

OCB KENDO DOJO INFORMATION

To Sign-Up

- Fill in an application form
- Pay the annual membership fee (see below) and monthly fee (\$22)

Annual Fee (for both SCKF and AUSKF): once a year

Rank/Age	SCKF	AUSKF
17years and under	\$14	\$25
18years and older	\$26	\$40

(For those who join after November, the annual fee will be carried over to next year)

- Please keep this information packet
- Observe a practice before attending practices
- Prepare a shinai on your own. Please purchase the tenugui from the dojo(\$5)

Keiko (Practice) Tuesday and Thursday

- 7PM to 9:15PM (subject to change before tournaments and promotion exams)
- Beginners must engage in basic practices for 4 to 6 months (period of basic practice depends on age and attendance rate)

Monthly Fee

- \$22 per month
- Must pay within the first week of each month to the treasurer
- There will be a warning for those who do not pay the fees
- If we are not informed of long absences or leaving, you must pay the monthly fee even if you did not attend practice
 1. About the Absence Notification Paper
 - Must receive the absence notification paper from the treasurer one week prior to your absence, have it signed by the head instructor, and turned in to the secretary
 - You may participate in practices during the dates you informed as being absent, but must pay the monthly fees
 - If you are completely returning to practices, the absence notification paper will automatically be disregarded
 - If extending your absence, you must turn in a new notification
 2. About the Leaving Notification Paper
 - Have it signed by the head instructor and turned in to the secretary
 - We will regard those who do not attend practices for 3 months without notification as leaving the dojo (once leaving, you must pay the annual fee again)
 - Even if you have turned in an absence notification paper, if the return date you have informed has past by 6 months, you will be regarded as leaving the dojo (please remember to inform the dojo of any extensions in the absence)

Parents Association

- Parents of kenshi must help the parents association
 1. Work as the president, vice president, secretary, treasurer, historian, tournament organizer, or party preparers (your job will be determined at the OCB meeting every November)
- Parents of kenshi must attend OCB parents meeting every month and emergency meetings when necessary
- Dates of meeting will be sent out by e-mail and phone calls
- The parents association must support the annual Hanamatsuri (April) and Obon Festival (August) of the Buddhist church by making & selling imagawa-yaki

Tournaments

- Participants of tournaments must apply by the due-date and pay the participation fee and lunch fee to the tournament organizer

Cleaning Duty

- Comes around every 2 to 3 months. You will be informed of your date by a roster created by the secretary. If you cannot clean the dojo on the specified date, it is your responsibility to contact someone who will switch with you or notify the secretary to change your date
- On the date of your cleaning duty, come to the dojo at 6:45PM, take the mop from the equipment storage room (next to the girl's restroom), and mop the gym. Then vacuum the entrance

Emergency Network

- Will be used when informing meeting dates and/or when there is an occasion that must be reported quickly
- Please notify the secretary when your address or telephone number changes