



# SHUSWAP DOJO

## RESPONSIBILITIES

#	TITLE	NAME	RESPONSIBILITIES
1	President Shorei-Kai Canada	Vic Shihan	<ul style="list-style-type: none"> <li>A. Manage the Dojo bank account.</li> <li>B. Approve students ready for Black Belt testing.</li> <li>C. Conduct twice per calendar year a refresher session on the Dojo Policy to Safeguard Students.</li> </ul>
2	Chief Instructor	Jean-Luc Sensei	<ul style="list-style-type: none"> <li>A. Oversee the operation of the Dojo.</li> <li>B. Maintain the website.</li> <li>C. Administer the Wave Accounting system (prepare student session invoices and session/annual financial statements).</li> <li>D. Maintain the student database in Wave.</li> <li>E. Submit the annual gaming account report (Nov).</li> <li>F. Sign student promotion records.</li> <li>G. Maintain the attendance list &amp; Student Handbook.</li> <li>H. Prepare documentation for testing.</li> <li>I. Process new student registrations.</li> <li>J. Coordinate the CHCC rental schedule &amp; contract.</li> <li>K. Conduct twice per calendar year a refresher session on the Dojo Policy to Safeguard Students (if the President is absent).</li> </ul>
3	Assistant Chief Instructor	Maureen Sensei	<ul style="list-style-type: none"> <li>A. Maintain the student waiting list for classes.</li> <li>B. Recommend to the Chief Instructor students ready for testing.</li> <li>C. Manage the training program for Dojo Black Belts.</li> </ul>

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			<p>D. Register/organize participation in the Blind Bay Canada Day parade.</p> <p>E. Coordinate requests for karate classes or demonstrations in local schools.</p> <p>F. Manage the Gmail Email account.</p> <p>G. Forward e-transfer invoice payments confirmation e-mails to Skip Sensei.</p> <p>H. Reply to queries from the website contact's page.</p>
4	Senior Technical Advisor	Jack M. Shihan	<p>A. Provide technical advice.</p> <p>B. Maintain the Dojo curriculum.</p> <p>C. Maintain the Student Training Guides.</p>
5	Social and Special Events Coordinator	Russ Sensei	<p>A. Organize with the Chief Instructor the May Toguchi Kaicho birthday seminar.</p> <p>B. Organize the December end of year event (party and demonstrations).</p> <p>C. Refill the water cooler jugs and cup dispenser.</p>
6	Library Coordinator, Photographer and Historian	George Senpai	<p>A. Put away the book cart after classes.</p> <p>B. Manage the sign-out sheet.</p> <p>C. Look for new books to expand library.</p> <p>D. Take photos of instructors for the website instructor page.</p> <p>E. Take photos of classes/students for the website.</p> <p>F. Maintain history of Dojo.</p>
7	Cleaning Coordinator	Charlie Sensei Haden Senpai	<p>A. Clean the mirrors, floor &amp; mats on a regular basis.</p> <p>B. Put away chairs, Dojo signs, pictures, etc., after class.</p>
8	Equipment and Student Fees Coordinator	Skip Sensei	<p>A. Ensure the Dojo equipment (mats, carts, posters, white board, etc.) are in good working order.</p> <p>B. Keep track of the Dojo inventory (dogis, belts, bos, etc.) and inform the Chief Instructor when there is a need to restock.</p> <p>C. Collect student fees and issue receipts using Wave.</p> <p>D. Coordinate the sale of raffle tickets.</p>

Prepared by: J.-L. Desgroseilliers

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