

AUSTRALIAN KENDO RENMEI

MANUAL OF DOCUMENTS

SECTION One

Administration & Structure

Amended and effective 11 Feb 2024

Section 1 - Administration and Structure - Index

SECTION 1 - AKR ADMINISTRATION AND STRUCTURE	5
1.0 MISSION STATEMENT	5
1.1 INTRODUCTION	5
1.1.1 CONSTITUTION	5
1.2 COMPONENT BODIES AND FRAMEWORK	6
1.2.1 STRUCTURE	6
1.2.1.1 Structure Diagram	6
1.2.1.2 Communication Channel	7
1.2.2 NATIONAL COUNCIL	7
1.2.3 NATIONAL EXECUTIVE	7
1.2.4 AFFILIATED BODIES	8
1.2.5 BOARDS	8
1.2.5.1 Advisory Positions	9
1.2.5.2 Board Election Procedures	9
1.2.5.2.1 Voting procedures	10
1.2.6 FUNDING	12
1.2.6.1 Equalisation of Transport Costs to attend Meetings of AKR National Council	13
1.2.7 PAYMENT OF ACCOUNTS AND REIMBURSEMENT OF FUNDS SPENT ON BEHALF OF THE AKR	13
1.2.7.1 Accountability Principles	13
1.2.7.2 Procedure for Payment of Grade and Membership registration by AKR Affiliates	14
1.3 DIRECTORY	15
1.4 MEMBERSHIP POLICIES FOR COMPETITION AND GRADING EXAMINATION ELIGIBILITY	15
1.4.1 AKR NATIONAL COMPETITIONS	15
1.4.2 GRADING EXAMINATIONS	16
1.4.3 APPEALS	17
1.5 DAN, KYU GRADING SYSTEM AND SHOGO	17
1.5.1 AUTHORITY TO CONDUCT GRADING EXAMINATIONS	17
1.5.2 FIK RULES	17
1.5.3 AKR STANDARD RULES FOR DAN AND KYU EXAMINATIONS	18
1.5.3.1 Standard Rules	18
1.5.4 GRADING APPLICANTS TO BE EXAMINED AT AN AKR NATIONAL GRADING EXAMINATION	18
1.5.5 FEES	19
1.5.6 REGISTRATION OF RESULTS	19
1.5.6.1 Lodging of Registration	19
1.5.6.2 Treatment of late Registrations	19
1.5.6.3 Issuing of AKR Dan Grade Certificates	19
1.5.7 APPLICATION TO BE EXAMINED AT AN OVERSEAS GRADING EXAMINATION	19
1.5.7.1 Grading Examinations Conducted by the All Japan Kendo Federation (AJKF) – 6 Dan to 7 Dan (and on special occasions 5 Dan).	20
1.5.7.2 Prefectural Grading Examinations in Japan –1 Dan to 5 Dan	21
1.5.7.3 Prefectural Grading Examinations in Japan – Kyu	21
1.5.7.4 Grading Examinations Conducted by Other Countries.	21
1.5.7.5 Failure to follow Exam Application Procedures	22
1.5.8 FOREIGN CANDIDATES AT AUSTRALIAN GRADING EXAMINATIONS	22
1.5.8.1 Former Members	23
1.5.8.2 AKR Members	23

1.5.9	MEMBERS OF AN FIK AFFILIATE ASSISTING AS EXAMINERS AT A GRADING EXAMINATIONS IN ANOTHER COUNTRY	23
1.5.10	SHOGO	23
1.5.10.1	Introduction	24
1.5.10.2	General Eligibility Requirements	25
1.5.10.3	Nominations - Renshi	25
1.5.10.4	Kyoshi	27
1.5.10.5	Procedures for AJKF Shogo Examinations	29
1.6	REGISTER OF MEMBERS	31
1.6.1	INTRODUCTION	31
1.6.2.	FORM OF THE REGISTER	32
1.7	FEE STRUCTURE	32
1.7.0	INTRODUCTION	32
1.7.1	MEMBERSHIP FEES	32
1.7.2	GRADING FEES	33
1.7.2.1	AKR Grading Application Fees:	33
1.7.2.2	AKR Grading Registration Fees *:	34
1.8	MEDIA, PROMOTIONS AND PUBLICATIONS	34
1.8.1	AKR ENDORSEMENT OF PUBLICATIONS	34
1.9	AKR PRIVACY POLICY	35
1.10	AKR INSTRUCTOR ACCREDITATION SCHEME (IAS) CURRENTLY UNDER REVIEW	36
1.10.1	AKR IAS ACCREDITATION LEVELS	36
1.10.2	TO BECOME AN AKR IAS ACCREDITED INSTRUCTOR	36
1.10.3	AKR IAS ACCREDITATION REQUIREMENTS	37
1.10.3.0	AKR Accredited Instructor Level 0.	37
1.10.3.1	AKR Accredited Instructor, Level 1.	37
1.10.3.2	AKR Accredited Instructor, Level 2.	37
1.10.3.3	AKR Accredited Instructor, Level 3.	38
1.10.4	FURTHER REQUIREMENTS	38
1.10.5	REQUIREMENTS FOR APPOINTED AKR COACH POSITIONS	39
1.11	FLAGS, BANNERS AND ADVERTISING AT AN AKR EVENT	39
1.11.1	PROTOCOL TO DISPLAY FLAGS	39
1.11.2	SPONSORSHIP	40
1.12	PRACTITIONERS FROM OVERSEAS, TRAINING AT AKR AFFILIATED DOJO OR CLUBS.	41
1.13	NATIONAL COUNCIL MEETING GUIDELINES	41
1.13.1	MOD CHANGE PROCESS	41
1.13.2	AGENDA ITEMS FOR NATIONAL COUNCIL MEETINGS	42
1.14	RECOMMENDATIONS FOR AUTHORITY TO CONDUCT A RECOGNISED AKR DOJO	42
1.15	LIFE MEMBERSHIP	44
1.15.1	RIGHTS	44
1.15.2	RESPONSIBILITIES	44
1.15.3	ELIGIBILITY GUIDELINES	44
1.15.4	REGULATIONS GOVERNING THE PROCESS OF NOMINATIONS, VOTING AND AWARDING LIFE MEMBERSHIP.	44
1.15.5	NOMINATIONS	45
1.15.6	PRESENTING THE MOTION.	45
1.15.7	VOTING ON THE MOTION.	45
1.15.8	AWARDING LIFE MEMBERSHIP.	45
1.15.9	REVOCATION OF LIFE MEMBERSHIP.	45

1.16 AKR'S INTEGRITY FRAMEWORK, CODE OF CONDUCT, REVIEW AND APPEALS	46
1.16.1 NATIONAL INTEGRITY FRAMEWORK	46
1.16.1.1 Safeguarding Children and Young People Policy	46
1.16.1.2 Member Protection Policy	46
1.16.1.3 Improper Use of Drugs and Medicine Policy	46
1.16.1.4 Competition Manipulation and Sport Gambling Policy	47
1.16.1.5 Complaints, Disputes and Discipline Policy	47
1.16.1.5.1 Alternative Dispute Resolution	47
1.16.1.5.2 Internal Hearing Tribunal Procedure	49
1.16.1.5.3 Internal Appeals Tribunal Procedure	53
1.16.2 CODE OF CONDUCT	54
1.16.3 REVIEW AND APPEALS POLICY	55
1.16.4 PERSONAL GRIEVANCES POLICY	55
1.16.5 INTEGRITY TRAINING AND EDUCATION	55
1.17 RECORD OF AMENDMENTS TO THE CONSTITUTION:	56
Document Control	66

SECTION 1 - AKR ADMINISTRATION AND STRUCTURE

1.0 MISSION STATEMENT

- The Australian Kendo Renmei 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; and
- 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 National 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.

1.1.2 MANUAL OF DOCUMENTS (MOD)

The Manual of Documents is a National Council endorsed manual of the AKR's rules and procedures and guides the operation of the AKR. All changes in the document must be approved by the National Council and the most up to date version published on the AKR website.

Where there are ambiguities, or rules and procedures are not explicit and required clarification, the following applies:

- a. the general 'intent' evident in the relevant section should inform any ambiguities;

b. the administrator of each of the relevant section of the MoD, i.e.:

- i. Section 1 – National Executive;
- ii. Section 2 – Kendo Board;
- iii. Section 3 – Iaido Board; and
- iv. section 4 – Jodo Board,

has the authority to decide on how the ambiguity is to be interpreted, or decide on the ultimate meaning of the relevant clause; and

- a. should the decision of the administrator in 1.1.2(b) be appealed, and the National Executive determines that the grounds for the appeal has merit to warrant a review, the matter must be referred to the National Council for ultimate determination.

1.2 COMPONENT BODIES AND FRAMEWORK

1.2.1 STRUCTURE

The Australian Kendo Renmei (AKR) 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 (Affiliated Bodies) (hereafter referred to as Affiliate(s), 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 AKR, 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 Affiliates.

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.

1.2.1.1 Structure Diagram

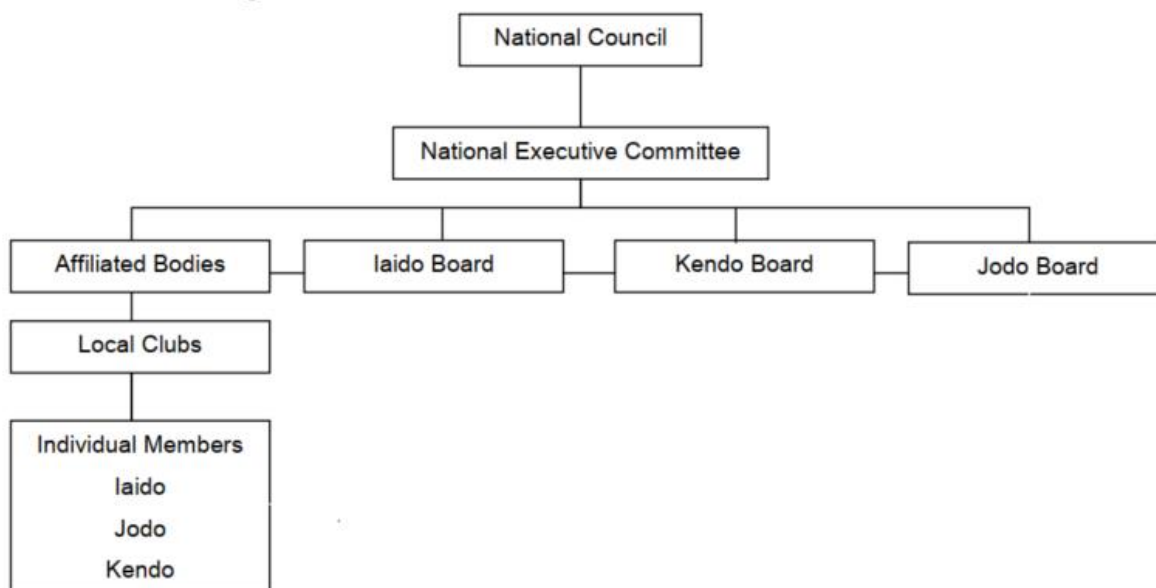


Figure 1 – Structure Diagram of the AKR Organisation

1.2.1.2 Communication Channel

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

1. Sent to the Affiliates by the AKR Secretary or Board Secretary.
2. Each Affiliate passes that on to their associated clubs.

Each club then passes the communication on to their members.

The reverse of that procedure is to be followed to communicate with the National Executive 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 Affiliate, with their recommendation or authorisation if such is required; and
3. The Affiliate 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.

1.2.2 NATIONAL COUNCIL

The National Council is the governing body of the AKR. 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 Affiliates, 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 Affiliates in the decision making process and may not directly reflect the interests of such members.

1.2.3 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.

The National Executive may be supported in their work through the appointment of additional non-official roles and advisors from time to time as determined necessary by the National Executive. The support roles may be advisory positions, sub-committees and support positions. These positions do not have any voting rights within the National Executive.

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

Appointment of 'official' roles that works closely with National government entities or National or International AKR affiliated external organisations (e.g. FIK or Australian Sports Commission), or is a paid position or contracted with financial remuneration must be approved by the National Council. Such positions include but are not limited to:

- Anti-Doping Officer
- National Integrity Manager
- Complaints Manager

As a general principle, a Position Description or Roles and Responsibilities document will be developed and distributed as part of a call-out to members for an Expression of Interest to fill these roles. Selection will be based on merit and suitability for the role.

1.2.4 AFFILIATED BODIES

The National Council may by Special Resolution grant affiliation to the AKR to any incorporated or unincorporated association or club in accordance with the rules covered in Article 4 of the Constitution. Each Affiliate 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.

1.2.5 BOARDS

The Kendo Board, Iaido Board and Jodo 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 Affiliates 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 Jodo 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 Jodo 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 will be conducted via an electronic ballot as defined in MoD section 1.2.5.2.

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 Chairperson 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.

1.2.5.1 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.

1.2.5.2 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.

The date for the closing of the ballot for the election must be announced 90 days before the date fixed for the closing of the ballot. Email from the AKR Secretary to the Secretary of the Affiliates is considered sufficient for this announcement.

Nominations of the candidates for election as a member of the AKR Kendo, Iaido or Jodo Board:

- (i) must be made in writing, signed by two Ordinary Affiliate Members of the Renmei who are registered for the Art the election is being held for and accompanied by the written consent of the candidate, and
- (ii) must be delivered to the Secretary of the Renmei not less than 45 days before the date fixed for the closing of the election ballots.
- (iii) Self-nominations will not be accepted.

All Ordinary Affiliate members who are current* members of the Renmei and are registered with the Renmei for the Art the election is being held for is eligible to vote.

** AKR membership registrar must have received the membership registration 45 days before the closing date of the ballot.*

Board elections will be conducted via electronic ballots and members must vote via the electronic ballots provided. The arrangements for all Board elections must be approved by in writing by the AKR Executive Committee.

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

1.2.5.2.1 Voting procedures

Conduct of electronic ballots.

Ballots

- (1) The AKR Officers must:
 - (a) cause the details of the matter on which the ballot is to be held to be set out in a statement, and
 - (b) fix the dates for:
 - (i) the giving of access to electronic ballot papers, to members, and
 - (ii) the closing of the ballot, and
 - (c) appoint a returning officer for the ballot.
- (2) Every ballot must be conducted by the returning officer appointed by the committee.

Returning officers

- (1) A member of the AKR or a person who is not a member of the AKR may be appointed as a returning officer.
- (2) Despite subclause (1), a committee member of the Board may not be appointed as a returning officer.
- (3) The returning officer may be assisted in the performance of his or her duties by any person (who would be eligible to be a returning officer) appointed by the returning officer.

Preparation of voting roll

- (1) The returning officer must prepare a roll of the full names, AKR number and email addresses of the members of the AKR who are eligible to vote. If email address is not available for a member eligible to vote, the Affiliate must ensure the member is instructed to contact the returning officer directly to arrange an alternative voting method.
- (2) A person whose name is on the roll is entitled to vote in the ballot, and no person is otherwise so entitled.

Electronic voting

- (1) This clause applies to a ballot for determination Board election that is to be conducted by means of electronic voting.
- (2) Electronic voting is to be by means of email or other electronic means determined by the committee.
- (3) Without limiting subclause (2), the other electronic means of voting may include requiring voters to access a voting website and to vote in accordance with directions contained on that website.
- (4) The returning officer must ensure that the form for the electronic ballot paper contains:
 - (a) instructions for completing the voting paper, and
 - (b) the question to be determined, and
 - (c) the means of indicating the voter's choice on the question to be determined.
- (5) The returning officer must, at least 14 days before the date fixed for the closing of the ballot, give each person entitled to vote:
 - (a) access to an electronic ballot paper, or to a voting website or electronic application containing an electronic ballot paper, that complies with this clause, and
 - (b) access to information about:
 - (i) how the ballot paper must be completed, and
 - (ii) the closing date of the ballot, and
 - (iii) if voting is by email—the address where the ballot paper is to be returned, and
 - (iv) if voting is by other electronic means, the means of accessing the electronic voting system and how the completed electronic ballot paper is to be sent to the returning officer.
- (6) Each person entitled to vote must vote in accordance with the instructions contained in the information.
- (7) If the ballot is a secret ballot, the returning officer must ensure that the identity of the voter cannot be ascertained from the form of the electronic ballot paper.
- (8) An electronic ballot paper must be sent to the returning officer no later than the close of the ballot.
- (9) The returning officer must ensure that all electronic ballot papers are stored securely until the counting of the votes begins.

Informal votes

- (1) A ballot paper of a voter who votes by means of electronic voting or in-person voting is informal if the voter has failed to record a vote in accordance with the information provided by the returning officer.
- (2) Despite subclause (1), if, in the opinion of the returning officer, a voter's intention is clearly indicated on a ballot paper for a in-person vote, the ballot paper is not informal merely because it contains an unnecessary mark.
- (3) If voting is carried out by electronic voting using a voting website or other electronic application (but not if voting is by email), the website or application is to provide a warning message to a person casting an informal vote that the proposed vote is informal.

Ascertaining result of ballot

- (1) As soon as practicable after the close of a ballot conducted by electronic voting, the returning officer must:
 - (a) review all information and reports about the electronic ballot, and
 - (b) reject as informal any votes that do not comply with the requirements of this Regulation, and
 - (c) ascertain the results of the electronic ballot.

Statement by returning officer

- (1) The returning officer must make out and sign a statement of the result of the ballot.
- (2) On the declaration of the returning officer of the result of the ballot, the committee must cause an entry to be made in the minute book showing the result of the ballot.
- (3) The returning officer must forward a copy of the statement to the President of the AKR who must announce the result of the ballot at the next Board general meeting.

Retention of ballot papers

- (1) The returning officer must retain:
 - (a) all records relating to electronic voting (whether formal or otherwise), and
 - (b) all rolls,
used in connection with the conduct of the ballot, in accordance with this clause.
- (2) The returning officer must retain those items in secure storage for a period of not less than 8 weeks after the date fixed for the closing of the ballot unless directed in writing by the AKR President to retain those items for a longer period.

1.2.6 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.

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

For meetings of AKR National Council, the travel costs of Delegates of Affiliates will be equally shared amongst all Affiliates. By using this method, no 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 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:

- National Executive 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.
- National Executive 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.

1.2.7 PAYMENT OF ACCOUNTS AND REIMBURSEMENT OF FUNDS SPENT ON BEHALF OF THE AKR

1.2.7.1 Accountability Principles

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 requests for payments or reimbursement made by the AKR must be authorised by the Chairperson and one other member of the relevant AKR Board, Committee or event sub-committee, prior to the payment being made. Reimbursements must be submitted to the AKR Treasurer on the AKR Expense Claim Form.

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.

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 National Officers. 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 National Executive. 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; and
- d) Details of the financial institution BSB and account numbers that the payment is to be directed to.

1.2.7.2 Procedure for Payment of Grade and Membership registration by AKR Affiliates

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. These are to be submitted to the registration@kendoaustralia.asn.au email.

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 available from the AKR Secretary or the State/Territory Secretary.

This Directory should contain the contact details for all bodies involved in the administration of Kendo, Iaido and Jodo in Australia.

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

Updated copies of the Directory are distributed to the Affiliates, Board and National Council Members with each update.

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 membership fees and registration have not been received by the Affiliate at the time of the event registration for a AKR National Competition is ineligible to participate in that event. New members will need to have a valid AKR number at the time of the event registration.

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 UniSport Nationals Div 1 Kendo competition need only to meet the criteria set by UniSport Australia.

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 AKR Affiliate members whose membership fee and registration have been received by the AKR Registrar by the time of the grading application and life members or a member of an overseas International Kendo Federation (FIK)¹ affiliated organisation are eligible to be examined at AKR and Affiliate's Grading Examinations. New members will need to have a valid AKR number at the time of the event registration.

All AKR life members and Affiliate members must maintain continuity of training² and membership for the entire period between grades and complete the total time-in-grade, as specified in the AKR Standard Rules for Dan and Kyu Examinations. 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 prior to the examination;
4. Complete the total time-in-grade as specified above; and
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.

For AKR Affiliate members whose current grade is unable to be verified by an International Kendo Federation (FIK) affiliate but 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 instructor's 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 Grading applications lodged by those belonging to overseas FIK affiliated organisations are subject to approvals by the AKR

² Special consideration will be considered by the AKR President for exceptional circumstances.

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 Affiliate.

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

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

Appeals must be submitted in writing and sent to the Chairperson 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 Affiliate 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 Affiliate 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 financial year, Affiliates are authorised to conduct or delegate exams for each of Kendo, laido and Jodo:

- Kyu exams as required. Kyu examinations, may be conducted by clubs in accordance to the "AKR Standard Rules for Dan and Kyu Examinations" (MoD Section 1, clause 1.5.3) and only with the prior written approval of the President of the relevant Affiliate; and
- No more than two Dan examinations up to and including 4 Dan.

In addition, in each financial year, the Kendo, laido and Jodo Boards are authorised to conduct:

- One examination up to 6 Dan, for their respective art at Australian Championship events; and
- One examination up to 6 Dan, for their respective art on special occasions, such as at seminars where visiting instructor 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 and the Kendo, Iaido and Judo Boards. Consideration must be given to the following criteria when accepting new rules for Grading Examinations.

- Whether the Affiliate can continue their development under the new rules (e.g. can they still facilitate and manage a Grading Examination Panel);
- Whether the new rules can be managed adequately by the National Executive;
- What ramifications do the new rules have on all Affiliates – particularly the smaller Affiliates;
- Only apply the rules to the art specified – do not apply them across all arts – as the development requirements are different; and
- 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

1.5.3.1 Standard Rules

The AKR Standard Rules for Dan and Kyu Examinations are contained in Section 6 of the MoD (Appendix 6.18).

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 National Executive, and enforced by the Affiliates.

1.5.4 GRADING APPLICANTS TO BE EXAMINED AT AN AKR NATIONAL GRADING EXAMINATION

Before members undergo an AKR National Grading Examination, they are required to complete a prescribed AKR Grading Application Form or alternative method, make payment as instructed, 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 each candidate and submitted to the members club/dojo management for approval;
- The Grading Application Form must be checked by club/dojo management for correctness, approved and signed by an authorised club/dojo instructor;
- The Grading Application Form is also to be approved by the applicant's Affiliate and should be retained by the Affiliate (for a period of at least 6 months after the cut-off date);
- A list of eligible candidates is then submitted by each Affiliate using the grading application submission template, to the National Executive according to the arrangements for each examination. The application forms are required to be retained and are not required to be sent to the AKR. Final eligibility checks will be conducted by the National Executive;
- National Executive will then provide details of all eligible candidates to the relevant Board and the host organisation and/or examining body, and also confirm with each Affiliate where applications have been received; and
- Grading applications that are submitted after the closing time must not be accepted.

1.5.5 FEES

The application component of the examination fee is retained by the relevant Affiliate or Board hosting the grading examination.

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 candidate's Affiliate to forward to the club or candidate.

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

1.5.6 REGISTRATION OF RESULTS

At the completion of the examination, 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 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 National Executive 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

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

Membership and current grade details must be checked and then confirmed by all signatories. Both Grading Application Forms and the copy of the current Dan or Kyu Certificate will also be checked for correctness by a National Executive, and all must also be authorised by the AKR President.

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

The application documents will be returned to the candidate with a letter of permission, so the

candidate may complete the application process themselves.

Late applications will not be considered. It is noted that 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 Affiliate. That advice should be forwarded to the AKR, including a copy of the Dan Certificate so that the AKR Register may be updated.

Payment of examination application fees for AJKF examinations, 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. Particularly the AJKF requires that all bank fees, both in Australia and Japan are to be paid by the candidate. Each candidate is responsible for transaction matters.

It is noted that kendo grading examinations are held during the World Kendo Championships. The FIK administers relevant matters.

Note that some examinations in Japan are not conducted by the AJKF, but by an affiliate. In such cases it is the candidate's responsibility to source and complete the correct application form.

1.5.7.1 Grading Examinations Conducted by the All Japan Kendo Federation (AJKF) – 6 Dan to 7 Dan (and on special occasions 5 Dan).

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 following application procedure is to be followed.

Candidates must:

- Complete **all** fields in full, on an AKR Grading Exam Application form. Ensure that the club/dojo instructor and an officer of the relevant Affiliate has also signed the form. (There are no fees payable to the AKR.);
- Complete **all** fields in full on the prescribed AJKF Grading Application form for 1-5 Dan, or 6-7 Dan or as provided by the AJKF;
- Provide an electronic copy of their current Dan certificate. In the case of an examination conducted by the AJKF, present the AJKF registration number on the AJKF form (only relevant for those who have successfully passed an AJKF examination and can be obtained from grading certificates issues by AJKF); and
- Email all the above documents completed in full and signed by all the required signatories to the President of the relevant Affiliate, to be forwarded on to AKR president and copy to the AKR secretary. Your application should arrive to the AKR no later than 28 days before the overseas application deadline.

By return email, the AKR will send you:

- The overseas organisations (or substitute) application form, that has been signed and approved by the AKR*;

- The copy of your dan certificate, authorised as correct*; and
- A letter of approval to be examined, from the AKR.*

*Note that all the above items are required by overseas examining organisations.

When you have received those documents, you may then proceed to send your application to the examining body.

1.5.7.2 Prefectural Grading Examinations in Japan –1 Dan to 5 Dan

The applicant should obtain the relevant grading application from the relevant club or prefectural association in Japan if possible. Members applying for examination must also comply with the rules for the grading examination of the organisation conducting the examination,

The following application procedure is to be followed.

Candidates must:

- Complete all fields in full, on an AKR Grading Examination Application form. Ensure that the dojo instructor and an officer of the relevant Affiliate have also signed the form. (There are no fees payable to the AKR.);
- Complete all fields in full on the relevant examining bodies application form. If the correct prefectural form is not available, use a prescribed AJKF Grading Application form for 1-5 Dan;
- Provide a photocopy of their current Dan certificate; and
- Email all the above documents completed in full and signed by all the required signatories to the President of the relevant Affiliate, to be forwarded on to AKR president and copy to the AKR secretary. Your application should arrive to the AKR no later than 28 days before the overseas application deadline.

By return email, the AKR will send you:

- The overseas organisations (or substitute) application form, that has been signed and approved by the AKR*;
- The copy of your dan certificate, authorised as correct*; and
- A letter of approval to be examined, from the AKR.*

*Note that all the above items are required by overseas examining organisations.

When you have received those documents, you may then proceed to send your application to the examining body.

1.5.7.3 Prefectural Grading Examinations in Japan – Kyu

Write to the AKR President via their Affiliate President to seek approval. The email should provide details of the grading. Your application should arrive to the AKR no later than 28 days before the overseas application deadline. AKR President will reply with approval and confirmation of the applicant's current grade.

1.5.7.4 Grading Examinations Conducted by Other Countries.

Results of Examinations conducted by other FIK member countries are recognised by the AKR, providing the below application procedure is followed and is accepted by the country concerned.

Candidates must:

- Complete all fields in full, on an AKR Grading Examination Application form. Ensure that the dojo instructor and an officer of the relevant Affiliate have also signed the form. (There are no fees payable to the AKR.);
- Complete all fields in full on the relevant examining bodies application form. If the correct prefectural form is not available, use a prescribed AJKF Grading Application form for 1-5 Dan or 6-7 Dan;
- Provide a photocopy of their current Dan certificate; and
- Email all the above documents completed in full and signed by all the required signatories to the President of the relevant Affiliate, to be forwarded on to AKR president and copy to the AKR secretary. Your application should arrive to the AKR no later than 28 days before the overseas application deadline.

By return email, the AKR will send you:

- The overseas organisations (or substitute) application form, that has been signed and approved by the AKR*;
- The copy of your dan certificate, authorised as correct*; and
- A letter of approval to be examined, from the AKR.*

*Note that all the above items are required by overseas examining organisations.

When you have received those documents, you may then proceed to send your application to the examining body.

1.5.7.5 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 FOREIGN CANDIDATES AT AUSTRALIAN GRADING EXAMINATIONS

A foreign candidate must 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; and

- A statement that the candidate has trained continuously for the required time.

1.5.8.1 Former Members

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

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, examination 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

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

1.5.10.1 Introduction

“Shogo” is a Japanese system of titles, which in Kendo, Iaido and Jodo is complementary to the Kyu and Dan Grading System and awarded by the All Japan Kendo Federation (AJKF), usually in recognition of an individual’s contribution to the development of an art in their community.

According to the AJKF “*Shogo Dankyui Shinsa Kisoku Shogo Dankyui Shinsa Saisoku*” issued in April 2020, there are three levels, each with varying time and Dan level and pre-requisites with the prescribed waiting periods¹:

- Rensh. For 6 Dan holders and above, a minimum of one year after receiving a 6 Dan, with a recommendation by an affiliated peer upon completion of relevant assessment requirements.²

- Kyoshi. For Renshi 7 Dan holders only, a minimum of two years after receiving a 7 Dan, with a recommendation by an affiliated peer upon completion of relevant assessment requirements. It is noted that the Renshi Shogo granted must be that from the AJKF and those granted by organisation other than the AJKF is not accepted by the AJKF for the Kyoshi examination.
- Hanshi. For Kyoshi 8 Dan holders only, a minimum of eight years after receiving an 8 Dan, with a recommendation by an affiliate upon completion of relevant assessment requirements.

AKR Shogo nominations are made by the nominees as described in 1.5.10.3, in recognition of both their technical ability and their support for the relevant art, therefore self-nomination from members will not be considered.

The nomination must be pertinent to the art for which the nomination is being made. The nominees activities in other arts, while may be supportive, cannot be used as the basis for a Shogo nomination in the art being specified.

Each year, a maximum of up to 9 Renshi candidates, will be recommended by the AKR – up to 3 candidates in each art.

For Kyoshi, a maximum of 3 candidates will be recommended each year.

In cases where an art does not have 3 candidates for recommendation, more than 3 candidates from another art maybe recommended by the AKR President to make up a total of 9 nominations across 3 arts.

The decision of which candidates are selected beyond the 3 per art is determined by the order of preference sent to the AKR President. If it is a selection between 2 arts, the selection will be made at the President's discretion.

EXAMINATIONS

There are spring and autumn Kyoshi and Renshi examinations held by the AJKF each year, which are also available for members of the AKR and FIK affiliates.

The AKR will submit recommendations to the AJKF for the November examination of Shogo candidates only.

The Australian Kendo Renmei (AKR) is invited by the AJKF to recommend suitable candidates for the below listed Shogo examinations.

awards such as Renshi and Kyoshi. The recommendation procedure to be approved for examination by those organisations will follow the same principles as for the AJKF and AKR examinations.

¹ The waiting periods stated are those satisfying relevant AJKF requirements. In case of 6 Dan for instance, it has generally been accepted by the AJKF as long as the Shogo examination date is in the same month as the date of 6 Dan grading examination date 12 months or more prior to the Shogo examination date.

² The AJKF guideline is intended to provide an opportunity to grant Shogo for those who hold 5 dan more than 10 years but have no intention to take examination for 6 dan due to health problem or age or motivation etc. Therefore, one who granted Renshi would not take 6 dan examination. **The decision to offer Renshi to those in this situation is at the absolute discretion of the AJKF.**

RENSHI

- The language used for an essay must be either Japanese or English for Kendo.
- For Iaido and Jodo, an essay must be Japanese only.

KYOSHI

- For Kendo Kyoshi only. This examination is an English language examination.

It is noted that other International Kendo Federation (FIK) affiliates may also offer examinations for

1.5.10.2 General Eligibility Requirements

AKR members for Shogo Examinations must meet or exceed the prescribed criteria.

The eligibility requirement for an AKR member to be considered by the AKR for recommendation to be examined for Shogo by the AJKF or any other FIK affiliate, are those who:

- are current AKR financial or life member registered under the relevant art;
- practice the relevant Art on a regular basis;
- are an AKR member of good standing (i.e. not currently under investigation or disciplinary actions or have past history of issues of concern);
- currently reside in Australia, have done so for the past 3 years and will continue to reside in Australia for further 12 months; and
- AKR members who are temporarily registered under an overseas FIK affiliated body must not apply for the AJKF Shogo title with another country.
- for Renshi, members have held 6 Dan (or higher) for a minimum period of one year prior to the date of the Shogo Examination or those who are over 60 years of age and hold a 5 Dan for over 10 years.³
- for Kendo Kyoshi, members have held a Kendo Renshi and Kendo 7 Dan for a minimum period of two years prior to the examination date.

1.5.10.3 Nominations – Renshi

The nomination of members to be considered for Renshi will follow in principle, the below process.

1. Prior to or upon receiving the invitation from the AJKF, the AKR Executive Committee (EC) advises Affiliates and those eligible to make nominations of the examination details and invites nominations for candidates to be examined for Renshi.
2. Nominations may be submitted by –
 - a. any member who holds Renshi or above in the same art as the member being nominated;
 - b. A President of an AKR state affiliate;
 - c. The President of the AKR.
3. Nominations are to be made using the provided nomination form, completed in full including reasons to support the nomination.
4. Incomplete nominations may not be proceeded with.
5. Nominations are sent to the AKR Secretary according to the schedule as advised each year.
6. A copy of the nominees relevant art resumé must be sent by the nominator with the nomination.

³ The AJKF guidelines is intended to provide an opportunity to grant Shogo for those who hold 5 dan more than 10 years but have no intention to take examination for 6 dan due to health problem or age or motivation etc. Therefore, one who granted Renshi would not take 6 dan examination. **The decision to offer Renshi to those in this situation is at the absolute discretion of the AJKF.**

7. Nominations for Renshi are then assessed by the National Executive in the first instance to confirm that the information provided on the form has satisfied the general eligibility requirements and are an AKR member of good standing.
8. Eligible nomination details accompanied by the already provided resumè are sent by the AKR President to the relevant Board requesting them or to appoint a Shogo Assessment Panel to evaluate the candidate's suitability to be invited to apply for Renshi and then advise the AKR President of the evaluation outcome.
9. The Shogo Assessment Panel/s conducts their evaluation, then advise the AKR President of their decision/s including –
 - a. Advising that the assessment task is complete;
 - b. Advising if any nominations were found worthy, or not.
 - c. Provide a list of any approved nominee/s.
10. For each approved nominee, the Shogo Assessment Panel must provide written comments on how each of the various AJKF criteria has been met for each nominee.
11. The AKR President "invites" the "approved nominee/s" to apply for AJKF Renshi. At that time the President also sends to the nominee/s the AJKF instructions and documents and advises nominee/s of the AKR closing date for submissions. Nominee/s provide the requested examination items to the AKR President, by the previously advised AKR closing date.
12. The AKR President writes a recommendation letter for each nominee, addressing the criteria required by the AJKF as provided by the Shogo Assessment Panel and also relying on the previously sent art resumè.

1.5.10.3a Evaluation to meet the AJKF Eligibility for Renshi recommendation

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.
3. Those with common sense in their social life and possess great discernment and live sound life.
4. Those who currently practice the art relevant to the nomination regularly.
5. Those who have played a leading role the art relevant to the nomination in Australia.
6. Those who have regularly attended official seminars organised by the FIK and/or FIK affiliates.
7. Those recognised as having sufficient knowledge relevant to the nomination, including, among other things, kata, refereeing and coaching methods and other competencies necessary for Renshi.
8. Those whom the President of the organisation can guarantee as having sufficient knowledge and competence.
9. Those who have lived in Australia and have been a registered member of the AKR at least 1 year and who will live in Australia and will be a registered member of the AKR at least 1 year from now.

** The waiting periods stated are those satisfying relevant AJKF requirements. It has generally been accepted by the AJKF that as long as the Shogo examination date is in the same month as the date of the 6 Dan grading examination 12 months or more prior to the Shogo examination.*

1.5.10.3b AKR Assessment Criteria for Renshi Recommendation

For members who have met all the General Eligibility Requirements and the basic AJKF Conditions for Renshi Recommendation, the relevant Board-appointed Assessment Panel will evaluate the candidate against the

AJKF Conditions for Renshi recommendation (1.5.10.3a) assessing their:

- a. technical expertise;
- b. leadership qualities and character; and
- c. their contribution to the AKR community relevant to the Shogo nomination being made.

This assessment will consider the depth of the candidate abilities, experience, character and contributions and rank the candidates according to the assessment for recommendation.

Assessment will be conducted by a Shogo Assessment Panel consisting of either:

- a. Board members of the relevant Art being assessed;
- b. Three to five senior members selected by the relevant Board who hold an equivalent or higher Shogo level for the art being assessed; or
- c. A panel of 5 consisting of a combination of Board members of the relevant Art being assessed, and senior members selected by the relevant Board who hold an equivalent or higher Shogo level for the art being assessed.

The panel will consist of those who are best informed to undertake the assessment and make a decision to recommend suitable candidates and do so in a fair and unbiased way.

The Shogo Assessment Panel takes the following considerations into account:

- Whether candidates have made a contribution as instructors to the continued skill development of members at local, state/territory and national levels;
- Whether candidates have been involved considerably in leadership development at local, state/territory and national levels;
- Whether candidates have made a contribution to the planning, implementation and management of seminars and training programs at local, state/territory and national levels;
- Whether candidates have regularly attended and participated in annual national seminars and championships;
- Whether candidates have participated in shinpan duties at state and national championships; and
- Whether candidates have attended and participated at national and affiliate examinations when required by the Board and/or Affiliates.

Each Board may establish a detailed assessment criteria that aligns with this section. This must be available for review by candidates upon request or included in the Board-specific section on the MOD.

1.5.10.4 Kyoshi

Kendo

An English language examination for the title of Kendo Kyoshi is available to members of FIK affiliated organisations. The examination is conducted by the AJKF in Japan during May and November of each year. In general, the AKR is invited by the AJKF to submit recommendations for the November examination of Kyoshi candidates only.

Upon receiving the invitation from the AJKF, the AKR advises Affiliates of examination details. Candidates for Kyoshi are evaluated on a nomination basis. The AKR Secretary must receive prescribed nominations forms from eligible nominators for Kyoshi candidates.

Nominations for Kyoshi are assessed by the National Executive in the first instance to confirm basic eligibility. Following that, the Kendo Board-appointed panel will evaluate the candidate and advise the AKR President of the evaluation outcome. The AKR President will then submit recommendations to the AJKF. Upon receiving acceptance advice from the AJKF, the AKR will authorise the candidates to attend the examination with an individual recommendation letter for each candidate from the AKR President.

Iaido and Jodo

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

1.5.10.4 a. AJKF Conditions for Kendo Kyoshi recommendation

The conditions established by the AJKF for Kyoshi recommendation in Kendo are:

- Those who have been awarded a Renshi by the AJKF in accordance with the AJKF Shogo Examination standard.
- Those who received 7 Dan 24 months* or longer before the date of the AJKF Shogo Examination.
- Those who have achieved a mature level of mastery and developed a sufficient theoretical and practical understanding of general aspects of Kendo, and those with common sense in a social life.
- Those who currently practice regularly.
- Those who have played a leading role and made a significant contribution at a national level and possess great discernment and live a sound life.
- Those who have sufficient knowledge of refereeing and coaching methods and apply them to practice on a regular basis.
- Those who have regularly attended official seminars and relevant events organised by the FIK and/or FIK affiliates.

b. AKR Criteria for Kyoshi Recommendation

For members who have met all the General Eligibility Requirements and the basic AJKF Conditions for Kyoshi Recommendation, the relevant Board-appointed panel will evaluate the candidate against the AJKF Conditions for Kyoshi recommendation (1.5.10.4a) assessing their:

- a. technical mastery;
- b. leadership qualities and character; and
- c. their contribution to the AKR community relevant to the Shogo nomination being made.

This assessment will consider the depth of the candidate abilities, experience, character and contributions and rank the candidates according to the assessment for recommendation.

Assessment will be conducted by a Shogo Assessment Panel consisting of either:

- a. Kendo Board members;
- b. Three to five senior members selected by the Kendo Board who hold an equivalent or higher Kendo Shogo level; or
- c. A panel of 5 consisting of a combination of Kendo Board members and senior members selected by the relevant Kendo Board who hold an equivalent or higher Kendo Shogo level.

The panel will consist of those who are best informed to undertake the assessment and make a decision to recommend suitable candidates and do so in a fair and unbiased way.

The Shogo Assessment Panel takes the following considerations into account:

- Whether candidates have been recognised as having knowledge which is sufficiently demonstrated for consideration for Kyoshi;
- Whether candidates have made a significant contribution as instructors to the continued skill development of members at local, state/territory and national levels;
- Whether candidates have been actively involved considerably in leadership development at local, state/territory and national levels;
- Whether candidates have made a significant contribution to the planning, implementation and management of seminars and training programs at local, state/territory and national levels;
- Whether through considerable years of effort, the candidates have made significant contributions to a wide range of kendo community in Australia;
- Whether candidate's contributions have been recognised by the relevant State or Territory affiliate for recommendation;
- Whether candidates have regularly attended and participated in annual national seminars and championships continuously;
- Whether candidates have regularly participated in shinpan duties at state and national championships; and
- Whether candidates have regularly attended and participated at national and affiliate examinations when required by the Board and/or Affiliates.

1.5.10.5 Procedures for AJKF Shogo Examinations

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

Candidates are evaluated on a nomination basis and are assessed by the National Executive in the first instance to confirm basic eligibility. Following that, the relevant Board-appointed Review Panel will evaluate the candidate and advise the AKR President of the evaluation outcome. The AKR President will then contact the successful candidates and supply information regarding deadlines, costs and documentation required, which will include the essay topic (Iaido and Jodo essays must be translated in Japanese).

Upon receiving the required documentation from the candidate, the AKR President will then sign and stamp (AKR seal) all documents and include a letter of recommendation and send to the AJKF.

Stage 1 – Nominations

The National Executive is advised by the AJKF of relevant Shogo examination details. The National Executive manages the relevant selection process within the AKR jurisdiction only. It should be noted that the requirements stipulated by the AJKF may change with a short notice. The procedure closing dates will be advised each year. Late responses from nominators and nominees will not be accepted. The nomination procedure will be followed on a staged basis in the following sequence.

1. The National Executive receives a Shogo invitation from AJKF.
2. As soon as practicable, the National Executive advises the Affiliates and the Boards of the Shogo invitation with:

- a. an exhaustive list of potential eligible nominators (i.e. 6 Dan Renshi and 7 Dan Renshi/Kyoshi members registered in each Affiliate);
 - b. an exhaustive list of possible Shogo examination candidates (nominees);
 - c. relevant Shogo Nomination Form; and
 - d. instruction and cut-off date for receiving nominations.
3. National Executive (CC Boards) sends the identical nominee list, form and instructions to eligible nominators, and requests nominations from eligible nominators. Nominators can make a multiple number of nominations, including interstate nominees.
 4. Nominators forwards a copy of the completed Shogo Nomination Form to the National Executive by the prescribed date.
 5. The nominators are provided with a confirmation of receipt of the nomination but are not provided further updates thereafter. National Executive reviews the nominations to confirm the requirements outlined in 1.5.10.2 General Eligibility Requirements are met. National Executive will confirm with the Affiliates if there's anything that might preclude the potential candidate from nomination.
 6. The eligible nominees are contacted by the President and invited to complete a nominee form should they wish to proceed as a candidate.
 7. Ineligible nominees will not be contacted.

Stage 2 – Evaluation

Each Board for the relevant art must appoint a Shogo Assessment Panel consisting of 3 - 5 peer members who hold an equivalent or higher Shogo level selected by the relevant Board. New panel is constituted for each round of Shogo. The panel will consist of those who are best informed to undertake the assessment and make a decision to recommend suitable candidates and do so in a fair and unbiased way. Renshi evaluations are undertaken by a panel of either Renshi or Kyoshi panellists, and for Kyoshi evaluations a panel of Kyoshi panellists for the relevant arts. Care should be taken in selecting the panellists to avoid any bias and to ensure the evaluations will be conducted fairly.

Any Board members who are nominated must not be involved in the appointment of panellists. If more than two members of a Board are nominated, suitably qualified persons (e.g. National Executive members) must be involved in the selection of the Shogo Assessment Panel panellists.

1. The National Executive forwards both the Shogo Nomination Form and the Nominee Form to the Chairperson of the relevant Board who will manage the procedural matters of the evaluation the Shogo Assessment Panel.
2. Each of the Shogo Assessment Panel assesses the nominations using the prescribed assessment forms and makes recommendations to the National Executive, listing each candidate in order of merit. The Board will provide constructive feedback for all unsuccessful candidates to the National Executive.
3. The President of the AKR will ensure there is no information that would adversely affect the nomination and must be satisfied that the recommended members meet all the above criteria and can then guarantee they have sufficient knowledge and competence.
4. The National Executive will contact unsuccessful candidates in writing to provide the feedback from

the relevant Board.

Stage 3 – Examination Process

The AJKF require an individual recommendation letter for each candidate from the AKR President. That letter must include specific information, which is captured in the Nominee Form and the Shogo Assessment Panel recommendation to the National Executive.

Information required by the AJKF typically will include:

- a) A brief statement of how the candidate meets each of the AJKF eligibility criteria.
 - b) Positions held (present and past) by the candidate in the AKR or affiliate structure.
 - c) A list of major activities by the candidate in Kendo, Iaido or Jodo activities to date.
 - d) Accomplishments as a leader/mentor and/or a referee achieved by the candidate.
 - e) A record of attendance by the candidate at official FIK and FIK affiliate seminars and at AKR seminars, particularly where an AJKF delegation has attended as instructors.
 - f) Reasons for recommendation.
1. Upon receiving and assessing the Shogo Assessment Panel recommendations, the AKR President finalises the recommendations for submission to the AJKF.
 2. The AKR President will advise successful nominees of relevant information required for their respective Shogo.
 3. Those selected will be required to forward their applications to the AKR President according to the AKR and AJKF instructions.
 4. The AKR President will forward the applications to the AJKF according to the procedure as advised by AJKF.

Stage 4 – Award Decision

The AKR President will be informed of the success of nominees, who will then contact those who have passed.

Art specific assessment criteria can be found in relevant art-specific sections of the MoD as an addendum.

1.6 REGISTER OF MEMBERS

1.6.1 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 Affiliate and Club administrations. The accuracy and usefulness of the Register obviously depend on the diligence of Affiliate and Club administrators in supplying and updating this information. The AKR Secretary is responsible for maintaining the register.

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 Affiliates.
2. Last Year's List consisting of records for all those members for whom membership fees were received for that year.
3. Grading Register consisting of all previous grading results for past and present members. These Records are updated as results of Grading Examination held during the year are registered. Copies of all Grading Results, Membership renewals and New Members information as received from the Affiliates 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 single annual Membership Fee that covers insurance and all three arts. (N.B. Member must be registered for all Arts being practiced).

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.

1.7.1 MEMBERSHIP FEES

All existing members who are actively training must pay their membership fee at the beginning of the financial year.

All beginners are required to be registered as an affiliate Club member and must become a financial AKR member immediately after week 12 from the start of their training. To be considered a financial member, the membership application and associated fees must have been received by the Affiliate.

N.B. To be eligible to compete in a national-level competition or to be eligible for a grading examination, the applicant must have a valid AKR number, and have paid their membership fees for that financial year to their Affiliate by the time of submitting their grading application or competition registration.

Annual Membership:

- Ordinary Affiliate Member (Adult): \$55 per year.
- Junior Affiliate Member (* See note): \$35 per year.

** "Junior Affiliate Member" means a financial member of an Affiliate who is younger than eighteen (18) years of age or whose eighteenth (18th) birthday occurs on or after the first day of the current Membership Year and for whom an Affiliate has paid affiliation fees to the AKR and such fees have been received by the AKR.*

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

Half Annual Membership:

- Ordinary Affiliate Member (Adult): \$45
- Junior Affiliate Member (* See note): \$25

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:

- Are payable before the member attempts a Grading Examination.
- Affiliates may set their own Grading Application fees.
- May be retained by the body (either the AKR or an Affiliates) conducting the Examination.
- Fees for national grading set by the AKR are as shown in Table 2.

Table 1 – AKR Grading Application Fees

Grade		Senior	Junior*
Kyu		\$10.00	\$5.00
Dan	Shodan	\$25.00	\$10.00
	2 Dan	\$30.00	\$15.00
	3 Dan	\$35.00	\$20.00
	4 Dan	\$40.00	Not Applicable
	5 Dan	\$45.00	
	6 Dan	\$55.00 for Iaido and Jodo only. (See Clause 1.5.1)	

** "Junior Affiliate Member" means a financial member of an Affiliated Body who is younger than eighteen (18) years of age or whose eighteenth (18th) birthday occurs on or after the first day of the current Membership Year and for whom an Affiliate has paid affiliation fees to the AKR and such fees have been received by the AKR.*

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 shown in Table 3.

It should be stressed that relevant registration fees must be paid 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.

Table 2 – AKR Grading Registration Fees

Grade		Senior	Junior*
Kyu		\$20.00	\$10.00
Dan	Shodan	\$35.00	\$20.00
	2 Dan	\$45.00	\$30.00
	3 Dan	\$55.00	\$35.00
	4 Dan	\$75.00	Not Applicable
	5 Dan	\$100.00	
	6 Dan	\$150.00 for Iaido and Jodo only	

* "Junior Affiliate Member" means a financial member of an Affiliate who is younger than eighteen (18) years of age or whose eighteenth (18th) birthday occurs on or after the first day of the current Membership Year and for whom an Affiliate has paid affiliation fees to the AKR and such fees have been received by the AKR

1.8 MEDIA, PROMOTIONS AND PUBLICATIONS

1.8.1 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 National 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, grade registration and for voting purposes. 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 Affiliates for the purpose of:

- identification,
- recording membership,
- registering grades,
- establishing eligibility for examination,
- competition and event attendance,
- communication,
- for the purpose of disclosing the identities of members who are sanctioned under AKR's policies, and
- for voting.

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

INFORMATION COLLECTED

The AKR and Affiliates 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 Affiliates 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, Iaido and Jodo activities, except with prior consent.

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

- Officers of the Affiliates that registered a member.
- Officers of other AKR Affiliates.
- Officers of the AKR.
- Members of the AKR Kendo, Iaido and Jodo Boards.
- The auditors of AKR finance reports.
- Sport Integrity Australia and the National Sports Tribunal
- 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) CURRENTLY UNDER REVIEW

**** The AKR Instructor Accreditation Scheme is currently under review**** All instructors listed below will have their accreditation extended to 30th June 2021 provided that the instructors agree to commit to the Code of Conduct previously signed.

In 2021 the AKR are implementing an Instructor, Coach & Officiator (ICO) development framework for use consistently across Kendo, Iaido and Judo. This will replace the current Instructor Accreditation Scheme (IAS) effective immediately which has been in place since 2007.

1.10.1 AKR IAS ACCREDITATION LEVELS

The AKR IAS has four levels for each of Kendo, Iaido and Judo. (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, Iaido and Judo 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	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

		Principles Course								
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 UniSport Nationals Div 1 kendo competition.

1.11.1 PROTOCOL TO DISPLAY FLAGS

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

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).
- If the venue does not allow for the display of the flag and AKR house banner, the AKR house 'pull-up banner' should be used in isolation.
- 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
11 Princess Street
COBURG NORTH VIC 3058

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. Sponsorship agreements for AKR national events

and activities must be approved by the AKR President.
(Note also - 1.11 Flags, banners and advertising at an AKR Event)

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 Affiliate, the AKR and join the AKR personal accident insurance cover scheme. They must have their own Travel Insurance or arrange insurance with our Insurance Broker on a case-by-case basis for any period they are not registered with the AKR as a member but participating in training, activity and events.

1.13 NATIONAL COUNCIL MEETING GUIDELINES

1.13.1 MOD CHANGE PROCESS

Any changes to the MOD require approval by the National Council and must follow the below process to ensure ample time for review by the National Council. Following the below process will also ensure the National Council discussions are brief and decisions are made swiftly at meetings.

If the changes are for sections 2, 3 or 4, the proponent should discuss the changes with the relevant Board. The Board will:

- Ask for current Word version of the relevant section from the AKR Secretary.
- Track-change proposed changes and send to AKR Secretary minimum 6 weeks before National Council meeting (AKR will send to National Council 5 weeks before meeting). If any of the National Council delegates do not agree or have concerns, they should have a discussion with the relevant Boards and try and come to an agreed position.
- The final draft (track-changed) document needs to be submitted to the AKR Secretary minimum 2 weeks prior to the National council meeting for distribution to the National Council.
- National Council meeting process should be to simply accept or reject the changes, and the item will be dealt with in Agenda Item '*MOD changes*'.

If the changes are not in section 2, 3 or 4, the proponent should discuss with the AKR Executive to seek guidance on who should be consulted. If the changes require broad consultation, that should occur well in advance of the National Council meeting. The process and the timeframes for submitting changes to the AKR and distribution to the National Council are as per below:

- Proponent to submit detailed background on the MOD section for discussion to AKR minimum 6 weeks prior to NC meeting.
- AKR will submit the details provided to the National Council 5 weeks prior to National Council meeting.
- National Council members are to discuss the changes on-line (email or relevant discussion forum), consult relevant members and aim to reach consensus on the matter.

- Proponent to track-change proposed changes and send to AKR Secretary minimum 2 weeks before National Council meeting (AKR will send to National Council 2 weeks before meeting).
- National Council meeting process should be simply to accept or reject the changes and will be dealt with in Agenda Item 'MOD changes'.

There may be cases where the topic requires discussion at the NC meeting. In this case, the topic will be added to the agenda as a separate item.

1.13.2 AGENDA ITEMS FOR NATIONAL COUNCIL MEETINGS

Agenda Items for National Council meeting should be submitted to the AKR Secretary minimum 6 weeks prior to the NC meeting and should detail:

- a. Detailed background (impacts and benefits, consultation)
- b. Outcome desired
- c. Clearly outline what is being proposed

The AKR Secretary will distribute item to the National Council delegates to consider and consult their members (5 weeks prior to the NC meeting).

Where possible and appropriate, National Council discussions may occur before the meeting via online platforms (email or relevant discussion forum) to expedite outcomes and ratification at the National Council meeting.

Final position / proposal must be submitted to the AKR Secretary minimum 2 weeks prior to National Council meeting for distribution to the National Council.

1.14 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 to be enforced by States or Territories.
Instructor qualification.

- All currently active Club Instructors as at 29th October 2019 will continue to be recognised but are required to ensure they have all of the requirements listed in this document in place by 30th June 2020.
- 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, 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 AIS Community Coaching General Principles and have signed and provided a copy of the AKR INSTRUCTORS' CODE OF BEHAVIOUR AGREEMENT to the AKR.
- The Instructor should make concerted effort to 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 or Territory Renmei.
- Instructors are required to be current financial or life member of the AKR so as to be covered under the AKR professional Indemnity Insurance.
- If children are participating in the activities of the dojo, the instructor/s will meet the requirements of the relevant state or territory Working with Children Check laws.
- 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/Territory Affiliate and requirements documented in the AKR Manual of Documents and Policies.
- The Club must operate under the relevant State/Territory Affiliate Constitution.
- All members should be protected by the relevant State Government Code of Conduct and Safe Practices acts.
- The Club must administer all membership fees and documentation requirements within the time frames outlined in AKR and State/Territory Affiliate Rules and Guidelines.
- A record of all injuries occurring during, or as a direct result from, training should be maintained by the Club Administration. Injuries requiring medical treatment (doctor or hospital visit) must be reported to the National Executive.
- 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/Territory Affiliate 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 AKR members within 12 weeks of commencing training or completion of a beginners' course.
- 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/Territory Affiliate.
- 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 National Executive, relevant Board and their respective State/Territory Affiliate.
- A list of Approved Club Instructors should be maintained by the relevant State/Territory Affiliate and the relevant Board kept informed.

1.15 LIFE MEMBERSHIP

This procedure outlines the process of awarding an Honorary Life Member

1.15.1 RIGHTS

- Same rights as ordinary affiliate member.
- Exempt from annual membership fees.
- Exempt from annual art fees.
- Recognised as an affiliate member of the state of current membership or of residence.
- Will be noted on the Honour List of the AKR.

1.15.2 RESPONSIBILITIES

- Will not bring the AKR into disrepute.
- Will not act to cause damage to the AKR in any way.

1.15.3 ELIGIBILITY GUIDELINES

1. Has been a financial affiliate member of the AKR for a period of 20 years.
2. Has made an outstanding and sustained contribution to the development or function of the AKR or of the arts of Kendo, Iaido or Jodo at state and/or (preferably) national level.
3. Has acted as a role model to other members of the AKR and/or the wider community in furthering the study of Kendo, Iaido or Jodo or the aims of the AKR.
4. Must reside in Australia. A Life Member living in another country and registered as a member of a FIK Affiliate will not be recognised as an AKR member - the membership that will be recognised is for the national organisation of the country that the member resides in.

1.15.4 REGULATIONS GOVERNING THE PROCESS OF NOMINATIONS, VOTING AND AWARDING LIFE MEMBERSHIP.

- No Affiliate or Board may nominate more than one (1) affiliate member for life membership in any twelve (12) month period.
- No more than three (3) life memberships may be awarded in any one (1) year.
- There is no requirement to award a life membership in any year whether nominations are received or not.

1.15.5 NOMINATIONS

- May be made by any member of the National Council of the AKR or any Affiliate's President.
- Must be seconded by a member of the National Council of the AKR.
- Must answer the eligibility criteria.
- Must include an accompanying statement citing examples of ways in which the nominee's contribution has been outstanding.
- Is to be made on the prescribed form. (See MOD Section 6 – 6.17 Honorary Life Member nomination form).

1.15.6 PRESENTING THE MOTION.

- A correctly prepared nomination is to be presented to the National Council AGM. This item is to be prepared in advance and submitted to the secretary of the AKR by the appropriate time to be included on the agenda of the meeting.
- In preference the October meeting of the National Council would be most appropriate due to time constraints at the Easter meeting and to ensure fullest attendance. This would also allow presentation of an award at the next national event relevant to the recipient.
- If the nominee is a member of the National Council, they will absent themselves from the discussion at this time.
- The nominator will speak to the motion by reading the citation. Debate on the nomination will then be invited both for and against.

1.15.7 VOTING ON THE MOTION.

- Voting will be by secret ballot.
- Each member of the National Council may make one personal vote only.
- The vote may be for the motion, against the motion or abstaining.
- The vote will be considered carried if an 80% absolute majority is achieved in the affirmative.
- Abstentions will not modify the absolute majority required.

1.15.8 AWARDING LIFE MEMBERSHIP.

- A Life Membership will be awarded at the next appropriate annual national event. This will be either during the Australian Kendo Championships or the Australian Iaido and Jodo Championships. Where the award is relevant to both events, it may be made at both events.
- The award shall be presented by the President of the AKR.
- The award shall be in the form of a memento as decided from time to time.
- The award shall be presented after the citation has been read to the assembled members.
- If the presentation is to be made at both national events, the award will be presented only once but the citation will be read at both events.

1.15.9 REVOCATION OF LIFE MEMBERSHIP.

- If the Life Member acts in such a way as to bring the AKR to harm or into disrepute, then means will exist to revoke the Life Membership if it is felt necessary.

- In the event that the harm caused to the AKR is considered to be inexcusable, a special resolution to rescind the award may be proposed. The special resolution is to be presented to the National Council of the AKR via the mechanism established in the manual of documents. For obvious reasons there may be need for these proceedings to be held and kept confidential so as not to prejudice any other recourse or proceeding felt necessary.
- The mechanism for considering and voting on the motion will be as for special resolutions as established in the MOD.

1.16 AKR'S INTEGRITY FRAMEWORK, CODE OF CONDUCT, REVIEW AND APPEALS

The AKR has adopted a suite of policies to ensure Kendo, Iaido and Jodo, and all of its activities are clean, fair, safe and inclusive, and that the integrity of Kendo, Iaido and Jodo, and that of the AKR is maintained. These policies ensure that the AKR, State and Territory Affiliates, and its affiliated Clubs are governed by rules that are clear, consistent and robust and cover off on integrity matters, conduct, disputes, grievances, discipline, review and appeals.

These AKR policies are binding to all AKR affiliated organisations.

The policies may be amended by the AKR from time to time with the approval for the National Council.

Any capitalised term not defined in this Policy has the meaning given to it in the Complaints, Disputes and Discipline Policy.

1.16.1 NATIONAL INTEGRITY FRAMEWORK

The National Integrity Framework is the AKR's a proactive approach to mitigate the threats to Kendo, Iaido and Jodo integrity and to provide a safe, fair and trustworthy environment for participants. The policies that are included in the framework have been developed to represent best practice and sets out the broad expectations for the conduct of all participants, including procedures for managing, reporting, investigating, and determining potential breaches of integrity policies. The National Integrity Framework consists of the following 5 documents:

1.16.1.1 Safeguarding Children and Young People Policy

The Safeguarding Children and Young People Policy seeks to create and maintain a child-safe culture in the AKR. It is part of a proactive and preventative approach to upholding the safety, wellbeing, participation, and empowerment of all children who participate in Kendo, Iaido and Jodo. The policy outlines prohibited conduct and imposes obligations on AKR and affiliated organisations to respond to allegations of prohibited conduct, implement a commitment to child safety and child safe practices, and provides further best practice guidelines which should be considered in conjunction with relevant State and Territory legislation.

1.16.1.2 Member Protection Policy

The Member Protection Policy seeks to ensure that everyone involved in Kendo, Iaido and Jodo is treated with respect and dignity and is protected from Abuse, Bullying, Harassment, Sexual Misconduct, Discrimination, Victimization, and Vilification. The policy ensures that everyone involved in Kendo, Iaido and Jodo is aware of their rights and responsibilities and sets out the standards of behaviour expected of those involved in Kendo, Iaido and Jodo and the behaviours that are not acceptable.

1.16.1.3 Improper Use of Drugs and Medicine Policy

The Improper Use of Drugs and Medicine Policy seeks to protecting the health, safety and wellbeing of Relevant Persons* and to providing a safe and clean environment for participants in Kendo, Iaido and Jodo, including by

ensuring that science and medicine services are provided to athletes by appropriately qualified and supervised staff that are subject to the National Integrity Framework. The Policy also seeks to deter Relevant Persons* from the use, possession or trafficking of drugs or psychoactive substances and from any behaviour that advocates, condones, or encourages the involvement in or the use of illegal drugs

The purpose of the Policy is to ensure that:

- ensure appropriately qualified personnel are appointed to provide science and medicine services to Athletes within Kendo, Iaido and Judo;
- ensure injections are only administered to Athletes within Kendo, Iaido and Judo as part of appropriate medical treatment;
- ensure Medications are used lawfully and appropriately;
- ensure Kendo, Iaido and Judo establishes a best practice approach and documented procedure for the use of Supplements, with a focus on safety and evidence-based use, given the risk that Supplements may contain substances included on the Prohibited List;
- address and deter any unlawful distribution and Use of Illegal Drugs in connection with Kendo, Iaido and Judo;

aim to reduce the harm caused by Illegal Drugs to Relevant Persons and the broader community

* *Relevant Persons are those involved in international competitions as defined in the Policy.*

1.16.1.4 Competition Manipulation and Sport Gambling Policy

The Competition Manipulation and Sport Gambling Policy aims to protect the integrity of Kendo, Iaido and Judo through the prevention, detection, and enforcement of the manipulation of Kendo, Iaido and Judo's sports competitions and associated illicit sports betting activity. Through this Policy, Australian Kendo Renmei aims to ensure that its core values, good reputation and positive behaviours and attitudes are maintained.

1.16.1.5 Complaints, Disputes and Discipline Policy

The Complaints, Disputes and Discipline Policy (CDDP) and its procedures are designed to ensure that allegations of Prohibited Conduct are managed through an effective, consistent, and timely process, which is fair and transparent and sets out the system for resolving complaints and disciplinary action arising from an individual or organisation engaging in prohibited conduct under the National Integrity Framework policies and the Code of Conduct.

The CDDP provides for independent assessment and referral process managed by Sport Integrity Australia for all alleged prohibited conduct under the *Safeguarding Children and Young People Policy* or allegations of Discrimination under the *Member Protection Policy*. All other breaches under eligible AKR policies will be managed under this CDDP. The CDDP also provides a mechanism for referring matters to the *National Sports Tribunal* for independent assessment and management of complaints and reports of alleged prohibited conduct, and options to resolve an issue through alternative dispute resolution channels. Additionally, it provides mechanism for Hearing Tribunals and Appeals Tribunal through the *National Sports Tribunal*.

1.16.1.5.1 Alternative Dispute Resolution

Alternative Dispute Resolution is a collective term for processes, other than arbitration, such as mediation or conciliation that may be used to resolve allegations of Prohibited Conduct under the *Complaints, Disputes and Discipline Policy*.

- (a) At any time following Case Categorisation process, the Complaint may be referred for Alternative Dispute Resolution as per clause 7.7 of the *Complaints, Disputes and Discipline Policy*.
- (b) An Alternative Dispute Resolution process may include:

- (i) Mediation;
 - (ii) Conciliation; or
 - (iii) Case Appraisal (only at the NST).
- (c) Alternative Dispute Resolution process will be facilitated by:
- (i) The NST if the Alternative Dispute Resolution process can be facilitated by the NST;
 - (ii) Where the Alternative Dispute Resolution process cannot be facilitated by the NST, by:
 - (A) Australian Kendo Renmei;
 - (B) State and Territory Affiliate;
 - (C) affiliate clubs that is a member of a State and Territory Affiliate; or
 - (D) third party provider.
- (d) In order to implement the Alternative Dispute Resolution process, the Australian Kendo Renmei Complaint Manager will:
- (i) if the matter is an NST Eligible Matter, make an application to the NST for mediation, conciliation, or case appraisal of the Alleged Breach;
 - (ii) if the matter is neither an NST Eligible or NST Excluded Matter, apply to the NST CEO for approval of the dispute to be referred to the NST for Alternative Dispute Resolution, failing which it will be dealt with under (iii); or
 - (iii) refer the Complaint to Alternative Dispute Resolution facilitated by Australian Kendo Renmei, Member Organisation or a third-party provider.
- (e) The parties to an Alternative Dispute Resolution process will be the Complainant, the Respondent, and Australian Kendo Renmei or a Member Organisation (the Parties). Additional persons may participate in exceptional circumstances and only if the facilitator of the Alternative Dispute Resolution process deems it appropriate.
- (f) The Parties are required to participate in the Alternative Dispute Resolution process in good faith.
- (g) Where the Alternative Dispute Resolution process is facilitated by the NST:
- (i) Australian Kendo Renmei is responsible for making the application and paying the application fee; and
 - (ii) The procedure will be in accordance with the NST Legislation.
- (h) Where the Alternative Dispute Resolution process is facilitated by Australian Kendo Renmei, Member Organisation or a third-party provider:
- (i) Australian Kendo Renmei or member Organisation is responsible for paying the appointed facilitator's fee, if any; and
 - (ii) The procedure will be in accordance with the rules prescribed by those bodies, as the case may be.
- (i) An Alleged Breach will be finalised through Alternative Dispute Resolution where the Relevant Organisation, the Complainant and the Respondent execute a written agreement as to an outcome.
- (j) If the Complaint of an Alleged Breach is resolved through Alternative Dispute Resolution, the Australian Kendo Renmei Complaint Manager must proceed to finalising the complaint in accordance with clause 8.1. of the *Complaints, Disputes and Discipline Policy*.
- (k) If:
- (i) either the Complainant or the Respondent fails and/or refuses to participate in the Alternative Dispute Resolution Process; or
 - (ii) Alternative Dispute Resolution does not resolve the Complaint, the matter will resume at the Case Categorisation step 7.2 of the *Complaints, Disputes and Discipline Policy*.

1.16.1.5.2 Internal Hearing Tribunal Procedure

Interpretation

1. In this section:

Chair means the chair of a particular Hearings Tribunal in accordance with this Schedule.

Legal Practitioner is a person holding a current practising certificate as a lawyer or barrister in any Australian jurisdiction.

Sports Administrator means a person who currently, or within the previous five years, is or has been employed in the field of sports administration.

Tribunal Member means an individual person sitting on a Tribunal.

Relevant Organisation means any of the following organisations:

- (a) Australian Kendo Renmei;
- (b) State and Territory Affiliates; and
- (c) affiliate clubs that is a member of a State and Territory.

NST means the National Sports Tribunal established under the NST Legislation.

2. Defined terms not otherwise defined in this Schedule have the meaning given to them in the *Complaints Disputes and Discipline Policy* and the *Review and Appeals Policy*.
3. All clause references refer to this section (1.16.1.5.2) unless otherwise provided.

Convening Tribunal

4. When required under the *Complaints Disputes and Discipline Policy* or the *Review and Appeals Policy*, the Relevant Organisation will either refer the matter to NST Hearing Tribunal or convene an Internal Tribunal in accordance with this section (1.16.1.5.2).
5. The Tribunal shall be convened as soon as reasonably practicable in the circumstances and shall endeavour to convene a hearing no later than two weeks after notification by the Relevant Organisation.

N.B. For a referral for provisional action, referral should be no later than one week after notification by the Australian Kendo Renmei Complaint Manager;

Composition of Tribunal

6. Subject to clauses 7 and 9 each Tribunal shall:
 - (a) comprise three Tribunal Members appointed by the Australian Kendo Renmei Complaint Manager;
 - (b) comprise at least one Legal Practitioner and one Sports Administrator;
 - (c) be chaired by the Chair, who shall be appointed by the Australian Kendo Renmei Complaint Manager and shall be:
 - (i) a Legal Practitioner; and
 - (ii) a person of experience and skills suitable to the function of chairing a tribunal.
7. The AKR shall use reasonable endeavours to ensure that the Tribunal Members selected for any particular Internal Tribunal:
 - (a) Do not have an actual or perceived conflict of interest in relation to the Dispute that might reasonably call into question the impartiality of the Internal Tribunal; and
 - (b) Do not have any close personal connection to the Respondent(s) or the matters being considered by the Internal Tribunal.

8. A Tribunal convened to hear a matter referred under Provisional Action will comprise of a single Tribunal Member appointed by the Australian Kendo Renmei Complaint Manager who is a person of suitable experience and skills, independent of Australian Kendo Renmei and (if applicable) Kendo, Iaido and Jodo Organisation.
9. Should a Tribunal Member become unable to sit on a Tribunal following the convening of the Tribunal for whatever reason, the Australian Kendo Renmei Complaints Manager shall appoint a replacement Tribunal Member.
10. Should a party to the Dispute challenge the impartiality of any one or more Tribunal Member, the challenge will be determined by the Chair sitting alone, unless that challenge relates to the Chair in which case it will be determined by an alternate Chair (who shall also be a Legal Practitioner) appointed by the Relevant Organisation.
11. There shall be no right of appeal from a decision made under clause 10.
12. No Internal Hearing Tribunal decision shall be invalidated by any irregularity in the appointment of a Tribunal Member.

Responsibilities of Chair

13. Without limiting any other duties of the Chair set out under this Schedule, the person appointed as Chair of the Tribunal shall have the following responsibilities:
 - (a) to chair hearings of the Tribunal;
 - (b) to ensure accurate records are kept of all of the Internal Tribunal's proceedings and decisions, including at a minimum:
 - (i) particulars of the hearing, including date, time, and location;
 - (ii) the names of each Tribunal Member, Respondent, witnesses called, and any other parties permitted to attend by the Internal Tribunal;
 - (iii) the decision of the Tribunal, including any Sanction imposed, whether given to the parties orally, in writing or a combination of both, and the date(s) of communication;
 - (c) to ensure that the hearing is conducted in accordance with the principles of procedural fairness; and
 - (d) to communicate to all parties of a Tribunal the results of such Tribunal and provide a copy of the record of result to the Relevant Organisation within seven days of the hearing.

Attendance at Internal Hearing Tribunal

14. Each party to a Dispute shall be required to attend the Internal Tribunal hearing conducted under this section (1.16.1.5.2).
15. The following persons shall be entitled to attend a Tribunal hearing:
 - (a) Witnesses called to give evidence by a party to the Dispute;
 - (b) any person that the Chair in their absolute discretion believes will assist the Tribunal and invites to attend the Tribunal for that purpose; and
 - (c) where a Respondent or a witness is a Vulnerable Person, an adult adviser, who will, unless unavailable or other extraordinary circumstance, be such person's parent or guardian.
16. Legal Practitioners are not permitted to appear before, or represent a party at, the Internal Tribunal unless in their personal capacity as a party to the Dispute. This clause does not prohibit a party seeking legal advice in relation to a Dispute or engaging a Legal Practitioner to prepare materials to be used by that party at the Internal Tribunal.
17. Each party appearing at or before the Tribunal shall bear their own costs.

Non-attendance by Respondent(s)

18. If a party to the Dispute (or representative of a party) fails to attend the Internal Tribunal Hearing without reasonable cause, the hearing may proceed and a determination may be made by the Tribunal in the absence of the party, provided that the Tribunal is satisfied that this section (1.16.1.5.2) has been complied with.

Adjournments

19. A party to the Dispute may apply to the Chair to have an Internal Tribunal hearing:
- (a) Adjourned; or
 - (b) Convened in another way (e.g., teleconference),

if there are compelling circumstances that warrant such steps being taken to avoid costs, hardship or significant inconvenience to one or more parties. The Internal Tribunal has sole discretion on whether or not to grant the application.

Procedure of Tribunal

20. The Tribunal shall conduct the hearing in such manner as it sees fit and may in its absolute discretion:
- (a) convene the hearing by way of video or teleconference if the circumstances warrant;
 - (b) consider any evidence, and in any form that it deems relevant;
 - (c) question any person giving evidence;
 - (d) limit the number of witnesses presented to those who provide any new evidence; and
 - (e) act in an inquisitorial manner in order to establish the truth of the issue/case before it.
21. Without limiting the Tribunal's power to regulate its own procedure as it sees fit, the Tribunal shall ordinarily proceed in accordance with the following steps:
- (a) If a Relevant Organisation is a party to a Tribunal hearing, one member of that Relevant Organisation shall be appointed by the Relevant Organisation to act as spokesperson for such body at the Tribunal.
 - (b) At the commencement of a hearing, the Chair will identify the Tribunal Members and determine whether each party is present.
 - (c) Each party will be notified of their right to remain in the hearing until all evidence is presented but not to be present while the Tribunal considers its findings and determines an appropriate Sanction (if any).
 - (d) The Chair shall advise all those persons present of the method of recording the hearing (if any).
 - (e) Each party shall proceed to give evidence and the witnesses (if any) shall be called upon to give their evidence in turn, subject to the approval of the number of witnesses to be called by the Internal Tribunal in its discretion. Each party (or, if they are a minor his/her adviser) may ask questions of the other party or any witness called.
 - (f) Each witness shall be entitled to leave the Tribunal hearing after giving evidence unless otherwise directed by the Tribunal. Witnesses shall be entitled to remain in the hearing room after giving evidence with the permission of the Tribunal.
 - (g) The Respondent shall then be entitled to present their defence. Witnesses may be called subject to the approval of the number of witnesses to be called by the Tribunal in its discretion. Australian Kendo Renmei /the Kendo, Iaido and Jodo Organisation has a right to cross examine the Respondent or any witness called.

- (h) Where a Vulnerable Person exercises his/her right to have an adult adviser present in accordance with this Schedule, a reasonable opportunity for consultation between the minor and the adviser shall be provided by the Tribunal.
 - (i) Where a party makes video evidence available to the Tribunal, it may, at the discretion of the Tribunal, be presented. The onus of providing suitable viewing equipment shall lie with the person requesting that the evidence be presented.
 - (j) The Tribunal may, so as to limit inconvenience to witnesses, allow evidence to be given by telephone or videoconference.
22. At the conclusion of all of the evidence and submissions the Chair shall ask all persons present to leave the hearing room while the Tribunal considers its findings.
23. If the Tribunal is satisfied that a breach of an Eligible Policy has been proven using the Standard of Proof, it shall find the breach proven. Otherwise, the Complaint of the Alleged Breach shall be dismissed.
24. If the Tribunal is not satisfied that the particular alleged breach has been proven but is satisfied that a lesser breach of an Eligible Policy has been proven, then the Internal Tribunal may find such lesser breach proven.
25. Where it appears to the Tribunal that the Relevant Organisation has made an error in identifying the correct alleged breach of an Eligible Policy, or omitted alleged breaches that should have been made, the Tribunal may amend the allegation(s), subject always to the requirement that the Respondent must be informed of the new allegations and given an opportunity to respond to such allegations.
26. Where the Tribunal finds that one or more alleged breaches of an Eligible Policy have been proven, it shall inform the parties of its decision and provide Relevant Organisation and the Respondent with an opportunity to make submissions as to Sanction (if the parties have not already had an opportunity to make such submissions). The Tribunal may, in its absolute discretion, decide that it is appropriate to:
- (a) receive oral submissions as to Sanction immediately after delivering its decision as to the Alleged Breach; or
 - (b) adjourn the hearing to allow the parties to make submissions as to Sanction on some later date, in which case, the Tribunal shall direct whether submissions should be made orally or in writing.
27. After considering the parties' submissions as to Sanction, the Tribunal shall determine the Sanction to be imposed (if any) in accordance with the relevant Policy and shall advise the parties of its decision.
28. The decision of the Tribunal shall be given by the Chair. The Chair may either:
- (a) give its decision as to the Alleged Breach and/or Sanction orally at the close of the hearing, with or without short- form oral reasons; or
 - (b) reserve its decision as to the Alleged Breach and/or Sanction but if it does so, it will provide its decision within 14 days of the hearing.
29. The Chair must provide written reasons for its decision within 14 days of the hearing.
30. Notwithstanding clauses 28-29 of this Schedule if the Tribunal has directed the parties to make submissions as to Sanction as per clause 26 above, the Chair will provide its decision and written reasons as to Sanction within 14 days of receipt of the submissions, or as otherwise directed by the Tribunal.
31. The Chair will notify the Relevant Organisation of the decision of the Tribunal and provide a copy of the written reasons. The Relevant Organisation Complaints Manager will notify the parties of the decision and provide them with a copy of the written reasons.
32. For the Tribunal to find something has been proven on the balance of probabilities, it must be satisfied that on the evidence put before it the alleged fact or matter is more probable than not. In reaching this conclusion, the Hearings Tribunal must take into account all relevant factors including the:

- (a) nature and seriousness of the allegations; and
 - (b) impact of the potential sanctions that may be imposed if the allegations are proven.
33. The standard of proof requires greater certainty for a more serious allegation compared with a less serious allegation.

1.16.1.5.3 Internal Appeals Tribunal Procedure

Interpretation

1. In this Section:
 - Appeal Chair** means the chair of a particular Appeals Tribunal in accordance with this Schedule.
 - Tribunal Member** means an individual person sitting on an Appeals Tribunal.
2. Defined terms not otherwise defined in this Schedule have the meaning given to them in the Complaints Disputes and Discipline Policy and the Review and Appeals Policy.
3. All clause references refer to this section (1.16.1.5.3) unless otherwise provided.

Convening Internal Appeals Tribunal

4. When required under the *Complaints Disputes and Discipline Policy* or the *Review and Appeals Policy*, the Relevant Organisation will either refer the matter to NST Appeals Tribunal or convene an Internal Tribunal in accordance with this section (1.16.1.5.3).
5. The Appeals Tribunal shall be convened as soon as reasonably practicable in the circumstances and shall endeavour to convene a hearing no later than two weeks after notification by the Relevant Organisation.

Composition of Internal Appeals Tribunal

6. Subject to clause 7 of this Schedule, each Appeals Tribunal shall:
 - (a) comprise three Tribunal Members selected by the Australian Kendo Renmei Complaints Manager;
 - (b) comprise at least one Legal Practitioner and one Sports Administrator; and
 - (c) be chaired by the Appeal Chair who shall be appointed by the Complaints Manager and shall be:
 - (i) a Legal Practitioner; and
 - (ii) a person of experience and skills suitable to the function of chairing an Appeals Tribunal,none of whom sat on or was involved in the original Hearings Tribunal for the Alleged Breach subject of the appeal.
7. The AKR shall use reasonable endeavors to ensure that the Tribunal Members selected for any particular Internal Tribunal:
 - (a) Do not have an actual or perceived conflict of interest in relation to the Dispute that might reasonably call into question the impartiality of the Internal Tribunal; and
 - (b) Do not have any close personal connection to the Respondent(s) or the matters being considered by the Internal Tribunal.

8. Clauses 9 - 12 (inclusive) of 1.16.1.5.2 Internal Hearing Tribunal Procedure apply to an Appeals Tribunal with any necessary amendments.

Procedure of Internal Appeals Tribunal

9. Subject to this section, the Appeals Tribunal and persons appearing before it are bound by the same procedures under this Policy as if the Appeals Tribunal was the Tribunal hearing a matter at first instance.
10. The Complaints Manager shall forward records of the Internal Tribunal hearing in which the matter the subject of the appeal was heard at first instance to the Appeal Chair.
11. The Appeals Tribunal must limit its hearing to consideration of the Ground(s) of Appeal relied upon by the Appellant under clause 8.8(c) of the *Complaints Disputes and Discipline Policy* and 5.3(a) of the *Review and Appeals Policy*.
12. The Respondent to an Appeals Tribunal will be given the opportunity to file a written submission in response to the Notice of Appeal.
13. The parties to an Appeal Tribunal may not call witnesses unless given leave to do so by the Appeals Tribunal. The Appeals Tribunal will not allow a party to call a witness to give evidence in relation to any matter outside of the Ground(s) of Appeal relied upon by the Appellant.
14. The Appeals Tribunal's arbitration of the appeal:
 - (a) must determine, to the Standard of Proof, whether one or both Grounds of Appeal (as applicable) are proven, and must not rehear the matter or the facts of the Alleged Breach; and
 - (b) may result in the Appeals Tribunal removing, or altering the Sanction imposed on a Respondent.
15. An Appeals Tribunal has the power to:
 - (a) dismiss the appeal;
 - (b) uphold the appeal;
 - (c) impose any of the Sanctions set out in the Policy; or
 - (d) reduce, increase, or otherwise vary any Sanction imposed by the Hearing Tribunal under the Policy, in such manner as it thinks fit.
16. At the conclusion of the appeal, the Appeal Chair shall ensure that the Appellant, Respondent and Australian Kendo Renmei are informed of the determinations of the Appeals Tribunal. The Appeal Chair shall also notify the Australian Kendo Renmei Complaints Manager of the decision of the Internal Appeals Tribunal.
17. The Appeals Tribunal will give oral and/or written reasons for its decision.
18. The Appeals Tribunal has discretion to order the refund of the appeal fee (if applicable) and shall do so where the appeal results in the breach being dismissed or the Sanction reduced.

1.16.2 CODE OF CONDUCT

The AKR Code of Conduct aims to ensure that everyone involved in Kendo, Iaido and Jodo are aware of the standards of behaviour expected of them. It aims to deliver best practice by ensuring those standards are clear and guided by sound ethics. By consistently applying these standards, we enhance public trust and confidence in the Australian

Kendo Renmei through the actions of its members. The Code of Conduct also outlines the mechanism for dealing with any conduct that is alleged to breach the Code of Conduct.

1.16.3 REVIEW AND APPEALS POLICY

This policy is intended to be a catch-all dispute resolution mechanism for non-disciplinary disputes, arising out of AKR policies and rules which do not have a dispute resolution mechanism attached.

1.16.4 PERSONAL GRIEVANCES POLICY

This policy establishes a formal process to resolve interpersonal conflicts and disputes that arise in the context of their involvement in Kendo, Iaido or Jodo, but do not involve a breach of an AKR policy.

1.16.5 INTEGRITY TRAINING AND EDUCATION

To ensure the AKR provides a safe, fair and trustworthy environment for participants at all levels of the organisation, it is important that those who make decisions, lead others, or responsible for facilitating events and activities have a firm understanding of expected behaviours to ensure a safe environment that is free from harassment and discrimination. These members have a duty to role model positive behaviours and educate others on how to create a culture that is safe, inclusive and fair for everyone. They must be able to recognise inappropriate behaviours and know what to do when they observe inappropriate behaviours. Any members who meet the following criteria:

- i. performs an administrative role in the organisation at all levels including but not limited to National Council, National Executives, Boards, Integrity unit, State and Territory executives, technical committees, coaching teams, and club leaders, managers, administrators and helpers;
- ii. instructors, coaches and officiators and assistants;
- iii. event managers and volunteers;
- iv. competition and seminar organisers and volunteers;
- v. those who lead, guide or support participants; and
- vi. anyone in a position of power over members,

must complete and keep current the following two training modules:

- A. *Play by the rules (PBTR) Harassment and Discrimination course.*
- B. *Play by the rules (PBTR) Child protection and Safeguarding course.*

1.17 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 advise 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.

The following fourteen special resolutions were passed by the National Council on 23rd May 2020

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

SPECIAL RESOLUTION 1, TO AMEND CLAUSE 4.7.

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

4.7 The New South Wales Kendo Association Incorporated, the Victorian Kendo Renmei Incorporated, the West Australian Kendo Renmei Incorporated, the Queensland Kendo Renmei Incorporated, the Australian Capital Territory Kendo Renmei Incorporated, the South Australian Kendo Association, the Tasmania Sando Renmei and the Northern Territory Kendo Association are deemed to have been granted affiliation to the Renmei.

SPECIAL RESOLUTION 2, TO AMEND CLAUSE 5.7.

To allow for any National Council meeting that is called, which in turn can take into account changes to AGM dates without contravening the constitution - add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read -

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 for the current Membership Year.

~~For a meeting of the 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~~ any meeting of the National Council that is held, the number of votes which may be exercised by a delegate of the Affiliated Body is determined by

the number of Affiliated Members in relation to whom that Affiliated Body has paid affiliation fees to the Renmei thirty (30) days before the said meeting.

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:

- (a) affiliation fees paid in relation to between 1 and 20 Affiliate Members – 1 vote,
- (b) affiliation fees paid in relation to between 21 and 50 Affiliate Members – 2 votes,
- (c) affiliation fees paid in relation to between 51 and 100 Affiliate Members – 3 votes,
- (d) affiliation fees paid in relation to between 101 or more Affiliate Members – 4 votes.

SPECIAL RESOLUTION 3, TO AMEND CLAUSE 5.13.

To allow implementation of decision of National Council to combine AGM with National Conference (2019) and is compliant with rules for incorporation with NSW Fair Trading - add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read –

5.13 The President may convene a meeting of the National Council at any time, but the President must:

- (a) if requested to do so by the Kendo Board, the Iaido Board or the Jodo Board, convene a meeting of the National Council to be held no more than two (2) months after he or she receives the request, and
- (b) convene an Annual General Meeting of the National Council to be held in conjunction with the ~~Australian Kendo Championships at Easter, if possible, or, if not, as soon thereafter as possible~~ National Council Conference which is held within six (6) months of the end of the financial year of the Renmei.

SPECIAL RESOLUTION 4, TO AMEND CLAUSE 7.4.

Word order changed for flow (content unchanged) - add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read –

7.4 A casual vacancy for the position of a National Officer must be filled:

- (a) by an election at the next meeting of the National Council, or
- (b) ~~if no meeting of the National Council is held, or the National Executive determines that a meeting of the National Council is unlikely to be held within two (2) months of the vacancy arising,~~ by a postal ballot of the members of the National Council in which each member is entitled to cast the same number of votes he or she could exercise at a meeting of the National Council, if no meeting of the National Council is held, or the National Executive determines that a meeting of the National Council is unlikely to be held within two (2) months of the vacancy arising.

SPECIAL RESOLUTION 5, TO AMEND CLAUSE 8.8.

Word order changed for flow (content unchanged) - add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read –

8.8 A casual vacancy for an elected position to the Kendo Board, the laido Board or the Jodo Board must be filled:

(a) by an election at the next meeting of the relevant Board, or

(b) ~~if no meeting of the relevant Board is held within two (2) months of the vacancy arising by a postal ballot of the members of the relevant Board in which each member is entitled to cast a single vote~~ if no meeting of the relevant Board is held within two (2) months of the vacancy arising.

SPECIAL RESOLUTION 6, TO AMEND CLAUSE 8.17.

Wording changed to for the recent changes from to single membership fee decided at 2019 National Council Conference - add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read –

8.17 During each calendar year the Kendo Board must convene a meeting open to all Ordinary Affiliate Members: ~~(a) who are members of an Affiliated Body representing Kendo exponents, and in relation to whom, an Affiliated Body has paid the Renmei affiliation fee and Board fees for that Membership Year~~ who are current members of the Renmei and are registered with the Renmei for Kendo.

If possible, this meeting must be held in conjunction with the Annual Kendo Championships and notice of this meeting is deemed to be duly given if it is in the published program for the championships or published widely to Ordinary Affiliate Members attending the championships as observers or participants.

SPECIAL RESOLUTION 7, TO AMEND CLAUSE 8.20.

Wording changed to for the recent changes from to single membership fee decided at 2019 National Council Conference - add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read –

8.20 During each calendar year the laido Board must convene a meeting open to all Ordinary Affiliate Members: ~~(a) who are members of an Affiliated Body representing Kendo exponents, and in relation to whom, an Affiliated Body has paid the Renmei affiliation fee and Board fees for that Membership Year~~ who are current members of the Renmei and are registered with the Renmei for laido.

If possible, this meeting must be held in conjunction with the Annual laido Championships and notice of this meeting is deemed to be duly given if it is in the published program for the championships or published widely to Ordinary Affiliate Members attending the championships as observers or participants.

SPECIAL RESOLUTION 8, TO AMEND CLAUSE 8.21.

Remove unnecessary word - remove the text with strikethrough in the AKR Constitution, so as to read –

8.21 The President of the Renmei must convene the meeting referred to in ~~the~~ rule 8.20 for 1992 and each year in which the laido Board fails to convene a meeting in accordance with rule 8.20.

SPECIAL RESOLUTION 9, TO AMEND CLAUSE 8.22.

Remove unnecessary word - remove the text with strikethrough in the AKR Constitution, so as to read –

8.22 The Chairman of the laido Board must present to each meeting convened in accordance with ~~the~~ rule 8.20 and each Annual General Meeting of the National Council a report on the activities of the laido Board during the year preceding the relevant meeting.

SPECIAL RESOLUTION 10, TO AMEND CLAUSE 8.23.

Wording changed to for the recent changes from to single membership fee decided at 2019 National Council Conference - add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read –

8.23 During each calendar year the laido Board must convene a meeting open to all Ordinary Affiliate Members: ~~(a) who are members of an Affiliated Body representing Kendo exponents, and in relation to whom, an Affiliated Body has paid the Renmei affiliation fee and Board fees for that Membership Year~~ who are current members of the Renmei and are registered with the Renmei for Jodo.

If possible, this meeting must be held in conjunction with the Annual Jodd Championships and notice of this meeting is deemed to be duly given if it is in the published program for the championships or published widely to Ordinary Affiliate Members attending the championships as observers or participants.

SPECIAL RESOLUTION 11, TO AMEND CLAUSE 8.24.

Irrelevant content removed and amended in line with similar clauses for Kendo and laido.- add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read –

8.24 Notwithstanding anything else in these rules, the positions on the Jodo Board will not be filled until the President in his or her absolute discretion determines to convene and convenes the first meeting referred to in rule 8.23. Once the first meeting referred to in rule 8.23 has been held, the President of the Renmei must convene the meeting referred to in the rule 8.23 for 1992 and each year in which the Jodo Board fails to convene a meeting in accordance with rule ~~the~~ 8.23. The President of the Renmei must convene the meeting referred to in rule 8.23 for 1992 and each year in which the Jodo Board fails to convene a meeting in accordance with rule 8.23.

SPECIAL RESOLUTION 12, TO AMEND CLAUSE 8.25.

Remove unnecessary word - remove the text with strikethrough in the AKR Constitution, so as to read –

8.25 The Chairman of the Jodo Board must present to each meeting convened in accordance with ~~the~~ rule 8.23 and each Annual General Meeting of the National Council a report on the activities of the Jodo Board during the year preceding the relevant meeting.

SPECIAL RESOLUTION 13, TO AMEND CLAUSE 9.2.

Wording amended to cover all types of withdrawals including electronic withdrawals - add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read –

9.2 The National Executive must instruct all banks and financial institutions with which the Renmei maintains accounts that no ~~cheque drawn~~ withdrawals against any one of these accounts may be honoured unless it is signed, electronically or otherwise, by at least two of the National Officers ~~and no moneys may be withdrawn unless the withdrawal form is signed by at least two of the National Officers.~~

SPECIAL RESOLUTION 14, TO AMEND CLAUSE 11.

Age changed from 16 to 18 per agreement of National Council meeting 2019 - add the words that are underlined and remove the text with strikethrough in the AKR Constitution, so as to read –

“Junior Affiliate Member” means a financial member of an Affiliated Body who is younger than ~~sixteen (16)~~ eighteen (18) years of age or whose ~~sixteenth (16)~~ eighteenth (18th) birthday occurs on or after the first day of the current Membership Year and for whom an Affiliated Body has paid affiliation fees for the Renmei and such fees have been received by the Renmei.

And amend typo – add missing word that is underlined -

“Renmei” means the association incorporated under the Act under the name “Australian Kendo Renmei Incorporated”.

DOCUMENT CONTROL

Date of NCM	Clause	Change	Proposed by	Outcome
21 Oct 2023	1.16	details	David Fitzgibbon	Voted in favour
11 Feb 2024	1.2.5.2	Delete "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."	Tom Johnson	Voted against
11 Feb 2024	1.9	<p>COLLECTION AND USE OF INFORMATION</p> <p>The AKR collects members' information either directly or indirectly from Affiliates for the purpose of:</p> <ul style="list-style-type: none"> • identification, • recording membership, • registering grades, • establishing eligibility for examination, • competition and event attendance, • communication, • for the purpose of disclosing the identities of members who are sanctioned under AKR's policies, and • for voting. <p>Members' information collected by the AKR and Affiliates will be shared with and accessed by:</p> <ul style="list-style-type: none"> • Officers of the Affiliates that registered a member. • Officers of other AKR Affiliates. • Officers of the AKR. • Members of the AKR Kendo, Iaido and Jodo Boards. <p>The auditors of AKR finance reports.</p> <ul style="list-style-type: none"> • Sport Integrity Australia and the National Sports Tribunal (to add this item to the current version of the MoD) • Government Departments, if 	David Fitzgibbon	Voted in favour

		required to by Regulation or Legislation		
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