

AUSTRALIAN KENDO RENMEI MANUAL OF DOCUMENTS

SECTION Six Appendices

Effective and amended 19 October 2008

Section 6 - Appendices - Index

Appendix 6.0	AKR Constitution
Appendix 6.1	AKR Official Address
Appendix 6.2	AKR National Council Delegates
Appendix 6.3	AKR Executive Committee
Appendix 6.4	Kendo Board
Appendix 6.5	Iaido Board
Appendix 6.6	Jodo Board
Appendix 6.7	State Renmei Office Bearers
Appendix 6.8	Grading Forms
Appendix 6.9	AKR Official Proxy Form
Appendix 6.10	Application Form Foreign Kendo Leaders Camp
Appendix 6.11	AKR Kendo Seeding List The AKR Kendo Seeding List is a separate document and is available to members from Delegates of Affiliated State or Territory Associations.
Appendix 6.12	AKR Kendo Score Sheets
Appendix 6.13	Dojo List
Appendix 6.14	Secret Ballot Forms
Appendix 6.16	Affiliated Association Annual Membership Return.
Appendix 6.17	Recommendations for Authority to conduct a recognised AKR dojo.

Annex 6.0 AKR Constitution

The AKR Constitution is in a separate document and is available to members from Delegates of Affiliated State or Territory Associations.

Annex 6.1: AKR Official Address

Australian Kendo Renmei Incorporated.
Incorporated in NSW. No. 062504778.
ABN 66 064 550 279

Post: P.O. Box 353
 CARLTON NORTH VIC 3054
 AUSTRALIA
E-mail: akrsecretary@kendoaustralia.asn.au
Website: www.kendoaustralia.asn.au

Annex 6.2: AKR National Council Delegates

Annex 6.3: AKR Executive Committee

Annex 6.4 Kendo Board

Annex 6.5 Iaido Board

Annex 6.6 Jodo Board

Annex 6.7 State Renmei Office Bearers

The AKR list of details and contact information for National Council Delegates, Executive Committee, the AKR Iaido, Kendo and Jodo Boards, State Renmei Office Bearers and details of affiliated associations is in a separate document that is emailed regularly to Delegates and Secretaries of Affiliates and to Board Chairpersons.

Annex 6.8 Grading Forms

See separate file

AUSTRALIAN KENDO RENMEI INC.

FORM OF APPOINTMENT AS PROXY

For use at Annual General Meeting or General Meetings of the AKR Kendo Board, AKR Iaido Board and AKR Jodo Board.

This proxy appointment is to be used at the -

Annual General Meeting or General Meeting of (Name of Board)

To be held on (Date) and at any adjournment of that meeting to be held within 14 days from the above meeting date.

I, (Full name)

of (address)

am a life member of the AKR. (Tick one)

am an Ordinary Affiliate Member of the AKR. I have paid the relevant discipline fee and am entitled to vote at the above meeting.

I hereby appoint

..... (Full name)

of (address)

is a life member of the AKR. (Tick one)

is an Ordinary Affiliate Member of the AKR for whom the relevant discipline fee has been paid and is entitled to vote at the above meeting, as my proxy to vote on my behalf at the above meeting

My proxy is hereby instructed to exercise my vote as shown below.

If I have provided no instruction, the proxy may exercise my vote, at their own discretion.

Voting instructions to proxy holder:

.....
.....
.....

Signed: (Signature of member appointing Proxy)

Date:

Proxy forms must be delivered to the Secretary of the relevant Board, no later than 24 hours prior to the scheduled meeting time.

Annex 6.10 Application Form - Foreign Kendo Leaders Camp

APPLICATION FOR FOREIGN KENDO LEADER'S SUMMER SEMINAR. Year: _____

Date: _____

Day Month Year

STATE RENMEI : _____

- Note: (1) This application must reach AKR Kendo Board Secretary, by _____.
- (2) Please type or write clearly in block letters.
- (3) If you have more than 4 applicants, supply their information on an additional sheet.
- (4) Indicate if requiring grading on completion of camp.

Priority Number	Subsidy	Given Name	Family Name	Gender	Date of Birth D/M/Y (Age)	DAN	Home Address Telephone number Fax number E-mail Address	Occupation	Grading required
1									
2									
3									
4									

I hereby recommend the persons above for the Summer Seminar. Presidents Signature: _____

Annex 6.11 AKR Kendo Seeding Lists

The AKR Kendo Seeding Lists is a separate document and is available to members from Delegates of Affiliated State or Territory Associations.

Annex 6.12 AKR Kendo Score Sheets

AUSTRALIAN KENDO RENMEI - COMPETITION SCORESHEET

Date: _____

Event: _____

Scorer: _____

POOL	WINNER	PLAYER	Col	Score	Penalty	Col	Score	Penalty	Col	Score	Penalty
[]	[]	1	R						W		
		2	W			W					
		3				R			R		

POOL	WINNER	PLAYER	Col	Score	Penalty	Col	Score	Penalty	Col	Score	Penalty
[]	[]	1	R						W		
		2	W			W					
		3				R			R		

POOL	WINNER	PLAYER	Col	Score	Penalty	Col	Score	Penalty	Col	Score	Penalty
[]	[]	1	R						W		
		2	W			W					
		3				R			R		

POOL	WINNER	PLAYER	Col	Score	Penalty	Col	Score	Penalty	Col	Score	Penalty
[]	[]	1	R						W		
		2	W			W					
		3				R			R		

Annex 6.13 Dojo Lists & Contacts

Contact List

The AKR list of details and contact information for National Council Delegates, Executive Committee, the AKR Iaido, Kendo and Jodo Boards, State Renmei Office Bearers and details of affiliated associations is in a separate document that is emailed regularly to Delegates and Secretaries of Affiliates and to Board Chairpersons.

Dojo List

The AKR Dojo list is updated when changes are advised. The list is available to be viewed on the AKR website at www.kendoaustralia.asn.au.

Annex 6.14 Secret Ballot Forms

AKR Ballot Form

Candidate No.

1

2

3

4

AKR Ballot Form

Candidate No.

1

2

3

4

AKR Ballot Form

Candidate No.

1

2

3

4

AKR Ballot Form

Candidate No.

1

2

3

4

AKR Ballot Form

Candidate No.

1

2

3

4

AKR Ballot Form

Candidate No.

1

2

3

4

APPENDIX 6.17 Recommendations for Authority to conduct a recognised AKR dojo

There is a need to document fundamental requirements to enable the formation of a recognised dojo within the AKR to conduct kendo, iaido or jodo training.

The following guidelines are therefore recommended.

Instructor qualification.

- All currently active Club Instructors as at 1st October 2005 will continue to be recognised but are required to ensure they have all of the requirements listed in this document in place by 31st December, 2006.
- All clubs should be formed under the overall guidance or mentoring of an Area member holding the minimum of Godan level in the art being taught. When there is no Godan or higher member available the next highest level should fulfil this role in the interim.
- The recommended level of the Club Instructor is ideally Sandan level in the art being taught, however, in remote areas or where there is insufficient availability of senior Instructors the a minimum of Shodan within the art being taught and recognised by the AKR Grading System is acceptable.
- The Instructor should have a minimum qualification in Level 1 General Coaching Principles.
- The Instructor should attend a National or International Seminar in the art being conducted annually to ensure their person progression is in line with National/International standards.
- Approval for Instructor status for those below Sandan level is to be conducted by the Board responsible for the art in conjunction with recommendations from the State Renmei.
- Instructors should hold professional Indemnity Insurance for their own protection.
- Instructors should be open to advice from senior AKR members of the art being taught and invite attendance at club seminars to assist in special training from time to time.
- Club Instructors may invite technical assistance from their relevant Board when required.

Club Administration.

- The Club must have a satisfactory administration system in place to fully integrate the requirements of their State Renmei and requirements documented in the AKR Manual of Documents.
- The Club must operate under the relevant State Renmei Constitution.
- All members should be protected by the relevant State Government Code of Conduct and Safe Practises acts.
- The Club must administer all membership fees and documentation requirements within the time frames outlined in AKR and State Renmei Rules and Guidelines.
- A record of all injuries occurring during, or as a direct result from, training should be maintained by the Club Administration.
- All Gradings must be conducted in accordance with the AKR Manual of Documents

Dojo facilities.

- The dojo facilities must be safe and proper for the conduct of the relevant art being taught.
- Facilities must be protected by adequate Public Liability Insurance, preferably as part of a AKR or State Renmei Policy.
- Full details of the Club should be updated with the State Renmei and AKR Executive annually or whenever changes are made that warrant an update.
- A Safety Inspection of the dojo and equipment should be conducted by the Club Instructor prior to commencing any training and defects noted and rectified or precautions taken to protect members from suffering injury.

Membership Rules.

- New members must follow a specified Club Beginners course or induction period
- All new members are to be financial State Renmei Members within four weeks of commencing training.
- Records of Attendance at training should be maintained by the Club Instructor or Administrator and kept on file in the event of any legal challenge or Insurance Claims.

Club recognition

- The Club Instructor and Club Administration should be given due representation and support by the State Renmei.
- All Club instructors should be given support and recognition as an autonomous club providing they comply with the general direction of policy and procedures documented by the AKR Executive Committee, relevant Board and their respective State Renmei.
- A list of Approved Club Instructors should be maintained by the relevant State Renmei and the relevant Board kept informed.