

AUSTRALIAN KENDO RENMEI

MANUAL OF DOCUMENTS

SECTION TWO

Kendo Board

Amended and effective 16 January 2022

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Section 2 - Kendo Board

2.0 Document Control

The Kendo Board controls this Section of the Manual of Documents (MoD). The Kendo Board updates and/or revises it as required however changes are required to be approved by the National Council.

2.1 Introduction

The role of the Kendo Board is to promote and facilitate the study of Kendo in Australia leading to an increase in the number of people practicing Kendo and an increase in the standard of Kendo being practised, with the intention of encouraging AKR affiliated members to appreciate the objective and purposes of Kendo in the modern society in the long term.

It is noted that this section should be read in conjunction with other sections of the MoD.

2.1.1 Roles and Responsibilities

The Kendo Board has the following roles and responsibilities:

- Conduct the Australian Kendo Championships (AKC) including the national examination annually;
- Facilitate the technical aspect of Kendo competitions run by external organisations. This includes:
 - o UniSport Nationals Division 1; and
 - o Australian Masters Games.
- Update and publish Kendo Grading Regulations as required;
- Update and publish standard Competition Regulations as required;
- Support the development of the Australian Kendo Team to compete at the triennial World Kendo Championships (WKC). This includes:
 - o Developing and conducting the WKC Coaching Team selection application procedure and selecting the appropriate coaching team members.
 - o Working with the WKC Coaching Team to cultivate the development of the Australian National Kendo Squad/Team, maximising participation of Australian Kendo members at Club, State/Territory, and national competition and training squad/team activities;
 - o Supporting the WKC Coaching Team in activities required to manage the WKC campaign, including:
 - Conducting national squad/team training sessions.
 - Developing and conducting the selection of the Australian Kendo Team members.
 - Organising travel logistics for the team to attend and compete at the WKC.
- Select and monitor performance of the National Team Coach, Assistant Coach(es), and Manager; ensuring they have sufficient time in the job and accessibility to squad members to conduct their duties sufficiently to achieve their goals and objectives in conjunction with Affiliate representatives;
- Support the development of Shinpan skills in Australia. This may include conducting shinpan seminars, supporting Australian members to attend shinpan seminars, etc.;
- Support the establishment of Officiator (Shinpan and Grading Panel) Accreditation Scheme;
- Improve the level of Kendo Instruction in Australia. Administer and develop the Coaching Accreditation Scheme;
- Encourage the appreciation of Iaido and Jodo by Kendo Students;
- Document the Board's activities and report to the National Council; and
- Promote fellowship among Kendo students for the mutual benefit of all.

2.1.2 Financial Controls

The Kendo Board controls the approved budget and financial management. The Board presents a budget for the forthcoming years activities to the Australian Kendo Renmei Executive Committee (the National Executive) at the National Council Meeting (or whenever necessary) for approval. Activities included in the budget maybe covered financially in whole or in part of, such as:

- The AKC – event planning and logistical management (e.g. event programs, human resource management and expenses for visiting instructors from the All Japan Kendo Federation (AJKF));
- Coaching Seminars – Instructor; attendance fees or subsidy for attending members;
- Shinpan Seminars – Instructors; attendance fees or subsidy for attending members;
- Seniors Seminars – Instructors; attendance fees or subsidy for attending members;
- Coaching/Training team visits – Instructors’ attendance fees or subsidy for attending members; and
- Grading Examiner Support Teams – Examiners’ attendance fees or subsidy for attending members.

2.1.3 Communications Systems

The use of telephone, e-mail and other on-line systems are encouraged to expedite the information flow between Board Members and the Kendo membership. The Chairperson represents the Kendo Board on the National Council and communicates directly with the Executive Committee.

2.2 Development Plan

The Kendo Board will develop an action plan each year for adoption at the start of the financial year. The action plan needs to align with the AKR strategic plan and should outline planned activities and priorities for the year. The action plan will inform the development of the Kendo Board Annual Budget and will have reportable targets.

2.3 Grading Examination

2.3.1 General Rules

The Grading Examinations for Kendo in Australia are undertaken in accordance with the MoD and relevant guidelines, and the *Standard Rules for Dan/Kyu Examinations of the International Kendo Federation (FIK)*¹.

As stated in Clause 1.5.1 of the MoD Section 1², in each calendar year, State and Territory Affiliated Associations (Affiliates) of the AKR are authorised to arrange the following grading examinations (Affiliate examinations):

- Kyu examination events as directed by Affiliates; and
- No more than two Dan examination events. Grades include up to 4 Dan.

In each calendar year, the Kendo Board is authorised to conduct the following grading examination (national examination):

- One Dan examination event during the AKC. Grades include up to 5 Dan.

The following rules are applied to grading examinations:

- The candidate for a Grading Examination must be a financial member of an Affiliate;
- The candidate who wishes to attempt a Grading Examination must be approved by his/her instructor or club President, using the prescribed AKR Grading Application Form. This approval must be accepted by the relevant Affiliate;
- The approval should be based on the candidate's participation and training records, and technical competencies;
- The candidate must have lodged his/her application form, together with the prescribed fee with the Affiliate to which the candidate belongs to, by the prescribed application closing date;
- The application fee is retained by Affiliates or the Kendo Board for Affiliate and National Examinations, respectively;
- The candidate who has passed the grading must pay the prescribed registration fee on the day of the examination. After this fee has been paid the grading will be registered by the National Executive;
- Examination results, together with the Registration Fees collected must be forwarded by Affiliates or the Kendo Board to the National Executive, so that the appropriate registers can be update. The National Executive must then forward the updated grading register to the Kendo Board; and
- The Grading Application Fee and Registration Fee must be set by the AKR National Council.

2.3.2 National Examination

- The national examination will be held during the AKC in accordance with
 - The Standard Rules for Dan and Kyu Examinations (the Manual of Documents, Section 1, Clause 1.5.3)³; and
 - The Kendo Board, Standard Procedural Guidelines Dan Grading Examinations⁴.
- The timeframe of the national examination is governed by the National Executive in consultation with the Kendo Board. Grading candidates must comply with relevant administrative requirements as directed by the National Executive.

¹ Available at http://www.kendo-fik.org/wp-content/uploads/2020/06/STANDARD-GUIDELINE-FOR-DANKYU-EXAMINATION_Kendo_laido_Jodo_English.pdf. Last viewed on 19 September 2021.

² Available at http://www.kendoaustralia.asn.au/content/wp-content/uploads/2021/09/MoD_1_AdmStru_25_8_2021-update.pdf. Last viewed on 19 September 2021.

³ Available at http://www.kendoaustralia.asn.au/content/wp-content/uploads/2021/06/Clause_1_5_3_AKR_Std_Grading_Rules_21_06_06.pdf. Last viewed on 19 September 2021.

⁴ Available at <http://www.kendoaustralia.asn.au/content/wp-content/uploads/2020/04/AKC-Dan-Grading-Examination-Procedure-Guideline-Revised-Version-Final-3rd-Ed.pdf>. Last viewed on 19 September 2021.

- The administration of examinations held at a state or territory level is governed by the relevant Affiliate. Candidates must comply with relevant administrative requirements as directed by Affiliates. The technical requirements must conform to the MoD and relevant guidelines.
- Candidates must complete the prescribed Grading Application Form (see Section 6 of the MoD) or comply with an alternative method (subject to approval and authorisation by the Kendo Board) and make payment as directed by Affiliates.
- The Kendo Board is responsible for administrative and technical management of the national examination, including, but not limited to:
 - Planning and implementation in accordance with the MoD and relevant guidelines;
 - Preparation of written examination questions;
 - Appointment of suitably qualified grading panel members;
 - Securing and managing administrative resources and logistics in liaison with national and state/territory stakeholders;
 - Collection and collation of assessment sheets; and
 - Advising the National Executive of results.
- Dan grade examinations from Shodan to 5 Dan are held at the national examination;
- No Kyu grading examinations are held unless otherwise specified
- The National Executive will:
 - Collect application forms and receive advice on application fee payment from Affiliates after the prescribed application closing date;
 - Provide the Kendo Board with a list of candidates for examination by the date agreed on between the National Executive and the Kendo Board; and
 - Receive registration fees from successful candidates and issue them certificates.
- Affiliates must ensure that the membership status and previous grading details of each candidate are up-to-date and authentic, and that relevant fee payment processes have been completed before the prescribed application closing date; and
- The AKR does not accept late applications and/or payments under any circumstances.

2.3.3 Kyu Grading Examination Requirements and Procedures

Kyu examination events are managed by Affiliates. Affiliates are suggested to refer to the Standard Procedural Guidelines Dan Grading Examinations as an administrative and managerial basis of regional and local grading events within their jurisdictions.

Ungraded candidates should be training for 3 months or more prior to their first grading examination. Other candidates must spend 3 months or more between the previous grading date and the date of an examination taken. The examiners' qualification, size of examination panel and consent criteria are detailed in the aforementioned Standard Rules for Dan and Kyu Examinations. It is not necessary that the candidate is promoted one grade at a time. If their ability warrants, and by agreement of the examiners, candidates for kyu grades from non-grade to 4 Kyu may progress by more than one grade to a maximum of two grades. Candidate for Shodan must have held a 1 Kyu grade for 5 months or more.

A tabulated summary of minimum Kyu grading requirements is presented in **Table 1**. Each Affiliate has the discretion of considering additional requirements. The Affiliates are requested to discuss grading requirements and other relevant matters with the Kendo Board should the Affiliates consider it necessary to include additional requirements in the events.

Candidates for 2 Kyu and 1 Kyu are required to complete two sessions of jitsugi. The tachiai calls 'Hajime' and 'Yame' at the beginning and end of the jitsugi. It is recommended that the total duration of the jitsugi be up to 30 seconds from ritsurei. Affiliates are suggested to consider factors such as age, gender and physical characteristics in pairing candidates for the jitsugi session. Suitably trained persons may be employed as auxiliary players if necessary.

Table 1: Requirements for Kyu Grading Examinations

Kyu Applied for	Attire	Minimum Requirements	Notes
6 Kyu	Candidates wearing: <ul style="list-style-type: none"> • Kendo-gi; • Hakama; • Tare; and • Do. 	<ul style="list-style-type: none"> • Chakuso; • Reiho; chakuza (sazauki), sho-men-ni-rei, stand-up (sazauki), shomen-ni-rei (ritsu-rei), taito, three steps in, sonkyo, battou, stand-up and chudan-no-kamae; • Ashisabaki; • Suburi; • Kihon-waza (twice each), inclusive of kihon men; kihon kote; and kihon do; and • With motodachi: chudan-no-kamae, sonkyo, noutou, stand up, 5 steps back, sage-tou, shomen-ni-rei. 	Candidates demonstrate kihon-waza against a motodachi.
5 Kyu	Candidates wearing: <ul style="list-style-type: none"> • Kendo-gi; • Hakama; • Tare; and • Do. 	<ul style="list-style-type: none"> • Chakuso; • Reiho; chakuza (saza-uki), sho-men-ni-rei, stand-up(sazauki), shomen-ni-rei (ritsu-rei), taito, three steps in, sonkyo, battou, stand-up and chudan-no-kamae; • Ashisabaki; • Kihon-waza (twice each), inclusive of kihon men; kihon kote; kihon do; and kiri-kaeshi as a motodachi (once only); and • With motodachi: chudan-no-kamae, sonkyo, noutou, stand up, 5 steps back, sage-tou, shomen-ni-rei. 	Candidates demonstrate kihon-waza against a motodachi.
4 Kyu	Candidates wearing: <ul style="list-style-type: none"> • Kendo-gi; • Hakama; and • A full bogu set. 	<ul style="list-style-type: none"> • Chakuso; • Reiho; • Kihon-waza (twice each), inclusive of kihon men; kihon kote; and kihon do; • Nidan-waza (twice each), inclusive of kihon kote-men; and kihon kote-do; • Kiri-kaeshi as a kakarite and motodachi (once each); and • Uchikomi-geiko (once only). 	Candidates demonstrate kihon-waza against each other. Safety considerations and resources may be needed for uchikomi-geiko.
3 Kyu	Candidates wearing: <ul style="list-style-type: none"> • Kendo-gi; • Hakama; and • A full bogu set. 	<p>Stage 1</p> <ul style="list-style-type: none"> • Chakuso; • Reiho; • Kihon-waza (twice each), inclusive of kihon men; kihon kote; and kihon do; • Nidan-waza (twice each), inclusive of: kihon kote-men; and kihon kote-do; • Sandan-waza (once only), inclusive of: kote-men-do; • Kiri-kaeshi as a kakarite and motodachi (once each); and • Uchikomi-geiko (once only). <p>Stage 2</p> <ul style="list-style-type: none"> • Bokutonyoru Kendo Kihonwaza Keikoho (Kihon 1 to Kihon 4). 	<p>Stage 1</p> <p>Candidates demonstrate kihon-waza against each other.</p> <p>Safety considerations and resources may be needed for uchikomi-geiko.</p> <p>Stage 2</p> <p>Candidates perform both kakarite and motodachi against each other.</p>
2 Kyu	Candidates wearing: <ul style="list-style-type: none"> • Kendo-gi; • Hakama; and • A full bogu set. 	<p>Stage 1</p> <ul style="list-style-type: none"> • Kiri-kaeshi as a kakarite and motodachi (once each); • Uchikomi-geiko (once only); • Kakari-geiko (once only); and • Jitsugi (twice). <p>Stage 2</p> <ul style="list-style-type: none"> • Bokutonyoru Kendo Kihonwaza Keikoho (Kihon 1 to Kihon 6). 	<p>Stage 1</p> <p>Candidates demonstrate kihon-waza against each other.</p> <p>Safety considerations and resources may be needed for uchikomi-geiko and kakari-geiko.</p> <p>Stage 2</p> <p>Candidates perform both kakarite and motodachi against each other.</p>
1 Kyu	Candidates wearing: <ul style="list-style-type: none"> • Kendo-gi; • Hakama; and • A full bogu set. 	<p>Stage 1</p> <ul style="list-style-type: none"> • Kiri-kaeshi as a kakarite and motodachi (once each); • Uchikomi-geiko (once only); • Kakari-geiko (once only); and • Jitsugi (twice). <p>Stage 2</p> <ul style="list-style-type: none"> • Bokutonyoru Kendo Kihonwaza Keikoho (Kihon 1 to Kihon 9). 	<p>Stage 1</p> <p>Candidates demonstrate kihon-waza against each other.</p> <p>Safety considerations and resources may be needed for uchikomi-geiko and kakari-geiko.</p> <p>Stage 2</p> <p>Candidates perform both kakarite and motodachi against each other.</p>

2.3.4 Dan Grading General Requirements

Dan grading requirements are referred to relevant AKR documents. Assessment criteria have been adopted from 'Kendo Iaido Jodo, Shogo Dan Kyu-I Shinsa Kisoku and Shogo Dan Kyu-I Shinsa Saisoku' issued by the All Japan Kendo Federation (AJKF) in April 2020.

Examination requirements comprise of the following components:

- Jitsugi (60 seconds starting from ritsurei), to be performed twice;
- Nihon-Kendo-Kata; and
- Written examinations.

The Nihon-Kendo-Kata must be performed as presented in **Table 2**.

Table 2: Examination Requirements for the Nihon Kendo Kata

Dan Applied for	Kata Requirements
1 Dan (Shodan)	Tachi-no-Kata 1-3
2 Dan	Tachi-no-Kata 1-5
3 Dan	Tachi-no-Kata 1-7
4 Dan and 5 Dan	Tachi-no-Kata 1-7 and Kodachi-no-Kata 1-3

2.3.4.1 Assessment Criteria for 1 Dan to 3 Dan

- Correct chakuso and reiho;
- Appropriate posture;
- Datotsu based on fundamentals; and
- Sufficient spiritual fortitude.

Relevant factors to be considered include, but not limited to:

- Chudan-no-kamae;
- Tenouchi;
- Maai; and
- Zanshin.

2.3.4.2 Assessment Criteria for 4 Dan and 5 Dan

- Requirements for 1 Dan to 3 Dan;
- Completeness of applied techniques;
- Defined embodiment of practice; and
- Evaluation of circumstances.

Relevant factors to be considered include, but not limited to:

- Those listed for 1 Dan to 3 Dan;
- Nobility;
- Seme; and
- Riai.

2.4 Shogo

The Kendo Board may require additional criteria to be met in addition to those stated in the MoD Section 1 Clause 1.5.10.3b and Clause 1.5.10.4b⁵ for the purpose of assessing the suitability of Shogo examination candidates.

⁵ Above n 1.

2.5 Australian Kendo Championships

2.5.1 General

The name of the event is "The xx Australian Kendo Championships" (xx is the event number).

The following Individual Championships are to be contested⁶:

1. Individual Kyu Grade Men's Championship;
2. Individual Kyu Grade Women's Championship;
3. Individual Dan Grade Men's Championship;
4. Individual Dan Grade Women's Championship; and
5. Veteran's Individual Championship⁷.

The following Team Championships are to be contested⁸:

1. Team Kyu Grade Men's Championship;
2. Team Dan Grade Men's Championship;
3. Team Kyu Grade Women's Championship;
4. Team Dan Grade Women's Championship; and
5. Team Kata Championship.

The competitors' oath is to be recited by the Men's and Women's Individual Champions from the previous AKC together:

"We the kenshi of Australia pledge to compete with full vigour and spirit being ever mindful of the Australian Kendo Renmei motto – In spirit united, in skill opposed."

The Australian Kendo Championships (AKC) Competition Rules and relevant information are issued each event year⁹. Policies are in place regarding flags, banners, advertising and sponsorship and are detailed in the MoD Section 1.

2.5.2 Organisation and Division of Responsibilities

The Kendo Board is responsible for the overall management of the AKC. The following details the major responsibilities of each body, but is not limited to these requirements as each Championship may vary:

Kendo Board

- Manage the described championship events;
- Provision of score sheets;
- Allocation of players into pools, including seeding of members where required;
- Allocation of shinpanins during championships;
- Maintain a record of results in a data base for future seeding and selection of members into the Australian Kendo Squad;
- Conduct the overall management direction;
- Provide a timetable covering all relevant events and meetings;
- Co-ordinate examiners for the grading panels at national grading examinations; and

⁶ Note that a player may compete in only one individual event.

⁷ Veterans' Individuals competition is limited to Dan grade members, on or over the age of forty-five years on the day of the competition.

⁸ Note that a player may compete in only one team event, with the exception of the Kata event.

⁹ The rules are available on the AKR website at <http://www.kendoaustralia.asn.au>.

- Provide the funds to cover relevant expenses of the AJKF Delegation as required, such as accommodations, travel, food and other relevant incidentals.

Hosting State/Territory Affiliate

The hosting Affiliate is responsible to the Kendo Board for providing support in conducting a successful Championship, Seminar and Dan Grading Exam, if required.

- Whenever possible the hosting Affiliate should ensure the championship and seminar is self-funded and not rely on AKR funding support;
- In the event of attendance by an AJKF Delegation, the following is required for the host to arrange:
 - Hotel accommodation for the Delegation¹⁰;
 - All transport and provide all meals for the AJKF Delegation during their stay¹¹;
 - The accommodation choice must first be approved by the National Executive and the cost will be paid by the Kendo Board; and
 - It should be noted that recently AJKF has requested the AKR to cover one of the delegates' flight costs.
- Provide suitable facilities with a minimum of two shiaiyo areas, measuring 11 m x 11 m allowing for a safety zone around each area
- Provide a suitable warm-up area away from shiaiyo areas;
- Mark out all shiaiyo areas prior to the championship start;
- Provide a registry table with suitable weighing scales, measuring tools, and stamp for shinai;
- Provide a championship tenugui for each member and official;
- Provide score boards, shinpanin tables, chairs, medical kits, flags, whistles/gongs, stop watches, stationeries;
- Provide suitable volunteers to fill all requirements in running a smooth competition (i.e. timekeepers, recorders, register and weighing stewards, dojo stewards etc);
- Provide dedicated qualified first-aid providers to be present and allocated to be available for the duration of the event. First-aid staff should not be competitors or those officiating in aspects of the competition. First-aid staff should be equipped with a stocked first aid kit, as a minimum;
- Provide suitable amenities (e.g. changerooms, toilet and shower facilities);
- Provide food and beverages, including lunch for competitors, shinpanins and officials;
- Inform visitors and players of suitable accommodation and transport in the area of the championships with sufficient lead time to make bookings;
- Provide seminar and Dan Grade examination facilities;
- Provide meeting rooms and materials for the Kendo Board and the AKR National Council meetings and any annual general meeting (every three years) as and if required;
- Provide a budget to cover all income and expenditure;
- Provide adequate trophies for championships; and
- Provide any gifts if required, for official guests and the AJKF Delegation.

National Executive

- Co-ordinate event with the Kendo Board and the host Affiliate;
- Organise suitable persons with the AJKF Delegation to assist in shinpan, seminars and examinations;

¹⁰ A separate room for each delegate member at a standard business quality hotel is sufficient, with breakfast provided.

¹¹ In relation to airfares, the AKR will cover the fare for one delegate member only. The fare for the other member will be paid for by the AJKF.

- Provide Dan grade certificates for presentation at the conclusion of the examination;
- Determine budget allocation with the Kendo Board for visiting instructors if required;
- Ensure the timely flow of information to the Kendo Board and Affiliates to enable early planning of each year's event; and
- Assist the Kendo Board and host Affiliate.

Other items to note

- Prior to our event, AJKF officials meet with the AJKF Delegation members for a briefing.
 - Prior to that, please note that they may ask for:
 - The Schedule of events and delegations movements;
 - Accommodation options; and
 - A list of seminar attendees and examination candidates, including particulars (e.g. grades, gender and age).
- Where possible, it is desirable that the AJKF Delegation is met at the Airport by AKR officials and host Affiliate officials;
- If possible, the AKR President will host a welcome dinner on the day of arrival with appropriate seniors and officials invited to attend; and
- The AKR President and delegated stakeholders will have a discussion on the AKC with the AJKF Delegation.

2.5.2 Competition Rules

General

The Rules are included in the MoD Section 1.

The minimum permitted age of players participating in the championships stated in Clause 2.5.1 is 16 years old at the date of competition.

Individual competitions

- Each Affiliate has the right to enter a maximum of seven individual and seven team members in the championship (subject to the rules limiting representation to a total of 48 players in each individual competition).

The First Tier consists of 48 players split into four groups (A, B, C and D) of 12 players. Each Group is then split into four pools of three players. The sixteen pools will be seeded with one member from the top 16 point scorers participating over the previous three years of the National Championships.

The first into Group A, second into Group B, etc, until all pools are allocated with one seeded player and other players are drawn by ballot from State/Territory lists in the same manner (this should avoid players from the same State/Territory meeting in the same first pool).

All 48 positions are to be filled from the State/Territory squads. If each State or Territory submits the maximum number (which will equal 49 players) the previous host State or Territory will limit entry to 6 members only. If there is a shortfall the current host State or Territory will have first option to fill one position and then rotate through each State or Territory in the following order after the host State or Territory:

Queensland, Australian Capital Territory, Western Australia, Victoria, New South Wales, South Australia, Tasmania and Northern Territory.

Each Affiliate is to submit the total numbers with names in selection order to the Kendo Board two calendar months prior to competition. The Kendo Board will then determine competition draws six weeks before the competition sending only the names of selected members to each State or Territory before the event (Draw to remain confidential until the day preceding the championships).

Any vacancy occurring prior to the match will be filled by the host State or Territory, or decision by the Kendo Board at the time to reflect all pools being operated.

- Veterans Individual competition is limited to members of at least 45 years of age at the commencement of the competition. Competitors hold a grade of Shodan or above.
- Competitions will be undertaken by Pools of three or four players whenever possible, with the Pool winner going forward into the tournament which will be conducted on a knock-out system.
 - The match will be conducted according to the sanbon-shobu rule, and its duration is four minutes for Kyu Individuals, five minutes for Dan Individuals, and four minutes for Veterans' Individuals.
 - If no winner is determined within the allocated time, the match will be extended (encho) until the winner is determined.
 - The Kendo Board may limit the number of encho before the commencement of the competition, in which case hantei will determine the contest if no result is reached. It should be emphasised this should occur only in the event of a shortage of time exists to conduct the whole competition, and the rules agreed prior to the commencement of the match.
- Matching of competitors is to be undertaken by seeding the first sixteen members as referred earlier, and then by drawing. Competitors from the same Affiliate will be placed into different pools.
- The determination of a winner in the Pools section will be made in the following order of precedence:
 1. Higher number of matches won; but, if it breaks even;
 2. Higher number of points scored; and
 3. Should there still be a tie, a play-off will be conducted according to the ippon-shobu rule, until a winner is determined.

Team competitions

- A team consists of up to seven members (five players and two reserves). Five-member system is applied to determine the winner of the match. Should a team fail to have five members, it may compete with four or three members.
- The Team should be selected from registered members of the relevant Affiliate. The team members and the order of members in the team may be changed for every match.
- An order list of members must be presented to the shinpan-shushin for the shiai by the ending of the immediately preceding match. The order list for the first match must be submitted to the Shinpan-Shushin thirty minutes before the first Team competition unless otherwise directed.
- In case where the competitors' order is different from the one described in the submitted order list, the following consequences will be applied:
 - If it is noticed before the declaration of 'Hajime' by the shushin, the order of the competitors can be corrected without any penalty.
 - If it is found after the declaration of 'Hajime' for a match by the shushin, a fukushin of that match must stop the match immediately and the competitors whose order is incorrect (as well as any other competitors not in correct order from the same team) must lose their respective matches and their opponents awarded 2 points per match respectively.
 - If it is proved before the bow of the end (shuryo-no rei) at the conclusion of the matches that members from both teams were in violation of the order submitted, all competitors whose orders were incorrect must lose his/her match and each opponent must be given 2 points respectively.
 - If it is found after the bow of the end (shuryo-no rei) by both teams, the winning and losing of them must not be changed.
- The State or Territory Teams will be placed into two pools of three or four teams where possible. The first and second places from the previous year's championships will be seeded into different pools and the remainder by draw. The top two teams in each pool will go forward into a play-off. The winner of Pool A will play off against the second place in Pool B. The winner of Pool B will play the second place of Pool A.
- The match will be conducted according to the sanbon-shobu rule, and its duration is four minutes for Kyu Teams, and five minutes for Dan Teams. If no winner is determined within the duration, a draw will be declared.
- Determination of the winning team will be made in the following order of precedence:
 1. Higher number of individual winners; but, if it breaks even, then;
 2. Higher number of points scored; and
 3. Should the above turn out to be even, a play-off (daihyosen) between a representative of each team will determine their positions. The daihyosen is to be conducted according to the Ippon-Shobu rule, with unlimited duration.

2.5.3 Nafuda

The purpose of the nafuda worn by each competitor at AKR or Affiliate managed events (e.g. the Australian Kendo Championships and the Australian Masters Games) is to ensure that the competitor's name and affiliation (e.g. dojo, club or State/Territory) are correctly and readily identified by event officials and shinpanins. On this basis, characters and logos shown on the nafuda must be clearly visible and legible. The family name must be shown as registered.

Competitors participating in the events must wear a nafuda as shown in

Figure 1 and **Figure 2**.

The nafuda must be fitted firmly to the central flap of the tare.

- Dimensions: To fit the central flap of the tare; and
- Colour: Dark blue background with white lettering.

Either the State/Territory team nafuda or the dojo or club nafuda is accepted in individual championships.

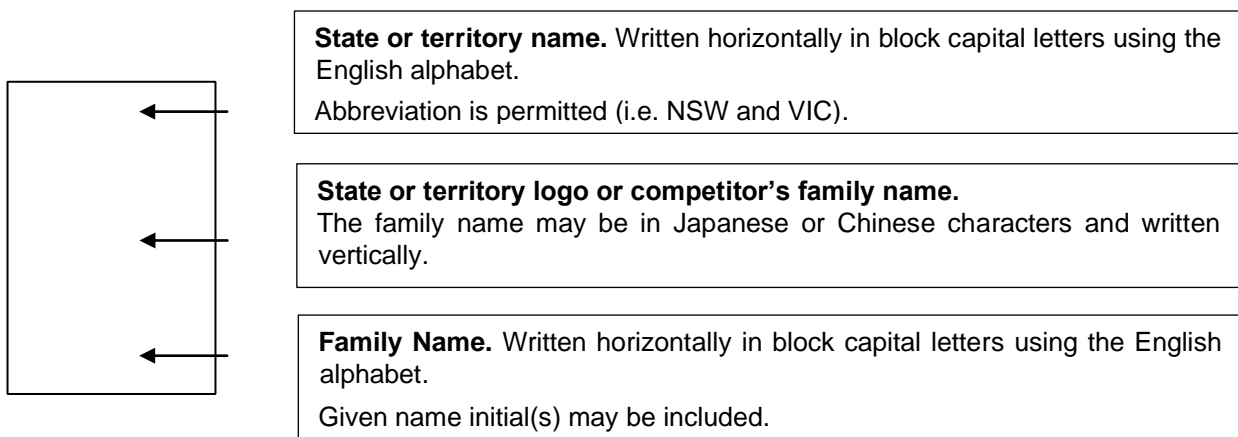


Figure 1: Nafuda Used for Team Championships

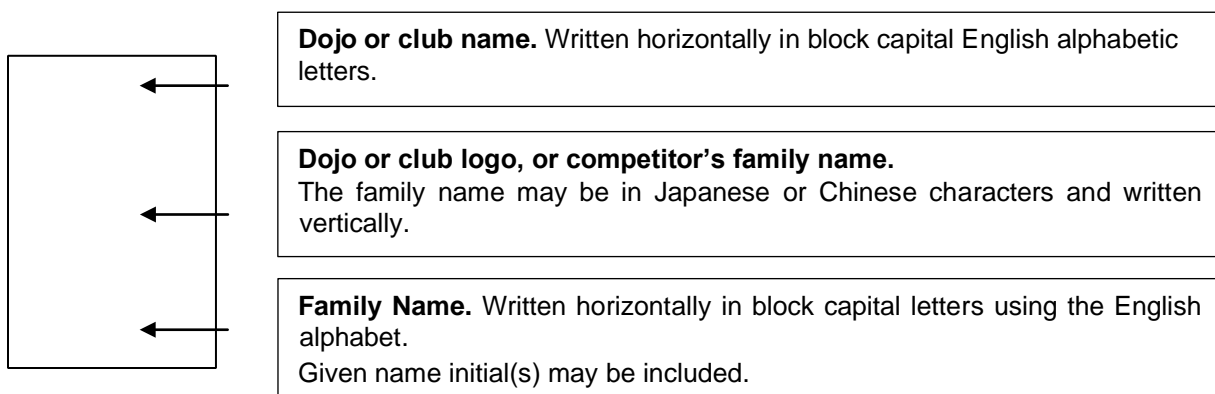


Figure 2: Nafuda Used for Individual Championships

Competitors participating in UniSport Nationals Game Division 1 must wear a nafuda as shown in **Figure 3**. The family name must be shown as registered.

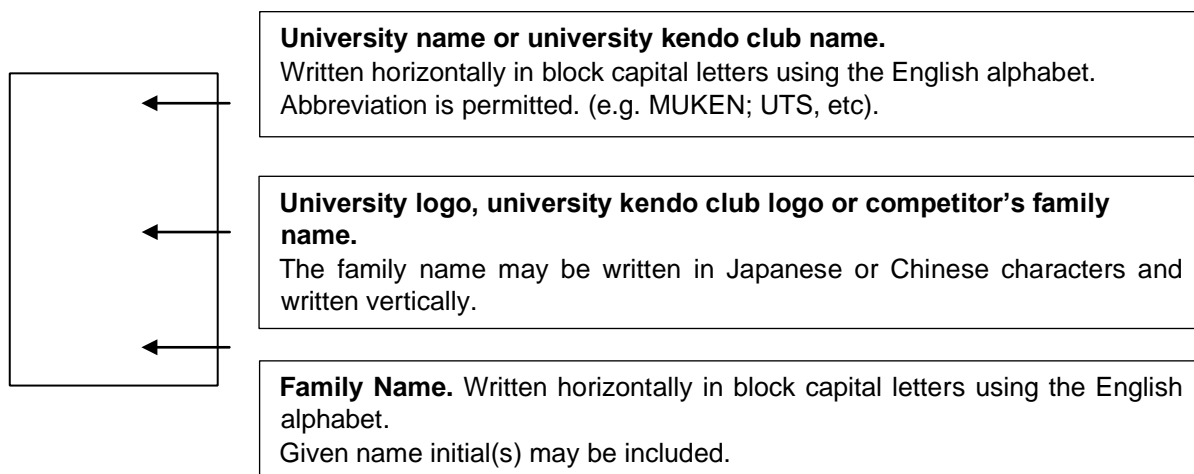


Figure 3: Nafuda Used for UniSport Nationals Game Division 1

2.6 Coaching Accreditation System (currently under Review)

2.7 Shinpan

2.7.1 General

Shinpan skills will be developed through continuation training at the AKC, State/Territory Championships and National and International seminars.

The following criteria should be adopted wherever possible.

Shinpan of Shodan and 2 Dan Grades

Used as a shinpanin at National and State/Territory Kyu Grade competitions to gain relevant experience and familiarity with the *Regulations of Kendo Shiai and Shinpan and the Subsidiary Rules of Kendo Shiai and Shinpan (the Guidelines for Kendo Shiai and Shinpan)* issued by the International Kendo Federation on 2 September 2017. This experience should be developed at a club and/or State/Territory level, using full rules and flags whenever possible.

Shinpan of 3 Dan and above

Used as a shinpanin at National and State/Territory Dan Grade competitions. These shinpanins are expected to perform in accordance with the aforementioned *Guidelines for Kendo Shiai and Shinpan*.

The Kendo Board or authorised Affiliate committees (e.g., State/Territory technical committees) are authorised to exercise their discretion to manage resources for relevant events.

2.7.2 Uniform Dress Code for Shinpanins

The uniform dress code adheres to relevant FIK Regulations, viz:

- Grey trousers;
- White shirt;
- Deep red tie;
- Black socks; and
- Dark (navy) blue jackets.

2.8 World Kendo Championship Team

2.8.0 Introduction

World Kendo Championships (WKC) is a triennial Kendo event run by the International Kendo Federation (FIK). The AKR has been a participant since WKC's inception, and has reached significant milestones during the past years. Through the selection of the WKC Coaching Team, the AKR has made a commitment to support the development of the Australian National Team (consisting of both men and women) to represent the country at each WKC.

The following guidelines have been drawn from experience from previous WKC campaigns and should be further developed through constructive experience and further learning so that Australia can provide the best team membership for the longer-term benefits of Australian Kendo Community.

2.8.1 WKC Coaching Team

The WKC Team Coaches must have excellent communication and people skills, together with strong organizational and management competency. They must be capable of demonstrating ambassadorial skills with other country representatives and demonstrate a high code of etiquette and ethics to all participants and attendees at the championships. It is preferred that they have experience in coaching at State or Territory Team level and hold appropriate levels in kendo grades. Experience or attendance at previous WKC campaigns would be beneficial. The Australian Kendo Team Coaches will be an official member of the Australian Kendo Team Delegation to participate in the WKC.

2.8.2 Coaching Team Structure

The WKC Coaching Team structure is summarized as follows:

- The Coaching Team shall consist of:
 - Head Coach;
 - Assistant Coach – Men's Coach;
 - Assistant Coach – Women's Coach;
 - Manager;
 - Assistant Manager (optional); and
 - State/Territory Sub Squad Leaders (optional).
- The Coaching Team application shall be submitted as a team application, for the positions of Head Coach, Men's Coach, Women's Coach, and Manager (Assistant Manager optional);
- The Coaching Team will appoint sub squad training leaders for them to conduct WKC sub squad training in each State/Territory during the month no national training is scheduled; and
- Other than the Coaching Team, it is assumed that the National Team will consist of up to 10 men and 10 women competitors.

2.8.3 Coaching team Selection Procedure

The Coaching Team selection procedure shall be as follows:

- Kendo Board, through the National Executive, will announce the selection criteria for the Coaching Team;
- Applicants are invited to submit their application to the National Executive as a team;
- Once the due date has passed, all applications are forwarded to the Kendo Board;
- Kendo Board will review the applications and select the Coaching Team members; and
- The Kendo Board and the National Executive will contact the selected Coaching Team members for final confirmation.

2.8.4 Coaching Team Application

The application for the Coaching Team shall consist of the following items:

- A one-page cover letter summarising the proposal;

- Name(s) of the applicant(s) against the relevant position(s): Head Coach, Men’s Coach, Women’s Coach, Manager, and Assistant Manager;
- A profile of each applicant, including:
 - Summary of their personal and professional experience and qualification for their role;
 - Summary of their Kendo-related experience and qualification;
 - Personal response to the selection criteria for their role;
 - Personal statement describing why they are suitable for this role;
 - Contact details of the applicant;
 - Contact details for reference or background checks; and
 - Any relevant supporting documentation, e.g. a recent national police clearance check.
- For the Head Coach: a draft plan / strategy for the WKC campaign, including:
 - Outcomes and objectives of the campaign;
 - High-level schedule of the campaign;
 - Training plan for the squad;
 - Procedure for the selection of the final team members;
 - Training plan for the team;
 - Plan for the communication and provision of reports to the Kendo Board and the National Executive; and
 - Budget – forecasting incomes and expenditures with justification.

Any queries regarding the selection procedure must be directed to the Kendo Board at kendoboard@kendoaustralia.asn.au.

2.8.5 Head Coach Selection Criteria

Essential:

- Current AKR member for a minimum period of three years in good standing. Track record of commitment in supporting the development of Kendo in Australia in line with the AKR’s vision;
- Excellent communication and people skills. Capable of handling any media and public relations requirements for the team, in conjunction with the Manager, if required;
- Demonstrated a high level of professionalism, code of etiquette, and ethics;
- Demonstrated excellent and successful coaching, managing, and teamwork in line with Australian values and culture; and
- Available to travel interstate and internationally as required.

Not essential, but valuable:

- Formal accreditation in coaching;
- Formal accreditation in First Aid;
- Demonstrates a high level of Kendo technical skill;
- Demonstrates good relationship with their home Affiliate; and
- Able to present a recent national police clearance check (within six months).

The responsibilities of the Head Coach include:

- Ensuring the safety and wellbeing of all team members and participants;
- Working with the Kendo Board to plan and manage the WKC campaign, including:
 - Creating a formal proposal of the WKC campaign, including budget, for approval;

- Providing a detailed coaching plan / strategy to the Kendo Board within one month of appointment as the Head Coach;
- Providing seminar or guidance to the State/Territory sub squad leaders for them to lead and coordinate local squad training sessions;
- Managing and operating national squad or team training sessions;
- Coordinating tasks for the Assistant Coaches and Manager(s);
- Managing additional events related to the WKC, such as participation at international competitions, Trans-Tasman Taikai, etc;
- Coaching the team members, both as individuals and as a group, to ensure that competitors can develop their Kendo skills and compete to the best of their abilities;
- Reporting to the Kendo Board and the National Executive, including the progress of the campaign as required; and
- Providing a post-WKC report within one month of the conclusion of the WKC.

2.8.6 Assistant Coach (Men's Coach / Women's Coach) Selection Criteria

Essential:

- Current AKR member for a minimum period of three years in good standing. Track record of commitment in supporting the development of Kendo in Australia in line with the AKR's vision;
- Excellent communication and people skills. Capable of handling any media and public relations requirements for the team, in conjunction with the Manager, if required;
- Demonstrates a high level of professionalism, code of etiquette, and ethics;
- Demonstrates excellent and successful coaching, managing, and teamwork in line with Australian values and culture. Demonstrates excellent coaching, leading, or managing teams of the relevant gender (men / women); and
- Available to travel interstate and internationally as required.

Not essential, but valuable:

- Formal accreditation in coaching;
- Formal accreditation in First Aid;
- Demonstrated a high level of Kendo technical skill;
- Demonstrated good relationship with their home Affiliate; and
- Able to present a recent national police clearance check (within six months).

The responsibilities of the Assistant Coach include:

- Acting as a delegate of the Head Coach when appropriate;
- Ensuring the safety and wellbeing of all team members and participants;
- Working with the Head Coach to plan and manage the WKC campaign, including:
 - Creating a formal proposal of the WKC campaign, including budget, for approval;
 - Assisting in the development of a coaching plan / strategy;
 - Following the approved plan and assisting in any necessary reporting;
 - Providing assistance to State/Territory sub squad leaders for them to lead and coordinate local squad training sessions;
 - Assisting in managing and operating national squad or team training sessions;
 - Assisting in managing additional events related to the WKC, such as participation at international competitions, Trans-Tasman Taikai, etc;
 - Assisting the process for the selection of the Australian Kendo Team; and

- Coaching the team members, both as individuals and as a group, to ensure that competitors can develop their Kendo skills and compete to the best of their abilities – with a focus on specific gender (men or women).

2.8.7 Manager/Assistant Manager Selection Criteria

Essential:

- Current AKR member for a minimum period of three years in good standing;
- Excellent communication and people skills. Capable of handling any media and public relations requirements for the team, in conjunction with the Coaches, if required;
- Demonstrated a high level of professionalism, code of etiquette, and ethics;
- Demonstrated excellent and successful management and teamwork skills. Track record of commitment in supporting the management of a team, club, or group; and
- Available to travel interstate and internationally as required.

Not essential, but valuable:

- Formal accreditation in management methodologies, frameworks, etc;
- Formal accreditation in First Aid;
- Demonstrated a high level of Kendo technical skill;
- Demonstrated good relationship with their home Affiliate; and
- Able to present a recent national police clearance check (within six months).

The responsibilities of the Manager include:

- Ensuring the safety and wellbeing of all team members and participants;
- Supporting the Head Coach/Assistant Coaches in the planning and management of the WKC campaign;
- Managing communications for the team, including:
 - Internal communications between team members and the coaching team, including State/Territory coaches;
 - External communications between the team and the National Executive, the Kendo Board, or any other Australian members or bodies;
 - External communications between the team and international bodies as appropriate;
 - Documenting team activities, including the recording and reporting of all incomes and expenditures; and
 - Coordinating the running of squad or team training sessions, including:
 - Venue hire;
 - Equipment such as floor tapes, whiteboard, shinpan flags, etc;
 - Accommodation/Transport/Meals;
 - Attending official briefings and meetings on behalf of the team; and
 - Assisting the Head Coach/Assistant Coaches in providing reports to the Kendo Board and the National Executive.

The Assistant Manager shall be responsible in assisting the Manager with their tasks and activities and will act as a delegate in place of the Manager when they are not available.

2.8.8 Australian Kendo Renmei (AKR)

The responsibilities of the Australian Kendo Renmei (AKR) includes:

- Supporting the Kendo Board and Coaching Team in executing the WKC campaign plan / strategy as required;
- Providing direction to the Kendo Board and Coaching Team in line with the AKR's vision as required;
- Supporting the WKC campaign via the Kendo Board through funding and logistics assistance; and
- Liaising communication with international bodies including FIK as necessary.

2.8.9 Australian Kendo Board (Kendo Board)

The responsibilities of the Kendo Board include:

- Developing the selection criteria for the Australian Coaching Team, and coordinate the selection process, including the appointment of the members;
- Working with the Coaching Team in developing and executing the WKC campaign plan / strategy;
- Providing direction to the Coaching Team in line with the AKR's vision as required;
- Supporting the WKC campaign through funding and technical assistance as required; and
- Liaising communication with AKR as necessary.

2.8.10 Selection System for the Australian Kendo Team

Pre-selection process

The WKC Team consist of a maximum of 20 members - 10 Team members for men and 10 Team members for women, with five individuals of these 10 making up the reserves of the Team. The participants can be filled from the position of Coaches or Managers if necessary¹².

Participation at the World Championships is a small area of Kendo but an important one. It must provide an ongoing improvement to the development of traditional Kendo in Australia and participants must be able to pass on their experiences to other members on their return.

Eligibility to compete at an FIK World Kendo Championships is that Team members should be an Australian Citizen and hold an Australian passport. A holder of an Australian Government issued Permanent Resident visa may apply to be included. However, approval for their inclusion must be sought and applied for to the FIK, who may or may not approve the application.

The WKC Rules included the following qualification requirement for competitors:

Qualifications:

5-(1).

b. Nationality of the country of the organization to which he/she belongs at the time of the Final Entry (Presentation of the passport could be requested as its proof). Concerning a competitor who does not have the nationality of the country he/she represents, an explanatory statement and an official request in writing must be submitted to FIK from the President of the country organization concerned. And only those who are approved by the FIK President before the Final Entry may participate in the WKC.

Experience was that for appeals to clause 5-(1), the majority failed.

¹² In the case of 17th WKC in South Korea, there were 14 countries where they registered up to 10 players for both men and women, and there were 13 countries where they registered their coaches as players as well.

WKC Squad Selection Procedure

The selection process of squad members will start immediately after the selection of the coaching team. Interested members will be invited through online application published by the AKR. At this stage, there will be no nationality restriction as to the membership of the WKC squad. The selection process will consist of three steps: WKC squad member selection, mid-term cut off and final selection of the team.

To be eligible for selection for the WKC team, participants **must** have Permanent Residency (PR) by two weeks before the selection weekend. Even if the participant is selected to compete for Australia, The PR status does not guarantee they will be able to represent Australia at the WKC. Those with permanent residency who are selected as WKC team members must apply for the Australian citizenship or seek a special consideration by the FIK president to compete with PR status.

All members registered as WKC squad members will be provided with necessary information about the campaign. Such information will be summarised in the squad handbook. Information includes squad training schedule, WKC team selection method and objectives for national squad and sub squad training.

2.8.11 WKC Campaign

It is compulsory to attend all the national squad trainings as well as participating in the Australian Kendo Championships and State/Territory championships. All squad members are expected to cover their own expenses to join the national squad trainings and provide their own meals and drinks. There will also be a small fee in each training to cover the venue cost.

National Squad Trainings

Successful squad members are required to attend all national squad trainings. Unforeseen circumstances may arise, and it may not be possible to attend every training. However, to be eligible for selection, the members **must** at least attend 50% of all national squad trainings. At each of these trainings, a score will be given to each participant. These scores will be presented, along with member profiles to the selection panel prior to the selection weekend.

If a squad member indicates that he/she can only attend one day of the squad training, the attendance for that squad training will be counted as **half**. **Only squad members** can attend squad trainings and meetings unless approved by the coaching team.

Sub-squad Trainings

Each State and Territory will organise a monthly squad training on months where there are no national squad trainings. These trainings will be conducted by State/Territory sub squad leaders that are selected by the coaching team. No score will be given based on any criteria for these trainings however attendance will be recorded in member's profiles. **Only squad members** may attend these trainings unless approved by the coaching team.

Overseas squad members

Overseas based players must attend AKCs and 50% of national squad trainings to be eligible for selection. The members are encouraged to keep a diary of training/competition while overseas as this may be used as a reference and may be recorded in member's profile.

2.8.12 Australian National Team Selection

Coaching team will develop a performance assessment method based on a deduction system and utilise this during the campaign. The score will be: 0 – Dissatisfactory to 5 – Highly satisfactory and marking will be based the following criteria:

- Physical and Mental Stamina;
- Kendo Fundamentals;
- Waza Effectiveness;
- Commitment and Effort;
- Shiai Skills;
- Teamwork Ability; and
- Ability to follow coach's strategy and direction.

During the national squad trainings, coaches will evaluate all members. This data will be recorded in each squad member's profile and scores will be given for each of the criterion. Each individual's performance and scores will be kept confidential and only shared with squad members, the coaching team, and the selection panel for the national team. Included in this data will be additional notes on member's strengths and development.

Squad member's profiles will include several notes on performance and attendance at squad trainings and all competitions. Their profile will also keep note of any seminars they have attended and/or any activities they have undertaken to improve their kendo. The managers will send the member a Google form when a profile update is required.

There will be several national squad trainings in total during the campaign. If the members are unable to attend and are granted 'special consideration', members will not receive a score; rather, they will have 'special consideration' noted in their profile for this training.

2.8.13 Selection Panel and WKC Team Selection Procedure

In consultation with the WKC coaching team, the Kendo Board will appoint the selection panel, which will consist of 5 members including coaches and senior AKR member who are experienced in the WKC team selection process. During the selection weekend, those squad members who survived the initial squad cut-off and listed on a shortlist will have a further elimination process based on competitions among themselves.

The result of the competitions will be collated and assessed in conjunction with performance record maintained by the coaching team over entire WKC campaign. At the end of this final selection weekend, the final Australian teams consisting of up to 10 men and 10 women will be announced as the Australian National Teams.

2.8.14 Communication and Reporting

During the WKC campaign period, timely and clear communication between the coaching team, the National Executive and the Kendo Board will be maintained via email. The coaching team will keep the National Executive and the Kendo Board abreast with the progress of the campaign and will provide with a comprehensive summary report on the progress, financials and any other information as required.

2.8.15 Australian Delegation for the WKC

An approved group of members will represent the formal AKR delegation to attend the WKC. The Australian delegation will consist of the Australian WKC players, coaches, and managers; and may also include additional representative(s) of the AKR – such as the AKR President and/or Kendo Board member(s).

Any additional representatives will be selected and agreed between the National Executive, the Kendo Board, and the WKC Coaching Team, and their travel cost will not be borne by the WKC Coaching Team budget unless previously agreed.

All AKR delegate representatives are expected to maintain the highest professional standard during their travel, and should not affiliate themselves with any other country or organisation.

2.9 Summer School Attendance Criteria

One of the roles of the Kendo Board is to improve the level of instruction in Australia. The Kendo Board encourages and supports eligible AKR members to attend the Saitama Summer School for foreign instructors.

Selection of applications to the Foreign Leaders Summer Seminar are based upon criteria including *but not limited to*:

- Hold an Australian passport and be an Australian Citizen or an Australian Government issued Permanent Resident visa, if living overseas, then for a maximum of nine months;
- Member of the AKR;
- Previous attendance records;
- Teaching/instruction experience; and
- Kendo grade (generally 3 Dan or above).

Applications must be submitted by the prescribed date on the correct form (supplied to the State or Territory bodies by the AKR Secretary) or they will not be considered.

Document control

17 Jan 2022	Removed broken link on page 1