

AUSTRALIAN KENDO RENMEI

MANUAL OF DOCUMENTS

SECTION 0

Introduction **(Draft)**

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0.0 Introduction

The AKR Administration and Structure is determined by the National Council, on behalf of the members, in accordance with the Rules of the Constitution. It is important that the Constitution remain an accurate document at all times and that the Manual of Documents be the set of Bylaws or Guidelines used to perform the intent of the Constitution for the benefit of all members.

A strong Administrative organisation will assist with the harmony and continued development of the AKR. The documentation must be maintained at all times as a “living Document” reflecting the changes required to continue the momentum of development and expansion of all three arts within the AKR whilst maintaining harmony and cross pollination of the arts between members, State Bodies and International affiliations.

0.0.0 Overview

This Policies and Procedures Manual will contain all the relevant rules, policies and procedures governing the operations of the Australian Kendo Renmei, and is complementary to the Constitution.

This is the first version of such a Manual and both the format and the content will need constant review and modification to ensure its continuing usefulness.

0.0.1 Development

The contents will be developed by the AKR Executive or the Boards in consultation with each other and approved by the State Bodies through the National Council.

After the initial issue, new sections will be issued as they are developed, and when changes are made, replacement pages will be issued.

As well as this ongoing review, it is anticipated that the entire Manual will need to be re-issued periodically (3-5years).

0.0.2 Distribution

Documents will be issued to the State Bodies and Boards as they are developed, and State Bodies should re-issue them to their member Clubs. Members of the various Boards should maintain their own sets of the document as should all senior members of the Renmei.

Club administrations should make their members aware of the information contained in these documents and distribute copies of various parts to their members where appropriate.

State Bodies and Boards should set up a folder to contain these documents, and encourage Club administrations to do the same.

It is important that accessibility to these documents by the individual members is maintained through the State Bodies and any relevant changes are pursued through the correct channels.

In time, these documents will be made available through the electronic media so that access to the most recently approved document can be obtained almost instantaneously with the upgrade approval.

0.0.3 Structure

The Manual is in six sections:-

Section 0 - Introduction

Section 1 - AKR Administration and Structure

Section 2 - Kendo Board

Section 3 - Iaido Board

Section 4 - Jodo Board

Section 5 - Development Plan

Section 1 contains those items that cover the whole of the AKR regardless of which Art is being practised, and while the Sections for each of the Boards have the same broad structure, the detail contained is specific to the particular Martial Art concerned.

0.1 Distribution List

0.1.0 After the initial distribution of this Manual, only the persons listed below will receive new or amended pages of the Manual. It will be their responsibility to distribute further copies to their members.

It will also be the responsibility of the occupant of each position to pass the official copy of the Manual on to the new occupant when there is a change.

The current occupants of these positions with their contact details will be found in the Directory (Section 1.3)

- 0.1.1 AKR President
- 0.1.2 AKR Vice President
- 0.1.3 AKR Secretary
- 0.1.4 AKR Treasurer
- 0.1.5 Kendo Board Chairman
- 0.1.6 Iaido Board Chairman
- 0.1.7 Jodo Board Chairman
- 0.1.8 ACTKR President
- 0.1.9 NSWKA President
- 0.1.10 QKA President
- 0.1.11 SAKA President
- 0.1.12 Tasmanian "State Representative"
- 0.1.13 VKR President
- 0.1.14 WAKR President

0.2 Document List

0.2.0 All documents relevant to the operations of the AKR and the three Boards are to be listed below as a reference guide to members.
(TBA)