



業日本空手連合

**2019**

**General Constitution  
and  
Operating Guidelines**

# 1. General information and Operating Rules

## **1.1 - Name**

### **1.1.1**

The association will be called the World JKA Karate Association (WJKA)

## **1.2 - Objectives**

### **1.2.1**

The aims and objectives of the association will be:

- To offer teaching and competitive opportunities in traditional JKA Shotokan Karate as taught by Nakayama and Asai Shihan throughout the world
- To promote the association within the local community of each representative Country and Karate.
- To ensure a duty of care to all members of the association.
- To provide all its services in a way that is fair to everyone.
- To ensure that all present and future members receive fair and equal treatment.
- To recognize, and work in cooperation with other recognized karate styles and systems whose aims and objectives are similar to its own
- To recognize grades, Dan & Kyu, conferred on and by members of other authorized bodies, this being subject to the approval of the WJKA Rijkai (Board)

## **1.3 - Membership**

### **1.3.1**

Membership should consist of officers and members of the association

### **1.3.2**

All members will be subject to the regulations of the constitution and by joining the association will be deemed to accept these regulations and codes of conduct that the club has adopted

## **1.4 - Officers of the Association**

### **1.4.1**

The WJKA will be headed by the Chief Instructor whom is ultimately responsible for the organization. The organization will be managed by the Rijkai (Board) and the Technical Committee will be responsible to the Chief Instructor on all technical matters.

- The officers of the association will be:
  - President
  - 2x Vice President
  - Technical Director & Technical Advisor
  - Chief Instructor and Assistant Chief Instructor
  - Administration Officer and Treasurer
  - International Development Director

#### **1.4.2**

In addition, the following competition officers are necessary.

- Chief Referee (part of Referee Council)
- Squad Coach(es)

#### **1.4.3**

Meetings of the Rijikai (Board) will be convened by the Secretary of the association and held no less than every two months.

#### **1.4.4**

The quorum required for business to be agreed at Rijikai (Board) meetings will be: three officers.

#### **1.4.5**

The Rijikai (Board) will be responsible for adopting new policy, codes of conduct and rules that affect the organization of the association.

#### **1.4.6**

The Rijikai (Board) will have powers to appoint sub-committees as necessary and appoint advisers to the Rijikai (Board) as necessary to fulfill its business.

#### **1.4.7**

The Rijikai (Board) will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Rijikai (Board) will be responsible for taking any action of suspension or discipline following such hearings.

#### **1.4.8**

An advisory Board (Shihankai) has been established to support the Rijikai in an advisory capacity.

#### **1.4.9**

A list of current officers can be seen in Appendix 1

### **1.5 - The Board**

#### **1.5.1**

The association will be managed through the incorporated Board consisting of:

- Chairman of the Board
- Administration officer
- General Secretary
- Treasurer
- Marketing Director

### **1.6 - Finances**

#### **1.6.1**

All association monies will be banked in an account held in the name of the association.  
“WJKA HQ”

### **1.6.2**

The Association Treasurer (Board Member) will be responsible for the finances of the association

### **1.6.3**

The financial year of the association will end on 31<sup>st</sup> December.

### **1.6.4**

An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

## **1.7 - Fees**

### **1.7.1**

Association fees will be set annually by the Rijkai (Board) and ratified by the Board and agreed at the Annual General Meeting.

### **1.7.2**

The fees discussed and agreed will be:

- Association membership fees (individual and member associations)
- Dan grading fees
- Certification fees for licenses and Dan homologation
- Referee and instructor course fees
- Official payments (grading panels, competition fees, instructor course teaching fees)
- Merchandise fees

## **1.8 - Annual General Meetings (AGM)**

### **1.8.1**

Notice of the Annual General Meeting (AGM) will be given by the association Secretary. Not less than 21 clear days' notice to be given to all member associations.

### **1.8.2**

The AGM will receive a report from officers of the Rijkai (Board) and Board as well as a statement of the audited accounts.

### **1.8.3**

Nominations for officers of the Rijkai (Board) (where needed) will be sent to the Secretary prior to the AGM.

### **1.8.4**

Elections of Rijkai (Board) and Board officers are to take place at the AGM.

### **1.8.5**

Only Rijkai (Board) members have the right to vote at the AGM.

### **1.8.6**

The Rijkai (Board) and Board has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **1.9 - Discipline and appeals**

### **1.9.1**

All complaints regarding the behavior of members should be submitted in writing to the Chairman or his nominated deputy as per the association's disciplinary rules (see Section 2).

## **1.10 - Clothing**

### **1.10.1**

WJKA dress code rules. Traditional Karate Gi should be white with only 1 badge to be worn on Gi. This must be situated on the left-hand side of the chest. Belt. For women a white T-shirt under Karate-Gi. No other gear is allowed.

- **NOTE:** Individual associations/Dojo may wear their own color Gi's for their purposes however the above must be worn during WJKA sanctioned / organized competitions, courses and Dan examinations.

### **1.10.2**

Absolutely no jewelry or any other gear may be worn during WJKA sanctioned / organized events, courses, Dan examinations that may be dangerous to the incumbent or any other participating karateka.

### **1.10.3**

A WJKA instructor may require a student (including a junior Dan grade) to alter his or her dress or personal presentation as he or she reasonably sees fit, in the interests of safety or the proper conduct of the class or session.

### **1.10.4**

All Referees and Senior Officers will wear the standard uniform of grey trousers, white shirt, association tie, navy blue blazer with the appropriate association badge, black socks and black shoes. This uniform must be worn to all association Referee courses, competitions, Dan examinations and special occasions as requested by the Chairman.

## **1.11 - Examination and Rank standards**

### **1.11.1**

All association groups should follow the adopted belt system consisting of 10 Kyu levels with 10<sup>th</sup> Kyu being the lowest and 1<sup>st</sup> Kyu the highest.

### **1.11.2**

Belt colors within the Kyu rankings are at the discretion of the member groups and associations.

### **1.11.3**

In accordance with traditional standards, Dan grades should not wear 'Dan Stripes' or 'Shogo' on their belts.

### **1.11.4**

The periods between gradings; 3 months between Kyu gradings.

### **1.11.5**

All associations must adopt the following criteria for Dan ranking unless otherwise agreed with the WJKA Shihankai:

#### **1<sup>st</sup> Dan**

- Those who have trained for 2 years or more and have at least 1-year WJKA membership / Age +10 yrs. Standard: Awarded for those who have learned the basic techniques of Karate and can apply them.

#### **2<sup>nd</sup> Dan**

- Those who have trained for 2 years or more from the date of 1<sup>st</sup> Dan WJKA registration. Standard: Awarded to those who have mastered the basic techniques of Karate and can apply them fully.

#### **3<sup>rd</sup> Dan**

- Those who have trained for 3 years or more from the date of 2<sup>nd</sup> Dan WJKA registration / Age +18 yrs. Standard: Awarded to those who have mastered Karate techniques in general and can apply them fully.

#### **4<sup>th</sup> Dan**

- Those who have trained for 4 years or more from the date of 3<sup>rd</sup> Dan WJKA registration. Standard: Awarded to those who have mastered all Karate techniques and can understand their principles, can apply them fully and have the ability to give general instruction.

#### **5<sup>th</sup> Dan**

- Those who have trained for 5 years or more from the date of 4<sup>th</sup> Dan WJKA registration and age +30 yrs. Standard: Awarded to those who have attained a high level of Karate technique and have displayed originality in their Karate.

#### **6<sup>th</sup> Dan**

- Those who have trained for 6 years or more from the date of 5<sup>th</sup> Dan WJKA registration. Standard: Awarded to those who have attained a high level of Karate both in technique and mind after devoting themselves to training.

#### **7<sup>th</sup> Dan**

- Those who have trained for 7 years or more from the date of 6<sup>th</sup> Dan WJKA registration. Standard: Awarded to those who have attained a fully mature level of Karate both in technique and mind after devoting themselves to training.

#### **8<sup>th</sup> Dan**

- Those who have trained for 8 years or more from the date of 7<sup>th</sup> Dan WJKA registration. Standard: Awarded to those who have attained an acutely refined level of Karate after devoting themselves to training.

#### **9<sup>th</sup> Dan**

- Those who have trained for 9 years or more from the date of 8<sup>th</sup> Dan WJKA registration and are also 60 years of age or over. Standard: Awarded to those who have mastered completely the essence of Karate

### **1.11.6**

All WJKA International Dan gradings will be carried out by a panel of at least two members of the WJKA licensed instructors.

### **1.11.7**

No WJKA International Dan gradings are valid until they have been registered with the WJKA Head Office and Licensing Officer.

### **1.11.8**

No Dan grade who is not in possession of a valid WJKA license may call him/herself a current WJKA Dan grade.

### **1.11.9**

Dan grades up to and including 9th Dan are awarded on the basis of a physical or technical examination. The WJKA Rijikai (Board) is also empowered, by mutual agreement, to award Honorary Dan Grades at any time.

### **1.11.10**

A Dan grade may exceptionally be stripped of his or her Grade if, in the opinion of the Rijikai, he or she merits the sanction.

### **1.11.11**

No-one who is not in possession of a valid WJKA license, or who cannot produce satisfactory evidence of having applied for one, may take a WJKA International Grading Examination.

## **1.12 - WJKA Technical / Instructor standards**

### **1.12.1**

Official WJKA technical qualifications are classified into three categories as below, and into four classes:

Instructors

- Class – A, B, C, D and E

Examiner

- Class – A, B, C, D and E

Judge

- Class – A, B, C, D and E

### **1.12.2**

The required standards to obtain official examiner qualification and the rights they afford are as follows:

E-Class

- Those with 2nd Dan and 18 yrs – can grade up to and including 1st Kyu

D-Class

- Those with 3rd Dan and 21 yrs – can grade up to and including 1st Dan

C-Class

- Those with 4th Dan and 25 yrs – can grade up to and including Nidan

B-Class

- Those with 5th Dan and 30 yrs – can grade up to and including Sandan

A-Class

- Those with 6th Dan and 36 yrs – can grade up to and including Yondan

### **1.13 - Courses**

#### **1.13.1**

All WJKA black belts (especially Chief Instructors and members of the Rijkai (Board)) are expected to attend regularly WJKA and other Shotokan Courses, with the view to keeping the standard of WJKA at its very highest.

### **1.14 - Clubs and Associations – general**

#### **1.14.1**

It is recommended that only Dan grade Instructors of 21 years of age minimum should run Karate Clubs and Associations within the WJKA.

#### **1.14.2**

All Association and Club Dojo must be registered with the WJKA Head Office.

#### **1.14.3**

All Club and Association Instructors are encouraged to hold Professional Indemnity Insurance applicable to their country when carrying out their role as a WJKA instructor.

#### **1.14.4**

In line with good club management, all Club and Association Instructors are encouraged to have up to-date Medical forms on all of their students.

#### **1.14.5**

All Associations and Club Dojo must register their Dan grade members with the WJKA Head Office.

### **1.15 - Dissolution**

#### **1.15.1**

A resolution to dissolve the WJKA can only be passed at an AGM or EGM through a majority vote of the Rijkai (Board).

### **1.16 - Amendments to the constitution and general guidance**

#### **1.16.1**

The operating rules of the WJKA will only be changed through agreement by majority vote of the Rijkai (Board).



## 2. Data Protection

### 2.1

The WJKA will only use data in ways relevant to carrying out its legitimate purposes and functions as a Karate Body in a way that is not prejudicial to the interests of individuals.

### 2.2

WJKA will take due care in the collection and storage of any sensitive data. WJKA Officers will do their utmost to keep all data accurate, timely and secure.

### 2.3

WJKA will share its data between WJKA officers and with partners such as insurance agents.

## **3. Disciplinary Procedure**

### **3.1 - Compliance**

#### **3.1.1**

WJKA may revoke membership if certain membership criteria are not met, or if the conduct of a member or the Dojo they represent is deemed to be inappropriate – for example if any individual member or group member...

- has brought or could bring the reputation of WJKA into disrepute;
- has brought or could bring the reputation of traditional karate into disrepute;
- results in WJKA private business being brought into the public domain;
- impedes the legitimate activities of WJKA;
- gives good reason to believe the member may be misrepresenting his/her/the organization's membership status;
- does not return membership or other fees regularly, (which is required as a condition of membership);
- conducts themselves in a way that is deemed improper by either the WJKA Board, Rijikai (Board) or Grievance Panel;
- subsequent to an enquiry by the relevant Panel, if upheld can result in membership of WJKA being withdrawn.

### **3.2 - Information**

#### **3.2.1**

Information considered under this procedure will be sent to a panel, known as the Grievance Panel. The Panel is made up of three people and will usually consist of two members of a WJKA Board and one independent person from a member group.

This Panel can:

- seek further information from the member, the informant or a third party
- accept the information as being a good and/or sufficient reason to implement withdrawal of membership, and, pending appeal, terminate membership of WJKA in no less than 28 days.
- suspend membership rights pending the outcome of any appeal.
- reject the information and close the case.

### **3.3 - Grievance Panel**

#### **3.3.1**

The Grievance Panel, pending the completion of the Appeal, can suspend the member's rights of membership when the information is considered of sufficient seriousness

## **4. Financial Management**

### **4.1 - Preface**

#### **4.1.1**

WJKA is a not-for-profit organization for the promotion and regulation of traditional Shotokan karate.

### **4.2 - Expected income**

#### **4.2.1**

Money will be paid to the WJKA for the following reasons:

- Licensing and registration fees from associations and Dan registrations
- Examination fees
- WJKA competition, course and Gasshuku fees
- Provision of other services and equipment

### **4.3 - Expenditure**

#### **4.3.1**

Money will be paid out of the WJKA to cover all reasonable running costs such as office and other, branding and advertising (web hosting, adverts etc.)

### **4.4 - Receipts and expenses**

#### **4.4.1**

Bona-fide expenses will only be paid to WJKA Board members providing the following criteria are met:

- The expenditure has been approved in writing (e-mail/letter) in advance by the Chairman
- Full receipts are submitted with the request for reimbursement
- The request for reimbursement is submitted to the Treasurer no later than 12 months after the date of expenditure.
- The expenditure is approved by two members of the Rijikai (not the claimant)

### **4.5 - Financial Management**

#### **4.5.1**

All financial transactions from the WJKA account are the responsibility of the Treasurer and authorized signatories.

#### **4.5.2**

The Treasurer will maintain financial records in a double cash ledger, complete with all receipts, including the stubs of outbound receipts for monies received and bank statements.

#### **4.5.3**

These records will be audited annually (financial year end is 31<sup>st</sup> December) by a person(s) nominated by the Rijikai (Board).

## Health and Safety

### 5.1

It is the aim of WJKA to encourage safe methods of training, safe training and competing conditions and a healthy environment.

### 5.2

All WJKA instructors are encouraged to ensure that all training is carried out in accordance with all relevant requirements of their respective countries.

### 5.3

All WJKA instructors are encouraged to ensure that competent first aiders/medical personnel are present at their Dojo training sessions, courses, events and competitions. Fully qualified medical personnel are required at all WJKA sanctioned competitions.

## **6. Code of conduct for WJKA Members**

### **6.1**

WJKA is fully committed to safeguarding and promoting the wellbeing of all its members.

### **6.2**

The WJKA believes that it is important that members, instructors, officers and all those associated with the association should, at all times, show respect and understanding for the respect, safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with Rijkai Board.

### **6.3**

WJKA members should obey the association rules at all times and respect officials and their decisions.

### **6.4**

All WJKA Officers and Representatives must promote the positive aspects of Karate (e.g. healthy, recreational, pastime, sporting and self-defense activity for all).

### **6.5**

All WJKA members should display consistently high standards of behavior and appearance.

### **6.6**

WJKA members should follow all guidelines laid down by WJKA and any other affiliations.

### **6.7**

WJKA members should never exert undue influence over participants to obtain personal benefit or reward.

### **6.8**

WJKA members should ever never condone rule violations, interference with others' enjoyment of Karate or the use of prohibited substances.

## Appendix 1

### **President**

Jan Knobel 9<sup>th</sup> Dan

- President & Chief Instructor / Shihankai

### **WJKA Board**

Riaan le Roux 6<sup>th</sup> Dan

- Chairman

Wouter Meedendorp 5<sup>th</sup> Dan

- General secretary

Shaun Joubert 5<sup>th</sup> Dan

- Marketing Director

Hanny Knobel-Levink 1<sup>st</sup> Dan

- Administration Officer

Danny Slooters 5<sup>th</sup> Dan

- Administration officer ass.

### **WJKA Technical Board**

Jan Knobel 9<sup>th</sup> Dan

- President & Chief Instructor / Shihankai

Jan Knobel jr 7<sup>th</sup> Dan

- Ass. Chief Instructor

Anatoliy Naumenko 7<sup>th</sup> Dan

- Chief Referee

Tadeusz Lebida 7<sup>th</sup> Dan

- 2<sup>nd</sup> Chief Referee

Darrell Meedendorp 3<sup>rd</sup> Dan

- Member TC

Oleksandr Naumenko 3<sup>rd</sup> Dan

- Member TC

### **WJKA Shihankai**

Jan Knobel 9<sup>th</sup> Dan

- President & Chief Instructor / Shihankai

Don Owens 9<sup>th</sup> Dan

- Vice President, Technical Advisor & Director of Qualifications / Shihankai

John Turnbull 9<sup>th</sup> Dan

- Vice President & Administrative advisor / Head Liaison Office / Shihankai