



All United States Kendo Federation

ALL UNITED STATES KENDO FEDERATION POLICY AND PROCEDURES

Originally approved April 1996

*Updated 11/8/08
Updated 11/10/06
Updated 4/9/11
Updated 11/13/11
Updated 11/9/13
Updated 11/9/14
Updated 4/9/17*



ALL UNITED STATES KENDO FEDERATION

POLICY AND PROCEDURES DOCUMENT

The purpose of this document shall be to provide the AUSKF with rules and guidelines by which the normal day-to-day business of the AUSKF may be conducted with fairness and continuity. This document may be revised at any meeting of the members by a simple majority vote of the board of directors.

This document shall further provide guidelines so that the officers and agents of this corporation will have a means by which to reference specific operations to help them carry out their assigned duties. It is not the intent of this document to be a final judgment on how any one task may be accomplished, but rather to act as a living reference guide, which should constantly be improved and modified as we improve our processes.

Table of Contents

POLICY AND PROCEDURES DOCUMENT	2
1.00.00 DUES	5
2.00.00 FINANCIAL.....	5
3.00.00 EMERGENCY DECISION COMMITTEE.....	7
4.00.00 GUIDELINES FOR PRIMARY MEMBER ASSOCIATION	7
5.00.00 KATA BOARD.....	8
6.00.00 GUIDELINES AND PROCEDURE FOR SELECTING AND TRAINING JUDGES FOR KENDO COMPETITION	9
7.00.00 IAIDO.....	9
8.00.00 PROMOTIONAL REGULATIONS AND GUIDELINES	10
9.00.00 MENJO AND SHOGO	11
10.00.00 MENTOR PROGRAM	12
11.00.00 NATIONAL KENDO/IAIDO CAMP.....	13
12.00.00 INSTRUCTOR MISSIONS	13
13.00.00 SEMINARS.....	14
14.00.00 TOURNAMENT OR TAIKAI REGULATIONS.....	14
15.00.00 REGULATIONS FOR THE AUSKF KENDO CHAMPIONSHIPS	14
16.00.00 FINANCIAL AND OTHER RESPONSIBILITIES FOR CONDUCTING THE AUSKF KENDO CHAMPIONSHIPS....	15
17.00.00 INTERNATIONAL KENDO FEDERATION TOURNAMENT (World Kendo Championships).....	16
19.00.00 AUSKF DELEGATIONS.....	17
20.00.00 PROMULGATION	17
21.00.00 AUSKF NEWSLETTER.....	17
22.00.00 GRIEVANCE PROCEDURE	17

23.00.00 VISITS BY FOREIGN DIGNITARIES.....	17
24.00.00 ALL JAPAN KENDO CAMP FOR FOREIGNERS	18
25.00.00 MARKETING	18
26.00.00 DUAL MEMBERSHIP IN NATIONAL KENDO FEDERATIONS	19
27.00.00 AUSKF WEBSITE	19
28.00.00 ASSOCIATE MEMBERSHIP.....	20
29.00.00 MISSION STATEMENT	20
30.00.00 TEAM USA GIVING BACK PROGRAM	20
31.00.00 TEAM USA.....	Error! Bookmark not defined.
APPENDIX A: SECTION 8.00.00 PROMOTION REGULATIONS	21
APPENDIX B: SECTION 15.00.00 REGULATIONS FOR THE AUSKF KENDO CHAMPIONSHIPS.....	21
APPENDIX C: REGULATIONS OF THE ANNUAL JUNIOR KENDO CHAMPIONSHIPS (DRAFT)	21
APPENDIX D: SECTION 24.00.00 ANNUAL ROTATION TABLE OF YEARLY SELECTION PRIORITY FOR AJKF FOREIGN LEADERSHIP SEMINAR.....	21
TABLE OF REVISIONS	22

1.00.00 DUES

1.01.00 An annual membership fee shall be charged against the members of the AUSKF based on each member's annual population census: these fees shall be submitted annually to the AUSKF Treasurer by the due date of March 31 each calendar year.

1.01.01 The effective date of annual membership fee paid by the members by March 31 of each calendar year is from April 1 through March 31 of the next calendar year.

1.01.02 Collection of the annual membership fee after April 1 in each calendar year is effective the month and day collected by member through March 31 of the next calendar year, regardless of the month of collection, up to and including March.

1.01.02.01 Each dojo that collect the AUSKF membership fee after March 31 of each calendar year, must submit the amount collected to the member federation within one month after receiving such fees from the individual

1.01.02.02 Each member federation must submit the AUSKF membership fee received after March 31 of each calendar year from the dojo to the AUSKF Treasurer, within one month after receipt.

1.01.02.03 The AUSKF Treasurer will provide the AUSKF Member Federation with a receipt of fees received.

1.02.00 The fee shall be charged in two (2) categories: number of adults in the population census and the number of youth in the population census.

1.03.00 The adult rate shall be \$40.00 for each entry 18 years or older, regardless of rank. The youth rate shall be \$25.00 for each entry under the age of 18, regardless of rank.

1.04.00 Any individual participating in an AUSKF sponsored event, who is not a member of an AUSKF Member Federation, will be assessed 150% of the event's fee for participating. Examples of events would include seminars, camps and tournaments. Information will be provided to a non-member on "joining AUSKF".

2.00.00 FINANCIAL

2.01.00 The treasurer shall be empowered to invest that portion of the total cash reserves of the corporation not deemed necessary to conduct the normal day-to-day business of the corporation.

2.02.00 Corporate investments of surplus funds shall be by decision of the finance committee of which the treasurer shall be the chair. The committee should be prudent in selecting those areas that will minimize risk while providing reasonable return.

2.03.00 No officer of this corporation shall be empowered to expend in excess of \$1000.00 without prior express consent of the Board of Directors except as follows:

2.03.01 Travel expenses for corporation members on regular corporation business as follows:

- Round trip airfare for board meetings, baggage fees for two (2) bags -
- Travel meals per day including beverage, up to \$30 lunch, Breakfast \$20 and dinner \$50 including tip as required.
- Ground transportation as required (rental car, taxi, shuttle, mass transit) the most economical method should be used when possible. Travel allowance will be \$.50 per mile for personal car use.
- Long term airport parking
- All of the afore listed and hotel when traveling on corporate business.
- For AUSKF Board meetings the Treasure will manage hotel expenses.
- Any expenses in excess of the afore listed limits shall not be covered by AUSKF.

2.03.02 AUSKF meeting meals (breakfast, lunch, dinner will be arranged by the Ex. VP in coordination with the president. This may include arrangements as part of the hotel package for meeting logistics.

2.03.03 Dinner will be a set menu and include one beverage of a directors choice. All other beverages will be the responsibility of each director.

2.04.00 All committees appointed and approved by the President and the Board of Directors shall submit a budget plan at the first spring meeting of the 3 year term of office cycle and update the plan at each Board of Directors meeting.

2.04.01 An outgoing committee head will submit an estimated budget will be in effect through the following fall to provide continuity for an incoming committee chair.

2.04.02 Budgets provided should include a cost estimate of projected expenditures, income, projected location and projected schedule. Projecting in advance allows the AUSFK membership to plan to attend functions and increase revenue. Additionally by planning locations in a 3 year cycle costs can be compared to eliminate locations that are cost prohibitive.

2.04.03 Each committee shall distribute its budget plan at least 2 weeks prior to the meeting.

2.05.00 The Ex. VP will submit expenses reports to the treasurer for reimbursement to individual directors for board meetings. That the request for reimbursement of AUSKF expenses be submitted to the AUSKF treasurer within three months after the expense is incurred; however, a grace period of up to six months after the expense is incurred will be allowed up until the next AUSKF Board of Directors meeting.

3.00.00 EMERGENCY DECISION COMMITTEE

3.01.00 The federation shall use the emergency decision committee in lieu of the Board of Directors when an emergency arise requiring action in a time frame prohibiting the full board of directors at a regularly scheduled meeting to act on the decision.

3.02.00 The emergency decision committee shall consist of the officers of this corporation.

3.03.00 Any action taken by E.D.C. must have a unanimous affirmative vote.

3.04.00 Guidelines and examples:

3.04.01 No action shall be allowed in violation of the bylaws of the corporation.

3.04.02 No action may be taken that can be handled at a regularly scheduled the board of directors.

3.04.03 The committee may approve representatives on corporation business (e.g.: funerals, FIK committee meetings, PAKC meetings.)

3.04.04 Approve & designate representatives to tournaments, examinations, & seminars as long as the guidelines for selecting such individuals are followed.

4.00.00 GUIDELINES FOR PRIMARY MEMBER ASSOCIATION

The following guidelines are to provide a standard of admission and criteria for new member association applicants. Membership is defined in the Bylaws Article VI and unless otherwise stated refers to primary membership in this document.

4.01.00 Effective April 12 &13 2008 AUSKF Board of Directors meeting; upon approval of the updated Guidelines for Member Association 4.00.00 .through 4.06.00, all applications for Member Association including any current pending applications for Member Association, will be reviewed for approval, utilizing the procedures as follows.

4.01.01 Each application for Member Association shall be submitted to the AUSKF President, with the following:

A. A roster listing the names of one hundred (100) or more members and a minimum of five (5) dojos.

B. Full payments of the AUSKF membership dues for each of the one hundred (100) or more members list on the roster submitted.



C. If the submitted application for Member Association is denied; a subsequent application for Member Association can be re-submitted, but each subsequent application must follow all of the same procedural requirements set forth herein,

4.01.02 After receipt of the application for Member Association the AUSKF president will review the documents to ensure compliance with the requirements set forth in AUSKF PPG 4.01.01 above. If these requirements have been met, the application for Member Association will be immediately forwarded to the AUSKF Member Association Committee for further review, investigation and a recommendation to the AUSKF President for approval or denial of the Application for Member Association.

4.01.03 Upon receipt of the recommendation of the AUSKF Member Association Committee the AUSKF President will set the effective date of the approval of the application for Member Association.

4.01.04 From the date of the approval date set by the AUSKF President, a one (1) year review period shall then begin for the application for member Association.

4.02.00 A new member association shall consist of a collective of organizations without regard to geographic location.

4.03.00 A new member association shall consist of at least five (5) distinct entities known as dojo, club, or any equivalent organization and this must be maintained during the one-year review period.

4.04.00 A new member association should have as aggregate population census of at least 100 individual; and this must be maintained during the one-year review period.

4.05.00 A new member association shall be placed on a one (1) year review period from the approval date. After the initial approval, during the one (1) year review period , the new member association will be eligible for all AUSKF membership benefits, and will be eligible to participate in all AUSKF events and activities with the exception of conducting promotional examinations which will require prior FIK country status immediately prior to requesting to become a new member association.

4.06.00 Following the beginning of the one (1) year qualification period for the new member association; the AUSKF President shall request the AUSKF Member Association Committee to monitor the new member association compliance with sections 4.03.00 and 4.04.00 and submit a report at the next AUSKF board of directors meeting at or near the completion of the one (1) year review period. Failure of the new member association to maintain compliance with sections 4.03.00 and 4.04.00, during the one-year review period, will result in consideration to terminate the prior approval of the new member association.

5.00.00 KATA BOARD

The AUSKF will establish and maintain a Board of three (3) individuals recognized for their expertise and knowledge of the All Japan Kendo Kata. This Kata Board shall be appointed by the President and work in conjunction with the Vice-President of Education to standardize and teach the All Japan Kendo Kata.

5.01.00 The Kata Board of the AUSKF shall conduct Kata seminars for the express purpose of increasing the skill and knowledge of its members.

5.02.00 The Kata Board shall establish and maintain guidelines for the grading of Kata with regard to promotional examinations.

5.03.00 The Kata instruction video produced by the All Japan Kendo Federation and selected by the kata board shall be used as a reference guideline to standardize instruction and methodology.

6.00.00 GUIDELINES AND PROCEDURE FOR SELECTING AND TRAINING JUDGES FOR KENDO COMPETITION

6.01.00 As set forth in the bylaws art (XI) sect (6.e) the vice-president of competition shall be responsible for maintaining and training a corps of qualified shimpan.

6.02.00 The vice-president of competition will maintain a list of individuals who have demonstrated an ability to perform as shimpan at national and international level.

6.03.00 Shimpan Qualifications:

6.03.01 Attend and participate in those seminars conducted either by the FIK or the AUSKF.

6.03.02 Regularly practice Kendo and judge Kendo competitions. Regularly is defined as doing Kendo keiko more than 3 times a month.

6.03.03 Qualified referees shall receive certification from AUSKF.

6.03.04 Re-qualification shall be conducted every three (3) years.

7.00.00 IAIDO

The AUSKF will provide for the promulgation and promotion of laido in the following manner:

7.01.00 There shall exist a department of laido as an integral function of the AUSKF.

7.02.00 The President shall duly appoint an administrative committee made up from the Board of directors and the general membership of AUSKF. This committee shall consist of no less than three (3) members and no more than five (5) members, of which at least one member is actively serving on the Board of Directors. The committee of whose function it shall be to promote and administer laido in conjunction with and by the authority of the AUSKF Board of Directors.

7.02.01 The financing and financial support for all laido activities shall be provided for as follows: by means of all financial support as designated and provided for by the Board of Directors from the general fund of AUSKF.

7.02.02 All secondary members of the AUSKF practicing laido through their respective Kendo organizations, that is the member dojo of an affiliated regional Kendo federation shall be liable only for their regular Kendo dues and shall not be assessed whatsoever additional fees except those fees explicitly designated for promotional examinations for laido and those menjo certificates for laido.

7.02.03 Members shall pay annual dues at the proscribed rate as defined by the AUSKF by-laws and Sect. 1.00.00 of the Policy and Procedures Document. These dues shall cover a member for Kendo, laido or both Kendo and laido. Menjo, Shogo and shinsa fees shall be levied separately for each Kendo and laido rank.

7.02.04 The laido committee in conjunction with AUSKF Board of Directors will provide for the regular promotional examination of candidates throughout the Jurisdiction of the AUSKF. Said examinations shall be conducted under the rules and regulations of the FIK (International Kendo Federation) with regard to laido.

7.02.05 Any organization dedicated solely to laido shall fall under the jurisdiction of the local regional Member federation.

8.00.00 PROMOTIONAL REGULATIONS AND GUIDELINES

Further detailed regulations for Section 8.00.00 of this document is found in APPENDIX A.

8.01.00 The AUSKF may use its own regulations; however those regulations will conform at a minimum to the regulations and guidelines as written and issued by the FIK.

8.02.00 Those individuals examining for the rank of 5 Dan and higher shall be under the sole jurisdiction or the AUSKF. No member may issue certificate or examine individuals for those ranks of 5 Dan and above.

8.02.01 Eligibility of examiners should have the following standards:

8.02.01.01 Age and Rank limitations:

- 8 Dan Examiners must be under 76 years and be 8 Dan Hanshi
- 7 Dan and 6 Dan Examiners must be under 76 years and 8 Dan Kyoshi or 7 Dan Kyoshi
- 5 Dan Examiners, no age limitation and must be 7 Dan and above (refer to Article 4 of AUSKF Regulations for Kendo Promotional Examinations)

8.03.00 The examining of individuals for the rank of 4 Dan and below shall be the sole jurisdiction of the member. However, in any instance where the member cannot conform and/or conduct an examination (shinsa) in compliance with the regulations, the matter shall be brought before the vice-president in charge of



promotions prior to conducting the examination. The vice-president in charge of promotions will render a judgment and issue a written approval of non-compliance to conduct the examination or will satisfy the situation. (e.g.: Send AUSKF approved examiners.)

8.03.01 The vice-president in charge of promotion shall have a corps of qualified examiners for the express purpose of realizing Sec. 8.03.00. Some guidelines for selecting qualified examiners are as follows:

- Regularly practices Kendo more than once a week and has
- Regularly acts as a shimpan at regional/national tournaments.
- Is mature enough to have a broad life experience (approximately 50 years and over).

8.04.00 Individuals wishing to take Kendo or laido exams outside of their "home membership" regional federation must have approval from that federation.

8.04.01 This approval is required for exams given by a regional or the national federation.

8.04.02 Available application form or letter from "home" federation must be presented to federation conducting examination.

8.05.00 Individuals wishing to take Kendo or laido exams outside of the AUSKF must have approval from the AUSKF (amended 3/29/03).

8.05.01 Available application form or letter from "home" federation must be presented to national federation.

8.05.02 AUSKF must give approval, either by application or letter, to the federation conducting the examination.

8.05.02.01 AUSKF may collect administration fee of \$50 per examination application.

8.05.03 If the applicant is granted a new rank; AUSKF may collect an additional \$50 Recording Fee and request a copy of the menjo received from the foreign country.

8.06.00 Assessable examination fee:

8.06.01 Examinations conducted by regional federations may set a reasonable fee for administration purposes.

8.06.02 Examinations conducted by the AUSKF, shall set a fee of \$50 per exam application for administration purposes. This shall apply for all rank examinations.

9.00.00 MENJO AND SHOGO

9.01.00 The federation will issue or cause to be issued to the requesting member certificates of rank and/or honor.

9.02.00 The menjo recorder will maintain a historical and current list of all certificates issued by the federation. This record shall contain the name, age rank, and date of promotion and examining member. The names and ranks of the examining board shall also be recorded as part of the record.

9.03.00 Fees for certification shall be assessed as listed according to "Certification fee schedule for English Certificates".

10.00.00 MENTOR PROGRAM (Updated 11/8/08)

The purpose of this procedure is to help insure that the AUSKF provides quality assistance to those members whose population is lacking in experienced sensei in the development of either or both their Kendo or Iaido programs. Great care should be taken in appointing individuals to the position of mentor. It is the professed goal of this corporation to continuously improve the quality of Kendo and Iaido throughout the United States.

10.01.00 A mentor must have the minimum rank of 5 Dan in kendo or Iaido.

10.02.00 A mentor must have demonstrated a broad knowledge of both technical philosophical aspects of Kendo or Iaido.

10.03.00 A mentor should have solid people skills in order to build good will towards the AUSKF and its members.

10.04.00 The mentor should help in making recommendations to member regarding promotional examinations for Kendo and Iaido.

10.05.00 The dojo interested in having a mentor for Kendo or Iaido must make a written request to the member federation president.

10.05.01 The member federation president must review the dojo request for a mentor for Kendo or Iaido, within 30-days after receipt of the written request; a recommendation is then made to the AUSKF President, to approve or deny the request for a mentor.

10.05.02 The AUSKF President must review the dojo request for a mentor for kendo or Iaido, within 30-days after receipt of the written request from the member federation president.

10.05.03 If the request for a mentor for kendo or Iaido is approved by the AUSKF President, the AUSKF Vice-President of Education will contact the member federation or dojo to negotiate a proposed date and / or event that can be utilized member for Kendo or Iaido.



10.06.00 Upon approval of the AUSKF President to send a mentor for Kendo or Iaido to the requesting dojo/member federation; the AUSKF will be responsible for the payment of the cost of reasonable round-trip air fare/automobile travel plan for the assigned mentor.

10.06.01 The requesting dojo/member federation is responsible for the payment of the cost to provide the assigned mentor for Kendo or Iaido with meals, accommodations, and local transportation expenses during the time period negotiated by the AUSKF VP-Education with the member federation or dojo

10.06.02 The member should help in making recommendations to the member regarding promotional examinations.

11.00.00 NATIONAL KENDO/IAIDO CAMP

11.01.00 The AUSKF shall endeavor to regularly sponsor a national Kendo camp and a national Iaido camp on an annual basis. The mission of the camp shall be to foster a sense of national unity & to bring together the membership to increase the national skill level both spiritually and technically. The federation shall be responsible for:

11.01.01 Instructor expense, which includes travel expense; lodging, and meals, shall be paid for by the federation.

11.01.02 Facility expenses for the renting of a suitable location to conduct the camp.

11.01.03 Food expenses for the meals the federation as to provide.

11.01.04 Instructor gifts if any.

11.01.05 Communication costs for those individuals organizing the camp.

11.01.06 Selection of instructors shall be by committee if and as required.

11.02.00 The regional hosting member shall provide logistical support to the AUSKF. Logistical support means taking care, of obtaining a site, living quarters, kitchen help for meals, transportation to and from site as much as possible and the hospitality room. The hosting member is not responsible for any financial obligation with regard to the afore mention items.

12.00.00 INSTRUCTOR MISSIONS (Amended 11/9/03)

12.01.00 The AUSKF will provide instructors to conduct seminars at the request of (the) member ((or their dojo(s) with the written consent of the member)). These instructors will be selected at the discretion of the Vice-President of Education. The requesting member may make a request on behalf of any segment of its membership.



12.02.00 Responsibilities: AUSKF will pay one-half (1/2) to transport the instructor(s) to and from the seminar site.

12.03.00 The requesting member will be responsible for one-half (1/2) the airfare to and from the site and all food, lodging, any entertainment or gifts of appreciation.

12.04.00 All requests will be made in writing to the Vice President of Education and provide all pertinent data. Requests must be made sixty (60) days prior to the next regularly scheduled members meeting in advance of the requested date of the seminar. Requests should contain a brief description of the population to be served (e.g. beginners, youth, adults etc.), any specific requests for subject matter to be covered. Requests for specific instructors may be made if the requesting member has such a desire, otherwise the instructor will be at the discretion of the Board of Directors.

13.00.00 SEMINARS

The AUSKF shall regularly conduct seminars at a national level to promote and enhance the knowledge and skill of its membership.

13.01.00 Seminars shall be conducted in different locations throughout the United States in order to better serve the membership.

13.02.00 The Vice President of Education in conjunction with the Board of Directors shall establish educational goals and target areas of concern to improve the overall level of Kendo in the United States.

13.03.00 The Vice President of Education will prepare and submit proposals to the Board of Directors annually outlining the next year's program.

13.04.00 The hosting regional member is responsible for all financial costs incurred related to conducting the seminar. The hosting member will collect fees as set by the AUSKF Board of Directors to cover costs incurred as budgeted. Items not budgeted may also be reimbursed at the discretion of the Vice President of Education. Any monies in excess of costs incurred shall be deposited in the AUSKF general fund to offset the cost of instructor expenses and provide funds for future seminars.

14.00.00 TOURNAMENT OR TAIKAI REGULATIONS

The AUSKF shall use the regulations as set forth by the FIK governing the conduct and procedures for holding a competition. These regulations may be modified as deemed necessary as provided for in the regulations.

15.00.00 REGULATIONS FOR THE AUSKF KENDO CHAMPIONSHIPS



Further detailed regulations for Section 15.00.00 of this document is found in APPENDIX B.

16.00.00 FINANCIAL AND OTHER RESPONSIBILITIES FOR CONDUCTING THE AUSKF KENDO CHAMPIONSHIPS

16.01.00 The federation will provide the hosting member with a seed fund of \$2,000.00 at the request of the hosting member. This seed money shall be returned after completion of the tournament to the federation within one year of completion of the tournament

16.02.00 The federation will make a donation of \$5,000.00 to the hosting member at such time as deemed right and necessary by the board of directors but prior to the actual tournament.

16.03.00 Any income generated through the advertising, solicitation, sales or any other such means hosting member shall remain in the possession of the member.

16.04.00 The federation shall be responsible for providing all medals and trophies to be awarded at the tournament.

16.04.01 The federation shall be responsible for paying any reimbursement to officials, judges or other such dignitaries for their expenses.

16.04.02 The federation shall be responsible for inviting any guests to the tournament and those expenses incurred in hosting a guest invited by the federation.

16.04.03 The federation shall be responsible for all items covered in section 15.00.00.

16.05.00 The hosting member shall be responsible for providing:

16.05.01 All lodging, facilities and ground transportation.

16.05.02 Score & time keeping personnel available prior to the tournament.

16.05.03 Procuring food and banquets.

16.05.04 Set up of facility.

16.05.05 Large score boards.

16.05.06 Advertising and entry forms.

16.05.07 Packages for regional teams.

16.05.08 Tournament programs

16.05.09 Concessions (T-shirt, tenugui, etc.)

16.05.10 List of speakers

16.05.11 Any costs incurred if it invites special guests

16.06.00 The vice-president in charge of competition shall be responsible for:

16.06.01 Holding a score keeping and timing seminar prior to the taikai.



- 16.06.02** Score sheets and match-up masters.
- 16.06.03** Demos
- 16.06.04** Setting the program of events and schedule
- 16.06.05** The medal awards ceremony.

17.00.00 INTERNATIONAL KENDO FEDERATION TOURNAMENT (World Kendo Championships) (Amended 4/17/99)

This section shall serve as a guideline and procedure for selecting the team members and manager, coach and delegates to the tournament to represent the AUSKF ("Team USA").

17.01.00 Applicants for membership on the AUSKF Team must be a citizen of the United States at the time of application. Proof of US citizenship must accompany the application.

17.02.00 Applicants for the AUSKF Team must be a member in good standing of their respective regional organization. The regional organization must be a member in good standing of AUSKF.

17.03.00 A member in good standing is further defined to mean the applicant is listed on the census roster of the regional member by whatever means the regional member employs to establish their respective roster. If an individual can show that they have met the regional members' requirements for being listed on the regional members census roster by whatever means the regional member employs, they shall be added to the regional roster for the appropriate time period in question. By example, if the means is by payment of dues to the regional and the monies have been submitted to the responsible individual (e.g. dojo/club treasurer) within the organizational structure of the regional member. The individual may not be penalized and must be added to the regional roster establishing eligibility for application to the AUSKF Team. This time period is defined by example as sometime between March 31st of the last collection request by the AUSKF Treasurer for Regional Members' dues and March 31st of the forth-coming collection request by the AUSKF Treasurer.

17.04.00 The AUSKF Board of Directors shall select the Manager of Team USA.

17.05.00 Once the Manager of Team USA is selected by the AUSKF Board of Directors, the Manager shall select the coaching staff for Team USA and shall report such selections to the AUSKF Board of Directors

17.06.00 The Manager of Team USA will determine the manner of team selection for the members of Team USA upon consultation with the Vice President of Competition. The Vice President of Competition or their representative will publish or cause to be published to the members of the AUSKF the timetable and manner of selection. It is the Regional Members' responsibility to disseminate the information to qualified individuals. The level of financial support of all activities for the AUSKF Team selection, training and actual competition will be determined by the AUSKF Board of Directors. The Vice President of Competition will submit a line item budget for approval by the AUSKF Board of Directors.



17.07.00: The level of financial support of all activities for Team USA shall be determined by the AUSKF Board of Directors. Team USA shall submit a line item budget for approval by the AUSKF Board of Directors.

~~18.00.00 Pan American Kendo Confederation Taikai~~

19.00.00 AUSKF DELEGATIONS

The purpose of this procedure is to set criteria and guidelines for selecting members for delegations to represent the AUSKF at PAKC and FIK events or any similar situations.

20.00.00 PROMULGATION

21.00.00 AUSKF NEWSLETTER

22.00.00 GRIEVANCE PROCEDURE

22.01.00 The procedure for grievance shall be as set forth in the by-laws of the federation.

23.00.00 VISITS BY FOREIGN DIGNITARIES

23.01.00 Visits/missions of foreign kenshi that are sponsored by that countries national organization shall be coordinated through the office of the president of the federation and/or the Executive Vice President. Personal visits sponsored by a member of the federation or one of its individual shall be the responsibility of that individual or member of the federation.

23.02.00 Itineraries of the visiting mission shall be disseminated by the Executive Vice President at the earliest possible date.

23.03.00 If the mission is visiting multiple members of the federation the Executive Vice President shall be responsible for liaison and coordination. The Executive Vice President may delegate any or all of these responsibilities, as they deem necessary and appropriate.

23.04.00 The Executive Vice President will identify any costs that are the responsibility of the AUSKF and the benefiting members. Any costs to be incurred by the federation shall be approved by the board of directors if they exceed the financial expenditures guidelines in Sec. 2.00.00 of this document.

24.00.00 ALL JAPAN KENDO CAMP FOR FOREIGNERS (Amended 11/10/01)

24.01.00 The procedure for selecting the candidates to attend the AU Japan Kendo Camp For Foreigners (hereafter referred to as AJKCF) shall be as set forth in 24.02.00-24.02.04.

24.02.00 Selection of individual candidates for the AJKCF shall follow the following guidelines set forth in 24.02.01-24.02.04.

24.02.01 Each year the member regional federation shall submit a prioritized list (e.g. #1, #2, #3, etc.) of the names of all interested candidates requesting to attend the AJKCF; the candidates must be in good standing with the AUSKF.

24.02.02 Candidates submitted by the member regional federation should have the qualifications as established by the All Japan Kendo Federation for the AJKCF.

24.02.03 All candidates for the AJKCF shall be considered for selection each year in the order of their prioritization submitted by their respective member regional federation, starting with the priority #1 candidates.

The first round selection will review all member regional federations to select the first allocated position, in the order set forth in the rotation schedule. This procedure will be repeated until the total AUSKF allocated positions are filled.

24.02.04 The order of the member regional federations from which the selection of the candidates for the AJKCF will start from each year was established in 1996, by lot, at the general meeting of that year (see Appendix (updated 11/01)). Each year the top two member regional federations listed will be the first to be considered; then, in the following year these top two member regional federations will rotate to the bottom of the list .

25.00.00 DEVELOPMENT

The AUSKF will, through the office of the Executive Vice President, maintain a policy to increase the membership of the organization. This policy will be implemented by the following means:

25.01.00 Establish and chair the Development Committee ..

25.02.00 Maintain and direct the AUSKF web site, college liaison committee and other means to assist the member federations.

25.03.00 Develop guidelines and suggestions on how to develop and form a Kendo organization.

25.04.00 Target specific markets of opportunity and develop a schedule for implementation of a campaign to start Kendo in the targeted areas.



25.05.00 Use the AUSKF web site for listing our members, the area they serve and a contact person.

26.00.00 DUAL MEMBERSHIP IN NATIONAL KENDO FEDERATIONS (Added 11/8/03)

26.01.00 Any member of the AUSKF cannot have membership in another countries national kendo federation

27.00.00 AUSKF WEBSITE (Added 11/8/03) (Revised 4/9/11)

27.01.00 To update the member federation dojo lists on the AUSKF Website, the following procedure shall be followed by each of the AUSKF member federations.

27.01.01 Each of the fifteen (15) AUSKF member federations is to submit the name of the authorized representative to make the updates as to the member federations dojo information on the AUSKF website, to the AUSKF webmaster; Jean Kodama by the Due Date: March 31 of each calendar year. If no name of a specific authorized representative is submitted, the AUSKF Member Federation President on record will be designated as the authorized representative by default. Requested changes to the AUSKF member federation dojo listing will be accepted only upon receipt of the requested changes made in the proper Excel formatted document submitted by the authorized AUSKF member federation representative.

27.02.00 The AUSKF website will maintain a yearly Calendar of Events for AUSKF approved events only; all other AUSKF member federation calendar of events can be located by links to the respective AUSKF member federation websites. (if available)

27.02.01 In order to maintain an accurate yearly AUSKF Calendar of Events; each notice of an AUSKF event sent to the AUSKF member federations, shall also be provided at the same time to the AUSKF Webmaster.

27.03.00 Upon notification of the AUSKF member federations of the proposed agenda for the semi-annual AUSKF board of directors meetings; a copy of the proposed agenda shall be sent to the AUSKF Webmaster, for posting on the AUSKF website, with the appropriate disclaimer that it will be subject to change by the AUSKF Administration, if deemed necessary.

27.04.00 Upon receipt by the AUSKF Webmaster of an electronic copy of a new volume and edition of the AUSKF Newsletter sent to the AUSKF member federations; posting of each new volume and edition of the AUSKF Newsletter on the AUSKF Website, shall be done no later than thirty (30) days after receipt.



28.00.00 ASSOCIATE MEMBERSHIP (Added 4/14/07)

28.01.00 Dojos, or small groups (minimum two individuals) in areas currently without an ability to affiliate with a current approved AUSKF member federation may upon application and approval become associate member of the All United States Kendo Federation until such time as officially recognized member federation is established pursuant to PPG 4.00.00 through 4.06.00.

28.02.00 Associate membership will allow the dojos, and small groups upon approval and payment of the AUSKF membership dues, to participate in AUSKF events; however an associate member will not have voting rights and privileges as current approved AUSKF member federation, pursuant to the applicable section of the AUSKF bylaws.

29.00.00 MISSION STATEMENT (Added 11/10/07)

29.01.00 Kendo is a martial art that fosters the building of physical, mental, spiritual and moral value through diligent, persistent, and disciplined practice done with courtesy and respect.

29.02.00 In addition, the goal of the All United States Kendo Federation is to develop a social and humanistic consciousness that will enhance the value of family, community, society, and our nation.

30.00.00 TEAM USA GIVING BACK PROGRAM (added 11/12/11) (Revised 11/9/13)

30.01.00 The current and former members of U.S. National Kendo Team have developed a Team USA Giving Back Program; the program will consist of the members of Team USA volunteering their time to fly out and offer their services at any kendo-related events hosted by a AUSKF member federation. Specific team members can be requested to teach, practice or demonstrate at any weekend seminars, camps joint practices and /or tournaments. The format of this program will be open and flexible; time with the members of Team UUSA can be spent in any way the federation and/or members dojos desires.

30.02.00 The airfare/travel expenses for the Team USA members will be paid for by the AUSKF and all other expenses (hotel, food, local transportation, etc.) will be paid for by the requesting federation and/or dojo.

30.03.00 Participation in the Team USA Giving Back Program is completely voluntary. To make a request from a AUSKF member federation and/or dojo, as indicated in section 30.01.00 above; please contact; the AUSKF President. Giving Back Request Forms will be submitted to the AUSKF President. The president will coordinate with both the responsible vice-president and the Manager of Team USA to complete the fulfillment of the request.

If the request cannot be processed due to schedule or other impediments the responsible vice-president will contact the requestor for resolution. After submitting the Team USA Giving Back Program REQUEST FORM; please allow sufficient time for processing the request. The AUSKF President will follow up with the requesting AUSKF member federation and /or dojo, to confirm the dates, itineraries, and schedule of events.



APPENDIX A: SECTION 8.00.00 PROMOTION REGULATIONS

This appendix is maintained as a separate document due to length.

APPENDIX B: SECTION 15.00.00 REGULATIONS FOR THE TRI-ANNUAL KENDO CHAMPIONSHIPS

This appendix is maintained as a separate document due to length.

APPENDIX C: SECTION 15.00.00 REGULATIONS OF THE ANNUAL JUNIOR KENDO CHAMPIONSHIPS

This appendix is maintained as a separate document due to length.

APPENDIX D: SECTION 24.00.00 ANNUAL ROTATION TABLE OF YEARLY SELECTION PRIORITY FOR AJKF FOREIGN LEADERSHIP SEMINAR

This appendix is maintained as a separate document due to length.

TABLE OF REVISIONS

DATE SUBMITTED	PROCEDURE & TITLE	REVISION	DATE APPROVED BY DIRECTORS
11/7/2009	1.00.00 Annual Membership Fee	Added new sub paragraph 1.01.02.03.	4/9/2011
	2.00.00 Financial	2.03.01 \$500 revise to \$1000. New: 2.04.00	
	4.00.00 Membership	Defined members	
	7.00.00 Iaido	Deleted 7.02.01.01, .02 revised 7.02.01.03 deleted financial separation statement. 7.02.02 added secondary members	
	8.00.00 Promotion Regulations	Added Appendix A which contains majority of promotion regulations	
	11.00 National Kendo Camp	Added Iaido to title restated 11.01.06	
	15.00 AUSKF Taikai	Moved to Appendix B	
	17.00 IKF Taikai	Revised title to FIK	
	18.00 Pan American Kendo Confederation Taikai	Deleted organization no longer exists	
	20.00 Promulgation	Deleted managed under other sections	
	24.00 All Japan Kendo Camp for Foreigners	Moved annual rotation table to Appendix D	
	Table of Contents 1-29	Corrected typos throughout document	
11/26/2013	Added section 30.00 Team USA Giving Program	Originally adopted 11/23/11. Revised to improve process 11/9/13	11/9/2013
4/12/14	Sect. 25.00 Marketing	Revised title to Development and revised procedures	4/13/14
11/9/14	Sect. 17:00 Team USA	Revised language to resolve two versions of this sect.	4/13/14
11/9/14	Sect. 1 Dues	Revised the dues period to April 1- March 31 per year	11/9/14
4/8/17	Sect. 2 Finance	Revised and updated BOD travel expense to clarify and added 2.03.06	4/9/17
4/12/17	Updated Appendix A Promotion Updated Appendix B AUSKF Championship Regulations	Revised fee Schedule per 11/13/16 meeting Regulations revised per AUSKF BOD and Competition Committee.	4/12/17