

AUSTRALIAN KENDO RENMEI MANUAL OF DOCUMENTS

SECTION One Administration & Structure

Amended and effective 20 October 2018

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Section 1 - AKR Administration and Structure

1.0 Mission Statement

- The AKR is the peak body in Australia representing the arts of Kendo, Iaido and Jodo. It exists to provide governance, education and promotion of the arts as well as supporting its affiliates and being the interface between the arts, the International Kendo Federation and the public.
- Our goal is to conduct ourselves professionally and with dignity. We value respect and humility and seek to promote continuous character development and ethical behaviour among our members.
- We aim to provide opportunities for members to excel in the arts through the provision of quality instruction, safe training environments and transparent processes.

1.1 Introduction

The AKR Administration and Structure section is a Guideline for members of the National Executive to carry out their duties effectively on behalf of all members. This section will require continual upgrading to ensure in-depth detail is maintained so that future officials are able to take up their newly appointed roles with the least disruption to the smooth running of the AKR Executive.

All registries and documentation should be maintained and handed over when changing office at re-elections.

1.1.1 Constitution

The original constitution of the Australian Kendo Renmei was ratified in 1969.

The current 'Rules of the Australian Kendo Renmei Incorporated' were ratified on 17th April 1992 as part of the incorporation process and submitted to the Association Section, Department of Consumer Affairs, Sydney, New South Wales, in August 1992.

Details of any amendments are listed at the end of this document along with the number of the Clause amended.

1.2 Component Bodies and Framework

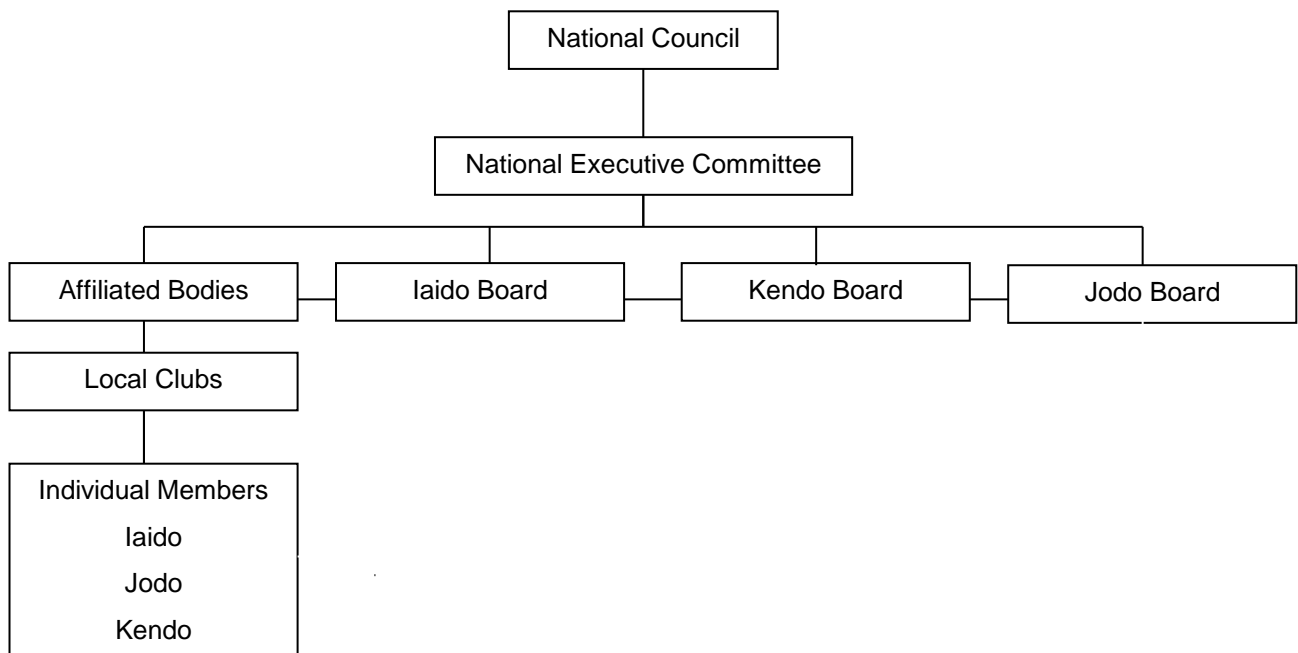
1.2.0 Structure

The Australian Kendo Renmei exists because there is a number of individuals who wish to study Kendo, Iaido and Jodo. These individual Members are grouped into Clubs, the Clubs are located in the various States or Territories, and each State or Territory has one delegate on the National Council. The Chairpersons of the Kendo, Iaido and Jodo Boards also sit on the National Council. The National Council is responsible for setting the long term direction of the Renmei, and ratifies recommendations of the Boards and the Executive.

The National Executive is responsible for the day to day administration of the Renmei on a National level and the implementation of Council decisions. The National Executive provides leadership and support for the Boards and the State Bodies.

The Boards are responsible for the direction and technical development of their respective Arts. The Clubs and State Bodies are responsible for both administration and technical development in their own areas.

1.2.0.1 Structure Diagram



1.2.0.2 Communication Channel

Generally, the communication flow from the AKR Executive Committee, AKR National Council and the Boards to the members is -

1. Sent to the affiliated association by the AKR Secretary or Board Secretary.
2. The affiliated association passes that on to their associated clubs.

The club then passes the communication on to their members.

The reverse of that procedure is to be followed to communicate with the AKR Executive Committee and AKR National Council and the Boards.

For example -

1. A member may provide or request information or make an application, which should be sent to their club.
2. The club passes that on to the affiliated association, with their recommendation or authorisation if such is required.

The affiliated association passes that on to the AKR Secretary or Board along with any further recommendation or authorisation, on the information, application or request.

Communication can include, but is not limited to, such things as application to grade at AKR National and overseas Grading Examinations, appeals on eligibility issues, requests to replace lost Grading certificates, requests for assistance and AKR policy clarification.

By following the above process all responsible entities are informed of issues that may concern their members.

1.2.1 National Council

The National Council is the governing body of the Renmei. Their duties and membership are listed in the Constitution, Article 5. It is the most important Committee within the AKR as it has direct representation of all Affiliated Bodies, with voting power based on membership numbers, and is the link nationally for all three arts.

All other bodies and committees within the AKR have limited direct representation of Affiliated Bodies in the decision making process and may not directly reflect the interests of such members.

1.2.2 National Executive

The National Executive is responsible for the governance, administration, management and control of the Renmei. It consists of the four National Officers as detailed in Articles 6 and 7 of the Constitution. The National Executive is responsible to the National Council and must not act contrary to a resolution of the National Council.

1.2.3 Affiliated Bodies

The National Council may by Special Resolution grant affiliation to the Renmei to any incorporated or unincorporated association or club in accordance with the rules covered in Article 4 of the Constitution. Each Affiliated Body has a Delegate on the National Council with voting power appropriate to that body's financial membership to the AKR and in accordance with rules specified in Article 5 of the Constitution.

Each Delegate is responsible for improving and developing policy for the advancement of their art on a State, National and International basis by recommending policy and procedures to the National Council for consideration and approval, while ensuring their members views are reflected accurately as possible.

1.2.4 Boards

The Kendo Board, Iaido Board and Judo Board consist of members elected from financial AKR members within those arts in compliance with Article 8 of the Constitution. The purpose of each Board is to direct the technical development of their art on a National basis by giving assistance to the Affiliated Bodies as required. They are responsible to the National Council for carrying out the policies approved at the National Council Meetings and must not act contrary to a resolution of National Council.

The Kendo, Iaido and Judo Boards each consist of

1. Five members who are elected by the AKR art members.
2. The National Director for Coaching.

The National Directors for Kendo, Iaido and Judo Coaching are ex-officio members of the relevant Board. The National Directors of Coaching are appointed by each Board and are non-voting Board members; their appointment expires at the end of each Board's term.

At the first meeting of each Board after their election, the Board members will select from their number, the Chairperson and office bearers required to enable the Board to best function during their three year period of office.

In the event that the Chairperson is unable to continue in his or her role, for whatever reason, during the Board's term, the Board members will meet and select from their number a new Chairperson to continue in the role for the balance of the Board's term.

The Chairpersons will co-ordinate activities among the Board members and the information flow between the Boards and external parties.

The election for the Boards may include postal and voting in-person as defined in MoD section 1.2.4.2.

Each Board is responsible for improving and developing policy for the advancement of their art on a National and International basis by recommending policy and procedures to the National Council for consideration and approval. The Chairman of each Board is a member of the National Council.

A Chairperson may serve a maximum of two consecutive terms (six years) in the position of Chairperson. This does not preclude a former Chairperson from filling another Board position after his/her tenure, or from re-election to the position of Chairperson after a one term (three year) break or the next election, whichever is the sooner.

No elected or appointed AKR Board member may simultaneously serve as a member of the AKR Executive Committee.

1.2.4.1 Advisory Positions

Boards may appoint Technical Advisors only after approval is granted by National Council.

The tenure of such positions, in principle, must coincide with the term of the relevant Board that made the appointment and expires no later than six months after the end of the relevant Boards term.

Boards may recommend that National Council consider the re-appointment of Technical Advisors for an additional term.

1.2.4.2 Board Election Procedures

Elections to determine the membership of the AKR Kendo, Iaido and Jodo Boards are held as defined in the AKR Constitution.

Eligibility to be elected as a member of the AKR Kendo, Iaido or Jodo Board is defined in Section 8 of the AKR Constitution as all Ordinary Affiliate Members who are members of an Affiliated Body are eligible for election to these positions.

Members may vote either in person or by post depending on the arrangements for each election. Board elections may be conducted by post, in person or a combination of both methods. The arrangements for all Board elections must be approved by the AKR Executive Committee.

The successful candidates are those who have received the highest number of votes.

1.2.4.2.1 Voting procedures

Voting in person

For votes cast in person, the same procedures as for postal voting (below) should be followed, with the following exceptions:

The "return privacy envelope" is not required;

A members eligibility to vote will be confirmed by election officials who will verify that the member is included on the AKR Membership list. If membership is confirmed, a ballot form will be provided.

Voting by post

To place a postal vote, these items will be required –

1. An official ballot form;
2. An unmarked secret ballot envelope to contain the ballot form;
3. An addressed and postage paid return privacy envelope addressed as per the vote instructions, with the members AKR registry ID number, members name and the name of their State Association on the back. If the AKR registry ID number is unknown to the member, such is available from their club or state secretary. If that is not provided, the members date of birth may be used. This point may be waived for votes that are cast in person.

Each vote is secret: The members information on the back of each privacy envelope will be checked to be correct to determine an eligibility to vote, prior to removing the sealed privacy envelope, which contains the ballot form.

INSTRUCTIONS TO MEMBERS

1. To vote, please carefully read and follow these instructions:
2. Read each ballot form carefully before making any marks
3. Follow the instructions on the ballot form.

4. Mark the ballot form to place your vote/s. Do not sign your name, make marks, or writings of any other kind on the ballot form. Place your vote or votes by simply placing a cross (x) against the name of the candidate or candidates of your choice for the vacant position or positions. For example: if there are four vacant positions, but more than four candidates, you may only vote for up to four candidates, but no more.
5. Fold and place the ballot form in the secret ballot envelope and seal it. Do not sign your name or make marks or writings of any other kind on this secret ballot envelope.
6. The return privacy envelope should be addressed as per the vote instructions, with your AKR registry ID number, your name, signature and the name of your State Association on the back. A return delivery address may be included, if you wish.
7. Place the sealed secret ballot envelope inside the return privacy envelope and seal it.
8. Post or deliver the return privacy envelope as per the instructions for each election, to arrive before the advised cut off date for each election.

CONFIRMING ELIGIBILITY OF VOTES

1. All return privacy envelopes are to be retained securely and unopened until all votes are to be counted.
2. The membership details on the back of each unopened return privacy envelope will be checked for eligibility and if found to be eligible, the unopened return privacy envelopes are stored to be opened and counted after the advised cut off date for each election.
3. Return privacy envelopes that have incorrect or ineligible members details are set aside for a second check.
4. If, after the second check, the members details are found to be correct and valid, those return privacy envelopes are then stored with other eligible return privacy envelopes to be opened and counted later.
5. If the members details are found to be ineligible, those return privacy envelopes are to remain unopened, marked as invalid, then stored separately. The ballot contained therein will not be counted.
6. The ineligible unopened envelopes are retained separately, for audit, if required.

COUNTING OF VOTES

1. Votes are to be counted after the election closing time and all in one counting session.
2. In the case of both postal and personal voting methods being used at an election, the secret ballot envelopes must not be opened until after the election has closed and all ballot forms have been received by the election officials.
3. All the return privacy envelopes that have been deemed as eligible are opened, the secret ballot envelopes are removed. The secret ballot envelopes remain unopened and are to be retained securely.
4. When the secret ballot envelopes have been removed from eligible privacy envelopes. the secret ballot envelopes are all opened, votes counted and the result is recorded.
5. For audit purposes:
 - a. All of the return privacy envelopes, both eligible and ineligible are retained;
 - b. All of the secret ballot envelopes are retained;
 - c. All Ballot forms are retained.

SCRUTINEERS

Scrutineers may apply or be nominated by candidates or other interested parties for consideration to be appointed by the AKR Executive Committee.

1. During the vote counting, Scrutineers may:
 - a. observe all vote counting procedures;
 - b. observe all audit functions;
 - c. object to the eligibility or ineligibility of any return privacy envelope containing a ballot form;
 - d. enter and leave the vote counting place at any time during the count;
 - e. keep their own notes to assist their task;
 - f. may view ballot forms or envelopes.
2. During the vote counting, Scrutineers may not:
 - a. handle ballot forms or envelopes;
 - b. take any part in official vote counting;
 - c. interfere with, or attempt to influence, any voting member or any person counting votes;

- d. enter into any conversation with any person counting votes, other than to request to view ballot forms or envelopes;
- e. disclose any knowledge gained concerning the vote of a person or the result of the election.

AUDIT

1. If requested by a scrutineer, a candidate, a Board Chairperson or a member of the AKR Executive Committee, an audit of all the eligible and ineligible envelopes and ballot forms must be conducted and the result of the audit is to be announced publicly.

1.2.5 Funding

The Iaido, Kendo and Jodo Boards and the Executive Committee are allocated funds by a decision of National Council.

1. In principle, the availability of funds to Boards and the Executive Committee will be in accordance with the membership of each art as at the end of the previous membership year, but also after taking into consideration the budget plan submitted by each Board and the Executive Committee.

1.2.5.1 Equalisation of Transport Costs to attend Meetings of AKR National Council

For meetings of AKR National Council, the travel costs of Delegates of State Affiliates will be equally shared amongst all State Affiliates. By using this method, no State Affiliate is disadvantaged by different travel costs as all Affiliates will pay the same. If an Affiliate does not attend the meeting, they are invoiced for the average amount.

An average of all the seven State Affiliate Delegates transport costs is calculated. That average transport cost will then be used to determine the refund to, or extra amount to be paid, by each Affiliate.

1. Affiliates, who have paid above the average transport cost, will be reimbursed by AKR for the difference.
2. Affiliates who have paid below the average transport cost, will pay that difference to the AKR.

If an affiliate, such as the state that the meeting was conducted in, has no transport cost, or an affiliate does not send a delegate then those affiliates are also invoiced for the average transport cost.

By using this method, no affiliate is disadvantaged or advantaged by different travel costs or choice of venue location, as all affiliates will have the same cost of travel.

Notes:

- AKR Executive Committee and Board Delegates travel expenses are paid by the respective Committee or Board, as approved in their budget plans.
- Affiliate Delegates travel expenses are paid by the respective Affiliates and reimbursement is provided by the AKR.
- AKR Executive Committee provides accommodation, meals and refreshments during the Conference and Dinner on one night, other than that, AKR is not responsible for any other costs of Delegates attending the Conference.

1.2.6 Payment of accounts and Reimbursement of funds spent on behalf of the AKR

The AKR manages the use of members' funds and is absolutely committed to the honest, transparent and accountable use of those funds.

Accountability principles necessitate that we review claims for payments or reimbursement based on proper authorisation being provided.

Therefore, the AKR adopts the following principles.

All payments or reimbursement made by the AKR must be authorised by the Chairperson of the relevant AKR Board, Committee or event sub-committee, prior to the payment being made.

All transactions for payments or reimbursement from the AKR bank, credit card, debit card, Paypal and any other accounts, must be co-signed by at least two Executive Committee members.

The AKR acknowledge that on occasions a reimbursement of funds spent on behalf of the AKR by a member may be required. This may be for an event that is being organised by a state affiliate or member/s on behalf of the AKR, or similar.

The AKR will not proceed to make payments nor reimburse inappropriate, incomplete or non-compliant payment and expense requests.

It is preferred that expenses for AKR events are all paid by EFT from the AKR bank account direct to the bank account of the service provider.

The AKR advocates swift payment of expenses and reimbursements,

Debit Card, bPay, Paypal and other means may be used, only if EFT is not available.

Cash payments will not be made. An exception may be made following consideration of a written request, when written approval (if any) will be provided in advance by the AKR Executive Committee. All the other authorisation requirements must also be met. A detailed receipt dated and signed by the person receiving the payment must be provided.

Expenditure should only be for items that are contained in the finance plan (budget) for the relevant event, AKR Board, Committee or sub-committee.

In all cases, a claim for payment or reimbursement must include –

- a) A copy of the account or invoice or proof of payment for the item or service.
- b) Proof of approval from at least two organising committee or Board members authorising the expenditure.
- c) Explanation of the budget area from which the funds are spent.
- d) Details of the financial institution BSB and account numbers that the payment is to be directed to.

1.2.6.1 Procedure for Payment of Grade and Membership registration by AKR affiliated associations

To reduce the time and cost to administer the data and funds related to each membership submission, there is to be one membership submission to the AKR from each state/territory in each calendar month.

If, such as at annual renewal time, more than one spreadsheet is required to be used, all spreadsheets and proof of all EFT's are to be attached to a single emailed submission.

Grade registrations may be submitted as required, but must be submitted within thirty days of the exam date (MoD 1.5.6.1).

Please note that membership and grade registrations will not be completed unless proof of the EFT payment is attached to the same email as the registration spreadsheet/s. Registration submissions that do not include proof of the EFT transaction, may be discarded and will have to be re-submitted correctly for registration to be effected.

These practices will assist our bookkeeper and Treasurer to efficiently identify each transaction to be accounted for, which therefore saves us time and money.

1.3 Directory

A directory of all Committee members and their contact details are listed in the Appendix Section.

1.3.0 Introduction

- 1.3.1 Main Contacts
- 1.3.2 Executive Committee
- 1.3.3 State Bodies
- 1.3.4 Kendo Board
- 1.3.5 Iaido Board
- 1.3.6 Jodo Board
- 1.3.7 Alphabetical List

1.3.0 Introduction

This Directory should contain the contact details for all bodies involved in the administration of Australian Kendo.

The usefulness of this Directory depends very heavily on all bodies listed conscientiously updating the information in it whenever there is a change.

Any changes should be notified to the people listed in section 1.3.1 Main Contacts, and these people will be responsible for notifying their members.

Updated copies of the Directory will be issued once per year, in the September/October period, which will contain all changes made through the previous year.

State Bodies will be expected to supply updated information each June to enable this to happen.

1.3.1 Main contacts

This list is updated and distributed regularly by the AKR Secretary, to State Delegates, National Council members and State Associations.

1.4 Membership Policies for Competition and Grading Examination Eligibility

1.4.1 AKR National Competitions

Only affiliate members whose membership fee and the relevant art fees have been received by the AKR and life members are eligible to participate in AKR National Competitions.

A member whose fees and Board Levies have not been received prior to 30 November is ineligible to participate in AKR National Competitions held in that membership year.

All competitors must be an Australian Citizen or hold an Australian Government issued permanent resident visa.

Criteria of age, dan or kyu grade and any other relevant factor is as at the date of competition.

Competitors at the Australian University Games kendo competition need only to meet the criteria set by Australian University Sport, the organisers of the event.

Overseas based competitors or members who are not an Australian Citizen or hold an Australian Government issued permanent resident visa, may compete in AKR international goodwill competitions.

1.4.2 Grading Examinations

Only affiliate members whose membership fee and the relevant art fees have been received by the AKR and life members or a member of an overseas FIK affiliated organisation are eligible to be examined at AKR and affiliated state association Grading Examinations.

All AKR life members and affiliate members must maintain continuity of training and membership for the entire period between grades and complete the total time-in-grade, as specified in the AKR Standard Rules for Grading. After an interruption to the continuity of their training and AKR membership, a Dan graded life member or former affiliate member who wishes to apply to be examined for their next grade, must –

1. Renew their AKR membership.
2. Pay back fees where appropriate.
3. Train continuously for more than 12 months.
4. Complete the total time-in-grade as specified above.
5. If requested, supply proof of continuity of the above training and membership criteria.

In addition all other Grading application criteria and rules relative to the grade applied for must also be met.

1.4.2.1 For AKR affiliate members whose current grade is unable to be verified by an International Kendo Federation (FIK) affiliate and then wishes to be registered or examined in Australia, the following principles apply.

1. The member must first provide credible evidence of their current grade.
2. The AKR affiliated dojo sensei should provide their opinion of the members ability. If the senseis opinion supports the claimed existing grade, the member may apply to be examined for their next level.
3. If the member passes the exam, the appropriate grade will be awarded and registered by the AKR.
4. If the member does not pass, then the AKR will register the existing (claimed) grade level and issue a certificate.
5. NOTE that all other eligibility and membership requirements and policies also apply.

1.4.3 Appeals

An AKR life member and affiliate member who wishes to apply to be examined for their next grade, despite not maintaining regular membership and continuity of training as specified above, may lodge an appeal via their relevant affiliated association.

The application must show exceptional circumstances to justify such an appeal.

If the affiliated association considers that the circumstances are exceptional and justified, the AKR National Council Delegate or President of the relevant affiliated association may submit the members' appeal accompanied with the affiliated associations recommendation and reasons for consideration of their members situation.

Appeals must be submitted in writing and sent to the Chair person of the relevant AKR Kendo, laido or Jodo Board.

The relevant Board will then consider and decide on the issue, then advise the AKR National Council Delegate or President of the relevant affiliated association of that decision.

If the member disagrees with such decision, the member may apply to the AKR National Council Delegate or President of the relevant affiliated association to send a written request to the AKR Secretary that the appeal be listed on the agenda to be considered at the next scheduled meeting of the AKR National Council.

1.5 Dan, Kyu Grading System and Shogo

1.5.1 Authority to Conduct Grading Examinations

In each calendar year, State and Territory Affiliated Associations (affiliate/s) of the AKR are authorised to conduct or delegate exams for each of Kendo, laido and Jodo:

- Kyu exams as required. Kyu exams, may be conducted by clubs in accordance to the "AKR Standard Rules for Dan and Kyu Examinations" (MoD Section 1, clause 1.5.4) and only with the prior written approval of the State or Territory Affiliate.
- No more than two Dan exams up to and including 4 Dan.

In addition, in each calendar year, the AKR Kendo, laido and Jodo Boards (Boards) are authorised to conduct:

- One exam up to 6 Dan, for their respective art at Australian Championship events.
- One exam up to 6 Dan, for their respective art on special occasions, such as at seminars where visiting expert sensei may be attending.

1.5.2 FIK Rules

Whenever possible the National Council should adopt the rules of the FIK providing they meet with the needs of the AKR. Consideration must be given to the following criteria when accepting new rules for Grading Examinations.

- Can the Affiliated Bodies continue their development under the new rules e.g. can they still maintain a Grading Examination Panel?
- Are the new rules manageable by the AKR Executive?
- What ramifications do the new rules have on all Affiliated Bodies – particularly the smaller groups?
- Only apply the rules to the art specified – do not apply them across all arts – as the development requirements are different.
- The relevant Board should first provide recommendations to the National Council for consideration before a decision is made.

1.5.3 AKR Standard Rules for Dan and Kyu Examinations

The AKR Standard Rules for Dan and Kyu Examinations are contained in an appendix to this manual.

The AKR technical guidelines and criteria for examination are detailed in each relevant section of this manual. The Boards assist in presenting recommendations for policy changes to the National Council, policy is then determined by the National Council, managed by the AKR Executive and enforced by the Affiliated Bodies.

1.5.4 Application to be examined at an AKR Grading exam

Before members undergo an AKR Grading Examination, they are required to complete an AKR Grading Application Form (appendix 6.8) or alternative method, make payment as advised by the Executive Committee and submit it to the AKR with the correct examination fees for the grade being attempted after which eligibility checks will be conducted.

The following procedural steps are to be followed.

- The Grading Application Form is to be completed by the applicant and submitted to the members club or dojo management for approval.
- The Grading Application Form must be checked for correctness, approved and signed by the senior instructor of the applicant's club or dojo.
- The Grading Application Form is also to be approved by the applicant's affiliated state or territory association and should be retained for a suitable time.
- The Grading Application is then submitted, to the AKR according to the arrangements for each exam. The Application Form, retained by the state association is not required to be sent. Final eligibility checks will be conducted by the AKR.
- AKR will then provide the applicant details to the relevant Board and the host organisation and or examining body and also confirm applications have been received to state associations.
- Grading Applications that are submitted after the closing time, will not be accepted.

1.5.5.1 Fees

The application component of the examination fee is retained by the Affiliated Association or Board hosting the Grading.

The registration component of the examination fee is paid to the AKR to be held in the National funds and becomes income that is attributed to the relevant Board.

Both fees are payable in advance. For unsuccessful or absent candidates, Registration fees that have been pre-paid will be refunded to the state association to forward to the club or applicant.

Application fees, once paid, are non-refundable, except in special circumstances.

1.5.6 Registration of Results

At the completion of the Grading, the results will be announced.

1.5.6.1 Lodging of Registration

A copy of the results together with the registration fees are to be received by the AKR within thirty days of the date of the Grading examination.

1.5.6.2 Treatment of late Registrations

For Grading registration details and fees that are delivered to the AKR more than thirty days after the date of a Grading examination, the AKR Executive Committee may decide to impose a late fee of \$10 for each individual member.

1.5.6.3 Issuing of AKR Dan Grade Certificates

AKR Dan Grade Certificates are prepared by the AKR after the examination results and registration fee has been received by the AKR. This task is usually completed monthly, or as required. Completed certificates are then issued to the relevant affiliate or Board for distribution to the Members.

On the occasion of a National Grading, blank or prepared AKR Dan certificates may be supplied in advance to the Examination organising Committee for preparation and presentation at the event.

1.5.7 Application to be examined at an Overseas Grading Examination

1.5.7.1 Grading Examinations Conducted overseas by the All Japan Kendo Federation (AJKF) or another FIK affiliated national organisation.

The AJKF application forms for this purpose are available from the AKR website, the AKR Secretary or the AJKF International Office. Members applying for examination by the AJKF must also comply with their rules for examination,

The applicant must be a member of the AKR, who has maintained continuous training and membership and satisfies the eligibility criteria to be examined for the applied for.

The following application procedure is to be followed.

Applicants must–

- Complete **all** fields in full, on an AKR Grading Exam Application form. Ensuring that the dojo sensei and an officer of the relevant state/territory association has also signed the form. (There are no fees payable to the AKR.)
- Complete **all** fields in full on the relevant examining bodies application form. Or if the correct form is **not** available, for exams in Japan, please instead use the relevant AJKF Grading Application form for [kyu and 1-5 Dan](#), or [6-7 Dan](#) or as provided.
- Provide a photocopy of their current Dan certificate. In the case of an exam conducted by the AJKF, the members AJKF registered number on the AJKF form will be sufficient.
- Prepare and provide a stamped self addressed envelope for return of the documents to you.
- Post **all** the above documents completed in full and signed by all required, with the stamped self addressed envelope to the AKR. State Secretaries can advise the address to best use for a faster turnaround; or use the Post Office Box address below. Application should arrive no later than 28 days before the overseas application deadline. The AJKF closing date is usually about six weeks prior to the date of the Grading exam, however applicants are advised to check and confirm this detail well in advance.

Australian Kendo Renmei
PO Box 353
CARLTON NORTH VIC 3054

- *(Note that some Examinations in Japan are not conducted by the AJKF, but by an affiliate. In such cases it is the applicants responsibility to source and complete the correct application form.)*

Note that Membership and current grade details must be checked and then confirmed by all signatories. Both Grading Application Forms and the photocopy (if required) of the current Dan or Kyu Certificate will also be checked for correctness by an AKR Executive member and all must also be authorised by the AKR President.

Overseas national federations usually require a letter of permission to be provided by the applicants national federation.

The application documents will be returned to the applicant with a letter of permission, so the applicant may complete the application process themselves.

Late applications will not be considered. *(Please note that some overseas Examinations have over 1000 applicants and for such events, the applications are handled in a strictly controlled schedule.)*

If successful, the result of the overseas examination must be reported to the AKR, by the examining organisation. In addition, the member should advise their club or dojo and the relevant state association. That advice should be forwarded to the AKR, including a copy of the Dan Certificate so that the AKR Register may be updated.

Grading Examinations at World Kendo Championships are usually conducted by the AJKF and are governed by their rules.

Payment of exam application fees for AJKF exams, has been problematic for some members. To avoid delays, non-acceptance of applications, additional work by the AKR and AJKF and additional bank fees to be paid, special attention must be applied to this task.

In particular the AJKF require that ALL bank fees, both in Australia and Japan are to be paid by the applicant. If a local bank has trouble with this, we suggest to add the equivalent of JPY Y4000.00 to the payment transfer to cover the Japan bank fees.

1.5.7.2 Grading Examinations Conducted by Other Countries.

Results of Examinations conducted by other FIK member countries are recognised by the AKR, providing the same application procedure is followed as detailed in para 1.5.7.1 and is accepted by the country concerned.

1.5.7.3 Failure to follow Exam Application Procedures

Where it is found that a member has not followed the exam application procedures of the AKR and/or an overseas affiliate of the FIK, members should be aware that the exam result may be cancelled by the examining organisation. In such cases, any application fees paid by the member may be retained by the examining body.

1.5.8.0 Foreign Candidates at Australian Grading Examinations

A foreign candidate should complete an AKR Grading Application Form and provide a letter of approval from the President of their FIK affiliated body requesting permission for the person to attend the Examination. The letter must include the following information:-

- That the candidate is a current financial member of that body,
- When and where the candidate's current grade was obtained,
- A copy of the current Grading Certificate.,
- A statement that the candidate has trained continuously for the required time

1.5.8.1 AKR Members (or former members) who may reside overseas for approximately a year, or more, are strongly advised to join their local kendo association, where they will abide by local rules and procedures for grading application.

1.5.8.2 AKR members who reside in Australia and are also members of an overseas kendo association must follow the AKR overseas grading application procedure, as detailed in 1.5.7.1. For administrative

purposes, exam and other applications both within and outside Australia, such members are regarded as AKR members and must abide by AKR policies.

- Note that many FIK affiliates, including the All Japan Kendo Federation do not recognise dual national kendo organisation memberships. In case of a conflict, the membership that will be recognised is for the national organisation of the country that the member resides in.
- Note also the following clause, reproduced from the Constitution of the International Kendo Federation (FIK). (The AKR and All Japan Kendo Federation are affiliates of the FIK) –
 - *Article 11. (Registration with Affiliate)*
 - *Any member (individual) who is registered with a member of an Affiliate of FIK shall not be redundantly registered with a member of any other Affiliates of FIK.*

1.5.9 Members of an FIK affiliate Assisting as Examiners at a Grading Examinations in another country

1.5.9.1 Members of an FIK affiliate, such as the AKR, may assist as kendo, iaido or jodo examiners in another overseas affiliate of the FIK, providing that the Presidents of both the country which holds the Dan examination and the AKR have made a written agreement in advance, to approve the examiners.

1.5.10 Shogo

Introduction

“Shogo” is a Japanese system of titles, which in Kendo, Iaido and Jodo is complementary to the Kyu and Dan Grading System.

There are three levels, each with varying time, dan level and age pre-requisites:

- Renshi - One year after receiving 6 Dan.
- Kyoshi - Two years after receiving Renshi; a minimum of thirty-one years old and has held 7 Dan for two years.
- Hanshi - Twenty years after passing an examination for Kyoshi; a minimum of fifty-five years old and 8 Dan.

1.5.10.1 Renshi

Candidates for Renshi examination are nominated by the relevant AKR Kendo, Iaido or Jodo Boards and then invited by the AKR President to submit a written application and essay for examination. These are then authorised and submitted to the examining body with an individual recommendation letter for each candidate from the AKR President.

Kendo

An English language examination by correspondence for the title of Kendo Renshi is available to members of International Kendo Federation (FIK) affiliated organisations by the All Japan Kendo Federation (AJKF) in Japan during May and November of each year.

Iaido and Jodo

A Japanese language examination by correspondence for the title of Iaido or Jodo Renshi is available to members of International Kendo Federation (FIK) affiliated organisations by the All Japan Kendo Federation (AJKF) in Japan during May and November of each year.

The Australian Kendo Renmei (AKR) will submit recommendation/s to be examined by the AJKF for Renshi for the November examination only.

Other FIK affiliates may also offer exams for Renshi. The recommendation procedure to be approved for examination by those organisations must follow the same principles as for the AJKF exams.

1.5.10.2 Kyoshi

Recommendation of Candidates for Kyoshi examination must be approved by the relevant AKR Kendo, laido and / or Jodo Boards, with final permission provided by the AKR President and invited to submit a written application for examination.

Kendo

An English language examination for the title of Kendo Kyoshi is now available to members of International Kendo Federation (FIK) affiliated organisations and is conducted by the All Japan Kendo Federation (AJKF) in Japan during May and November of each year.

The Australian Kendo Renmei (AKR) will submit recommendation/s to be examined for Kendo Kyoshi for the November examination only. Attendance at the exam venue in Japan is required.

AKR members who may be candidates, are selected according to the criteria, procedures and guidelines described below.

Candidates nominated by the AKR Kendo, laido and / or Jodo Boards are then invited by the AKR President to submit a written application for examination. These are then authorised and submitted to the AJKF with an individual recommendation letter for each candidate from the AKR President.

laido and Jodo

laido and Jodo Kyoshi exams are conducted in Japanese and are not yet offered by the AJKF to overseas FIK affiliate members.

1.5.10.3 Renshi. Criteria for nomination to be examined

The criteria established by the AJKF for Renshi nomination are:

1. Those who received 6 Dan 12 months before the date of the AJKF Shogo Examination.
2. Those who have acquired a mastery of Kendo Jitsugi, laido or Jodo and its theory, and those with common sense in a social life.
3. Those who presently practice Kendo, laido or Jodo regularly.
4. Those who play a leading role in Kendo laido or Jodo society, and possess great discernment and live sound life.
5. Those who have attended the official seminars organised by the FIK and/or FIK affiliates.
6. Those recognised as having sufficient knowledge of Nippon Kendo Kata, laido or Jodo, Refereeing and Coaching methods and the competence for jitsugi, laido or Jodo that are necessary for Renshi.
7. Those whom the President of the organisation can guarantee as having sufficient knowledge and competence.

1.5.10.4 AKR eligibility standard

The eligibility standard for an AKR member to be considered by the Boards for recommendation to be examined for Renshi or Kyoshi by the AJKF or any other FIK affiliate, are members who:

1. Are AKR members of good standing.
2. For Renshi, received 6 Dan, more than 12 months before the date of the Shogo Examination;
3. For Kyoshi; members with Kendo Renshi 7 Dan who were granted Kendo 7 Dan more than 2 years prior to the exam date.
4. Currently practice Kendo, laido or Jodo regularly.

1.5.10.5 AKR criteria for Renshi recommendation

For members who have met all the above AJKF and AKR Eligibility Standards, the criteria for recommendation by the AKR to be examined for Renshi, are members who then additionally fulfil all of the below:

CHARACTER

1. Are recognised to have an exemplary character.
2. Are recognised to possess great discernment and live a sound life.
3. Are recognised as having common sense in their social life.

TECHNICAL ABILITY

4. Have acquired a mastery of Kendo Jitsugi, Iaido or Jodo and its theory.
5. Are recognised as having the high level of competence for Kendo Jitsugi, Iaido or Jodo that is necessary for Renshi.
6. Are recognised as having a high level of skill and knowledge of Nippon Kendo Kata, Iaido or Jodo.
7. Are recognised as having a high level of skill and knowledge of Refereeing and Coaching methods.

CONTRIBUTION

8. Currently and regularly practice the art of Kendo, Iaido or Jodo that is relevant to the consideration for Shogo recommendation.
9. Are recognised as providing a sound leadership role in the AKR Kendo, Iaido or Jodo community.
10. Are recognised as having made a significant contribution to the AKR.
11. Have regularly attended seminars organised by the AKR, AJKF, FIK and/or FIK affiliates.

FINAL APPROVAL

12. The President of the AKR is satisfied that the recommended members meet all the above criteria and can then guarantee they have sufficient knowledge and competence.

1.5.10.6 AKR and AJKF criteria for Kyoshi recommendation (From the published AJF criteria)

1. Those who are accomplished Kendo players, who have obtained a mastery of Kendo Jitsugi and its theory, and those with common sense in a social life
2. Those who satisfy 'the Requirements stated in The Essential Points of the Operation of Shogo/Dan Examinations of AJKF'. That means;
3. Those who presently practice Kendo regularly
4. Those who play a leading role in the Kendo society in your country, and possess great discernment and live a sound life
5. Those who have attended the official seminars organized by FIK and/or FIK affiliated organizations (including EKF/LAKC).
6. Those who have been recognized as having sufficient knowledge of Nippon Kendo Kata, Refereeing and Coaching methods and the competence for Jitsugi that are necessary for Kyoshi.
7. Those whom the President of the organization can guarantee as having such sufficient knowledge and competence. And also it is required that those have enough experiences in coaching and refereeing.

8. Those who have lived in your country and have been a registered member of your organization at least 1 year so far and who will live in your country and will be a registered member of your organization at least 1 year from now.

1.5.10.6 Guidelines for assessment by the AKR Kendo, Iaido and Jodo Boards

In addition to the above criteria for recommendation, Boards will also consider the following points and any other relevant activities for each candidate in making their decision to nominate.

Those recommended by the Boards to be examined for Renshi are members who fulfil all of the below:

1. Have contributed to the continued skill development of club dan graded members at state and/or national level, particularly club instructors within their respective AKR affiliated association.
2. Have successful past and present involvement in leadership and development of instructors in their respective art at all clubs or dojos within their respective AKR affiliated association.
3. Assisted visiting senseis in conducting seminars for their respective AKR affiliated association.
4. Regularly attended and participated in annual national seminars and championships in a supporting role to visiting senseis of their respective art.
5. Participated in shinpan duties at state and national championships of their respective art.
6. Have attended and participated at state and national Grading Examinations when required by the relevant association and / or Board.

1.5.10.7 Procedures for AJKF Shogo Exams

The following procedure will apply for AKR members and are to assist members who may wish to apply to be examined by the AJKF. Consideration for examination by other FIK affiliates will follow the same principles. (Suggested dates are bracketed):

1. On behalf of the Kendo, Iaido and Jodo Boards, the AKR Secretary will ask each Australian kendoka, Iaidoka and Jodoka of 6 Dan or above to nominate to the relevant Board by the start of June from among their number up to three persons from each art that they consider to be worthy of Kendo, Iaido or Jodo Renshi or Kyoshi. Accompanying each nomination should be a brief outline of the reasons the person nominated is considered worthy of Renshi or Kyoshi according to the above criteria (MoD 1.5.10.4).
2. The Boards will examine the nominations and using the above criteria (MoD 1.5.10.4) and the opinions of those making nominations. The Boards will then forward the application form to the shortlisted nominees for completion by the end of June. The completed application form should be returned to the Boards by mid July.
3. The Boards will examine the completed applications and may recommend no more than three members to the AKR President by the end of July.
4. Any member of the Boards who are nominated as above will not be involved in this decision. If more than two members of a Board are nominated, sufficient suitable persons shall be co-opted onto the Board for this purpose only.
5. The AKR President will advise the AJKF that AKR will be making nominations for Shogo to be considered at the November examination by the end of August. The AJKF will then advise the AKR of the procedure and deadlines which apply. At the same time the AKR President will advise the deadlines to those who are invited to apply.
6. Those selected to apply will be required to forward their applications to the AKR President according to the AKR and AJKF instructions by the end of September.
7. The AKR President will forward the applications to the AJKF according to the procedure set out in the AJKF letter by early October.
8. These dates will vary from year to year, actual dates as known will be advised in late June each year.
9. This procedure is based in part on the procedure set out in the AJKF letters on this topic. Any variation on that advice from the AJKF may require a change to these instructions on short notice.

10. Procedures for examination by other FIK affiliates will follow the same principles.

1.5.10.8 Candidate information to be provided by the relevant Board

The AJKF require an individual recommendation letter for each candidate from the AKR President. That letter must include specific information, which is listed below. The Boards must arrange for that information to be provided and received by the President no later than the cut off date for the Boards recommendations to be received.

INFORMATION REQUIRED TO BE PROVIDED BY THE RELEVANT BOARD FOR EACH NOMINATED CANDIDATE. * Such information can be supplied by the Board, nominator or the candidate.

1. A brief statement of how each candidate meets each of the AJKF Eligibility Criteria (1.5.9.2).
2. A brief statement of how each candidate meets each of the AKR Criteria for Recommendation (1.5.10.4).
3. Positions held by the candidate in the AKR or affiliate structure.
4. A list of the candidates major Kendo, Iaido or Jodo activities to date.
5. Accomplishments as a leader and/or a referee achieved by the candidate.
6. A record of attendance by the candidate at official FIK and FIK affiliate seminars and at AKR seminars, in particular where an AJKF delegation have attended as instructors.
7. Reasons for recommendation.

1.6 Register of Members

1.6.0 Introduction

The register is a list of all members of the AKR. These records go back to 1989 when this information began to be collected. For each member, a number of items of information are collected including personal identifying information, membership history, and Grading history. Sources of information include that supplied by the member on joining or on request, annual membership renewal forms, and Grading results sheets. This information reaches the AKR via the State Body and Club administrations. The accuracy and usefulness of the Register obviously depend on the diligence of State and Club administrators in supplying and updating this information. The AKR Secretary is responsible for maintaining the register.

1.6.1 Individual Record

A copy of the individual Record kept for each member is attached (to be submitted).

1.6.2. Form of the Register

The Register consists of all the individual Records of all members kept in three sections;

1. Current Year's List consisting of renewals from last year plus new members. Records are added to this list as membership fees are received from the State Bodies. These Records are updated as results of Grading Examination held during the year are registered.
2. Last Year's List consisting of records for all those members for whom membership fees were received for that year.
3. "Lapsed" List consisting of records for those members for whom membership fees were not received. These Records are what is left from the 'Last Years' Lists after all the renewals are taken out.

Copies of all Grading Results, Membership renewals and New Members information as received from the State Bodies are also retained.

1.7 Fee Structure

1.7.0 Introduction

The Membership Fees and the Grading Registration Fees are the major source of funds for the Renmei and are set by the National Council, usually at the recommendation of the National Executive. The Membership fees consist of a Membership Fee plus a separate Board Levy for each art practised.

Each Affiliated Body is required to send all monies collected on behalf of the AKR to the AKR Treasurer within 30 days of collecting it. Membership fees are due on the 1st July each year.

All fees paid by 31st July will gain a 10% refund or rebate to the Affiliated Body.

1.7.1 Membership Fees

Annual Membership:

- Ordinary Affiliate Member (Adult): \$20 per year.
- Junior Affiliate Member (** See note): \$10 per year.
- Kendo, Iaido & Jodo Board Levy: \$10 per member per each art practised.

** "Junior Affiliate Member" means a financial member of an Affiliated Body who is younger than sixteen (16) years of age or whose sixteenth (16th) birthday occurs on or after the first day of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

Note: A half year fee exists for members commencing training and joining their club after January each year for the first time only.

Half Annual Membership:

- Ordinary Affiliate Member (Adult): \$10
- Junior Affiliate Member (* See note): \$5
- Kendo, Iaido & Jodo Board Levy: \$10 per member for each art practised.

1.7.2 Grading Fees

Grading Examinations involve two separate fees - the Grading Application Fee and the Grading Registration Fee.

1.7.2.1 AKR Grading Application Fees: (Affiliated Bodies may set their own Grading Application fees).

- Are payable before the member attempts a Grading Examination.
- May be retained by the body (either the AKR or an Affiliated Body) conducting the Examination.
- Are set by the AKR as follows:-

	Senior	Junior (** See note):
All Kyu Grades	\$10.00	\$5.00
Dan Grades		
1 Dan	\$25.00	1 Dan \$10.00
2 Dan	\$30.00	2 Dan \$15.00
3 Dan	\$35.00	
4 Dan	\$40.00	
5 Dan	\$45.00	
6 Dan	\$55.00	
7 Dan	AKR does not examine for 7 dan	

1.7.2.2 AKR Grading Registration Fees *:

This fee enables the Registration of the result of an Examination and is set by the AKR as follows:-

	Senior	Junior (** See note):
All Kyu Grades	\$20.00	\$10.00
Dan Grades		
1 Dan	\$35.00	1 Dan \$20.00
2 Dan	\$45.00	2 Dan \$30.00
3 Dan	\$55.00	
4 Dan	\$75.00	
5 Dan	\$100.00	
6 Dan	\$150.00	
7 Dan	AKR does not examine for 7 dan	

* is payable immediately after successfully completing a Grading Examination and must be forwarded to the AKR Treasurer along with the results within 30 days after the Examination.

1.8 AKR endorsement of publications

The National Council of the AKR (or delegates appointed by the council, be they individuals or members of a technical board) examine any publication submitted to the AKR requesting official endorsement of the publication by the AKR.

That the author of the publication may object to an examiner on the grounds of personal or other perceived bias. Another examiner of similar qualification and standing will be selected as replacement.

After a period of no more than one month from commencement of the examination, a report be tendered to the Secretary of the AKR indicating whether the application should be approved or rejected and giving reasons for that recommendation.

That report then be circulated to the members of the National Council of the AKR for acceptance by e-vote according to standing voting policy.

Further:

That members of the National Council of the AKR, the AKR Executive and the Art Boards be held to a higher standard in this regard, in that any such person may freely state their affiliation and position as long as either permission for endorsement is sought and received or a declaration that the publication is personal view and does not represent the official view of the organisation is included at the beginning of the publication.

1.9 AKR Privacy policy

Personal information collected by the Australian Kendo Renmei Inc. (AKR) and Affiliated Associations, is primarily for the purpose of recording membership and grade registration. That information is necessary for managing the affairs of the AKR and pursuing the objects of the AKR.

COLLECTION AND USE OF INFORMATION

The AKR collects members' information either directly or indirectly from Affiliated Associations for the purpose of identification, recording membership, registering grades and establishing eligibility for examination.

Members' information will only be used by AKR and Affiliated Associations for the above purposes.

INFORMATION COLLECTED

The AKR and Affiliated Associations collect the following details of members:

- Name.
- Date of birth.
- Kendo, Iaido and Jodo grades.
- Name of the members' Affiliated Association.
- Name of the members' club or dojo.
- Contact details.

SECURITY OF INFORMATION

The AKR and Affiliated Associations endeavour to protect any members' information that they hold from:

- Misuse.
- Loss.
- Disclosure.
- Modification.
- Unauthorised use.

DISCLOSURE OF MEMBERS INFORMATION

Members Information collected by the AKR and Affiliated Associations will not:

- Be released for any form of commercial gain.
- Be disclosed to any person or organisation, for any purpose that is unrelated to AKR Kendo, laido and Jodo activities, except with prior consent.

Members Information collected by the AKR and Affiliated Associations will be shared with and accessed by:

- Officers of the State Affiliate that registered a member.
- Officers of other AKR State Affiliates.
- Officers of the AKR.
- Members of the AKR Kendo, laido and Jodo Boards.
- The auditors of AKR finance reports.
- Government Departments, if required to by Regulation or Legislation

ACCESS TO MEMBERS' INFORMATION

A member can gain access to their personal information held by the AKR and Affiliated Associations by applying in writing, through the Affiliated Association that registered their details with the AKR, to the AKR Secretary.

Any other query relating to the AKR Privacy Policy should be made to the AKR Secretary.

1.10 AKR INSTRUCTOR ACCREDITATION SCHEME (IAS)

To serve our members and to protect, assist sensei and instructors, a scheme was introduced on 29 December 2007, to train, develop and accredit AKR members who perform in teaching roles, to reach certain benchmarks and agree to defined ethics and principles.

AKR proceeded to –

- * Establish our own instructor accreditation scheme.
- * Accredit members who were previously accredited in the Australian Sports Commissions (ASC) National Coaching Accreditation Scheme (NCAS), at the same level until 30 June 2009.
- * Introduce a new AKR AIS Level 0 for entry level instructors.

Beyond these actions, AKR plans to re-commence the art specific training for Level 1, 2 and 3 courses. These activities will be facilitated by the Kendo/laido/Jodo Boards.

1.10.1 AKR IAS ACCREDITATION LEVELS

The AKR IAS has four levels for each of Kendo, laido and Jodo. (Note: As of October 2017, this system is under review but remains valid).

1. AKR Accredited Instructor, Level 0.*
2. AKR Accredited Instructor, Level 1.+
3. AKR Accredited Instructor, Level 2.+
4. AKR Accredited Instructor, Level 3.+

* AKR Instructor Level 0 accreditation is managed by the AKR Executive Committee, with the support of State and Territory affiliates.

+ AKR Instructor accreditation for Levels 1, 2 and 3 is managed by the AKR Kendo, laido and Jodo Boards, also with the support of State and Territory affiliates.

Requirements for AKR IAS Levels 1, 2 and 3 coincide with the same levels of the ASC's NCAS and have similar requirements.

1.10.2 TO BECOME AN AKR IAS ACCREDITED INSTRUCTOR

Application to be accredited or re-accredited can be made at any time and accreditation will be current until the next IAS rollover cycle. Cycled re-accreditation is completed via the State and Territory affiliates.

The rollover cycle is currently in June every fourth year, from 2012.

1.10.3 AKR IAS ACCREDITATION REQUIREMENTS

1.10.3.0 AKR Accredited Instructor Level 0.

This is the entry level accreditation. Generally this is for new or potential Kendo, Iaido and Jodo instructors.

Accreditation requirements are –

1. Be an ordinary affiliate member and over 18 years old, or a life member of the AKR;
2. Provide a signed *AKR Instructors' Code of Behaviour and Agreement form* and read the *AKR Safety Document*.
3. Provide evidence of being assessed as successfully completing one of the following courses –
 - a. the Australian Sports Commissions “Community Coaching General Principles Course”, available online, or equivalent authorised general Coaching development courses conducted by State sport institutes and other providers;
 - b. a higher level approved course, such as a Level 1, 2 or 3 Coaching development course conducted by State sport institutes and other providers, or a sport related university or TAFE certificate, diploma or degree.

1.10.3.1 AKR Accredited Instructor, Level 1.

Accreditation requirements are –

1. Provide a signed *AKR Instructors' Code of Behaviour and Agreement form* and read the *AKR Safety Document*.
2. Hold an AKR recognised Second Dan level in the discipline that accreditation is being applied for.
3. Has been a current AKR Accredited Level 0 Instructor at for at least two years.
4. Provide evidence of being assessed as successfully completing an authorised general sport coaching development course, for Level 1, conducted by State sport institutes and other providers, or a sport related university or TAFE certificate, diploma or degree.
5. Assessed as successfully completing the relevant AKR Level 1 discipline specific instructors course.

1.10.3.2 AKR Accredited Instructor, Level 2.

Accreditation requirements are –

1. Provide a signed *AKR Instructors' Code of Behaviour and Agreement form* and read the *AKR Safety Document*.
2. Hold an AKR recognised Third Dan level in the discipline that accreditation is being applied for.
3. Has been a current AKR Accredited Level 1 Instructor for at least two years.
4. Provide evidence of being assessed as successfully completing an authorised general sport coaching development course, for Level 2, conducted by State sport institutes and other providers, or a sport related university or TAFE certificate, diploma or degree.
5. Assessed as successfully completing the relevant AKR Level 2 discipline specific instructors course.

1.10.3.3 AKR Accredited Instructor, Level 3.

Accreditation requirements are –

1. Provide a signed *AKR Instructors' Code of Behaviour and Agreement form* and read the *AKR Safety Document*.

2. Hold an AKR recognised Fourth Dan level in the discipline that accreditation is being applied for.
3. Has been a current AKR Accredited Level 2 Instructor for at least two years.
6. Provide evidence of being assessed as successfully completing an authorised sport general coaching course, for Level 3, conducted by State sport institutes and other providers, or a sport related university or TAFE certificate, diploma or degree.
4. Assessed as successfully completing the relevant AKR Level 3 discipline specific instructors course.

1.10.4 Further requirements

An AKR Accredited Instructor will -

1. Continue to train and develop instructional and personal skills by participating in approved activities, such as –
 - a. Attend an accredited course at the next level.
 - b. Coaching - under supervision by a higher level coach.
 - c. First Aid/Cardio-Pulmonary Resuscitation/ASMF Sports Trainer certification and qualifications.
 - d. Sports related workshops and seminars.
 - e. Training seminars.
 - f. Lecturing at a coach education Course.
 - g. Work with a Master Coach / Sensei.
 - h. Sports related tertiary study.
 - i. ACC organised events.
 - j. Involvement in State, National and International competitions.
 - k. Referees / officials courses.
 - l. Events specified by the AKR.

The table below also illustrates the requirements for AKR IAS accreditation. *

AKR IAS Level	Sign Code of Behaviour Agreement	Completion Certificate – Beginning Coaching General Principles Course	Accredited at next lower IAS level for minimum of 2 years	Dan level	Completion Certificate – Level 1 general sport coaching development	AKR Discipline specific course for Level 1	Completion Certificate – Level 2 general sport coaching development	AKR Discipline specific course for Level 2	Completion Certificate – Level 3 general sport coaching development	AKR Discipline specific course for Level 3
0	✓	✓								
1	✓		✓	2	✓	✓				
2	✓		✓	3			✓	✓		
3	✓		✓	4					✓	✓

* AKR IAS accreditation will only be provided if copies of all documents are supplied to the AKR.

1.10.5 Requirements for Appointed AKR Coach positions

Any member proposed to be appointed as an AKR National Team Coach or AKR National Coaching Director must be an AKR Accredited Instructor at the time of nomination and remain accredited for the duration of their term.

1.11 Flags, banners and advertising at an AKR Event

1. In principle, both the Flag of Australia and the House Banner of the AKR must be displayed at an AKR National Event such as Australian/AKR/National Championships, AKR seminars, grading exams or events where organisational support is provided by the AKR to facilitate the event.
2. There should be no other national flags, house banners, state flags, sponsor banners, signs or similar displayed (Incl. Japan flags) at an Australian/AKR National Event, in the competition area.
3. In principle, both the flag and banner should also be displayed on other occasions when funds or organisational support is provided by the AKR. Such as the Australian University Games kendo competition.

1.11.1 Protocol to display flags

(Ref. <https://www.dpmc.gov.au/sites/default/files/publications/australian-flags-excerpt.pdf>)

1. Ideally and preferably –
 - The flag of Australia and the AKR house banner are to be displayed in landscape orientation.
 - The flag and banner should be positioned behind or above the kamiza, high place, sensei table or similar and above head height of where the officials and sensei group will stand at an opening ceremony. This may be altered, after discussion and approval, if the venue layout does not permit such an arrangement.
 - The flag of Australia should be displayed to the left of the AKR house banner.



- Only if the venue layout prohibits displaying the flag and banner in landscape orientation, then the flags and house banners may be displayed in portrait fashion. In that case, the top left corner of the flags and house banners of Australia should be at the top left when viewed (appears to be backwards).
- AKR provides two sizes of flags and house banners –
 - 2300 w x 1150 mm h
 - 3600 w x 1800 mm h
 - All flags and house banners have loops at the top and sides to assist with hanging. A suggested method is to suspend flags and house banners from a suitable length piece of thin (9mm) dowel that has been inserted through the loops and using cord, the dowel is then suspended. An alternative is to suspend the flag and banner by a hook (one for each loop). Note that each flag and house banner weighs only about 400gm.

After the event, the flags and house banners all must be returned by registered post and insured for \$800.00, to the address below or an alternative address as advised.

Note: The return of flags and house banners is the responsibility of the event hosting committee or state association that hosted the event. Unreturned flags and house banners will need to be replaced or their replacement paid for by the relevant event hosting committee or state association.

Address for Return of the flags and house banners:

Australian Kendo Renmei
PO Box 353
CARLTON NORTH VIC 3054

1.11.2 Sponsorship

Sponsorship and material support provided by a company or organisation is permitted. However none is permitted from an alcohol or tobacco company or an organisation that promotes or provides services of a sexual nature, or gambling.

(Note also - 1.11 Flags, banners and advertising at an AKR Event)

(Note that this clause is subject to review)

1.12 Practitioners from overseas, training at AKR affiliated dojo or clubs.

In principle, within a reasonable time, people training at an AKR affiliated dojo or club, should become a member of the club, the relevant state association, the AKR and join the AKR personal accident insurance cover scheme.

1.13 Record of Amendments to the Constitution:

It is important all changes to the Constitution are recorded and the reason for the changes is also recorded so that future National Council members can fully understand the intent of the changes.

The following eight changes were approved by the National Council on 2nd April, 1999.

Amendment 1:

Amend para 7.3 to read:

7.3 The positions of the National Officers must be filled by elections conducted at the annual general meetings held during 1997 and at every third year thereafter.

Reason: Previous change made in 1996 at National Council meeting, approved and implemented but updated Constitution not forwarded to National Council Delegates and Affiliated Bodies.

Amendment 2:

Delete whole para 7.13 and amend index to reflect change:

7.13 The National Officers immediately prior to the incorporation of the Renmei continue in office as if they had been elected under these rules.

Reason: No longer valid to the constitution

Amendment 3:

Amend para 8.2 to reflect the following:

8.2 The positions on the Kendo Board (other than that of the National Director of Kendo Coaching) must be filled by elections conducted at the meetings held in accordance with rule 8.17 during 1997 and every third year after. All Ordinary, Affiliate Members who are members of an Affiliated Body representing kendo exponents are eligible for election to these positions.

Reason: Previous change made in 1996 at National Council meeting, approved and implemented but updated Constitution not forwarded to National Council Delegates and Affiliated Bodies.

Amendment 4:

Amend para 8.4 to reflect the following:

8.4 The positions on the Iaido Board (other than that of the National Director of Iaido Coaching) must be filled by elections conducted at the meetings held in accordance with rule 8.20 during 1997 and every third year after. All Ordinary Affiliate Members who are members of an Affiliated Body representing Iaido exponents are eligible for election to these positions.

Reason: Previous change made in 1996 at National Council meeting, approved and implemented but updated Constitution not forwarded to National Council Delegates and Affiliated Bodies.

Amendment 5:

Amend para 8.6 to reflect the following:

8.6 The positions on the Jodo Board (other than that of the National Director of Jodo Coaching) must be filled by elections conducted at the first meeting held in accordance with rule 8.23 and every third year thereafter. All Ordinary Affiliate Members who are members of an Affiliated Body representing jodo exponents are eligible for election to these positions.

Reason: It is proposed to hold the first Election for a Jodo Board in Year 2000 and re-election to be held on the same year and period as the kendo and Iaido Boards to maintain continuity with other AKR elections.

Amendment 6:

Amend para 8.12 (e) to read:

(e) assist and liaise with the Affiliated Bodies, when requested, in the control, supervision and conduct of all kendo Gradings conducted by Affiliated Bodies on behalf of the Renmei; and

Reason: The Board should be an Advisory Board to the Affiliated Bodies and to offer advice and assistance when and where necessary on such matters without imposing their will over the Affiliated Body who has an independent Constitution and membership. Any member outside of the Affiliated Body who is a member of another Affiliated Body has no direct power to interfere with the other bodies development and membership requirements. A member of a Board is not required to hold any relevant technical experience or Grading level to be a member of the Board when elected. To enable such a Board to wield power and influence on the progressive development of another Affiliated Body can and will eventually destroy the objectives of the AKR. The National Council is the only body with representation of all Affiliated Bodies and all approval required for influencing Affiliated Bodies should be approved at the National Council level to ensure all have equal opportunity in the decision making process.

Amendment 7:

Amend para 8.13 (e) to read:

- (e) assist and liaise with the Affiliated Bodies, when requested, in the control, supervision and conduct of all iaido Gradings conducted by Affiliated Bodies on behalf of the Renmei; and

Reason: as for 8.12 (e)

Amendment 8:

Amend para 8.14 (e) to read:

- (e) assist and liaise with the Affiliated Bodies, when requested, in the control, supervision and conduct of all jodo Gradings conducted by Affiliated Bodies on behalf of the Renmei; and

Reason: as for 8.12 (e)

This concludes all agreed amendments for 2nd April, 1999.

The following six special resolutions were passed by the National Council on 29th March, 2002.

In all six Special Resolutions, the text that was removed, is shown as ~~struck through~~ with the additions shown as underlined.

SPECIAL RESOLUTION 1, TO AMEND CLAUSE 5.7.

This amendment was intended to clarify the cut off dates used to calculate the number of State Delegates votes, without affecting the formula to calculate vote numbers.

- 5.7 The number of votes which may be exercised by the delegate of an Affiliated Body at meetings of the National Council is determined by the number of Affiliate Members in relation to which that Affiliated Body has paid affiliation fees to the Renmei ~~on or before the preceding 31 December for the Membership Year which included for the current Membership Year.~~

For a meeting of National Council that is held between October and December, inclusive, the number of votes which may be exercised by the delegate of an Affiliated Body is determined by the number of Affiliate Members in relation to which that Affiliated Body has paid affiliation fees to the Renmei on or before the preceding 30 September.

For a meeting of National Council that is held between January and June, inclusive, the number of votes which may be exercised by the delegate of an Affiliated Body is determined by the number of Affiliate Members in relation to which that Affiliated Body has paid affiliation fees to the Renmei on or before the preceding 31 December.

The number of votes which may be exercised by the delegate of an Affiliated Body at meetings of the National Council is calculated in accordance with the following:

SPECIAL RESOLUTION 2, TO AMEND CLAUSE 7.3.

This clause covers the election of National Officers. The intention of the proposal was to provide for nominations to be received by the Secretary, prior to the election, while allowing for nominations on the day if no nominations for a particular position are received prior to the election. If only one nomination is received for a position prior to the meeting, then that nominee is deemed to be elected.

- 7.3 (a) The positions of the National Officers must be filled by elections conducted at the annual general meetings held during 1997 and at every third year thereafter.

(b) Nominations of candidates for election as National Officers of the Renmei:

(i) must be made in writing, signed by two Ordinary Affiliate Members of the Renmei and accompanied by the written consent of the candidate; and

(ii) must be delivered to the Secretary of the Renmei not less than 30 days before the date fixed for the holding of the annual general meeting.

(c) If only one nomination is received for a position, the person so nominated is deemed to be elected to that position.

If no nominations are received for a position, nominations will be received for that position at the annual general meeting.

SPECIAL RESOLUTION 3, TO AMEND CLAUSE 8.1.

This amendment was intended to alter what is probably a typographical error.

8.1 The Kendo Board, the Iaido Board and the Jodo Board of the Renmei are committees each of which consists of:

SPECIAL RESOLUTION 4, TO AMEND CLAUSE 8.23 (A).

This amendment was intended to alter what is also probably a typographical error. The clause refers to the activities of the Jodo Board.

8.23 During each calendar year the Jodo Board must convene a meeting open to all Ordinary Affiliate Members:

(a) who are members of an Affiliated ~~Board~~ Body representing jodo exponents; and

SPECIAL RESOLUTION 5, TO AMEND CLAUSE 11.

This clause describes the classes of Affiliate Membership. This proposal was not intended to change the existing understanding or practice, but to further define the meaning of "Affiliate Membership". It was intended to define that a member is only a member if their fees have been paid to the AKR for the current year.

"Junior Affiliate Member" means a financial member of an Affiliated Body who was 16 years of age at the start of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

"Ordinary Affiliate Member" means a financial member of an Affiliated Body who is not a Junior Affiliate Member and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

SPECIAL RESOLUTION 6, TO AMEND CLAUSE 4.7.

This amendment was intended to clarify the Affiliated Association Membership of a State or Territory Renmei.

4.7 The New South Wales Kendo Association Incorporated, ~~the Sydney Iaido Club~~, the Victorian Kendo Renmei Incorporated, the West Australian Kendo Renmei (Inc.), Queensland Kendo Renmei incorporated, ~~the Australian National University Kendo Club~~ Australian Capital Territory Kendo Renmei, and the South Australian Kendo Association and the Tasmania Kendo Renmei (Inc) are deemed to have been granted affiliation to the Renmei under rule 4.1 ~~on the date of the incorporation of the Renmei.~~

This concludes the amendments made on 29th March 2002

SPECIAL RESOLUTION 6, TO AMEND CLAUSE 11.1

The following Special Resolution was passed by National Council on 25th of March, 2005. The intention of the change was to clarify the description of a Junior Affiliate member.

RESOLUTION:

To add the words that are underlined and to remove the words that are struckthrough in the AKR Constitution, so as to read -

11. *INTERPRETATION*

11.1 ...

"Junior Affiliate Member" means a financial member of an Affiliated Body who was 16 years of age or younger on the first day at the start of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

This concludes the amendments made on 25th March 2005.

SPECIAL RESOLUTION 7, TO AMEND CLAUSE 2. 9 October 2005

"To add the below underlined sentence to clause 2 (Objects) of the AKR Constitution to comply with requirements of the Tax Act".

- (f) The assets and income of the Renmei shall be applied solely in furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the Renmei except as bona fide compensation for services rendered or expenses incurred on behalf of the Renmei.

SPECIAL RESOLUTION 8, TO AMEND CLAUSE 9.5. 9 October 2005

To add the below underlined sentence, to clause 9.5 of the AKR Constitution to comply with requirements of the Tax Act.

9.5 The National Council may by Special Resolution at any time determine in accordance with section 53 of the Act how any surplus property is to be distributed in the event that the Renmei is wound-up. Funds that remain after such dissolution and the satisfaction of all debts and liabilities, shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

SPECIAL RESOLUTION 9 TO AMEND CLAUSE 5.6. 14th April 2006.

To add the below underlined words to clause 5.6 of the AKR Constitution.

The proposed amendment by Special Resolution to alter the AKR Constitution with the addition of the words underlined. If adopted, this will then reflect what has actually been happening over the past three years and will be in line with current practices.

"5.6 The Chairman of the Kendo Board, the Chairman of the laido Board and the Chairman of the Jodo Board or their Delegate may each exercise 1 vote at meetings of the National Council."

SPECIAL RESOLUTION 10 TO AMEND CLAUSE 11 10 December 2007.

The motion was passed to modify the wording of section 11 of the Rules of the Australian Kendo Renmei Incorporated from the form demonstrated in the paragraph "Current wording" below to the form demonstrated in the paragraph "Proposed wording" below.

11. INTERPRETATION

Current wording

"**Junior Affiliate Member**" means a financial member of an Affiliated Body who was 16 years of or younger on the first day of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

Proposed wording

"**Junior Affiliate Member**" means a financial member of an Affiliated Body who is younger than sixteen (16) years of age or whose sixteenth (16th) birthday occurs on or after the first day of the current Membership Year and for whom an Affiliated Body has paid affiliation fees to the Renmei and such fees have been received by the Renmei.

Special resolution on 25 October 2014.

A single resolution was passed unanimously to admit the Northern Territory Kendo Association; add the words underlined in a number of sections "send by email, facsimile or ordinary prepaid post". In reference to voting eligibility for the Boards, add the words underlined in three places "in relation to whom an Affiliated Body has paid the Renmei affiliation and Board fees for that Membership Year."; and some minor semantic alterations.