

# TRADKA UK

Policies and Procedures

Revised January 2012





**All Policies and procedures have been established using the former English Karate Governing Body, the Federation of English Karate Organisations (FEKO) and Federation of Martial Arts guidelines. They will be reviewed in accordance with Governing Body guidelines.**

## **1. Dan Grades**

### **1.1 New applicant registrations**

All applications for membership of TradKA UK must be accompanied by the full dan grade history of the applying club/dojo and senior dan grades. Such applications should be able to demonstrate the correct time in grade as detailed within these procedures.

In the event any applicant details do not comply with these procedures the matter will be considered by TradKA UK management who shall consider the matter. Their decision shall be final.

### **1.2 Time in Grade**

The following time in grade restrictions, apply to all dan grades over the age of 16 following a traditional martial art:

|        |                     |   |                                                                                  |
|--------|---------------------|---|----------------------------------------------------------------------------------|
| 1.2.1  | Beginner to 1st dan | - | 3 years with a minimum attendance at training of 80 lessons per year             |
| 1.2.2  | 1st dan to 2nd dan  | - | 2 years with a minimum attendance at training or teaching of 80 lessons per year |
| 1.2.3  | 2nd dan to 3rd dan  | - | 3 years with a minimum attendance at training or teaching of 80 lessons per year |
| 1.2.4  | 3rd dan to 4th dan  | - | 4 years                                                                          |
| 1.2.5  | 4th dan to 5th dan  | - | 5 years                                                                          |
| 1.2.6  | 5th dan to 6th dan  | - | 6 years                                                                          |
| 1.2.7  | 6th dan to 7th dan  | - | 7 years                                                                          |
| 1.2.8  | 7th dan to 8th dan  | - | 8 years                                                                          |
| 1.2.9  | 8th dan to 9th dan  | - | 9 years                                                                          |
| 1.2.10 | 9th dan to 10th dan | - | 10 years                                                                         |

For freestyle martial arts dan grade progression may follow shorter time periods than those specified for more traditional martial arts but these must be agreed with TradKA UK.

It is not possible to apply any catch up or aggregate time when considering eligibility for grade examinations. For the avoidance of doubt, a yondan practitioner who had been a sandan for eight years could not be considered for godan a year after achieving yondan. The time restrictions apply to each grade from the date of the award.

### **1.3 Related regulations:**

1.3.1 TradKA UK makes all dan grade promotions

- 1.3.2 Up to third dan, all dan grade promotions will be by way of grading examination. For fourth dan and above, TradKA UK will (i) only promote by technical grading examination or (ii) award currently practising karateka/martial artists and individuals who have in their its opinion contributed to the furtherance of martial arts at TradKA UK/Governing Body level.
- 1.3.3 The minimum age for registering shodan with FEKO is 16 years. Junior shodans will be registered with TradKA UK.
- 1.3.4 The highest grade that can be awarded is 10th dan.
- 1.3.5 Students moving from TradKA UK to another FEKO registered association, and who are shodan or above, should not permitted to grade for one year.

#### **1.4 Junior Dan Grades:**

Although junior dan grades are not registered with FEKO, in the interest of child development and protection coupled with the acceptance of the need for recognition of development, it is acknowledged that TradKA UK exercises the right to promote children to junior dan grade.

It is known that many children starting martial arts at very young ages have shorter attention spans than those of older children and adults. Consequently it is unlikely that children would have the same capacity for advancement as older practitioners, therefore no child will be awarded junior shodan unless they are at least ten years of age on the date of award.

Any child, who achieves junior shodan, may be considered for promotion to junior nidan, providing they have practised actively as junior shodan for at least two years, and are at least fourteen years of age on the date of grading to junior nidan. All certificates and similar documents will clearly state junior.

Any child of junior shodan or nidan status will be regarded as a senior shodan on the date of their sixteenth birthday provided that they have trained consistently under instruction by a TradKA UK organisation for a minimum of eighty lessons (slightly less for 'non traditional' martial arts) since their fifteenth birthday and this is evidenced by their Instructor. Anyone who has not trained actively since their fifteenth birthday will be required to undergo a re-assessment or examination for senior shodan. This means also that the individual must be in training on their fifteenth birthday for consideration under this criterion.

#### **1.5 Minimum Age Criteria**

With the regulations pertaining to time in grade, and coupled to the need for juniors to be regarded as no higher than shodan at age sixteen, this will equate to the following minimum age criteria for grades in traditional martial arts:

- I. Shodan 16 years
- II. Nidan 18 Years or 2 years from Shodan
- III. Sandan 21 Years or 3 years from Nidan
- IV. Yondan 25 Years or 4 years from Sandan

|       |                   |                                            |
|-------|-------------------|--------------------------------------------|
| V.    | Godan             | 30 Years or 5 years from Yondan            |
| VI.   | Rokudan           | 36 Years or 6 years from Godan             |
| VII.  | Shichidan/Nanadan | 43 Years or 7 years from Rokudan           |
| VIII. | Hachidan          | 51 years or 8 years from Shichidan/Nanadan |
| IX.   | Kudan             | 60 years or 9 years from Hachidan          |
| X.    | Judan             | 70 years or 10 years from Kudan            |

## 1.6 Physical Advancement

Where a TradKA UK or senior individual over the rank of sandan intends or prefers that consideration be given to advancement via physical examination, a senior technical representative of TradKA UK will be appointed who will assist and advise the member club/dojo in determining the criteria and requirement.

## 1.7 Gradings

### Kyu Grades

For kyu grades, the panel must consist of at least one panel member being a dan grade not less than two grades higher in that discipline than the highest candidate for grading. For example a first dan in karate cannot examine a candidate for first kyu in karate. Similarly a fourth dan in karate cannot examine a second dan in kobudo. TradKA UK recommend, in the interest of equity, that the panel be composed of at least two people. It is recognized that this is not always possible but the regulations regarding level of the panel member stands.

### Shodan to Sandan

For senior dan grades up to and including third dan, the panel must consist of at least three people, one of whom must be a practising martial artist at least two grades higher than the most senior candidate. It is preferable that the rest of the panel be composed of senior dan grades of at least second dan, all of who have at least one-year seniority. However, for first and second dan gradings only, the rest of the panel may be composed of senior first dan grade practitioners, with at least one year's experience. For all dan gradings, there must be at least one member on the panel who is qualified in the style being examined and it is preferable that the most senior member of the panel is that person. For first and second dan gradings, this qualification requirement is mandatory if the rest of the panel is composed of senior first dan grades.

For junior dan grades the panel must consist of at least two people, one of whom must be a practising senior dan grade martial artist at least one grade higher than the most senior candidate. The rest of the panel must be composed of senior dan grades of at least first dan and have at least six months seniority. There must be at least one member on the panel who is qualified in the style being examined and it is preferable that the most senior member of the panel is that person.

It is important that dan grade candidates are given recognition for the importance of dan grade examination and achievement. This is a special event in a karateka/martial artists's career and should be treated as such. This can only be achieved by ensuring that the grading is seen as a separate process to kyu gradings. Dan grading recognition is the responsibility of

the Association TradKA UK. Dan gradings in karate will therefore be held three times a year, usually February, June and December and held at different venues throughout the country. It is preferable however that the panel includes at least one examiner drawn from each candidate's dojo. Other martial art dan gradings are scheduled in discussion with the relevant instructor.

Following grading, successful candidates will be entitled to wear their belts and will be issued with a certificate. They will not however be considered full dan grades and their licences will not be signed until they have continued training consistently for a further period of 6 months. After that time, their Instructor should contact TradKA UK for their licence to be signed and the grade ratified.

### **Yondan to Godan (Technical Examination)**

It is possible that TradKA UK hold upgrading examinations which may consider promotion of individuals to a grade higher than that held by the grading panel, in such circumstances the following regulations apply: -

For promotion to fourth dan, the panel must consist of at least three individuals of third dan, all of whom have at least one year of seniority at third dan. For promotion to fifth dan, the panel must consist of at least two individuals of fourth dan and one or more others of at least third dan. Additionally all panel members must have at least one years seniority.

### **Yondan to Judan (Non Technical Examination)**

Grades at this level should only be awarded after consideration of a panel of senior karateka/martial artists within FEKO or TradKA UK. Such consideration will include: -

- Details of the individuals karate/martial arts history
- Their contribution to TradKA UK and martial arts
- Their age and seniority
- Any other contributory factor

Any confirmation or consideration will not be unreasonably withheld.

## **1.8 Dan Grade Syllabus**

With the introduction of an association grading there is a need for the grading to be consistent. This should not detract from normal training methodologies used by individual Instructors but within the grading itself there should be key indicators. At dan grade level candidates should be prepared to be asked to perform combination of any techniques within the relevant martial art syllabus.

## **1.9 Breaches of Dan Grade Awards Procedure**

In the event a complaint is received regarding a breach of these procedures, the complaint will be dealt with by TradKA UK management who are empowered to instruct the club/dojo or individual to rectify the breach.

If this is refused or no action taken, the matter will be dealt with in accordance with the complaints procedure as laid down in the rules and regulations of TradKA UK.

## **2 Child Protection**

### **2.1 CRB Disclosure**

All Instructor members of TradKA UK must have a current CRB Enhanced Disclosure check within a minimum of three months of their joining TradKA UK. The introduction of the ISA Vetting Scheme will supersede all arrangements. For those who are issued with FEKO/FMA Licences that enhanced disclosure must be through FEKO. Failure to undergo such a check means that they must not work with children unsupervised and will not be registered as Instructors. Instructors should also register under the FEKO Child Protection Policy. Instructors must also hold relevant Instructor Insurance. These costs must be borne by the relevant Instructor.

A copy of the CRB enhanced disclosure or the number of that disclosure must be submitted to the TradKA UK Secretary for recording.

TradKA UK accept that the protection of individuals is paramount; therefore sharing information regarding CRB disclosure is regarded as privileged. Accordingly TradKA UK understand that no information may be given, shared or otherwise disclosed without the permission of the individual concerned except where disclosure is supported by statutory powers (court order or similar) The purpose of this clause of these policies is to outline the criteria which will form unacceptable report and provide the framework of the overall CRB policy.

## **3. Membership**

3.1 There is no charge for organizational membership to TradKA UK. There is a charge for each individual registration with FEKO/FMA. This figure is determined annually.

3.2 Termination of TradKA UK Membership

If a student leaves TradKA UK and joins another association that is also a member of FEKO/FMA, the registration slip is NOT transferable. The pink/green registration receipt becomes invalid. The student must re-register with FEKO/FMA by taking out a new registration with the new association

## **4. Instructors**

Quality of training for members of TradKA UK is extremely important. Each dojo has the right to determine the structure within the dojo.

### **4.1 Recommendations:**

4.1.1 The definition of coaches and instructors is one of personal preference but clubs need to be aware that FEKO considers a coach as having a larger responsibility than instructors have. Some organisations however considers coaches first line trainers

and instructors in charge of a number of coaches. Whatever definition is used it is recommended therefore:

- All Junior Coaches/Instructors under the age of eighteen years should have followed a programme leading to the Junior Coaches or other approved award.
- All Senior Coaches/Instructors over the age of eighteen years should have followed a programme leading to the Senior Coaches or other approved award.
- Instructors should have followed a programme leading to an approved Instructor's award.

## **5. Data Protection Act**

TradKA UK acknowledges its responsibility to individuals and member clubs/dojos to safeguard all and any information collected and or retained by them within the course of the activities of TradKA UK

TradKA UK undertakes to ensure that all information is safeguarded at all times and may only be divulged with the individuals permission except where there may be a legal requirement to divulge such information to authorised parties. Within the context of the Data Protection Act, TradKA UK reserves the right to use information in accordance with the act.

No individual may gather or otherwise obtain information on behalf of TradKA UK without prior knowledge of TradKA UK management, such information may not be divulged to any third party, nor used for any private or non-authorised purpose.

## **6. Health and Safety**

### **6.1 Introduction**

This section states TradKA UK's strategy for health, safety and welfare. It identifies the organisational structure and arrangements to ensure TradKA UK fulfils its duty of care by providing a safe and healthy working environment.

This document outlines the overall policy of TradKA UK. However, additional policies and procedures may be required to address specific Health and Safety issues.

### **6.2 Policy Statement**

- 6.2.1. TradKA UK is committed to ensuring the health and safety of all students, TradKA UK Instructors, Coaches and volunteers as well as others that may be affected by its activities.
- 6.2.2. The aim of TradKA UK is to create healthy and safe practices and training environments that prevent or reduce training related illness and injury.
- 6.2.3. TradKA UK is committed to working together in partnership with member clubs/dojos to promote an awareness culture within these organisations.



- 6.2.4. TradKA UK is committed to ensuring student safety when organising competitions on all premises and whilst travelling with students to international competitions.

### **6.3 Objectives**

This will be achieved by:

- 7.3.1. Becoming a FEKO qualified coach or Instructor
- 7.3.2. Ensuring all coaches gain a First Aid qualification recognised by the Health & Safety Executive (HSE)
- 7.3.3. A proactive system of risk management, identifying health and safety hazards
- 7.3.4. Continuous monitoring of the environment in which classes are taught to ensure it is devoid of hazard

### **6.4 Organisational Responsibilities for Health & Safety**

Responsibility for Health and Safety is vested with the Executive or Lead Officer for Health & Safety in each club/dojo.