



Agreement on
THE ORGANIZATION AND FINANCIAL MATTERS CONCERNING
EKC, EIC & EJC (2013)¹

- 1.) One of the major objectives of the **European Kendo Federation (“EKF”)** is to organize regular **Championships in Kendo, Iaido and Jodo** and at the same times this is one of the most important issues for the EKF’s Board of Officers (“**BO**”) to plan and manage (Art. 01. and 06. EKF Statutes). EKF delegates the rights to organize European Championships to Member Federations in order to provide opportunity for national teams to meet and decide Champion titles for the relevant year. Further, the aim of the event is to promote the respective discipline in Europe and the host country and present it at European level to the local practitioners and the general public as well. Finally, contact, information exchange and friendship amongst officials and practitioners from all EKF Member Countries shall be enhanced.
- 2.) The EKF as represented by its BO grants _ - if possible upon the Agreement by the GA - to the Organizing Federation of a Member Country (“**OF**”) named herein upon the valid execution of this document and under the conditions set forth herein and subject to the confirmation according to para 3.) the right to organize and conduct European Kendo, Iaido or Jodo Championships (“**EKC, EIC or EJC**”) in the one discipline and year (European Championships= “**EC**”) as indicated at the end of this document. EKF and OF shall and will cooperate to the best of their abilities to plan, prepare and execute the EC in the interest of the practitioners of the said disciplines in the EKF Member Countries. They will aim together for a well organized, interesting and reasonably priced event. This document shall structure the preparation and actual execution of European Championships and in particular distributes organizational and financial rights and responsibilities between EKF and the OF.
- 3.) The candidature (= offer to organize) for the EC by an OF shall be notified to the BO as soon as possible and reported to the EKF General Assembly (“**EKF GA**”). Ideally this is done at least two years prior to the EC. Upon such notification of candidature the BO and the OF will consult in due course to explore and examine the possibilities and preconditions for the EC , in particular the condition of the dojo, the hotel, transport situation and organizational structure of the OF. The OF shall present as soon as possible, not later than on month prior to the EKF GA preceding the EC by at

¹ This version was discussed and agreed in the EKF General Assembly 2013 in Berlin.

least six month, a Preliminary Budget Sheet as attached hereto as Exhibit-1. This Preliminary Budget Sheet shall be presented to the EKF GA and information on significant changes notified to the BO shall be communicated to the Member Countries. Upon the satisfactory conclusion of these consultations and examinations, **and whenever possible, after approval of the GA** the BO shall confirm in writing to the OF the right to organize and conduct the Relevant Event. This confirmation shall be done or explicitly refused not later **than nine months, or if overriding and compelling reasons so require**, six month prior to the EC.

- 4.) After preliminary entry to the EC, the preliminary budget sheet shall be updated to take into account the actual number of participants. Any increase of championship fee after that point has to be made in agreement with the EKF.
- 5.) EKF handles the official invitation of the Zen Nippon Kendo Renmei (All Japan Kendo Federation – **ZNKR**) **delegation**. All official **contacts with ZNKR** will be handled by and pass through the EKF. The OF to invites all national **personalities**.
- 6.) **Registrations** for organizational needs (Hotel booking, sayonara party etc.) shall be organized and handled by the OF according to deadlines as agreed with EKF. The competitor-registration and registration for Dan examinations at the Relevant Event will be handled via the EKF website.
- 7.) Every national delegation pays for the own **travel and lodging expenses** during the whole championship period.
- 8.) The EKF pays for all the **expenses of the EKF Board of Officers** (5 persons) for the whole period of their stay, in individual rooms.
- 9.) The **expenses of the Championships Referees** (lodging, food & sayonara party; travelling expenses not included) are taken in charge by the OF for the three championships days only (four nights for EKC).
- 10.) If the OF chooses to include a seminar in the program, the cost of the **Sports Centre for the seminar** are to be paid by the OF and not taken into the EC budget; all revenues of the seminar will be for the account of the OF; it has the authority to fix the inscription prices.
- 11.) The cost of the **Sports Centre for the championships** are to be paid by the OF. The same applies for the cost of the eventual **shuttles** between the Hotel and the Sport Centre.
- 12.) All expenses made to receive the **ZNKR delegation**, from their arrival to their departure, are born by the OF.
- 13.) The **costs for the Sport Centre** for the Dan Grading Examinations, the EKF ji-geiko and the halls for the EKF General Assembly, are paid by the EKF.
- 14.) Any subscription or registration fees relating such **Dan grading examinations** organized on the occasion of such seminar or championship paid by the participants shall be for the account of the EKF.
- 15.) All kinds of **financial sponsoring** or subsidies from the national Government or other official authorities have to be approved by the EKF, but will be for the account of the OF. Such approval will not be refused by EKF without important reasons which shall be stated in writing if so requested by the OF.
- 16.) Income from tickets sold to public during the event is for the account the OF.

- 17.) All **documents, publications or electronic presentations (e.g. event-website) treating the Relevant Event** have to contain the EKF's full name and logo (blue circle with three sword points) and if technically possible a link to the EKF-Website.
- 18.) **Trophies, diplomas and medals** have to be ordered and paid by the OF.
- 19.) The OF shall make an event **catalogue** available at the OF's expenses, if possible. OF should make reasonable efforts to bring **publicity** with advertisements, such as a transparent displayed at (or nearby) the entrance of the event hall during the competitions.
- 20.) The extra expenses for an **EKF dinner** (if the dinner is held in the official hotel the difference between the dinner included in the inscription price and the special dinner) will be paid by EKF. The number of attendants is limited to a maximum of two delegates per member country and the officials of EKF and ZNKR.
- 21.) The OF is in charge of the logistic preparation to the **Dan Grading Examinations** in the Sports Hall, helped by EKF.
- 22.) BO will inform OF well in advance of the event, if EKF technical assistance is required at the EC. The EKF Technical assistance team and the OF will work together in full and loyal cooperation for the success of the EC. The EKF Technical assistance team works under the authority and responsibility of the BO. All costs related to any EKF technical assistants are taken in charge by the EKF for the whole duration of their stay.
- 23.) The OF will make the **national flags** of all participating countries available in the **Sports Centre** for the Seminar and the Championships. EKF will provide the EKF Flag.
- 24.) The **shinai-check** is held the evening and/or the morning prior to each EKC by the OF. At least four check tables will be provided for.
- 25.) The **opening and closing ceremonies** will be handled in co-operation by both the OF and the EKF. A possible order would be:
 - Welcome speech on behalf of the OF;
 - Speech by the leader of the ZNKR delegation;
 - If appropriate, special guests of the OF;
 - Opening by the EKF President;
 - Technical information by the Shimpanchô (Head Referee).
- 26.) The OF shall provide a table and chairs in the Championship hall for the EKF BO, the ZNKR-Delegations and Senior Councilors or other Guests of Honor as announced by EKF; such persons shall also be supplied with necessary IDs to access the Championship venue.
- 27.) During the championships there will be a **meeting and rest room for Referees**, including a table with about 30 chairs, refreshments, tea and coffee. Also a room for medical assistance and Anti-Doping checks shall be available.
- 28.) The OF will provide a **meeting room for the managers meeting**.
- 29.) The OF will take an **appropriate insurance and hire medical support** needed or required under applicable national law and meet all other standards for the event as required under this national law.

EC / Year:

Execution Date:

The EKF Board of Officers



Signature:

Organizing Country:

Name:

Signature:

Thank you for offering to organize the Championships. Please give us the following ESTIMATED Data for the use of the EKF to evaluate the preparation of the events.	
Event (EKC, EIC or EJC)	
Year	
Date	
Country	
City	
Estimated Numbers:	
Duration Days	
Nr. Countries to participate	
Nr. Teams (General or Male/EKC)	
Nr. Teams Female (EKC)	
Nr. Teams Junior (EKC)	
Nr. Indiv. (General or Male/EKC)	
Nr. Indiv. Female (EKC)	
Nr. Indiv. Junior (EKC)	
Nr. Other (Officials, Coaches, Supportes etc.)	
Total Number of People paying Championship fee	
Nr. Shinpan	
Nr. Official	
Nr. Helpers	
Total Number of People	
Financial Estimates:	
Costs Championship Sports Center	
Costs Hotel Shinpan / Helpers	
Cost Hotel ZNKR Delegation	
Cost Hotel others (to be paid by OF)	
Cost Transport (to be paid by OF)	
Cost Food Shinpan / ZNKR Delegation	
Other Costs to be paid by OF	
ESTIMATE TOTAL COSTS:	
Price for Hotel (cheapest version/person/night)	
Championship fee / person	
Package Price/Person (Basis: 4 nights, Sayonara, Championship Fee, cheapest Hotel)	

Please update this sheet if the figures are changed, in particular if the Championships Fee is increased. Please in any case send an updated version to the EKF BO one month prior to the EKF - GA preceding the event.

