



Guide for Dojo

Year 2017

10th September 2016 Version

Dear Teachers, Dear Members,

It's the time to make your membership to our Association, and we try to provide answers to common questions about the organization of the relationship between you and Association, registrations, examinations and others. For simplicity and for avoiding the "I did not see it", all changes/modifications between the previous version have been highlighted.

Please read it carefully and make reference whenever you will have some doubts, before consulting the Secretary's office or the Presidency.

Good Aikido to everybody.

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Please report any kind of error or suggestions to
enrollments@aikido-aia.eu

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1 – Relationship with the AIA

As you all know, our Association is continuously evolving and often news follow each other so rapidly that communication is made hard and unclear.

In order to reduce communication problems, we kindly ask each dojo to fill out the module with the dojo data and the data of the person responsible for keeping communication between the dojo and the Association. The module should be sent to enrollments@aikido-aia.eu

It is preferable to use email for communication as it is fast and easy. In case the dojo is not in possession of an email address we encourage you to delegate the communication with the Association to somebody who has a valid email address.

The person in charge of communication with the Association has to inform the members of their dojo, and in particular the Sensei, about the news received.

Unless specified differently, each communication is to be kept inside the Association and should not be divulged to anybody outside of it.

2 – Electronic documents format

Official documents will be distributed in the Portable Document Format (PDF). Such a format is a de facto standard for the distribution of documents. In order to be able to read such a file, a freeware program called Adobe Reader (downloadable from <http://www.adobe.com/it/products/acrobat/readstep2.html>) is required.

Some alternatives to the latter are: Foxit Reader (downloadable from http://www.foxitsoftware.com/pdf/rd_intro.php), Cool Pdf Reader (downloadable from <http://www.pdf2exe.com/reader.html>) or SumatraPDF (downloadable from <http://blog.kowalczyk.info/software/sumatrapdf/>). In case of outdated computers, slow connections or any other kind of problems with Adobe Reader an alternative one is strongly suggested.

Sometimes the attachments might be compressed in a zip format to reduce their dimensions. Windows, from version XP onward, comes with an embedded modality to decompress such files

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which is called “compressed folder”. If you wish for a greater flexibility in managing compressed files you can easily download a specialized freeware software such as alZip, izArc, 7-Zip or similar.

Other format might be used if necessary, in particular, MS Word and MS Excel. In case you do not own a copy of the MS Office suite, you can get the free alternative called OpenOffice (<http://www.openoffice.org/>).

3 – Enrolments

There are no increase of individual fees, contrary to the dojo fee. Please note that the enrolment to the Association is mandatory and must be accompanied, for Italy only, by the enrolment to Association that improve the correct assicuration assistance.

In order to reduce problems about the collection of the enrollment fee it is advised to proceed as follows:

- fix an enrollment fee at the dojo which encompasses all the extra expenses such as the enrollment to the AIA, the insurance share, the eventual fee for the local gym...
- collect the enrollment fee when the payment of the first attending fee is carried out, with the possibility of special offers which reward regular members.

What follows is only an example of the fees:

	Euro	Note
Monthly	32	
Quarterly (*)	80	saving € 16 (**)
Quarterly for young (*) (***)	60	saving € 36 (**)
Enrollment for young (***)	25	Dojo + AIA
Enrollment fee	30	Dojo + AIA

(*)in September it is not possible to use the quarterly formula

(**) compared with the sum of three Monthly fees

(***) until legal age

**Only for those who enroll in September:
enrollment + September for 50 € instead of 62€
(underage 45 € instead of 57€)**

We remind the dojos that they are not considered as associations of their own, but that they act in the name of the AIA, that they will need to keep track of their revenues and expenses and at the end of the year write a financial report to be sent to AIA. More details are soon to follow.

Teachers can, and should, ask to raise the limit of liability of the third party liability policy (RCT) requesting to the Secreaty's office the proper form and paying a fee to AICS (Italy only).

Entries must be submitted exclusively using the new electronic form available at

http://www.aikido-aia.eu/doc/enrollments/2017/2017_eModuli_eForms.zip

4 – Filling-in the membership card aka “Budopass”

Page 3 : contains data of the member and if adult (**ONLY if an adult**) a picture and All new members, and those who still did not receive a membership card yet, will be given the new membership cards called Budopass. Those who already possess an old card but would like to exchange it for the new one, can request the substitution to the Secretary's Office. For the exchange a fee might be requested to cover the handle and care expenses.

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The new Budopass cards are to be compiled by using a black or blue ink pen and following these guidelines:

- Page 1 : enter the registration number communicated by the Secretariat
- Page 2 : ensure there is the signature of the President, or request it if missing his/her signature (required for DAN exams)
- Page 4 : apply the annual validation
- Page 5 : contains the dojo's denomination, the start practice date and, we hope no, the end practice date
- Page 6 : registration of specialised update training sustained
- Page 7 : registration and signature of the exams

5 – Exams

This year, the handling and validation of the exams will follow more strict rules.

In order to avoid seeing annulled exams it is reminded that:

- For each exam you have to respect the fixed practice time
- Each exam must take place in the location planned in the Technical Regulations and in presence of a suitable Commission
- For the exams that need a request form, this one must be received by the National Secretariat (enrollments@aikido-aia.it) at least 30 days before the supposed date of examination and in time for the evaluation of its validity and documentation
- For exams requiring the payment of a fee, that have to be paid to foreseen on the Administrative Regulation
- For the exams Dan, you have to send a copy of the documents at least 30 days before the date of the exam and it must be attached to the application form of the exam
- For this exams, a copy of the Budopass (in particular pages 1, 3, 4, 5, 6 and 7 – see paragraph 4 above) have to be attached together, also with all the pages regarding the stages and formative credits necessary and required for presenting the exam must be sent together with the request
- The 6 kyu Grade requires also an exam and is not granted with the simply registration only.
- Children (up to 12 years of age) have dedicated grades starting with 12th kyu.

Exam fees distribution

Examination fees for grade 6th, 5th, 4th and 3rd 2nd and 1st kyu

- 100% internal management of the Dojo (held directly against receipt)

Examination fees for grade 1st, 2nd and 3rd Dan

- 100% Examination Committee AIA (held directly against receipt).

6 – Communications

The only addresses to be used for communicating, unless specifically stated otherwise, are:

- info@aikido-aia.eu for generic requests
- presidente@aikido-aia.eu for communicating with the Presidency
- enrollments@aikido-aia.eu for everything concerning the enrollments

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7 – Payments

All the payments have to be carried out by bank transfer.

Payments in cash will not be accepted under any circumstance.

The current coordinates for the transfers are:

Postal Coordinates (Italy only):

C/C number 13868369 registered to Associazione Internazionale Aikido Kobayashi Ryu

Bank Coordinates

Account registered to A.I.A. Associazione Internazionale Aikido

BANCA POPOLARE DI BERGAMO

0208 - FIL.VARESE - BATTISTERO

ASSOCIAZIONE INTERNAZIONALE AIKIDO

Via del Poligono, 9 - 21100 VARESE

IBAN: IT 6100542810808000000003095

BIC (SWIFT CODE): new **BLOPIT22** (old **BEPOIT21208**)

	Country	Check	BBAN			
			CIN	ABI	CAB	Account
IBAN	IT	61	O	05428	10808	000000003095

Caution: following the approval of the new Statute and the change of the name of the Association, the heading of the account has been (finally) changed.

Please write as reason for payment a summary of dojo data and the composition of the amount.

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A.I.A. - Associazione Internazionale Aikido
associazione sportiva dilettantistica

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