

Shintani Wado Kai Karate Federation



Version 1.0
November 2017

SWKKF Policy #10 - SWKKF National Team

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TABLE OF CONTENTS

SWKKF INTELLECTUAL PROPERTY	2
DOCUMENT VERSION HISTORY.....	3
TABLE OF CONTENTS.....	4
SECTION 1 - SWKKF TEAM MANDATE.....	5
SECTION 2 - SWKKF TEAM STRUCTURE.....	5
SECTION 3 – GOALS AND PROCESSES	5
SECTION 4 – GENERAL ROLES AND RESPONSIBILITIES.....	5
SECTION 5 - MEETINGS	6
SECTION 6 - REPORTING	6
SECTION 7 - TIMELINE	6
SECTION 8 - BUDGET	6
SECTION 9 – ORGANIZATIONAL STRUCTURE	7
HEAD COACH	7
SHINTANI TEAM COMMITTEE.....	7
SECTION 10 – MEMBERS ROLES AND RESPONSIBILITIES.....	8
10.1 - SHINTANI TEAM HEAD COACH.....	8
10.2 - SHINTANI TEAM KUMITE COACH.....	9
10.3 - SHINTANI TEAM KATA COACH	10
10.4 - SHINTANI TEAM MANAGER	11
10.5 - SHINTANI TEAM ASSISTANT MANAGER.....	12
10.6 - SHINTANI TEAM CAPTAIN	13
10.7 - SHINTANI TEAM ASSISTANT COACHES	14
10.8 - SHINTANI TEAM SUPPORT STAFF	15
10.9 - SHINTANI TEAM COMMITTEE	16
10.10 - SELECTION COMMITTEE	17
10.11 - SHINTANI TEAM ATHLETES	18
10.12 - TEAM CAPTAIN (S)	19
SECTION 11 – BUDGET TEMPLATE	20
APPROVAL FOR DISTRIBUTION AND USE WITHIN THE SWKKF	21
Committee Members.....	21

SECTION 1 - SWKKF TEAM MANDATE

The Shintani Team Committee mandate is as follows:

To represent and promote Hanshi Shintani and the SWKKF at various tournaments and events within the organization and to uphold the values of Hanshi Shintani and the SWKKF at both SWKKF events and other tournaments and events outside the SWKKF.

SECTION 2 - SWKKF TEAM STRUCTURE

The Shintani Team Committee is a standing committee of the board of SWKKF. It will consist of:

- Senate member (as an advisor)
- Chairperson
- Chief Instructor
 - Head Coach
 - Kata coach(s)
 - Kumite coach(s)
 - Assistant Coaches
 - Manager
 - Assistant Manager
 - Support Staff
 - Additional Committee Members – governance only
 - Selection Committee, selected annually
 - Team Captain - non governance & non-voting
 - Athletes – non governance & non-voting

The SWKKF Shintani Team consists of a group of selected athletes, coaches, managers and supporter who represent the SWKKF both inside the federation and outside the federation.

SECTION 3 – GOALS AND PROCESSES

The Shintani Team Committee will:

- Annually review the team selection process and to make changes/amendments
- Annually host Shintani Team selection camp
- To oversee the Shintani Team direction to make sure it follows the mandate of the SWKKF and upholds the values of the Hanshi Shintani and the SWKKF
- To submit semiannual reports to the senate on the financial state and progress of the Team

SECTION 4 – GENERAL ROLES AND RESPONSIBILITIES

The Shintani Team Committee shall:

- Organize, advertise and run a team selection camp annually
- To create and maintain budgets which include team selection camp, training sessions, and tournaments
- To review the financials of the team on an annual basis
- Ensure that the SWKKF membership is given updates on the progress and happenings of the Shintani Team– Harmonizer, website, media releases etc.
- Ensure that the Shintani Team members represent the mandate of the SWKKF and the mandate of the Shintani Team

- To ensure that tournaments and workshops attended by the Shintani Team include various SWKKF tournaments, the National SWKKF Tournament, and international tournaments, which increase the presence of the SWKKF organization in the world
- To ensure that the committee members, team coaches, managers, support staff, athletes and committee members are fulfilling their responsibility to the SWKKF Team

SECTION 5 - MEETINGS

- Meetings will be via email or coincide with events of the Team.
- Minutes/Emails of meetings will be kept by the Team Manager.

SECTION 6 - REPORTING

The following reports will be sent using the established SWKKF communication channels for all information disseminated to committees and the membership.

1. **REPORT TO SENATE** - will include financial report and progress report
2. **REPORT TO MEMBERSHIP** - will include progress, itinerary and results of the events of the team

SECTION 7 - TIMELINE

1. **REPORT TO SENATE** - sent prior to all senate meetings
2. **REPORT TO MEMBERSHIP** – sent or published in a timely manner

SECTION 8 - BUDGET

Annual budget will be created and approved by the Shintani Team Committee. Draft will be submitted for June Senate meeting.

1. Approved funding from Senate - annually \$15000 to be used for Team selection camp, training sessions, Team apparel, various SWKKF tournaments, SWKKF National tournament, and entry fees for tournaments outside the SWKKF.
2. Fundraising amounts from team initiated fundraisers, corporate or individual sponsorships, funds remaining from team members retired from the SWKKF Team will be used for coach and management travel expenses to events approved by the Shintani Team committee.
3. Individual athlete fundraising amounts will be used for travel expenses associated to events outside the SWKKF. In the case of alternate members funds can be also used to attend SWKKF events not completely funded by the Team.

SECTION 9 – ORGANIZATIONAL STRUCTURE

HEAD COACH

Head Coach is selected by the Chief Instructor of the SWKKF Coaching, Management and support staff is selected by the Head Coach every 2 years.

New management and coaching staff will be selected by the head coach in consultation with the team committee when needed, some people may assume more than one role.

SHINTANI TEAM COMMITTEE

Selected as per SWKKF Committee Appointment and Removal of committee members policy and according to this document.



SECTION 10 – MEMBERS ROLES AND RESPONSIBILITIES

10.1 - SHINTANI TEAM HEAD COACH

The Shintani Team Head Coach is selected by the Chief Instructor of the SWKKF – Biannually.

NATURE OF THE POSITION: The Shintani Team Head Coach will work in conjunction with the manager, kata and kumite coaches, support staff, team committee and the senate to refine and execute the mandate of the SWKKF and the Shintani Team.

TYPE OF POSITION: Appointed by Chief Instructor.

TRAVEL: The Shintani Team Head Coach will be expected to travel to domestic and international training camps and competitions when budgets permit.

SALARY: Volunteer position possible Honorarium if budget permits.

GENERAL DESCRIPTION

Within the SWKKF, the Shintani Team Head Coach is the lead individual developing and leading working relationships with the senate, the coaches, the management, the support staff, the athletes, club instructors and the team committee in order to create an effective Shintani Team development direction in line with the SWKKF mandate and principles.

Responsible for the inclusion and dissemination of performance training to the general membership of the SWKKF when possible through clinics, training camps and tournaments within the SWKKF.

The Shintani Team Head Coach has the responsibility of developing, organizing, supervising and implementing the Shintani Team competitive program. The Shintani Team Head Coach will oversee various administrative, managerial and organizational responsibilities, including supervision and development of other Shintani Team coaches and support personnel.

GENERAL DUTIES

With the assistance of the Kata & Kumite Coaches, Manager and assistant manager, and the support staff the Shintani Team Head Coach will:

- Monitor and evaluate Shintani Team athletes' yearly training plans in collaboration with the Kata & Kumite coach, and the assistant coaches and club instructors
- Work with the Manager and Team Captain to prepare reports for the membership and senate
- Selection of the coaches and management, including the mentoring, evaluation and development of the Shintani Team Coaching and management staff.
- Attend and participate in the Shintani Team Selection Camp, unless there is a conflict of interest.

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership for athletes / staff / coaches.
- Share knowledge and experiences with all athletes and their club instructors.
- Commit the necessary time, effort and sacrifice needed to support the Shintani team
- Foster a climate of mutual respect and cooperation amongst Shintani Team Coaches, management, support staff, athletes and their club instructors.

DECISION MAKING AUTHORITY

The Shintani Team Head Coach will be responsible and will have decision-making authority for coaching and management, in accordance with approved budgets and policies of the SWKKF. Beyond these limits, the head coach is required to have decisions approved by the Senate.

10.2 - SHINTANI TEAM KUMITE COACH

The Shintani Team Kumite Coach is selected by the Head Coach.

NATURE OF THE POSITION: The Shintani Team Kumite Coach will work in conjunction with the Head Coach, manager, assistant coaches, support staff, team committee and the senate to refine and execute the mandate of the SWKKF and the Shintani Team.

TYPE OF POSITION: Selected Volunteer

TRAVEL: The Shintani Team Kumite Coach will be expected to travel to domestic and international training camps and competitions when budgets permit.

GENERAL DESCRIPTION

Within the SWKKF, the Shintani Team Kumite Coach is the lead individual developing and leading the Shintani Team Athletes in their Kumite development in order to create an effective Shintani Team pathway in line with the SWKKF mandate and principles.

They are responsible for the inclusion and dissemination of performance training to the Athletes through clinics, training camps, emails, videos, documentation and tournaments within the SWKKF and outside the SWKKF.

The Shintani Team Kumite Coach has the responsibility of developing, organizing, supervising and implementing the Shintani Team Kumite training and competitive Kumite programs.

GENERAL DUTIES

Under the supervision of the Head Coach and with the assistance of the Club Instructors and Assistant Coaches, Manager and assistant manager, and the support staff the Shintani Team Kumite Coach will:

- Monitor and evaluate Shintani Team athletes' yearly training plans in collaboration with the assistant coaches and club instructors
- Assess the development of Athletes through training camps, videos, logbooks and emails
- Create training plans for training camps with documentation for athletes/club instructors
- Create tangible drills and effective methods of training as individuals, club karate-ka, and high performance competitors
- Assist with the selection and ensure the management, mentoring, evaluation and development of other Shintani Team Assistant Coaching staff.
- Attend and participate in the Shintani Team Selection Camp, unless there is a conflict of interest.
- Understand and disseminate to Athletes all rules of the tournaments in which athletes will compete in.
- Coach and mentor Athletes at tournaments, including a pre competition and post competition information session.

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership for athletes / staff / coaches.
- Share knowledge and experiences with all athletes and their club instructors.
- Commit the necessary time, effort and sacrifice needed to support the Shintani team
- Foster a climate of mutual respect and cooperation amongst Shintani Team Coaches, management, support staff, athletes and their club instructors.

DECISION MAKING AUTHORITY

The Shintani Team Kumite Coach will be responsible for decisions regarding athlete's ability to compete (health, ability, and attitude). Decisions on direction of kumite training must have approval from the Head Coach.

10.3 - SHINTANI TEAM KATA COACH

The Shintani Team Kata Coach is selected by the Head Coach

NATURE OF THE POSITION: The Shintani Team Kata Coach will work in conjunction with the Head Coach, manager, assistant coaches, support staff, team committee and the senate to refine and execute the mandate of the SWKKF and the Shintani Team.

TYPE OF POSITION: Selected Volunteer

TRAVEL: The Shintani Team Kata Coach will be expected to travel to domestic and international training camps and competitions when budgets permit.

GENERAL DESCRIPTION

Within the SWKKF, the Shintani Team Kata Coach is the lead individual developing and leading the Shintani Team Athletes in their Kata development in order to create an effective Shintani Team pathway in line with the SWKKF mandate and principles.

They are responsible for the inclusion and dissemination of performance training to the Athletes through clinics, training camps, emails, videos, documentation and tournaments within the SWKKF and outside the SWKKF.

The Shintani Team Kata Coach has the responsibility of developing, organizing, supervising and implementing the Shintani Team Kata training and competitive Kata programs.

GENERAL DUTIES

Under the supervision of the Head Coach and with the assistance of the Club Instructors and Assistant Coaches, Manager and assistant manager, and the support staff the Shintani Team Kata Coach will:

- Monitor and evaluate Shintani Team athletes' yearly training plans in collaboration with the assistant coaches and club instructors
- Assess the development of Athletes through training camps, videos, logbooks and emails
- Create training plans for training camps with documentation for athletes/club instructors
- Create tangible drills and effective methods of training as individuals, club karate-ka, and high performance competitors
- Assist with the selection and ensure the management, mentoring, evaluation and development of other Shintani Team Assistant Coaching staff.
- Attend and participate in the Shintani Team Selection Camp, unless there is a conflict of interest.
- Understand and disseminate to Athletes all rules of the tournaments in which athletes will compete in.
- Coach and mentor Athletes at tournaments, including a pre competition and post competition information session.

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership for athletes / staff / coaches.
- Share knowledge and experiences with all athletes and their club instructors.
- Commit the necessary time, effort and sacrifice needed to support the Shintani team
- Foster a climate of mutual respect and cooperation amongst Shintani Team Coaches, management, support staff, athletes and their club instructors.

DECISION MAKING AUTHORITY

The Shintani Team Kata Coach will be responsible for decisions regarding athlete's ability to compete (health, ability, and attitude). Decisions on direction of Kata training must have approval from the Head Coach.

10.4 - SHINTANI TEAM MANAGER

The Shintani Team Manager is selected by the Head Coach

NATURE OF THE POSITION: The Shintani Team Manager will work in conjunction under the direction of the Head Coach and with the kata and kumite coaches, support staff, committee and athletes to refine and execute the mandate of the SWKKF and the Shintani Team. The Manager is accountable for the disbursement and reporting of funds according to the approved budget and available funds.

TYPE OF POSITION: Selected Volunteer

TRAVEL: The Shintani Team Manager may travel to domestic and international training camps and competitions when budgets permit.

GENERAL DESCRIPTION

The Manager will implement various administrative, managerial and organizational responsibilities related to the planning, and execution of the Shintani Team Selection, Training Camps and tournaments, including communications, budgeting and travel arrangements.

GENERAL DUTIES

The Manager will execute various administrative, managerial and organizational responsibilities, including:

- Development of the Budget and the Calendar of events.
- Execution of the Team Selection Camp, including advertising, implementation, follow up and adherence to integrity of policy, rules and confidentiality.
- Travel Arrangements for training camps and competition for athletes, coaches & staff
- Registration of athletes, coaches for tournaments
- Financial Quarterly Review
- Oversee that documents are sent to senate and membership in a timely manner

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership for athletes / staff / coaches.
- Share knowledge and experiences with all athletes and their club instructors.
- Commit the necessary time, effort and sacrifice needed to support the Shintani team
- Foster a climate of mutual respect and cooperation amongst Shintani Team Coaches, management, support staff, athletes and their club instructors.

DECISION MAKING AUTHORITY

The Shintani Team Manager will be responsible to get approval from the Head Coach in accordance with approved budgets and policies.

10.5 - SHINTANI TEAM ASSISTANT MANAGER

The Shintani Team Assistant Manager is selected by the Head Coach & Manager

NATURE OF THE POSITION: The Shintani Team Assistant Manager will work in conjunction under the direction of the Shintani Team Manager and with the kata and kumite coaches, support staff, committee and athletes to refine and execute the mandate of the SWKKF and the Shintani Team. The Assistant Manager is responsible to assist the Shintani Team Manager in their duties.

TYPE OF POSITION: Selected Volunteer

TRAVEL: The Shintani Team Assistant Manager may travel to domestic and international training camps and competitions when budgets permit. They may act in the position of Manager when necessary.

GENERAL DESCRIPTION

The Assistant Manager will assist in the implementation of various administrative, managerial and organizational responsibilities related to the planning, and execution of the Shintani Team Selection, Training Camps and tournaments, including communications, budgeting and travel arrangements.

GENERAL DUTIES

The Assistant Manager will assist in the execution of various administrative, managerial and organizational responsibilities, including:

- Development of the Budget and the Calendar of events.
- Execution of the Team Selection Camp, including advertising, implementation, follow up and adherence to integrity of policy, rules and confidentiality.
- Travel Arrangements for training camps and competition for athletes, coaches & staff
- Registration of athletes, coaches for tournaments
- Financial Quarterly Review
- Oversee that documents are sent to senate and membership in a timely manner

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership for athletes / staff / coaches.
- Share knowledge and experiences with all athletes and their club instructors.
- Commit the necessary time, effort and sacrifice needed to support the National team
- Foster a climate of mutual respect and cooperation amongst Shintani Team Coaches, management, support staff, athletes and their club instructors.

DECISION MAKING AUTHORITY

The Shintani Team Manager will be responsible to get approval from the Head Coach in accordance with approved budgets and policies.

10.6 - SHINTANI TEAM CAPTAIN

The Shintani Team Captain is selected by the Coaching Staff at the completion of the Shintani Team Selection Camp

NATURE OF THE POSITION: The Shintani Team Captain will work in conjunction with the Coaching Staff, Manager, support staff, and most importantly the Athletes to refine and execute the mandate of the SWKKF and the Shintani Team.

TYPE OF POSITION: Appointed Athlete from each current Team

TRAVEL: The Shintani Team Captain will be expected to travel to domestic and international training camps and competitions when budgets permit.

GENERAL DESCRIPTION

The Captain is responsible for the creation of a cohesive team of individuals. The Shintani Team Captain has the responsibility of developing, organizing, supervising and implementing the Shintani Team Goal setting process. Help create positive, progressive and competitive attitudes towards competition, training and general self-improvement.

The Captain is responsible for communication through emails and personal contact in order to promote the growth of athletes and an atmosphere of cohesiveness and inclusion.

GENERAL DUTIES

Under the supervision of the Head Coach and with the assistance of the Club Instructors and Assistant Coaches, Manager and assistant manager, and the support staff the Shintani Team Captain will:

- Communicate through emails and personal contact in order to promote the growth of athletes and an atmosphere of cohesiveness and inclusion.
- To lead athletes through pre training/competition and post training/competition Goal setting and assessment which promotes personal but honest growth.
- Responsible for the respect of Sensei Peter Coifi's Black Belt
- Liaison between athletes, coaches and staff where necessary
- To make sure that articles related to all team gatherings are sent to the Harmonizer with photos in a timely manner.
- Mentor and encourage Athletes at tournaments and training sessions, educate Athletes to values of the SWKKF.

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership for athletes / staff / coaches.
- Share knowledge and experiences with all athletes and their club instructors.
- Commit the necessary time, effort and sacrifice needed to support the Shintani team
- Foster a climate of mutual respect and cooperation amongst Shintani Team Coaches, management, support staff, athletes and their club instructors.

10.7 - SHINTANI TEAM ASSISTANT COACHES

SHINTANI TEAM ASSISTANT COACHES

The Shintani Team Assistant Coaches are selected by the Head Coach

TYPE OF POSITION: Selected Volunteer

GENERAL DESCRIPTION

- Assistant Coaches will be utilized as they are available or in the case where the Kata or Kumite Coach is unable to attend and event.

GENERAL DUTIES

- To assist where and when needed in roles similar to the duties of the Kumite and Kata Coaches.

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership for athletes / staff / coaches.
- Share knowledge and experiences with all athletes and their club instructors.
- Commit the necessary time, effort and sacrifice needed to support the Shintani Team
- Foster a climate of mutual respect and cooperation amongst Shintani Team Coaches, management, support staff, athletes and their club instructors.

10.8 - SHINTANI TEAM SUPPORT STAFF

The Shintani Team Support Staff is selected by the Head Coach base on their specialization in certain areas of athlete development

TYPE OF POSITION: Selected Volunteer based on specialization

GENERAL DESCRIPTION: Support Staff is utilized as they are available

GENERAL DUTIES

- To assist where and when needed in their specialized roles
- Examples are backgrounds in medical, kinesiology, elite sports performance, etc.

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership for athletes / staff / coaches.
- Share knowledge and experiences with all athletes and their club instructors.
- Commit the necessary time, effort and sacrifice needed to support the Shintani Team
- Foster a climate of mutual respect and cooperation amongst Shintani Team Coaches, management, support staff, athletes and their club instructors.

10.9 - SHINTANI TEAM COMMITTEE

The Shintani Team Committee Members are selected by the Head Coach and on a volunteer basis

TYPE OF POSITION: Volunteers selected

Committee members include: Chairperson, a Senate member as an advisor, head coach, manager, kata and kumite coaches, Team Captain, and 3-5 additional committee members.

The committee will oversee and support the Shintani Team. The SWKKF Shintani Team consists of a group of selected athletes, coaches, managers and supporter who represent the SWKKF both inside the federation and outside the federation.

Its mandate is threefold:

- To annually review the team selection process and by resolution of the committee modify if necessary the process through feedback from the committee and ranking members; and to annually host Shintani Team selection camp.
- To oversee the Shintani Team direction to make sure it follows the mandate of the SWKKF and upholds the values of the Hanshi Shintani and the SWKKF.
- To submit a semiannual report to the senate on the financial state and progress of the National Team.

GENERAL DESCRIPTION

- To provide governance and support for the Shintani Team.

GENERAL DUTIES

- Assist the Management staff to organize, advertise and run a team selection camp
- Through agreement of the committee suggest to the senate a 5 member Selection Committee consisting of the head coach and 4 others, plus 2-3 alternates, selected from past members, ranking yudansha or senate members from across the country.
- Review any Conflicts of Interest - Where possible selection committee member should not be related or the instructor of athletes trying out.
- Assist Head Coach to select competition evaluation judges for the tournament portion of the selection camp consisting of yudansha and or committee members.
- Assist the Management staff to create and maintain budgets, including team selection camp, training sessions, and tournaments.
- Assist the Management staff to review the financials of the team on an annual basis.
- Assist the Management staff and Team Captain to ensure that the SWKKF membership is given updates on the progress and happenings of the Shintani Team– Harmonizer, website, media releases etc.
- Ensure that the Shintani Team members represent the mandate of the SWKKF and are recognized within the organization.
- Ensure that tournaments and workshops attended by the Shintani Team include various SWKKF tournaments, the National SWKKF Tournament, and international tournaments, which increase the presence of the SWKKF organization in the world.
- Ensure that the committee members, team coaches, managers, support staff, athletes and committee members are fulfilling their responsibility to the SWKKF Team.

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership
- Commit the necessary time, effort and sacrifice needed to support the Shintani Team

10.10 - SELECTION COMMITTEE

The Selection Committee is selected by the Shintani Team Committee and ratified by the Senate.

DATE: One weekend chosen by the Shintani Team Committee, Friday to Sunday

NATURE OF THE POSITION: The Shintani Team Captain will work in conjunction with the Coaching Staff, Manager, support staff, and most importantly the Athletes to refine and execute the mandate of the SWKKF and the Shintani Team.

TYPE OF POSITION: Selected from various past members, ranking yudansha, coaches or senate members from across the country.

It is a 5 member committee selected by the Shintani Team Committee consisting of the head coach and 4 others, plus 2-3 alternates, selected from past members, ranking yudansha or senate members from across the country. The suggested list is to be sent to the president by March 31 of the selection year for Senate approval via email

Review any Conflicts of Interest - Where possible selection committee member should not be related or the instructor of athletes trying out

To select competition evaluation judges for the tournament portion of the selection camp consisting of yudansha and or committee members

10.11 - SHINTANI TEAM ATHLETES

The Shintani Team Athletes are selected by the Selection Committee the Shintani Team Selection Camp

NATURE OF THE POSITION:

The Shintani Team Athletes will work in conjunction with the Coaching Staff, Manager, support staff, and their dojo instructor to train, attend, and represent the mandate of the SWKKF and the Shintani Team.

TYPE OF POSITION: Selected Athletes

TRAVEL: The Shintani Team Athletes will be expected to travel to domestic and international training camps and competitions when budgets permit.

GENERAL DESCRIPTION

Athletes are expected to create positive, progressive and competitive attitudes towards competition, training and general self-improvement.

Athletes are responsible for communication through emails and personal contact in order to promote the growth of the team and an atmosphere of cohesiveness and inclusion.

GENERAL DUTIES

- Communicate through emails and personal contact
- Set Goals and strive to achieve them
- Responsible for the respect of Sensei Peter Coifi's Black Belt
- Train and compete

OUTCOMES

- Increase of athlete ability
- Increase of athlete self-esteem and confidence
- Increase of athlete's commitment to the SWKKF

10.12 - TEAM CAPTAIN (S)

NATURE OF THE POSITION:

- The Shintani Team Captain will work in conjunction with the Coaching Staff, Manager, support staff, and most importantly the Athletes to refine and execute the mandate of the SWKKF and the Shintani Team.
- All expectations listed in *10.11*

SECTION 11 – BUDGET TEMPLATE

	SWKKF SHINTANI TEAM ACCOUNT			TEAM FUNDRAISING ACCOUNT			INDIVIDUAL FUNDRAISING ACCOUNT		
	Credit	Debit	Balance	Credit	Debit	Balance	Credit	Debit	Balance
ANNUAL	\$15,000.00		\$15,000.00	\$0.00		\$0.00	\$0.00		\$0.00
TEAM SELECTION CAMP	\$0.00		\$15,000.00						
JUN/JULY		\$0.00							
			\$15,000.00						
TEAM TRAINING									
AUG/SEPT		\$0.00							
			\$15,000.00						
TEAM TRAINING									
JAN		\$0.00							
			\$15,000.00						
SWKKF TOURNAMENT									
Q1 OR Q2		\$0.00							
			\$15,000.00						
NATIONAL TOURNAMENT									
MAY		\$0.00							
			\$15,000.00						

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SWKKF NATIONAL TEAM

Name: _____

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Committee Members
