



## **CAF ADMINISTRATIVE POLICIES & PROCEDURES FOR DOJOS**

### **INTRODUCTION**

This guide is intended to provide dojos with basic information concerning the CAF's administrative procedures.

### **1. REGISTERING A DOJO WITH THE CAF**

To register with the CAF the dojo instructor must be a student of Kawahara Shihan or his alternate (Yamada Shihan).

The dojo contacts the office of the secretary who, in turn, contacts the President of the CAF who will review the particulars of the request in consultation with the CAF Technical Director. The secretary will advise the applying Dojo of the membership decision. Once approved the secretary ships a registration package to the Dojo. The package contains a dojo registration form, copy of the constitution, CAF policy guidelines, kyu grading syllabus, insurance information, test forms, CAF promotion applications. Various forms are available on the CAF website.

### **2. INSTRUCTOR SECURITY CHECKS**

In order to satisfy insurance requirements each Dojo will secure police security checks on instructors and review the results at the Dojo level. The Dojo is responsible for determining if an instructor may be ineligible for teaching due to past criminal records.

### **3. MEMBERSHIP ADMINISTRATION**

As a registered non-profit organisation the CAF is required to maintain a current registry of dojos and students. To meet this requirement the dojos must update the Secretary with any membership changes within one month. New members can then be covered by the CAF group insurance policy. The dojos will receive membership cards for all new members upon payment of fees to the CAF. The dojo instructor or administrator is responsible for delivering cards to members.

The CAF Membership term renews October 15 of each year.

## **4. TESTING, RANKS AND YUDANSHA CARDS**

### **Yudansha Tests**

All tests and recommendations for the rank of Shodan and above are to be conducted by instructors approved by the Technical Director of the CAF (Kawahara-Shihan) or his alternate (Yamada-Shihan.)

### **Processing Dan Promotions**

Dan fees are set by Hombu. Hombu allows the CAF to collect an amount equal to the amount charged by Hombu. To date the CAF has chosen not to do so. Instead, the CAF charges only the Hombu fee plus the cost of shipping and handling within Canada and to Japan.

Dojos must submit properly completed and signed (student, instructor and examiner) CAF forms and Hombu forms with fees to the Secretary. The office of the Secretary records the promotions, deposits fees, purchases foreign drafts for Hombu fees and forwards the package to Japan. Upon return of the Dan certificates, they are forwarded to the appropriate dojo. Fees vary according to the exchange rate and can be changed from time to time by the CAF Board of Directors.

### **Kyu Tests**

Instructors specifically authorised by the Shihan may test Nikkyu and lower ranks. Ikkyu tests are usually given by the Shihan . Exceptions may be made based on past practices.

### **Processing Kyu Promotions**

Kyu fees are set by CAF.

Dojos must submit properly completed and signed (student, instructor and examiner) CAF forms with fees to the CAF Secretary. The office of the Secretary registers promotions, keeps records, deposits fees, and arranges for the production of kyu certificates. The finished certificates are forwarded to the dojo to which the student belongs. The dojo instructor is responsible for delivering the certificates to the students.

### **Replacing Yudansha Booklets**

Applicants must forward the application form with the fee to the Secretary. The process is the same as for the Dan applications.

### **Rank Status for New Dojo members transferring to the CAF from other Aikido Organizations**

Kyu ranks shall be determined by the chief instructor of the CAF Dojo that the individual joins.

Dan ranks shall be recommended to the Technical Director by the Chief Instructor of the CAF Dojo that the individual joins. All rank is subject to the approval of the Technical Director. Typically, Dan rank transferees must test for their existing rank eg: Yoshinkan 2<sup>nd</sup> Dan would test for an Aikikai 2<sup>nd</sup> Dan.

In a case where a Dojo transfers to the CAF, the Chief Instructor should attach themselves to the Chief Instructor of a current CAF Dojo to assist them in preparing for a grading. The mentoring Chief Instructor shall be someone who is a current member of the CAF and has been so for a minimum of 5 consecutive years.”

## 5. EXPENSES FOR PROVINCIAL DELEGATES

Provincial delegates to the AGM will receive 90% of their travel expenses. It is expected that delegates will attempt to find the most economic means within reason to attend the meeting. To obtain their refund of expenses delegates submit their receipts to the secretary after the AGM.

## 6. CURRENT CAF FEES

	Exam	Recommendation
Annual Dojo registration .....	1 <sup>st</sup> Dan.....\$240 .....	\$ 575
Annual Student/Instructor membership.....	2 <sup>nd</sup> Dan.....\$230.....	\$ 635
Kyu promotion processing .....	3 <sup>rd</sup> Dan.....\$295.....	\$ 775
Mudansha Book with cover .....	4 <sup>th</sup> Dan.....\$350.....	\$ 800
Mudansha Book insert.....	5 <sup>th</sup> Dan.....	\$ 850
Mudansha Cover.....	6 <sup>th</sup> Dan.....	\$ 950
	Replacement Yudansha Book.....	\$ 20

## 7. INSURANCE CLAIMS

Insurance claims are made directly to the insurance provider. Claim forms are available from the agent. It is the responsibility of the instructors to obtain this information from the CAF and provide it to their students if necessary. Contact information – SBC Insurance Ltd., 107-1367 West Broadway, Vancouver, B.C. V6H 4A9  
Toll Free 1-877-992-2288

## 8. WEBSITE

The CAF website URL is <http://www.canadianaikidofederation.ca/>. Students are encouraged to visit the site. It contains useful information about the CAF and provides links to other Aikido sites.

It is the responsibility of the dojo to inform the webmaster of any changes or corrections to be made to their dojo profile, for example, address, phone, spelling or instructor name.

The webmaster will post seminar announcements if asked.

## 9. CURRENT SECRETARY CONTACT INFORMATION

Douglas Mathieu  
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