

THE RULES & REGULATIONS OF



KARATE ACADEMY

Valid until MARCH 2010

CHIEF INSTRUCTOR
Paul Elliott (6th Dan) Renshi

**Through Honorary Membership to British Wadokai Karate-do
Federation SEMKA is a Full-Member of the**



English Karate Federation (EKF) National Governing Body



& World Karate Federation

RULES & REGULATIONS OF SAMURAI ENLIGHTEN MUSHIN KARATE ACADEMY

1. TITLE

The title of the organisation shall be Samurai Enlighten Mushin Karate Academy, hereinafter known as “SEMKA”.

2. RULES AND REGULATIONS

These by-laws exist and are formulated to provide the framework and requirements for the conduct of Members.

3. MEMBERSHIP CATEGORIES AND CRITERIA

Membership of Karateka bodies to SEMKA shall be in one of the categories defined as follows:

- a) Full Membership shall be any Karateka bodies that have been accepted to Full Membership of Samurai Enlighten Mushin Karate Academy by the Chief Instructor in his absolute discretion.
- b) Provisional Members shall be Karateka bodies that have been accepted as a Provisional Member of Samurai Enlighten Mushin Karate Academy by the Chief Instructor in his absolute discretion.
- c) The Chief Instructor of SEMKA may impose such conditions or restrictions on Provisional Members as he shall deem necessary at the time of the acceptance of the Provisional Member and he may remove or alter the said restrictions or conditions at any time.
- d) Honorary Members shall be persons that have been accepted as Honorary Members by the Chief Instructor in his absolute discretion.
- e) The applicant shall be the association, group or body seeking membership and who shall be deemed to be responsible for all of their individual members.
- f) Members shall be construed to mean affiliated bodies, recognised bodies and individual persons affiliated through such bodies (and requiring to be registered with SEMKA) as the context allows.
- g) The applicant must declare if any of its black belt grades (or equivalent) have been convicted of a serious crime. If such a declaration is made, this matter shall be considered within the application process as hereinafter provided.

4. ORGANISATION

SEMKA shall consist of Chief Instructor and the members.

5. THE CHIEF INSTRUCTOR

The Chief Instructor shall appoint members of SEMKA to positions within the club in his absolute discretion. The Chief Instructor may co-opt person(s) as he considers fit and proper, and such appointees shall have no vote.

- a) The Chief Instructor shall have the Power: -
 - i) To act in the name of SEMKA at his own discretion.
 - ii) To manage all matters it considers relating to SEMKA.

**SAMURAI ENLIGHTEN MUSHIN KARATE ACADEMY
RULES AND REGULATIONS**

- iii) To act in the name of SEMKA and to perform all such duties as are necessary to ensure the proper functioning of technical matters, coaching, safety and other related matters.
- b) It shall be the responsibility of the Chief Instructor to ensure proper records are kept and proper procedures are maintained.
- c) The Chief Instructor may occur expenditure on behalf of SEMKA at his discretion.

6. RESIGNATION AND TERMS OF MEMBERSHIP

- a) Any Member of SEMKA may terminate its Membership of SEMKA at any time. From that point the Membership to SEMKA of such Member shall cease without prejudice to any outstanding claims at the said date by SEMKA against such Member, or by such Member against SEMKA.
- b) The Chief Instructor may terminate the Membership to SEMKA of any Full, Provisional, Honorary or Individual Member at any time. In the event of this no reason need be given. The decision of the Chief Instructor shall be final. Upon such date, the Membership to SEMKA of such Member shall cease without prejudice to any claims at the said date of termination by SEMKA against such Member, or by such Member against SEMKA.

7. FINANCE

The financial control, adequate and accurate systems of recording shall be the absolute responsibility of the Chief Instructor.

8. GENERAL

The Chief Instructor may undertake alterations or amendments to these Rules and Regulations in his absolute discretion at any time.

9. MEMBERSHIP

- a) Full Membership of SEMKA shall be associations or clubs practising Karate, which have:
 - i) Been accepted to Full Membership.
 - ii) Agreed to comply with such terms and conditions of Membership, as the Chief Instructor may impose upon Full Members generally or specifically.
 - iii) Maintained proper accounts for a minimum period of 12 months.
 - iv) Complied with all statutory requirements of SEMKA, for example but not limited to: -
 - Must already be members of the World Karate Federation through direct membership to the English Karate Federation or be willing to join the WKF/EKF through membership to SEMKA.
 - Must follow the technical syllabus as laid down by the Chief Instructor.
 - Must ensure that all members comply with the regulations pertaining to time in grade.
 - Must follow any other regulation or ruling passed by the Chief Instructor from time to time as hereinafter provided.
- b) Provisional Members of SEMKA shall be associations or clubs practising Karate and seeking eventual Full Membership of SEMKA, which have:
 - i) Been accepted to Provisional Membership.
 - ii) Agreed to comply with such terms and conditions of Membership, as the Chief Instructor may impose upon Provisional Members generally or specifically.
 - iii) Maintained proper accounts for a minimum period of 12 months.
 - iv) Complied with all statutory requirements of SEMKA, for example but not limited to: -

**SAMURAI ENLIGHTEN MUSHIN KARATE ACADEMY
RULES AND REGULATIONS**

- Must already be members of the World Karate Federation through direct membership to the English Karate Federation or be willing to join the WKF/EKF through membership to SEMKA.
 - Must work towards following the technical syllabus as laid down by the Chief Instructor during the provisional period and must be using the SEMKA syllabus before applying for full membership.
 - Must ensure that all members comply with the regulations pertaining to time in grade.
 - Must follow any other regulation or ruling passed by the Chief Instructor from time to time as hereinafter provided.
- c) Provisional Membership is seen as a means of confirming the Membership of an applicant group for eventual consideration as a Full Member to SEMKA. The Chief Instructor shall fix the period of Provisional Membership and unless determined otherwise by the Chief Instructor the period of Provisional Membership shall be 12 months.
- d) Honorary Membership of SEMKA shall be associations or clubs practising Karate, which have:
- i) Been accepted to Honorary Membership.
 - ii) Agreed to comply with such terms and conditions of Membership, as the Chief Instructor may impose upon Honorary Members generally or specifically.
 - iii) Maintained proper accounts for a minimum period of 12 months.
 - iv) Complied with all statutory requirements of SEMKA, for example but not limited to: -
 - Must already be members of the World Karate Federation through direct membership to the English Karate Federation or be willing to join the WKF/EKF through membership to SEMKA.
 - Must ensure that all members comply with the regulations pertaining to time in grade.
 - Must follow any other regulation or ruling passed by the Chief Instructor from time to time as hereinafter provided.
- e) The Chief Instructor shall reserve the right to deal with the Member's application in his absolute discretion.
- f) In the event of a "rejection" no reason need be given. The decision of the Chief Instructor shall be final.

10. AFFILIATIONS

- a) No officer, representative, Instructor or similar person representing the interests of a member of SEMKA may represent, be a member of, or officiate for any group, association, federation or organisation purporting to practise karate in England unless that group, association, federation or organisation is itself in membership of the World Karate Federation.
- b) SEMKA acts in accordance with the terms and conditions of membership of the World Karate Federation (WKF) and the European Karate Federation (EKF), in this context no application can be considered from groups, associations, federations or organisations which are in direct membership of karate bodies other than WKF or EKF recognised organisations.

11. DISCIPLINARY PROCEDURES

- a) Any complaint received by the SEMKA relating to one of its members shall be referred to the Chief Instructor who shall determine what action is appropriate. The Chief Instructor may impose such penalty by way of censure, suspension or expulsion, as he deems appropriate. The decision of the Chief Instructor shall be final.
- b) In the event of an allegation being received regarding the commission of a Schedule 1 offence in connection with the practice of karate, the complainant should as soon as possible, and in any event within 48 hours, be directed to contact the Police with the complaint, and a request

**SAMURAI ENLIGHTEN MUSHIN KARATE ACADEMY
RULES AND REGULATIONS**

made for SEMKA to be kept informed until the resolution of the complaint. Upon the Police filing Schedule 1 charges the defendant should be immediately suspended from SEMKA and the relevant Group Head informed. In the event of a subsequent conviction then immediate expulsion from SEMKA should take place and the relevant Group Head informed.

- c) In the event of an allegation being received as above, but where the incident is not in relation to the practice of karate, the above procedure should be followed except that, on the filing of charges taking place, the suspension should relate only to instructing and holding of any position of responsibility within karate. In the event of subsequent conviction then exclusion from teaching or holding positions of responsibility within karate shall take place.

12. CONDUCT OF MEMBERS

- a) All Members shall as far as they are reasonably able ensure that they and their individual Members shall act in a proper and responsible manner in the pursuance of the objectives and all other matters of SEMKA.
- b) All Members shall as far as they are reasonably able ensure that their Members follow the guidelines and codes of practice of SEMKA on the practice of Karate and undertake the responsibility of circulation to their individual Black Belt (or equivalent) graded practitioners circulation of such guidelines and codes of practice.
- c) SEMKA condemns the use of doping substances or doping methods to enhance performance in sport. Penalties will be applied to athletes found to be taking or using substances or participating in doping methods prohibited by the Olympic Committee and by The Sports Council. In addition, assisting or inciting others to contravene doping regulations will be considered a doping offence.
- d) Officers, Instructors, coaches and members of SEMKA have a duty of care to ensure that children are encouraged and coached in a safe environment, free from physical, mental, racial and sexual abuse. Guidelines and codes of practice issued by SEMKA must be followed when dealing with children.

13. CRIMINAL RECORDS BUREAU DISCLOSURE (CRB)

- a) It is mandatory for any individual seeking accreditation as coach, instructor, official, employee or similar representative of SEMKA to hold a current enhanced CRB disclosure certificate, such certificates will be renewed every two years to maintain concurrency.
- b) SEMKA accept that the protection of individuals is paramount, therefore sharing information regarding CRB disclosure is regarded as privileged accordingly we understand that no information may be given, shared or otherwise disclosed without the permission of the individual concerned except where disclosure is supported by statutory powers (court order or similar)

Spent Convictions

- c) In general SEMKA acknowledge that certain previous convictions now fall outside the statute of limitations and therefore are regarded as spent and should not be considered, however we have been advised, where an individual is likely to come into contact with children and vulnerable adults spent convictions may be considered to ensure the protection of those children and vulnerable adults
- d) In such circumstances if individuals are advised by our CRB lead signatory that they have an unacceptable report, the individual shall be able to appeal provided that they are prepared to appraise the Chief Instructor of the previous issue and present the detail of their appeal confidentially with him. The Chief Instructor will regard such an appeal as confidential, however in order to properly consider the grounds for appeal, the appellant should be prepared to disclose all relevant facts.

**SAMURAI ENLIGHTEN MUSHIN KARATE ACADEMY
RULES AND REGULATIONS**

Note: for the avoidance of doubt, the matter of appeal shall be raised by sending detail of the conviction and evidence for appeal to the Chief Instructor.

- e) In the event of an appeal the decision of the Chief Instructor shall be final.

Criteria

Following receipt of the Enhanced disclosure, the following convictions shall be regarded as unacceptable:

- Murder
- Rape
- Robbery
- Offences involving children or vulnerable adults (in any form)
- Sexual Crime
- Crimes involving violence
- Crime involving drugs

Outcome

In the event of an unacceptable report, the individual will not be granted any qualification, appointment, award, position or membership, SEMKA will inform the respective member association that such an individual may not be granted membership (where applicable).

26/02/09