



# PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

## Branch Chief Instructor

### Duty Statement

**Branch** *Separate unit acting on behalf of the Academy*

**Chief** *A person who heads a group*

**Instructor** *A person who instructs; a teacher*

**OBLIGATIONS** Understand your responsibilities and duties in compliance with the rules, regulations, procedures, policies and guidelines of the Academy

**PRIME DUTY** Primary charge and responsibility for an approved branch of the Academy.

1. A branch Chief Instructor of any standing must:

1.1 be familiar with Academy Law

1.2 abide by Academy Law

1.3 operate a branch within Academy Law

1.4 ensure that, at branch level:

1.4.1 any provision of the Academy martial art at a branch is under the care and supervision of an eligible Dan Belt at all times

1.4.2 lessons are at the Academy set standard

1.4.3 the Syllabus is taught at the Academy set standard

1.4.4 a branch finance account is conducted on behalf of the Academy at a bank, building society or other financial institution approved by the Academy

1.4.5 an Academy set membership fee is collected, on behalf of the Academy, from each branch member

1.4.6 a record of any official transaction of, or meeting for, Academy business is kept

1.4.7 a branch membership register is kept

1.5 make every effort to attend training offered by the Academy.

2. A branch Chief Instructor may:

2.1 provide all facets of the Academy martial art and associated services as provided for under Academy Law

2.2 grade a student up to and including all levels below, but not including, Shodan.