **13 – OFFICIATING**

Officiating chart is:

- A Main technical advisor member of the Board (Saiko Shinpan Sho)
- A Vice-Main technical advisor member of the Board (Shinpan Sho)
- FKOK technical officiating Advisors (Fuku Shinpan Sho)
- World licenced officiates Kata or Kumite
- National licenced officiates (Shushin) Kata or Kumite

### **13a - Officiating diplomas and fees**

1. World officiating examination can be done in any international competition with at least an officiating Advisor.

2. National officiating examination can be done in any national competition with at least a FKOK officiating Advisor.
3. World officiating examination fees are 50 € lifetime.
- Kumite licence requirements
  - International competition advisor (Saiko Shinpan Sho) Kumite must be minimum Godan and already certified referee
  - Competition advisor (Fuku Shinpan Sho) Kumite must be minimum Sandan and already certified referee
  - Licenced referees (Shushin) Kumite must be minimum Nidan with already a licence of World Judge
  - Licenced Judges (Fukushin) Kumite must be minimum Shodan
  - Students beginners (Shoshin Sha) Kumite must be minimum 2<sup>nd</sup> Kyu
- Kata licence requirements
  - Licenced referees (Shushin) Kata must be minimum Sandan with already a licence of World Judge
  - Licenced Judges (Fukushin) Kata must be minimum Nidan
  - Students beginners (Shoshin Sha) Kata must be at minimum Shodan

World Judge or Referee will receive:

1. World Diploma with date of rank and official FKOK's Number registration.
2. World officiating ID card with date of rank and FKOK's Number registration.

#### **14 - HEAD INSTRUCTOR TEAM**

1. Head instructor team content a main Technical Advisor and various Technical Advisors.
2. List of official Technical Advisor can be sent from FKOK to all Branch-Chief asking this information.
3. Candidature to enter the Head Instructor Team can be sent to FKOK with following requirements.
  - a. The candidate must be FKOK's Branch-Chief.
  - b. The candidate must be at least Godan FKOK.
  - c. The candidate will be known for his Kyokushin Knowledge and his teacher's capacity.
  - d. The candidate must be student during at least 3 international camps led by a Technical Advisor.

#### **15 – CHAMPIONSHIPS, COURSES, SEMINARS AND CAMPS**

1. Championship    Kata or Kumite (or both) event following FKOK's rules
2. Course            Teaching one session in a Dojo.
3. Seminar          Teaching minimum 2 courses (1 or 2 days) in a Dojo.
4. Camp             Teaching minimum 3 full days in a residential place with minimum 2 sessions per day.
5. Official camp    Camp organised by FKOK with technical advisor leader.

##### **15a - Content**

1. Courses, seminars & camps can be 'generalist' (Kihon, Kata, Bunkai, Kumite, Shiwari, officiating, and so on) or can content only one speciality, depending of schedule.
2. Content and time schedules proposed by the organizer are decided by the main teacher of the event (point 15d).
3. Including a rank test during is possible during a camp following administrative and technique requirements.

##### **15b – Dress code**

###### **15b1 - Dogi**

1. Whether in seminar or competitions, Kyokushin practitioners must wear a clean white Karategi without fringes or piping.
2. Dogi must be embroidered with the Kanji Kyokushin jacket front to the heart.
3. The national emblem, country flag or federal badge may be worn on the left sleeve of the jacket.
4. The sleeves of the jacket and the legs of the pants cannot be rolled up.

###### **15b2 - Obi**

1. The rank belt is in plain colour without longitudinal stripe.
2. Belt can be embroidered with katakana from the Kyokushin group on the heart side.
3. Belt can be embroidered with student's name in orange Katakana at the other end.
4. From Shodan rank, the belt has golden stripes as Dan officially registered with student's name in orange Katakana.

###### **15b3 - Protections**

1. The gloves must be predominantly white type "finger cut gloves".
2. The shin guards covering the feet must be white.
3. Knee pads (non-rigid) are allowed.
4. Tooth guards are allowed.
5. Removable shell groin protects worn under the pants are recommended for training and mandatory in men's competitions.
6. Removable shell groin protects worn under the pants are recommended in women's competitions.
7. Bra protects with removable plastic shells worn under the jacket is recommended in training and mandatory in competition for women trained.



#### **15b4 - Complements**

1. Women can wear a (exclusively white) tee-shirt under the jacket of Karategi.
2. Veil (exclusively white) to cover the hair can be allowed according to national habits and must be maintained without pinch or metal pins. It must not cover the neck.
3. Use of metal dental appliances is allowed under the full responsibility of the practitioner.
4. Hachimaki (headband) is not allowed.
5. Hair and nails must be clean.
6. Any other form of accessories or jewellery is prohibited.
7. Glasses are prohibited in fight. Soft lenses can be worn, under the responsibility of the practitioner.
8. Wearing of any other device or unauthorized clothing is prohibited.
9. Coach in training courses or the referees in competition are required to check compliance with these points of settlement.
10. Bandages or medical devices must be approved by the referee and the doctor in competition, only following an injury during a first fight (prohibited in the first fight of the practitioner).

#### **15c - Places**

1. FKOK will organize every year at least one official camp with an international rank test open to all members under Branch-Chiefs agreement.
2. All Branch-Chiefs with a justified number of affiliated students can organise FKOK seminars or camps (annual camp can be with or without rank test), inviting FKOK's technical Advisors of his own choice following administrative and technique requirements (see point 15d).
3. The organization of an international rank test by a Branch-Chief is justifiable only by a significant number of affiliated students in possession of their Kyokushin FKOK passport.

#### **15d - Pre-Organization**

Branch-Chief who want to organize a camp has to prove an appropriate number of affiliated federal passports).

Branch-Chief who want to invite a technical federal leader for an event must send to FKOK a requested form:

1. Proposal of dates and duration (number of training days)
2. Proposal of duration of stay for teachers (number of days)
3. Proposal of Flight schedule for teachers (direct flight)
4. Proposal of place (city)
  - a. Details about training places (Dojo, Sport hall, beach, fields...)
  - b. Details about accommodation (Name of hotel, meals...)
5. Proposal of time schedule for trainings or for Championship
6. Proposal of invited students (other organizations than FKOK)
7. Estimation of students who will join the event (FKOK and "not FKOK")

#### **15d1 Fees**

1. No additional fees for a seminar reserved for FKOK members (upon presentation of FKOK passport during the course).
2. In competition or training, in the absence of presentation of a valid passport of 8 years, photo and current license stuck, the practitioner will have to pay the registration fees provided for a "non-member" FKOK.
3. Fees to be paid are 100 € per hour of course to be paid to FKOK for a seminar open to "non-members" of FKOK.

#### **15d2 Cost**

1. Trip for at least 2 people: Technical Advisor and his/her assistant (minimum Sempai).
2. Air tickets
3. Train tickets
4. Cost price per kilometre (official PRK) of the distance to and from (actually 0.6 €)
5. Accommodation full board for Technical Advisor(s) and his/her assistant(s).
6. Room and/or Hotel must be comfortable with:
7. Bath and/or shower in the room
8. Wifi access
9. Meals during the stay for Technical Advisor and his/her assistant.
10. Local costs necessary for the event.

#### **15e - Organization**

Branch-Chief organizing the event must provide:

1. Flat and large place to train outside or inside, depending of the weather.
2. Dojo or sport hall ready inside if weather is too warm or too cold or too rainy.
3. Pads and personal protection for Kumite courses.
4. Required boards for Tame Shiwari courses and/or rank test, and all material necessary for the course.



**15f - Refund of expenses for internal events organised by FKOK**

1. The person in charge of the event, validated by the technical direction, fills out a sheet of expenses furnished by FKOK. The sheet of expenses must specify the date, the places of departure and arrival, the purpose of the trip, the number of km travelled. All costs related to this trip (petrol, parking) must appear on this form and be accompanied by the corresponding invoices or supporting documents.
2. Limit of reimbursement are:
  - a. 15 € per meal
  - b. Fuel consumption - it is customary to refuel before leaving and full when returning for fuel refund
  - c. 70 € per night (including breakfast) if hotel is necessary
  - d. Purchases required for events pre-approved by the technical department.

**15g - VISA requirements**

In the case of countries requiring a VISA to participate in an event, the invitation request rules are as follows:

1. To participate in an "Open" competition, the invitation must be requested from the organizer of the competition.
2. To participate in a federal official event, the invitation must be requested from FKOK, sufficiently in advance according to the rules of the invited country, as follows:
  - a. Register the students & staff members using the official forms.
  - b. Pay in advance the registration fees (non-refundable).
  - c. Send by eMail the list of team members specifying for each person:
    - i. Last name and first name.
    - ii. Nationality.
    - iii. Date and place of birth.
    - iv. Full address.
    - v. National passport number, place of issue and date of expiry.
    - vi. Kyokushin sports passport number.
    - vii. Title (coaching) or national and international sports awards.

Invitation cannot be issued for unjustified accompanying persons.

3. To participate in a federal seminar or camp, the invitation must be requested from FKOK, sufficiently in advance according to the rules of the invited country, as follows:
  - a. Register the students using the official forms.
  - b. Pay in advance the registration fees (non-refundable).
  - c. Send by eMail the list of team members specifying for each person:
    - i. Last name and first name.
    - ii. Nationality.
    - iii. Date and place of birth.
    - iv. Full address.
    - v. National passport number, place of issue and date of expiry.
    - vi. Palmares in Kyokushin Championships.
    - vii. Kyokushin official rank.

Invitation cannot be issued for unjustified accompanying persons.

**END OF ADMINISTRATIVE RULES**