

# Shintani Wado Kai Karate Federation



Version 3.1  
April 2017

SWKKF Policy #2 - SWKKF Standards and Ethics

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## DOCUMENT VERSION HISTORY

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DATE	VERSION	EXPLANATION
December 23, 2003	1.0	First review
May 7, 2004	2.0	Reviewed by Sensei Bruce Perkins to be sent to senate members for their input
September 2014	3.0	Beginning of standardized version numbers – Senate meeting June 2014
April 2017	3.1	Update of members on committee

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## **SECTION "A" - CODE OF CONDUCT**

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1. All members of the Shintani Wado Kai Karate Federation will conform to the laws of the country.
2. All members will conform to the laws, rules and regulations, by-laws and standards of the Shintani Wado Kai Karate Federation.
3. No members will discriminate on the basis of race, ancestry, and place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status, handicap or receipt of public assistance.
4. Dishonesty of any nature will not be tolerated.
5. The members will conduct themselves in a respectful and discreet manner while in the dojo.
6. The members will not take undue financial advantage of students, peers or the Federation.
7. The members will not use unethical or immoral means or procedures to procure personal gains.
8. The members will conduct themselves in a socially accepted manner while interacting with all other members of the Shintani Wado Kai Karate Federation.
9. The members will not discredit, dishonor or tarnish the Shintani Wado Kai Karate Federation by inappropriate behavior.
10. No criminal behavior of any kind whatsoever shall be tolerated or condoned, and any and all criminal actions will be immediately reported to the local police.

## **SECTION "B" - MANDATE OF THE STANDARDS AND ETHICS COMMITTEE**

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1. The Committee will set standards and ethical protocol for the Shintani Wado Kai Karate Federation.
2. The Committee will set in place a resolution system, to deal with issues or concerns, for the members of the Shintani Wado Kai Karate Federation.

### **MANDATE OF THE SENATE**

1. The Senate will establish Chair and members of the Arbitration Board, hereinafter called the Board.
2. The Senate will review, upon appeal, the decisions of the Board.

### **MANDATE OF THE ARBITRATION BOARD**

1. The Board will make decisions and rulings to uphold the Standards and Ethics Policy of the Shintani Wado Kai Karate Federation.

## **SECTION "C" - JURISDICTION**

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1. The administration of the Code of Conduct will be applied at two levels of jurisdiction; namely:
  - a. Club level; and
  - b. Arbitration Board level.
2. The Code of Conduct shall be administered by the following:
  - a. Club level - the head instructor of the club or dojo; and
  - b. Arbitration Board level - the arbitration board

## **SECTION "D" - THE CLUB LEVEL**

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1. Each dojo or club will comply with the Constitution and Bylaws, Rules and Regulations, and the Code of Conduct as Standards and Ethics Policy of the Federation.
2. Should an incident or an infraction occur which is an internal dojo or club matter and does not reflect poorly upon the Federation, then it is the duty and responsibility of the head instructor of that dojo to respond to the matter immediately and rectify the situation.
3. Should a conflict of interest arise between the instructor and the student as a result of an incident then the parties involved shall submit a written report of the incident, stating the facts and reasons for their positions. These reports shall be forwarded to the Secretary General within 30 calendar days of the incident. The Secretary General will forward the report to the Chair of the Board.

\*\*Conflict of interest being defined as: an incident where the instructor is personally involved as part of the incident being reported. An example, an incident requiring discipline occurs outside the dojo where both the instructor and the student

were consuming alcohol, the instructors decision in this case would clearly be in conflict of the best interest of a fair decision.

4. Should the incident affect the Federation then the parties involved shall each submit a written report of the incident, stating the facts and reasons for their positions. These reports shall be sent to the Secretary General within 30 calendar days of the incident. The Secretary General will forward the file to the Chair of the Board.
  - a. Incidents affecting the Federation shall be defined as: any incident in violation of the Constitution and Bylaws, Rules and Regulations, and the Code of Conduct as Standards and Ethics Policy of the Federation. This may involve more than one club or any incident that involves an organization other than the Federation.
5. All incidents and actions of a serious nature should be recorded, documented and filed with the club heads for future references.

## **SECTION "E" - THE REGIONAL LEVEL**

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1. All incidents affecting the Federation at the Regional level (more serious than an internal club matter or a matter affecting more than one club) must be reported by the parties involved by the submission of a written report of the details of the matter and their position on that matter.
2. These written report must be submitted to the Secretary General within 30 calendar days of the said incident. The Secretary General will forward the report to the Board and the Board (no less than three members in total) will then attend to the matter to reach a reasonable solution within 15 calendar days of receiving the reports, extensions will be granted by the President.
3. The Board's decision will then be forwarded to the Secretary General. The Secretary General will send it to all involved parties involved. All of the above communications will be conducted through registered mail. The Board's decision may be appealed to the Senate.
4. All completed case documentation must be sent to the Secretary General by the Arbitration Board chair, stating the facts, the problem, the solution and any actions taken.

## **SECTION "F" - APPEAL TO THE SENATE**

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1. If either party is unsatisfied with the outcome of the hearing at the Board level, then the unsatisfied party has the option of appealing to the Senate.
2. In order for this appeal to take place, the unsatisfied party must notify the Secretary General within seven calendar days of the Board's decision. This notification must contain the reason for the appeal of the Board's decision.
3. The Secretary General will notify the parties of the appeal and will advise them of the approximate date that it will be discussed at the Senate. The decision reached by the Senate level will be binding to all parties.

## **SECTION "G" - ARBITRATION BOARD STRUCTURE**

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1. The Board will consist of:
  - a) A Chair who is appointed by the Senate and can only be removed by the Senate.
  - b) The Senate will appoint four additional members to sit on the Board they can only be removed by the Senate. However, only three in total shall sit in arbitration at any one time. The other two will serve as backup. All three persons sitting on the board for the purpose of a hearing shall have one vote each to determine the outcome of the hearing. It is not necessary for one of the three to be the chairperson, however all of the required transfer of information and deadlines as listed above must go through the Chair.
2. Members of the Board will be appointed by the Senate and shall remain on the Board until such time as they wish to vacate their position. When a member wishes to vacate their position then the Senate will appoint a replacement to fill the vacancy. If the Senate determines that the need to remove a Board person has arisen, then this is to be done at a Senate meeting with the required quorum present, and done by a majority rules vote.
3. The Board will be responsible to oversee the Standards and Ethics as set out by the Federation in this Policy. The Board will be accountable to the Senate for their decisions and actions. The Board's decision(s) may be overruled upon appeal to the Senate. There must be a quorum of Senate members, and their decision will be by majority vote.
4. In matters of a serious nature, which may result in expulsion from the Federation, an avenue of appeal is available.

5. All appeals must be submitted in writing to the Secretary General. The Secretary General will forward the written appeal to the Board. The written Appeal must outline in detail the nature of the incident, the facts of the case and the reasons to support the appeal within thirty (30) calendar days of the club level decision.
6. The Board upon receipt of the appeal documents will request further information concerning the case from all involved parties. Upon study and investigation of the issues presented by the involved parties, the Board will document and render its decision or recommendation. All involved parties will be informed of the Boards decision within fifteen (15) calendar days of that decision being made.
7. All appeals must be submitted in writing to the Secretary General within thirty (30) calendar days of the original decision.
8. On matters of expulsion from the Federation, the Board will make its recommendation to the Senate for approval.

## **SECTION "H" - ORDER OF APPEAL**

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The order of appeal is as follows:

1. Cases involving a member (s) of a club and the Head Instructor of the Club may be appealed by any one of the parties, to the Board. This decision can be appealed to the Senate. The Senate's decision(s) will be final and binding.
2. Cases involving clubs may be appealed by any one of the parties, to the Board. This decision can be appealed to the Senate. The Senate's decision(s) will be final and binding.

All appeals must be submitted to the Secretary General in writing within thirty (30) calendar days of the last decision.

## **SECTION "I" - MATTERS SUBJECT TO APPEAL**

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1. Matters of a serious nature that may result in expulsion from the Federation.
2. Any matter that will adversely affect the reputation of the Federation.
3. In all cases, both parties will be informed by registered mail of the Board's decision within seven (7) calendar days of the decision.

## **SECTION "J" - STATUTE OF LIMITATIONS**

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1. Records regarding Arbitration Board cases will be kept on permanent file. The Secretary General of the Federation will be the person responsible for storing these documents.
2. Party names involved in a disciplinary action will be kept on file for a period not exceeding seven (7) years from the date of the Board's decision. Individuals' records over seven (7) years will not be admissible to either support or block another case involving the same parties. Records over seven (7) years will be deemed case histories and the names of individuals will be classified as restricted.
3. All records will be kept by the Secretary General of the Federation.

## **SECTION "K" - ARBITRATION BOARD ESTABLISHED BY THE SENATE**

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1. The Arbitration Board shall consist of the 5 members set out below:
  - BRUCE PERKINS (chairperson)
  - BRAD COSBY
  - DANNY MCCOY
  - KELSEY MRAMOR
  - PETER RUCH
2. The Board will be noted in the Policy and Procedures Manuel and also on the Web-site of the Federation.

## **SECTION "L" - STANDARDS AND ETHICS COMMITTEE**

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1. The Standards and Ethics Committee is confirmed by the Senate. The Committee will meet when called upon by the Senate or the President of the Federation. There may be need for a change or just a review of the Policy.
2. The Committee will be noted in the Policy and Procedures Manuel and also on the Web-site of the Federation.

## HISTORY OF THIS POLICY

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### INTENT

This process was set up to help deal with issues that cannot be resolved at the club level or regional level. This process also contains the avenue for appeal if either party is dissatisfied with the decision handed down. It is the opinion of the writer that this process is set up to deal with problems at all levels, while the constitutional platform i.e.; regional council & provincial council should be focused on progress and ways to help WADO KAI and the SHINTANI WADO KAI KARATE FEDERATION remain pure and become progressively stronger.

IN HARMONY Bruce Perkins



## APPROVAL FOR DISTRIBUTION AND USE WITHIN THE SWKKF

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Version 3.1 – April 2017 of the SWKKF Policy #2 - Standards and Ethics is an approved document for distribution and use within the SWKKF. This document is in compliance with the Intellectual Property policy.

### President - SWKKF

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Secretary General - SWKKF

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

### Standards And Ethics Committee Chair

Name: \_\_\_\_\_

Signature: \_\_\_\_\_



### Committee Members

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The original standards and ethics sub-committee report was prepared by the following people:

1. PETER CIOLFI
2. CORY RUCH
3. JIM ATKINSON
4. DAVE BOCKUS

The revisions to the original report were done by:

1. BRAD COSBY
2. PETER RUCH
3. CHARLOTTE MARTIN
4. BRUCE PERKINS

The Arbitration Board shall consist of the 5 members set out below:

1. BRUCE PERKINS (chairperson)
2. BRAD COSBY
3. DANNY MCCOY
4. KELSEY MRAMOR
5. PETER RUCH