



HAGAKURE DOJO CONSTITUTION

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1.0 **Name**

- 1.1 The dojo's name shall be Hagakure Dojo, herein after referred to as 'the Dojo'.

2.0 **Mission Statement**

It is the intention of the Dojo:

- 2.1 To promote the practice of iaido, jodo, kendo and related martial arts.
- 2.2 To make these martial arts accessible to all.
- 2.3 To train students to a high standard, providing expert tuition to all those who wish to take up iaido, jodo and kendo as a discipline.
- 2.4 To strengthen associations with other dojo that practice these arts, both nationally and internationally.
- 2.5 To provide information and courses on other martial arts (tanjo, jitte etc.) to allow members to form a holistic view of martial arts.

- 2.6 To maintain and improve Hagakure Dojo's reputation within the British Kendo Association (the BKA), nationally and internationally at events, displays, competitions and courses.

3.0 Structure of the Dojo

- 3.1 The Dojo will be constituted by this document (the 'Constitution'), supplemented by additional detailed policies ('Policy documents').
- 3.2 Policy documents will be maintained and developed as required to provide additional detail and clarification on the rules and operation of the Dojo.
- 3.3 In the event of contradiction between the Constitution and Policy documents, the terms of the Constitution will prevail.
- 3.4 Ultimate responsibility for the running of the Dojo lies with the Head Teacher who will appoint Dojo officials to assist, as necessary.

4.0 Dojo Officials

- 4.1 All Dojo officials are appointed by the Head Teacher. The appointed officials will conduct administration and coaching as directed by the Head Teacher. Planning activities, buying equipment and administering Dojo matters must be approved by the Head Teacher.
- 4.2 The *appointed* officials will consist of the following officers:
- Secretary
 - Equipment Officer
 - Safety Officer
 - Child Protection Officer
 - Equal Opportunities Officer
 - Complaints Officer
- 4.3 All appointed officials, by accepting their post, accept the responsibility of that post and must adopt a serious attitude towards the position.

5.0 Duties of Dojo Officials

- 5.1 The Head Teacher is responsible for:
- Ensuring that all Dojo Aims and Objectives are followed through.
 - Providing a high standard of instruction and leadership for the members.
 - Keeping in regular contact with the BKA.
 - Appointing suitable officials to carry out Dojo functions.

- Ensuring the good conduct of Dojo members during Dojo related activities.
- Administering the finances.

5.2 The Dojo Secretary is responsible for:

- Administering the membership of the Dojo.
- Providing secretarial support to the Head Teacher and updating members on upcoming events.
- Ensuring affiliation to the BKA.
- Compiling introductory material for new members in conjunction with the Head Teacher and other officials.
- Maintaining a log book that contains details of members experience and relevant qualifications, and reports from activities and competitions.

5.3 The Dojo Equipment Officer is responsible for:

- Producing an annual inventory of equipment. The Equipment Officer is also responsible for updating the inventory when necessary.
- Storing and maintaining all equipment in accordance with the manufacturers and safety regulations.
- Keeping accurate records of all safety checks undertaken in an Equipment Log Book.
- Recording information concerning equipment failure or damage in the above mentioned Log Book.
- Recording the whereabouts of all equipment in the Equipment Log Book and ensuring that the returned loaned equipment has suffered nothing more than expected wear and tear.
- Ensuring that equipment is not loaned to members who are unskilled in its usage, unless they are supervised.
- Advising the borrower on the correct care of the loaned equipment.
- Preventing the usage by anyone of unsafe equipment, and organising the repair or disposal, when necessary (and agreed by the Head Teacher), of this equipment.

5.4 The Dojo Safety Officer is responsible for:

- The welfare of all members relating to their budo practice.
- Ensuring that there is a first aider present during training.
- Ensuring that there is a BKA-qualified coach present prior to any practice occurring.
- The completion of the annual Risk Assessment form.
- Facilitating the integration of the novice within the dojo, and their access to relevant information and advice.
- Ensuring that participating novices understand all aspects of an activity, paying particular attention to skill levels required, risks involved and equipment requirements.
- Advising the novice on their suitability for Dojo activities/seminars.

- Promoting safe practice within the Dojo at all times
- Promoting the benefits of further training for all members; and providing the Dojo with the relevant information.
- Liaison with the relevant bodies over all matters concerning safety.

5.5 The Dojo Child Protection Officer is responsible for:

- All budo-related welfare matters pertaining to Dojo members who are under 18.
- Ensuring that all Dojo coaches have current Criminal Records Bureau (CRB) checks in place.
- Ensuring that the Dojo is compliant with the BKA child protection policy.

5.6 The Dojo Equal Opportunities Officer is responsible for:

- Ensuring that all Dojo members comply with the Dojo's Equal Opportunities policy.
- Responsible for updating the Dojo's Equal Opportunities policy as necessary, in consultation with the Head Teacher.

5.7 The Dojo Complaints Officer is responsible for:

- Setting up Complaints Panels to consider any complaints referred by the Head Teacher.
- Chairing Complaints Panels.

6.0 Membership

6.1 Membership of the Dojo will be subject to a probationary period, as determined by the Head Teacher. No one will be refused membership based on their gender, ethnic origin, religion, sexual orientation or age (*N.B. for safety reasons no student under 10 years of age will be accepted for membership. Students 10 -18 years of age must have written parental consent to become members and to take part in Dojo activities*).

6.2 All members of the Dojo must also be members of the BKA.

6.3 Dojo members must act with due regard for the Dojo Constitution and Policy documents.

6.4 Dojo members must not act in such a way as will bring the Dojo into disrepute. If a member is considered to have acted in such a way as to bring the Dojo into disrepute they will be subject to the complaints procedure.

7.0 Subscriptions and Finance

- 7.1 A membership fee is required from all Dojo members each year on 1 January. The Head Teacher will determine this fee and is responsible for its collection. Any member failing to renew their membership by 31 March will be deemed to have left the Dojo – in such instances the BKA will be informed.
- 7.2 Dojo coaches shall receive no direct or indirect payment for coaching-related activities within the Dojo, except for legitimate expenses incurred in connection with Dojo business.

8.0 Changes to the Dojo Constitution

- 8.1 Changes can only be implemented if approved by the Head Teacher.

9.0 Complaints Procedure

- 9.1 This procedure has been created to allow members to raise complaints about issues which might include the following:
- The safety of activities.
 - Poor standards of instruction or leadership.
 - The standards of equipment used for activities.
 - Poor administration.
 - Disregard to the Dojo's Equal Opportunities policy.
- 9.2 Concerns should initially be raised with the relevant section coach. If necessary, the concern can subsequently be put to the Head Teacher who will be the final arbiter of all complaints/concerns raised within the Dojo. The Head Teacher may, owing to the nature/seriousness of the complaint, refer the complaint to the Dojo Complaints Officer who will arrange for a Panel (consisting of the Dojo's accredited coaches and an external member – usually the sensei of Hagakure West London Dojo) to consider the matter and present their findings to the Head Teacher for consideration.
- 9.3 If a complaint is upheld it is open to the Head Teacher to reprimand, suspend or expel a Dojo member from the Dojo.
- 9.4 Any child protection concerns will automatically be referred to the BKA Child Protection Officer.

10.0 General

- 10.1 The contents of this Constitution in no way affect the legal rights of individual members of the Dojo.