

Southeastern United States Kendo Federation

Policies & Procedures

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

This document shall further provide guidelines so that the officers and agents of this organization 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.

1. DUES

- 1.1. Annual membership fees shall be charged against each individual member of the SEUSKF.
- 1.2. The fees shall be charged in three categories:¹
 - 1.2.1. The adult rate (18 years or older) shall be \$30.00.
 - 1.2.2. The youth rate (under 18) shall be \$25.00.
 - 1.2.3. College club rate of \$5.00.
 - 1.2.3.1. Applies only to college sanctioned clubs in the SEUSKF.
 - 1.2.3.2. At least one member/instructor must pay the full adult rate.
 - 1.2.3.3. The college rate only applies to currently enrolled college students at a college dojo/club in the SEUSKF.
- 1.3. Any individual participating in a SEUSKF sponsored event, who is not a member of an AUSKF Regional, may be assessed 150% of the event's fee for participation. Examples of events would include seminars, camps, and tournaments. Information will be provided to a nonmember on joining the AUSKF.
- 1.4. Each individual **must** also be a member of the AUSKF and is responsible to pay fees required by the AUSKF through the SEUSKF.
- 1.5. Fee rates for the AUSKF are sanctioned by the AUSKF and are not subject to exclusion or reduction.
- 1.6. If dojo/club fails to send in their dues by the deadline stipulated by the treasurer, dojo/club will get two (2) written or electronic notices to pay within thirty (30) days. Failure to pay within the thirty (30) day time period will subject the dojo/club to a penalty.
 - 1.6.1. The penalty for dojo/club's failing to pay dues on time will require that all members of the dojo/club be prohibited from participating in a promotional for ninety (90) days starting from the date that the dues are received.

¹ The adult rate for SEUSKF members is \$30 and the youth rate is \$25 effective 8/21/2010. (See Amendment 3)

- 1.7. Dues for new members will be accepted year-round.

- 1.7.1. Dues submitted by individuals after the annual deadline stipulated by the treasurer will be accepted and the member will be prohibited from participating in a promotional for thirty (30) days from the date dues are received.

2. FINANCIAL

- 2.1. No officer of this organization shall be empowered to expend funds without prior express consent of the Board of Directors except as follows:

- 2.1.1. Travel expenses for Board of Directors on official business.²

- 2.1.1.1. Travel cap of \$200, round-trip for Board members within 200 miles of the meeting site and a travel cap of \$300, round-trip for Board members beyond 200 miles of the meeting site.³

- 2.1.1.2. Mileage rate for reimbursement based on national IRS mileage rate.

- 2.1.1.3. A cap of \$250 per meeting or \$500 annually per fiscal year may be used to fund the meeting room for official SEUSKF Board meetings. These funds are to be used for the rental of a meeting room and/or the use of basic beverages for the meeting, such as coffee, water, and soda.

- 2.1.2. Travel expenses for Promotion Examiners.

- 2.1.3. Funds approved by an emergency decision by a unanimous affirmative vote.

- 2.1.4. Funds approved by the Board of Directors to reimburse travel for a visiting sensei or request by a dojo to fund a visiting sensei have a cap of \$500 and is limited by the funds existing in the emergency funds of the SEUSKF.

3. EMERGENCY DECISION

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

- 3.2. The emergency decision shall be made by the SEUSKF Board of Directors.

- 3.3. Any action taken with an emergency decision must have a unanimous affirmative vote.

- 3.4. Guidelines and examples:

3.4.1. No action shall be allowed in violation of the bylaws of the organization.

² As of 8/4/2013, a cap of \$250 or \$500 per fiscal year may be used to provide funding for room rental and beverages for Board meetings. (See Amendment 5).

³ The travel cap is \$300 for those board members traveling over a 200 mile-long radius from the board meeting location. (See Amendment 4)

- 3.4.2. No action may be taken that can be handled at a regularly scheduled meeting of the board of directors.
- 3.4.3. The committee may approve representatives on organization business (e.g.: funerals, AUSKF committee meetings.)
- 3.4.4. Approve and designate representatives to tournaments, examinations, and seminars as long as the guidelines for selecting such individuals are followed.

4. GUIDELINES FOR DOJO/CLUB ASSOCIATION

- 4.1. The following guidelines are to provide a standard of admission and criteria for new dojo/club member applicants.
- 4.2. A new dojo/club should not unduly encroach on the established region and jurisdiction of another existing region without prior approval from that region and the AUSKF.
- 4.3. A new dojo/club member should have a population of at least 5 individuals.
- 4.4. A new college dojo/club member should have a population of at least 3 individuals.
- 4.5. A new dojo/club member should have an individual in its population Sandan or above as a mentor. If the new dojo/club does not meet this requirement, a probationary dojo/club membership will be given. A mentor will be appointed to aid until the new dojo/club member has an individual reaching this rank or skill level. A new dojo/club must request to join the SEUSKF in writing as outlined in the Bylaws of the SEUSKF. ⁴
- 4.6. All current dojo/club members will have the above requirements grandfathered.

5. IAIDO

- 5.1. The Board of Directors will select a special advisor for Iaido to promote Iaido.
- 5.2. The financing and financial support for all Iaido activities shall be provided for as follows:
 - 5.2.1. By the levying and collection of SEUSKF membership dues for those members who are registered as Iaido only.

⁴ As of 1/16/2010, a minimum rank of Sandan necessary for full membership and dojo/club must have individual with the minimum rank as a current member to maintain full membership. (See Amendment 2)

- 5.2.2. By those revenues generated through the conducting of promotional examinations.
- 5.2.3. By means of supplemental financial support as designated and provided by the Board of Directors from the SEUSKF general fund.
- 5.3. All members of the SEUSKF practicing Iaido through their respective Kendo organizations shall be liable only for their regular Kendo dues and shall not be assessed any additional fees except those designated for promotional examination and for menjo certificates.
- 5.4. Members shall pay annual dues at the prescribed rate as defined by the AUSKF and the SEUSKF bylaws. These dues shall cover a member for Kendo, Iaido, or both Kendo and Iaido. Menjo, shogo, and shinsa fees shall be levied separately for each Kendo and Iaido rank.

6. PROMOTIONAL REGULATION AND GUIDELINES

- 6.1. The SEUSKF will follow IKF and AUSKF guidelines for all promotional examinations.
- 6.2. The SEUSKF examination fee will be \$20.00 for ranks Nikyu (2 kyu) and below. Ikkyu (1 kyu) and above will be \$30.00.
- 6.3. A minimum of five (5) Yondan (4 Dan) and above must be on the panel for any promotional as per the AUSKF guidelines.
- 6.4. AUSKF fees for registering the new promotion rank and for menjo certificates will be collected no later than the day of the promotional examination.
- 6.5. Individuals wishing to take Kendo or Iaido exams outside of the SEUSKF must have approval from their Sensei and the President of the SEUSKF.
- 6.6. The SEUSKF may collect administration fees per examination application.
- 6.7. Individuals examining for the rank of Yondan (4 Dan) and below shall be under the jurisdiction of the SEUSKF. However, when the SEUSKF cannot conform to examination regulations, the AUSKF shall be contacted to render a judgment and issue a written approval of noncompliance to conduct the examination or receive other guidelines.
- 6.8. The ranks of Rokukyu (6 Kyu) to Ikkyu (1 Kyu) may be allowed at the local dojo/club on a case by case basis. This will be requested in writing by the local dojo/club. The President and/or the Vice President of Promotions has been delegated the authorization to decide whether to allow the examination.

- 6.9. Individuals desiring to test must be members of the AUSKF. Those requesting examination from outside the SEUSKF must have their regional president's signature on their application form.
- 6.10. All individuals who plan to test must meet the age, rank, and time requirements outlined by the IKF and the AUSKF.

7. MENJO

- 7.1. The SEUSKF will cause to be issued to the requesting member, certificates of rank and/or honor.
- 7.2. The SEUSKF will maintain historical records from promotional examinations performed by the SEUSKF and the subsequent request for certificates of rank and/or honor.

8. MENTOR PROGRAM

- 8.1. The purpose of this procedure is to help insure that the SEUSKF provides assistance to those dojo/club members who lack experienced instructors.
- 8.2. A mentor must have the minimum rank of Sandan (3 Dan).
- 8.3. A mentor must have demonstrated a broad knowledge of both technical and philosophical aspects of kendo and/or iaido.
- 8.4. A mentor should have solid people skills in order to build good will towards the SEUSKF and its members.
- 8.5. The mentor should provide guidance only at the request of the dojo/club member and should in no way be a burden to the dojo/club member.
- 8.6. The mentor should avoid any internal problems not related strictly to the practice and teaching of kendo and/or iaido.
- 8.7. The mentor should help in making recommendations to the dojo/club member regarding promotional examinations.

9. SEUSKF KENDO/IAIDO CAMP AND/OR SEMINARS

- 9.1. The SEUSKF shall endeavor to sponsor a regional kendo and/or iaido camps and/or seminars on an annual basis. The mission of the camp shall be to foster a sense of unity and to bring together the membership to increase the regions skill level both spiritually and technically.
- 9.2. The Board of Directors shall select or request instructors.

- 9.3. Fees may be assessed participants to help offset expenses.

10. TOURNAMENTS

- 10.1. The SEUSKF shall use the regulations as set forth by the IKF and the AUSKF governing the conduct and procedures for holding a competition. These regulations may be modified as deemed necessary as provided for in the regulations.
- 10.2. The SEUSKF shall endeavor to sponsor a regional tournament on an annual basis. The mission of the tournament is to foster a sense of unity and to bring together the membership to increase the regions skill level spiritually and technically.
- 10.3. The SEUSKF will provide the hosting dojo/club with a seed fund of \$500.00 at the written request of the hosting dojo/club. Any remaining profits will be split 50/50 between the SEUSKF and the hosting dojo/club.
- 10.4. All competitors must be in good standing and on the registration census of the regional federation at least 90 days prior to the actual tournament. Invitations may be extended by the Board of Directors to foster the spirit of kendo.
- 10.5. Competitors need not be citizens of the USA.
- 10.6. All attempts will be made to have referees different than the dojo/club represented by the competitors. However, due to the size of the SEUSKF, this may not be possible.
- 10.7. Categories for the SEUSKF Tournament will be determined by the Board of Directors and the Hosting dojo/club based on time and number of participants. Possible categories or divisions may include:
- 10.7.1. Junior Youth;
 - 10.7.2. Senior Youth;
 - 10.7.3. Women's;
 - 10.7.4. Mudansha;
 - 10.7.5. Shodan/Nidan;
 - 10.7.6. Sandan and above;
 - 10.7.7. Seniors 45 years of age and older;

- 10.7.8. Team 5 persons per team.
- 10.8. The names of all competitors must be submitted prior to the tournament by the date outlined in the information packets.
- 10.9. Individual Championships:
 - 10.9.1. All attempts will be made to have a preliminary round to seed players for the medal round. The preliminary round will normally be a round robin style and will contain 34 competitors in a group. Matching competitors will be made by a drawing or by seeding members into various brackets according to draw or seeds. Every effort will be made to place competitors from the same dojo/club into different preliminary groups. The medal round will be single elimination style. This may be altered due to time constraints and number of players competing. The players in the medal round will be seeded based on their results of the preliminary rounds. The results will be based first on the number of wins, secondly on the number of points scored. Should a tie exist a head to head rematch will be played by “3-bon shobu”. An additional encho may be used until a winner is determined by “1-pon shobu”.
 - 10.9.2. The players will be called in order of their seed or draw and proceed with the matches down through the brackets. The order will then return to the top of the bracket and proceed down through again and continue this method until all preliminary play is completed.
- 10.10. Team Championships:
 - 10.10.1. One or more team(s) is to represent each dojo/club.
 - 10.10.2. The team members are composed of five (5) members.
 - 10.10.3. Should one team fail to have the required number of competitors available, they may compete with 4 or 3 members. If competing with less than the required amount of members, those available will fill the captain’s (taisho) position first. A team cannot forfeit the captain’s position of the team. They may however forfeit any other position and need not forfeit sequentially.
 - 10.10.4. The team line up must be presented to the referee’s table prior to the first match. The lineup cannot be altered after registered.
 - 10.10.5. Matching teams will be by draw or seed. However, the 1st and 2nd place teams of the previous SEUSKF Tournament will be seeded into different brackets.

- 10.10.6. The single elimination system will be applied to the tournament.
- 10.10.7. Determination of team winners will be by:
 - 10.10.7.1. Highest number of individual winners; if even then;
 - 10.10.7.2. Highest number of points scored; if even then;
 - 10.10.7.3. A “3-bon shobu” playoff between a representative of each team. Play shall be continued into encho if needed until a winner is determined by “1-pon shobu”.
- 10.11. Time allotted: Recommended times for events are as follows:
 - 10.11.1. Youth Individuals 3 minutes;
 - 10.11.2. Women Individuals 4 minutes;
 - 10.11.3. Mudansha Individuals 4 minutes;
 - 10.11.4. Shodan – Nidan Individuals 4 minutes;
 - 10.11.5. Sandan and above Individuals 5 minutes;
 - 10.11.6. Senior Individuals 4 minutes;
 - 10.11.7. Teams: 3 minutes.
- 10.12. All groups shall have a 1st, 2nd, and 3rd place. There may be two 3rd places or a 3rd place match may be played.
- 10.13. A “Fighting Spirit” award may be presented in each individual division.
- 10.14. A Perpetual Trophy, if available, is presented to the winning team which shall be passed on at the next tournament.
- 10.15. Referees will normally be composed of competitors with the rank of Sandan (3 Dan) and above.
- 10.16. Any clarification or resolution required in the application of these regulations shall be by the decision of the SEUSKF Competition Committee and the designated shimpan-cho.
- 10.17. The hosting dojo/club shall be responsible for providing information about lodging, facilities, and ground transportation. Score and time keeping personnel.

Procuring food and banquets. Set up of Facility. Advertising and entry forms. Packages for dojo/club teams. Tournament programs. Concessions.

- 10.18. The SEUSKF shall be responsible for holding a score keeping and timing seminar prior to the taikai. Score sheets and matchup masters. Demonstrations. Setting the program of events and schedule. The medal awards ceremony.

11. AUSKF VOTING REPRESENTATIVES

- 11.1. Will be selected by the Board of Directors. The number of votes is outlined in the AUSKF By-Laws. The first voting member must be the SEUSKF president.

12. SEUSKF NEWSLETTER

- 12.1. The SEUSKF shall forward AUSKF newsletters and information to the dojo/clubs. It will attempt to periodically publish its own newsletter and send it to each individual member of the SEUSKF or electronically via email or the SEUSKF website.

13. MARKETING

- 13.1. The SEUSKF will maintain a policy to increase the membership of the organization.

14. AMENDMENTS

- 14.1. New policies and procedures may be adopted or these policies and procedures may be amended or repealed by a majority vote of the SEUSKF dojo/club members or by a majority vote of the SEUSKF Board of Directors.

Certificate of President

I, the undersigned, certify that I am the presently elected and acting President of the Southeastern United States Kendo Federation and that these are the policies and procedures of this organization as adopted at a meeting of the Board of Directors held on August 22, 2009 in the City of Atlanta, State of Georgia.

My signature hereon appears pursuant to resolution of the Board of Directors passed by unanimous vote on said date.



Ken Strawn President