



UK Aikikai Manual

Policies and information relating to grading, teaching, qualifications and organisation structure.



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1. HOW TO USE

A. INTRODUCTION AND PURPOSE

This document is for members who wish to clarify UKA policy, standards or procedures for operating within the organisation and clubs. All policies are in line with the Aikikai Hombu Dojo international rules as the UKA is recognised as an official overseas organisation:

<http://www.aikikai.or.jp/eng/about/organization2.html>

This document has the following key chapters:

2. Policies	Policies and rules that apply to UKA clubs and members.
3. Grades and grading	Grading procedures laid down by the UKA Technical Committee.
4. Teaching qualifications	UKA teaching ranks, pre-requisites and how to apply.
5. Committees and roles	UKA committees and roles/responsibility.

B. POLICY AND STANDARD DECISIONS

All content of this manual is a product of UKA governance committees. Decisions in this manual are a result of Executive, Technical and Administrative Committee meetings. They are to be used as guidelines for all members.

C. EXCEPTIONS AND SPECIAL REQUESTS

If you have a valid reason for exception to these policies, please put a request in writing to the UKA General Secretary who will present that request to the relevant committee for approval. Exceptions may be granted in advance of an activity or event.

D. QUESTIONS AND MORE INFORMATION

If you have any further questions, seek clarification or would like to suggest additions to the manual, please contact chair@ukaikikai.org.uk who can respond to your question or take it to the relevant committee for discussion.

E. UPDATES

The 2021 manual contains all the information from 2020 plus this section (e. Updates), 2f - Discipline & Grievance Process, Becoming an Instructor, starting a club, New club subsidy, Applying for Executive committee roles and a Shihan-kai description.

2. POLICIES

A. MEMBERSHIP TYPES

There are four types of individual membership to the UKA:

1. Full member	Access to all UKA policies, standards, grading processes and the grade/teaching award structure. This group also have full access to the UKA technical direction and teachers.
2. Full member (concession)	The same as a full member, but a discounted rate. Those members eligible for the concession rates listed in the concession rates section.
3. Indirect JAC Member	Members who belong to a group following an alternative technical direction outside the UKA. The technical direction of that group must be Aikikai Hombu Dojo recognised and led by an Aikikai Shihan.
4. Life member	A life member will be a permanent member of the UKA with annual membership renewed at no cost. A life member is: a. Entitled to represent themselves as UKA members and retain awarded titles such as Fukushidoin, Shidoin or Shihan. b. Appointed by the Executive Committee through a simple vote.

- **Indirect members are only be accepted by approval of the Executive Committee.**
- **UKA full members are not permitted to move to indirect JAC Member status.**

B. CONCESSION RATES

Annual membership concessions	Concession rate on full year membership, proof of which may be required. It is offered to people who are: <ul style="list-style-type: none">• Students in full time education.• Unwaged.• On maternity/paternity leave.• Key workers (Police, fire, NHS employees, armed forces, etc.).• Retired.
Course concessions	The following course concession rates are available to full UKA members: <ul style="list-style-type: none">• Members who are on an annual membership concession.• Elected officials.
Free practice	The following are entitled to free practice on courses: <ul style="list-style-type: none">• Event organiser and their nominees.• Instructors who are teaching that day.• Full members officially contributing to the event through translation, photography or videography.

C. GENERAL DATA PROTECTION REGULATION (GDPR)

i. **Who does GDPR apply to?**

GDPR applies to any organisation who store, handle and process information. It must be enforced if an organisation export data to third party (such as insurance agencies) or overseas (grade registration). It applies to written and electronic information.

ii. **What are the responsibilities?**

Responsibilities vary depending on the role; the following roles have legal obligations:

- Data controllers (manage data processors), this includes officers and elected officials.

- Data processors (registrars, web content, etc). GDPR defines legal obligations listed below:

1. Be informed how information will be used. If it's going to be stored or shared, the individual must be informed at the point of collection.
2. Access - An individual can request to know what is stored and how it's secured.
3. Rectification Keep information correct, especially if shared with 3rd party. Any corrections must legally be addressed within a month of identification.
4. Erasure - An individual can ask for information to be deleted.
5. Restrict processing - The right to stop information being processed (different from erasure).
6. Data portability - An individual can request a copy of information to use it themselves or elsewhere.
7. Object - Have a right to opt out, the best example is to remove themselves from marketing.
8. Automated decision making & profiling - Block use of information if it impacts their health, economic situation or legal situation.

iii. **What is personal data?**

Personal data is any data, or part data that can be used to identify an individual. Obvious data points are items such as name, membership number or address. Less obvious items are grade (could be combined with a grading date at a future time) or club.

iv. **How do I opt in?**

1. All UKA forms to carry the following statement for members: *"Data will be used by the UKA only, except where it must be shared relating to legal, insurance or grade registration. All policies can be found here: UKAikikai.org.uk/GDPR. We may contact you with aikido related news. Please tick if you do not wish to receive marketing information"*
2. Go to the UKA website and opt into our mailing. (ukaikikai/subscribe).

v. **How do I opt out of processing, erasure and UKA data?**

Email GDPR@ukaikikai.org.uk and please state if you are asking for:

1. Personal data not to be automatically processed.
2. Personal data to erase.
3. Not to receive marketing information (however, to opt out of social media, please stop following the relative account or unsubscribe).
4. Your personal data not to be processed in future.
5. You are asking for a copy of your personal data, this will incur an admin fee of £30.

D. FINANCIAL AND EXPENSE POLICY

Financial controls

- Financial levels of authority are the responsibility of the Financial Officer (FO).

Authorised liability

- The UKA does not accept liability for financial commitments unless authorised. Any event or undertaking likely to cost the UKA in excess of £2000 must be authorised and minuted by the Executive Committee and have a nominated organiser who manages the spending with a commitment to keep within budget, reporting any probable or actual budget exceptions to the FO.
- In exceptional circumstances, such spending undertakings can be made with the Chairperson's approval who will then provide full details to the next meeting of the EC.
- Any items split to dilute the effectiveness of authority levels (such as split orders or invoices) will not be approved.

Authorised expense approvals

Process/Value	Who is can spend?	Pre-approval required	Maximum per year
Annual budget or other proposal (event or undertaking) approved by the EC	Financial Officer	Exec. Committee	2
Spend up to £1000	Financial Officer + Chairperson	Admin Committee	4
Spend up to £500	Financial Officer or any person temporarily delegated (EC approved), in writing.	No	4
Spend up to £100	Any officer elected at the AGM, or any person delegated (in writing).	No	4

- Expenses & repayment must be pre-approved
- Expenses incurred on UKA business must be pre-approved by the Financial Officer unless within authority levels above. Approval can be via email and must be recorded before spend commitment.
- Reimbursement will be made where a receipt or any proof of payment is offered. It is the Financial Officers discretion if no receipt/proof is offered.
- Expenses and reimbursements requests must be made within 3 months; otherwise payment will be at the discretion of the financial officer.
- Delegation will only occur to members who provide a budget/estimate in advance.
- Anyone requesting delegation must submit an estimate to FO, The FO will then ask the EC to approve delegation. Delegated authority can be in three ways:
 - By providing a delegate with a maximum spend limit. The delegate must adhere to section 7 whenever making a claim. A maximum limit of £100 applies.
 - Provide a cash float to a delegate, up to £100. The nominated person must keep receipts plus a record of spending and report back on the status of the float annually or as requested for reports. The float may be rolled over at the FOs discretion.
 - By setting up a bank account for the delegate with an agreed balance, the financial officer must be a signatory and authority on that account. The delegate must keep receipts plus a record of spending and report back as requested for reports.

Tax Authority Considerations

- UK Tax Authorities may request data including expenses, the UKA are bound to provide.
- The UKA does not submit accounts to an authority however members and officers are individually responsible for their own tax and expense implications.

Fund Raising/Grant Applications on behalf of the UKA

- All fundraising and grant applications undertaken on behalf of the UKA, or done in the name of the UKA must have prior approval of the Executive Committee and the FO should be kept apprised, any arrangement must, be signed or approved by an elected officer. In urgent situations the arrangement can be approved by the Chairperson who will provide full details to the next EC meeting.

E. COURSE AND INSTRUCTOR EXPENSE POLICY

The UKA assists its full member clubs by offering financial support for events that require visiting teachers. We will provide financial assistance to the visiting teacher and the venue.

This policy is for clubs to invite UKA senior instructors; on a biannual basis and assists Shido-in and Shi-han with costs incurred to mentor clubs and grow aikido in the UK.

This policy is operated by the UKA Financial Officer who has full discretion on the policy. The Financial Officer has the right to apply, reduce or remove the budget at any time and vary any rates or allowances (unless an event has been pre-approved).

Pre-requisites for the instructor

- Must be an UKA instructor with status of UKA Shi-han or Shi-do-in.
- The instructor must be a guest and not be a regular teacher at the host club.
- For Shi-do-in the policy is capped to events with a round trip of less than 150 miles, this does not apply to Shi-han.
- Given budget limits, the number of events an individual instructor can apply for may be capped, at the discretion of the Financial Officer

Pre-requisites for the event

1. Venue is in the UK and at the host club, or local to it.
2. The host club is a full UKA member.
3. Event is open to all UKA aikidoka.
4. Advertised on the UKA website and Facebook page.
5. Includes at least one hour of aikido training.
6. The policy only covers one guest UKA instructor per event.
7. A club can only exercise this policy twice a year.

Instructor travel costs

The UKA will subsidise the instructor travel costs:

- Offer a travel allowance to the instructor; the payment is calculated based on car travel.
- The payment will be determined by using the travel distance given by using the shortest distance shown on Google Maps; after entering the home location and the event location. A mileage rate 25 pence per mile will apply and a £5 allowance for travel sundries added.

Hosting club costs

- Offer a flat allowance to the host club of £40 to subsidise the event costs

How to apply

- Instructor will email the Financial Officer (FO) at least a month before the event for pre-approval. If this does not happen, payment will be the FOs discretion

After the event the instructor will apply to the FO for payment, this must be no later than 3 months after the event. A record of payments made under this policy will be available to legitimate requestors.

F. DISCIPLINE & GRIEVANCE PROCESS

A member may be subject to discipline process if they:

1. Have publicly brought aikido, UKA or affiliated governing bodies into disrepute.
2. Have been found to breach the code of conduct or rules of the UKA or affiliated governing bodies.
3. Wilfully broken or misinterpreted documented rules or processes of the UKA or affiliated governing bodies.

Disciplinary process

- Disciplinary Committee is made up of the elected executive committee members (Chair, General Secretary and Financial Officer).
- Complaints should be submitted in writing to the General Secretary.
- In the event the General Secretary is not accessible or involved in the complaint, complaints can be submitted other elected members of the Executive Committee not involved.
- The disciplinary committee will meet to hear complaints within *fourteen* days of a complaint lodged. Any person identified will have the right to speak, represent themselves and be accompanied by an independent observer to ensure due process is applied.
- In the event of any breach of UKA policies, policies must be documented, publicly accessible in the UKA Manual.

Disciplinary outcome

- The outcome will be notified in writing to the person who lodged the complaint and members involved within seven days of the hearing.
- The committee has the power to take appropriate action at no cost to the UKA. Measures can include, but not limited to:
 1. Suspension of membership.
 2. Termination of membership.
 3. Request resignation from the organisation or committee.
 4. Removal of any awarded titles to member.
 5. Removal and reduction of grading authority.

Appeals

- The Appeals Committee is made up of the Shihan-kai.
- A member has the right of appeal following any action announced. The committee will consider an appeal within fourteen days.
- Any member who raises the complaint or is identified as part of the complaint, will have the right to speak to the appeals committee and be accompanied by an independent observer.

G. BECOMING AN INSTRUCTOR

Three processes are listed below:

1. ASSISTANT INSTRUCTOR (TEACH UNDER DIRECT SUPERVISION)

Pre-requisites:

- Full, current membership of a Joint Aikido Council member organisation.
- 1st kyu or above.
- Request supported by existing instructor, Shidoin or Shihan.

Process:

1. JAC CL1 (<http://jointaikikaicouncil.co.uk/joint-aikido-council-coaching-awards/>)
2. DBS check complete where teaching children or vulnerable adults.
 - <https://gbg.onlinedisclosures.co.uk>
 - PIN: 106048 & Special word: AikikaiHombuDojo1
3. Request to go to Technical Committee Chair for committee approval.
4. Contact registrar@ukaikikai.org.uk to upgrade membership from student to instructor.

2. INSTRUCTOR WHO CAN INDEPENDENTLY TEACH (CL2)

Pre-requisites:

- Full, current membership of a Joint Aikido Council member organisation.
- 1st dan or above.
- 18 years of age or over .
- Good knowledge of the Kyu and Dan Grade Syllabus.
- Held JAC level 1 coaching award for a minimum of one year.
- Request supported by existing instructor, Shidoin or Shihan.
- Note: A member does not need to be an assistant instructor, to apply for instructor.

Process:

1. JAC CL2 (<http://jointaikikaicouncil.co.uk/joint-aikido-council-coaching-awards/>)
2. DBS check complete where teaching children or vulnerable adults.
 - <https://gbg.onlinedisclosures.co.uk>
 - PIN: 106048 & Special word: AikikaiHombuDojo1
3. Request to go to Technical Committee Chair for committee approval.
4. Contact registrar@ukaikikai.org.uk to upgrade membership from student to instructor.

3. A QUALIFIED TEACHER JOINING THE UKA

Pre-requisites:

- Applicant must be 1st dan or above.
- The club is registered with the UKA and has venue insurance.

Process

- Process is the same for an instructor can independently teach (above)

H. STARTING A CLUB

To start a new club

Pre-requisites:

- Applicant must be a registered instructor with the UKA.
- A new venue cannot be in the same location as a current club.

Process

1. Email secretary@ukaikikai.org.uk asking for the latest club registration form.
2. Submit to secretary for approval at the Executive committee.
3. After approval, contact registrar@ukaikikai.org.uk to obtain venue insurance for the new location.

I. NEW CLUB SUBSIDY

Up to four subsidy opportunities are available to direct members who wish to start a club:

1. Mat loan scheme

- To be agreed directly with RSK Dudley where mats are stored.
- The loan will be a maximum of six months.
- The club receiving mats will be responsible for:
 - Transportation of mats.
 - Ensuring they remain in good condition during the loan spell.
 - Returned for use at Summer School.

2. Reduced rate membership

- £10 for year 1 for all membership types (adult, junior, concession)
- Full rate for year 2.

3. Fully expensed UKA guest teacher

- In line with existing paid visitor policy (section 2e).
- This will help generate revenue, awareness and attract other aikido visitors.

4. Financial grants

- A grant of £250 with commitment to running the club for 12-months and keeping financial records.
- We will consider a second grant request after 6 months, if the club can demonstrate a clear record of income and expenditure.
- If a club folds within 12 months, it must be discussed with the Financial officer in case of any outstanding assets that can be used to repay grants.
- Grants will only be paid into a club account, not into personal accounts.

5. Mat loan scheme

- To be agreed directly with RSK Dudley where mats are stored.

J. COURSE HOSTING

Course locations are decided by the course secretary making recommendation to the Executive committee. If a member wishes to propose a venue, it should be made to the course secretary.

Factors to consider when choosing a venue will include.

- The hire cost
- Size of the space (ideally basketball size for a course more than one day)
- Adequate parking and changing facilities
- Exclusive use of the space for aikido (not sharing the space with other sports)
- Mats included in the venue or need to be transported from Dudley (maximum 2 hours each way).
- Mats are suitable for aikido practice.
- The venue should be no further north than the northmost UKA club, the same applied to south, west and east.

Any club which hosts a course:

- If a course loses money, the UKA will under write any loss.
- If the course makes a profit, profit shall be split 50/50 with the hosting club and the UKA.
- There is no lower grade limit for the club hosting the course.
- The excludes Winter School and Summer School, it applies to national and Yudansha Preparation an Teaching Courses.

3. GRADES AND GRADING

A. MINIMUM GRADE PERIODS

Minimum periods to complete before a candidate can be considered for a grading or promotion:

- **6th Kyu** 3 months (40 hours) from starting
- **5th Kyu** 3 months (50 hours) from 6th Kyu
- **4th Kyu** 5 months (50 hours) from 5th Kyu
- **3rd Kyu** 6 months (60 hours) from 4th Kyu
- **2nd Kyu** 9 months (60 hours) from 3rd Kyu
- **1st Kyu** 12 months (60 hours) from 2nd Kyu
- **Shodan** 18 months (70 days) from 1st Kyu
- **Nidan** 2 years (200 days) from Shodan
- **Sandan** 3 years (300 days) from Nidan
- **Yondan** 4 years (400 days) from Sandan
- **Godan** 5 years from Yondan (promotion decided by Hombu)
- **Rokudan** 6 years from Godan (promotion decided by Hombu)
- **Nanadan** 12 years from Rokudan (promotion decided by Hombu)
- **Hachidan** 15 years from Shichidan (promotion decided by Hombu)

B. KYU GRADING PROCESS

- Gradings can be run within a club by the appropriately approved Fukushidoin, Shidoiin or Shihan.
- Shidoiin and Shihan are permitted to run gradings outside their own clubs.
- Examiners must ensure candidates meet the minimum grade criteria (above).
- The examiner is responsible to inform the:
 1. Candidate of the result.
 2. Complete the kyu grading form and give a copy to the student and teacher.
 3. The grade registrar of a successful promotion with the date, location, name of candidate and grade awarded - gradings@ukaikikai.org.uk

C. YUDANSHA GRADING PROCESS

Shodan (1st dan) to Nidan (2nd dan) grading

There are two options to examine a candidate:

1. Summer School	At least one session advertised for grading opportunity at Summer School. The candidate must: <ol style="list-style-type: none"> 1. Have been a UKA member for at least 3 years. 2. Has attended at least 1 yudansha preparation course.
2. In-club gradings	A grading can be run in club, providing the following criteria are met: <ol style="list-style-type: none"> 1. Examined grades are shodan or nidan only. 2. The following approvals are in place: <ol style="list-style-type: none"> a. The technical committee notified at least four weeks prior to an examination. b. The Shihan-kai and the General Secretary are notified, and approval given. This is to ensure formalities are correct and avoid spontaneous promotions. 3. Grading conducted by at least one Shidoiin. 4. The candidate has been a UKA member for 3 years. 5. Candidate has attended at least 2 yudansha preparation courses.

Sandan (3rd dan) and Yondan (4th dan)

Candidates grade at Summer School for which they must have:

- The candidate has been a UKA member for 3 years.
- The candidate has attended at least 1 yudansha preparation course.

Godan (5th) and above

Appointments to 5th dan and above will be awarded by the technical committee, with decisions approved by the Shihan-Kai. Candidates cannot be self-nominated.

D. RECOGNITION OF GRADES FROM OTHER ORGANISATIONS

Kyu grades	<ul style="list-style-type: none">• Aikikai kyu grades are automatically recognised by the UKA.• Fukushidoin and Shidoin are authorised to recognise non-aikikai kyu grades within their approved authority.
Yudansha grades	<ul style="list-style-type: none">• Aikikai Hombu Dojo rules state non-Aikikai yudansha grades cannot be recognised and candidates must begin registration from Shodan.• The UKA can recognise someone who joins as a yudansha grade, but not their Aikikai grade because of the above. Shihan will have final authority on any recognition.
Teacher status	<ul style="list-style-type: none">• Teaching qualifications cannot be recognised, they are only recognised by the awarding organisation (Fukushidoin, Shidoin, Shihan)• Candidates must apply the 'new' policy agreed for UKA Fukushidoin and Shidoin.

4. TEACHING QUALIFICATIONS

A. CLUB LEADER

Responsibilities

A club leader is a UKA member responsible for running a UKA club. Responsibilities of a club leader include:

- Teach in their own club, on a regular basis.
- Appointment of teaching staff within the club.
- Attend at least a UKA spring or summer schools.
- Inform the UKA of club details for the website and social media.
- Ensure students are insured to practice.
- Advertise UKA events to club members.
- Work with Shido-in and Shi-han to ensure at least one visiting instructor per year.

Pre-requisites to qualify

- A full UKA membership held for a minimum of 1 year.
- Holds a rank of Shodan or above.
- Holds JAC coach level 2 certificate or above.

Application process

- Any member who wishes to become a club leader to run their own club must request this status from a UKA Shido-in or Shi-han.
- An application form exists for starting a new club, this must be passed to the UKA administrative committee.

Renewal requirements

- There are no renewal criteria for club leaders, however they must annually apply for professional indemnity insurance via the UKA.

B. FUKUSHIDOIN

Responsibilities

A Fukushido-in is an assistant national teacher. The UKA must inform the Aikikai Hombu Dojo on an annual basis which members are appointed. A UKA appointed Fukushido-in is expected to perform the following duties:

1. Teach in their own club, on a regular basis.
2. Carry out kyu grades, up to an approved level without supervision.
3. Attend at least the UKA spring or summer schools.
4. Attend at least one yudansha preparation course a year.
5. Inform the grade registrar of any promotions - gradings@ukaikikai.org.uk.
6. Inform the Technical Committee chairman of attendance and non-attendance at UKA Winter School, Summer School and Yudansha Development and Teacher courses.

Pre-requisites to qualify

- Open to students with full UKA membership held for a minimum of 3 years.

- Holds a rank of 2nd Dan or above.
- Holds JAC coach level 2 certificate or above.
- Teaching in their home dojo, on a regular basis for a period of at least 2 years.

Application and appointment process

- Any member who wishes to be considered for Fukushidoin should approach their Shido-in or the Shihan-kai. The role is appointed by either of these after a consultation process with the technical committee.
- The level of kyu grade authority is awarded by the same appointee and will increase as time served as a Fukushidoin increases, on the general basis of one kyu grade per year.
- In certain circumstances individuals can be appointed outside of these parameters at the discretion of the Shihan-kai. This may include new clubs or groups that join the UKA.

Renewal requirements

- The position is awarded annually, and the contribution made in the previous year will be taken into consideration before re-appointment.
- Five criteria listed under responsibilities will be considered.

C. SHIDOIN

Responsibilities

A Shido-in is a national teacher. The UKA must inform the Aikikai Hombu Dojo on an annual basis which members are appointed. A UKA appointed Shido-in will perform the following duties:

1. Teach in their own club, on a regular basis.
2. Conduct at least one kyu/dan grading within a two-year period either alone or as part of a grading panel.
3. Grade students in their own club up to Nidan.
4. Attend at least the UKA spring or summer schools.
5. Attend at least two yudansha preparation courses a year.
6. Teach on at least one national course or teach at a UKA dojo other than their home dojo annually.
7. After 11 months of appointment, a Shido-in is entitled to apply for open roles on the technical committee.
8. Inform the grade registrar of any promotions - gradings@ukaikikai.org.uk.
9. Inform the Technical Committee chairman of attendance and non-attendance at UKA Winter School, Summer School and Yudansha Development and Teacher courses.

Pre-requisites to qualify

- Held UKA membership for 5 years.
- Holds rank of 4th dan or above.
- Have been a UKA Fukushidoin with authority to grade to 1st kyu for at least 2 years.
- Holds JAC coach level 3 certificate or be actively working towards it.
- Teaching in their home dojo, on a regular basis for a period of at least 5 years.

Application and appointment process

- Shido-in appointments are made by the UKA technical committee. Requests for appointment should be made to the head of the technical committee or the Shihan-kai (the head of the TC may also be a member of the Shihan-kai).

- In certain circumstances individuals can be appointed outside of these parameters at the discretion of the Shihan-kai. This may include new clubs or groups that join the UKA.

Renewal requirements

- Appointment is renewable every 5 years and the performance, contribution and support for the UKA will be taken into account.
- Any Shidoin who has served three continuous terms will be awarded the title on a permanent basis.

D. SHIHAN

Responsibilities

A Shihan is an internationally recognised teacher. Decisions on Shihan status are made by Aikikai Hombu Dojo, after recommendation by the UKA. As per Aikikai Hombu Dojo rules, Shihan status is directly linked to the membership of the awarding organisation.

Shihan must also inform the grade registrar of any promotions - gradings@ukaikikai.org.uk

Pre-requisites to qualify

- Open to students with full UKA membership held for a minimum of 10 years.
- Held Shidoin status for at least 10 years.
- Holds a rank of 6th Dan or above for at least 6 years.
- Holds JAC coach level 3 certificate or above.

Application and appointment process

- Requests for Shihan appointments to be made to the Shihan-Kai.
- After consideration (if approved), the Shihan-Kai will then pass the request onto Aikikai Hombu Dojo.
- The Shihan-kai will not accept any self-recommendations.

Renewal requirements

Shihan status is awarded for life and non-renewable. The title is only applicable while a member of the awarding organisation.

5. COMMITTEES AND ROLES

Three committees govern the UKA:

Executive committee	<ul style="list-style-type: none"> • The highest-level committee in the UKA, responsible for setting and achieving long-term objectives. • The Executive committee are responsible for long-term engagement with third parties such as the JAC or Aikikai Hombu Dojo. • Pass authority down to relevant committees and working groups to meet UKA objectives. • Made up of the Shihan-kai and elected officials. • Accountable to the membership at the AGM.
Technical committee	<ul style="list-style-type: none"> • Responsible for all technical (on mat) activity, which includes course content, teaching and promotions. • Appointment of the head of the technical committee is made by the Shihan-kai. • Membership and organisation of the Technical Committee (TC) is the responsibility of the Head of the Technical committee.
Administration committee	<ul style="list-style-type: none"> • Responsible for all administrative (off mat) activity which includes membership engagement, marketing and comms. • Appointment of the head of the technical committee is made by the elected members of the Executive Committee. • Membership and organisation of the Administration Committee (AC) is the responsibility of the Head of the Administration committee.

A. APPLYING FOR EXECUTIVE COMMITTEE ROLES

- Any direct member of the UKA can apply for election to the executive committee, providing they meet pre-requisites defined in the role and documented in the manual.
- The Executive Committee must advertise roles to be elected at the time of an AGM notification with the current nomination process.
- Nominations to be received by the General Secretary at least one month before an AGM and can come from any direct UKA member. Email secretary@ukaikikai.org.uk
- Any interests must be declared within applications, this includes committee positions held in other organisations, membership of other aikido organisations, relationships with past, current and possible future suppliers to the UKA.
- No member of the Executive Committee (or any other committee) can have dual roles or voting rights, one vote per person.

B. SHIHAN-KAI

- Responsibilities of the Shihan-kai are to provide long-term continuity for the UKA, stable relationships with third parties, assure technical standards and direction for the Executive.
- The Shihan-kai can meet within its own structure, but authority and decision making must flow back into the Executive Committee.
- The Shihan-kai can only be made up of direct UKA members.

C. EXECUTIVE COMMITTEE

Reports into

- Not applicable.

Appointments

The Executive Committee consists of two groups:

1. The Shihan-Kai – Full member Shihan of the UKA
2. Officers formally appointed by the AGM

Duration of appointment

The Executive committee is a perpetual governance group within the UKA. Shihan-Kai are permanent members and appointed officers are part of the Executive Committee while elected.

Executive committee meetings:

- Any executive member can call a meeting; it is the chairs responsibility to ensure at least two meetings a year happen.
- All members of the committee must be given at least one-week's notice for a meeting.
- A meeting can take place if more than half of the committee agree to attend.
- Minutes and decisions must be communicated to all executive committee members. Minutes of meetings do not have to be made public as decisions may include financial or other sensitive information.

Decision-making:

- Decisions that require a vote, will be achieved by a simple majority.
- In the event of the tie, the chair will have the casting vote.

Objectives

1. To maintain and execute UKA constitution and policies throughout the duration of the chair appointment. Ensure processes are up to date and reflect the organisation needs.
2. To clearly communicate agreed decisions and policies to members.

Roles & Responsibilities

- Set annual objectives which technical and other sub-committees must work toward.
- Ensure the financial health of the UKA.
- To agree and invite external (non-UKA) teachers to attend events.
- All members must fully comply with the UKA constitution, policy and procedures.
- Upholding the UKA constitution.
- Appointment of Sub-Committees: The Committee may appoint sub-committees as it may deem necessary and delegate its powers as it may think fit upon such terms and conditions as deemed expedient and/or required by the law, governing bodies or codes of conduct, which it follows.
- Setting and achieving long-term objectives for any sub-committees.
- Engagement with external parties which includes (but not limited to) the JAC, Aikikai Foundation and external instructors.
- Making final decisions of any organisational contracts or affiliations.
- Recording and communication decisions made
- Managing conflicts of interest:

- Any conflicts of interest must be recognised, managed by the chair and recorded
- All elected officials on the committee must be unrelated and not cohabiting.

Qualifications & Experience

- Must be a member of the Shihan-Kai or an elected official.

Expected commitments

- The Executive Committee will meet around twice per year, mostly in person.
- May require attendance at UKA or other events and meetings.

D. EXECUTIVE COMMITTEE ROLES

Chairperson

Reports into	The Executive Committee
Appointed by	UKA AGM. If the AGM cannot appoint a chair (no candidates, the chair resigns or unforeseen circumstances), the chair may be selected by the Shihan-Kai.
Duration	Two years if appointed by the AGM, up to one year if appointed by Shihan-Kai.
Objectives	<ul style="list-style-type: none"> • To maintain and execute UKA constitution and policies throughout the duration of the chair appointment. Ensure processes are up to date and reflect the organisation needs. • Chair and support the Executive Committee and any other committees or meetings as required, such as the AGM or sub-committees. Executive Committee meetings expected to happen at least twice a year and the AGM at least once a year. • Ensure UKA objectives agreed with the Executive Committee are met within agreed timescales. • Define long lasting policy and process, complying with rules of any governing bodies. • Respond to any long-term issues or queries regarding the UKA direction.
Roles & Responsibilities	<ul style="list-style-type: none"> • With support of the Shihan-Kai, represent the UKA at public events where required. • Take a leadership role within the UKA or externally facing, to ensure decisions are made in the interest of the UKA and its members. • Facilitate transparent decision making across the UKA, driving appointed members to make decisions where required. If a process to reach a decision cannot be met, drive that decision to be agreed. • Support at least 6 months of handover to a new chair, if the role transitions.
Qualifications & Experience	<ul style="list-style-type: none"> • Must have been a full UKA member for at least five years. • Ideally, professional experience of leading meetings.
Expected commitments	<ul style="list-style-type: none"> • Requires 1-2 hours a week of effort. • May require attendance at UKA or other events and meetings.

General Secretary

Reports into	The Executive Committee
Appointed by	UKA AGM. If the AGM cannot appoint a General Secretary (no candidates, the chair resigns or unforeseen circumstances), the chair may be selected by the Shihan-Kai.
Duration	Two years if appointed by the AGM, up to one year if appointed by Shihan-Kai.
Objectives	<ul style="list-style-type: none"> Attend the Executive Committee and any other committees or meetings as required, such as the AGM or sub-committees. Executive Committee meetings expected to happen at least twice a year and the AGM at least once a year. Ensure UKA objectives agreed with the Executive Committee are met within agreed timescales. Define long lasting policy and process, complying with rules of any governing bodies. Formally arrange the UKA AGM and management meetings such as the executive committee. Manage the Yudansha administration process from candidates to the Aikikai Hombu Dojo, sending them and managing payments. Pass certificates onto Shihan-Kai for distribution and award. Work with CLO role to ensure people have the opportunity to progress through the coaching path and meet minimum requirements for appointments.
Roles & Responsibilities	<ul style="list-style-type: none"> To communicate (or manage communication) of formal decisions on behalf of the UKA to governing and associate bodies such as the Aikikai Hombu Dojo. This includes formal invitations and requests to attend UKA events. Attend the Executive Committee and contribute towards decision making while taking appropriate actions. Where requested, make formal records of UKA meetings, decisions and actions. Cascade information from governing and associated bodies regarding insurance, best practice, Health & Safety, Child Protection etc. Manage and supply UKA membership and kyu grade certificates. Maintain the UKA Yudansha account for payments to/from Hombu dojo Support at least 6 months of handover to a new chair, if the role transitions.
Qualifications & Experience	<ul style="list-style-type: none"> Must have been a full UKA member for at least five years. Ideally, professional experience of leading meetings.
Expected commitments	<ul style="list-style-type: none"> Requires 1-2 hours a week of effort. May require attendance at UKA or other events and meetings.

Financial Officer

Reports into	The Executive Committee
Appointed by	UKA AGM. If the AGM cannot appoint a Financial Officer (no candidates, the chair resigns or unforeseen circumstances), the chair may be selected by the Shihan-Kai.
Duration	Two years if appointed by the AGM, up to one year if appointed by Shihan-Kai.
Objectives	<ul style="list-style-type: none"> Attend the Executive Committee and any other committees or meetings as required, such as the AGM or sub-committees. Executive Committee meetings expected to happen at least twice a year and the AGM at least once a year. Ensure UKA objectives agreed with the Executive Committee are met within agreed timescales. Ensure UKA finances are managed in line with Executive committee objectives. Define long lasting policy and process, complying with rules of any governing bodies. Maintain the UKA accounts, keeping them in good order. Responsible for all financial transactions made in the name or on behalf of the UKA. Update and manage the UKA financial policy.
Roles & Responsibilities	<ul style="list-style-type: none"> Present the UKA accounts/financial summary at the AGM. Update the Executive or any other agreed committee with a UKA financial summary Arrange for someone, or personally take money at courses. Complete a high-level summary of national course and their financial impact on accounts. Manage access to UKA accounts. Arrange a formal audit of the UKA accounts by a Chartered Accountant when required. Review and set UKA membership fees. Support at least 6 months of handover to a new chair, if the role transitions.
Qualifications & Experience	<ul style="list-style-type: none"> Must have been a full UKA member for at least five years. Ideally, professional experience of leading meetings.
Expected commitments	<ul style="list-style-type: none"> Requires 1-2 hours a week of effort. May require attendance at UKA or other events and meetings.

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