

# Oxford Kendo

Incorporating Oxford University Kendo and  
Oxford Brookes University Kendo

## Membership Guide & Club Manual

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## Foreword

### Fundamentals of Kendo

Yasuyuki Hiyama Sensei (7<sup>th</sup> Dan)

Oxford Kendo

剣道の理念:

剣道は剣の理法の修練による人間形成の道である。

剣道修練の心構え:

剣道を正しく真剣に学び

心身を錬磨して

旺盛な気力を養い

剣道の特性を通じて

礼節をとらとび

信義を重んじ誠を尽して

常に自己の修練に努め

以って

国家社会を愛して

広く人類の平和繁栄に

寄与せんとするものである。

*Translation:*

Kendo is the path towards the formation of human character gained through practicing the true principles of the Japanese sword. Both the mental and physical nature of the Japanese sword with its forces and techniques in causing and regulating the phenomena in the offensive and defence of the Japanese sword.

Philosophy and principles learnt through the practice of kendo:

To learn kendo correctly and seriously

To cultivate a vigorous spirit through mental and physical discipline and through serious kendo training

To hold courtesy in high esteem

To put high value on trustfulness

To commit oneself to sincerity

To always strive for self-improvement in doing all the above

To love one's country and society

In an effort to widely contribute to peace and the prosperity of humanity

### **Kendo Origins:**

Kendo originated from Japanese sword fighting without the use of armour [Chutarō Ogawa (9<sup>th</sup> Dan Master); Ken To Zen 『剣と禅』].

Kendo started as a martial art (剣術: Ken-Jyutsu). Ken-kyutsu focused on the principle of 'to kill or be killed' with techniques to achieve it. Various ken-jyutsu schools have emerged since the 15th century from warrior Samurai. These schools were influenced by Zen historically from the Kamakura period in the 12th century. Zen played a very important role when this martial art turned into the art of swordsmanship in the early to mid 17th century. More information on the history of kendo in English can be found on [www.kendo.or.jp](http://www.kendo.or.jp).

When we practice kendo, we use the shinai (bamboo sword). It is important to always think of the shinai as a real sword or we lose the spirit of kendo. We also must regularly practice kata (型) to understand the essence of kendo. Kata can be described as a set of detailed pattern of movements originally used as teaching and training methods from combat techniques that have passed down through the generations. Kata practice is very important as it was the original practice method before the armour practice method was invented and embodies the essence of a real sword fighting without wearing armour. In Japanese, we use the expression "Real sword!" synonymously with the expression of "Seriously!". Why not use this mind for your kendo practice!

- Yasuyuki Hiyama Sensei (7<sup>th</sup> Dan)

## 1. CLUB INFORMATION

### a. Oxford Junior Kendo Club

Oxford Junior is part of the Oxford Kendo Club and for juniors from the age of 5 to 17. Juniors who reach the age of 18 will join the adult sessions.

Kendo can be practiced safely by all and provides many benefits for those who train in this unique activity.

Oxford Junior Kendo instructors are insured to teach Kendo, hold DBS (Formally CRB)

Oxford Kendo First Aiders are:

Jennifer Rivas

Alex Polley

Junko Takata

### b. Oxford Kendo - Oxford University Kendo & Oxford Brookes Kendo

#### i. Oxford Kendo

Oxford Kendo is a British Kendo Association (BKA) registered club started in 1997 by Kaz Oishi 5<sup>th</sup> Dan, former Tokyo University Kendo Captain. We have been providing the opportunity to practice kendo in Oxfordshire and the surrounding counties since 1997. Past members starting kendo in Oxford Kendo have progressed to the GB Kendo Team and joined in international competition events including Five Nations, European Kendo Championships and World Kendo Championships.

Club members participate and contribute voluntarily to ensure its continual success.

Oxford Kendo committee members include:

1. Dojo Leader: Louie Chen
2. Dojo Secretary & Treasurer: Marcus Naschke
3. Dojo Welfare Officer: Richard Kupce
4. Dojo Officer: Aidan Daly

Oxford Kendo (OUK) incorporates Oxford University (OUK) and Oxford Brookes University Kendo (OBUK) students under their own autonomous organisation. This separation provides the opportunity to dedicate student organized committees and participation in annual events including university intercollegiate competitions and the Oxford Cambridge Varsity Taikai.

## **2. Instructor Information**

### **a. Senseis**

- i. Yasuyuki Hiyama Sensei 7<sup>th</sup> Dan, Rokudan - Head Sensei
- ii. Phil McLaughlin, 5<sup>th</sup> Dan, Godan – BKA Coach
- iii. Louie Chen 4<sup>th</sup> Dan, Yondan – Dojo Leader

### **b. Instructors**

- i. Minsuok Kim 3<sup>rd</sup> Dan, Sandan
- ii. Rick Collins 3<sup>rd</sup> Dan, Sandan
- iii. Kyojiro Ikeda 2<sup>nd</sup> Dan, Nidan
- iv. Junko Takata 2<sup>nd</sup> Dan, Nidan
- v. Aidan Daly 2<sup>nd</sup> Dan, Nidan

## **3. MEMBERSHIP FORMS, FEES AND EQUIPMENT COSTS**

### **a. British Kendo Association Registration**

Dojo password required when registering: OKregister

### **b. Membership Forms**

All members must complete our online membership form

before they are allowed into the dojo: <http://oxford-kendo.info/membership-registration/>

## **MEMBERSHIP FEES**

The membership fee provides finances for venue hall rental prices for all our weekly practices, British Kendo Association fees for club registration and insurance coverage, equipment for the club and to cover some annual social events we hope to organize for members.

Please refer below for the one that applies:

- **Visitors:**
  - Free first week's trial for new members interested in kendo. If you are visiting from a minimum of 30 miles away, we have a £5 door entry fee. If you hold a 4<sup>th</sup> Dan and above grading, please let us that you are visiting in advance.
  
- **Juniors (Under 18 years old)**
  - Junior memberships will cover the annual club insurance for juniors.
    - Monthly Fee: £15 per month (includes school holiday lessons)
    - Holidays / Leaves: Please inform us if you are leaving for an extended period of time to stop payment until your return
    - Rental Fees for Bogu / Armour: £50 per year with returnable deposit of £50 payable on receipt of equipment
  - Joining Fee: Applicable for first time kendo members without basic equipment. £60 includes a beginners guide to kendo book, one set of shinai, bokken and cotton weapons bag. Beginners are expected to wear suitable gym clothing in the beginning. The hakama and keikogi are usually recommended a few months afterwards and based on the individual's progress and the senseis' assessment. Bogu (armour) will be recommended after the completion of certain levels in kendo and through the advice of the senseis. Please do not purchase equipment without consulting with the sensei as we want to ensure proper equipment is purchased and it is important that certain levels of progress are achieved beforehand.
  - BKA Membership: It will be your responsibility to enrol with the BKA annually. This is strictly required for insurance reasons and covers both you and your practicing partner in the event of any injuries suffered in the dojo practicing venue. Please visit the weblink at <http://kendo.org.uk/membership-fees/> for

registration and information on the BKA membership. There is a junior reduced membership fee available. Membership to the BKA is mandatory and participation will not be otherwise allowed.

- **Oxford University & Oxford Brookes Students**

- o Oxford University & Oxford Brookes University students are provided with a reduced rate as the university provides subsidizes costs incurred from BKA administration, hall rental, the Sports Centre venue, seminar events as well as equipment costs.
- o Membership fees for university students will be collected through the Oxford University Kendo Committee members.

**Oxford University Membership Fees:**

For students joining in Michaelmas term:

- o Undergraduate students fees:
  - £55 Students starting kendo during Michaelmas term. Includes joining fee (equipment: kendo shinai, bokken and shinai bag) and term membership
  - £25 per term for Hilary, Trinity and Summer terms and non-beginners
- o Postgraduate students fees:
  - £55 Students starting kendo during Michaelmas term. Includes joining fee (equipment: kendo shinai, bokken and shinai bag) and term membership
  - £35 per term for Hilary, Trinity and Summer terms and non-beginners

For students joining outside Michaelmas Term:

- o Joining Fee: £60 includes one set of shinai, bokken and cotton weapons bag.
- o £25 per term for undergraduates students
- o £35 per term for postgraduate students
- o Beginners are expected to wear suitable gym clothing in the beginning. The hakama and keikogi are usually recommended a few months afterwards and based on the individual's progress and the senseis' assessment. Bogu (armour) will be recommended after the completion of certain levels in kendo and through the advice of the senseis. Please do not purchase equipment without consulting with the sensei. We want to ensure proper equipment is purchased and it is important that certain levels of progress are achieved beforehand.

- o BKA Membership: It will be your responsibility to enroll with the BKA annually. This is strictly required for insurance reasons and covers both you and your practicing partner in the event of any injuries suffered in the dojo practicing venue. Please visit the weblink at <http://kendo.org.uk/membership-fees/> for registration and information on the BKA membership. There is a junior reduced membership fee available. Membership to the BKA is mandatory and participation will not be otherwise allowed.

### **Oxford Brookes University Membership Fees:**

For students joining in Semester 1

Undergraduate students fees:

- £55 Students starting kendo in Semester 1. Joining fee includes basic kendo equipment: kendo shinai, bokken and shinai bag) and term membership
- £38 per semester including Summer semester and non-beginners

Postgraduate students fees:

- £46 Students starting kendo during Michaelmas term. Includes joining fee (equipment: kendo shinai, bokken and shinai bag) and term membership
- £36 term fee outside Semester 1 and non-beginners

Beginners are expected to wear suitable gym clothing in the beginning. The hakama and keikogi are usually recommended a few months afterwards and based on the individual's progress and the senseis' assessment. Bogu (armour) will be recommended after the completion of certain levels in kendo and through the advice of the senseis. Please do not purchase equipment without consulting with the sensei. We want to ensure proper equipment is purchased and it is important that certain levels of progress are achieved beforehand.

BKA Membership: It will be your responsibility to enroll with the BKA annually. This is strictly required for insurance reasons and covers both you and your practicing partner in the event of any injuries suffered in the dojo practicing venue. Please visit the weblink at <http://kendo.org.uk/membership-fees/> for registration and information on the BKA membership. There is a junior reduced membership fee available. Membership to the BKA is mandatory and participation will not be otherwise allowed.

- **All Adults Over 18 years old (Non-Oxford University & Non-Oxford Brookes University)**

- o BKA Membership: It will be your responsibility to enrol with the BKA annually. This is strictly required for insurance reasons and covers both you and your practicing partner in the event of any injuries suffered in the dojo practicing venue. Please visit the web link at <http://kendo.org.uk/membership-fees/> for registration and information on the BKA membership. There is a junior reduced membership fee available. Membership to the BKA is mandatory and participation will not be otherwise allowed.
- o Monthly Fee: £25 per month
- o Rental Fees for Bogu / Armour: £50 per year with returnable £50 deposit payable on receipt of equipment.
- o Holidays / Leaves: Please inform us if you plan to be away and let us know when you plan to return for our fee records
- o Joining Fee: Required for first time members who do not have kendo equipment. £60 includes one set of shinai, bokken and cotton weapons bag. Beginners are expected to wear suitable gym clothing in the beginning. The hakama and keikogi are usually recommended a few months afterwards and based on the individual's progress and the senseis' assessment. Bogu (armour) will be recommended after the completion of certain levels in kendo and through the advice of the senseis. Please do not purchase equipment without consulting with the sensei. We want to ensure proper equipment is purchased and it is important that certain levels of progress are achieved beforehand.

- **Family Fees**

Each adult membership is granted one free junior family membership (under 18).

- **Club Membership Termination**

Failure to make payment exceeding the period of one (1) month, 30 days will result in self termination of your membership. Please submit your club membership termination notice in writing by email to [oxfordkendo@gmail.com](mailto:oxfordkendo@gmail.com) to avoid charges.

- **Payment Information:**

We accept cash payments but prefer bank transfers and standing orders to reduce the amount of administration required.

Membership fees are due last week of previous month before the first practice of paying month (payment at end of February to cover March). Oxford University student fees are due at the start of each term.



Please set up a standing order for the appropriate monthly fee to be deposited to the bank information below for Oxford Kendo.

Bank: NatWest Sort  
Code: 607003  
Account Number: 50310666

Reference: Reference: NameSurnameMMYY (Example: TIMJONES0215) If you have either a long name or surname, please just use as many letters as possible for each to avoid confusion with another member.

We also accept cheque or cash payments. If you are making a cheque payment, please have the cheque made to Oxford Kendo as the payment recipient.

- **Equipment Cost:**

We have limited club supplies for our students and in some cases the student will be required to purchase their own equipment. Please ask us first before making any purchases as we want to ensure you order the correct items and sizes as well as suggest suppliers we have good experiences with in the past.

#### **4. Practice Class Timetables**

Our practices are posted on our website and updated regularly. Please refer to the website for the latest information. Please check this group and [www.oxford-kendo.info](http://www.oxford-kendo.info) or email us at [oxfordkendo@gmail.com](mailto:oxfordkendo@gmail.com) for latest changes as well as location of venues.

#### **5. Grading Examinations**

BKA Gradings:

Permission must be strictly approved from the dojo leader to grade for 1-kyu at any examinations held by the BKA or other federations outside the dojo. Membership to Oxford Kendo could be suspended or terminated without prior consent to grade.

Oxford Kendo Grading Examinations:

Shinsa (Grading Examination) will be held approximately every 3-6 months. Senior senseis will invite suitable members to participate. Oxford Kendo grading will test from levels 10-kyu to 2-kyu. Once the student has achieved 2-kyu, they will be required to take further examinations held by the BKA and when they are the appropriate age.

Fee for Grading: £10 payable on day of examination. Includes certification of passing for grade.

Please refer to the website under Resources for grading requirements.

## **6. Child Protection Policy**

Please contact us to request a copy.

## **7. Grievances & Disciplinary Procedure**

### **Mediation**

Oxford Kendo on receiving a grievance will appoint an officer of the club, normally the dojo leader, as the mediator in agreement with the complainant. The mediator should advise the terms of the procedure (i.e. who may attend and the conduct of the meeting). Such mediation is not obligatory but may help to resolve the situation, clarify any misunderstandings or help identify the issues in dispute before a hearing is convened. The outcome of the mediation stage is not binding but may be referred to in any subsequent hearing or appeal as may any failure or refusal to participate in such proceedings.

### **Hearing**

- If the complainant is not satisfied with the outcome of the mediation he/she must set out in writing his grievance and request for a hearing and send to the dojo leader or secretary within a reasonable timescale. This may vary depending on the issue at hand but should not, where possible, exceed three months.
- The hearings panel will consist of the officers of the club plus the welfare officer.
- At a minimum it the hearings panel should comprise a chairman and two officers one of whom may have relevant 'expert' knowledge. All panel members must be independent of the dispute.
- The complainant should signify his agreement to the constituted panel.
- The panel must give a fair and independent hearing to both sides of the dispute within an appropriate and agreed timescale.
- The complainant has the right to be accompanied. • Discussions should be well recorded.
- If either party chooses not to attend the hearing, the panel, if properly constituted, has the right to proceed with the hearing based on written submissions.

- The result and sufficient reason to explain the result of the hearing must be communicated to both parties within 14 days.
- The panel should be aware of the possible outcomes of the hearing in line with the constitutional body's jurisdiction.
- If the outcome of the hearing is unacceptable to either body they have the right to appeal.

### **Appeal Procedure**

- If either party wishes to appeal against the outcome of the hearing they should set out the grounds on which they wish to appeal in writing. This letter should be sent to the chairman of the appropriate body within 14 days of the outcome of the initial hearing being known. An appeal should be granted where there is a "strong arguable case" that either:
  - a. relevant information was ignored or not considered by the original panel; or
  - b. the disciplinary process was tainted by unreasonable bias or conflict of interests; or
  - c. the provisions of the disciplinary procedure were not adhered to; or
  - d. the original panel exceeded its jurisdiction; or
  - e. the findings of the original panel were irrational or otherwise exhibited an error of general law.
- Oxford Kendo must appoint an independent appeal panel to consider the appeal, none of whom have had any prior involvement in the matter.
- The appeal panel should be constituted along the same principles as the hearings panel outlined above.
- The chairman of the appeals panel should convene a hearing of the appeals panel in a timely manner and, in consultation with the other panel members, will decide the conduct of the proceedings, if appropriate he may request written submissions and the appeals panel may or may not require the parties to be attend.
- The appellant has the right to be accompanied at an appeals hearing.
- Discussions should be well recorded.
- The outcome and sufficient reason to explain the outcome of the appeal panel will be communicated to both parties within 14 days of the appeal panel hearing.
- The outcome of the appeal will be final.

### **Disciplinary Procedure**

Where Oxford Kendo wish to discipline an individual or organisation who has contravened the organisations rules or code of conduct, or who is deemed to have brought the sport or organisation into

disrepute. This framework outlines the principles required to ensure a fair and transparent process is followed and natural justice is done.

## **8. Member Disciplinary Procedure**

### **General**

Disciplinary matters, applying to all matters of Oxford Kendo. (Further referred to as the Club), will be dealt with by the Elected Officers of the Club in the first instance and if necessary subsequently by the Full Executive Committee and if appointed a Disciplinary Committee. All members of the Club agree to fully comply with this code of conduct and specific codes of conduct for their role and be bound by its terms as under noted.

Disciplinary action against Club members, including expulsion without notice, may be taken for offences of misconduct or breach of club's rules. However it is recognised and accepted that every member

- Has the right to expect fair and consistent treatment
- Has the right to adequate notice from the Club
- Has the right to appeal against the Club Secretary's judgement or Disciplinary Committee's decision in all disciplinary matters.
- Has the right to representation
- No member will be expelled for the first breach of Club's rules except in cases of "gross misconduct". However all disciplinary actions taken by Oxford Kendo will be duly recorded and placed on file for reference at a future date.

### **1. Offences Leading to Disciplinary Action**

The under noted actions by members may be interpreted by the Executive Committee to fall within this Code. However the lists are not to be considered as fully inclusive or covering all possible offences.

"*Misconduct*" is the carrying out of an offence considered to be of a minor nature (unless frequently repeated) and will normally incur a fine and a written warning from the Elected Officers together with a demand for full and appropriate corrective action. Examples of offences that may be considered misconduct include: -

- Discourteous, crude or offensive behaviour at games, training session or organised Club event.
- Conduct of an unsafe nature
- Offensive disregard for equipment or property
- Refusal to carry out reasonable instructions issued by event officials or organisers
- Failure to attend or participate in events or meetings organised by the Club
- Failure to obtain permission for kendo grading examinations

- Failure to comply with or adhere to the relevant code of conduct for their position within the club
- Any other actions of similar gravity to the above, at the discretion of the Elected Officers.
- Repetition of the above offences or failure to comply with any demands made in writing by the Elected Officers may result in further action by the Elected Officers involving a disciplinary hearing.

“*Serious Misconduct*” is the carrying out of an offence of such gravity that in the opinion of the Elected Officers it warrants a Oxford Kendo disciplinary hearing. Examples of offences, which may be considered as serious misconduct include: -

- Misconduct offences above if specially grave or repeated
- Deliberate or consistent breaches of club rules
- Any attempt to achieve gains or advantage over others by unfair or unscrupulous means
- Theft or misappropriation
- Use of threatening or abusive behaviour
- Participating in the sport whilst under the influence of drugs or alcohol
- Malicious interference with equipment or property
- Disregard for one’s own or other people’s safety
- Any other action, which in the opinion of the Club Officers may bring the sport or Oxford Kendo into disrepute, or which left unpunished, may result in the detriment of the Club or its members.

“*Gross Misconduct*” is action of such seriousness that the Elected Officers will require the immediate expulsion of the offender from the association. The Elected Officers may by means of an executive decision summarily expel such an offender without invoking a disciplinary hearing. The expelled member will have the right to a disciplinary hearing as soon as this can be arranged but will remain expelled until and unless such a hearing overturns the executive decision. Examples of gross misconduct are:

- Physical violence of assault towards other persons at a Club event or related activity, including serious threatening, intimidating or forceful behaviour
- Reckless disregard of safety and basic safety rules
- Being convicted of criminal offences involving physical violence or abuse
- Other acts that are considered to be of an extremely serious nature perpetrated against the Club, its members or any other party.

*Child Protection – if the matter relates to a child protection issue follow the child protection procedures for dealing with a complaint then follow disciplinary procedure after outcome has been reached. If in doubt contact the local social services duty team for advice on how to deal with the complaint and the offender.*

## **2. Disciplinary Procedure**

On receipt of a written complaint from a member, another team within the sport, the governing body, the league/match organisers or any other party the Elected Officers with advice from a Legal Advisor should they so wish, will decide whether the complaint falls within the scope of this disciplinary code. If in their opinion it does, then the Elected Officers will decide as to the type of offence as per (section 1) above.

If the offence is considered to be one of simple misconduct, the Club Secretary will write to the offender with a formal written warning including the demand for an apology or other corrective action the Elected Officers may deem appropriate. The Elected Officers will also attempt to obtain approval for their action from the complainant. A disciplinary file will be opened by the Elected Officers in which will be placed copies and records of the original complaint together with the written warning and any other correspondence.

The action outlined above will normally finalise the process unless any of the parties involved object strongly to the Elected Officers decision in which case they may appeal directly to the Executive Committee for a final decision.

Should the complaint be considered by the Elected Officers as one of serious misconduct, then the following procedure will be implemented:

- The Elected Officers will appoint an Investigating Officer who will research evidence presented and, if possible, will obtain further written evidence, witness statements, etc.
- If necessary the Investigating Officer will consult all relevant witnesses for supportive evidence
- Advise complainant that if a disciplinary hearing is called, then the complainant and all relevant witnesses will be obliged to attend and give evidence. (Non attendance at a hearing will only be allowed in extenuating circumstances, i.e. Ill-health, threat of violence or intimidation etc.). In such circumstances / instances a sworn declaration must be submitted to the Executive Committee
- Contact the member subject of the complaint to advise of the official complaint and request the member to submit a written statement of events

- In cases of disputes of a personal nature, the Elected Officers will attempt to resolve the situation amicably and to the mutual satisfaction of the parties concerned
- If settlement cannot be agreed between the parties, or if the offence merits it, then a disciplinary hearing will be arranged as soon as possible
- Contact the Club's Legal Advisor if required and supply copies of all evidence
- Notify all parties as to the hearing date and ensure the parties have all relevant copies of paperwork in good time prior to the hearing, copies to be sent by 1st class recorded delivery

### **3. Disciplinary Hearing**

- The Clubs Secretary shall take charge of the hearing and all questions will be addressed through the Secretary
- A disciplinary committee will be appointed which will consist of:
  - The Dojo Leader
  - Two members of the Executive Committee
- The club will appoint a case presenter, who will normally be the Investigating Officer
- All witnesses to be interviewed and all written evidence to be reviewed at the hearing.
- No witnesses or statements can be introduced at the hearing without prior notice and copies of all written evidence produced for consideration prior to the hearing, to be available in advance to the parties
- The Disciplinary Committee may adjourn the hearing to allow further evidence to be referred to if the disciplinary committee considers it fair to do so.
- After the Disciplinary Committee has reached a decision, the subject of the complaint to be notified in writing of such decision and informed of any penalties within 7 days of the decision being reached, penalties will be effective from the date of the decision.

### **4. Penalties**

Following the hearing, the Disciplinary Committee will apply such penalties as the Disciplinary Committee consider appropriate, including temporary or permanent expulsion of the offender from the club, such penalties will have immediate effect, notwithstanding the possibility of an appeal in accordance with (Section 5) under noted.

Offences of cheating or being under the influence of alcohol or drugs during a club training sessions or match or those involving threats of physical violence, will carry automatic expulsion from the club and will preclude the offender from taking part in any Oxford Kendo organised

activity in an official capacity. The club will in all cases comply with the requirements of the Governing body and club child protection policies including immediate notification of the police where required.

## **5. Appeals**

If an appeal of the decision or penalty is to be made then written notice of appeal by way of 1st class recorded delivery to the Club Secretary must be given by the offender, within 28 days of being notified of the decision. No appeal will be valid or considered after that period has elapsed. It will not be sufficient to state "I wish to appeal", the offender must give full written grounds for the appeal, stating exactly what is being appealed against and the reasons for this. An appeal together with full and recorded argument may be considered relative to:

- the decision
- the penalty
- other

An appeal hearing will be convened as soon as practicable and will consist of an Appeal Committee of 3 members of the Executive Committee who did not take part in the first hearing and who will elect their own Chairperson (who will have the casting vote). New evidence cannot be presented at the appeal hearing. The Appeal Committee shall have power to amend or revoke any decision made at the previous disciplinary hearing. The decision of the Appeal Committee is final and binding on the parties and not subject to further appeal.

### **About this manual**

This manual is continually updated with contributions from all our members. If you have any suggestions or comments that you think would help improve the manual, please contact me know.

Louie Chen  
Dojo Leader, Oxford Kendo  
[oxfordkendo@gmail.com](mailto:oxfordkendo@gmail.com)  
Mobile: +44 (0) 7585 218 679

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