



RESPONSIBILITY OF PRINCIPAL INSTRUCTORS & ADMINISTRATORS POLICY

1. Policy

Principal instructors and administrators are responsible for the safe and proper management their dojo(s). All principal instructors and administrators must operate their dojo(s) in compliance with government regulations and requirements of Kofukan Australia.

2. Application

This policy applies to principal instructors and administrators of a dojo.

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.

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

Administrator: The individual operating or controlling the administration of a dojo in circumstances where this is not undertaken by the principal instructor personally.

Instructor: Any person teaching karate, whether in a paid or voluntary capacity. An instructor must have a minimum rank of Shodan and a minimum age of 18 years.

A person who does not meet the prerequisites for being an instructor may be styled as an assistant instructor or probationary instructor or *senpai* but may only teach under the supervision of an instructor.

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

4. Certification of instructors

The principal instructor is responsible for the teaching and performance of instructors in their dojo(s).

The principal instructor must ensure that they and any instructors in their dojo(s) hold the following certifications:

- A valid Working With Children Card (howsoever called)

- A current Provide First Aid qualification (valid for three years)
- A current Provide Cardiopulmonary Resuscitation qualification (valid 12 months)
- A Bronze level or higher accreditation with the Australian Karate Federation (AKF) within 6 months of becoming an instructor

Principal instructors and administrators are responsible for financially supporting volunteer instructors to maintain their certifications. If principal instructors or administrators provide payment to an instructor for teaching, they must make it clear who is financially responsible for the instructor's certifications, however it is always the principal instructor's responsibility to ensure that the certifications are current.

Copies of certifications must be provided to Kofukan Australia.

5. Australian Karate Federation Policies

Kofukan Australia and every member is a member of the AKF. Accordingly, principal instructors and administrators must read and comply with the AKF policies and ensure their instructors read and comply with the AKF policies. In particular, policies under the National Integrity Framework set by Sport Integrity Australia:

- Safeguarding Children and Young People Policy – including Child Safe Practices
- Member Protection Policy
- Complaints, Disputes and Discipline Policy
- Competition Manipulation and Sport Gambling Policy
- Improper Use of Drugs and Medicine Policy

6. Good Sports

Principal instructors and administrators are encouraged to achieve Gold level accreditation with Good Sports, Australia's largest community sport health program run by the Alcohol and Drug Foundation.

Principal instructors are encouraged to require instructors to complete the e-learning modules provided by Good Sports (linked in the Member Area of the Kofukan Australia website – Resources page).

Principal instructors will comply with Kofukan Australia's Good Sports Policy.

7. Maintaining the integrity of Kofukan karate

Principal instructors must:

- Teach to a syllabus that aligns with the Kofukan Karate International grading syllabus.
- Follow the teachings of Kofukan Karate, in particular any guidance and direction of Joint-Chief Instructors Shihan Keiji Tomiyama and Shihan Naoki Omi, and the 'instructor principles':
 - Respect the values of the traditional katas
 - Unified study of kata and kumite
 - Scientific approach in analysing techniques
- Not grade students who are not ready or prioritise profit over quality (no 'McDojo').

8. Relationship between Kofukan Australia and the principal instructor

Kofukan Australia is a not-for-profit incorporated association. Dojos, or clubs, run by principal instructors (and administrators, if applicable) operate as a business which may be for profit or not-for-profit.

Principal instructors and administrators can:

- Set their own teaching fees.
- Sell or supply uniforms and equipment to their students, but should not prohibit students purchasing uniforms and equipment directly from martial arts equipment suppliers.
- Set their own reasonable grading fee for gradings up to 3rd Kyu. Kofukan Australia is responsible for managing gradings for 2nd Kyu and above and the fee is determined and published in the latest Kofukan Fee Schedule (currently \$40 in 2025). Principal instructors are expected to volunteer to adjudicate at Kofukan Australia gradings held at their dojo.
- Sell their own merchandise provided it does not have the Kofukan name or logo.
- Hold social events, seminars, workshops or other activities and may charge a fee for attending such events.

Principal instructors and administrators **must**:

- Make all reasonable efforts to ensure that a student becomes of a member of Kofukan Australia after any trial period not exceeding two weeks. Principal instructors should not grade a student without having a reasonable belief that the student is a current member of Kofukan Australia.
- Purchase Kofukan international badges through Kofukan Australia.
- Immediately report any misconduct by an instructor to Kofukan Australia, including breaches of the Code of Conduct, criminal charges, and negative assessment of a Working With Children Card.
- Comply with all Kofukan Australia policies (found on the Kofukan website).
- Follow good injury management procedures and maintain proper records of incidents. Report serious incidents to Kofukan Australia, such as hospitalisations, ambulance attendance, theft or damage to property or any matter that could give rise to an insurance claim.

Principal instructors and administrators **must not**:

- Undertake any fundraising activities or receive sponsorship without the approval of Kofukan Australia. This ensures that there is transparency that fundraising income is used for the intended purpose for the benefit of members.
- Include any mark-up or charge a levy on top of fees charged by Kofukan Australia. The fees charged by Kofukan Australia are the membership fee and other fees set out in the latest Kofukan Fee Schedule.

Principal instructors should:

- Actively participate in the Technical Committee of Kofukan Australia.
- Assist the management committee of Kofukan Australia in its administration, such as corresponding with the Chairperson, Secretary or Treasurer as required in a timely manner.

- Along with the administrator (if applicable), manage the affairs of their business in a professional and proper manner, such as maintaining proper records, maintaining the privacy of their members, reporting relevant incidents to the appropriate authorities, and good financial management.

Kofukan Australia provides a range of benefits to affiliated dojos (in addition to the benefits available to all members), including:

- Insurance coverage for public liability, products liability and professional indemnity.
- Listing of their dojo on the Kofukan Australia and Australian Karate Federation websites, and state sporting body websites (if applicable).
- Promotion of their dojo on Kofukan Australia's social media.
- Ability to be considered for financial support from Kofukan Australia's fundraising pool for special purposes (such as equipment), where fundraising contributions have been made by the principal instructor's dojo.
- Liaison with Kofukan Karate International, including in relation to Kofukan badges, Tomiyama books, Tomiyama uniforms and Dan gradings.