



DOJO OPENING, TRANSFER AND CLOSURE POLICY

1. Policy Statement

An ordinary member of Kofukan Karate Australia who wishes to open a new dojo must apply to, and obtain the approval of, the Technical Committee. The applicant must agree to the Principal Instructor Responsibilities Policy.

If a principal instructor ceases their membership of Kofukan Karate Australia or ceases to operate a dojo, the principal instructor (or former principal instructor) must close or transfer the dojo as set out in this policy.

When a dojo closes, the Association will notify students and inform them of training opportunities at other Kofukan-affiliated dojos.

2. Application of Policy

This policy applies to any ordinary member of Kofukan Karate Australia. Associate members may not open a dojo.

This policy does not apply to:

- Re-locating an existing dojo as a temporary measure;
- Training venues used on a temporary or ad-hoc basis for seminars, special classes, or an event; or
- Training venues not affiliated with Kofukan Karate Australia.

3. Definitions

The terms used in this policy have the same meaning as in the Association Rules unless stated otherwise.

Dojo: A place of training in Kofukan Shito-ryu Karate-do.

Affected dojo: Any established dojo located within 10km travel distance of the proposed new dojo.

Applicant: The member of the Association who applies to open a new dojo.

Kofukan Karate Australia: The Association known as Kofukan Karate Australia Inc.

Principal instructor: The individual operating his or her own dojo authorised by the Technical Committee.

OPENING A NEW DOJO

4. Application process

The Applicant must, at least 30 days before commencing training at the proposed new dojo, provide the Secretary with the following information:

1. The name of the Applicant;
2. Address of the proposed new dojo;
3. Proposed classes, days and times to be held at the new dojo;
4. Agreement to comply with the Principal Instructor Responsibilities Policy and hold a Working With Children Check and Provide First Aid certification prior to delivering classes; and
5. Any other information the Applicant considers relevant.

The Applicant may use the attached application form for this purpose.

The Secretary must identify if there are any affected dojos, and, if there are, must notify the principal instructor of any affected dojo as soon as practicable. The principal instructor of an affected dojo may object to the application in writing to the Secretary no later than 5pm on the 7th day after being notified.

The Secretary must send a copy of the application to each member of the Technical Committee:

- If there is no affected dojo: as soon as practicable after receiving the application.
- If there is an affected dojo: as soon as practicable after the objection period has expired, and if an objection has been made, also provide a copy of the objection to each member of the Technical Committee.

By 5pm on the 7th day after a copy of the application was sent to the Technical Committee, the Technical Committee will propose to approve or reject the application.

5. Matters to be considered by the Technical Committee

In deciding to approve or reject a new dojo application, the Technical Committee will consider:

- The Objectives of the Association;
- The rank and experience of the Applicant;
- The suitability of the Applicant to be a principal instructor;
- Any information provided by the Applicant;
- Any information and references provided by third parties;
- If an objection is received from the principal instructor of an affected dojo:
 - Any information provided by the objecting principal instructor;
 - The distance between the respective dojos;
 - The geography/topography and population density of the area between the respective dojos;
 - The class days and times of the respective dojos; and
- Any other matter that the Technical Committee considers relevant.

6. Procedural fairness

If the Technical Committee's proposed decision is adverse to the Applicant (ie the application is rejected) or to the principal instructor of an affected dojo (ie the application is approved), the Technical Committee must:

- Provide reasons for its proposed decision to the affected person; and
- Provide the affected person a further 7 days to respond to the Technical Committee's reasons.

After 7 days, the Technical Committee will either confirm its decision or propose a different decision. If a different decision is proposed, reasons for decision and an opportunity to respond must be provided to the person adversely affected as above.

The Technical Committee's final decision will be notified to the Secretary, the Applicant, and if applicable the principal instructor of an affected dojo. The Secretary will inform the Association Committee.

7. Procedures of the Technical Committee

The procedures of the Technical Committee are set out in the Associations Rules.

TRANSFER OF A DOJO

8. Procedures

The principal instructor who wishes to transfer a dojo to another member must notify the Secretary. The transferring principal instructor may, if appropriate, provide reasons for the proposed transfer.

If the member taking over the dojo is already a principal instructor, the Secretary will inform the Association Committee and the Technical Committee of the transfer of the dojo.

If the member taking over the dojo is not already a principal instructor, that member must apply as though they were opening a new dojo (see parts 4-7 above). If the member is not approved by the Technical Committee as a principal instructor, the outgoing principal instructor must either cease the transfer, close the dojo, or nominate a different potential principal instructor.

Once a transfer has occurred, the Secretary will inform all members by email, and may, if appropriate, provide information about the reason for the transfer and the qualifications and experience of the incoming principal instructor.

CLOSURE OF A DOJO

9. Closure

To close a dojo means to cease to operate a Kofukan-affiliated dojo for a period of 1 school term or longer.

If a principal instructor ceases to be a member of Kofukan Karate Australia, their dojo is deemed closed unless it is transferred under part 8 of this policy, as it can no longer be Kofukan-affiliated. For absolute clarity, closure includes where Kofukan affiliation ends, even if martial arts training continues at the same venue.

10. Procedures

The principal instructor who is closing a dojo must:

- Notify their students; and
- Notify the Association.

If the closure means the principal instructor no longer operates any Kofukan-affiliated dojo:

- The principal instructor will cease to be a principal instructor;
- The Association will notify the members who train at the closing dojo of the closure and the locations of other Kofukan-affiliated dojos and may provide any other relevant information;
- Any Kofukan-affiliated equipment, clothing and merchandise owned by the former principal instructor must be transferred, sold at-cost, or destroyed (except that which is kept for personal use if the former principal instructor is still a member).



KOFUKAN KARATE AUSTRALIA INC.

Application to open a new dojo

Applicant (Member of Kofukan Karate Australia):

Address of proposed dojo:

Proposed classes:

Types (eg): Tigers, Junior, Senior, Black belts

NOTE: include times and classes likely to be held at the new dojo in the foreseeable future, even if the classes will not all commence immediately the dojo opens.

Monday	Times:					
	Type:					
Tuesday	Times:					
	Type:					
Wednesday	Times:					
	Type:					
Thursday	Times:					
	Type:					
Friday	Times:					
	Type:					
Saturday	Times:					
	Type:					
Sunday	Times:					
	Type:					

Additional information:

Referees

Referee 1

- Name:
- Phone:
- Email:
- Reason they can comment on your suitability to operate a Kofukan dojo:

Referee 2

- Name:
- Phone:
- Email:
- Reason they can comment on your suitability to operate a Kofukan dojo:

Agreement

- ☐ I agree to comply with the Kofukan Karate Australia policies including the Responsibilities of Principal Instructors Policy
- ☐ I confirm that I have, or will, hold a valid Working for Children Check and Provide First Aid certificate prior to commencing teaching classes.

Signed

Date: