



PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

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Shodan and Junior Black Belt Trainee Requirements and Selection Process

Definitions

PMAJJK	Peter Morton Academy of Judo Jujitsu Karate Incorporated
Student	A person who is a candidate, nominee or trainee
Candidate	A student that has graded to 1 st Kyu Brown Belt or Junior Black Belt
Nominee	A candidate that has been nominated by a chief instructor for a Shodan or Junior Black Belt course
Trainee	A nominee that has been accepted for a Shodan course or Junior Black Belt course and is willing to adhere to the prerequisites and expectations
CI	Chief Instructor of a branch
Shodan	Senior level 1 st Dan Black Belt
Junior Black Belt	Transitional course between junior 1 st Kyu and Shodan
SOC	Shodan Oversight Committee
SOGAP	Standard Operational Guidelines and Procedures
This policy	Shodan and Junior Black Belt, Trainee Requirements & Selection Process

Introduction

The aim of this policy is to ensure that every candidate is treated on a fair and equitable basis, including nomination considerations, training standards, extra curricular qualifications, fitness level, grading standard and all eligibility requirements.

This policy is divided into two parts. Each part explains the processes for nomination and selection, and the requirements for entry and successful completion of each course.

- Part 1 covers the rules governing the Junior Black Belt course and the procedure to progress a Junior Black Belt to a Shodan.
- Part 2 is divided into three sections:
 - Section A - Shodan Course Rules
 - Section B - Shodan Candidate Basic Fitness
 - Section C - Medical History

The *Senior Black Belt Grading Format: SOGAP Manual, Section 4.3* and the *Shodan Grading Standard: SOGAP Manual, Section 4.4* work in conjunction with this policy.



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Part 1

Junior Black Belt

A Junior Black Belt course is primarily aimed at a 1st Kyu student who is under 15 years of age. It is a transitional course, giving a junior student who has reached the level of junior 1st Kyu brown belt an intermediate goal between junior 1st Kyu and Shodan. A Junior Black Belt has an equivalent standing in the academy senior ranks as a 1st Kyu brown belt with a black bar and when instructing shall be addressed as *Sempai*.

This course is designed to encourage a junior student to continue to learn and train up to 16 years of age and/or until they are eligible for Shodan selection. It is a way of indicating to a student that their CI has recognised potential in their abilities and attributes to undertake a full Shodan course. Provided that a student fulfils the criteria for Shodan selection in Part 2 of this policy, they could be granted a natural progression through to a Shodan course: *Part 2, Shodan - 1st Dan Black Belt, Section A - Shodan Course Rules, Selection process*.

Rules and guidelines for Chief Instructors

A condition of entering a Junior Black Belt course is that a nominee must make a reasonable commitment to grade to Shodan as soon as possible after their 18th birthday. It must be explained that if they do not grade at the next available Shodan grading after their 18th birthday then, without an application to the Principal of the Academy for an extension, they will revert to senior level 1st Kyu brown belt with a black bar.

- A CI will inform the Principal of the Academy of their intention to conduct a Junior Black Belt course and give a brief review of nominees.
- A Junior Black Belt course may be conducted within a CI's branch
- A CI must adhere to this policy when conducting a course
- A CI has the final decision in the organisation of a Junior Black Belt course regarding:
 - who will participate: *Part 1, Junior Black Belt, Selection process*
 - length of a course - 12 months to several years
 - grading date for a trainee
 - fees.
- A Junior Black Belt trainee should grade to this level by about their 16th birthday. This gives sufficient time for the Shodan selection process to run its course and allows the student's Junior Black Belt and Shodan gradings to be about 2 years apart: *Part 2, 1st Dan Black Belt, Section A - Shodan Course Rules, Selection process*.
- If a trainee is over 16 years of age but has not yet completed a Junior Black Belt course, a CI has the choice of nominating a trainee for a Shodan course or allowing a trainee to complete a Junior Black Belt course. This decision will depend on the time of the year, given that the Shodan course usually begins no later than in June, and it should be made in consultation with a trainee.
- There will be no overlap of the Junior Black Belt and Shodan courses. A trainee cannot be training for Junior Black Belt and commence Shodan training. Once a trainee has passed the Shodan selection process and becomes a Shodan trainee, their Junior Black Belt training will cease.



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- Coaching accreditation is not a requirement of the Junior Black Belt course.
- A trainee grading to Junior Black Belt will be granted the title *Sempai* and they will be entitled to wear a white belt with a black centre stripe. No other marking will be placed on the belt and they cannot refer to themselves as a holder of a black belt.
- A Junior Black Belt is only permitted to act as an assistant instructor under the guidance of a branch CI or a qualified Shodan.
- A Junior Black Belt cannot attend Shodan gradings or black belt forums and they are not entitled to vote at an Annual General Meeting.
- Junior Black Belt gradings and presentation ceremonies can be open to the public.

Selection process

The selection process for Junior Black Belt is not as stringent as for Shodan, however when choosing a candidate for a Junior Black Belt course a CI needs to consider the following:

- Any student that is chosen is deserving of this level and that all decisions rest well with the CI. The CI should not feel pressured by external influences to nominate or reject any particular student.
- A candidate has graded to junior level 1st Kyu brown belt.
- A candidate is under 15 years of age.
- A candidate demonstrates enthusiasm towards the prospect of doing a Junior Black Belt course. This would be evident by their:
 - dedication to achieving a high standard of skill in the execution of their techniques
 - ability to instruct
 - good understanding and appreciation of the etiquette standard of the academy and that they conduct themselves accordingly
 - high attendance rate
 - good attitude about themselves and others
 - participation in exhibitions and/or other community events
 - clubmanship.

Grading requirements

- A panel with a minimum of two instructors at Shodan level or above will judge a Junior Black Belt grading. It is preferred that one member of the panel be either the Principal of the Academy or his appointed representative.
- A student grading to Junior Black Belt will be assessed to a skill level equivalent to a senior level 1st Kyu brown belt with a black bar.
- All components of the Junior Black Belt syllabus will be assessed.
- A student must show evidence to the grading panel that they have completed the first-aid component of the Junior Black Belt course.



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Progression to Shodan

It is expected that a Junior Black Belt student will continue on and complete a full Shodan grading at the first opportunity after their 18th birthday. Even though their nomination from their CI may be a formality, they must still qualify to enter a Shodan course in their own right by following the Shodan selection process: *Part 2, Shodan - 1st Dan Black Belt, Section A, Shodan Course Rules, Selection process.*

If a nominee is unable to commence a Shodan course and grade to Shodan, then it is a nominee's responsibility to make an application to the Principal of the Academy stating why they are requesting an extension to grade. The Principal of the Academy must receive such correspondence as soon as possible after a nominee makes this decision. If an extension is granted it shall be valid until the date of the next Shodan grading after the grading that the nominee was unable to participate in. The applicant will be notified in writing, stating the conditions and expiry date of the extension.

If a Junior Black Belt student has not successfully graded to Shodan by the expiry date of the extension, then they will revert to senior level 1st Kyu brown belt with a black bar. No further extension will be granted.

Underage Shodan grading

The Academy **may** give permission for a Junior Black Belt student to enter a Shodan course and grade to Shodan if their 18th birthday falls after a scheduled grading date. The Academy will only grant a student holding the rank of Junior Black Belt this special consideration.

There are two important restrictions that must be clearly understood by an applicant:

- **Under no circumstance will a Shodan under 18 years of age be allowed to run, or be solely responsible for, a class or branch of the academy. They are restricted to the role of assistant instructor only under the guidance of a branch CI or a qualified Shodan.**
- **Any application to become a CI or to run a branch of the academy will be refused.**

These restrictions will be lifted on the date of an applicant's 18th birthday.

If a Junior Black Belt student, who is a candidate for Shodan training, will be under 18 years of age on their Shodan grading date then:

- A Junior Black Belt student in this situation must make an application to the Principal of the Academy for a ruling on whether they will be allowed to grade to Shodan. Each application will be assessed on a case-by-case basis. Considerations will include, but are not limited by, age, attitude, physical maturity and skill level. The Principal of the Academy will liaise with a student's CI and/or the Shodan Oversight Committee on the above considerations and take into account other factors before making a final decision.
- An application for an underage grading must be attached to a *Shodan Course Formal Application* together with all other supporting information: *Part 2, Shodan - 1st Dan Black Belt, Section A - Shodan Course Rules, Selection process, Stage 5: Candidate accepts nomination* and *Part 2, Shodan - 1st Dan Black Belt, Section A - Shodan Course Rules, Shodan Course Formal Application.*
- Once accepted into a Shodan course, an underage trainee must fully participate in all aspects of the Shodan course culminating in a full Shodan grading: *Part 2, Shodan - 1st Dan Black Belt, Section A - Shodan Course Rules.*



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Junior Black Belt Syllabus

Techniques

- 1 1st Kyu Bridging Syllabus
- 2 1st Kyu Sparring Techniques Syllabus
- 3 1st Dan Black Belt Shodan Syllabus:
 - 1 judo nage waza - throwing techniques
 - 2 judo shime waza - strangulation techniques
- 4 1st Kyu Junior Syllabus - revise

Multiple attack defence – medium level

- 5 Two-man attack restricted – non-competitive, techniques only attack and defence
- 6 Two-man attack simultaneous - a competitive, controlled attack and defence with judo, jujitsu, karate, grappling and the inclusion of an *anything goes* attitude based on application of techniques

Boxing – medium level

- 7 Free flowing combinations of evasive manoeuvres
- 8 Contact into partner mitts: basic punches and punching combinations
- 9 Contact, free sparring with a partner: free flowing combination of foot movement, basic punches, combination punches and evasive manoeuvres
- 10 Contact, technique attack and defence: against a boxing opponent

Basic requirements

- 11 Basic first aid certificate
- 12 Class assistance – as required by the home branch Chief Instructor, continue to assist with both junior and senior student class instruction throughout the duration of Junior Black Belt training

Previous kyu syllabus

- 13 Very high standard of knowledge and competence of all



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Part 2

Shodan - 1st Dan Black Belt

Section A - Shodan Course Rules

The Academy deems all members holding a rank of Shodan and above to have certain constitutional rights and responsibilities. They are deemed to be instructors capable of running a class in their own right. Also, under the terms and conditions of insurance, it is only people over 18 years of age (the legal age of adulthood) who can bear the responsibility of being an instructor.

A candidate who has earned the status of Junior Black Belt may be granted an exception to the Shodan course starting age restriction: *Part 1, Junior Black Belt, Underage Shodan grading*. This will be evaluated on a case-by-case basis by the Principal of the Academy in liaison with a candidate's CI and/or the SOC. Precedence arguments will not be considered.

If a nominee has successfully graded to Junior Black Belt or 1st Kyu brown belt with a black bar, progression into a Shodan course is not automatic. Entry into a Shodan course is by invitation only. Their respective branch CI can only nominate a candidate and that nomination is to be ratified by the SOC.

A candidate over 16½ years of age, from a Shodan course commencement date, is eligible to be nominated to participate in a Shodan course and grade to Shodan level.

The SOC will consist of the Principal of the Academy or his appointed representative and a selection of eligible Dan Belts who, in accordance with this policy, will be charged with a range of tasks that include but are not limited to:

- selecting trainees for a Shodan course
- running and coaching a Shodan course
- ensuring that a nominee has completed all Shodan course prerequisites
- ensuring that a nominee is fully informed of the course and grading expectations prior to commencement of a Shodan course
- ensuring that a trainee adheres to the course expectations over the duration of a Shodan course and has sufficiently prepared themselves in all aspects necessary for grading
- assessing a Shodan grading in accordance with the standard operational guidelines and procedures: *SOGAP Manual, Section 4.3, Senior Black Belt Grading Format and Section 4.4, Shodan Grading Standard*
- providing support to instructors at all levels
- providing leadership and mentor support for trainees
- dealing with bylaws and other issues that arise outside the scope of this policy during the entire Shodan process.



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Selection process

STAGE 1: Initiating selection

This stage should commence at least 6 months before commencement of a Shodan course to ensure that everybody involved has enough time to give due consideration to any decision they need to make and to prepare written submissions as required by the Shodan Oversight Committee (SOC).

- The Principal of the Academy will call for the formation of a SOC.
- The SOC will contact all CIs, asking them to consider candidates from their branch for Shodan course nomination.

STAGE 2: Candidate selection

A CI should realise that they have a responsible decision to make in the nomination of a candidate for a Shodan course and they are asked to take due care with their nomination.

- For a candidate between 16½ & 18 years of age, including a Junior Black Belt nominee, a CI need not seek parental/guardian permission for a candidate to be nominated at this early stage but they should feel reasonably confident that parental permission will be granted.
- A Junior Black Belt candidate under 16½ years of age can be considered for nomination. They will need to attach a separate letter with their *Shodan Course Formal Application* requesting permission from the Principal of the Academy and/or the SOC for inclusion in a Shodan course: *Part 2, Shodan - 1st Dan Black Belt, Section A - Shodan Course Rules, Shodan Course Formal Application.*
- Any decision made should rest well with a CI. They should not feel pressured by external influences to nominate or reject any particular student.
- When making a selection a CI shall refer to the following list of considerations and decide if their candidate fulfils the prerequisites and would be prepared to comply with the expectations. A CI is asked to consider whether a candidate is:
 - upholding, and will continue to uphold, the values of the academy
 - able to uphold the standards and ethics of being a Sensei, and has a well-balanced mix of qualities and attitudes, with reflection on dedication, attendance, clubmanship, respect for self and others
 - willing and able to make necessary sacrifices in accordance with course expectations
 - reasonably fit and healthy to withstand the rigours of physical training of a Shodan course, otherwise a candidate could be considered for a Purple Belt.
- fulfilling, or will have fulfilled, the prerequisites of the Shodan course by the commencement date of Shodan training: *Part 2, Shodan - 1st Dan Black Belt, Section A - Shodan Course Rules, Prerequisites of nominee.*



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STAGE 3: Communication of nomination

Initial nominations can be either communicated to the Principal of the Academy and he then relays them to the SOC at his earliest convenience, or the SOC is convened to receive nominations from CIs directly.

A candidate who has their nomination accepted would proceed to Stage 4 and a candidate that the SOC feels should not be invited to participate in a Shodan course will proceed no further through the selection process.

- A CI must inform the Principal of the Academy and/or the SOC that they wish to nominate a candidate for a Shodan course.
- A CI must give as much information as possible on each of their candidates to the Principal of the Academy and/or the SOC. This information should include, but is not restricted to, the following:
 - personal details
 - history of coaching involvement
 - attendance record
 - grading dates
 - character reference, etiquette, skill, attitude
 - other branches that a student has trained at
 - completion of any qualifications - AIS General Principals Level 1, First Aid, etc
 - questions regarding any point raised in Stage 2.
- A student may only be nominated by their main branch CI.
- CIs do not vote on whether their candidate will be invited to participate in a Shodan course. Their role is to advise and supply information to the other members of the SOC about their candidate.
- The Principal of the Academy and/or the SOC may approve or reject a nomination on the basis of Stage 2, Stage 3 and prerequisites or for any other reason that they deem necessary.

STAGE 4: Candidate considers nomination

A candidate must be informed of the selection process. It must be stressed to them that there are two critical stages remaining before their nomination is accepted to become a Shodan trainee. A candidate has full power to reject the nomination if they feel that engaging in a Shodan course is beyond their capacity.

- Their main branch CI or a SOC representative now approaches a candidate and gives them all information about the prerequisites, course and grading expectations that must be achieved. The prerequisites and expectations must be explained and questions for clarification are encouraged to ensure that a candidate fully understands what will be expected of them.



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- For a candidate between 16½ and 18 years of age, including a Junior Black Belt candidate, their parent/guardian(s) must be informed of the requirements of the course and their approval must be obtained before the candidate commences as a Shodan trainee.
- A Junior Black Belt candidate who will be under 18 years of age on a scheduled grading date must be informed of and understand the restrictions placed upon them as outlined in this policy: *Part 1, Junior Black Belt - Youth Leader, Underage Shodan grading.*
- To enable them to make an informed decision, a candidate should be asked to consider all aspects of being a Shodan trainee and the responsibilities that are required of a Shodan before accepting the terms of a Shodan course. To give a candidate enough time to understand what is required of them, this period of consideration should be a number of days. A candidate is encouraged to discuss and question anything that they may not understand with their CI or any member of the SOC.

STAGE 5: Candidate accepts nomination

A candidate has accepted their nomination and is ready to proceed with their formal application for inclusion in the next available Shodan course.

- A nominee must complete an application. This form and accompanying material must be sent to the SOC by the required deadline: *Part 2, Shodan - 1st Dan Black Belt, Section A - Shodan Course Rules, Shodan Course Formal Application.*
- As part of completing the application process, a nominee must:
 - fill in a medical questionnaire and, depending on the nature of the response, a nominee may need to have a medical examination to address any concerns. A nominee over 35 years of age must have a routine medical examination to ensure that there are no hidden problems that a nominee is unaware of: *Part 2, Shodan - 1st Dan Black Belt, Section C - Medical History, Personal Medical History Form*
 - undergo a basic fitness test: *Part 2, Section B - Shodan Candidate Basic Fitness, Basic fitness test*
 - obtain a police personal criminal history check from the Australian Federal Police or an equivalent criminal history check, depending on various state and territory regulations: *Appendix - External Requirements Contact Points*
 - attach a formal request for inclusion into a Shodan course if the nominee is a Junior Black Belt under 16½ years of age at Shodan course commencement date
 - have their parent's or guardian's signed permission on the application if a nominee is under 18 years of age, irrespective of whether a nominee will be over 18 years of age at the time of their Shodan grading: *Part 2, 1st Dan Black Belt, Section A - Shodan Course Rules, Shodan Course Formal Application.*



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STAGE 6: Nominee is considered to become a trainee

The SOC meets after the nomination deadline to consider all nominations and to make a final decision as to who will become a Shodan trainee.

The SOC's decision will be final and no correspondence or appeal will be entered into.

The SOC:

- will only consider a nominee that has completed all documentation
- must assess whether a nominee has fulfilled the prerequisites and whether they have the necessary attributes to undertake a Shodan course and to meet the responsibilities expected of a Shodan
- must be unanimous on the selection of each nominee for a Shodan course.

STAGE 7: Nominee becomes a trainee

A trainee should now commence:

- the required first aid and coaching courses and, if possible, complete these courses before they start formal Shodan training
- their first night of training under the instruction of an approved Shodan course instructor.

STAGE 8: During the course

- SOC members shall have access to a Shodan class to monitor its progress, to ensure compliance with this policy and to give assistance and/or feedback on current progress to either the instructor or trainees.
- A trainee is encouraged to ask their instructor or any member of the SOC to clarify questions regarding the course, particularly on any aspect that is not covered in this policy.
- Unresolved issues are easier dealt with when they arise as opposed to 30 minutes before a grading is to commence.

Shodan course timetable

A Shodan course must run over a minimum of 18 months, commencing no later than the first week of June in any given year and concluding on the last Saturday in November of the following year at a scheduled national Shodan grading.

If a Shodan trainee has not fulfilled the requirements of this policy by their scheduled grading date, a trainee will not be graded. If they fulfill the requirements within a reasonable time period after their scheduled grading date they may be permitted to grade at a next scheduled Shodan grading.



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Prerequisites of a nominee

A candidate must have prior to commencing as a Shodan trainee:

- 1 either held a senior 1st Kyu brown belt for a minimum of 12 months or graded to Junior Black Belt
- 2 at least 24 months teaching experience assisting the CI of their home branch
- 3 graded in the *Sparring Techniques*
- 4 turned 16½ years of age by Shodan course commencement date. Special consideration can be given to a Junior Black Belt candidate: *Part 1, Junior Black Belt, Underage Shodan grading*
- 5 a Hepatitis B vaccination
- 6 completed a *Personal Medical History Form: Part 2, Section C - Medical History, Personal Medical History Form*
- 7 undergone a basic fitness test. A satisfactory result must be obtained within 6 months leading up to the commencement of a Shodan course: *Part 2, Section B - Shodan Candidate Basic Fitness*
- 8 obtained a relevant personal criminal history check
- 9 completed all sections of a nomination form and signed all documents as true and correct. Original documentation from external agencies, personal criminal history check and satisfactory fitness test results must be attached to a nomination form. All original documentation will be returned to a nominee.

As part of the prerequisites of a Shodan course, a Chief Instructor must assess a Junior Black Belt's age, attitude, physical maturity and skill level.

Contact details of external organisations needed to fulfil the requirements listed in the prerequisites, expectations and nomination form: *Appendix, Contact Points for External Requirements.*

Course and grading expectations of a trainee

All of the general and attendance requirements must be fulfilled to the satisfaction of the SOC prior to a Shodan trainee's scheduled grading date. If a trainee has a deficiency in any area, the SOC reserves the right to disqualify a candidate from a course or postpone a trainee's grading until all requirements are fulfilled.

General

A trainee must:

- maintain humility and conduct themselves, at all times, in line with the motto, values and etiquette standards of the academy
- have a sound knowledge of the etiquette standard of the academy and be prepared to answer any questions about academy etiquette
- have a sound knowledge of all techniques by the end of the course



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- successfully complete a first aid course within 12 months of starting a Shodan course.

If a trainee has already done a first aid course as part of another sport or as a professional qualification prior to commencement of Shodan training then, provided that this qualification is approved and still current, a trainee will be given an advanced standing on this component.

It is preferred, after accepting the terms of a Shodan course, that a trainee completes a first aid course before starting formal Shodan training.

- complete an approved general principles of coaching course within 12 months of starting a Shodan course to ensure completion of the theory component of the academy's level one coaching accreditation.

If a trainee has already done a course as part of another sport or as a professional qualification prior to commencement of Shodan training then, provided that this qualification is approved and still current, a trainee will be given an advanced standing on this component.

It is preferred, after accepting the terms of a Shodan course, that a trainee completes an approved coaching course before starting formal Shodan training: *SOGAP Manual: Section 7.1, Coaching Accreditation Standard, PMAJJK Coaching Level 1.*

- achieve a high level of fitness prior to their Shodan grading and must report all injuries to their instructor. Any serious injury must be reported to the SOC. Injuries carried by a trainee into a grading must be reported to the grading panel before a trainee commences their grading.

If a trainee has an injury that the SOC considers will impede them from giving a full account of their ability at their grading, then the SOC may request that a trainee undergo an examination by a medical practitioner to evaluate if the injury will withstand the rigours of a grading.

If there is serious doubt regarding a trainee's physical fitness and if this is supported by a medical report, then that trainee's scheduled grading may be postponed until they are declared medically able to grade.

- not train under the influence of any intoxicating, performance-enhancing or illicit substances. Substance abuse will not be tolerated. A trainee will be automatically expelled from the course, and their membership of the academy permanently revoked, if they do so.
- pay all required fees promptly and is responsible for paying any extra fees. Fees will include the grading fee, hall hire and other sundry costs. Additional fees for the academy's Annual National Seminar and other external courses and services may or may not be included in the course fees: *SOGAP Manual: Section 9.2, National Policy, Central Fund Fees and Contributions.*



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Attendance

A high level of attendance is required at designated main Shodan training sessions and satisfactory attendance is required for each session component.

*The **Minimum Attendance Ratio (MAR)** specifies a minimum number of main training sessions a trainee needs to attend, and get signed off on their training diary, against a recommended minimum number of sessions that should be made available to them over an 18-month Shodan course. Each attendance ratio is expressed as a percentage. This is in case more or less of each of these sessions is provided. Each point is treated separately. Extra MAR gained in one component cannot be transferred to another component where there is a deficiency.*

A trainee will:

- be automatically expelled if they miss more than six non-consecutive main training sessions over the entire course. **MAR = 69:75 or 92%**
- be automatically expelled if they miss three consecutive main training sessions at any time during the course
- attend one additional Shodan training session each week in the last 6 months of the course. **MAR = 23:25 or 92%**

If the course instructor and/or the SOC decide that the class will benefit by commencing extra training sessions earlier, such as each week in the last 9 or 12 months, a **MAR = 23:25 or 92%** will apply.

- attend a main fitness-training session at a time as set by their course instructor. **MAR = 23:25 or 92%**
- attend one branch training session per week, for the duration of the course, to assist the branch CI with general instruction of junior and senior students. **MAR = 54:60 or 90%**
- attend and assist at Kyu gradings at their home branch and at other local branches as much as possible
- attend academy Annual National Seminars to ensure completion of the sports-specific component of the academy's level one coaching accreditation. **MAR = 1:2 or 50%**
- be responsible for ensuring that the Shodan class instructor, and any other chief instructor of a branch where the trainee participates in extra training or as a class instructor, signs their training diary for each and every session that they attend.

To ensure that attendance requirements of a trainee are evaluated fairly, their training diary is to be handed in to the Shodan class instructor on the last formal training session. It will be checked to ensure that all attendance requirements have been fulfilled: *Shodan Trainee Diary*.

The Shodan course instructors and the SOC may ask to inspect a trainee's diary at any point during a course to ensure that a trainee is fulfilling all requirements of the Shodan course.

- be required to attend the next scheduled Shodan grading held after their own successful grading to assist where necessary. **This is a requirement for progression to Nidan.**



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Underage progression to Shodan

There are two restrictions that must be clearly understood. These apply to a trainee who is under 18 years of age and successfully grades to Shodan with the consent of the Principal of the Academy: *Part 1, Junior Black Belt, Underage Shodan grading* and *Part 2, Shodan - 1st Dan Black Belt, Section A - Shodan Course Rules, Selection process, Stage 2: Candidate selection, Stage 4: Candidate considers nomination* and *Stage 5: Candidate accepts nomination*.

- Under no circumstance will a Shodan under 18 years of age be allowed to run, or be solely responsible for, a class or branch of the academy. They are restricted to the role of assistant instructor only under the guidance of a branch CI or a qualified Shodan.
- Any application to become a CI or to run a branch of the academy will be refused.

These restrictions will be lifted on the date of the Shodan's 18th birthday.



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Shodan Course Formal Application - Part 1

Nominee is to supply originals of all documentation required with this application. Copies will be made and the originals returned to the nominee.

Personal details

Academy branch

Name

Address

Occupation

Email

Phone Date of Birth

Have you had a Hepatitis B vaccination? Yes / No Vaccination Date

Have you any present medical conditions, illnesses or injuries? Yes / No



Prerequisites

1. Outline all teaching experience within the Academy. Include all branches and CIs that this experience has been gained with.

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2. Dates of previous gradings

Yellow..... Blue..... Sparring Techniques.....

Orange..... Brown..... Junior Black Belt.....

Green..... Bridging Course..... Senior Brown Boxing Component.....

3. Attach an original or copy of each of the following.

- Personal criminal history check
- Shodan Basic Fitness Test result
- Medical practitioner's certificate - if required
- Proof of age

Qualifications

4. Do you have current Australian Institute of Sport coaching accreditation? Yes / No

Sport Level Expiry Date

5. Do you have a current first aid certificate? Yes / No

Provider Level Expiry Date



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Part 2

Shodan - 1st Dan Black Belt

Section B - Shodan Candidate Basic Fitness

A candidate for a Shodan course is required to pass the *Basic Fitness Test*. This is an entry-level test and a candidate who is considering undertaking Shodan training can easily achieve successful completion. It provides a benchmark from which training for a Shodan course can be based and fitness improvement can be measured.

Note to Chief Instructor

The *Basic Fitness Test* is designed to highlight areas of fitness concern that may impact on a candidate's ability to fully participate in Shodan training. It is important that a Chief Instructor administer the test early in the candidate selection process.

The minimum fitness level prerequisite is a satisfactory result in a basic fitness test within six (6) months preceding the commencement date of a nominated Shodan course.

The test will highlight possible fitness concerns prior to the nomination of an individual for a Shodan course and it will give a candidate ample time to improve any area of weakness identified: *Part 2, Section B - Shodan Candidate Basic Fitness, Basic Fitness Test*.

Before conducting a test, a Chief Instructor is to ensure that the candidate for the test completes a *Personal Medical History Form* and that they follow the instructions in the medical history section of the Shodan and Junior Black Belt trainee requirements and selection process: *Part 2, Shodan - 1st Dan Black Belt, Section C - Medical History, Personal Medical History Form*.

A Chief Instructor must ensure that a candidate understands that participation in, or successful completion of, the *Basic Fitness Test* does not mean that they have been or will be selected for a Shodan course.



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Note to candidate

A Shodan course is physically demanding and it is essential that all nominees have a good basic level of fitness prior to commencing training.

An ability to recover between training sessions and from any injury during training will be greatly enhanced by a body being properly conditioned prior to commencing a Shodan course.

Training with insufficient physical preparation may result in injury, possibly long-term, and this will make it difficult for a trainee to keep up with the pace of a Shodan course. It may disrupt their training partner's progress, which could result in a trainee being unable to complete a Shodan course.

It is essential that a candidate allows sufficient time to train and condition their body, so a candidate should start appropriate progressive training as soon as possible before commencing a Shodan course.

A candidate for a Shodan course is required to pass the *Basic Fitness Test: Shodan and Junior Black Belt, Trainee Requirements and Selection Process, Part 2, Shodan - 1st Dan Black Belt, Section B - Shodan Candidate Basic Fitness, Basic fitness test.*

The *Basic Fitness Test* is designed to highlight areas in which a candidate may need to improve their fitness. Being reasonably fit and injury-free will maximise a candidate's chance of obtaining a successful result. A candidate should arrange with their Chief Instructor to take the *Basic Fitness Test* within 6 months leading up to the commencement of a Shodan course so that a satisfactory result can be obtained prior to commencing as a Shodan trainee.

Prior to taking a basic fitness test, a candidate must complete a *Personal Medical History Form* and follow the instructions in the medical history section of the Shodan and Junior Black Belt trainee requirements and selection process: *Shodan and Junior Black Belt, Trainee Requirements and Selection Process, Part 2, Shodan - 1st Dan Black Belt, Section C - Medical History, Personal Medical History Form.*

Advice on training programs/routines can be obtained from a candidate's branch CI.

A candidate must understand that participation in, or successful completion of, the *Basic Fitness Test* does not mean that they have been or will be selected for a Shodan course.



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Basic fitness test

Prior to commencement, a candidate's Chief Instructor is to explain and demonstrate each component of the test to the candidate. In the event that a candidate fails any component, they will be required to reschedule and complete all components again.

All test components can be conducted within a dojo using the following equipment:

- beep test CD
- CD player
- a means of marking out the distances for the beep test and fireman's carry
- measuring tape
- stop watch or clock with second indication
- 15kg & 10kg weight disc
- score sheet
- first aid kit.

After a suitable warm up, the *Basic Fitness Test* is conducted by the candidate's branch Chief Instructor over 40 minutes in the following order:

TEST 1: Beep test

- Pass requirement - a score of 6.5
- Environment - indoor or outdoor. Hard, flat, level surface. Students are to wear suitable running/cross training footwear
- Conduct of test - CI to set up and conduct test as per instructions on beep test CD

TEST 2: Push-ups

Correct posture must be maintained. Straight line from shoulders to heels or knees. Buttocks and back in a straight line. Tops of arms parallel to floor on downward movement, arms fully extended at completion of upward movement. Rest position is with arms fully extended. Once the test has commenced, knees and/or body are not to touch the ground.

- Pass requirement - 40 push-ups in 1 minute
- Environment - indoor or outdoor
- Conduct of test - males: from the feet, females: from the knees optional

TEST 3: Sit-ups

Start position with back flat on floor, hands resting on top of thighs. Hands should slide up thighs until wrists meet top of knees. Return in a controlled manner until shoulders are in contact with the ground.

- Pass requirement - 50 sit-ups in 2 minutes
- Environment - indoor or outdoor
- Conduct of test - knees bent to approximately 90 degrees, feet flat on floor, not held



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TEST 4: Biceps curl

Feet can be either shoulder width apart or in one-foot forward position. Start position with arms fully extended down, back to remain straight and elbows to remain by side, both hands clasping a single weight disc. Participant to lift weight in a controlled manner until weight touches chest, then return weight to start position. Participant is not to use momentum to lift weight.

- Pass requirement - 40 repetitions in 1 minute. Males: 15kg, females: 10kg
- Environment - indoor or outdoor. Requires appropriately weighted disc. Students are to wear suitable running/cross training footwear.
- Conduct of test - subject to stand in upright position

TEST 5: Fireman's carry

Once the subject has a body in the carry position, subject is to walk the full distance without stopping. Due to individual body variances, a difference of ± 20 kg is acceptable for the carry weight.

- Pass requirement - fireman-carry a body of approximately same weight as subject 20 metres.
- Environment - indoor or outdoor, on a flat, even surface. CI is to measure out 20 metres and mark start and stop points. Students are to wear suitable running/cross training footwear.
- Conduct of test - CI to demonstrate correct technique for the carry. If necessary, CI can assist in positioning of person to be carried.

TEST 6: Sit and reach

Subject to have two warm up attempts. Measurement from wall to fingertips is taken on third attempt. Measuring tape to be placed so that 0cm is at wall. Stretching movement is to be performed in a controlled manner, no ballistic action to take place. Legs to be straight throughout.

- Pass requirement - score a maximum of 10cm from wall to finger tips
- Environment - indoor or outdoor. A flat surface at 90 degrees to a smooth vertical wall is required.
- Conduct of test - subject to remove shoes, sitting legs straight, feet flat against wall. Subject to lean forward from waist with arms extended and crossed so fingertips of both hands are level. Subject to reach toward toes/wall as far as possible and hold position for 3 seconds.



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Basic Fitness Test Score Sheet

The original of this score sheet is to be attached to the Shodan Course Formal Application.

Candidate name Branch

Date of test Overall test result Pass / Fail

Test	Pass requirement	Test result
1. Beep test	Score of 6.5	
2. Push-ups	40 in 1 minute	
3. Sit-ups	50 in 2 minutes	
4. Biceps curl	40 reps in 1 minute	
5. Fireman's carry	20 metres	
6. Sit and reach	Min 10cm wall to fingertips	

Testing CI name

Testing CI signature Date

Candidate name

Candidate signature Date

CI comments

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Part 2

Shodan - 1st Dan Black Belt

Section C - Medical History

Each individual's health and well being is their own responsibility and the academy expects a Shodan nominee to take full and proper responsibility for their own health, both physically and mentally. The academy has no interest in recording the medical history of a member and it has no interest in discriminating against a person by the misuse of a personal medical history.

The *Personal Medical History Form* is a guide that a nominee can use to seek professional medical help if any of the questions highlight a medical concern. The form is to be completed and retained by a nominee. If a nominee has any medical concerns then they should discuss these with a qualified medical practitioner: *Part 2, Shodan - 1st Dan Black Belt, Section C - Medical History, Personal Medical History Form.*

Regardless of answering no to all questions on the *Personal Medical History Form* and to ensure that there are no hidden problems, any nominee over 35 years of age must see a medical practitioner for a full medical examination. The completed *Personal Medical History Form* and the *Information for Medical Practitioner* sheet is to be taken and presented to the medical practitioner at the medical examination.

A nominee is requested to seek advice and clearance from a qualified medical practitioner if they have:

- reached 35 years of age or more
- pre-existing injuries
- pre-existing health problems
- any concerns that questions on the *Personal Medical History Form* may highlight.

If there is a medical problem and a nominee's medical practitioner makes a recommendation about an injury or illness management, then this information has to be passed on to the Shodan Oversight Committee, the Shodan course instructor, and the nominee's Chief Instructor.

To ensure that a nominee returns to full fitness, it is a nominee's responsibility to manage their condition with the assistance of a modified training routine from the Shodan course instructor.

If a nominee is aware of a pre-existing condition and already has in place an exercise management practice, then if they wish they could discuss this with their Chief Instructor before they commence Shodan training.

Any medical information a nominee provides regarding any condition will be held in the strictest confidence and will only be divulged to individual persons on a need-to-know basis for modifications to a nominee's training program or for a grading assessment.

The academy reserves the right to ask a nominee to seek clarification on any medical condition that a nominee may have.



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If a medical practitioner has given a nominee advice on non-participation in, restriction or modification to any training activity in the Shodan course, it is the nominee's responsibility to:

- inform their instructor of limitations or the medical practitioner's recommendations so that appropriate modifications may be made to their Shodan training
- ensure that they continue any management practice provided by a medical practitioner until they are declared fit by a medical practitioner to resume normal Shodan training.

If, after completing a medical history form and any subsequent medical examination, a condition is uncovered that would seriously impair a nominee's ability to give a full account of themselves throughout the Shodan course, then the nominating chief instructor must be informed. The nominating chief instructor can then reconsider their initial nomination and, after consulting with the nominee, perhaps recommend to the Shodan Oversight Committee that the nominee be progressed to the rank of Purple Belt.



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Note to medical practitioner

A participant needs to have a reasonable level of basic fitness to commence a Shodan (1st dan black belt) course. Their fitness level will be built up to a high standard near the end of their training, culminating in an extremely physically-demanding grading.

A Shodan course is physically demanding and a participant requires the strength, flexibility and endurance to consistently execute, receive, fall and recover from various techniques. There is often little time for physical recovery from a training session and a participant may be required to take part in back-to-back training sessions.

A trainee must be physically able to participate in:

- structured weekly training over an 18-month period, commencing with 2-3 training sessions per week, with the last 6 months of the course possibly requiring up to 4-5 training sessions per week
- falling techniques - shoulder rolls, side falls, back falls, front falls and dives
- various judo and jujitsu techniques - locks of the arm, elbow, wrist and shoulder, strangling techniques and throwing techniques. Some techniques require an ability to lift an opponent of the same body weight off the ground onto the shoulders
- karate techniques - punching, striking and kicking
- wrestling techniques - grappling
- boxing - drills and sparring
- multiple-person attacks
- run and sprint drills
- strength training.

To determine if participation in Shodan training would cause a medical problem, or compound a pre-existing medical problem that a participant may have, any existing injury or illness needs to be carefully analysed in respect of the requirements of a Shodan course.

If a modified Shodan training routine has to be implemented for a participant, any injury or illness management requirements should be discussed with them and advice given on what information needs to be passed on to academy authorities.

Without diminishing the challenges that a Shodan course holds and the sense of achievement gained through earning a Shodan, the academy wants everyone participating in a Shodan course to have a positive and rewarding experience.



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Personal Medical History Form – Part 1

This form is to be completed and retained by the nominee and presented to the Shodan Oversight Committee on request.

Nominee name:

If you answer *yes* to any of the questions please ensure that your medical practitioner has cleared you as physically able to participate in a Shodan course before you start training.

Attach the *Note to Medical Practitioner* to this questionnaire to assist you and your medical practitioner in making an assessment of your medical fitness to participate in a Shodan course.

Question - tick yes or no	Yes	No	Date condition cleared. MP to initial.
Have you any present medical conditions, illnesses or injuries? Describe:			
Do you participate in regular physical activity other than PMAJJK activities? Describe:			
Are you taking or do you rely on any medication? Describe:			
Does your prescribed medication affect your judgment or reaction time? Describe:			
Do you have any allergies? Describe:			



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Personal Medical History Form – Part 2

Nominee name:

Have you experienced or do you have any of the following problems?

Question - tick yes or no	Yes	No	Date condition cleared. MP to initial.
Heart murmur			
Heart disease			
Abnormal heart beat			
High blood pressure			
Low blood pressure			
Discomfort in your chest with exertion			
Shortness of breath on exertion			
Kidney problems			
Single kidney			
Swollen or painful joints (other than through injury)			
Joint injury - Neck			
Joint injury - Back			
Joint injury - Shoulder			
Joint injury - Elbow			
Joint injury - Wrist or Hand			
Joint injury - Hip			
Joint injury - Knee			
Joint injury - Ankle or Foot			
Joint injury - Other			
Fractures (broken bones)			
Concussion or head injury			
Concussion or head injury with unconsciousness			
Severe or frequent headaches			
Migraine			
Convulsions, fits or epilepsy			
Giddiness or loss of balance			
Fainting or blackouts			
Paralysis, muscle weakness, numbness or tingling			



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Personal Medical History Form – Part 2 continued

Nominee name:

Question - tick yes or no	Yes	No	Date condition cleared. MP to initial.
Eye or visual problems			
Contact lenses			
Glasses			
Dental appliance or plate			
Diabetes			
Asthma or wheezing			
Use a puffer or inhaler			
Blood disease or bleeding problem			
Skin disease			
Contagious disease			
Operations			
Heat related illness or collapse			
Females only: Current or planned pregnancy			
Males only: Testicle injury			

I have examined
(name)....., and discussed
 and advised them on their medical fitness to undertake Shodan training.

Name of medical practitioner

Signature of medical practitioner Date



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Appendix

External Requirements Contact Points as at April 2005

Personal criminal history check

Australian Federal Police

- <http://www.afp.gov.au>
- <http://www.afp.gov.au/page.asp?ref=/employment/crimhistory/crimhterms.xml>

Queensland

- <http://www.childcomm.qld.gov.au/employment/default.html>
- <http://www.childcomm.qld.gov.au/pdf/blueCard/VFormGeneralCCYPCG.pdf>

First aid providers

Yellow Pages or web searches provide fruitful information.

- Red Cross
<http://www.redcross.org.au>
Freecall 1800 812 028
- St Johns Ambulance
<http://www.stjohn.org.au>
14 Thesiger Crt, Deakin ACT 2600
Ph: 02 6282 2399
- Sports Medicine Australia
<http://www.sportsmedicine.com.au/>
<http://www.sma.org.au/>
- ACT Sports House
Maitland St, Hackett ACT 2602
Ph: 02 6247 5115
- Parasol EMT P/L
<http://www.parasolemt.com.au>
Flagstaff Hill SA 5159
Ph: 08 8270 8469
- Surf Life Savers QLD
<http://www.lifesaving.com.au>

National Coaching Accreditation Scheme

NSW Department of Sport and Recreation

- Download a course enrolment (<http://www.dsr.nsw.gov.au/assets/pubs/train/nwenrol.pdf>) or book into a training course by phone, fax, mail or in person. Full payment for all courses must be made at the time of booking.
- **Phone:** 02 6766 1200
Have your credit card details ready.
- **Fax:** 02 6766 7459
Download and complete an enrolment form, include your credit card details.
- **Mail:** PO Box 532, Tamworth NSW 2340
Download and complete an enrolment form, include your credit card details, cheque or money order.
- **In person:** Level 1, Noel Park House, 155 Marius Street, Tamworth NSW 2340



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Shodan Trainee Diary - Part 1

Shodan Training Sessions

The Shodan trainee must have this diary signed at **each** session by the Shodan class instructor and must:

- present it on request to any Shodan course instructor or the Shodan OC
- hand it in to the Shodan class instructor on the last formal training session.

Trainee name Class instructor name

	Date	CI signature	Date	CI signature	Date	CI signature
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Shodan Trainee Diary - Part 2

Shodan Fitness Sessions

The Shodan trainee must have this diary signed at **each** session by the Shodan fitness instructor, and must:

- present it on request to any Shodan course instructor or the Shodan OC
- hand it in to the Shodan class instructor on the last formal training session.

Trainee name Fitness instructor name

	Date	CI signature	Date	CI signature	Date	CI signature
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Shodan Trainee Diary - Part 3

Branch Training Sessions

The Shodan trainee must have this diary signed at **each** session by the branch CI where the trainee participates in extra training or as a class instructor, and must:

- present it on request to any Shodan course instructor or the Shodan OC
- hand it in to the Shodan class instructor on the last formal training session.

Trainee name

	Date	CI name	CI signature	Date	CI name	CI signature
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Shodan Trainee Diary - Part 4

Special Events (gradings, seminars, demonstrations)

The Shodan trainee must have this diary signed at *each* session by the attending CI, and must:

- present it on request to any Shodan course instructor or the Shodan OC
- hand it in to the Shodan class instructor on the last formal training session.

Trainee name

	Date	Event	CI name	CI signature
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