



## South African JKA Karate Association

Established 1963

*AFFILIATED TO:*

Japan Karate Association

# ***OPERATIONAL HANDBOOK GUIDELINES FOR DOJO HEADS***

The operational handbook is to be utilised in conjunction with the SA JKA website ([www.karate.co.za](http://www.karate.co.za)). Documentation and information is continually updated and added on the website.

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# SA JKA LIFEBOOK

1. Every karateka must be affiliated each and every year, regardless of age or belt level.
2. The affiliation stickers will be inspected at National Dan Gradings all National and Regional events and tournaments to ensure that the student has the required number of years consecutive training in order to grade to the next level.
3. All gradings must be recorded in the students Lifebook and must have a grey grading sticker for every grading.
4. Dojo membership dates must be filled in by the Dojo Head.
5. A current photograph of the karateka must be inserted below the name in the front.
6. Lifebooks must be presented at every SA JKA event for inspection and validation.
7. All achievements (*Gradings Examinations, Gasshukus, Instructor/Examiner /Judge courses attended etc.*) must be recorded in the Lifebook.
8. Financially challenged persons may make application to be registered with the SA JKA Governing Body and may be eligible for Development rates at certain SA JKA events.

# *DRESS CODES*

Gradings:	National/Regional/ Dojo .....	A1 or A2
Trials:	National/Regional//Dojo .....	A1 or A2
Table Officials:	National/Regional/ Dojo .....	A1 or A2
Referees:	National/Regional/ Dojo .....	A1
Squad Members:	National/Regional/ Dojo .....	A2
Gasshukus:	National/Regional/ Dojo .....	A2
Functions:	National/Regional/ Dojo .....	A1
International Travel:	.....	As per Governing Body/B1
International Tournaments:	.....	C1 or C2

**A1:** White shirt (*long sleeves*)  
 Black trousers  
 Black socks  
 Black shoes  
 SA JKA Tie Black (*available from BUSHIDO*)  
 Black blazer with appropriate SA JKA Badge (*available from BUSHIDO*)

**A2:** Karate Suit  
 Belt  
 SA JKA Tracksuit Top (*Optional*)  
 No Shoes

**B1:** SA JKA Tracksuit  
 Tracksuit top and pants  
 Training shoes  
 SA JKA T-shirt

**C1:** White shirt (*long sleeves*)  
 Light grey trousers  
 Grey socks  
 Black shoes  
 JKA Tie  
 Navy blue blazer

**C2:** Karate Suit  
 Belt  
 SA JKA Tracksuit Top (*as per governing Body*)  
 Gi badge (*as per Governing Body*)  
 No Shoes

# ***RULES AND REGULATIONS GOVERNING DOJO, REGIONAL, AND NATIONAL GRADINGS***

## **1. PRE-GRADING EXAMINERS' COURSE**

1. It is recommended that every grading examination, whether at Regional or National level, should be preceded by a Pre Grading course. In this way the Examiners will be instructed and primed for the examinations in order that the criteria for marking standardisation be established.
2. It is a requirement that karate-ka of the Senior Board who wish to acquire a higher status in the black belt rankings perform grading duties at least twice yearly at Regional or National level as is appropriate. Attendance of these gradings must be recorded in the SA JKA Lifebook. Dojo Heads and Senior Board members must attend the examiners course prior to the dan gradings.

## **2. EXAMINERS**

### **1. Requirements for Examiners**

1. Examiners and assistants are required to wear a Karate Gi or SA JKA formal wear when attending Dan Gradings.
2. Examiners must be an approved Senior Board members who has attended at least two Standardisation Seminars in a three year cycle.
3. The Examiner should mark according to the methods set by the Examiners' panel for each particular grading.
4. The Examiner should have a thorough knowledge of techniques and the presentation thereof, which he/she is examining. (*see Instructors Manual*)
5. The Examiners should give full attention to the individual being examined and keep Judgements relative to the required group level.
6. The Examiner should base Judgement upon rational and scientific observation of the examinee:
  - i. **Attitude - Mental and Physical** (*Presentation*)

The major sources of a karate-ka's power is mental. Mental power, Japanese term - KI. KI or mental power is enhanced by two main factors:

    - a. stable emotions, and
    - b. a calm and controlled physical state

Points should be awarded or subtracted for the participant's attitude, bearing, posture etc.
  - ii. **Kihon:** Kihon is comprised of two main categories - *form* and *content*.

**Form:** Is comprised of correct stance, body posture, arm, leg and head movements and the co-ordination of these.

**Content:** Comprises *Kime (focus)*. *Kime* is a combination of power, speed, timing, accuracy and co-ordination. *Kime* is achieved through the correct application of the principle of appropriate body contraction and expansion, combined with correct basic technique. Six physical generators of power are **vibration, rotation, linear** movement (**forward, backwards and sideways**), **rising, dropping** and **pendulum** movement. *Kime* power is achieved by the appropriate application of the six - plus the correct timing and co-ordination of muscle expansion and contraction.

- iii. **Kata:** All of the above applies to kata with the additional demands of imagination, artistic expression and application of technique in bringing out the meaning of the kata.
- iv. **Kumite:** All the above applies to kumite, plus aspects such as distancing, timing, penetration, effectiveness of attack, strategy and spirit. In other words, applying karate techniques.  
**Technique in Kumite:** Body action must precede the blow, i.e. step and then apply the technique, except when the opponent uses crowding techniques.
- v. **Zanshin or Finish:** (*Zan = Continuing; Shin = Mind/Spirit*). The finish of kata, kihon and kumite exhibits the examinee's awareness, preparedness and poise, the mastery of the situation.

6. The 3 main points of kata are:

- Kankyu** Fast/Slow  
(*Correct use of Speed*)
- Shinshiku** Expansion/Contraction  
(*Correct use of Muscles*)
- Kyojaku** Soft/Hard  
(*Correct amount of power: 0-10*)

## 2. Senior Board Members Attendance At Gradings

It is recommended that *all* Dojo Heads and Senior Board Members are present at the National Dan Gradings. Should they not be able to attend a particular grading, he/she should advise the SA JKA Headquarters in writing stating the reason for non-attendance. Discussions regarding the standards will be held immediately after the gradings in order to guide Dojo Heads and examinees on the correct path.

## 3. MARKING:

The following marking method may be used, as agreed upon, by the examiners.

### 3.1 Symbol Method

A pass is indicated by a circle (O)

A fail is indicated by a cross (X)

A case for discussion will be indicated by a triangle. (*Only exceptional cases will be discussed*). The panel head has a casting vote.

#### 4. DAN GRADINGS - BLACK BELT DEGREES

##### 1. Examination for Dan Degrees:

- 4.2.1 (1<sup>st</sup> to 3<sup>rd</sup> Dan) are conducted at National level under a panel of authorised National Examiners.
- 4.2.2 4<sup>th</sup> and 5<sup>th</sup> Dan Gradings are conducted on a Southern African Regional level as authorised by JKA Japan Headquarters.
- 4.2.3 6<sup>th</sup> Dan and above examinations are conducted on an International Basis. Contact SA JKA Chief Instructor for requirements.

##### 4.3 Exceptions

- 4.3.1 1<sup>st</sup> and 2<sup>nd</sup> Dan Examinations for candidates of 35 years and over: Examinations are conducted in the Region or dojo under a panel of authorised National Examiners. Sandan and above may only be done at National Grading level.
- 4.3.2 Examinations for physically handicapped karate-ka: may be conducted in the Region or dojo under a panel of authorised National Examiners. Successful candidates will receive a *Recommended* dan grade. Such special grading is for karateka with serious medical problems and a letter from a doctor detailing the nature of their handicap should be attached to their application as laid out below.
- 4.3.3 Candidates who wish to attempt an Over 35yr or Physically handicapped Grading as laid out above: The *Application To Conduct Dan Gradings At A Regional / Dojo Grading Form (AGF)* must be completed and submitted for approval no less than three months before the proposed grading date. Authorisation will be returned and must be on hand at the grading. A copy of the authorised application, the official *Dan Grading Form* and the completed *Japanese Certificate Application* form as well as the relevant Japanese Certificate fee as laid out in point 6.1.2 below must all be returned to Headquarters for processing. Regions and dojo are requested to schedule such gradings as close to a scheduled National Grading date as is possible.

#### 4. Minimum Training Periods For Regular Dan Degrees

- 1. The **minimum** time period as laid out below must be **STRICTLY** adhered to with **NO** exceptions.
- 2. The **minimum** time period (*as laid out below*) refers to **continuous** training prior to the grading. If a karateka stops training for an extended period of time, then their training time is interrupted and will restart once they resume training.
- 3. The **minimum** time periods of continuous training prior to attempting the next level grading:
  - 2<sup>nd</sup> Dan: 2 years after receiving 1<sup>st</sup> Dan
  - 3<sup>rd</sup> Dan: 3 years after receiving 2<sup>nd</sup> Dan
  - 4<sup>th</sup> Dan: 4 years after receiving 3<sup>rd</sup> Dan
  - 5<sup>th</sup> Dan: 5 years after receiving 4<sup>th</sup> Dan
  - 6<sup>th</sup> Dan: 6 years after receiving 5<sup>th</sup> Dan
  - 7<sup>th</sup> Dan: 7 years after receiving 6<sup>th</sup> Dan

#### 5. Additional Requirement for 3<sup>rd</sup> Dan and above examinations.



Candidates are required to present a written paper (*report*) on their favourite technique (*tokui waza*).

Other research papers eg. defence against weapon/s; bio mechanics, etc. may be submitted for publication purposes but will not be credited to the actual grading.

## 6. Shodan and Nidan Grading Age Categories

### 1. Regional and Dojo Gradings for Candidates of 35 years and Over

Shodan and Nidan candidates of 35 years and over are eligible for Regional or Dojo Grading. Shodan and Nidan gradings are to be conducted by a grading panel headed by at least two Senior Board members, after obtaining the written permission from SA JKA Headquarters.

The Grading Application for each candidate to be graded at Regional or Dojo level is to be forwarded to the SA JKA Headquarters Office at least month from the date of the intended grading either by fax or post, stating the reason for application (*over age, physical handicap, etc*).

Kindly note that no special dan grading is to take place without the required permission from SA JKA Headquarters. Gradings without the required permission will not be recognised.

#### 4.6.2 Minimum Age for Shodan (*See Life Book – Pages 5-12*)

A candidate of exceptional karate ability can be a minimum of 12 years old with not less than 6 years of sustained training (*as evidenced by the number of affiliation stamps in their Lifebook.*) *NOTE: candidates this young should be of a very high level and it is not the norm for shodan grading at age 12.*

### 3. Minimum Age for Nidan

After attaining Shodan, the candidate may attempt Nidan after a minimum waiting period of two years. A candidate may only attempt the Nidan grading once he/she turns 15 years of age.

### 6. Minimum Age for Sandan

After attaining Nidan, the candidate may attempt Sandan after a minimum waiting period of three years. A candidate may only attempt the Sandan grading once he/she turns 18 years of age.

<p><b>CHAPTER 2</b> <b>SECTION 2.2</b> <b>PAGE 1 OF 1</b></p>
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# TERMINOLOGY

<b>GENERAL</b>		
	Empi	Elbow
	Hiza	Knee
	Kata	Shoulder
	Ken	Fist
	Ude	Forearm
	Suigetsu	Solar plexus
	Sho	Palm
	Jodan	Upper level
	Chudan	Middle level
	Gedan	Lower level
	Shomen	Front/closed/square
	Hanmi	Half body
	Gyaku Hanmi	Reverse half body
	Barai	Sweep
	Kensui	Hammer fist
	Tetsui	Hammer fist
	Migi	Right
	Hidari	Left
	Au	Blue
	Aka	Red
	Shiro	White
	Rei	Bow
	Yame	Stop/cease
	Yoi	Ready/prepare
	Hajime	Start/begin
	Dan	Level
	Kamae	Ready position

	Haito	Sword ridge
	Keage	Snap
	Kekomi	Thrust
	Age	Rising
	Gyaku	Reverse
	Kizami	Jab
	Mawashi	Roundhouse
	Mawatte	Turn
	Morote	Augmented/supported
	Nidan	Two-level
	Osae	Pressing
	Otoshi	Falling
	Fumikomi	Stamping
	Ryo	Both
	Sanbon	Triple
	Shihon Nukite	Fourfinger spearhand
	Shuto	Knife hand
	Sokumen	To the side
	Tate	Vertical
	Tobi	Jumping
	Ushiro	Back
	Yoko	Side
<b>UKE</b>		<b>BLOCK</b>
	Kakiwake Uke	Push aside block
	Shuto Uke	Knife hand block
	Soto Ude Uke	Outside forearm block
	Uchi Ude Uke	Inside forearm block
	Kake Uke	Hook block

	Age Uke	Rising block
	Nagashi Uke	Flowing block
	Haiwan Uke	Back forearm block
	Zenwan Uke	Forearm block
	Juji Uke	X-block
<b>ZUKI</b>		<b>PUNCH</b>
	Age Zuki	Rising punch
	Oi Zuki	Stepping/lunge punch
	Kagi Zuki	Hook punch
	Gyaku Zuki	Reverse punch
	Kizami Zuki	Front jab punch
	Choku Zuki	Straight punch
<b>DACHI</b>		<b>STANCE</b>
	Shiko Dachii	Square stance
	Kiba Dachii	Straddle-leg stance
	Kokutsu Dachii	Back stance
	Fudodachi	Immoveable stance
	Hangetsu Dachii	Half moon stance
	Sochin Dachii	Strong-calm stance
	Sanchin Dachii	Three-wars stance
	Heiko Dachii	Parallel stance
	Neko Ashi Dachii	Cat foot stance
	Kosa Dachii	Cross legged stance
	Heisoku Dachii	Inform attention stance – heels and toes together
	Hachiji Dachii	Stance like the Japanese character for 8
	Musubi Dachii	Inform attention stance – heels together/toes open

	Zenkutso Dachii	Front stance
<b>UCHI</b>		<b>STRIKE</b>
	Uraken Uchi	Back fist strike
	Shuto Uchi	Knife hand strike
	Haito Uchi	Sword ridge strike
	Kensui Uchi	Hammerfist strike
<b>GERI</b>		<b>KICK</b>
	Yoko Geri Kekomi	Side thrust kick
	Yoko Geri Keage	Side snap kick
	Mae Tobi Geri	Jumping front kick
	Nidan Rengeri	Two level alternate leg kick
	Kizami Nidan Rengeri	Front two level altern. Kick
	Fumikomi Geri	Stamping kick
	Ushiro Geri Kekomi	Back thrust kick
	Mikazuki Geri	Crescent kick
	Mae Geri	Front kick
	Mawashi Geri	Roundhouse kick
	Ura Mawashi Geri	Back roundhouse kick
<b>TE</b>		<b>HAND</b>
	Nukite	Spearhand
	Hikite	Pulling hand
	Shihon Nukite	Fourfinger spearhand
	Sho	Palm
	Ken	Fist
	Uraken	Back fist
	Teisho	Palm heel

# *BRANDING, Marketing & sponsorship*

## 1. SA JKA LOGO

1. The official SA JKA logo



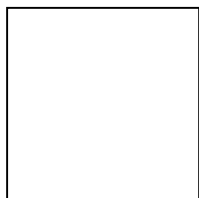
This is the official SA JKA Logo. Dojos are encouraged to conform to this logo.

## 2. SA JKA SENIOR SQUAD/COACHES/MANAGERS

1. Only karateka who are selected for the abovementioned positions may wear the official SA JKA Senior Tracksuit and the SA JKA National Badge as per Governing Body.
2. Karateka who are selected for the abovementioned positions will be awarded their official SA JKA National Colours.

## 1. OFFICIAL TIE

### PICTURE TIE WITHOUT KICKING MEN



# CRITERIA FOR OPENING A DOJO

1. The *Application To Open A New Area/Dojo Form (ND)* must be filled in. All relevant details must be filled in. A large amount of correspondence is returned due to incorrect contact information. An email address is compulsory. If a dojo head does not have their own email address, then the email of another person who can pass the correspondence on to the relevant dojo head must be provided (*eg. dojo member, spouse, family member, internet café etc.*). Communication via email is extremely efficient, cost effective and fast.
2. The application will be considered by the SA JKA Governing Body. The guidelines as set out below must be adhered to and may not be waived in any way.
3. The proposed Dojo Head (*applicant*) must be a Sandan or above. If the intended dojo head is below Sandan, their application must be sanctioned and signed by a Sandan or above under whom they will run the dojo. If the intended dojo head is below Sandan and does not have a suitable Sandan or above under whom they wish to run, permission to open the dojo may still be requested by written letter addressed to the SA JKA Governing Body, one will then be appointed by the SA JKA Governing Body.
4. Dojo Heads should as far as possible attend all SA JKA events, specifically a dojo heads attendance at two Standardisation Seminars in a three year cycle is compulsory.
5. The Dojo Head must be a registered member of SA JKA.
6. The Dojo Head must have a working knowledge of the rules as laid out in the *Operational Handbook: Guidelines for Dojo Heads* and adhere to them without exception.
7. The Dojo Head must know a minimum of 15 Shotokan kata, i.e. Heian 1 to 5, Tekki 1 to 3, Bassai Dai, Kanku Dai, Hangetsu, Empi, Jitte, Gankaku and Jion.
8. The Dojo Head must know the SA JKA training curriculum up to and including Sandan.
9. The Dojo Head must have a working knowledge of SA JKA Tournament Rules.
10. The Dojo Head must have read and understand the SA JKA constitution.
11. The Dojo Head must have read and understand the SA JKA Members Lifebook.
  
12. If the person making the application to open a new dojo is not going to be the main instructor in that dojo, he/she will take full responsibility for the instructor that they nominate to be the main instructor in the proposed dojo.
13. The following will be taken into consideration when the Governing Body assesses the application:
  - a. The grade, qualifications and reason for opening a dojo.

- b. Whether the applicant will run the dojo as a full time or part time business.
- c. Recommendations from the Regional Committee.
- d. In some cases, the density of the Area will be considered. Certain factors will be taken into account when deciding whether or not to enforce the rule. (*eg. is there an existing dojo in the vicinity? Will the dojo be run as a full time growing business or only part time? etc*)
- e. *Existing SA JKA Dojos in the vicinity.*
- f. *Distance may be a deciding factor.*

# DOJO MANAGEMENT

## Suggested Guidelines

1. An SA JKA Dojo may be run by a qualified Instructor with the approval of the SA JKA Governing Body.
2. An SA JKA Dojo must be run in accordance with the guidelines and rules of the association (SA JKA) as outlined in the Operational Handbook and Instructors Manual.
3. Where possible, the SA JKA Brand Logo must be displayed (*see Marketing & Sponsorship*)
4. 4.1 The Dojo Head must register the dojo at the beginning of each calendar year with SA JKA. A registration certificate will be issued and must be displayed.  
1.4.2 All students are to be registered with SA JKA each year evidenced by the issue of a Lifebook and year stamp.

### 5. **Communication**

Communication is important and it is imperative that all dojo information is submitted every year when registering, and that changes are forwarded to Headquarters as and when they are made.

### 6. **Quality Standards**

- 1.6.1 The Dojo should be kept clean and neat with the appropriate disciplined atmosphere for the study of karate.
- 2.6.2 The training Area should be flat and free of anything that could endanger the students.
- 3.6.3 The training surface should be as follows:
  - a. A sprung wood floor  
or
  - b. A compact even rubber matting surface. NB. Due to the fact that students train in their bare feet, the training surface should be cleaned and disinfected regularly.
- 4.6.4 Adequate ventilation is essential.
- 5.6.5 Change rooms and ablutions should be kept clean and germ free.
- 6.6.6 Training equipment such as makiwara bags, striking pads, weapons etc. to be kept in sound condition.
- 7.6.7 The instructor is responsible for the enforcement of discipline and control in the dojo. Any action by a student or Instructor that could cause danger is not allowed. (*see Lifebook*).
- 8.6.8 Fire management: a) escape route; b) fire extinguishers
- 9.6.9 No training to take place without qualified supervision.

10.

### 7. **Health Management**

- 7.1 All instructors should try to be certified in basic First Aid.
  - 7.2 Calling for help in case of emergency – NB. For dojo to have immediate and visible access to local emergency services, hospital, ambulance or doctor etc.
  - 7.3 First Aid Kit. An easily accessible First Aid Kit must be available and upgraded when necessary.
  - 7.4 Prevention – mitts during tournament kumite/protective equipment (*see Tournament Rules*).
8. **Insurance**
- 8.1 Public Liability insurance in case of accidents (*this is not expensive*) (*See Insurance*)
  - 8.2 Dojo should have adult students or guardians of junior students sign indemnity forms absolving them from liability in case of injury or some unforeseen accident. (*See Official Forms IC*)
  - 8.3 A general disclaimer from covering all events should be signed by adult students or guardians of junior students.
9. Instructors are not to touch students unnecessarily unless relevant to correcting a technique.
  10. Do not engage in silly games that could cause injury, eg. Trip to the Moon etc.
  11. The dignity of a student should always be respected.
  12. The membership form should include particulars of any disability, medication and any other medical condition
  13. A signed Indemnity Form (*See Indemnity Form IC in Official Forms*) must be submitted for each member for whom an Affiliation Stamp is purchased. No Affiliation Stamps should be supplied without such signed Indemnity.
  14. Dojos are requested to make available an email address in order to facilitate quick and efficient communication with each individual dojo.
  15. The following additional training equipment is suggested:
    - a. Reference books (*eg. Best Karate by Nakayama*)
    - b. Hanging punch bags
    - c. Kick/punch bags (*small enough to be held by a person*)
    - d. Focus pads
    - e. Medicine balls
    - f. Bungee or resistance bands
    - g. Makiwaras
    - h. Step benches
    - i. Handheld dumbbells



# DOJO ETIQUETTE

1. The content of the SA JKA Lifebook should be read and understood. Where necessary, dojo heads should answer any questions arising therefrom.
2. All Karateka should be taught Dojo Etiquette

1. **Dress Code**

- 2.1.1 Males – no t-shirt under karate suit. (*When training in winter mornings and it is very cold, some instructors may allow students to wear a white t-shirt under the gi.*)

1. 2.1.2 Females – may wear a white t-shirt or crop top which should preferably not be visible

2. 2.1.3 No visible jewellery of any kind, watches or metal hairclips. Any jewellery that cannot be removed for any reason should have tape applied over it. This is for the safety of all parties.

3. 2.1.4 Dojo badge should be on the left hand breast of the suit

4. 2.1.5 The name of the Karateka should be clearly displayed on the lapel of the left side of the suit (*which lies on the right hand side of the body when the suit is tied*). The name should be displayed in such a way that it is easily readable.

5. 2.1.6 Do not roll the cuffs of the pants or the sleeves. This is dangerous to the training partner.

1. **2.2 Bowing Procedures**

- 6.2.2.1 Your first bow is to the front of the class, as a general bow to your fellow Karateka and the second bow is to your instructor. This is done at the beginning and the end of a class.

- 7.2.2.2 When bowing to your fellow Karateka, it is thanking him for training with you.

- 8.2.2.3 The second bow, to the instructors, is thanks for his instruction and your respect for him/her.

- 9.2.2.4 Bow at the door (*facing inwards*) when entering and leaving the dojo.

- 10.2.2.5 After the line up, the participants leave in an orderly fashion. This should be done as follows: The most senior line turns and leaves in descending grade order from the most senior member downward. When that whole line has left, the next line turns and leaves in the same way (*highest to lowest grade*) and so on until each line has turned and left. This means that the lowest grade leaves last.

1. Do not enter the dojo with shoes on.

4. If shoes are to be left outside the door, this should be done in a very neat and orderly way.

1. 5. Ensure that you know the grades of all other Karateka in attendance and that you line up in the correct grade order. If in doubt, err on the side of caution and go closer to the end of the line rather than the beginning.

2. 6. Always have clean feet, hair, body and karate suit.

3. 7. Hand and toe nails should be short and clean with no rough or sharp edges. Ladies may have slightly longer nails as long as they are not sharp and are not a hazard to training partners.

- 4.

5. 8. If arriving late for a class, enter the dojo discreetly and kneel in a corner or out of the way until the instructor gives permission for you to join the class.
6. 9. If leaving early for any reason, do so discreetly with the permission of the instructor, which should preferably be obtained prior to the commencement of the class.
7. 10. When a Karateka is not actively participating, never sit with the legs outstretched in the dojo. Either kneel, sit cross-legged or actively stretch.
8. 11. Never stand with arms crossed or hands placed on the hips. Arms should either hang loosely at the sides or with the arms straight and the hands clasped gently in front or behind.
9. 12. Pay attention to the manner in which the instructor requires the counting to be done. This may either be done only by the seniors or in the usual case is done by every person in attendance, each taking a turn, usually in a circle.
10. 13. When the instructor calls for a circle, the two most senior graded participants should flank the instructor on his left and right, with the remainder of the participants forming the circle in an anti-clockwise direction in grade order.
11. 14. The instructor and all other Sandans and above are referred to as "*Sensei*" on and off the floor.
12. 15. Assistant Instructors or class participants of a higher grade than a karateka (*Shodans and Nidans*) are referred to as "*Sempai*"
13. 16. Class participants of a lower grade than a karateka are referred to as "*Kohai*"
14. 17. When pairing off to work with a partner always give a mutual bow before and after the exercise.
15. 18. When pairing off to work with a partner where there is an uneven number of participants, never allow a senior grade to be without a partner. In the instance where there is an odd number, the partnerships are continually rotated with one person being out for each exercise. Priority is always given to the senior grades.
16. 19. When pairing off to work with a partner, the Karateka should never walk away from a senior grade who has indicated that they wish to work with them.
17. 20. When working with a partner, the Karateka should be aware of the level of contact that is being made. Excessive contact should not be made in partner work, especially where the defender is not blocking.
21. When the Instructor asks a question or gives a command, the Karateka should indicate that they understand and acknowledge the instruction or question. This is usually done by responding with "*oss*" or "*hai*" (*yes*).

"The expression OSS was created in the Japanese Naval School and is universally used for everyday expressions such as please, thank you, I understand, sorry, greeting someone, etc. as well as inside the world of Karate nearly every time a response is required. In Japan it is, for the Karateka, *"The Word of Words."* (*The Shotokan Dictionary – Schlatt*)

22. No smoking is permitted in the dojo.
23. Do not partake of alcohol before training.
24. Do not chew gum or food on the dojo floor.
25. Refrain from using bad language in the dojo.
26. When approaching an Instructor to speak to him, one should first bow before starting to speak and when the conversation is over one should bow when leaving.

# *INSURANCE*

1. Public liability insurance should be taken out by each individual dojo.
2. All karateka (*or guardians thereof*) must sign an indemnity form. (*See Official Forms*)
3. All karateka should be advised to ensure that their medical insurance covers contact sports.

All karateka competing at International competitions should take out additional contact sports coverage when purchasing their travel insurance, as regular travel medical insurance will not cover contact sport injuries.

## *First aid*

1. Dojo Heads and Instructors should try to attend a First Aid Course.
2. A fully stocked First Aid Kit should be readily available in the dojo.
3. A fully stocked First Aid Kit should be taken to each competition, especially International competitions (*particularly in third world countries*). Competitors should not really solely on the medical facilities provided by the tournament hosts.
4. A fire extinguisher should be easily accessible in the dojo.
5. The telephone numbers and map and/or directions to the nearest hospital or doctor should be on hand in the dojo.
6. Ice/icepacks should be readily available in the dojo.
7. A telephone should be readily available in the dojo and at tournament in the event of an emergency.
8. Protective gear (*gumguards and mits etc*) should be worn at all times when doing kumite – in the dojo as well as competition.

# STUDENTS CODE OF CONDUCT

## Introduction

In every field, whether it is driving a car or playing golf, there will be rules conditions and laws that by virtue of that particular activity need to be observed. In other words, a code of conduct that participants are expected to honour.

The very nature of Karate, ie. training to control the enemy – presupposes a protective code of conduct applicable to training in the dojo, competing in events such as tournaments, gasshukus and gradings and demonstrations. The code of conduct begins with us leaders (instructors, judges etc.) and continuing with students and competitors. Every participant/karateka carries a responsibility to act in the interest of safety, excellence, human dignity and reputation of the dojo, the organisation and karate itself.

## 1.1 In the dojo

### 1.1.1 Students

- a. As you enter the dojo bow in greeting to those present. As you leave the dojo bow in farewell.
- b. No footwear is permitted on the dojo training area except for medical reasons.
- c. Body, feet, hands and karate-gi (training outfit) should be clean before engaging in training.
- d. Fingernails and toenails should be clipped short.
- e. All jewellery and other sharp objects must be removed before engaging in karate training.
- f. Your obi (belt) should be correctly tied (ask a senior to show you how your belt should be tied).
- g. Bad language or an aggressive attitude are prohibited in the dojo, waiting area or change rooms.
- h. Your first name must be clearly visible, running down the left lapel of your karate-gi.
- i. Instructors are to be addressed "Sensei" (teacher).
- j. Leave the change rooms and lockers in a clean condition.
- k. Horseplay and silly games before or after a class are not permitted – this can result in unnecessary injury.
- l. All **punches, kicks and strikes** when training with a partner must be controlled and no contact is permitted. Blocking techniques to appropriate parts of ones partners legs and arms may make contact.
- m. If you arrive late for a class – enter the dojo, bow and kneel down awaiting the sensei's instructions for you to join the class.
- n. You are responsible for your own health and wellbeing. If you are not coping with a class for whatever reason – approach the instructor during a break and inform him of your condition.
- o. Read the dojo noticeboard regularly.

- p. Show kindness to karate-ka weaker or younger than yourself and assist beginners where appropriate.
- q. After registering make sure you receive your life book together with the current year's affiliation stamp.

### 1.1.2 Instructors

## 1.2 During various official events – AS PER GOVERNING BODY

### 1.2.1 Tournaments

### 1.2.2 Gradings

### 1.2.3 Seminars

### 1.2.4 Gasshukus

## 1.3 Teams on tour – AS PER GOVERNING BODY

### 1.3.1 Senior Teams

### 1.3.2 Juniors on tour

## 1.4 Outside of Karate training and official events

## 1.5 The Law and Karate

## 1.6 Martial Arts – Japanese codes

### 1.6.1 The Niju Kun (20 Precepts) of Master Funakoshi

In the first chapter of Sensei Funakoshi's book "Karate-do Kyohan", he discusses both positive and negative aspects of Karate. He warns us that Karate-do can be misused if it is misunderstood. This is why we should stop and consider his twenty important precepts.

1. Karate begins with **courtesy** and ends with courtesy.
2. There is **no first attack** in karate.
3. Karate is an **aid to justice**.
4. First **control yourself** before attempting to control others.
5. **Spirit first**, technique second.
6. Always **be ready to release your mind**.
7. Accidents arise from negligence.
8. Karate training is not only in the dojo.
9. Karate is a lifelong study. **There is no limit**.
10. Put your everyday living into your training and you will find "myo" (the subtle secrets).
11. Karate is like boiling water. If you do not heat it constantly it will cool down.
12. Do not think that you have to win, think rather that you do not have to lose.
13. Victory depends upon your ability to distinguish vulnerable points from invulnerable ones.

14. Move according to your opponent.
15. Think of your hands and feet as swords.
16. When you leave home, think that you have numerous opponents waiting for you.  
Don't allow your behaviour to attract trouble from them.
17. Beginners must master low stance posture; natural body positions are for the advanced.
18. Practicing kata is one thing. Fighting a real fight is another.
19. Always apply: **strength and weakness of power, expansion and contraction** of the body; **speed and slowness** of techniques.
20. Create and devise constructive and just ways to apply your karate ability.

## 1.7 **Disciplinary Committee – AS PER GOVERNING BODY**

# HISTORY OF KARATE

## A Short History of SA JKA Karate Association

In the 1950's karate was virtually unheard of in South Africa. In the second half of the 1950's, a small number of men (*mainly judo practitioners*) first got to know about The Art of the Empty Hand fighting (*Karate-Do*) via books, films and an occasional sailor who passed on some knowledge to a few interested judo teachers in Cape town, Durban and other South African ports.

Stan Schmidt, then a judo-ka (*one who practices judo*) became fascinated with the Martial Art of Karate. He became frustrated trying to learn from books and decided to go to Japan to study karate with competent instructors of the Art. Before leaving for Japan in April 1963, he communicated with them and finally chose to train at The Japan Karate Association situated at that time in Yottsuya, Tokyo. The JKA organisation practice the Shotokan style of karate.

This style was brought to Japan from Okinawa by Sensei (*teacher*) Gichin Funakoshi. What appealed to Stan Schmidt was the speed, power, artistry and practicality of Shotokan.

The top instructors at JKA headquarters were mostly university graduates who had their initial karate training at one of the universities. It was at the universities in Tokyo where the first seeds of Shotokan were planted.

After a couple of months of grueling training Schmidt was invited to join the famous instructors class (*known to some as "The Hornets Nest"*). This was the inner sanctum of JKA ... and not open to Westerners until then.

Returning to South Africa in the latter half of 1963, Schmidt established the first official JKA body in South Africa which was affiliated to and recognized by JKA Japan. Schmidt was appointed to the position of Chief Instructor and the new small organisation was known for a short time as: Karate Association of South Africa. Later the name was Japan Karate Association of South Africa.

In the 1980's the title South African JKA Karate Association (SA JKA) was agreed upon as more clearly communicating what our organisation stands for, namely karate for South Africans.

The basic logo of JKA is comprised of a smaller inner red circle merging with a larger white outer circle, and to distinguish SA JKA we have a flying kick superimposed against the image of the circles.

SA JKA is the pioneering organisation of Karate in South Africa. Not only was it the first karate organisation to have an extensive network of branch dojos in every area or province, it is also rates as the biggest with the most high graded senseis (instructors) in South Africa.



# CODE OF CONDUCT FOR COACHES

## FAITH IN THE SYSTEM ENHANCES FAITH IN YOURSELF AND AN IMPROVED SELF ESTEEM

Coaches are very important in the running of a tournament. They are expected to check for mistakes on the draw sheets, make sure that contestants report to the floor, warm up contestants, help to put on the red sash where permitted and establish harmony after a contestant loses. The last aspect covers removing doubts about bad refereeing, officials, other instructors etc.

## COACHES MUST HAVE A DESIGNATED POSITION IN THE TOURNAMENT

### PENALTIES

Disciplinary committee. Penalty card system – yellow, green and red. The Match inspector will have authority to issue such cards.

## INFORMATION BROCHURE FOR SUPPORTERS

If the coach is causing the disturbance, the referee will ask the match inspector to approach the coach. Supporters are welcome to support and encourage but they are advised not to coach during an event. Let's take a look at the difference between the actions and the effect on participants. Students will be penalised. The ID card for coaches etc. should have an Area for yellow, green and red cards.

### **SUPPORT:** *"keep from failing, give strength to"*

*What it is:* Support refers to aspects like taking kids to the floor, supply of water, gum guard, belt, mitts, plasters, etc., keeping tracksuit, specs etc.

*Suggestion:* Supporters play a vital role in comforting players at tournaments. The more support at a tournament the better it runs.

### **ENCOURAGE:** *"assist"*

*What it is:* Encourage refers to general, not specific and technical, advice and comments to convince the player he is in control of himself. It does not influence his line of preparation and definitely not affect the opponent.

*Suggestion:* We all need to be encouraged. Please share with everybody. See coaching booklet.

### **COACH:** *"give hints to, prime with facts"*

*What it is:* Coaching refers to the activity where the karateka is given technical advice to correct or improve his actions. In the dojo and during the first stages of preparation for a tournament it is supported with physical activity - warming up. Coaching while warming up is a physical activity of movement and periodic to continuous technical and psychological comments on the individual's technical performance. It is a ritual that should be repeated over and over.

*What is its effect:* The effect on the player is that he is refocused on aspects as indicated by the coach. Every new piece of information he receives makes him rethink his position and if it is in line with his preparation he progresses, but if it is not in line with what he is involved with, or what

he was taught in the dojo, he is distracted and it may be harmful. During a competition match loud, aggressive verbal coaching also carries a message to the opponent. He is confronted with new information delivered to his opponent making it difficult to focus. Coaching may not be detrimental to an opponent. Therefore if coaching is done within hearing distance it should be focused on the competitor.

*Suggestion:* Coaches are highly skilled people. Only one coach should be involved with a player to assure that he receives advice in only one direction and confidence is enhanced.

*Penalty:* Supporters should not be involved in coaching. If supporters get involved in coaching it may be harmful to the opponent. They can be penalised by imposing penalties on their player.

*Examples:* Comments during competition:

**ENCOURAGING**

**COACHING**

"Do your best"

"Warm up please"

"Come on you can do it"

"Stretch please"

"You have trained hard for this"

"Try this combination"

"You are prepared"

"You will have to block his technique"

"Stay focused"

**PENALTIES**

Actions and comments from supporters disturbing the natural flow of the tournament harm the image of the tournament. Competitors may be penalised for misconduct of the supporters.

**Procedures:**

1. Referees shall not argue or talk to supporters to explain rules of any kind. If approached by supporters they will be referred to the match inspector or chief Judge.
2. The referee controlling the match shall stop the match and indicate clearly that a member of the public is misbehaving. For example, "A supporter of "aka" (red) is penalised – *keikoku, chui or shikaku.*"
3. If the misconduct is repeated the first step is to make sure that the supporter is aware of the fact that the competitor now stands a chance of being disqualified for the behaviour. This will be done by explaining the situation to the team official (coach/team manager). If a team official is not present he/she shall be called.
4. The penalty awarded must be in line with the degree of conduct. Competitors should not be disqualified the first time round.
5. If a supporter misbehaves after completion of a fight an official report should be made to the tournament disciplinary committee who will take it further with the relevant dojo head. Another member of a team will not be penalised for misbehaviour of supporters.

**ACCEPTABLE/UNACCEPTABLE CONDUCT BY SUPPORTERS:**

Acceptable

Encouraging as defined above

Other neutral comments  
officials

Aid to help with the event like supply of  
gumguard, mitts, belt etc

Unacceptable

Intense coaching

Abusive comments on referees, Judges and

Abusive comments on the opponent

**DISCIPLINARY COMMITTEE**

The committee should work out penalties for all infringements.

They should hear the offender and take tabled information in consideration when making the decision.

**Total: 9 hours**

**CHAPTER 6  
SECTION 6.4  
PAGE 1 OF 3**

# *TEAM SELECTIONS*

AS PER SA JKA GOVERNING BODY

## SA JKA NATIONAL TEAMS

### Shotocup – Japan 1992

Shane Dorfman  
Debbie Evans  
Kevin Friedlander  
Annelie Gericke  
Lisa Greenspan  
Ian le Roux  
Terri Nathan  
Pavlo Protopapa  
Karin Prinsloo  
Christelle Schofield  
Colin Smith  
Madeleine Steynvaardt  
Lutie van den Bergh  
Ronnie Webber  
**Coach:** Keith Geyer

### Shotocup – Philadelphia 1994

Warren Bainton  
Casey Dolan  
Elena Efstratiou  
Kevin Friedlander  
Caren Harris  
Johan la Grange  
Ian le Roux  
Karin Prinsloo  
Pavlo Protopapa  
Charne Reyneke  
Colin Smith  
Madeleine Steynvaardt  
Mark Strydom  
Mark Wainman  
Wendy Wannenburg  
Ronnie Webber  
Progress Mnqonywa  
**Coach:** Keith Geyer  
**Manager:** Peter Foynt

### Shotocup – Japan 1996

Wendy Armstrong  
Warren Bainton  
Charles Beckenstrater  
Ronel Brand  
Tim Christy  
Casey Dolan  
Kevin Friedlander  
Lizelle Hamilton  
Johan la Grange  
Claudette Meyer  
Pavlo Protopapa  
Gordon Royffe  
Wayne Smith  
Charlene Stopforth  
Lutie van den Berg  
Marina Valassopoulos  
Mark Wainman  
Wendy Wannenburg  
**Coach:** Keith Geyer  
**Manager:** Monty Montovan, Jeff Krug

### Shotocup – Paris 1998

Warren Bainton  
Caren Harris  
Lorita Joubert  
Johan la Grange  
Kerryn Loftus  
Sidney Mtshali  
Karin Prinsloo  
Gordon Royffe  
Wayne Smith  
Selinah Thusi  
Piet Visser  
Mark Wainman  
Wendy Wannenburg  
Jon Williams  
Isaac ??  
**Coach:** Keith Geyer  
**Manager:** Bruce Smith

### Shotocup – Japan 2000

Warren Bainton  
Ilan Bernstein  
Shannon Friend  
Lorita Joubert  
Bradley Korras  
Johan la Grange  
Zelia Menezes  
Laurette Reynders  
Gordon Royffe  
Christelle Schofield  
Karyn Smith  
Wayne Smith  
Mark Strydom  
Gert van Niekerk  
Mark Wainman  
**Coach:** Keith Geyer  
**Manager:** Bruce Smith

### Shotocup – Japan 2004

Warren Bainton  
Ilan Bernstein  
Shannon Friend  
Tammy Fry  
Lorenzo Helena  
Bradley Korras  
Johan la Grange  
Ben Porogo  
Karin Prinsloo  
Quinton Rourke  
Gordon Royffe  
Christelle Schofield  
Karyn Smith  
Gert van Niekerk  
Mark Wainman  
**Coach:** Derrick Geyer  
**Manager:** Bruce Smith

### Shotocup – Australia 2006

Warren Bainton  
Ilan Bernstein  
Tammy Fry  
Helen Jones  
Bradley Korras  
Johan la Grange  
Gabi Myerson  
Eugene Oosthuizen  
Ben Porogo  
Karin Prinsloo  
Panico Protopapa  
Gordon Royffe  
Karyn Smith  
Wayne Smith  
Gert van Niekerk  
Marina Valassopoulos  
Mark Wainman  
Wendy Wannenburg  
**Coach:** Derrick Geyer  
**Manager:** Les Stevens

### Shotocup – Thailand 2011

Ilan Bernstein  
Gareth Crowe  
Brad Elin  
Priscilla Garvey  
Elsabe le Roux  
Melanie Marchbank  
Nataly Marchbank  
Eugene Oosthuizen  
Marichelle vd Walt  
Freddie van Niekerk  
Jon Williams  
Jacques Wills  
Jody Young

**Coach:** Johan la Grange  
**Manager:** Bruce Smith

# ANNUAL AWARDS

Colours and long service awards may only be awarded to affiliated members of SA JKA Karate Association.

The committee of the Club concerned must make recommendations for colour awards in writing on the official form (AA) to the SA JKA Governing Body. All relevant information must be completed and details of qualifying performances of the individual must be attached. All recommendations must bear the signature of the Dojo or Area Head.

## AWARDS CATEGORIES AND CRITERIA AS PER SA JKA GOVERNING BODY

### **SA JKA COLOURS WILL BE AWARDED AS FOLLOWS:**

#### **1 SA JKA FULL NATIONAL COLOURS**

**Only Senior Karateka will be awarded SA JKA Full National Colours according to the following criteria:**

- All Senior karateka selected to represent SA JKA at the JKA World Shoto Cup or any other International Competition.
- Or by Governing Body

# official forms

1. All SA JKA Official Forms will be available on the SA JKA Website for downloading.
2. All SA JKA Official Forms will be included in the Operational Handbook which will be issued to each dojo annually.
3. SA JKA Dojo Heads may make copies of the Official Forms as they appear in the Operational Handbook for use at SA JKA Events.
4. These forms will include as follows:
  - a. **Application To Open A New Area/Dojo** ..... ND
  - b. Application To Conduct Dan Gradings At An Area Grading ..... AGF2011  
**NOT IN USE**
  - c. **Dan Grading Form** ..... GF
  - d. Application & Update For Grading Status Form..... GS2011  
**NOT IN USE**
  - e. **Annual Dojo Registration Form** ..... AF
  - f. Sample of Suggested Membership Form..... MF2011  
**NOT IN USE**
  - g. Application for Relaxation of Costs due to Financial Constraints .....RC
  - h. Indemnity and Consent ..... IC
  - i. Application Form For Black Belt Listing .....BB2011  
**NOT IN USE**
  - j. Japanese Certificate Application Form.....JC
  - k. Affiliation Stamp and Lifebook Order Form.....SOF2011  
**NOT IN USE**
  - l. National Dan Gradings – Fee envelopes ..... GFE
  - m. Application to Attend Selection Trials ..... TS2011  
**NOT IN USE**
  - n. Nomination For SA JKA Colours/Awards ..... AA

**SOUTH AFRICAN SA JKA KARATE  
ASSOCIATION**

**APPLICATION TO  
OPEN A NEW DOJO**

Date of Application: \_\_\_\_\_

Name of the person making the Application: \_\_\_\_\_

Name of Proposed Dojo: \_\_\_\_\_

In which Region does the dojo fall? \_\_\_\_\_

Physical address of proposed dojo: \_\_\_\_\_

\_\_\_\_\_

Estimated number of pupils: \_\_\_\_\_

Name and dan ranking of main instructor: \_\_\_\_\_

If the applicant does not meet the criteria laid down in the *Criteria for Opening A Dojo* in the *Operational Handbook*, under whose supervision will the dojo be operated? *(please supply name, grade and contact details)* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Are you aware of any other SA JKA dojos in the vicinity in which you wish to open the dojo?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**OFFICE USE ONLY:**

Date discussed: \_\_\_\_\_

Committee members present: \_\_\_\_\_

Decision of Committee: \_\_\_\_\_

Comments and recommendations: \_\_\_\_\_

\_\_\_\_\_

# SOUTH AFRICAN JKA KARATE ASSOCIATION



## DAN GRADING FORM

GF

Application to attempt the  Grading

日本空手協会 ..... Surname: .....

First Names: ..... Date of Birth: .....

Age on day of grading: ..... Years ..... Months .....

Postal Address: .....

.....

Tel. ....(h) .....(w) .....(c)

Dojo: ..... Area: .....

E-mail address: .....

.....

Dojo to where certificate must be sent:.....

Nationality: ..... Present Grade: ..... Date Graded:.....

*Is this the first time you are attempting this grading?* YES..... NO

*If not, how many times before have you entered this grading? Number:.....*

*If you have attempted this grading before, please give date of last attempt:.....*

*How long have you been practising karate?..... Years ..... Months*

*Date Started:.....*

Please complete the following information in respect of your previous gradings:

Grade	Date	Jap. Reg. No.	Grade	Date	Jap. Reg. No.
SHODAN			SANDAN		
NIDAN			YONDAN		

Candidates attempting Sandan and Yondan need Style Leader's permission to grade!

This examinee is a fully paid up member of the Association, has signed the Indemnity on the back hereof and has my permission to grade:	<u>AREA HEAD (Signature and name in full)</u>
KI HON:	FINAL RESULT:
KATA:	Pass - Graded to _____
KUMI TE:	Not ready
REMARKS:	Regrade: Kata Kumite Kihon at
	Honbu Dojo or in Area in Months time.
	REGRADING: Date: _____
	RESULT:
EXAMINERS	Graded by (Name in full):



**SOUTH AFRICAN JKA KARATE ASSOCIATION**

**ANNUAL DOJO  
REGISTRATION**

**PLEASE NOTE THAT ONLY DOJOS THAT HAVE COMPLETED  
THIS FORM WILL BE REGISTERED AND WILL RECEIVE  
CORRESPONDENCE - PLEASE COMPLETE THIS FORM AND  
RETURN TOGETHER WITH YOUR AFFILIATION FEES.**

**A ONCE OFF FEE OF R1000 OR MONTHLY INSTALLMENTS –  
RENEWABLE ANNUALLY.**

Area: .....

Name of Dojo: .....

Dojo Head:

Postal Address: .....DOJO'S Physical Address:

.....

.....

Telephone: (W) ..... (H) (C)

**NB!! email Address:** [bksmith@telkomsa.net](mailto:bksmith@telkomsa.net)

Fax: .....Approximate number of students:

Signature: .....Date:

All Dojo Heads are required to register their Dojos annually. No student can be affiliated until such time as the Annual

Dojo Registration Form and Fee has been received. Please refer to Minutes dated 19 November 1994.

**OFFICE USE ONLY:**

**SOUTH AFRICAN JKA KARATE ASSOCIATION**

**APPLICATION FOR RELAXATION OF COSTS DUE TO FINANCIAL CONSTRAINTS**

Name of Dojo (*where Dojo Head is the applicant*):.....

Name of Applicant:..... Date: .....

Tel (W):..... (H): .....

Cell: ..... Fax: .....

Postal Address: ..... Physical Address:.....

.....

Email: ..... N<sup>o</sup>. of Students (*where applicable*): .....

Relaxation of costs for:	Dojo Affiliation	Individual Affiliation
	Lifebook	Dan Grading fee

Please give the reasons why you feel you qualify for a reduction in the various costs

This form is to be completed by any Dojo Head or member who feels they qualify to pay the reduced rate for Dojo Affiliations, Individual Affiliations, Lifebooks and/or Dan Gradings.

# SOUTH AFRICAN JKA KARATE ASSOCIATION

Established 1963

AFFILIATED TO:

## Japan Karate Association

P.O. Box 37213, BIRNAM PARK 2015, SOUTH AFRICA

Tel: +2711-440-7787 Fax: +2711-440-0297

e-mail: [honbu@karate.co.za](mailto:honbu@karate.co.za)

## INDEMNITY AND CONSENT

I, the undersigned, in my capacity as father/mother/guardian/my personal capacity\*, do hereby indemnify and hold harmless the SOUTH AFRICAN JKA KARATE ASSOCIATION, the organisers or anyone else involved in any way with the event, from any death, injury, disability and all claims, causes of action, losses, damages, costs, expenses (including but not limited to attorney's fees), either known or unknown, now existing or arising in the future that I may have of whatever kind or nature, which I/my child mentioned below\* may suffer as a results of my/his/her\* participation in any SOUTH AFRICAN JKA KARATE ASSOCIATION event (tournament, grading, gasshuku's etc). I acknowledge that the participation by myself/the aforesaid child\* in any of the events is on my/his/her\* own free will and is at own risk. I further agree that any pictures takes of or by me/him/her\* in connection with the event can be used by the association for publicity or promotion without compensation to me/him/her\*.

I acknowledge and agree that my/his/her\* membership with SA JKA will be subject to all the provisions, terms and conditions of the Constitution of SA JKA and in particular that I will be bound thereby.

(\*delete whichever is not applicable).

PRINT FULL NAME OF PARENT/GUARDIAN: \_\_\_\_\_

PRINT FULL NAME OF KARATEKA: \_\_\_\_\_

To be assisted by Parent/Guardian if under the age of 21 years.

SIGNATURE OF PARENT/GUARDIAN/KARATEKA: \_\_\_\_\_

DATED at \_\_\_\_\_ on this the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

WITNESSES:

1. \_\_\_\_\_

2. \_\_\_\_\_

# 段 位 審 査 用 紙

## EXAMINER'S RECORD

(太枠内のみ記入のこと)

提出・Date 年 月 日

氏 名 Name (ふりがな)		性 別 Sex Male Female	審査日 Date of Examination 年 月 日	
		年 齢 Age	誕生日 Date of Birth 年 月 日生	
支部・団体名 Karate Organization	会 員 登 録 番 号		身 長 Height	体 重 Weight
	+ + + + +			
本 籍 Nationality				
現 住 所 Present Address		Tel( )		
勤 務 先 又は学校名 Place of Employment	名 称 Name of Employer			
	所 在 地 Address of Employer		Tel( )	
最 終 学 歴 Last Schoolor				
道 歴 保 証 人 Reference	氏 名 Name	本人との関係 Relationship		
	住 所 Address	Tel( )		

### 採 点 表

希望段 Rank Being Tested for 現段(級)位 級 段 Present Rank Kyu Dan 取得 年 月 日 Date of Conferral 段 級 証 書 No. Dan Kyu Registration 修 業 年 月 Number of Months and Years in Karate Training 年 々月 Years Months 現取得資格 Present Qualifications 指導 Instructor 級 Kyu 審査 Examiner 級 Kyu 審判 Judge 級 Kyu	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">基本</th> <th style="width: 5%;">形</th> <th style="width: 5%;">組手</th> <th style="width: 15%;">応用技 研究 その他</th> <th style="width: 15%;">総合</th> <th style="width: 15%;">決 定</th> </tr> <tr> <td style="text-align: center;">A</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">審査 長印</td> </tr> <tr> <td style="text-align: center;">B</td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: center;">合 格 不 合 格 再 審 査 保 留</td> </tr> <tr> <td>備考</td> <td colspan="4"></td> <td></td> </tr> <tr> <td>受験料</td> <td colspan="3"></td> <td>登録料</td> <td></td> </tr> </table>	基本	形	組手	応用技 研究 その他	総合	決 定	A					審査 長印	B					合 格 不 合 格 再 審 査 保 留	備考						受験料				登録料	
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備考																															
受験料				登録料																											

### 受 験 票

希望段 Rank Being Tested for 段 Dan	AUTHORIZATION TO TAKE EXAMINATION			領収印	受 験 料	登 録 料
	氏 名 Name	団 体 Karate Organization	No.	審 査 日 Date of Examination	年 月 日	

- ① 段位証書を受け取る時は必ずこの票を提出して下さい。 Sign this slip and hand it in within three months to receive "dan" certificate or, in case of failure, to receive refund of registration fee.
- ② 不合格のときはこの票と引替えに段位登録料を払戻します。
- ③ ①及び②のときは3ヶ月以内に事務所に提出して下さい。

# SOUTH AFRICAN JKA KARATE ASSOCIATION

## DAN GRADING FEE ENVELOPE

<p style="text-align: center;"><b>SA JKA National Dan Grading</b></p> <p style="text-align: center;"><b>Grading Fee Envelope</b></p> <p>Name: _____</p> <p>Grading for:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 25%;">Shodan</td> <td style="width: 25%;">R350/R60</td> <td style="width: 25%;">Sandan</td> <td style="width: 25%;">R485/R180</td> </tr> <tr> <td>Nidan</td> <td>R220/R120</td> <td>Yondan</td> <td>R700/R240</td> </tr> <tr> <td></td> <td></td> <td>Godan</td> <td>R880/R300</td> </tr> </table> <p>Receipt No. _____</p>	Shodan	R350/R60	Sandan	R485/R180	Nidan	R220/R120	Yondan	R700/R240			Godan	R880/R300	<p><b><i>Office use only:</i></b></p> <p>Book?.....</p> <p>Affiliation Stamp?.....</p> <p>Japanese Form?.....</p> <p>Grading Form?.....</p> <p>Indemnity?.....</p> <p>Sufficient time from last Grading?.....</p> <p>Are the following on the Grading Form?.....</p> <p>Area Head Name &amp; Signature?.....</p> <p>Previous Jap Reg Numbers?.....</p> <p>Age?.....</p> <p>Date of this Grading?.....</p> <p>Has this grading been attempted before?....</p> <p>If so, when?.....</p>
Shodan	R350/R60	Sandan	R485/R180										
Nidan	R220/R120	Yondan	R700/R240										
		Godan	R880/R300										

# JAPANESE CERTIFICATE FEE ENVELOPE

<b>Japanese Registration Fee</b>					
Full Name: _____					
	SA Cert/Dev	Japan/Dev		SA Cert/Dev	Japan/Dev
<b>Shodan</b>	R210 / R110	R470 / R220	<b>Sandan</b>	R330 / R170	R715 / R440
<b>Nidan</b>	R240 / R120	R540 / R330	<b>Yondan</b>	R520 / R250	R1020 / R550
			<b>Godan</b>	R730 / R365	R1430 / R660
Receipt No: _____			Passed		
			Failed		
			Refunded: _____		

*The tables above may be printed/pasted onto an envelope and the appropriate fee enclosed prior to arrival for registration for Dan Gradings.*

# SOUTH AFRICAN JKA KARATE ASSOCIATION

## NOMINATION FOR SA JKA COLOURS/AWARDS

**TO:** SA JKA HEADQUARTERS

**FAX:** 011-440-0297 or P O Box 37213, Birnam Park 2015

**DATE:** \_\_\_\_\_ **AREA/DOJO:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

Please find, herewith, application to attend the proposed selection trials.

Surname: \_\_\_\_\_ First Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: M F \_\_\_\_\_ Present Grade:


The presentation of awards will be at the discretion of the Annual Awards committee.