

1ST WAKO

25-27 sept 2020 Hotel Wish More*****
NATIONAL FEDERATION DEVELOPMENT WORKSHOP
Istanbul, Turkey

EMPOWERING OUR MEMBER FEDERATIONS EMPOWERING OUR MEMBER FEDERATIONS



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Date	Time	Subject	Chairman
Sat	9am - 12.	Good Governance (Creating statutes-By Laws - Accounts - Administration & Infrastructure	Espen L
Sat	1pm - 3pm	How to grow and manage your federation members as a (NF / Club / Athlete)	Robin Ken
Sat	3.30pm - 5pm	Tatami Sports Development and Growth.	Roy Baker
Sat	7pm	Developing High Performance in Tatami Presidents Dinner	
Sun	9am - 10.30 am	Social Media Promotion (Driving interaction and awareness of your sport)	WAKO Presid WAKO Turkey President
Sun	11am - 1pm	How to set up and use Sports Data	TBA Roland Breitened





WORLD ASSOCIATION OF KICKBOXING ORGANIZATIONS

Official Invitation from WAKO President:



Dear President and General Secretary,

As you are aware at the beginning of July WAKO IF undertook a survey to understand the interest in the hosting of a workshop weekend, where we would have the opportunity to develop understanding and input from expertise and insight in to success stories within WAKO so we can share our learnings and help each other grow nationally and internationally. The outputs of that survey are in the appendix 1 below, for you to review.

We are fully aware of the ever-changing position in our ability to travel safely and the complications and health concerns placed on us due to

CV 19. We will update you close to the time on all logistics. Within the survey 35 countries felt it was very important to run the workshops and confirmed their attendance to help them grow and recover from the devastating effect the pandemic has had on all sports. With 12 countries unsure due to the pandemic.

We have prioritised the subjects which scored highest in the survey issued out to you the federation, which, contribute most to your growth and development in 2021 and beyond. WAKO IF will pay for and fully cover two nights' accommodation and full board, for two of your delegated members to attend the workshops sharing a room and bring back the material and learnings to your federation. We strongly suggest you send your working leadership team. If you require more than two people to attend, this is possible, but the accommodation and food costs must be covered by the National Federation. If you wish to stay in beautifully Istanbul in the hotel for more than two nights, this is possible but again needs to be covered by the NF.

Sharing life lessons and knowledge will not only help shape our sport, but also our level of success and development will be enhanced and improved, when we learn from each other and collectively develop our sport nationally and international as part of the WAKO family. Many of my biggest personal and professional growth periods came from sitting and listening to the journeys and testimony from others, successful federations, athletes and business leaders, who gave me the opportunity to experiencing their lessons and story's, then realizing that in sharing, absorbing and in accepting this insight, barriers erode, walls come down, growth happens and that brings a new perceptive in life, in sport, in business, empowering each other to be improved and understand better.

Below you have all the relevant information at hand to enable you and your team to register. I hope you are able to attend with key members of your team in what will be a growth opportunity for you and your federation, to share and learn amongst friends and experts in various fields.

Respectfully Yours,

Roy Baker,
WAKO President

WAKO HQ: Via Alessandro Manzoni, 18 - 20900 Monza (MB) Italy
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WORLD ASSOCIATION OF KICKBOXING ORGANIZATIONS



Event Schedule:

29 th July	Invitation issued to all National Federations		
21 st Aug	Attendee Registration closes (Note all bookings must be confirmed with WAKO Office by E mail)		
21 st Aug	All Booking details confirmed with WAKO Office (Attendees arrival/ depart times / Room configuration)		
22 nd Aug	All Visa Support Letters Issued (WAKO IF/WAKO Turkey)		
25 th Sep:	Participants Registration / Check In	6pm – 8pm	Wish More Hotel, Istanbul
25 th Sep	Opening Information Session/meet and greet	8pm – 10pm	Wish More Hotel, Istanbul
26 th Sep	Workshops Start (See Schedule)	9am	Wish More Hotel, Istanbul
26 th Sep	Presidents Dinner (River Cruz)	8pm	Istanbul Bazar
27 th Sep	Workshops day 2 Start (See schedule)	9am	Wish More Hotel, Istanbul
27 th Sep	Closing Session	1pm	Wish More Hotel, Istanbul

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Workshop Schedule:

Date	Time	Subject	Facilitators/Chairs	Venue
Sat 26/09	9am – 12	Good Governance (Creating statutes- By Laws - Accounts – Administration & Infrastructure)	Espen Lund	Wish more Hotel, Istanbul
Sat 26/09	1pm – 3pm	How to grow and manage your federation members as a (NF / Club / Athlete)	Robin Kent	Wish more Hotel, Istanbul
Sat 26/09	3.30pm – 5pm	Tatami Sports Development and Growth. Developing High Performance in Tatami	Roy Baker	Wish more Hotel, Istanbul
Sat 26/09	7pm	Presidents Dinner	NA	
Sun 27/09	9am – 10.30 am	Social Media Promotion (Driving Interaction and awareness of your sport)	TBC	Wish more Hotel, Istanbul
Sun 27/09	11am – 1pm	How to set up and use Sports Data	Roland Breiteneder	Wish more Hotel, Istanbul



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Official Booking Form: Must be returned **by 21st August**.

National Federation Details	
National Federation Name:	
National Federation Address:	
National Federation e mail address:	
National Federation Web Site:	

Delegate Registration 1		
Name		WAKO Cover Hotel & Full Board (3 days two nights)
Role in Federation		
E Mail Address		
Mobile Number		
Arrival Date	D-M-Y	
Departure date	D-M-Y	
Room Type		
Delegate Registration 2		
Name		WAKO Cover Hotel & Full Board (3 days two nights)
Role in Federation		
E Mail Address		
Mobile Number		
Arrival Date	D-M-Y	
Departure date	D-M-Y	
Room Type		
Delegate Registration 2 (Optional) Fill out further blocks if needed		
Name		Covered by WAKO National Federation Costs per person Single Room € 100,00 Double Room € 50,00
Role in Federation		
E Mail Address		
Mobile Number		
Arrival Date	D-M-Y	
Departure date	D-M-Y	
Room Type		

Please send this booking form to WAKO Administration Office administration@wako.sport on or before **21st August** to reserve your place. **This date cannot be extended.** Transportation to and from Airport is at your own discretion. To apply for Visas please contact: Salim Kayici salimkayici@gmail.com. You will need to apply for a visa at least **four weeks in advance**. MINIMUM.

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Host City: Istanbul, Turkey.

Istanbul, is known as the city of the past, the present and the future. Istanbul not only joins continents, it also joins cultures and people. Close your eyes and imagine yourself in a city; the mysticism of the East and the modernity of the West, the constant time travel between past and the future, the balance of the traditional and the contemporary. Istanbul is one of the most visited and important places in the world, a central hub connecting Asia and Europe, blending the past and the future, bringing together cultures and people from all over the world. Our Visit to Istanbul will be memorable and we will all feel the harmony of the opposites.



History of Istanbul



Described by the historian Procopius as the city surrounded by a wreath of water, Istanbul boasts an exquisite geographical position and deep roots in history.

With a history going back 8,500 years, Istanbul is an ancient city that is simultaneously modern and fresh. Old world and modern world, Islamic and Mediterranean coexist in its captivating atmosphere. The distinctive characteristic skyline of the city, combining monumental minarets with modern skyscrapers, is perhaps the best proof.

The outstanding universal value of Istanbul resides in its unique unification of diverse architectural styles of many eras and civilizations. Roman aqueducts, Byzantine churches, Venetian towers, Ottoman palaces, modern buildings and contemporary plazas give the city its matchless beauty.

Byzantine Empire: Founded on the Sarayburnu around 660 BC as Byzantium, the city now known as Istanbul developed to become one of the most significant cities in history. The identity of Istanbul that began to be formed

by the Byzantines.

Ottoman Empire: The identity of Istanbul was shaped during the period of Ottoman Empire. Also Istanbul was embellished further during the Ottoman Period with important building activities. Did you Know? The city of Istanbul has changed a number of names: Augusta Antonina, Nova Roma, Byzantion, Byzantium, Constantinople and finally Istanbul.

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Official Event Hotel:

Wish More Hotel Istanbul established in Bayrampasa, the most rapidly developing area of Istanbul in 2016 with all its domestic capital, is the first subsidiary of Saroz Real Estate in the field of tourism. As a local tourism brand, Wish More Hotel Istanbul acquires a vision to combine hospitality that exists in the genetics and tradition of this country with international standards of hotel management service. With the motivation of always doing more than expectations, Wish More Hotel Istanbul aims to be a permanent brand that enriches the industry.

While adopting the concept of contemporary design that combines high-end comfort and functional luxury, Wish More aims to grow as a chain brand in the hotel management sector with its integrative concept that is passionate for innovation. The brand is distinguished from its competitors by its wholehearted service approach and innovative business practices in its accessible luxury class. Wish More Hotel Group focuses its investments primarily on city hotel management and plans to double the number of hotels in Istanbul by 2020. The group also adopts the values as an institution and the distance it has covered to contribute to the commercial and cultural development of the country, employment, and economy as one of its main aims.



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Appendix 1:



Who will attend

Role	Total Responses	Yes (%)	Yes (Count)
President	49	63%	31
General Secretary	37	41%	15
Administration	34	44%	15
Legal Council	25	12%	3

Subject PRIORITY

Rank	Subject	Score
1	High Performance in Tatami	2.7
2	Good Governance (Creating statutes- By Laws - Accounts - Administration Infrastructure	2.66
3	How to set up and use Sports Data at events	2.64
4	How to promote your federation on Social Media	2.58
5	How to grow your athlete pool of members	2.49
6	Tatami Sports Development and growth	2.47
7	How to Grow your National Federation	2.4
8	High Performance in Ring	2.4
9	How to develop and A implement an Anti Doping program	2.4
10	Ring Sports Development and growth	2.3
11	How to use the NEW and MANDATORY WAKO Membership System	2.3
12	Referee Development and Growth	2.19

WAKO WINNING MENTALITY

YES WE CAN

Wisemore Hotel, Istanbul

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Appendix 2:

COVID 19 PRECAUTIONS;

During the Workshops, health and safety of our members and guests and the Hotel employees is our top priority. We have been closely following the updates and the reports about Covid-19 pandemic by the World Health Organization and the Turkish Ministry of Health since the first day. Besides these measures implemented by the stated authorities, the Hotel has received the prestigious, Safe Tourism Certificate which is provided by Bureau Veritas certificate authority.

Necessary measures have been taken the cleaning and hygiene standards. New measures in the light of the reports by the World Health Organization, Turkish Ministry of Tourism are added to our already existing measures.

We would like to share with you the additional measures we and the Hotel have taken according to the current state of Covid 19 pandemic.

WORKSHOP PARTICIPANTS;

Pre Covid-Screening forms to be sent out to all registrations post event.

All participants will be required to wear a mask.

Groups will be broken down in to pods of five, those five people will remain a team for the entire weekend and all workshops.

Temperatures will be taken every morning and afternoon.

Sanitising stations on entry and on every table.

Social distancing between post to be maintained.

HOTEL EMPLOYEES;

Their employees have been trained on Covid-19 protection methods and contamination conditions by Diversey Turkey A.S. The trainings are being repeated regularly as of the first day.

- Their employees undergo medical screening and have their body temperature measured regularly. Any employee who is not feeling well is sent to their homes and advised to contact health authorities.
- Information notes and brochures are placed at common use areas where safe physical distancing rules are applied.
- Employee uniforms are frequently changed for hygiene purposes.

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- Areas dedicated to our staff have been reorganized according to social distancing rules.
- All Their employees always use face masks or a face shields and gloves.

FRONT OFFICE;

- All guests are informed about the practices and measures taken.
- Check-in and check-out procedures have been reorganized according to social distance rule. Distance signs have been placed to waiting areas.
- Luggage and personal belongings of our guests are disinfected before taken to the rooms.
- Rooms can be shared with 2 guests at most for accommodation.
- Valet personnel uses disposable mask and gloves, and the car key is disinfected.
- Our guests are welcomed with the contactless thermometer, disinfection mats and hand disinfection gel. Upon request our guests will be provided with the personal protective equipment.
- Room cards are disinfected before check-in. Guests are provided disinfected and individually packed pens to fill necessary forms.
- Room cards returned by our guests are kept in a separate box and disinfected before re-use.
- Contactless Pos devices are available at our facilities.

ROOMS;

- Our cleaning staff wear mask and gloves. These protective materials are renewed before entering another room and the same conditions apply to all staff.
- Disinfected tissues are used for cleaning the room.
- Harmless disinfectants are used for room cleaning. Door handles, faucets , remote controls, telephone, and room cards are disinfected before each check-in.
- Any paper, cardboard and leather materials other the one's which is compulsory to keep as well as bedding and decoratives materials have been removed.
- The glasses at the minibars are disinfected after each accommodation.
- All linen and textile products are washed at high temperature for a sufficient time before each use.
- Amenities are replaced after each check-out.
- Air conditioning outlets and lids in each room are disinfected periodically.
- Rooms are ventilated with fresh air during cleaning after each check-out.
- Rooms are disinfected with ULV (chlorine dioxide) after each check-out.

PUBLIC AREAS;

- The hygiene and cleaning consultancy of public and all areas is provided by Diversey Türkiye A.Ş.
- Public areas have been reorganized according to safe social distance rule. Necessary measures have been taken, signboards and information notices have been placed.
- Frequently used areas are subjected to extra disinfection practices.
- All ventilation systems are frequently disinfected. Indoor spaces are ventilated with fresh air.

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- Signboards and information notices are placed in elevators to enable social distance rule is followed.

KITCHEN AREAS;

- Food safety management system is applied to all our kitchen areas with superior hygiene and quality standards. Kitchen areas, kitchen utensils, counter surfaces and storage areas are cleaned and disinfected regularly.
- Sterilization devices (for hand and body hygiene), equipment and tools are placed in kitchen areas.
- Kitchen personnel wear a protective mask, bonnet and gloves. Trainings have been given by Diversey Türkiye A.Ş. to kitchen personnel to ensure that all rules are followed.
- Dishes are washed with 90 degrees Celsius water by dishwasher. Disinfected dishes are kept in sterilized areas.

FOOD & BEVERAGE UNITS;

- Classic menus have been removed from cafe and restaurant, they are replaced with QR code compatible menus and disposable menus. Alternatively, standing menu charts have been placed at the cafe and restaurant entrance.
- Hand disinfection units are available at bars and restaurants.
- In all Food & Beverage units; table, chair and sitting distances have been rearranged in accordance with the recommended safe distances. Reminders for social distancing have been placed at every waiting points in cafe and restaurant.
- Cutlery sets are served in disposable packages.
- Self-service tea and coffee machines in the Food & Beverage areas have been removed. Our responsible staff offers this service.
- Protective barriers have been designed for contactless serving of food at the open buffet and our responsible staff provide necessary guidance and service.
- All service staff wear a face mask.
- Logistics of clean and used materials is organized with separate staff.
- Disposable tissues are used in all Food & Beverage units.
- Foods are served with tightly covered lids.
- Dishes in all F&B units are washed by a dishwasher using 90 degrees Celsius water

FITNESS & SPA

- It is mandatory to wear mask in entrance and exit of the Fitness & Spa Centre.
- Equipment's and tools in fitness & Spa centre are reorganized according to safe social distance rule and disinfected after each use.
- Hand disinfectant automats and surface disinfectants are placed in fitness & spa centre.
- Spa areas (sauna, steam room, Turkish bath and massage room) are closed.

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- Number of the guests who can use the fitness centre simultaneously have been rearranged. ONLY guests with reservation are accepted. Fitness centre can be used for a period of maximum 120 minutes.
- Swimming pool, disinfected with chlorine and ozonize, is available for our guests use.
- Guests should have their personal cleaning supplies such as soap, shower gel, shampoo and towels with them.
- It is mandatory to use our guests own towels in the fitness centre.
- Equipment and tools at the fitness centre are disinfected regularly.
- All the ventilation systems operate with fresh and outdoor air.
- Lockers in dressing rooms are reorganized according to safe social distance rule.
- Cosmetic products and blow dryers in dressing rooms as well as in public areas are not in use.
- Safe social distance floor markers are placed in group lesson studios.

QUALITY PRACTICES

- Pandemic security team has been created in the hotel.
- The Safe Tourism Certificate is provided by Bureau Veritas certificate authority.
- Suppliers are inspected for cross contamination risk.
- Suppliers work according to the needs and rules at the delivery areas. Work health and safety risks have been analysed, determined and applied.
- Employee trainings have taken place in our hotel. Detailed trainings carried out by Diversey Türkiye A.Ş.
- Employees are informed about the updates and increased measures.

STORAGE AND PRODUCT RECEIVING AREAS

- Food supplies to our hotel can only be done by approved suppliers. The entry of food supplies to our hotel is accepted after strict controls and disinfection procedures.
- Storage conditions and productions are entirely hygienic.
- Hotel staff in charge of food supplies logistics is only accepted to the hotel after body temperature checks.
- Hotel staff completes hand disinfections and change personnel gloves after every discharge of vehicle.

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