



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

モートン流自修館柔術

Branch

1. Branch
2. Chief Instructor
3. Non-Dan Chief Instructor
4. Responsibilities
5. Review, audit and inspection

Branch *Separate unit acting on behalf of the Academy*

1. Branch

- 1.1 The Academy may make or impose such lawful terms and conditions upon a branch, as it deems necessary.
- 1.2 A branch:
 - 1.2.1 forms part of the funds, finances and assets of the Academy
 - 1.2.2 can be formed or dissolved only with the approval of the management committee
 - 1.2.3 is granted the right, within Academy Law, to:
 - 1.2.3.1 use the Academy name
 - 1.2.3.2 provide the Academy martial art and associated services.
- 1.3 A branch must:
 - 1.3.1 adhere to Academy Law
 - 1.3.2 pay fees and levies as imposed by the Academy
 - 1.3.3 be under the care and supervision of an eligible Dan Belt
 - 1.3.4 operate:
 - 1.3.4.1 in the name of the Academy
 - 1.3.4.2 only with the approval of the management committee
 - 1.3.5 effect and maintain required insurance cover for that branch, either:
 - 1.3.5.1 through the Academy
 - 1.3.5.2 with a separate insurer.

2. Chief Instructor

- 2.1 A branch is to have only one (1) Chief Instructor.
- 2.2 A Chief Instructor is an eligible Dan Belt who has been appointed by the Academy to a position of primary responsibility for an Academy branch.

2.3 A member is eligible for appointment as a Chief Instructor if they are, at a minimum:

2.3.1 18 years of age

2.3.1 of Shodan rank

2.3.2 registered

2.3.3 financial

2.4 Any required instructor qualification, certificate or accreditation must be current.

3. Non-Dan Chief Instructor

3.1 In an exceptional circumstance:

3.1.1 a member that holds a Purple Belt or a senior 1st Kyu Brown Belt may seek appointment, to take primary charge and responsibility for a branch of the Academy, as a Chief Instructor

3.1.2 the appointment of a non-Dan Chief Instructor will be by the Principal only.

3.2 To qualify an applicant must have:

3.2.1 proof an exceptional circumstance for eligibility

3.2.2 attained eighteen (18) years of age

3.2.3 current membership

3.2.4 a grade of either:

3.2.4.1 Purple Belt

3.2.4.2 senior 1st Kyu Brown Belt

3.2.5 held a grade of either Purple Belt or senior 1st Kyu Brown Belt for a minimum of twelve (12) months

3.2.6 an *Academy Coach Level 1* accreditation.

3.2.7 participated as an assistant instructor at a branch, teaching both junior and senior classes, for a current, concurrent, continual minimum time period of both:

3.2.7.1 twelve (12) months

3.2.7.2 one (1) night per week

3.2.8 regularly attended:

3.2.8.1 branch training

3.2.8.2 Annual National Seminars

3.2.8.3 technique seminars

3.2.9 of the Syllabus, up to and including the senior 1st Kyu level, a:

3.2.9.1 demonstrated proficient skill

3.2.9.2 very high level of knowledge and teaching ability of Syllabus requirements

4. Responsibilities

4.1 Primary responsibility for a branch is invested in the Chief Instructor appointed by the Academy to that branch.

4.2 Secondary responsibility for a branch is that of the Academy.

- 4.3 Except where provided for in this document, the Academy martial art and associated services can only be provided at a branch:
 - 4.3.1 in the name of the Academy
 - 4.3.2 with an eligible Dan Belt being in attendance for the whole of that provision.
- 4.4 A branch instructor of any standing must:
 - 4.4.1 abide by Academy Law
 - 4.4.2 teach the Academy Syllabus at the set standard
 - 4.4.3 make every effort to attend training offered by the Academy.
- 4.5 A branch must:
 - 4.5.1 Administrate at the Academy set standard the provision of:
 - 4.5.1.1 the Academy martial art
 - 4.5.1.2 Academy associated services
 - 4.5.1.3 branch affairs
 - 4.5.2 appoint a branch:
 - 4.5.2.1 Secretary
 - 4.5.2.2 Treasurer
 - 4.5.3 keep proper records of branch:
 - 4.5.3.1 membership
 - 4.5.3.2 finances
 - 4.5.3.3 assets
 - 4.5.3.4 property
 - 4.5.3.5 injuries
 - 4.5.3.6 incidents
 - 4.5.4 maintain in a confidential and appropriate manner branch member:
 - 4.4.4.1 information
 - 4.4.4.2 records
 - 4.5.5 treat all member information as confidential
 - 4.5.6 once member personal information is no longer needed for any purpose, take reasonable steps to destroy or permanently de-identify that personal information.
 - 4.5.7 promptly supply information when requested by eligible authorities
 - 4.5.8 ensure that information supplied is:
 - 4.5.8.1 true
 - 4.5.8.2 correct
 - 4.5.8.3 without omission of fact
 - 4.5.9 as set and notified by the Academy, charge and collect an annual membership set fee from each member of that branch

4.5.10 promptly submit to the Academy by the stated due date:

4.5.10.1 branch monies raised by Academy:

4.5.10.1.1 membership set fee

4.5.10.1.2 levy

4.5.10.1.3 service charge

4.5.10.1.4 other required means

4.5.10.2 an annual finances and assets statement, even if that branch does not have any monies or assets

4.5.10.3 a completed branch member membership form.

4.6 A branch Chief Instructor is responsible for the acquisition of and associated running costs of a suitable venue for use as a Dojo.

4.7 A branch is responsible for local area branch promotion.

5. Review, audit and inspection

5.1 A review, audit or inspection will be conducted in accordance with Academy Law.

5.2 Only an appointed representative of the Academy has the power to conduct a review, audit or inspection of any facet of a branch.

5.3 A branch must, at any reasonable hour and upon request, be available for and comply with a review, audit or inspection by an Academy appointed representative.

5.4 With respect to the receipt of revenue and the expenditure of money on account of the Academy by a branch, the review and audit of such receipt and expenditure will apply to the receipt of that revenue and expenditure of that money.