

Shintani Wado Kai Karate Federation



Version 2.2
December 2022

SWKKF Grading Manual

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DOCUMENT VERSION HISTORY

DATE	VERSION	EXPLANATION
October 2014	1.0	Beginning of standardized version numbers – Senate meeting June 2014
April 2015	1.1	Edits changes from grading committee
October 2015	1.2	Edits, removal of Former Senate Members
July 2016	1.3	Edits, addition of new Senate Members
September 2016	1.4	Edits – grading fee change
February 2018	1.5	Added Jōseki board information section
April 2018 Senate approved June 2018	1.6	Wording edits, update to headquarters, update to applicant grading fee, move kyu belt grading requirements in front of BB grading requirements, streamline requirements (remove redundancies), clarify minimum grading times.
June 2020	1.7	Added Special Circumstances Grading information, Black Belt Clinic information, Pre-grading process
November 2020	1.8	Edits to reflect approved documents from Senate Meeting in June 2020 & Dec 2020
September 2021	2.0	Grading Attributes added per rank (Shodan – Hachidan). Update to include shipping costs for certificates in the event virtual gradings are used. Virtual grading best practices.
March 2022	2.1	Updates. Rokudan and Up Gradings
December 2022	2.2	Updated Section E: Randori & Kumite Section

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SECTION A - SWKKF Grading Manual Objective

The objective of the Grading Manual booklet is to provide structure and maintain consistency for all gradings throughout the Shintani Wado Kai Karate Federation. It will educate brown belts, black belts and instructors in the procedures, format, requirements and structure of Kyu Belt and Black Belt Gradings. This Manual will provide a standard from which to continue the upward trend of Black belt and instructor knowledge towards the consistency of members in the Shintani Wado Kai Karate Federation.

Any revisions to this Manual will be made by the Grading Committee. All changes must be ratified and approved by the Senate.

SECTION B - DEFINITION, CLARIFICATION AND EXPLANATION OF TERMS

Active Training (pertains only to SWKKF training)

Active training pertains only to SWKKF training. Attending a minimum of 9 hours training per month with active participation within the class for a total of 10-12 months per year.

Accommodations

In certain situations, accommodations /adaptations / modifications can be made for students that have injuries and/or disabilities. In the case accommodations are requested, it is the candidate's responsibility to document the accommodations in the grading application form.

Black Belt Clinic

Any workout intended for brown belts or higher instructed by a Yodan or up (or by a Sandan upon approval by a senate member) for the purpose of learning, improving, and sharing knowledge.

Grading Committee

A group of volunteer Black belts from various regions of the SWKKF who receive input from Jōseki members, annually review and revise, if necessary, the Grading Manual, and ensure that information approved by the senate is disseminated to the membership.

Grading Facilitator

The person(s) appointed by the President who will receive the application forms, process them (ensure all information is included and accurate), prepare the Jōseki board forms, prepare all application copies for the Jōseki board, make sure certificates are prepared, collect, record and report results.

Advise candidate's instructor when grading requirements are not met that may result in disqualifying an applicant from grading.

Disseminate all material for a Black Belt Grading to the Jōseki Board Chairperson in a timely fashion. Confirm that all Black Belt Gradings are sanctioned by the President and do not conflict with other SWKKF events in the area.

Host Club or Region

The club or region, which organizes and gains approval for a sanctioned Black Belt Grading for candidates of the SWKKF. The host club works with the Jōseki Board Chairperson to ensure there is an adequate number of Jōseki board members, appropriate space and time booked, information is sent out in a timely manner, and other assigned tasks to run a smooth event.

Jōseki Board

The Jōseki Board consists of ranking Black belts (usually Sandan and up) chosen to preside and evaluate candidates at any Black Belt Grading sanctioned by the Shintani Wado Kai Karate Federation. The Jōseki Board Chairperson will approve all Jōseki Board members.

Jōseki Board members are responsible to ensure the safety of the candidates they are evaluating. In the event of an injury, the board member will immediately work with the Jōseki Chairperson to assess the participant's safety and ability to continue.

Jōseki Board Chairperson

The ranking Black Belt approved by the Jōseki Board Executive to adjudicate the proceedings of a sanctioned Black Belt Grading. The Chairperson will have veto power at the Black Belt Grading. The Chairperson is responsible to maintain the consistency of the evaluation process of the entire Jōseki board.

In the event of an injury, Chairperson is responsible to discuss and assess participant's safety and ability to continue with the grading. The Chairperson will determine if the requirements for the grading were met and determine (with the Jōseki Board) whether the candidate will Pass / Fail.

To ensure that new Jōseki Board members and those in training understand the process and the methods used for evaluations.

Jōseki Board Database

The collection of Black Belt Karateka and their experience who may serve as members of a Jōseki board to evaluate candidates and the collection of Ranking Black Belt Karateka and their experience who may serve as a Jōseki Board Chairperson at a sanctioned Black Belt Grading. Available through the President for clubs who host Black Belt Gradings.

Jōseki Board Executive

The Senate is the Jōseki Board Executive. The Jōseki Board Executive is responsible for approving any Black Belt who will represent the Shintani Wado Kai Karate Federation as the Jōseki Chairperson at any sanctioned Black Belt Grading.

Senate

Those Black Belts selected by Hanshi Shintani or elected by the Senate members to manage the Shintani Wado Kai Karate Federation. The Senate serves as the Board of Directors for the SWKKF.

Section C – Organization Information

Senate Members

Sensei Denis Labbé	(President)
Sensei Ron Mattie	(Chief Instructor)
Sensei Jim Atkinson	(Vice President & Secretary)
Sensei Heather Fidyk	(Treasurer)
Sensei Brian Chmay	(Director)
Sensei Michel Gosselin	(Director)
Sensei Bruce Perkins	(Director)
Sensei Neil Prime	(Director)
Sensei Darren Humphries	(Director)

Senate Advisors

Sensei Peter Ruch

Sensei Rick Leveille

Sensei Danny McCoy

Sensei Brad Cosby

Shintani Wado Kai Karate Federation Headquarters

The headquarters for the Shintani Wado Kai Karate Federation are based in St. Catharines, Ontario.

The Harmonizer

The official Shintani Wado Kai Karate newsletter.

SWKKF Official Website

The official website for the Shintani Wado Kai Karate Federation is www.shintani.ca.

SECTION D - GRADING GUIDELINES

SWKKF Members

SWKKF Members will use the following guidelines when preparing for and attending a sanctioned grading.

1. The President will approve and sanction all Black Belt Gradings through the Calendar of Events Application Form, five months' notice is required.
2. Four months notification of the date and location of approved Black Belt Gradings will be announced through the Provincial Reps, the Harmonizer and the SWKKF official website (www.shintani.ca).
3. Grading application forms must be filled out by the karateka and then by the instructor. No student will be eligible for grading without their Sensei's approval.

NOTE: In the event that a Karateka has no affiliation with an instructor or is currently in a political or geographical location which prohibits contact with other SWKKF dojos and wishes to be graded to the next rank without an instructor's recommendation, the Karateka shall follow the procedures listed under "PROCEDURE FOR APPLICANTS WITH NO INSTRUCTOR AFFILIATION" (see section C.2 and C.3).

4. The grading form and payment will be received by the President of the Shintani Wado Kai Karate Organization and then forwarded to the Grading Facilitator for validation.
 - For ranks up to and including Godan the grading form and payment must be received at least **one month** prior to the grading in order to be accepted.
5. A non-refundable fee of \$35.00 plus a \$65 administration (\$100 total and includes GST and/or HST) must accompany the application form. The \$100 fee is the same for all black belt gradings Shodan to Hachidan. Additional costs will be incurred at the grading to cover the costs of the host club's expenses. In the event a Virtual Grading is used, there will be additional costs for shipping certificates.
6. The Karateka shall receive their certificate at no additional charge upon successful completion of the grading.
7. SWKKF members who have not paid their yearly registration dues will not be credited for their time towards their grading while inactive.
8. Failure to comply with the above procedures will disqualify the Karateka from the grading.
9. Any question or clarification of the grading guidelines can be addressed to Sensei Labbé (dlabbe@shintani.ca) or Sensei Mattie (rmattie@shintani.ca).
10. It is highly recommended that anyone applying for any black belt grading attend a pre-grading (See Appendix in their region. This process will provide the candidate information to correct and polish their techniques. At this time candidates will receive feedback as to whether or not they should attend the grading or continue working and attend a grading at a later date.

Notes on Minimum Time:

Each black belt rank is considered a pinnacle achievement in martial arts. As a general observation, most karateka require more than the minimum mandatory time stated in the grading manual to achieve the standard level necessary to progress to the next rank. At each black belt rank, a progression of their skillset and expertise is required (Refer to section H of the SWKKF Grading Manual).

Ultimately, it is the instructor's responsibility to ensure that his/her students are prepared for their grading. This cannot be based solely on the time. Students and instructors will take into consideration many factors including dedication, growth and confidence at that rank, comprehension of the basic techniques, spirit and the physical abilities of the individual being examined. An instructor should only recommend their students for advancement when they have achieved the necessary skill level. Skillset progression and expertise must be shown (Refer to Section H of the SWKKF Grading Manual).

The SWKKF is a family orientated organization with a diverse group of individuals, therefore, we must acknowledge that some people will advance quicker than others.

Black Belt Clinics

Attending clinics outside your own dojo are highly encouraged and recommended by the Senate of the SWKKF. This allows students (regardless of rank) an opportunity to see various perspectives from multiple instructors within the organization.

A regional clinic should include multiple dojos within a regional area and not just the accumulation of multiple instructors from a single club.

All clinics attended should be recorded in your passbook and listed in the appropriate section as defined below. It should also be noted that, (unless rural restrictions apply) clinics taught by your own instructor do not count towards the minimum clinics required annually for advancement in rank for black belts.

Clinics eligible that count towards black belt grading eligibility:

All Senate endorsed clinics apply:

- Instructor's Clinic
- Shintani Kata Clinic
- Kumite Clinic (Sparring Strategies)
- Self Defense Clinic
- Bunkai Clinic

Advanced clinic (Black Belt Clinic)

Any workout intended for brown belts or higher, instructed by a Yodan or up (or Sandan upon approval by a senate member) for learning, improving and sharing knowledge.

Open clinic

Although an open clinic is open to all ranks, any open clinic, regional clinic, or any clinic in conjunction with a sanctioned tournament will qualify as long as there is focus on brown and black belts for a minimum of one hour.

Eligible Clinics if you are teaching

Open and Advanced Clinics

Any clinic taught as a regional workout or in conjunction with a sanctioned tournament as long as the instructor leads the teaching portion for at least one hour.

Shintani Courses

Any instructor leading or assisting in teaching the curriculum

Special Circumstances Grading

In certain situations, there may be a requirement for a special circumstances grading. In these situations, the President of the SWKKF or the Chief Instructor as an appointee of the President has the right to grade any rank up to and including Godan.

Only the President of the SWKKF or someone appointed by the president can perform the special circumstances grading. A Presentation can be awarded after the testing or at the participant's dojo or regional event if successful.

The President and/or Chief Instructor in discussion with the candidates Sensei may determine if a Special Circumstances Grading will or will not be granted."

Who qualifies for a Special Circumstances Grading?

A candidate who wishes to have a special circumstances grading should meet the following criteria:

1. The candidate who presents a chronic (long term or permanent) medical condition that would preclude them from performing at optimal performance for the normal black belt grading duration.
2. The candidate is NOT applying at the minimum time for the rank they are grading for.
3. The candidate shows proficiency in all other requirements for the rank they are grading for.
4. The candidate has been recommended by their Sensei who has supported their application for a Special Circumstances Grading.

A candidate that may suffer from an acute (temporary) injury or medical condition would not be eligible to apply for a Special Circumstances Grading. The candidate will be advised to heal, continue to train, and then apply to the next available Black Belt grading where they are able to perform at their optimal ability.

Applicants with no Instructor Affiliation

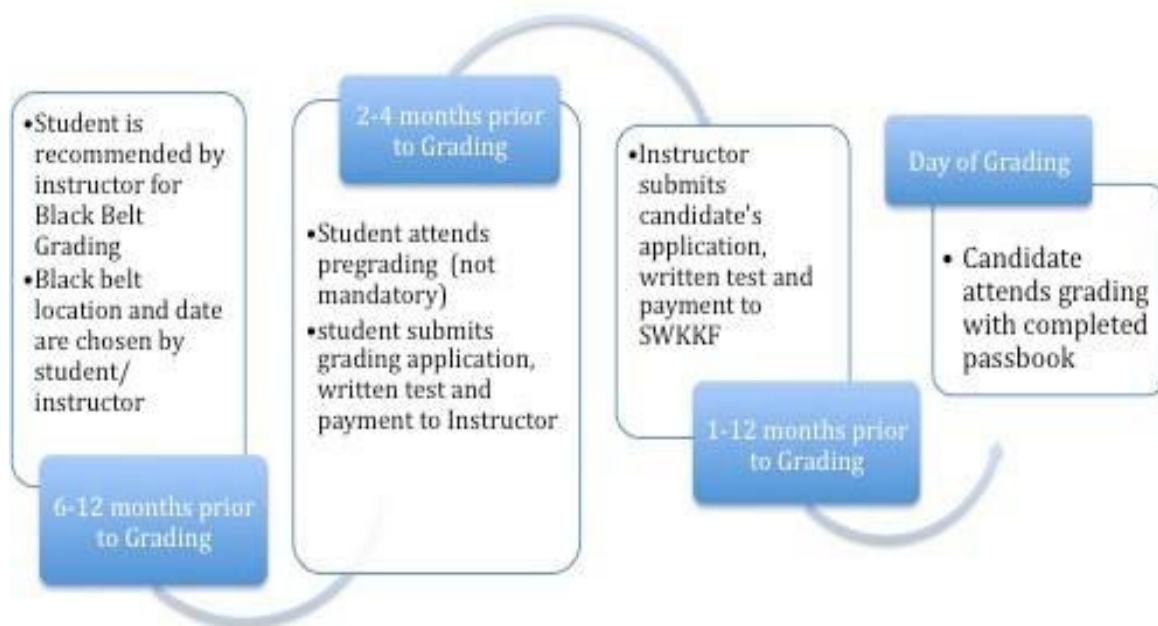
1. The applicant will send a letter to the President of the Shintani Wado Kai Karate Federation.
2. The President will assign a sponsor who will be responsible for the preliminary evaluation of the applicant.
3. If a formal meeting between the sponsor and the applicant cannot be arranged in person, then the sponsor may request a video tape with katas, two step sparring and anything else deemed important for the physical evaluation of the applicant. Background information of the applicant deemed pertinent can also be requested.
4. Sponsor will advise the applicant where a formal grading is and to proceed if the evaluation is successful.
5. The applicant will complete the student's side of the application form.
6. The sponsor will complete and sign the instructor's side of the application form.
7. A non-refundable grading fee of \$100.00 must accompany the application form.

Ranking of Other Styles Joining SWKKF

Black Belts of other styles who wish to join the Shintani Wado Kai Karate Federation shall be acknowledged as an affiliate member until such time that they appear in front of the Jōseki Board for evaluation of rank, at a formal scheduled Black Belt Grading (not preceding less than 12 months). To be eligible, they must be under the direction of an approved instructor under the Shintani Wado Kai Karate Federation.

Usual timeline prior to Black Belt Grading

The figure below outlines the usual timeline that should be followed by a student and his/her instructor prior to a grading.



SECTION E - GRADING STRUCTURE

TIME	SECTION	SUBJECT
9:00 am – 9:30 am		Jōseki Board meeting
9:30 am - 10:00 am	1	¹ Written test – to be reviewed by Jōseki Board Chairperson and grading candidates
10:00 am – 11:00 am	2	All basic techniques (This section is only to evaluate the form and focus of the techniques and should be performed with medium power and medium speed)
11:05 am – 11:50 am	3	Advance combination techniques
12:00 pm – 12:30 pm		½ hour snack break (bring your own)
12:30 pm – 1:30 pm	4	Katas: ten katas performed three times each
1:30 pm – 1:45 pm		15-minute break
1:45 pm – 2:45 pm	5	Kihon kumite
2:45 pm – 3:45 pm	6	Randori & Kumite (Randori 15 – 20 minutes & Kumite 40 – 45 minutes) This section is a primary section. Randori is mandatory for all students. If a student has permanent injuries or chronic health problems, kumite is not mandatory if approved by the chairperson. If a student has no chronic injuries, randori and kumite are mandatory. Randori will be 15 - 20 minutes with at least five 60 – 90 second matches focusing on offense & defense, offense only and defense only. Example if 5 matches are used - Three matches will be offense & defense, one match will be offensive only and one match will be defensive only.
3:45 pm – 4:30 pm		Jōseki Board conference and ranking presentation

**** Times subject to change at the discretion of the Jōseki Board Chairperson

¹ Written test – to be submitted with application form – Appendix B

NOTE:

1. Candidate cannot fail a single Primary section (2, 4, 6) and cannot have three borderline Primary sections.
2. If two Primary sections are borderline then the candidate must pass (without being borderline) Secondary sections (3 & 5).
3. Cannot fail two sections.

SECTION F - GRADING FORMAT

The following items outline the grading format and the procedures that should be used:

1. The Jōseki Board Chairperson will adjudicate the proceedings of the individual Black Belt Grading.
2. The Jōseki Board Chairperson will review or assign a ranking Jōseki member to review (Section 3&5) the counting sequence for Basics Techniques (Section 2) for accurate number of repetitions, adequate use of space/number of persons on the floor, and consistency prior to the start of the grading.
3. The Jōseki Board Chairperson will preview or assign a ranking Jōseki member to preview (Section 3&5) the Advanced Combination techniques and Kihon Kumite Techniques before they are presented at a grading.
4. It is essential that the Jōseki Board consist of members from different clubs or regions at each grading.
5. A student must be evaluated by at least two members (three is recommended) from the Jōseki Board who are not from their club. They must be of a higher rank than those they are evaluating. In the event of a conflict of interest in favour or against, the Jōseki board member should refrain from grading that student.
6. Application forms filtered by the Grading Committee Chairperson will be distributed to Jōseki Board members during the Jōseki Board meeting.
7. Passbook(s) will be presented by candidates to the Jōseki Board Chairperson.
8. Jōseki Board members to review and evaluate applications and passbooks to check that the candidate has met all the grading requirements.
9. The Sensei's instructing the class should be selected and notified at least one hour in advance by the Jōseki Board Chairperson. Any Yodan being graded will be expected to contribute in the teaching of the grading that day.
10. Jōseki Board to evaluate applications and review grading format and guidelines. (See Section D, part 1)
11. If space is limited, only the people being graded will be allowed on the dojo floor.
12. The Karateka may be divided according to rank/age and graded in separate groups in order to concentrate on their requirements for that rank.
13. If after the kata evaluation a student appears uncertain, the Jōseki Board may request that the Karateka repeats the kata individually or in a small group.
14. After the physical evaluation is over, the Jōseki Board will confer in a separate room and two identical copies of the student's evaluation sheet will be made. In the event of a failure, the student's instructor will be asked to participate in the discussion. If the student's instructor is not present, the Jōseki board's decision will stand.
15. The Jōseki Board Members will meet with all the students who have been evaluated and their Sensei for constructive remarks. At this time a copy of the student's summary sheet will be handed to the Karateka.
16. All students will be lined up for the presentation.
17. Top ranking Jōseki board members will present the belts and/or certificates to the successful applicants. (Note: if approved by the Jōseki Chairperson certificates maybe presented at a banquet following the grading)
18. When the student receives the new rank:
 - a. Shodan – Brown belts and special belts will drop down on their left knee and remove their belt. They will stand up and hold their old belt in their hand. Upon receiving their certificate, the student will bow once to the presenter, take a few steps back and bow once to the Jōseki Board.
 - b. Nidan and higher - the student will step forward and bow to the black belt presenting their certificate. Upon receiving their certificate, the student will bow once to the presenter, take a few steps back and bow once to the Jōseki Board.

19. Jōseki Board Chairperson will ensure the summary sheet and grading package is sent to the President of the Shintani Wado Kai Karate Federation for recording purposes.
20. No ranks will be recognized unless all the above steps have been followed.

SECTION G – GRADING REQUIREMENTS – KYU BELTS

Kyu Belt Grading Syllabus

Kyu Belt Gradings are the responsibility of the individual clubs. The SWKKF requirements for full colored belts are listed in the passbook. Individual clubs may choose to use a stripe system of either a black stripe through the middle of the belt or black stripe(s) at the end of the belt. The following table outlines the minimum training requirement for each kyu belt.

For each advancement in rank, you must demonstrate improvement in basic technique, kihon and kumite techniques, and previous katas learned.

Minimum overall timeline from white belt to black belt is 4 years. The average person will achieve their black belt in 5 years. People that cannot dedicate time to consistent training or do not have above average athleticism will take longer.

RANK ATTEMPTED	REQUIRED KATA	MINIMUM TRAINING TIME
Yellow (Roku-kyu)	Pinan Shodan	4 Months or 50 hours
Orange (Go-kyu)	Pinan Nidan	4 Months or 50 hours
Green (Yon-kyu)	Pinan Sandan	4 Months or 50 hours
Blue (San-kyu)	Pinan Yodan	4 Months or 50 hours
Brown (Ni-kyu / Ik-kyu)	Pinan Godan	6 Months or 75 hours
Red (Ik-kyu) – Age 15 (optional junior rank)	Kushanku	18 Months

NOTE: Time in hours applies only after the minimum month limit is reached (for irregular training). Regular training for the kyu belt ranks is one to two times per week without any significant breaks.

SECTION H - GRADING REQUIREMENTS – DAN LEVELS

This section outlines the requirements for each of the DAN levels as well as what attributes the Jōseki board is looking for at each of the Yudansha ranks. In addition to training at your own dojos, students are encouraged to share and acquire knowledge from other Shintani Wado Kai Karate Members.

When progressing through yudansha ranks, there should be a continuous evolution of your physical, technical, tactical and mental proficiency. You should demonstrate a never-ending desire to improve yourself.

A shodan will demonstrate competence in the basics of Shintani Wado Kai Karate. A shodan will be able to demonstrate knowledge and understanding of all sections of the grading curriculum.

A nidan will demonstrate additional speed, focus, and power. There will be increased confidence in the overall techniques and abilities.

A sandan will demonstrate efficiency and effectiveness. Being able to convey this to others is part of that development and critical to the advancement of the art.

A yodan will demonstrate knowledge and confidence in your basic and advanced techniques. A yodan is proficient but continues to strive for advanced personal accomplishment.

A godan level and above will demonstrate superior knowledge and understand of all aspects of karate. A well-rounded black belt has established a combination of physical expertise, humility, loyalty and leadership.

To receive the rank of Shodan

To receive the rank of Shodan, you must meet the following guidelines:

1. Be minimum 16 years of age.
2. Recommended minimum 4 years of Active Training (see Section B definitions).
3. Have been a brown belt at least 18 months of Active Training (see Section B definitions).
4. Attend a minimum of 2 Black Belt Clinics each calendar year and they must be recorded in your passbook.
5. You are encouraged to compete or participate in 2 SWKKF tournaments annually and they must be recorded in your passbook.
6. Meet the minimum kyu belt requirements as outlined in SECTION G “Kyu Belt Gradings”.
Additional kata requirements:
 - a. Kushanku
7. Techniques to be performed:
 - a. Basic techniques.
 - b. Combination block-counter.
 - c. Taisabaki movement.
 - d. Side stepping.
 - e. Fluency in combination techniques.
 - f. Randori, Kihon Kumite and Kumite.
 - g. Also see Grading Forms for complete details on Grading Techniques
8. The individual must be of strong moral character and demonstrate mental and emotional maturity and should be reflected in their behavior. The student must be in compliance with the Code of Conduct (Section "A" - Code of Conduct of the SWKKF Standards and Ethics).

The attributes that are required to progress to the rank of Shodan are as follows:

1. Technical Basics.
 - a. Present and have a good comprehension of the basic techniques and katas as outlined within the grading curriculum.
 - b. Present the technical aspects of waza, kihon, kata and kumite as outlined in grading curriculum.
2. Evidence of the major rules.
 - a. Hip rotation (98% of the time your hips must rotate one way or the other).
 - b. 99% of the time your Shoulder, elbow, hip and knee follow each other.
 - c. 99% of the time when you turn, it is always in a wide stance.
 - d. When turning, you must set your foot approximately 45 degrees past the direction you are going to.
3. Show good form and power in basics, advanced basics and kata.
4. Demonstrate kime (focus, ki ken tai ichi), spirit, and control while performing kihon and kumite techniques.
5. Targeting
 - a. Proper range of blocks
 - b. Be precise on the location of your strikes, punches, kicks. Demonstrate proper targeting in all sections of the grading.
6. Distancing and Timing.
 - a. Demonstrate proper range for the technique(s).
 - b. Demonstrate timing at execution of technique offensively and defensively.
7. Taisabaki (body shifting)
 - a. Core body movement
 - b. Correct rotation for blocks and strikes.
8. Follow the directions of the instructor on the day of the grading.

To receive the rank of Nidan

To receive the rank of Nidan, in addition to meeting all previous rank requirements you must meet the following guidelines:

1. Be minimum 19 years of age.
2. Have been a Shodan at least 2 years of Active Training (see Section B definitions).
3. Attend a minimum of 2 Black Belt Clinics each calendar year and they must be recorded in your passbook.
4. You are encouraged to compete or participate in 2 SWKKF tournaments annually and they must be recorded in your passbook.
5. The individual must be of strong moral character and demonstrate mental and emotional maturity and should be reflected in their behavior. The student must be in compliance with the Code of Conduct (Section "A" – Code of Conduct of the SWKKF Standards and Ethics)
6. Additional kata requirements:
 - a. Seishan
 - b. Naihanchin

The attributes that are required to progress to the rank of Nidan are as follows:

1. Technical basics have improved.
2. Show an improvement on form and power.
3. Speed has increased on techniques.

The attributes that are suggested to enhance further knowledge and understanding include:

1. Technical Basics
 - a. Continued development can be observed through power and speed of techniques in waza, kihon, kata and kumite.
 - b. Elimination of extra movement
2. Show good body mechanics, good form, speed and power in all sections of the grading.

3. Show confidence in the performance in all aspects of the grading sections.
4. Kata
 - a. Speed, power, timing, and sequencing.
 - b. Conformance to the documented expected standards.
5. Demonstrate kime (focus, ki ken tai ichi), spirit, and control while performing kihon and kumite techniques.
6. Targeting
 - a. Be precise on the location of your strikes, punches, kicks. Demonstrate proper range of targeting in all sections of the grading.
7. Distancing and Timing.
 - a. Demonstrate proper distancing range for the technique(s).
 - b. Timing of execution of technique offensively and defensively.
 - c. Understand and demonstrate footwork, pivoting and usage of angles (off the line, side stepping).
8. Taisabaki (body shifting)
 - a. Demonstrate core body movement.
 - b. Correct rotation for blocks and strikes.
9. Follow the directions of the instructor on the day of the grading.

To receive the rank of Sandan

To receive the rank of Sandan, in addition to meeting all previous rank requirements you must meet the following guidelines:

1. Have been a Nidan at least 3 years of Active Training (see Section B definitions).
2. Attend a minimum of 2 Black Belt Clinics each calendar year and they must be recorded in your passbook.
3. You are encouraged to compete or participate in 2 SWKKF tournaments annually and they must be recorded in your passbook.
4. The individual must be of strong moral character and demonstrate mental and emotional maturity and should be reflected in their behavior. The student must be in compliance with the Code of Conduct (Section “A” – Code of Conduct of the SWKKF Standards and Ethics).
5. The individual must be able and willing to convey their knowledge of Wado Kai karate through example. An exceptional teacher must be able to bring the best out of all their students and help continue to grow a strong federation as Hanshi Masaru Shintani has set the foundation for.
6. Additional kata requirements:
 - a. Chinto.

The attributes that are required to progress to the rank of Sandan are as follows:

1. Improvement on previous rank requirements.
2. Transitions between movements.
3. Shintani Kihon-Kumite techniques.

The attributes that are suggested to enhance further knowledge and understanding include:

1. Transitions
 - a. Quick transitions between movements
 - b. Fluidity of movement of techniques by removing additional preparatory movements (I.E. Sets)
2. Good understanding of Shintani Kihon-Kumite techniques
3. Some understanding of bunkai from 5 Pinan Kata’s (Not evaluated). Students are encouraged to attend the Shintani Bunkai Courses
4. Kata
 - a. Finish the move completely before moving to next. (Observable Kime)
 - b. Show a good balance of speed, power, timing, spirit, and flow
 - c. Fluidity throughout kata

- d. Effective sequences
- e. Conformance to the expected standards
- 5. Technical Basics
 - a. Proficiency can be observed through efficiency and effectiveness of technique in all sections of the grading.
 - b. Elimination of extra movement.
- 6. Demonstrate good body mechanics and alignment combined with form, speed and power in all sections of the grading.
- 7. Show confidence in the performance in all aspects of the grading sections.
- 8. Demonstrate Kime (focus, ki ken tai ichi), spirit, and control while performing kihon and kumite techniques.
- 9. Targeting. Demonstrate effective targeting
- 10. Distancing and Timing.
 - a. Demonstrate effective range of blocks and strikes
 - b. Timing of effective techniques (offense and defense)
 - c. Demonstrate Go-No-Sen (Block and then Counter), Sen-No-Sen (Attack the Attack) and Sen-Sen-No-Sen (Attack before the attack).
- 11. Taisabaki (Body Shifting).
 - a. Demonstrate core body movement.
 - b. Correct rotation for blocks and strikes.
- 12. Follow the directions of the instructor on the day of the grading.

To receive the rank of Yodan

To receive the rank of Yodan, in addition to meeting all previous rank requirements you must meet the following guidelines:

1. Have been a Sandan at least 4 years of Active Training (see Section B definitions).
2. Attend a minimum of 2 Black Belt Clinics each calendar year and they must be recorded in your passbook.
3. You are encouraged to compete or participate in 2 SWKKF tournaments annually and they must be recorded in your passbook.
4. Be of strong moral character and demonstrate mental and emotional maturity and should be reflected in their behavior. The student must be in compliance with the Code of Conduct (Section "A" - Code of Conduct of the SWKKF Standards and Ethics).
5. The individual must be able and willing to convey their knowledge of Wado Kai karate through example. An exceptional teacher must be able to bring the best out of all of their students and help continue to grow a strong federation as Hanshi Masaru Shintani has set the foundation for.
6. Additional kata requirements: Wanshu

The attributes that are required to progress to the rank of Yodan are as follows:

1. Refinement of the attributes listed in the Sandan Section
2. Improvement on previous rank requirements
3. Enhanced understanding and demonstration of Shintani Kihon-Kumite techniques.

The attributes that are suggested to enhance further knowledge and understanding of Shintani Wado Kai Karate include:

1. Further analysis of kata bunkai. (Suggest attending Shintani Bunkai courses).
2. Develop teaching skills. (Suggest attending Shintani Instructor course and teaching classes, clinics and workshops).
3. Follow the directions of the instructor on the day of the grading.

To receive the rank of Godan

To receive the rank of Godan, in addition to meeting all previous rank requirements you must meet the following guidelines:

1. Have been a Yodan at least 5 years of Active Training (see Section B definitions).
2. Attend a minimum of 2 Black Belt Clinics each calendar year and they must be recorded in your passbook.
3. Be an active instructor and instruct at least two Black Belt Clinics in your grading year.
4. You are encouraged to compete or participate in 2 SWKKF tournaments annually and they must be recorded in your passbook.
5. Instruct part of the grading. Evaluation for instruction will be done during a Friday evening clinic the night before the grading. The candidate(s) for Godan will each teach sections of the clinic and their instruction / teaching will be evaluated by the Jōseki assigned. In the event there is no clinic associated with the grading, alternate arrangements will be used. Evaluation for instruction will be done during clinic at a pre-determined date by a Jōseki board that is approved by the Chief Instructor. This should be done in advance of the grading to ensure proper feedback and mentoring can be provided to each candidate. The individual must be able and willing to convey their knowledge of Wado Kai Karate through example. An exceptional teacher must be able to bring the best out of all of their students and help continue to grow a strong federation as Hanshi Masaru Shintani has set the foundation for.
6. The individual must be of strong moral character and demonstrate mental and emotional maturity and should be reflected in their behavior. The student must be in compliance with the Code of Conduct (Section “A” – Code of Conduct of the SWKKF Standards and Ethics).
7. Successful Mentorship evaluation. The evaluation form has to be completed for the clinics taught and attached to the Godan application form. The evaluation form will be completed by the ranking Yudansha present at the clinics. Refer to **Appendix F: Mentor Evaluation Form**.
8. Additional kata requirements:
 - a) Seisho
 - b) Gensho Shodan

The attributes that are required to progress to the rank of Godan are as follows:

1. Perfection of previous rank requirements.

The attributes that are suggested to enhance further knowledge and understanding of Shintani Wado Kai Karate include:

1. Further analysis of kata bunkai. (Suggest attending Shintani Bunkai courses).
2. Develop teaching skills. (Suggest attending Shintani Instructor course and teaching classes, clinics and workshops).
3. Continuous learning and development (knowledge, technical and practical application).
4. Follow the directions of the instructor on the day of the grading.

Rokudan and Up Gradings

Every rank achieved is an accomplishment and a testament of your dedication to the martial arts. By the time you are being considered for the rank of Rokudan, you have spent at least 25 years on your journey. In many cases, that's more than half your lifetime. The Senate of the SWKKF would like to hear and see where that journey has taken you and understand how the spirit of Hanshi Shintani has influenced you.

Here are some suggestions to guide you through the presentation.

As an introduction, we want to hear your story. Tell us about your journey and what have you contributed to the organization as a mentor, or leader and what have you done to support the endeavors of the SWKKF and pass along the philosophies of Hanshi Shintani.

The next four sections require a physical demonstration and explanation.

The Senate is looking for a progression of your technique. What methods or concepts are important to you? What makes your karate strong? What message do you want to relay to your students and those you have an opportunity to influence through your teachings? How does this relate to the katas of the SWKKF and what does the kata teach us about Shintani karate?

In your presentation to the SWKKF Senate, please prepare a demonstration approximately 20 to 30 minutes (maximum) in duration covering the following aspects of your karate and philosophies:

1. Background and history
2. Ido-Kihon (basics)
3. Kata
4. Bunkai
5. Kihon Kumite / Kumite
6. Other

To receive the rank of Rokudan

To receive the rank of Rokudan, you must meet the following guidelines:

1. Have been a Godan at least 6 years of Active Training (see Section B definitions).
2. Be actively, or in the past be involved in the Shintani Wado Kai Karate Federation at a regional, provincial, or national level.
3. The individual must be of strong moral character and demonstrate mental and emotional maturity and should be reflected in their behavior. The student must be in compliance with the Code of Conduct (Section "A" – Code of Conduct of the SWKKF Standards and Ethics).
4. Invitation to complete a 20 – 30-minute presentation to the Senate. The presentation is open-ended and flexible to showcase your understanding of Hanshi Shintani's philosophies. The presentation can be done in-person, via video submission or via live online format (ex. Zoom). The following guidelines can be used:
 - a) Background on yourself and training experience.
 - b) I-do Kihon
 - c) Kata. Teach section of a Shintani Kata, perform a Shintani kata.
 - d) Bunkai from a Shintani kata.
 - e) Kihon Kumite.
 - f) Other
5. Hold a Shintani Wado Kai Karate Federation Level 4 Instructor Certification.
6. Ranking will be by approval of the Senate.
7. Refer to the Grading Process document in the Appendix.

The attributes that are required to progress to the rank of Rokudan are as follows:

1. Maintain requirements of previous ranks.
2. Demonstrate leadership skills and qualities.
3. Maintain involvement in the SWKKF. Involvement can be regionally, provincially, or nationally.
4. Understand and teach the Shintani philosophies.

To receive the rank of Shichidan

To receive the rank of Shichidan, you must meet the following guidelines:

1. Have been a Rokudan at least 7 years of Active Training (see Section B definitions).
2. Be actively involved in the Shintani Wado Kai Karate Federation at a regional, provincial, or national level.
3. Must be in an instructional and/or active leadership role in the organization.
4. Ranking will be by approval of the Senate.
5. Refer to the Grading Process document in the Appendix.
6. The individual must be of strong moral character and demonstrate mental and emotional maturity and should be reflected in their behavior. The student must be in compliance with the Code of Conduct (Section “A” – Code of Conduct of the SWKKF Standards and Ethics).
7. Invitation to complete a 20 – 30-minute presentation to the Senate. The presentation is open-ended and flexible to showcase your understanding of Hanshi Shintani’s philosophies. The presentation can be done in-person, via video submission or via live online format (ex. Zoom). The following guidelines can be used:
 - a) Background on yourself and training experience.
 - b) I-do Kihon
 - c) Kata. Teach section of a Shintani Kata, perform a Shintani kata.
 - d) Bunkai from a Shintani kata.
 - e) Kihon Kumite.
 - f) Other

The attributes that are required to progress to the rank of Shichidan are as follows:

1. Maintain requirements of previous ranks.
2. Demonstrate leadership skills and qualities.
3. Maintain involvement in the SWKKF. Involvement can be regionally, provincially, or nationally.
4. Understand and teach the Shintani philosophies.

To receive the rank of Hachidan and Higher

The rank of Hachidan and higher is an **honorary rank** that does not require an examination. To receive the rank of Hachidan, you must meet the following guidelines:

1. Ranking will be by approval of the Senate.
2. The individual must be of strong moral character and demonstrate mental and emotional maturity and should be reflected in their behavior. The student must be in compliance with the Code of Conduct (Section “A” – Code of Conduct of the SWKKF Standards and Ethics).
3. Refer to the Grading Process document in the Appendix.

The attributes that are required to progress to the rank of Hachidan, Kudan & Judan are as follows:

1. Active in the SWKKF at the regional, provincial, or national level.
2. Demonstrate leadership skills and qualities.

Senate Grading Clause

Notwithstanding the grading guidelines for advancement in all the Black Belt ranks (Shodan, Nidan, Sandan, Yodan, Godan, Rokudan, Shichidan, Hachidan, Kudan & Judan), the Senate has the authority and may grade an individual to a rank in circumstances they feel warrant it.

Definitions Used in Grading Requirements Section

The following definitions have been used in the grading requirements sections. For formal definition, Wikipedia (<https://en.wikipedia.org/wiki>) was used. Each definition is defined.

Attributes: In the context of the grading manual, attributes are the characteristics the jōseki board are looking for to progress to the next dan level.

Bunkai: Is the analysis or disassembly of a kata to understand the application of a move or sequence of moves in a kata.

Go no sen: (post-initiative) A concept in which a combatant takes the initiative in a fight after the opponent has already started an attack. In other words, once the opponent starts to attack, the defending combatant performs this technique.

Sen no sen: (simultaneous-initiative) A concept in which a combatant and attacker takes initiative in a fight at the same time.

Sen sen no sen: (pre-emptive-initiative) A concept in which a combatant takes initiative in a fight and attacks before the attacker fully commits to the attack.

Kihon Kumite: Kihon is the practice of basics. Kumite is sparring. Kihon kumite is basic kumite techniques practiced in a sequence.

Ki Ken Tai Ichi: Unity of the mind and body. Ki ("energy/power"), Ken ("weapon") Tai ("body") Ichi ("one"). Every part of the body focusing and locking together when executing a technique. The body and technique finish together with maximum power.

Kime: Kime has many definitions. In karate it can mean "power" and/or "focus," describing the instantaneous tensing at the correct moment during a technique. The tension at this time is mostly focused on the dantian ("hara") and abdomen.

Taisabaki: (handling well the body) relates to 'whole body movement', or repositioning. It can be translated as body-management. It is a term used widely in kendo, jujutsu, aikido, judo, karate and ninjutsu. Taisabaki is usually used to avoid an attack, such that the receiver of the attack ends up in an advantageous position and it is often wrongly referred to as "evasion."

Waza: Simplest meaning is a technique.

SECTION I –Jōseki Board Grading Information

This section provides information for the Jōseki Board responsibilities.

The evening before a grading (or sooner) you will be informed about which section of the grading you will lead, the time allotment or if you will be required to lead any sections.

On the day of the grading arrive early and be prepared ahead of schedule

The Jōseki Board Chairperson will call a meeting and outline the day's events and assign to you the candidates for evaluation.

Review of documents. Ensure you have the following for each candidate at your assigned table:

1. Passbook
 - a. check that all registration stickers are in place.
 - b. grading dates are same as on application.
 - c. tournaments & workshops are entered and meet the requirements for their rank.
2. Application form
 - a. Ensure that candidate is eligible for grading – age, time at rank, time on the floor, etc.
 - b. Note any injuries or disabilities.
 - c. Read answers to questions to become familiar with candidate.
3. Written test will be reviewed with group by a ranking black belt (either a godan candidate or Jōseki board member)
4. The Jōseki Board score sheets are set up as follows:
 - a. Basics and kata sections of the score sheets are setup for making each requirement/kata with space for recording notes.
 - b. Advanced Technique, Kihon Kumite and Randori/Kumite Sections are set up to offer a choice of how you would like to evaluate (score, comments) and the concepts you need to examine
5. Basics are evaluated as either:
 - a. pass - candidate performs the correct technique with understanding and confidence
 - b. fail – candidate lacks both the knowledge and ability to perform the technique

Evaluate each technique as either P or F on each skill, keep in mind that only the “P” will be counted in the total. Make notes for improvement at the end of each section or as the section progresses. At the end of the section count up the number of P's allotted and enter number on top first sheet, this number will determine if they pass borderline or fail the section.

If at the end of this section the candidate is borderline or fail inform the Jōseki chairperson immediately.

**Note on counting Basics (see end of this section)*

6. Advanced basics are also evaluated as either a PBF – same criteria as above
You are provided with a variety of methods in which evaluate. Choose your style, some prefer to evaluate overall picture and look at everything at the same time, space is provided, some people prefer to evaluate each aspect in more isolation, check boxes are provided. Decision is made as to PBF at end of section based on overall ability of advanced basic combinations.
7. Kata section. To pass the kata section, a candidate must:
 - a. Pass all Pinan Katas
 - b. Pass the Kata specific to his/her rank
 - c. Not have more than two borderline Kata results in any other of the mandatory Black Belt Katas.

Kata is performed 3 times. The first time as one count one move where the candidate must demonstrate their knowledge and ability of the techniques and form of the kata. The second time is one count one sequence where the candidate must demonstrate their ability to string together the techniques with form and flow. The third time the count is left open where the candidate is to demonstrate their ability to demonstrate their timing, execution of the kata with spirit and conviction.

The evaluation form gives the Jōseki board member the option to evaluate each version of the kata individually and space to make comments.

If at the end of this section the candidate is borderline or fail inform the Jōseki chairperson immediately.

8. Kihon Kumite is also evaluated as either a PBF – same criteria as above
You are provided with a variety of methods in which evaluate. Choose your style, some prefer to evaluate overall picture and look at everything at the same time, space is provided, some people prefer to evaluate each aspect in more isolation, check boxes are provided. Decision is made as to PBF at end of section based on overall ability of the kihon kumite combinations.
9. Randori/Kumite is also evaluated as either a PBF – same criteria as above
You are provided with a variety of methods in which evaluate, same as above.

Summary of Grading

This form is filled out by the Jōseki board group evaluating each candidate. It is filled out in duplicate with one copy for the student and one copy for SWKKF records. This form is partially filled out during the lunch break to determine if any issues and completed at the end of the grading process.

Reminder – candidates cannot fail section 2, 4 or section 6 of the grading. If section 2, 4 or 6 are borderline then the candidate must pass (without being borderline) sections 3 and 5.

Strengths – this feedback is to highlight the candidate’s strong abilities for each section, use positive language

Weaknesses – this feedback is to provide constructive (not negative) information about their abilities in each section.

Recommendations – this feedback provides an outline for going forward in their training, use descriptive, constructive and positive language.

Note on counting Basics

The grading sheets have changed to reflect the minimum number of repetitions required to be executed. Keeping in mind that space and size of group is different at each grading, below are suggestions.

Most important is communicate and be consistent.

Explain and demonstrate how the count and turns will be completed for the basics portion of the grading. Keeping in mind that there is a minimum number of repetitions that must be executed. Depending on the size of the group a few more repetitions may need to be counted.

Minimize the number of turns with more emphasis on repetition of technique. Ex. Rather than counting to 3 and then turn, if space allows count to 5 or more before turning. Don’t forget to complete all the required repetitions.

Shintani Kata

It is highly recommended to include the Shintani kata. The following table provides a recommended list by belt rank.

FROM	TO	SHINTANI KATA
White	Yellow (roku-kyu)	Chi Kata, Chonan
Yellow	Orange (go-kyu)	Chonan
Orange	Green (yon-kyu)	Chonan Shodan
Green	Blue (san-kyu)	Tekki Shodan, Shopai
Blue	Brown (ni-kyu/ik-kyu)	Seisho, Sankio
Brown	Shodan	Teisho, Chocodo
Shodan	Nidan	Taisei, Gensho Shodan
Nidan	Sandan	Kempei, Seipai, Teisho Die
Sandan	Yodan	Sei Shun Tei, Kumsho
Yodan	Godan	Gensho, Gahanshu

APPENDIXES

Appendix A: Pre-Grading Evaluation Process

Pre-grading evaluation is highly recommended for all brown and black belts who are considering grading for their next rank. The Pre-grading Jōseki board will evaluate candidates and provide both the candidate and the candidate's instructor with feedback and constructive recommendations. The goal is to provide candidates with an opportunity to be assessed by instructors outside their dojo and provide objective feedback that the instructor can use to determine if the student will be sent for a grading. The final decision on sending a student is the responsibility of the instructor.

Participation at pre-gradings are open to all brown belt students and up regardless if the student is getting evaluated or not.

Host Action Items

- Complete and submit a Calendar of Events Form to Sensei Labbe requesting permission to host a Pre-Grading a minimum of 60 days prior to grading date (90 days is recommended).
- Maintain open communication with and distribute information through Regional Representative.
- Information distribution
 - Request each candidate's name, dojo, rank, instructor, date of last grading and potential grading date.
 - There will be two categories of candidates:
 1. A Student eligible and requesting evaluation for the next grading.
 2. A Student requesting input for a grading beyond the next set grading date.
- Request volunteers for the Jōseki board who hold a minimum rank of Sandan. Senior Nidans may be requested for extra assistance and mentoring. It is expected all Sandans and up assist on the Jōseki Board at Pre-gradings in their region.
- Section 2 and Section 4 must follow the SWKKF syllabus.
- Section 4 candidates will perform each kata two times – 1 count 1 move and then sequences.
- Sections 3, 5 and 6 should reflect what the candidates will experience on grading day.
- Randori (section 6) should be included in the pre-grading if time allows before sections 3 or 5.
- It is the responsibility of the host to:
 - Follow the grading syllabus. This affords the Jōseki Board with the best opportunity to assess the candidate's abilities and provides the candidate with the most useful feedback.
 - Supply all Grading/Feedback Form, Instructor Pre-Grading Feedback Form and follow the grading structure. This is all available on the SWKKF website
 - Ensure the students receive their Grading/Feedback Form.
 - Ensure Instructors receive the Instructor Pre-Grading Feedback Form.

Jōseki Member

- The Jōseki Board members should provide the student written constructive feedback and recommend areas of focus when training.
- Provide the written grading/feedback form to the student.
- Present the instructor with the completed Instructor Pre-Grading Feedback Form.

Candidate

- Recommendations should be implemented in their training regime prior to grading date.

Instructor

All students being recommended for a grading should attend at least one pre-grading prior to their grading date. It is also recommended students experience and participate in a formal black belt grading prior to their actual grading day.

Instructor Pre-Grading Feedback Form

This sheet should be provided to the student’s instructor. It is the Instructor’s responsibility to include this form into their students grading application package that is submitted prior to the grading.

It is recommended that a student that has not performed at the caliber necessary to receive a positive recommendation should be withdrawn from the next grading and not considered until the candidate meets the standards.

PRE-GRADING FEEDBACK SHEET

Note: Due to time restrictions NOT all sections may be completed at pre-grading.

FULL NAME		PRESENT RANK	Choose an item.
INSTRUCTOR			
LAST GRADING DATE		POTENTIAL GRADING DATE	
JŌSEKI BOARD	1. 2.	3. 4.	
SCORING F – Fail (Unsatisfactory for their rank) B – Borderline (Minimum requirements only) P – Pass (Very good. Competent at their rank)		Injuries:	
		Recommendations	
SECTION 2 PRIMARY Basic Technique	<input type="checkbox"/> F <input type="checkbox"/> B <input type="checkbox"/> P		
SECTION 3 SECONDARY Advance Technique	<input type="checkbox"/> F <input type="checkbox"/> B <input type="checkbox"/> P		
SECTION 4 PRIMARY Katas	<input type="checkbox"/> F <input type="checkbox"/> B <input type="checkbox"/> P		
SECTION 5 SECONDARY Kihon Kumite	<input type="checkbox"/> F <input type="checkbox"/> B <input type="checkbox"/> P		
SECTION 6 PRIMARY Randori/Kumite	<input type="checkbox"/> F <input type="checkbox"/> B <input type="checkbox"/> P		
Overall Recommendations / Summary			
PLEASE CHECK ONE OF THE FOLLOWING AS AN OVERALL SCORE: <input type="checkbox"/> F <input type="checkbox"/> B <input type="checkbox"/> P DO YOU RECOMMEND THIS STUDENT TO ATTEND THE POTENTIAL GRADING DATE? <input type="checkbox"/> YES <input type="checkbox"/> NO			

Important: Current grading guidelines state that a candidate cannot fail a single Primary section (2,4,6) and cannot have three borderline Primary sections. If two Primary sections are borderline then the candidate must pass (without being borderline) Secondary sections (3 and 5). Cannot fail two sections.

This sheet should be provided to the student’s instructor. It is the Instructor’s responsibility to include this form into their students grading application package. It is recommended that a student that has not performed at the caliber necessary to receive a positive recommendation should be withdrawn from the next grading and not considered until the candidate meets the standards.

Appendix B: Grading Questionnaire

Refer to the Shintani Wado Kai Karate Federation website for the current version of the Written Test.

Appendix C: Application for Shodan

Refer to the Shintani Wado Kai Karate Federation website for the current version of the Shodan application form.

Appendix D: Application for Nidan / Sandan / Yodan

Refer to the Shintani Wado Kai Karate Federation website for the current version of the Nidan/Sandan/Yodan application form.

Appendix E: Application for Godan

Refer to the Shintani Wado Kai Karate Federation website for the current version of the Godan application form.

Appendix F: Mentor Evaluation Form

The following is the Mentor Evaluation form that will be used as part of the mentorship program.

SWKKF Mentor Evaluation Form

Name:

Date:

Feedback Given By:

Area / (examples)	Feedback
Process <ul style="list-style-type: none">• Did you understand instructions• Did you follow instructions• Did you adjust to your audience• Did you use your assistant (s) effectively	
Personality <ul style="list-style-type: none">• empathy for where audience is at in learning,• approachability, caring, genuine• ability to engage, use of humour, stories, inspiration• body language style, (eye contact, hand gestures, wandering, tics)• speaking style (voice, speed, pauses, fillers)• overall comfort level, energy, passion	
Performance <ul style="list-style-type: none">• ability to provide feedback, doesn't embarrass• ability to provide clear direction, explanation and examples to different learning styles/ages, from complex to simple• ability to handle questions, ability to handle group dynamics	
Additional Feedback	

Appendix G: Rokudan / Shichidan / Hachidan Grading Process

Refer to the Shintani Wado Kai Karate Federation website for the current version of the Grading Process for Rokudan, Shichidan and Hachidan. An application form for Rokudan, Shichidan and Hachidan is included in the process document.

Appendix H: SWKKF – Black Belt Grading Excel Worksheet

The Black Belt grading excel worksheet consists of the following tabs:

1. Student Info – Excel worksheet Tab that is used to fill out the Grading information (Date, Jōseki Board Chairperson, Student Name, Passbook, Club, Date of Last Grading, Instructor and Rank Attempted).
2. Instructor Instructions.
3. Section 1: Written Questionnaire ** Refer to the Applicant Written Test Document above.
4. Section 2: Basics
5. Section 3: Advanced Techniques & Combinations
6. Section 4: Kata
7. Section 5: Kihon Kumite
8. Section 6: Randori / Kumite
9. Teaching
10. Summary Sheet

Refer to the Shintani Wado Kai Karate Federation website for the current version of the Black Belt Grading Excel worksheet.

Appendix I: Virtual Grading / Pre-Grading Best Practices

When running a virtual or online grading or pre-grading takes a lot of planning and execution. The following lists some best practices grading hosts should consider:

1. Do not have people instructing during the grading also evaluating. Instructors should focus on running the grading and do all of the techniques throughout.
2. Prior to grading or pre-grading, both Jōseki members and candidates:
 - Have the latest version of the Zoom Client installed. ([Upgrade / update to the latest version – Zoom Help Center](#)). This will allow the Jōseki members and candidates to “Pin” multiple candidates to their screen.
 - Request each candidate provide:
 - Date of Last Grading
 - Training schedule in the past year, including any clinics attended.
 - Date the Candidate is planning for an actual grading.
 - List of injuries that a candidate may have.
 - Host:
 - Determines the Jōseki grouping and identifies the group numbers
 - Creates the grading sheets using the Black Belt Grading Sheet.xlsx
 - Identifies technical support person who will be used to solve technical issues, create breakout rooms etc. This person should be very knowledgeable using Zoom.
 - Arrange a meeting with Jōseki board to discuss and finalize the plan for the grading / pre-grading.
 - Review Zoom best practices.
 - Review targeting, realism, speed, power and how to evaluate remotely.
 - Host reviews the groupings and the excel worksheet.
 - Candidates and Grading Instructors should have tape on the floor to use as a centre line and have a point of reference
 - Candidates and Grading Instructor(s) should have something to target (chair, kicking bag etc.)
3. Day of the Grading / Pre-grading:
 - Jōseki members should arrive 30 minutes prior to the start.
 - When they arrive the Jōseki should be put into a Zoom Breakout Room.
 - Meeting hosts makes all Jōseki members a Co-Host.
 - In the breakout room, the host identifies which group number they will be evaluating.
 - Jōseki member renames themselves to _# Denis Labbe using the group number of the group they will be evaluating (ex. _1 Denis Labbe).
 - During the grading/pre-grading, the Jōseki member turns off their video.
 - Candidates should arrive 15 minutes prior to the start and be warmed up and ready.
 - When they arrive the candidates should stay in the main Zoom room.
 - Candidates should rename themselves using an underscore followed by number and name (Ex. _1 Denis Labbe)
 - Candidate “Pin” grading instructor to their screen
 - Jōseki summarizes the sections as is done normally.
 - Jōseki provides feedback to students at the end of the pre-grading.
 - For a pre-grading, the Jōseki completes the student summary for the students instructor.

**** Note:** If a student determines that a virtual grading format is the only opportunity for a grading and the virtual grading is approved by the President, there will be **additional costs for shipping certificates**. It will be the student’s responsibility pay for the cost of shipping the certificate. Payment can be made by eTransfer to the President.

APPROVAL FOR DISTRIBUTION AND USE WITHIN THE SWKKF

Version 2.1 – March 2022 of the SWKKF Grading Manual is an approved document for distribution and use within the SWKKF. This document is in compliance with the Intellectual Property policy.

President - SWKKF

Name: Denis Labbe

Secretary General - SWKKF

Name: Jim Atkinson

Signature: _____

Signature: _____

Grading Manual Chair – SWKKF

Name: Darren Humphries

Signature: _____



Committee Members

Senate Advisor: Ron Mattie

Chair: Darren Humphries

Neil Prime

Shelley McGregor

Kevin Bowes

Bill Hynes

Melanie Camirand

Cheryl Boivin