

**Hosting Inter-Regional Seminars  
AAKF Standard Procedure  
March 25, 2011**

Definition

The following procedure applies to any seminar or training session that involves more than one AAKF region and/or involves instructor(s), AAKF or non-AAKF, from outside the region. Activities that involve more than one region are termed “inter-regional” events.

Purpose

Student’s experience of Traditional Karate can be greatly enhanced when exposed to a variety of high-level instructors and their distinct teaching methods. Inputs from other teachers can complement and help balance the overall training curriculum of the region. Additionally, fellowship amongst participants is developed during these events. Thus, the purpose of AAKF inter-regional seminars is to promote positive and productive growth, and foster kinship amongst the involved members, benefiting all participating AAKF members.

Overview

The AAKF grant official sanctions to events that utilize the name AAKF and access the national club directory and website for advertisements, invitations and any other related matters. It is the responsibility of the hosting region or the club to uphold the integrity of the organization. The AAKF sanctioned events need to safeguard against any potential legal ramification due to unsafe lesson plans and/or negligent operational practices, and prevent any potential conflicts between members, clubs and regional officials.

Intra-Regional Events

Activities within the contained region, known as the “intra-regional” events will be considered as unsanctioned event by the AAKF as in the following:

- A private dojo event with the guest instructor from the same region
- Regional seminar or training session that is only for the members of the region, including the guest instructor
- Excludes official AAKF Kyu and Dan examinations

Sanctioning Procedure

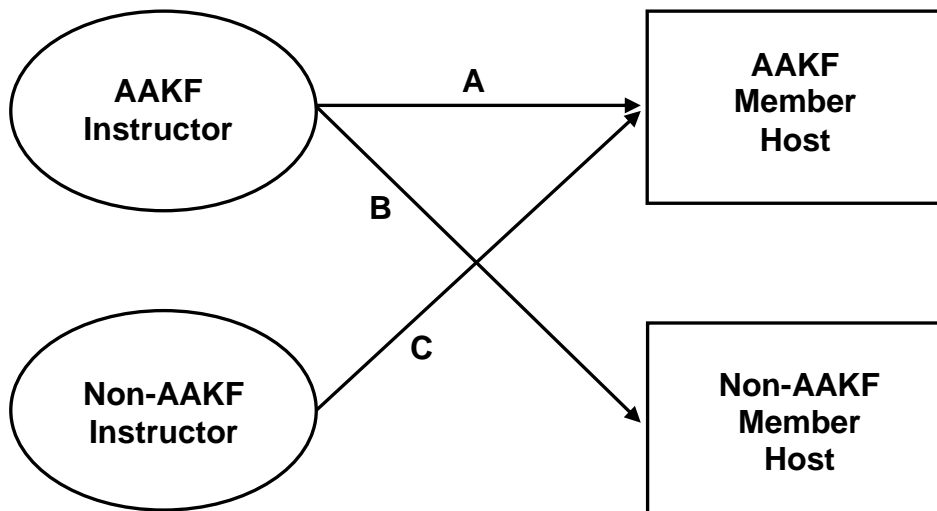
1. Establish a host: AAKF club or AAKF region itself
2. Secure the guest instructor  
*(Invited instructor must be of good character and standing of highest order in his/her respective organization)*
3. Attain regional Board of Governors (BOG) approval
4. Regional Director or an approved agent of the region sends notification to the AAKF National Office
5. Receive an official response from the AAKF national office

6. Send fee, if applicable, to the AAKF national office

### Instructor Designation

1. Type 1: instructor receives money for teaching, class/seminar fee assessed to participants
2. Type 2: instructor does not receive money for teaching, but class/seminar **fee is assessed** to participants
3. Type 3: instructor does not receive money for teaching, and class/seminar fee **not assessed** to participant

### Host Designation



#### (A) AAKF Instructor to AAKF Member Host

- Host is AAKF club or AAKF region
- Sanction fee applies to Type 1 & 2

#### (B) AAKF Instructor to Non-AAKF Member Host

- Host is non-AAKF club or area
- No sanction fee
- AAKF instructor must get approval of Regional Director/BOG of the AAKF region of the Non-AAKF Host

#### (C) Non-AAKF Instructor to AAKF Member Club or Region

- Host is AAKF club or AAKF region
- Instructor is not a member of AAKF
- Sanction fee applies to Type 1 & 2

### Sanction Fee

- \$100 sanction fee made out to AAKF
- Fee applies to A and C, Instructor Type 1 & 2
- No sanction fee for B, and Instructor Type 3 (see A and C above)
- If sanction fee is paid prior to the event, the host can access AAKF club directory for advertisement
- Special arrangement can be made with the AAKF National Office to pay the sanctioning fee after the completion of the event
- Sanction Fee Exemption can be filed with AAKF National Office via email

### Examination Included with Event

- BOG of the region must approve and notify the AAKF Technical Board **if** the invited AAKF instructor (from outside the region) is also scheduled to conduct rank examination
- All examiners and examinations must follow the procedures set forth by the AAKF Technical Board
- Examination sanctioning fee (see AAKF examination guidelines) is separate from the seminar sanctioning fee, and must be added to the total

### Private Contractor

If an AAKF dojo contracts an instructor from outside the region to teach a class or seminar only to the members of the host dojo, the event will be unsanctioned (no sanctioning fee). However, the regional BOG should be notified and approve the event, prior to the scheduled date.

### Recommendation to AAKF regional BOG

- At region's annual meeting, BOG should create and approve schedule of events for the upcoming year
- Send the schedule of events and other pertinent information to the AAKF national office (schedule will be posted on the AAKF website)
- Maintain transparency in all regional, intra-regional and inter-regional event planning and operations
- Clearly designate the sanctioned seminars from the unsanctioned
- Host should give ample time, 6 weeks or more, to organize the upcoming seminar

**AAKF Seminar Sanctioning Application Form**  
Send to AAKF Technical Board

**Host**

Name of region: \_\_\_\_\_

Club Director (if hosting): \_\_\_\_\_

**Name of Seminar:** \_\_\_\_\_

**Instructor**

Name: \_\_\_\_\_

AAKF Instructor: Yes \_\_\_\_\_ No \_\_\_\_\_

If No, Non-AAKF Instructor Home Organization: \_\_\_\_\_

\_\_\_\_\_

Instructional Fee: (write pro bono if instructor has agreed to teach for free)

\$ \_\_\_\_\_ x \_\_\_\_\_ Day(s) = Total Fee \_\_\_\_\_

\_\_\_\_\_

**Seminar Dates & Schedule:** \_\_\_\_\_

\_\_\_\_\_

**Regional Director**

Name: \_\_\_\_\_

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

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**Approved:** \_\_\_\_\_ **Denied:** \_\_\_\_\_ (see attached letter)

**Fee:** \_\_\_\_\_

**AAKF Technical Board Representative**

Name: \_\_\_\_\_

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

### Sanction Fee Exemption

Name of Region: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Name of Regional Representative: \_\_\_\_\_

Reason for Exemption: \_\_\_\_\_

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