



Official Line of Communication and Operational Structure for the National Body

As the recognised National Governing Body, the English Karate National Governing Body (EKNGB) must operate with the structure, formality, and professionalism expected of a national institution. It is vital that all parties - HOAs, coaches, athletes, and parents, clearly understand and adhere to our communication procedures.

We are moving away from the informal, direct-contact culture that may have existed under previous structures. While we appreciate the passion and commitment of our members, EKNGB must maintain a streamlined and formal communication pathway to ensure clarity, accountability, and consistency across all departments.

Communication Flow Structure

To maintain order and protect the integrity of decision-making processes, communication must follow this strict line:

1. EKNGB Board & President
2. EKNGB Performance Department (including National Coaches and Sports Medicine & Medical (SMM) team)
3. EKNGB Administration Office
4. Head of Associations (HOAs)
5. Association Coaches (and where appropriate, Club Coaches)
6. Athletes and Parents (U18, where eligible for National Squad)

This structure ensures that information flows appropriately and that responses are consistent and in line with EKNGB standards.

Communication Lines

- * All communication must be via email.
- * Text messages, WhatsApp, and social media communications will not be accepted or responded to.
- * Phone calls are only to be used where strictly necessary, and follow-up via email is required to document any verbal discussions.
- * All communication must be recorded to protect all parties and ensure clarity, accountability, and compliance - especially for matters relating to insurance, safeguarding, and decision-making.

National Squad and Selection Communication

All information regarding National Squad selections and criteria (Kata, Kumite, Para) will be distributed via official EKNGB channels in the following way:

- * EKNGB → HOA → Association Coaches → Club Coaches (if needed)

- * Parents or athletes (O18) should only contact their Association Coach with any questions or concerns.
- * Association Coaches will escalate queries to the Performance Department through the National Coaches, if necessary.
- * Any serious matters will be referred through the appropriate chain to the Performance Director, EKNGB Board, and President as needed.

National and Regional Squad Members

- * National and Regional Squad athletes will have direct access to National and Regional Coaches respectively.
- * Support service consultants (e.g., medical, physiotherapy, etc.) engaged by the Performance Department must also follow the same communication structure.

Medical and Performance Communication

- * The Sports Medicine & Medical (SMM) team forms part of the Performance Department.
- * All communication between SMM and athletes must include or be directed through the National Coaches.
- * Any important matters will be escalated by SMM to the Performance Director and onward as appropriate.

For Parents and Athletes (Over 18)

If you are a current athlete or parent of an eligible athlete:

- * Please direct your initial queries to your Association Coach or HOA during the next 14 days.
- * EKNGB will issue all initial information via HOA channels in preparation for the first EKNGB National Squad Training session.
- * Additional clarification and information will be provided to HOAs the week following the first training session and will be shared following the above communication lines.

Final Notes

This structured communication process is mandatory for all EKNGB departments, personnel, and contractors. It is essential to maintain transparency, protect against miscommunication, and ensure that EKNGB continues to operate with the professionalism expected of a National Governing Body.

We appreciate your cooperation and commitment to raising the standard of karate across England.

Yours sincerely,

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