



PETER MORTON ACADEMY OF SELF DEFENCE

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MEETING AND AGENDA FORMAT

All Office bearers and members should inform the secretary of agenda items before the time of the meeting so that the agenda may be finalised. From article 8(a) only black and purple belt members are eligible to attend the Clubs Annual General and Executive meetings. An exception (by precedence) can be made for the position of Editor if they are a kyu grade member. They may only attend the AGM to give their status report in section 4.5. Otherwise they are an observer and are unable to vote.

AGM (a)

and/or

Zone (z) Section Subject

- | | | |
|-------|----------|---|
| a & z | 1 | Preliminary Proceedings. |
| a & z | 1.1 | The Principal shall chair the meeting or a Chairman is elected. |
| a & z | 1.2 | Chairman is to determine if there is a quorum and declare the meeting open. |
| a & z | 1.3 | Role of attendance and apologies is recorded. |
| a & z | 1.4 | Agenda is reviewed and last minute changes and/or additions made. |
| a & z | 2 | Matters and Action items arising from previous meeting(s).
<ul style="list-style-type: none"> • All unresolved matters and action items from previous meeting(s) are discussed here. • Progress reports on matters and action items are given here by the members whose responsibility it is to deal with and/or complete those matters and action items. More specific matters and action items that relate directly to duties of the office bearers may either be discussed here or in section 3 and/or 4. • Matters and action items are either continued as unresolved or incomplete to the next meeting, or terminated as completed items here. |

All new matters and action items raised in sections 3, 4 and 5, must be passed as a motion, seconded and carried by a majority vote for them to be either adopted as policy, or added onto the action item list.

- | | | |
|----------|----------|---|
| a &/or z | 3 | Principals Report and New Proposals.
<ul style="list-style-type: none"> • Report to include any matters and action items that were not covered in section 2. • New business proposed by the Principal is discussed and/or motioned here. |
| | 4 | Office Bearer Reports and New Proposals. |
| a&z | 4.1 | Branch C.I.'s and Branch Treasurers.
<ul style="list-style-type: none"> • Branch status report. |
| a | 4.2 | National C.I.'s.
<ul style="list-style-type: none"> • Report on any branch visits, grading standards, coaching standard, seminars, and other matters relating to the art, its execution, instruction and training methods. • New business proposed by the National C.I.'s is discussed and/or motioned here. |



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- a&z 4.3 **Secretary.**
a 4.3.1 Address and Branch lists updated.
a 4.3.2 Other matters related to Secretarial duties.
 • New business proposed by the Secretary is discussed and/or motioned here.
- a&z 4.4 **Treasurer.**
a 4.4.1 Financial report on the Central Fund including the budget and proposed fees to the
 central fund for the next year.
a 4.4.2 Other matters related to Treasury duties.
 • New business proposed by the Treasurer is discussed and/or motioned here.
- a &/or z 4.5 **Other office bearers.**
 • Status reports.
 • New business proposed by other office bearers is discussed and/or motioned here.
- a&z 5 **Other New Proposals and Business.**
 • All other new matters and action items not covered above is discussed and/or
 motioned here.
 • Black/Purple belt members shall be delegated the task of working on the action items
 to a satisfactory conclusion. Progress reports are expected at every available meeting.
- Any unresolved or incomplete items are automatically added to the agenda of the next
available meeting for discussion or status report at section 2.*
- a 6 **Election of Principal, Secretary, Treasurer and other office bearers.**
- a & z 7 **Final Proceedings.**
7.1 Chairman to either adjourn the meeting to a mutually agreed time and venue,
 or declare the meeting closed.



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NATIONAL POLICY

Black Belt

- All Brown belts training for Black belt must fulfil all Academy requirements for level one coaching accreditation before their Shodan grading. Any person that has not qualified is ineligible to grade for Black belt.
- Soke Peter Morton shall remain the leading grader at Black Belt gradings.
- Only Black and Purple Belt members of the Academy are eligible to view or witness a Black Belt grading or any subsequent video's made at Academy Black Belt gradings. Instructors that have copies of Black Belt grading video's are to ensure that they are not viewed by nonmembers and kyu grades.
- All Black Belt gradings shall be conducted at the Central branch of Batemans Bay.
- A Black Belt Selection Committee shall be elected to oversee the selection and running of a black belt course. It shall consist of the current Black Belt Instructors plus other Senior Dan Grades. The committee's role is to ensure that the course and the trainee's adhere to the guidelines set out in the document; Shodan Selection Criteria. A Chairman shall be elected from the committee to coordinate all relevant activities of the committee.
- Before any student is accepted into the black belt course they must have held a brown belt for minimum of 1 year and it is desirable that they have been teaching for at least 2 years.
- The results of all black belt gradings shall be announced, directly after the grading panel has considered its verdict on the results, at the conclusion of the grading day.
- Minimum age limits for members starting the senior Black Belt course are 16 years for girls and 17 years for boys.
- The instructors of any Black Belt class must prepare a brief profile on each of their students and this must be given to the grading instructors immediately prior to the commencement of their grading. The profile should include information on the students training history, current injuries, expected performance and anything else that the instructor's deem necessary.
- Only the grading instructors can ask for techniques to be repeated in a black belt grading. Non-grading Black Belts should not approach the grading panel unless invited to do so.
- Any Black Belt grading is to be held on a separate date to the Black Belt Seminar.



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NATIONAL POLICY

Junior Black Belt

- Any branch that wishes to run a Junior Black Belt course may do so within the confines of that branch.
- The course shall consist of the following over an 18 month period:
 - ◇ Full junior course
 - ◇ Full Black Belt course
 - ◇ Sparring Techniques
 - ◇ Learn to Box
- For Junior Black Belts to qualify to Senior Black Belt status, they must do another one year training in a senior course, covering the senior jujitsu techniques and full self defence components, and regrade at that level.



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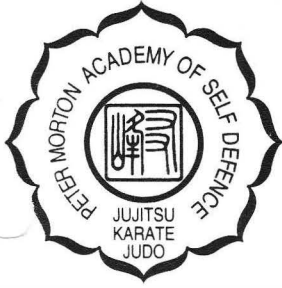
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NATIONAL POLICY

Central Fund Fees and Contributions

- The central fund shall be administered by the national treasurer.
- Contributions to the central fund shall be made by all branches on a membership fee basis. Each branch shall charge their students an annual Academy membership fee of \$5 for senior membership and \$2 for junior membership. All membership fees are due and payable by students at the beginning of each year. Each branch C.I. is responsible for forwarding the monies raised by membership fees to the national treasurer, as soon as possible in the new year.
- The treasurer shall set up an annual budget on required funds to pay for the required resources and shall present this at the AGM.
- Special project levies. The treasurer shall raise extra funds from levies for the sole purposes of financing special projects that have been ratified at Executive or AGM's.
- The central fund shall cover the cost of the following;
 - ◇ Reimburse expenses incurred by the Principal, Secretary, Treasurer and Legal Officer for postage, telephone, photocopying and other sundry expenses.
 - ◇ Subsidise the travel expenses for the Principal.
 - ◇ Cover the full cost of producing the annual newsletter.
 - ◇ Procurement and production costs of certificates, letterheads, and other official Academy stationary.
 - ◇ Procurement and production costs of all official Academy embroidered badges and buttons.
 - ◇ Cover the cost of producing and postage of updates of the Standard Operational Guideline Manual to all the branches.
- Fees of the central fund are as follows;

◇ Junior Grading Certificate	\$5
◇ Senior Grading Certificate	\$8
◇ Black Belt Certificates (English and Japanese)	\$25
◇ Coaching accreditation and badge	\$15
◇ Academy badge [branch bulk purchase]	\$3.50
◇ Academy badge [member purchase]	\$5.00
◇ Button Medallions (small) with Academy Badge	\$1.00
◇ Button Medallions (large) with Academy Badge	\$1.50
- All contributions are due and payable at the AGM. The proposed budget and branch liabilities to the central fund shall also be discussed at the AGM.
- There shall be three other Black Belts, other than the treasurer, that can countersign cheques out of the Central Fund. There must be at least 2 signatures on any cheque.



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NATIONAL POLICY

National Seminar and Black Belt Seminar

- The main aim of the National seminar is to provide an annual forum where Instructors and C.I.'s can maintain their uniformity in techniques. The National Chief Instructors (N.C.I.'s) are to demonstrate syllabus techniques to ensure uniformity. The National Seminar program should include sufficient time as directed by the N.C.I.'s so that this can be done.
- Sufficient time shall be allowed in the program on the Friday evening to hold the AGM and an Executive Committee meeting.
- The Basic Steps and Two Man Attack competitions shall be the only two competitions allowed at the national seminar.
- The National Seminar shall be held every two years.
- The Black Belt seminar shall be held every two years on an alternate year basis to the National Seminar.



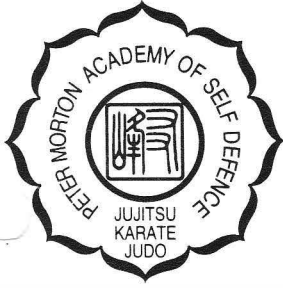
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NATIONAL POLICY

Syllabus and Techniques

- All C.I.'s should endeavour to teach techniques at the set standard. Variations only create confusion among instructors and students. All C.I.'s must make every effort to attend technique reviews, national and black belt seminars.
- All branches are to give the same exercise routine to their members. These exercises can be a selection from the approved list of exercises detailed in section 3.1 of this manual. They are designed for developing range or movement, flexibility and strength.



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NATIONAL POLICY

Competitions

- Judo competitions are allowed within the Academy as judo has set international rules.
- Jujitsu competitions are not allowed as it is difficult to place boundaries on the more deadly aspects that are woven into the techniques of the art. Removing these dangerous elements would reduce jujitsu to a combination of karate/judo style of competition.



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NATIONAL POLICY

Higher Dan

- To ensure that Black Belts up to and including Sandan receive their promotions through to Yondan, they must attend at least two full day training sessions that cover techniques, strapping etc., or the equivalent time at Black Belt training nights (five nights) per year.
- To ensure that Black Belts who wish to advance through the grades as per the requirements set down in the Dan Promotion list, the Academy shall organise sufficient dates every year to ensure members have ample opportunity to attend. The Academy shall keep a role of attendance to ensure a fair and equitable system of promotion.



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NATIONAL POLICY

Grading Authority

- Soke Morton has organised the successional transfer of his grading authority.
- Soke Morton also wishes that the next principal to succeed him will be the person who is the next highest black belt grade.



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NATIONAL POLICY

Gradings

- The grading forms can be used either as a reference of student progress or to assist in the grading process.



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NATIONAL POLICY

Branches

- The Central Dojo of the Academy is at the Batemans Bay branch, the home branch of Soke Morton.
- Any instructor intending to open a new branch must ensure that they are either included in any regional insurance policy or that they take out their their own indemnity and liability insurance.
- At present the Tindal branch is run by John Morrison, who is a brown belt. Circumstances arose where the Black belt who opened the club was relocated through work and left the branch without another Black belt taking over. There was sufficient desire among its members to keep the branch operational. Due to the remote location of the branch the Academy has allowed the branch to be run by a member(s) who is no lower than 1st Kyu (brown belt) provided that the succeeding brown belt is able to fulfil the following conditions; that the brown belt was able to get public liability/ professional indemnity insurance and that the brown belt fulfil the Academy's requirements for level one coaching accreditation.
- All instructors (Black and Purple belts) are to have and maintain their coaching accreditation.
- To help keep costs down CI's are asked to pass on all information issuing from meetings or from correspondence to other instructors that attend their branch and who are not themselves a C.I.
- All senior members of branches must have personal accident insurance. This insurance shall also be made available to junior members on an optional basis. Each branch shall be responsible for the administration (members enrolled, monies collected, correspondence with insurers, renewal, etc.) of all aspects of any such accident insurance.
- Branches are responsible to administer the merit badge awards themselves. This includes the cost of procuring the badge and the awarding of them to juniors under the guidelines of the award achievement criteria.
- Any branch that wishes to invite either the Principal or the N.C.I.'s to their branch should assist in any expense they might incurred for the visit.
- All branches are advised to be cautious about the use of jigsaw mats. Some types are more prevalent to cause injuries, particularly to fingers and toes and particularly then the mats start to age. If this is occurring then C.I. might need to consider covering the mats with a suitable heavy duty material.
- Branches should purchase body protection equipment to reduce the risk of injuries during sparring sessions. Such equipment should be carefully selected to ensure that the equipment itself is not the cause of sparring injuries.



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NATIONAL POLICY

Meetings

- All meetings are a forum for honest and open discussion. Any member that has any suggestions or problems that require discussion are encouraged to table the issue at any available meeting to them. This shall allow all members to participate in any debate pursuant to any resolution made on the issue. (see constitution for member eligibility on voting rights, section 3, 4, 6 & 8) All members are encouraged to find workable and amenable solutions, to ensure the future growth of, and harmony within the Academy.
- Regional meetings of black belts are encouraged (Adelaide, North Coast, South Coast) to ensure the channels of communication remains good.
- All C.I.'s are requested to attend AGM's. If they are unable to attend then they should nominate another black belt (if possible from their own branch) to represent them at an AGM.
- The executive committee (EC) shall comprise of following office bearers; Principal & Deputy Principal, Vice Principal and Vice Deputy Principal, N.C.I.'s & C.I.'s, High Dan Advisors. National Secretary, Treasurer and Legal Advisor. If any C.I. is unable to attend then they should nominate another black belt (if possible from their own branch) to represent them at an Executive Committee Meeting (ECM). Other Black belt members are welcome to attend as spectators. The EC shall make high level decisions on the very fabric of Academy rules, syllabus, standards and policy.
- AGM's and where necessary ECM's are to be held annually at the National Seminar and/or Black Belt Seminar



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NATIONAL POLICY

Certificates

- Names for certificates (with correct spelling ensured) are to be sent promptly to Soke Morton so that they can be prepared and returned. Payment for the certificates should also be either attached with the certificate request or to be following shortly afterwards by mail.
- Rates for certificates are set from the central fund fees.



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NATIONAL POLICY

Other Policy

- Members wishing to undertake special projects on behalf of the Academy must first seek approval from the Principal or EC. The member must also make progress reports back to the Principal or EC on the particular undertaking.
- Any instructor may feel free to contact the Principal and discuss any problem that they might have, particularly if it concerns the Academy. This will continue to foster the harmonious and friendly atmosphere within the Academy and by doing so will ensure its future growth and prosperity.



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LOCAL POLICY

Junior Seminar

- *South Coast/ACT region.* A two man attack competition shall be run at the ACT regional Junior Seminar.

Kyu Gradings

- *The Queanbeyan/ACT region* shall have combined senior gradings which shall be held near to the end of each school term. The six main branches of the district shall take turns in hosting the gradings. Senior members who are due to grade, but for good reasons are unable to make the grading session may be examined at their home branch at the earliest possible date.
- *Queanbeyan/ACT region.* Head gear must be provided, and offered for use by all members attempting a grade where there is a combat boxing component. The wearing of such head gear is entirely up to the decision of that member attempting the grade.
- *Adelaide region.* Kyu grading shall be run and judged on their documented grading criteria.

Branches

- *South Coast/ACT region.* Kyu grades and nonmembers are allowed to contribute to meetings where the subject of discussion is for example, fund raising or matters of day to day running of branches. However only black belt members are eligible to decide on matters concerning techniques, standards and major policy issues.

Meetings

- *The South Coast/ACT region* shall timetable at least 3 Black belt meetings per year outside of the AGM.
- *South Coast/ACT region.* When any South Coast Black Belt meeting has been set either by dates set at the beginning of the year or if a special meeting has been called. The following C.I.'s are to be informed of the meeting: Soke Morton, C.I.'s for Batemans Bay, Evatt, Kaleen, Hughes, St Edmunds, Queanbeyan, Tharwa, Radcliffe, Turner, South Coast Black Belt, Salt Ash, Port Macquarie and the N.C.I.'s.



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DUTIES OF OFFICE BEARERS

ADMINISTRATION

The positions of Principal, Secretary, Treasurer, Promotions Officer, Editor, Legal Advisor and SOGAP Coordinator are positions where the person filling those positions must be elected by majority vote at the AGM.

Principal

- To provide Technical, Administrative and Mentor leadership for the entire Academy.
- To act as the Chair for all Black Belt, EC and AGM's or to delegate that role to another Black Belt as he sees fit.

Secretary

- Responsible for organising Professional Indemnity Public Liability Insurance for the branches. The office shall also provide information about Accident Insurance.
- Responsible for maintaining a register of Black belts that have coaching accreditation. The office shall also provide information of how to obtain Academy Coaching Accreditation.
- Organising Black Belt, EC or AGM's. Ensuring that all relevant members are given ample prior notification to such meetings.
- To prepare the agenda for Black Belt, EC and AGM's
- Take the minutes of ECM's and AGM's and prepare their publication to C.I.'s.
- Maintain a Role of Black Belts that attend update seminars held by either the Principal or National C.I.'s.
- Other tasks of a secretarial nature that shall include sending and receiving correspondence, providing information on Academy procedures, records, etc.
- Responsible for ensuring sufficient stock of Academy stationery (Letterheads, Enrolment forms, Injury Record forms, etc.) cloth and button badges.
- Maintain a list of current address and contact details of all Black Belts, as well as the locations and training times of every branch.

Treasurer

- Responsible for preparing the budget for the central fund and making financial reports for presentation at the AGM. The budget will include a breakdown of likely expenditure items, e.g. postage and phone calls, newsletter costs, photocopying, levies for special projects, reimbursement of national office holders expenses, etc.
- Responsible for administering the central fund and for ensuring that all branches keep up-to-date with their contributions.



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- Responsible for writing cheques for outgoing monies and receipts for incoming monies.
- Shall prepare all invoices for branches on their contribution requirements to the central fund.
- To get cost and raise money for special projects as directed by the EC

Promotions Officer

- To prepare and maintain advertising material to promote the Academy.
- To organise the dissemination and placement of advertising material.
- To prepare writeups for local newspapers including pictures.
- To find find new ways of promoting/advertising the club which are free or low cost. eg. community switch boards on radio, TV, notices in papers, Govt. office notices, etc.
- Maintain and expand the Academy's internet site.

Editor

- Responsible for the production of the annual Newsletter

Legal Officer

- To advise the Academy on all legal matters and to provide guidance to office bearers and instructors on the interpretation and execution of the constitution.

Standard Operational Guidelines and Procedures (SOGAP) Coordinator

- To administer and update the SOGAP manual as directed.



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COACHING

These positions are appointed by the Principal to the person(s) who have shown excellence in their knowledge and ability to demonstrate and teach the syllabus.

National Chief Instructors

- Responsible for visiting branches at intervals to give instruction on techniques and coaching methods.
- Responsible for ensuring that techniques remain uniform over the Academy branches.

SENIOR ADVISORS

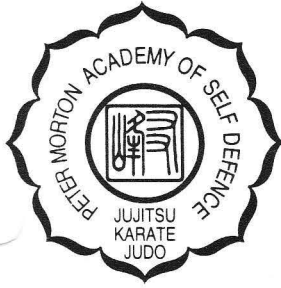
These positions are appointed by the principal to fulfil roles of leadership, guidance and mentor to Academy students.

Women's Coordinator

- To advise, support and provide a mentor role for all female members of the Academy.

Senior Rank Advisors

- To advise, support and provide a mentor role for all members of the Academy.



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Document Updating for the Standard Operational Guidelines and Procedures Manual (SOGAP Manual)

In order to maintain all documents up-to-date the following procedure shall be initiated to manage this process.

SOGAP Manual

The SOGAP Manual coordinator has the responsibility of maintaining the Master Original. Copies made from the master shall be issued to all relevant Academy office bearers. Each of these SOGAP Manuals shall be numbered and registered with the manual coordinator and shall be known as registered copies.

The following positions shall be issued with a registered copy of the SOGAP Manual:

Principal & Deputy Principal (and to members in their Vice positions if necessary), all C.I.'s, N.C.I.'s and Administrative Officers. Where there is two C.I.'s for a branch (each responsible for the junior and senior classes of their branch) then the manual will be issued to the person that has the highest Dan rank. Any person who resigns their position (either administrative or instructional) must hand on their copy of the SOGAP Manual to the next person filling their position.

Other Black belts who do not hold any of the above stated positions within the Academy may obtain copies of the SOGAP Manual or portions of it, at their own or branches expense. They can be obtained either form their own branch C.I. or from the SOGAP Manual Coordinator. It is then their responsibility to ensure that they keep their own copy up-to-date.

The cost of producing and maintaining the SOGAP Manuals shall be bourn by all branches with their contributions to the central fund.

Document Updating

All changes to documents that are published shall be sent to holders of registered SOGAP Manuals. It is envisaged that changes to the SOGAP Manual shall be done on an annual basis after the AGM, so that important decisions can be integrated into the Manual. A new contents page, with the current year clearly marked in it, shall also be sent with updates so that the current documents versions are always known.



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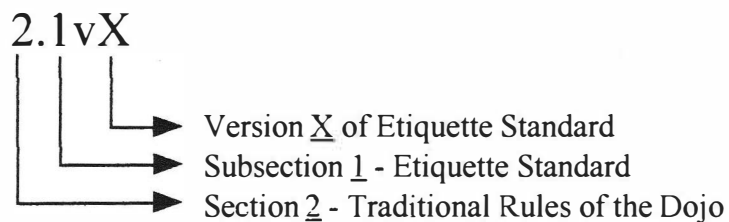
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It shall be the responsibility of each holder of a SOGAP Manual to exchange obsolete pages with any new pages that are sent to them. Obsolete pages must be physically destroyed.

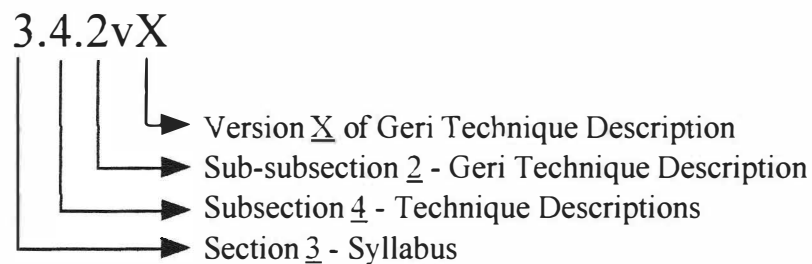
Document Numbering

All documents shall be uniquely numbered by their section, subsection (and sub-subsection) allocation in the SOGAP Manual table of contents, together with a version number that shall increment for each iteration of that document.

e.g. The Etiquette Standard shall be numbered,



e.g. The Geri Technique Description shall be numbered,



Every page of every document shall be labelled with their respective version number for clear identification.