



All United States Kendo Federation

AUSKF
POLICY AND PROCEDURES

Updated: 11/10/06

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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.

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1.00.00 DUES [Updated 11/10/06]

- 1.01.00 An annual membership fee shall be charged against the members of the AUSFK based on each member's annual population census.
- 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 Regional member, 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 \$500.00 without prior express consent of the Board of Directors except as follows:
 - 2.03.01 Travel expenses for corporation members on regular corporation business.
 - 2.03.02 Funds approved by the emergency decision committee by a unanimous affirmative vote.

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 by laws 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, IKF 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 MEMBER ASSOCIATION (amended 11/12/05)

The following guidelines are to provide a standard of admission and criteria for new member association applicants.

- 4.01.00 Effective following the November 12 & 13, 2005 AUSKF Board of Directors meeting; upon approval of the Guidelines for Member Association 4.00.00 through 4.06.00, applications for Member Association will be accepted for review, 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.
 - B. A non-refundable application fee consisting of the full payment of the equivalent of the AUSKF membership dues for each of the one hundred (100) or more members listed 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, including an additional non-refundable application fee.
- 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 make the pre-probationary period decision to approve the application for Member Association.
- 4.01.04 From the date of the pre-probationary decision by the AUSKF President to approve the application for Member Association, a one (1) year probation period shall then begin.
- 4.02.00 A new member association shall consist of a collective of organizations without regard to geographical 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..
- 4.04.00 A new member association should have an aggregate population census of at least 100 individuals.
- 4.05.00 A new member association shall be placed on a one (1) year probationary period. During this one (1) year probationary period, the new member association will NOT be able to conduct its own promotion examinations.
- 4.06.00 Following the beginning of the one (1) year probationary period for the new member association; the AUSKF President shall request the AUSKF Member Association Committee to investigate the new member association and make a recommendation for final approval at the next AUSKF board of directors meeting following the completion of the one (1) year probationary period.

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 IKF 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 Iaido in the following manner

- 7.01.00 There shall exist a department of Iaido 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 Iaido in conjunction with and by the authority of the AUSKF Board of Directors.
 - 7.02.01 The financing and financial support for all Iaido activities shall be provided for as follows:
 - 7.02.01.01 By the levying and collection of AUSKF membership dues for those members who are registered as Iaido only..
 - 7.02.01.02 By those revenues generated through the conducting of promotional examinations and the issuance of menjo certificates in conjunction with said examinations.
 - 7.02.01.03 By means of supplemental financial support as designated and provided for by the Board of Directors from the general fund of AUSKF. Those revenues so generated as previously described shall be maintained and administered separately from the general fund of the AUSKF and shall be reported on as a part of the regular financial report at the AUS'KF general meeting.
 - 7.02.02 All members of the AUSKF practicing Iaido 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 Iaido and those menjo certificates for Iaido.

- 7.02.03 Members shall pay annual dues at the proscribed rate as defined by the AUSKF by-laws and Section 1.00.00 of the Policy and Procedures Document. 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.
- 7.02.04 The Iaido 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 IKF (International Kendo Federation) with regard to Iaido.
- 7.02.05 Any organization dedicated solely to Iaido shall fall under the jurisdiction of the local regional Member federation.

8.00.00 PROMOTIONAL REGULATIONS AND GUIDELINES (amended 10/24/99)

- 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 IKF.
- 8.02.00 Those individuals examining for the rank of 5 Dan and higher shall be under the sole jurisdiction of 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.)
- 8.03.02 Financial assistance of AUSKF - number of exams per year, which may require assistance of AUSKF.
- 8.04.00 Individuals wishing to take Kendo or Iaido 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 Iaido 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 an 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 fees

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

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. 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 throughout the United States.

10.01.00 A mentor must have the minimum rank of 5 Dan.

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

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 provide guidance only at the request of the member and in no way be a burden to the member.

10.05.00 The mentor should above all, avoid any internal problem not related to the practice and teaching of Kendo.

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

11.00.00 NA T/ONAL 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 the vice-president of education.

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 VP-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 V.P. 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 BoD

***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 V.P. of Ed. in conjunction with the BoD shall establish educational goals and target areas of concern to improve the overall level of Kendo in the United States.

13.03.00 The V.P. of Ed. will prepare and submit proposals to the BoD 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 BoD to cover costs incurred as budgeted. Items not budgeted may also be reimbursed at the discretion of the V/P. for 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 IKF 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 (amended 11/10/01)

15.01.00 REGULATIONS OF MATCHES:

15.01.01 Rules and regulations of matches will be according to the "Rules and Regulations of the International Kendo Federation."

15.02.00 QUALIFICATIONS FOR INDIVIDUAL AND TEAM CHAMPIONSHIPS:

15.02.01 All competitors must be on the registration census of the member in good standing one year prior to the tournament and their dues paid by March 31 in the year that the tournament is held.

15.02.02 Competitors need not be citizens of the USA

15.02.03 A participant must be on the census of a recognized member of the AUSKF to participate.

15.02.04 Those individuals who do not qualify may compete in the Goodwill Tournament held in conjunction with the AUSKF Championships as long as their name is on the member census by March 31 in the year that the tournament is held. Exception is granted to IKF member affiliates that are invited to enter participants in the Goodwill competition.

15.02.05 A member in good standing is further defined to mean the applicant is listed on the census roster of the regional member by what ever 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 championships. 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 forthcoming collection request by the AUSKF Treasurer.

15.02.06 The referees may not participate as competitors except where noted in these regulations.

15.02.07 A competitor may participate in both the Team Championships and Individual Championships; hence, each tournament a maximum number of competitors per member will be set.

15.02.07.01 Junior Youth - 5 individual match, 5 Jr. Youth team match = not more than 10 total.

15.02.07.02 Senior Youth - 5 individual match, 5 Sr. Youth team match = not more than 10 total. Senior Youth may not enter the Men's Individual but may enter into the Men's team or Senior Youth team. They may not enter both team match.

15.02.07.03 Junior and Senior Youth team match, 3 members 2 substitutes team match.

15.02.07.04 Women - 7 individual match, 7 team match = not more than 14 total.

15.02.07.05 Men - 7 individual match, 7 team match = not more than 14 total.

15.02.07.06 Senior - 5 individual match, and may not enter into Men's individual match, but may enter into the Men's team match, as long as they are not a referee for any Championships.

15.02.07.07 Goodwill - 5 individual match, that may not enter into any other Championship group.

15.02.07.08 Names of all competitors must be submitted by May 15, of the year of the tournament.

15.02.09 The competitor's nafuda must have their name in English.

15.03.00 METHODS OF CHAMPIONSHIP MATCHES:

15.03.01 Individual Championship: the players will be called in order of their seed and each group of players will compete in a round-robin in their group before proceeding to the next group. The order will continue in this method until all preliminary league play is completed. Any individual that has sequential matches will be given an adequate rest period as determined by the court judge (shimpan shunin). In the medal round, matches will proceed down the brackets as designed for the single elimination portion of the division.

15.03.02 Division qualifications shall be as follows:

15.03.02.01 Junior Youth Division

15.03.02.01.01 Maximum of 5 competitors from each regional federation.

15.03.02.01.02 Competitors must be between the ages of 12 to 15 years (inclusive) on the day of the tournament, with no regard to sex.

15.03.02.02 Senior Youth Division

15.03.02.02.01 Maximum of 5 competitors from each regional federation member.

15.03.02.02.02 Competitors must be between the ages of 16 to 18 years old (inclusive) on the day of the tournament.

15.03.02.02.03 Senior Youth may enter the Men's team or Senior Youth team.

15.03.02.03 Women's Division

15.03.02.03.01 Maximum of 7 competitors from each regional federation member.

15.03.02.03.02 Competitors must be 16 years or older on the day of the tournament.

15.03.02.04 Men's Division

15.03.02.04.01 Maximum of 7 competitors from each regional federation member.

15.03.02.04.02 Competitors must be 16 years or older on the day of the tournament.

15.03.02.05 Senior Division

15.03.02.05.01 Maximum of 5 competitors from each regional federation member.

15.03.02.05.02 Competitors must be 50 years or older on the day of the tournament.

15.03.02.05.03 Competitors must be of rank 3-dan or higher.

15.03.02.05.04 Referees will be allowed to enter this individual division, only. However they may not referee any matches within this division.

15.04.00 PRELIMINARY CONTESTS FOR JR. AND SR. YOUTH, WOMEN & MEN'S DIVISION

15.04.01 League matches will be held per zone (zone defined as a court), which will consist of 3 competitors in a group. If the total number of competitors does not workout, even number of groups, 4 competitors may compose a group.

15.04.02 Matching competitors for group/zones will be made by a drawing or seeding members into various zones according to draw or seeds. Competitors from the same federations will be placed into different groups, but may be in the same zone (court).

15.04.03 The 1st place competitor and second place competitor of each group shall move on to the medal round tournament matches. They shall be placed in opposite flights or brackets.

15.05.00 DETERMINATION OF THE RANKING OF INDIVIDUAL TO ADVANCE TO THE MEDAL ROUND. If the competitors are tied for 1st and 2nd than positions will be determined by lot. If the competitors are tied for 2nd place a tiebreaker match will be conducted.

15.05.01 The winner will receive 1 point for each win.

15.05.02 The loser will have 0 points.

15.05.03 In case of a tie, each competitor wins 0.5 points.

15.05.04 If the final points are a tie, the competitor with more Scoring-Get Point (number of 1-pons) wins.

15.05.05. If the Scoring-Get Points (number of 1-pons) is a tie number, then the competitor will play an 1-pon Shobu. The winner of this rematch wins.

15.05.06 If the Scoring-Lost-Point (number of 1-pon lost) is also a tie, then the competitor will play an 1-pon Shobu. The winner of this rematch wins.

15.05.07 The knockout system shall apply to the medal round tournament matches in that they will be single elimination.

15.06.00. SENIOR DIVISION MATCHES WILL NOT HAVE A PRELIMINARY LEAGUE ROUND. They shall begin with the medal tournament round. The knockout system will apply.

15.07.00 TEAM CHAMPIONSHIP:

15.07.01 Composition of a team:

15.07.02 One team is to represent each regional federation.

15.07.03 The team members are composed of the following: 5 members, 2 substitutes.

15.08.04 Should one team fail to have the required number of competitors available, it may compete with 4 or 3 members. If competing with less than the required amount of members, those available will fill the from the Senpo, Chuken, Taisho position first.

15.07.05 Team members are selected from the list registered beforehand.

15.07.06 The team members and the order of competitors may be changed freely for every match within the guidelines of the IKF rules. An order list of competitors must be presented to the court judge within 10 minutes of their "immediately preceding" match. If not presented in time, the last order list is considered unchanged. The order list for the first match of the day, however, must be delivered at the manager/coach's meeting.

15.08.00 PRELIMINARY CONTESTS:

15.08.01 The participating teams shall be divided evenly into "zones". If number of teams are not even, one zone shall have one more team than the other one.

15.08.02 Matching of the teams for zones will be by drawing; however, the 1st and 2nd place teams of the previous U.S. Championship will be seeded into different zones.

15.08.03 The 1st and 2nd place teams of each zone will move into the tournament round. League play shall be conducted in each zone to determine the 1st and 2nd place finishers of each zone

15.09.00 TOURNAMENT MATCHES:

15.09.01 The 1st place team of one zone, shall compete with the 2nd place team of the other zone.

15.09.02 The knockout system will be applied to the tournament.

15.09.03 Determination of team winners in both preliminary and tournament matches in the following order of procedure:

15.09.03.01 Highest number of individual winners. If even then,

- 15.09.03.02 Highest number of Scoring-Get-Point (number of Ippon).
- 15.09.03.03 A "3-bon shobu" play-off between a representative of each team. If no winner is declared within the prescribed time limit, then the play-off shall be continued with the addition of unlimited "encho" until a winner is determined by "1-pon shobu."
- 15.09.03.04 A default is regarded as a loss; and the opponent is awarded 2 points against the default.

15.10.00 TIME LIMITS

- 15.10.01 Preliminary League Round Individual Matches: 4 minutes w/ no encho (hikiwake), there will be no hantei. Medal Round Tournament Matches: 4 minutes w/ unlimited encho, there will be no hantei. Semifinal and Final: 5 minutes w/ unlimited encho, there will be no hantei.
- 15.11.02 Team Matches: 4 minutes w/ no encho (hikiwake), except "play-offs" will be 4 minutes w/ unlimited encho. Semifinal and Final: 5 minutes w/ no encho (hikiwake), except "playoff" will be 5 minutes w/ unlimited encho.

15.11.00 AWARDS

15.11.01 Individual Championship Awards:

15.11.01 All groups shall have 1st, 2nd, and 3rd (2 places) place awards given in the tournament round.

15.11.02 Two (2) "Fighting Spirit" awards will be given in each of the Goodwill, Junior Youth, Senior Youth, Senior, Women's and Men's division.

15.11.02 Team Championship Awards shall break down as follows:

15.11.02.01 1 award per member (7) for each place and 1 award each per manager and coach for 1st, 2nd 3rd (2 places) in the tournament round of the Youth, Women's and Men's team.

15.11.03 Perpetual Trophies

15.12.05.01 Designated trophies shall be given to the 1st place teams and individuals, which shall be passed on at the next championship.

15.12.00 GOODWILL MATCHES:

15.12.01 Qualifications

15.12.02 AUSKF competitors, must be a current paid member.

15.02.03 Members from other IKF North-America zone countries may participate upon invitation from AUSKF.

15.02.04 Maximum of 5 competitors from each AUSKF Members, or a maximum of 5 competitors from an IKF North America Zone country.

15.02.05 Competitors in any U.S. Championship matches may not compete in the Goodwill Matches.

15.02.06 Competitors must rank 1-kyu or higher and be 16 years or older by the day of the tournament.

15.13.00 MATCH REGULATIONS FOR THE GOODWILL:

15.13.01 Matches will be of tournament round only. The knockout system will be used. Drawing for the matches will be done at the Coach/Manger's meeting.

15.13.02 Match will be "3-bon shobu" and time limit will be 4 minutes. If no winner is determined within the time limit, a 2-minute "encho" will be given until a winner is determined by "1-pon shobu". Matches tied at the end of encho will be decided by hantei, except the semi-final and final matches which shall have unlimited encho and be decided by 1-pon shobu.

15.13.03 Awards shall be given out to the 1st, 2nd, and 3rd (2 places) place finishers.

15.14.00 OFFICIALS AND REFEREES:

15.14.01 The appointment and selection of officials and referees shall be entrusted to the ALL UNITED STATES KENDO FEDERATION.

15.14.02 Any clarification or resolution required in the application of these regulations shall be by the decision of the AUSKF Competition Committee.

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 team members and manager, coach and delegates to the tournament to represent the AUSKF.

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 what ever 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 will decide the manner of team selection. 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.

17.05.00 The AUSKF Board of Directors will determine the coach and manager of the AUSKF Team.

17.06.00 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.

18.00.00 PAN AMERICAN KENDO CONFEDERACION TOURNAMENT

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

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 IKF 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 cost 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 All Japan Kendo Camp For Foreigners [hereafter referred to as "AJKCFE"] shall be as set forth in *24.02.00-24.02.04*.
- 24.02.00 Selection of individual candidates for the AJKCFE 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 AJKCFE; 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 AJKCFE.
 - 24.02.03 All candidates for the AJKCFE 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 AJKCFE will start from each year was established in 1996, by lot, at the general meeting of that year [see Appendix (Updated 11/10/06)] 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 MARKETING

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 advertise a "1-800" phone number.

25.02.00 Writing articles for publication in magazines, newspapers and newsletters to expand the general public's knowledge of our existence.

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 Publish a national brochure listing our members, the area they serve and a contact person.

26.00.00 DUAL MEMBERSHIP IN NATIONAL KENDO FEDERATIONS [added: 11/10/01]

26.01.00 Any member of the AUSKF cannot have membership in another country's national kendo federation concurrently.

27.00.00 AUSKF WEBSITE-ADDING/REMOVING AUSKF DOJOS [added: 11/8/03]

27.01.00 The AUSKF webmaster shall first confirm with the AUSKF Treasurer that the dojo to be added/removed has paid their current year AUSKF dues.

27.01.01 Upon receipt from an existing AUSKF member federation of a request to REMOVE a dojo from the listing on the AUSKF website; the AUSKF webmaster will immediately notify the AUSKF President and the AUSKF Executive VP of the request to remove a dojo from an existing member federation listing, then comply with the request.

27.01.02 The AUSKF webmaster will then place the removed dojos in a location titled: **Associate Member Dojos**, pending further review by the AUSKF board of directors for further action.

27.02.00 Request by existing member federation to ADD a Dojo(s) which previously was listed under another existing member federation on the AUSKF website.

27.02.01 Upon receipt by AUSKF webmaster from an existing AUSKF member federation of a request to ADD a dojo to the listing on the AUSKF website; if this dojo was previously listed under another existing member federation list, the following steps shall be taken:

27.02.01.01 The AUSKF webmaster will immediately notify the AUSKF President and AUSKF Executive VP of the request by an existing member federation to ADD a dojo(s) that were previously listed under another existing member federation listing on the AUSKF website.

27.02.01.02 Upon receipt of the above notification, the AUSKF Executive VP will send a "courtesy" notice to the affected existing member federations that the AUSKF webmaster will be removing a dojo(s) listed under another existing member federation on the AUSKF website, and will ADD this dojo(s) to the requesting existing member federation list on the AUSKF website.

27.02.01.03 If within ten (10) days of sending the "courtesy" notice stated above, the affected existing member federation wishes to lodge an objection to the proposed action; the objection must be lodged with the AUSKF President, as to why the proposed action should not be taken.

APPENDIX:

Table A: Yearly rotation order for selection priority of AJKF Foreign Leaders Summer Sminar (Order established in 1996, this shall continue to rotate as prescribed in Sec. 24.00.00 through 24.02.04. [Updated 11/10/06])

2005	2006 [cancelled by FIK]	2007	2008
1. EUSKF	XXXXXXXXXXXXXXXXXXXX	1. MWKF	1. SEUSKF
2. SCKO	XXXXXXXXXXXXXXXXXXXX	2. NCKF	2. ECUSKF
3. MWKF	XXXXXXXXXXXXXXXXXXXX	3. SEUSKF	3. AEUSKF
4. NCKF	XXXXXXXXXXXXXXXXXXXX	4. ECUSKF	4. SUSKIF
5. SEUSKF	XXXXXXXXXXXXXXXXXXXX	5. AEUSKF	5. PNKF
6. ECUSKF	XXXXXXXXXXXXXXXXXXXX	6. SUSKIF	6. CCKF
7. AEUSKF	XXXXXXXXXXXXXXXXXXXX	7. PNKF	7. GNEUSKF
8. SUSKIF	XXXXXXXXXXXXXXXXXXXX	8. CCKF	8. SWUSKIF
9. PNKF	XXXXXXXXXXXXXXXXXXXX	9. GNEUSKF	9. RMKF
10. CCKF	XXXXXXXXXXXXXXXXXXXX	10. SWUSKIF	10. SCKF
11. GNEUSKF	XXXXXXXXXXXXXXXXXXXX	11. RMKF	11. EUSKF
12. SWUSKIF	XXXXXXXXXXXXXXXXXXXX	12. SCKF	12. SCKO
13. RMKF	XXXXXXXXXXXXXXXXXXXX	13. EUSKF	13. MWKF
14. SCKF	XXXXXXXXXXXXXXXXXXXX	14. SCKO	14. NCKF