

Kiyoikaze Iaido Federation

“Noble Wind Iaido Federation”

User's guide

1. Rules

The federation's rules describe the operation of the federation, in particular the status and obligations of its members. These rules are available in the federation's three official languages: French, English and Spanish, via its web site:

<http://www.kiyoikaze.org>

2. New Dojo

A dojo wishing to become a member of the Kyoikaze Iaido Federation (KIF) must request it by filling the “Form Dojo” form. The form is to be filled directly on a computer as an Excel spreadsheet and emailed to the federation headquarters address. Alternatively, the form can be printed, filled by hand, and then sent to the federation headquarters via regular mail.

3. New Practitioner

A new practitioner in a dojo will register with the KIF by filling the form “Form Pers”. The form is to be filled directly on a computer as an Excel spreadsheet and emailed to the federation headquarters address. Alternatively, the form can be printed, filled by hand, and then sent to the federation headquarters via regular mail.

4. Seminar logbook

Any person desiring a seminar logbook must request it by filling the “Form Pers” form and checking the rightmost column in said form.

5. Tests

Any person taking a test must use the “Form Exam” form. The form is to be filled directly on a computer as an Excel spreadsheet and a copy shall be printed, filled and signed by the required persons. Before the test, this form is to be given, along with the seminar booklet, to the designated person. An alternate form containing the same information may be used when distributed by the dojo before the test.

6. Yearly

At the beginning of each year and when required, the secretary-treasurer of the federation sends each dojo the “Form Ann” form. This form is an Excel file which shows the information as it appears in the federation’s files. Necessary corrections should be made by modifying the appropriate fields. This form indicates the status and category of members and shows the membership dues. The form will be sent electronically to the KIF headquarters along with the dues. Alternatively the form can be completed, then printed and sent through regular mail to the federation’s headquarters.

7. Dues

Annual dues for dojos and members, dues for new members or new dojos as well as seminar logbook fees will be paid through the dojo’s chief instructor.

All fees will be paid in a single payment by the dojo’s chief instructor.

All fees will be paid in Canadian or US dollars.

Payment to the federation’s secretary-treasurer can be made electronically, as indicated or by check, money order or bank draft.

8. Deadline

Annual membership dues must be paid before April 1st of the current year.

9. Audit

The attributes and privileges specified in the rules shall be valid and attributable only if the members claiming them have been in good standing with the federation for all years required by the particular category and privileges.

10. Headquarters

The federation's headquarter is:

Kiyokaze Iaido Federation
3724 Avenue Du Parc
Montreal Qc, Canada
H2X 2J1

ADOPTED by the board of directors, this _____ day
of the month of _____ of the year _____ .

President