



**Australian
Aikido Ki Society**

**Official Dojo
Guidelines**

This Document must be available at each AAKS Dojos for every Instructor and student to have access to and read

January 2005

TABLE OF CONTENTS

1. Introduction

- 1.1 Ki no Kenkyukai Japan Purpose Statement
- 1.2 Aikido Ki Society Australian Purpose Statement

2. Management Structure

3. Duty of Care

4. Roles, Qualifications and Responsibilities for Teaching and Management Staff

- 4.1 Chief Instructor
- 4.2 Head Dojo Instructor
- 4.3 Dojo Instructor
- 4.4 Trainee Instructor
- 4.5 Associate Dojo's
- 4.6 Secretary/Treasurer
- 4.7 Administrative Guideline

5. Branch Dojo Operational Guidelines

- 5.1 Philosophy of Teaching
- 5.2 Risk Management
- 5.3 Opening a Branch Dojo
- 5.4 Aikidoka from other Styles
- 5.5 Visiting Instructors
- 5.6 International Travel
- 5.7 Open Door Policy
- 5.8 Communications
- 5.9 Seminars
- 5.10 Insurance
- 5.11 Children's classes
- 5.12 Promotional material
- 5.13 Class fees
- 5.14 Grading Policy

6. Qualifications

- 6.1 Instructor Accreditation
- 6.2 Qualified Examiner
- 6.3 Assistant Lecturer and Associate Lecturer

7. Health and Safety Guidelines

- 7.1 General Safety Guidelines
- 7.2 Safety Guidelines Prior to Training
- 7.3 Safety Guidelines During Training
- 7.4 Preventive Health Measures for Blood-Borne Pathogen Transmission

8. Disclaimer Information

- 8.1 Implementation of Disclaimer

Student Code of Conduct

Release and Indemnity Agreement

1. Introduction

This document outlines the organizational structure of Aikido Ki Society Australia and helps defines current operational practice with particular reference to administrative procedure, health and safety guidelines, and risk management.

As a martial art organization we are responsible for a duty of care for all students. These guidelines help outline that 'Duty of Care' (*see Duty of Care section*) for implementation throughout all Aikido Ki Society dojo's within Australia.

1.1 Ki no Kenkyukai H.Q. Purpose Statement.

The purpose for which the Ki Society (Ki no Kenkyukai) is formed is to foster the well-being for all. This includes such activities as: making available and teaching the philosophy and practice of coordination of mind and body (Ki Development) and also teaching the concepts and art of Shin Shin Toitsu Aikido (Aikido with Ki) to its students and to those interested.

1.2 Australian Aikido Ki Society Purpose Statement.

The purpose of this organization is to promote good communication and friendship among dojos and to further the aims of Ki no Kenkyukai in Australia in accordance with the Ki no Kenkyukai Purpose Statement. The Aikido Ki Society Australia will provide ongoing training opportunities and advice on all matters relating to Shin Shin Toitsu Aikido and its Ki Development Arts. A consultative committee comprised of the Chief Instructor and Head Dojo Instructors will assist in matters relating to policy, standards, and accreditation issues. If there are no Head dojo instructors, the Chief Instructor will organise a meeting with as many dojo instructors as are available.

2. Australian Aikido Ki Society Operational Structure

Ki No Kenkyukai HQ	Master Koichi Tohei and Shinichi Tohei
Chief Instructor	
Branch Dojos	Head Dojo Instructors
	Dojo Instructors
	Trainee Instructors
	Secretary/Treasurer (optional)

3. Duty of Care

Duty of care requires everything “**reasonably practicable**” be done to protect the health and safety of others at the workplace or training environment. This duty is placed on:

- All Head Dojo Instructors
- Dojo Instructors, Assistant Instructors and all participants (ie: students)
- Any others who have influence on the hazards occurring within the dojo (ie: spectators)

‘**Reasonable Practicable**’ means that the influence that the requirements of the law vary with the degree of risk in a particular activity or environment which must be balanced against the time, trouble and cost of taking measures to control the risk. It allows the duty holder to choose the most efficient means for controlling a particular risk from the range of feasible possibilities preferably in accordance with the ‘hierarchy of control’.

This qualification allows those responsible to meet their duty of care at an efficient cost. It also requires changes in technology and knowledge to be incorporated but only as and when it is efficient to do so. The duty holder must show that it was not reasonably practicable to do more than what was done or that they have taken ‘reasonable precautions and exercised due diligence’.

Specific rights and duties logically flow from the duty of care. These include:

- providing and maintaining a safe training environment;
- safe systems of training practice in accordance with guidelines and training syllabus;
- adequate facilities;
- information and instruction available on dojo guidelines and policy;
- keeping records relating to any injuries occurring within the dojo;
- ensuring someone with first aid training be available at each training session;

That all people who attend the dojo or training, maintain a level of awareness and display proper etiquette that would minimise the danger or injury to themselves and/or others. This would include Dojo Head Instructors, Dojo Instructors, Assistant Instructors, students and spectators.

*Source: Industry Commission. Workplace, Health and Safety Report No 47 - September 1995
Changes have been made to original document to apply for use within this, the Australian Aikido Ki Society
Dojo’s and Instructors Guidelines,*

4. Role, responsibilities and Qualifications for Teaching Staff.

4.1 Chief Instructor

The Chief Instructor's position is an elected position from within the Aikido Ki Society Australia. The Chief Instructor's role is primarily as a main point of contact for Japan (Ki No Kenkyukai), organising seminars or instructor training programs within the Australian region

Responsibilities:

- To foster the ongoing growth and development of Shin Shin Toitsu Aikido in Australia.
- Currently conduct kyu and ki gradings for all levels, including nomination for certification of these levels, unless a nominated instructor has been elected by the Chief Instructor or committee.
- Provide nomination for all Dan levels, Senior Ki Level, Qualified Examiners, Assistant Lecturers and Associate Lecturers for certification by Master Koichi Tohei.
- Establish accreditation criteria for all Instructors.
- Endorsement of all Head Dojo Instructors and Dojo Instructors.
- Provide ongoing training seminars and to assist all dojos maintain standards.
- Act in an advisory capacity to Instructors in all matters relating to the Australian Aikido Ki Society.
- Maintain files on all correspondence with Ki no Kenkyukai HQ and Instructors.
- Organise and host National Seminars taught by Ki no Kenkyukai HQ, (when available) and provide Training and development opportunities for all students.
- Disseminate information to instructors and students to foster the growth and well being of the Australian Aikido Ki Society.

4.2 Head Dojo Instructors (or fully affiliated dojo's to AAKS)

Nidan level or above. Holds a teaching qualification of Assistant Lecturer or Associate Lecturer and is a Qualified Examiner (where possible). The Head Dojo Instructor is a designated position of the Australian Aikido Ki Society or Chief Instructor and is responsible for the overall running of the dojo and its finances. This person will be the main liaison between the dojo and the Chief Instructor of Australian Aikido Ki Society. Regular attendance of seminars is expected. The Head Dojo Instructor is to adhere to the guidelines set out by the Chief Instructor and assist in achieving the desired training outcomes

Please note: The Chief Instructor will nominate the position of Qualified Examiner only to a Head Dojo Instructor. For dojo's who do not have an instructor who can meet the criteria of Qualified Examiner at this time, the Chief Instructor will conduct the gradings or designate a dojo where their students may be graded. These students must have the written consent of their *home* instructor.

Head Dojo Instructors are to notify the Chief Instructor/committee of any changes in the status of Instructors so that the necessary certification can be organised. i.e. Are there instructors who are teaching on a regular basis and have not yet been promoted to Assistant Lecturer? It is the responsibility of the Head Dojo Instructor to keep the Chief Instructor/committee up to date with any changes of their instructor's contact numbers and addresses.

Once a Qualified Examiner is appointed, they will be required to attend instructional lectures and training sessions whenever they are conducted. This will provide Qualified Examiners with the basis for understanding and performing grading criteria. It will enable Examiners to keep up to date with the current methods of testing shokyu, chukyu, jokyū ki levels, kyu and dan grades. It will further guarantee that the quality of testing is correct and that the standards of Australian Aikido Ki Society are maintained.

Qualifications: Nidan or above and Assistant Lecturer or (above)

Responsibilities:

- * Overall management and operation of Branch Dojo
- * Foster aims of Japan HQ and Australian Aikido Ki Society and provide for the development of students.
- * Ensure that the curriculum taught is in accordance with the curriculum recommended by Ki no Kenkyukai and Australian Aikido Ki Society.

Maintain current files for:

- Correspondence
- Gradings
- Sendings
- Disclaimers/Student Code of Conduct Agreements
- Finances and Attendance
- Injuries/incidents
- Student contact details
- Support the organization through the promotion of seminars, books, videos, etc.
- Arrange for gradings to be conducted as required
- Forward grading and membership fees to AAKS.
- Ensure that the *Disclaimer and Student Code of Conduct Agreement Form* is provided to and signed by each student who trains at the Dojo. For students under the age of 18, the *Disclaimer and Student Code of Conduct Agreement Form* must be signed by a parent or guardian who is aware of the activity undertaken. These forms are to be retained on file.
- Ensure that Dojo Instructors, Trainee Instructors and students apply the Duty of Care.
- Have an adult who has First Aid training present whenever possible at all relevant activities.
- Recommend Instructors for Accreditation
- Attendance at all Instructional seminars.
- Maintain current membership in the insurance scheme adopted by Australian Aikido Ki Society, including club liability and professional indemnity. In addition, information regarding optional player accident insurance will be available to all students.
- Provide supervision and support for new dojos as required.

4.3 Dojo Instructors (and associate/branch dojo's) - Sensei

Dojo instructors accredited with Australian Aikido Ki Society have the authority to instruct Ki Aikido classes independently. When conducting classes independently, instructors should always be mindful of and apply the Duty of Care.

Qualifications: Shodan or above (associate dojo's at 1st kyu and above)
Assistant Lecturer

4.4 Trainee / Assistant Instructors. - Sempai

These are senior students who assist the Head Dojo Instructor and Dojo Instructors at times with various tasks. This role is limited to providing teaching assistance and / or other assistance under the authority, guidance and supervision of the Head Dojo Instructor and/or Dojo Instructors. A Trainee Instructor is not authorised to take classes independently and may not be left unsupervised with a class at any time. Trainee instructors can independently teach some aspects of Ki development classes at the discretion of the Head Dojo Instructor.

Qualifications 1st kyu or above

Responsibilities: To assist the Head Dojo Instructor and/or Dojo Instructor in the instruction of students, and other dojo matters as requested by the Head Dojo Instructor and/or Dojo Instructor. Attend annual and national seminars also bi-annual Instructor development seminars.

4.5 Associate / Branch dojos.

These dojo's either do not have a Nidan Instructor or have come from another style. Associate/Branch Dojo's still need to be insured and pay all fees to AAKS but may not vote nor be represented on the board or committee.

Head Instructors of Associate/Branch Dojo's must be sponsored by a full member dojo and attend at least once a week at the sponsor's dojo for instruction. If distance is a problem (i.e. over 1.25 hours drive) then a minimum annual two-week stay with the sponsoring Head Dojo Instructor or Chief Instructor plus attendance at any national seminars is required.

4.6 Secretary / Treasurer - Optional positions as required by Branch Dojo.

If a dojo requires a secretary and or treasurer, that person will be responsible for all the administration for that dojo. They will also be responsible for keep all files and documentation up to date and ensure up to date information and correspondence has been sent to the Chief Instructor. In this way the Chief Instructor can nominate students for any accreditations or any kyu and ki gradings when appropriate.

4.7 Administrative Guidelines

To assist with administrative tasks, it is good practice for dojo's to maintain the following files:

1. Correspondence in and out
2. Copies of sending documentation
3. Student registration and indemnity forms
4. Insurance documentation
5. Financial files
6. Attendance book
7. Injury record book/incident manual
8. Receipt book for all monies received other than class fees.

This data should be kept in a secure location and provides a record of activity in the dojo which can be referred to if required.

5. Branch Dojo Operational Guidelines

The Head Dojo Instructor is responsible for the day-to-day operation of the dojo. Dojo Instructor(s), Trainee Instructor(s) and students responsibilities are to always be aware and mindful of the 'Duty of Care' while in and around the dojo, including any activity on or off the mat.

When necessary a consultative committee of Head Dojo Instructors will assist in organising and disseminating any matters relating to policy, standards and accreditation issues to Dojo Instructors, assistant instructors and students if necessary.

5.1 Philosophy of Teaching

The success of a dojo is not based on locality, modern facilities, or even the art itself. There exists a more intangible element that comes into play. The charisma of individual instructors and their ability to impart not just technique, but the 'spirit' and 'heart' of Aikido is the essence of being a successful instructor. It is important that students have the security of knowing that their instructor is a recognised and trustworthy and has their best interests at heart.

*Those who wish to learn Aikido
must first study it's spirit.
If one's heart is not true,
the Way will never be attained. O'Sensei*

Every student is special and unique. Individuals come to Aikido training for a variety of reasons, which are always evolving. There will be students who are a pleasure to teach, or those who are just plain difficult, some with natural coordination, and others with special needs. Each student represents a challenge for the instructor to further their communication skills and teaching abilities. To be a good instructor, you must never give up. Keep exploring new ways to explain or impart knowledge, never losing respect or patience with even the most challenging student. As Nonaka Sensei says, "*Be strict with yourself, but gentle on your students.*"

The role of instructor goes far beyond the teaching of techniques. Sometimes, you will have students who will confide their most intimate matters and concerns to the instructor. To act as a confidante or to offer advice can be an enormous responsibility. Objectivity, compassion, and imparting the principles of Aikido are the priority when helping a distressed student. Ma-ai, the proper distance of respect, should always exist between the instructor and students. This does not mean aloofness or withholding advice. Confidentiality must be maintained. There have been cases where the instructor's position of authority has been abused and the respect for students has been compromised. Remember, the utmost caution must also be exercised in situations which could lead to allegations of sexual harassment. Sexual harassment is not only inappropriate, it is against the law.

5.2 Risk Management

Due to an increased focus on lawsuits and liability, risk management has become extremely important. A risk management plan provides a systematic approach for ensuring the most risk free training environment in order to minimize occurrences of injury and loss. Through the use of policies and procedures, risk management may provide not only a systematic approach for maintaining a standard of care, but also an avenue for reviewing incidents and attempting to prevent future losses or injuries. The success of any organizational program is dependent on the participation of all members.

Enter all injuries/incidents in the branch dojo files/logbook. The Head Dojo Instructor and Dojo Instructors are responsible for these entries. Review the files/logbook occasionally in order to identify problem areas and update procedures accordingly.

5.3 Opening a Branch Dojo

As many instructors are aware, setting up a dojo is no easy task. Time, effort, personal and financial commitment, can be enormous. It is suggested that no one undertake such an endeavour, unless willing to commit themselves for at least 3 years to ensure that the dojo will not collapse. This is of course, to allow time for students to reach a senior level and gain the ability to keep the dojo operating.

Anyone considering establishing a new dojo must have the approval of the Australian Aikido Ki Society committee or Chief Instructor. All of the qualifications are as for a full dojo member of AAKS. The running of the dojo/branch is still the responsibility of the originating Head Instructor however if there is to be another Instructor taking classes then they should be a 1st kyu as a minimum. The minimum requirement for opening a new dojo is

- Shodan or above

In addition to the above qualifications it is recommended that the person has fulfilled adequate time of weekly instructional duties as an accredited instructor under the supervision of a Head Dojo Instructor. A current Head Dojo Instructor will provide support during the early stages of the new dojo's development.

5.4 Aikidoka from other Styles.

Aikidoka joining the Australian Aikido Ki Society from other styles of aikido, whether from an affiliated style or not, will be acknowledged at their current level.

If a student does not have a recognised kyu or Dan level, then the Head Dojo Instructor must use their own discretion to nominate a grade level based on the student's attitude, experience and ability. The student must fulfil the Aikido Ki Society grading criteria for their next grade. All students, regardless of level, must be graded for ki grades beginning with Shokyu. Even senior students from other styles should begin at Shokyu and progress to Chukyu and Jokyu. The student may be graded when the Head Dojo Instructor deems that the levels of understanding have been achieved.

It is also recommended that if a Student/Instructor from another style wishes to regularly practice with AAKS that they aim to grade in AAKS at their current level. (Eg; if they are Shodan then they aim to grade Shodan & Shokyu / Chukyu / Jokyu with KS, they should not have to go through the other kyu grades Eg; a 2nd kyu need only do a 2nd kyu grading with AAKS.)

5.5 Visiting Instructors

When visiting another dojo, an instructor should not instruct unless asked by the host instructor to assist or to take the class. The host instructor is the authority whether the visitor is more senior or not. Gossip and criticism of other instructors and their teaching methods can cause disharmony and should be avoided at all costs. If a visiting senior instructor has been offered to conduct a class, it is considered good etiquette to offer a payment for their teaching.

A good instructor will always find a way to illuminate Aikido's message to each and every student. But it must be remembered, that all Aikidoka, Senseis and students alike, are followers of the Way. Each has his or her own path to follow, which is sacred. The Sensei is also a student, as practice is a lifelong journey.

5.6 International Travel

It is appropriate etiquette from Instructors as well as Students to obtain a letter of introduction from the Chief Instructor when travelling overseas and planning to visit an affiliated Ki Society dojo.

5.7 Open Door Policy

An open door approach to problem solving, whereby lines of communication are open to students and instructors, is encouraged. This will enable prompt and satisfactory resolutions to problems which may and do arise in dojos from time to time. For everyday problems and issues, the first point of assistance is the Head Dojo Instructor. The Chief Instructor or committee is available to students and instructors in the case of more complex issues.

5.8 Communications

All communication regarding administrative matters between the Chief Instructor and branch dojos should be directed to the Head Dojo Instructor of the relevant branch. All student information provided by the Chief Instructor and/or committee should be disseminated to the students by the Head Dojo Instructor in a timely and efficient manner.

5.9 Seminars

One of the most important benefits of belonging to an organisation is the ability to attract visits Senior Instructors and also from overseas Masters of the art. This is important since the majority of students cannot afford overseas travel to attend seminars. In the evolving art of Aikido, it is essential that instructors keep up to date with new developments, ideas and tools for teaching. As instructors, it is our responsibility to always have '*beginner's mind*'.....to be open to new concepts and different approaches. Attendance of seminars by all instructors is strongly encouraged. Seminars promote further learning, student enthusiasm, comradeship and unity among the dojos.

5.10 Insurance

Instructor liability insurance is mandatory. Due to the nature of the current Insurance Policy it is also mandatory for student injury insurance. For instructor liability and indemnity insurance, we currently have our policy with World Wide Sports Insurance (WWSI) – Brisbane.

Due to the nature of our policy WWSI deal with only one point of contact per club. At the present time all matters regarding insurance is to go through the Chief Instructor (Tony Deckers) or unless another point of contact has been arranged with the WWSI and the Chief Instructor.

Instructor fees are paid annually, and fees tend to vary depending on market situations and student numbers to be insured. New students can attend up to their first 3 classes without insurance as a trail to see if their training is what they are seeking, after that time it is mandatory that students paid the current insurance fee to the Dojo Head Instructor or person delegated for the collection of monies.

5.11 Children's Classes

In the past classes have been successfully conducted in Toddlers (3 to 6 years), Children (7 to 10 years) and junior adults (11 to 15 years) with advanced levels in both the toddlers and children classes. Many of the children have been training for 2-4 years now and are progressing through their own grading syllabus. Children have different needs and priorities than adults, so class structure and management is quite different. Games with an Aikido principle are interspersed with the teaching of techniques. Care must be taken when teaching tumbling. It is suggested that only techniques involving grabs be taught up to junior adult level. There are many ways to maintain focus and interest and impart Aikido principles. Be creative and have fun. Teaching children can be very challenging, but it is a rewarding experience to have parents and children tell you the benefits they have derived through Aikido training.

Etiquette should be emphasised from the beginning to create an atmosphere of respect and caring towards others. Please ensure that all those helping in the children's class are at the level of 3rd kyu or above. Headquarters has found it is an unsafe practice to have beginner adults teaching or training in a 'hands on' capacity with children. It takes time to develop sensitivity and to comprehend one's own strength when working with little ones. Another issue which should be considered is at what age is it safe for children to train in adult classes? At the current dojo we usually allow them to join the adult class at 14 or 15 years of age.

5.12 Promotional Material

Each dojo should choose their own method of advertising and promotion or liaise with other dojos in their area.

5.13 Class Fees

Class fees are usually determined by local market forces. Each dojo should decide on class fees based on their individual requirements. Many dojos offer several methods of payment for class fees. This options may include paying per class at \$10 for adults or \$8 for concession or paying for 10 classes in advance or even a monthly fee in advance for unlimited classes.

5.14 Grading Policy and Fee Structure

Students who aspire to becoming instructors need to have their levels of ability recognised with the correct accreditation. Grading is optional, but with out it accreditation is not available. All grading fees are to be paid in advance to the Head Dojo Instructor, prior to grading.

Grading Fee Schedule as of 1st January 2005:

5th kyu	\$ 30.00
4th kyu	\$ 35.00
3rd kyu	\$ 40.00
2nd kyu	\$ 45.00
1st kyu	\$ 50.00
Shodan	\$ 200.00
Nidan	\$ 300.00
Sandan	\$ 400.00
Shokyu ki exam	\$ 50.00
Chukyu ki exam	\$ 70.00
Jokyu ki exam	\$ 100.00
Shoden ki exam	\$ 280.00
Assistant lecturer	\$ 250.00
Associate lecturer	\$ 350.00

Qualified Examiners please note: Signed certificates must be issued for **all** grades. Kyu certificates are available from the Chief Instructor.

All Qualified Examiners must follow the criteria for grading detailed in the current *Student Guide*. Qualified Examiners may grade all kyu and dan levels up to one level below the rank held by the Qualified Examiner themselves. Ki levels up to jokyu may be graded by the Qualified Examiner. All ki exams above Shoden level are tested by the Chief Instructor or Ki Society International Japan.

Qualified Examiners may grade shokyu and chukyu concurrently with the kyu levels of 5th kyu and 3rd kyu or may wish to lessen the financial burden on students by grading ki grades separately. Shodan and jokyu ki exam must be graded at the same time.

Gradings may be held whenever the Head Dojo Instructor deems it necessary. Instructors should be aware that students should not wait too long after reaching the required number of classes (not hours) before grading. Please refer to the *Student Guide* for the minimum number of classes required to achieve each grade level.

No student should be graded beyond 3rd kyu unless training twice a week on a regular basis.

Every student must nominate their *home* Dojo. This should be the dojo, which they attend most often. Where possible, all students should grade at their *home* dojo. If a dojo does not have its own qualified examiner, then all students must have written authority from their Head Dojo Instructor to grade at another dojo. When a student training at more that one dojo wishes to grade at a dojo other than their home dojo, they must have written authority from their *home* Head Dojo Instructor verifying the number of classes attended.

6. Qualifications

6.1 Instructor Accreditation

The Head Dojo Instructor provides recommendation for the promotion of a Trainee Instructor to become a Dojo Instructor.

The committee and the Chief Instructor will review instructor accreditation annually. This committee will make all decisions on matters relating to Instructor accreditation by majority vote.

Failure to comply with the criteria below will result in cancellation of instructor accreditation.

- An Instructor must hold the rank of Shodan or above and Assistant Lecturer or Associate Lecturer
- Must teach classes on a weekly basis
- Agrees to undertake the responsibilities of Dojo Instructor as detailed in the Guidelines (see *Roles, Qualifications and Responsibilities for Management and Teaching Staff*).
- Agrees to adhere to the Australian Aikido Ki Society Guidelines.
- Attend where possible Annual National Seminars
- Attend where possible Instructor Development Seminars or alternative arrangements made to satisfy these requirements of the committee
- Maintains current membership in the insurance scheme adopted by the AAKS.
- Maintains communication with committee or Chief Instructor to stay informed with the latest developments and information from Ki no Kenyukai Japan and Australia.
- Provide contact details to and notify if any changes.

6.2 Qualified Examiner

All applicants are recommended by a majority of the committee for certification by Master Koichi Tohei. All Qualified Examiners must follow the grading syllabus and criteria for grading in accordance with Australian Aikido Ki Society (*refer to Student Guide Book*).

As listed below a qualified examiner must be;

- Head Dojo Instructor at Nidan level or above
- Shoden or above
- Assistant Lecturer or above
- Successfully completed development training with the Chief Instructor or a designated member of the committee to ensure that testing and grading is standardised.

Responsibilities:

Conduct gradings for all Kyu grades, Shodan and the Ki levels of Shokyu, Chukyu and Jokyu. Certificates for all Ki gradings will be issued by Japan, Kyu grade will be issued by the dojo.

Note: Students should nominate their home dojo which should be the dojo they attend most often. Where possible, all students should grade at their home dojo. When a student trains at more than one dojo and wishes to grade at a dojo other than their home dojo, they should have written authority to grade from their Head Dojo Instructor and provide verification of the number of classes attended. If a dojo does not have its own Qualified Examiner, then the Head Dojo Instructor must arrange for the students to be graded by a Qualified Examiner for all Ki & Dan grades.

6.3 Assistant Lecturer and Associate Lecturer

Applicants are nominated by the Chief Instructor and committee and will be certified by either Master Koichi Tohei or the Chief Instructor depending upon location. Assistant Lecturer is a pre-requisite for the Instructor Accreditation Certificate.

Recommended criteria: - Minimum requirement for Assistant Lecturer is Shodan
- Minimum requirement for Associate Lecturer is Sandan

7. Health and Safety Guidelines

Student's safety and welfare is of paramount importance. It is the responsibility of the Head Dojo Instructor to ensure that the safety guidelines are followed by Instructors and students at all times. All training programs and venues must have the approval of the Head Dojo Instructor or Chief Instructor. Safety rules and emergency procedures must be established for all new venues. These should include procedures for obtaining medical aid and to ensure that first aid equipment is available.

It is the responsibility of the Head Dojo Instructor or Dojo Instructor, if teaching independently, to ensure that all students follow the safety guidelines.

7.1 General Safety Guidelines.

- That the Head Dojo Instructor, Dojo Instructors and trainee instructors are aware of the 'Duty of Care' of all students.
- Advise students of safety risks and suggest appropriate ways to minimise injury risk during training. (*Eg: filling out and signing of Liability and Release forms*)
- Ensure that children under 12 are not permitted to train in conjunction with adult students and that they are isolated from adult students if training on the mat concurrently.
- Ensure students follow recommended safety procedures and dojo etiquette to minimise the risk of injury.
- Ensure that for all activities, an adult who has first aid training be present.

7.2 Safety Guidelines Prior to Training.

- Ensure that students are aware of the dojo's safety policies (Code of Conduct forms) before undertaking training
- Ensure that disclaimer policies are correctly implemented (*see Disclaimer section*)
- Students should notify the Head Dojo Instructor / Dojo Instructor of any pre-existing medical condition or disability prior to training.
- Students must not participate if they have injuries or conditions such as serious cuts or abrasions, rashes, boils or any other contagious condition. Minor abrasions and cuts must be adequately dressed and covered prior to training.
- Ensure that jewellery, watches and other ornaments which may cause injury, are removed prior to training,
- Ensure that long hair is secured.
- Students should wear a training gi or other appropriate clothing and ensure that it is in good repair.
- Ensure that weapons are in good repair and stored in appropriate manner when not in use.
- Cleanliness of both clothing and person is essential.
- Students should never train under the influence of drugs or alcohol.
- A student can be asked to leave the mat and or the dojo at any time by the Instructor.

7.3 Safety Guidelines during Training.

- Students should be made aware that they may opt to decline to participate in any activity they feel uncomfortable with.
- Students should be made aware that they should train at a level they feel comfortable with. Always attempt a technique/activity at the basic level before proceeding to a more advanced level.
- Partners should train at the level of the least experienced partner.
- Competency at rolling and break-falling is developed over a long period of time. Partners should agree prior to training whether they are prepared to take a fall (ukemi). Proceed slowly.
- Students must take care to avoid collisions on the mat by being aware of the other students training on the mat.
- Students should train only in the specific technique demonstrated by the Instructor.
- Freestyle training (Randori) should always be supervised by the Head Dojo Instructor/Dojo Instructor.
- Students must report all accidents to the Head Dojo Instructor/Dojo Instructor immediately. Exercise universal precautions in regard to blood-borne pathogens (*see Preventative Health Measures below*).
- Students must notify the Head Dojo Instructor if any medical condition becomes apparent during training that may affect safety.
- Students should pace themselves according to their level of fitness and competency.
- Students must avoid dehydration and over-exertion.

7.4 Preventative Health Measures

For further information you can contact the Australian Sport Medicine Federation on 06 251 6944 or visit the International Federation of Sports Medicine website at: <http://www.fims.org/state.html> These additional guidelines are recommended by Australian Aikido Ki Society to further reduce the low risk of blood borne transmission during training:

- Be responsible: maintain strict personal hygiene.
- Don't share cups.
- If a bleeding wound occurs during training, leave the mat and wash the wound with soap and water, apply antiseptic cream and a secure bandage. Keep the wound covered until you receive medical advice if necessary.
- Similarly clean and cover any existing lesion or open wound before training.
- If you notice that someone else has an open cut or wound, remind them of their obligation prior to training with that person.
- Clean any spill of blood on the floor covering immediately, preferably with disinfectant.
- If you are assisting someone with a bleeding injury, wear surgical gloves. Wash your hands with soap and water after you remove the gloves.
- All used gloves, bloody dressings, rags and so on must be disposed of carefully.
- If anyone's blood gets on your skin, leave the mat immediately and wash the blood off thoroughly with soap and water.
- The Australian Sport Medicine Federation recommends vaccination against Hepatitis B.

8. Disclaimer Information

It is a prerequisite for training that students understand and agree that they are exposed to a degree of risk of injury implicit in the nature of training in a martial art. This is the purpose of a Disclaimer and a Student Code of Conduct Agreement.

8.1 Implementation of Disclaimer

In 2000 Ki Society within Australia sought professional legal advice to develop a disclaimer to minimise litigation risk. The way in which the disclaimer is implemented is an important legal matter and must be adhered to. All dojo's are required to implement the disclaimer as follows:

- The student disclaimer must be signed once by all students prior to the commencement of training at the dojo (including all visitors) For students under the age of 18, the disclaimer must be signed by an adult or guardian who is aware of the activity undertaken.
- A copy of the disclaimer must be returned to the student along with the Student Code of Conduct agreement.
- From time to time, training or facilities may undergo change. Each dojo should re-evaluate the disclaimer if changes occur and require students to re-sign the disclaimer.
- Each student for each venue should sign the disclaimer.

(Note to Queensland Dojo's: In 2002 a law was passed here in Qld that all coaches who teach children either as a volunteer (free) or as a paid coach (approx \$40) requires a "Blue Card".

The form can be obtained from either the Attorney Generals Office or from;

*Commission for Children and Young People
14th Floor, T & G Building, 141 Queen street, Brisbane 4000
PO Box 12671, Brisbane, George Street, Qld 4003
Ph (07) 3247 5525 Fax (07) 3247 5507*

www.childcomm.qld.gov.au

Student Code of Conduct

The Head Dojo Instructor/Instructor reserves the right to direct students to cease training and leave the mat and/or premises.

Successful risk management is best achieved when all students adopt a spirit of responsibility in regard to safety issues. Students should be aware of and agree to adhere to, the following measures:

Prior to Training

- a. Be aware of the dojo's safety policies before undertaking training. Advice is available from all Instructors and the *Australian Aikido Ki Society Student Guide*.
- b. Notify the Head Dojo Instructor/Instructor of any pre-existing medical condition or disability prior to training. For serious conditions a medical clearance must be obtained.
- c. After serious injury or illness, students should not return to physical training until the student has fully recovered. If there is any doubt, a medical clearance must be obtained.
- d. Students must not participate if they have injuries or conditions such as serious cuts or abrasions, rashes, boils or any other contagious condition. Minor abrasions and cuts must be adequately dressed and covered prior to training.
- e. Remove jewellery, watches and other ornaments prior to training, which may cause injury.
- f. Long hair must be secured.
- g. Fingernails and toenails must be smooth and short.
- h. Wear a training gi or other appropriate clothing and ensure that it is in good repair.
- i. Ensure that weapons are in good repair and stored in appropriate manner when not in use.
- j. Cleanliness of both clothing and person is essential.
- k. Never train under the influence of drugs or alcohol.

During Training

- a. At all times, obey the instructions of the Instructor including the direction to cease training.
- b. Students may opt to decline to participate in any activity they feel uncomfortable with.
- c. Students should train at a level they feel comfortable with. Always attempt a technique/activity at the basic level before proceeding to a more advanced level.
- d. Partners should train at the level of the least experienced partner.
- e. Competency at rolling and break falling is developed over a long period of time. Partners should agree prior to training whether they are prepared to take a fall (ukemi). Proceed slowly.
- f. Take care to avoid collisions on the mat by being aware of the other students training on the mat.
- g. Train only in the specific technique demonstrated by the Instructor.
- h. Freestyle training (*Randori*) should always be supervised by an Instructor.
- i. All accidents are to be reported to the Instructor immediately. Exercise universal precautions in regard to blood-borne pathogens (*see Preventative Health Measures below*).
- j. Notify the Instructor if any medical condition becomes apparent during training that may affect safety.
- k. Students should pace themselves according to their level of fitness and competency.
- l. Students should avoid dehydration and over-exertion.

RELEASE AND INDEMNITY AGREEMENT

This document will affect your legal rights and liabilities

Please read carefully before signing

I am aware the Aikido is a martial art and hence certain traditions and principles must be understood and observed at all times. The practise of Aikido involves an element of danger and unpredictability and permanent and serious injury could possibly result from the participation in Aikido practise.

I freely accept and fully assume all such risks, dangers and hazards and the possibility of personal injury, death, property damage or loss resulting from such risks, dangers and hazards.

I hereby agree as follows:

1. TO ASSUME AND ACCEPT ALL RISKS, DANGERS AND HAZARDS in connection with the practise of Aikido.
2. TO WAIVE ANY AND ALL CLAIMS that I may have against Australian Aikido Ki Society and _____, their directors, officers, employees, agents and representatives.
3. TO RELEASE Australian Aikido Ki Society and _____ from any and all liability for any loss, damage, injury or expense that I, or my next of kin, may suffer or incur as a result of my actions due to any cause whatsoever, INCLUDING NEGLIGENCE ON THE PART OF Australian Aikido Ki Society and _____.
4. TO HOLD HARMLESS AND INDEMNIFY Australian Aikido Ki Society and _____ from any and all liability for property damage, personal injury or death suffered by myself or by a third party as a result of (a) my use of the facilities and/or (b) my breach of the terms and conditions upon.
5. THAT THIS RELEASE AND INDEMNITY AGREEMENT shall be effective and binding upon my heirs, next of kin, executors, administrators, ad assigns, in the event of my death;
6. TO OBEY all warning signs and other notices posted within the facilities and to obey the Code.
7. Carefully follow the training instructions dojo rules for etiquette and safety at all times during my practise of Aikido.
8. I am not required to perform any techniques or practise in any situation, which I consider to be unsafe, in which case I agree to notify the instructor immediately of my concerns.

I further represent that I am able to participate in and undertake physical exercise and I am not aware of having any physical, medical, mental or health disability or conditions or disease which might or could be aggravated or worsened by physical exercise or which might or could result in deterioration of health if physical exercise is undertaken.

I have read and understood this Release and Indemnity Agreement prior to signing it and am aware that by signing this document, I am affecting the legal rights and liabilities of myself, my heirs, next of kin, executors, administrators and assigns.

Further I acknowledge receipt of a copy of the Student Code of Conduct.

Signed: _____ Witness: _____

Name: _____ Name: _____

Dated: _____ Dated: _____

(If applicable)

The above named participant is under the age of 18.

I am a parent/guardian of the participant and am aware of the risks involved and I further consent to the above named's participation in Aikido.

I further agree to be bound by the terms of this Release and Indemnity Agreement.

Signed: _____ Witness: _____

Name: _____ Name: _____

Dated: _____ Dated: _____

AUSTRALIAN AIKIDO KI SOCIETY

Student Insurance and Registration Details

PLEASE COMPLETE THIS SECTION

Name: _____

Address: _____ Post code: _____

Occupation: _____ Date of Birth _____

Contact Details: (Home) _____

(Work) _____ (Mobile) _____

Email Address _____