

Version 4
25th April 2024



ALL BRITAIN WADOKAI CONSTITUTION

ADMENDMENT RECORD

Date of Amendment	Section / Paragraph	Details of Amendment
20/04/2024	Section 3	All Paragraphs renumbered. The addition of Appendix 1 - Code of Conduct
	Section 5	5.1 Reworded to state licensed JKF Wado Kai Instructors instead of 4 th Dan and above. 5.4 Reworded to remove the requirement to have a member of the Technical Committee present at individual ABWK Club Kyu Gradings.
	Section 6	6.1 Reworded to remove 3-month minimum timeframes for Kyu Gradings. 6.2 Reworded to align ABWK Dan Gradings in line with JKF Wado Kai Overseas Regulations. 6.3 Requirements to wait 12 months for new members - removed

ALL BRITAIN WADOKAI CONSTITUTION VERSION 4 APRIL 2024

SECTION 1 – THE NAME

- 1.1 The name of the Association will be All Britain Wado Kai referred to as ABWK.

SECTION 2 – AIMS & OBJECTIVES

- 2.1 The aims and objectives of the ABWK will be: -
- To foster the development of Japan Karate-do Federation Wadokai
 - To organise and regulate ABWK Karate
 - To ensure a duty of care to all members of the ABWK
 - To provide all its services in a way that is fair to everyone
 - To ensure that all present and future members receive fair and equal treatment

SECTION 3 - MEMBERSHIP

- 3.1 The acceptance of an application for individual, Branch or Club membership must be given to the General Secretary.
- 3.2 Membership is within the discretion of the ABWK Executive Committee
- 3.3 All members will be subject to the regulations of this constitution.
- 3.4 By joining the ABWK all individual, club and branch membership will be deemed to accept the regulations and the Code of Conduct (as listed in Appendix 1) of this Constitution.

SECTION 4 – MEMBERSHIP FEES

- 4.1 License fees will be set annually and determined at the Annual General Meeting.
 - 4.2 A License application form must be completed by all members and fees will be paid by annual subscription.
 - 4.3 It is the responsibility of club instructors to ensure that their students are licensed.
 - 4.4 Seminar and grading fees will be agreed by the Management Committee.
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SECTION 5 – TECHNICAL COMMITTEE

- 5.1 The ABWK Technical Committee will consist of Japan Karate Federation Wado Kai licensed Instructors.
 - 5.2 The Technical Committee will be responsible for ensuring the ABWK is standardized with the JKF Wadokai Japan.
 - 5.3 The Technical Committee will agree a grading syllabus to be used by all ABWK clubs.
 - 5.4 Individual ABWK Clubs can oversee their own Kyu Grade examinations without the requirement of having a Member of the Technical Committee present.
 - 5.5 Members of the Technical Committee will support ABWK Branches and Karate Clubs with their technical development, when requested.
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SECTION 6 - GRADINGS

- 6.1 ABWK Karate Clubs will determine the frequency of their Kyu Gradings.
- 6.2 ABWK Dan Gradings will be completed in accordance with the Articles of the JKF Wadokai Overseas Regulations.

SECTION 7 – EXECUTIVE COMMITTEE

7.1 The Executive Committee of ABWK will consist of the following positions that will be held exclusively by one person only, no dual rules will be permitted: -

- President (Generally acts as the public representative of ABWK)
- Chair (Preside over all ABWK meetings, act as signatory to all documents)
- Vice Chair (Deputise for the Chair)
- General Secretary (Responsible for the administration and day to day operation of ABWK including organizing seminars and other events)
- Administrative Secretary (Minute taking and distribution, Seminar registration)
- Treasurers (Manage all ABWK finances)
- Licensing Officer (Record and issue licenses, maintain ABWK membership data base)
- Child Protection Officer (Ensure safeguarding policy and procedures are implemented)

SECTION 8 – MANAGEMENT COMMITTEE

- 8.1 The ABWK will be managed through the Management Committee which consists of all Executive Committee members, the Technical Committee members, and Lead Branch / Club Instructors
- 8.2 The Management Committee will be convened by the General Secretary as and when required.
- 8.3 The Management Committee will be responsible for adopting new policies, codes of conduct and rules that affect the organisation of the ABWK.
- 8.4 The Management Committee will make decisions regarding all proposed events.
- 8.5 The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- 8.6 The Management Committee will be responsible for disciplinary hearings of members who infringe the ABWK rules/regulations/constitution.
- 8.7 The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.
- 8.8 To enable a meeting to be held, a simple majority of the Management Committee members must be present.

SECTION 9 – FINANCE

- 9.1 All ABWK monies will be banked in an account held in the name of the ABWK.
- 9.2 The Treasurers will be responsible for the finances of the ABWK.
- 9.3 The financial year of the ABWK will end on 1st April.
- 9.4 An audited statement of annual accounts will be presented by the Treasurers at the Annual General Meeting.
- 9.5 All cheques drawn against ABWK funds must be signed by two signatories but with the acceptance from all signatories in writing. If any one of the signatories is not in agreement in writing, then the matter must be referred to the ABWK Trustees for the final decision. The decision made by the trustee is final with no right of appeal.

SECTION 10 – ANNUAL GENERAL MEETING

- 10.1 Notice of the Annual General Meeting (AGM) will be given by the Chair, or in their absence the Vicechair, not less than one calendar month before the date of the proposed AGM.
- 10.2 The AGM will receive a report from the Chair of the Executive Committee, and a statement of the audited accounts from the treasurers.
- 10.3 Officers for the Executive Committee will be elected every three years at the AGM.
- 10.4 Nominations for officers of the Executive Committee will be sent to the General Secretary, one month prior to the AGM.
- 10.5 All Management Committee members have the right to vote at the AGM.
- 10.6 All Adult licensed members can be present at the AGM
- 10.7 The Management Committee has the right to call Extraordinary General Meetings (EGMs)

SECTION 11 – DISCIPLINE AND APPEALS

- 11.1 All complaints regarding the behaviour of members should be submitted in writing to either the General Secretary or the President of ABWK.
- 11.2 The Management Committee will meet to hear complaints within one month of a complaint being lodged. The Management Committee has the power to take appropriate disciplinary action including dismissal from a committee or the termination of membership.
- 11.3 The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within one week of the hearing.
- 11.4 There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within one month of the General Secretary receiving the appeal.

SECTION 12 – AMENDMENTS TO THE CONSTITUTION

- 12.1 The constitution will only be changed through agreement by majority vote at an AGM or EGM by the Management Committee.

SECTION 13 – DECLARATION

- 13.1 The Management Committee hereby adopts and accepts this constitution as a current operating guide regulating the actions of members and karate clubs.

Full Name	Title / Position Held	Signature	Date
John Stephenson			
Graham Chilton			
Gene Buchanan			

BYE LAW 1 – RENUMERATION

Where a member of ABWK attends a JKF sanctioned course, i.e. only those courses that appear on the JKF Wadokai Headquarter website; ABWK will remunerate that individual the cost of the Kyu Instructor exam fee, Kyu Instructors registration fee and Kyu Examiners registration fee, but only if the member has successfully passed an examination held in accordance with rules and regulations of the JKF Wadokai. The instructor must continue to support ABWK at courses, Dan and Kyu gradings and support branches and clubs in their technical development.

BYE LAW 2 – TRUSTEES

At the end of each financial quarter (see below), the Treasurer shall submit financial information to the Trustees for review. The Trustees shall review this information and in conjunction confirm their agreement or otherwise to the Management Committee no later than 4 weeks following receipt of the information.

The first financial quarter will be from April, May, and June (Q1); the second quarter will be July, August and September (Q2); the third quarter will be October, November and December (Q3) and the 4th quarter will be January, February and March (Q4).

APPENDIX 1 – ABWK CODE OF CONDUCT

Introduction

This Code of Conduct is based upon self-discipline, good behaviour both in and out of the Dojo, smart appearance, punctuality, respect and consideration for others, their property, politeness, good manners, honesty and tolerance. These values apply equally to all All Britain Wado Kai (ABWK) events, whether they are domestic or International events. Membership of ABWK is taken as acceptance of this Code of Conduct.

Attendance and Punctuality

Regular and punctual attendance at training events and the co-operation of parents and guardians is expected. Whilst occasional, isolated lateness at dojo training or non-attendance at some ABWK events may be unavoidable, all karate-ka cannot be consistently late in arriving for training sessions or consistently miss ABWK training events.

Discipline

1. The All Britain Wado Kai expects certain standards from its Karate Club members and good discipline in all areas of Karate. It is not the intention to emphasise a heavy-handed discipline; but-as in other parts of our lives we must expect that ill-disciplined actions on our part will have consequences that we may not like, as will our failure to do certain things that are expected of us. In other words, we must take responsibility for our actions.
2. Without giving an exhaustive list, behaviour which is unacceptable basically comprises all forms of anti-social behaviour, consistently missing ABWK events, training session and is contrary to what is expected in the Dojo or in society at large.
3. The following disciplinary sanctions may be used:
 - (a) Exclusion from ABWK training events, this would be accompanied by a letter to the parent and Chief Instructor of the Karate Club.
 - (b) Suspension from any and all ABWK sanctioned events for a period to be determined by the ABWK Management Committee. Disciplinary sanctions are recommended by the ABWK Management Committee who make the ultimate decisions.
 - (c) Expulsion from All Britain Wado Kai.

4. All ABWK Karate-ka are involved in the maintenance of good discipline within the Dojo, events or Championships. In the event of any disciplinary matters arising, this should in the first instance be brought to the attention of the Head Coach of the individual karate Club and dealt with as per the relevant ABWK policy with guidance from the relevant person responsible for such policies. In the case of International events it is the Head of Delegation who holds the remit.
5. Please note that the journeys to and from karate events are occasions when ABWK expect karate ka to conduct themselves accordingly and maintain the good name of ABWK.
6. It is worth mentioning that disciplinary action is designed for karate ka whose behaviour or appearance is not acceptable.

Parents and Guardians are expected to:

- Positively reinforce their child/young person and show an interest in their chosen activity.
- Do not place their young person under pressure or push them into activities they do not want to do.
- Complete and return any Health and Consent Forms pertaining to their child's participation with ABWK
- Deliver and collect the child punctually to and from coaching sessions.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including tracksuit, coat, hat, gloves etc. and has the correct clothing and protection for participation e.g. Gi, Obi, gum shields etc.
- Ensure that proper footwear and protective equipment are worn at ALL times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on required health Declaration Forms, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the Coach prior to departure if child is to be collected early from a coaching session.
- Encourage their child to play by the rules and teach them that they can only do their best
- Behave responsibly in the training area/Dojo.
- Show appreciation and support the coach.
- Ensure their child is punctual.
- Be realistic and supportive.
- Ensure their child's hygiene and nutritional needs are met.

Parents and Guardians have the right to:

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Complain if they have concerns about the standard of coaching.

Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by an All Britain Wado Kai official. Persistent concerns or breaches will result in the parent or guardian being asked not to attend sessions if their attendance is detrimental to the child's welfare.

The ultimate action should a parent or guardian continue to breach the Code of Conduct may mean the All Britain Wado Kai officials regrettably asking the child to leave the session.