



SHUSWAP DOJO

BLACK BELTS AND SENIOR BROWN BELTS RESPONSIBILITIES

(in alphabetical order)

#	TITLE	NAME	RESPONSIBILITIES
1	Attendance Coordinator	Guy Sensei	<ul style="list-style-type: none"> A. Take pictures of the attendance sheets at the end of each class. B. Enter the attendance in the My Attendance Tracker app.
2	Assistant Chief Instructor	Maureen Sensei	<ul style="list-style-type: none"> A. Process new and returning student registrations. B. Maintain the student waiting list (Google drive). C. Register/organize participation in the Blind Bay Canada Day parade. D. Coordinate requests for demonstrations in local schools. E. Manage the Gmail e-mail account and contact list. F. Inform students of Dojo activities. G. Reply to queries from the website contact's page. H. Send a wellness check e-mail when a student misses two classes in a row.
3	Chief Instructor	Jean-Luc Sensei	<ul style="list-style-type: none"> A. Oversee the operation of the Dojo. B. Maintain the website.

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			<ul style="list-style-type: none"> C. Administer the Wave accounting system and issue student session invoices. D. Prepare session and annual financial statements. E. Maintain the student database in Wave. F. Submit the annual gaming account report (Nov). G. Prepare documentation for testing. H. Sign the Student Record of Promotion booklets. I. Coordinate the CHCC rental schedule & contract.
4	Cleaning Coordinator	Charlie Sensei	<ul style="list-style-type: none"> A. Organise work parties to clean the mirrors, floor & mats on a regular basis. B. Ensure chairs, Dojo signs, white board, pictures, etc., are put away after class. C. Ensure the cabinet is locked after class.
5	Inventory (items for sale) Coordinator	Kimberly Senpai	<ul style="list-style-type: none"> A. Maintain the Dojo inventory (dogis, belts, bos, manuals, etc.). B. Keep track of items sold and inform the Chief Instructor so invoices can be issued. C. Inform the Chief Instructor when there is a need to restock.
6	Library Coordinator	Alicia Senpai	<ul style="list-style-type: none"> A. Put away the book cart after classes. B. Manage the sign-out sheet. Contact the borrowers if books are overdue. C. Ensure books are in good condition. D. Look for new books to expand the library.
7	Payments Coordinator	Russ Sensei	<ul style="list-style-type: none"> A. Collect payments and issue receipts using the Wave accounting system. B. Make cash/cheque deposits at the bank. C. Coordinate the sale of raffle tickets.
8	Photographer and Historian	George Sensei	<ul style="list-style-type: none"> A. Take photos of instructors for the website Meet the Black Belt Instructors page. B. Take photos and videos of classes and testing for the website. C. Take photos of new students. D. Maintain the Dojo history.

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9	President Shorei-Kai Canada	Vic Shihan	<ul style="list-style-type: none"> A. Chief tester for the Dojo. B. Approve students ready for Black Belt testing. C. Present stripes/belts upon promotion. D. At the beginning of each session, conduct refresher training on the Dojo Policy to Safeguard Students. E. Place orders with Mikado.
10	Senior Technical Advisor	Jack Shihan	<ul style="list-style-type: none"> A. Provide technical advice. B. Maintain the Dojo curriculum. C. Maintain the Student Training Guides.
11	Social and Special Events Coordinator	Russ Sensei	<ul style="list-style-type: none"> A. Organize the end of sessions demonstrations. B. Help organize the December end of year event. C. Refill the water cooler jugs and cup dispenser.
12	Training Equipment Coordinator	Aron Sensei	<ul style="list-style-type: none"> A. Ensure the Dojo equipment (mats, carts, posters, white board, etc.) are in good working order. B. Inform the Chief Instructor when there is a need to repair/replace the equipment.
13	Warm- ups/Kihon Coordinator	George Sensei	<ul style="list-style-type: none"> A. Maintain the warm-ups/kihon schedule. B. Ensure all classes have a Black Belt or Brown Belt conducting the warm-up/kihon.

Prepared by: J.-L. Desgroseilliers

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