

1. Kendo Promotion Exam

- 1.a. The Southern California Kendo Federation (SCKF) has been given the authority to administer Kendo Promotion Examinations by the All United States Kendo Federation (AUSKF) according to the following:
 - 1.a.i. Conduct examinations for Kendo ranks of 4-Dan and below
 - 1.a.ii. Report results to the All U.S. Kendo Federation for certification
 - 1.a.iii. Pay the required certification fees for each applicant upon passing of new rank

2. SCKF Shinsa Committee

- 2.a. The SCKF Shinsa Committee shall oversee the administration of the SCKF promotion examinations, the policies and procedures for kendo examinations, and any other matters pertaining to the promotion of kendo ranks in SCKF
- 2.b. The SCKF Shinsa Committee shall be appointed by the SCKF President. It shall be made up of two (2) or three (3) members who hold a “kodansha” level rank.
 - 2.b.i. At least one of the SCKF Shinsa Committee members must be the elected officer of the SCKF who has the duty of overseeing the SCKF Promotion Exam (currently the SCKF Executive Secretary), who may or may not have the “kodansha” rank. If this individual does not have the kodansha rank, then the committee shall consist of least three (3) members, with two (2) of the members having kodansha rank
- 2.c. The term of the SCKF Shinsa Committee shall coincide with the yearly elections of the SCKF Board of Directors. There is no term limit to the appointed committee.

3. SCKF Shinsa Advisory Board

- 3.a. The SCKF Shinsa Advisory Board will be appointed by the SCKF Shinsa Committee
- 3.b. It shall consist of five (5) members with the rank of at least Kendo 7-Dan. The committee shall also appoint at least one (1) substitute member who shall replace one of the five standing board members if they are unavailable to perform their duties when needed.
- 3.c. The Advisory Board shall not have more than two (2) members who are members of the same dojo.
- 3.d. The current SCKF President, the current All United States Kendo Federation (AUSKF) President, and the current AUSKF Vice-President of Promotions may not be members of the SCKF Shinsa Advisory Board.

4. SCKF Yearly Examinations

- 4.a. There shall be two (2) kendo examinations per year
 - 4.a.i. One examination shall be in the Spring (mid-April) and the other shall be in the Fall (mid-October).
 - 4.a.ii. The date of the examinations shall be set by the Shinsa Committee
- 4.b. Location for examinations shall be secured by SCKF.

5. Examiners for each SCKF Examination Event

- 5.a. Number of examiners required per board
 - 5.a.i. A minimum number of examiners for each board shall be selected according to the minimum board requirements of the rank being examined, however the Shinsa Committee may seat more examiners than the minimum (*see section 8 for SCKF requirements*).
 - 5.a.ii. A head examiner shall preside over the board.
- 5.b. Number of examination boards per examination event
 - 5.b.i. The Shinsa Committee may set more than one examination board per event.
 - 5.b.ii. If more than one examination board is set, then the Shinsa Committee shall appoint a chief examiner who shall oversee all examination boards.

5.c. Selection of examiners

- 5.c.i. Appointment of the examiners shall be done by the Shinsa Committee with the concurrence by a majority of the Shinsa Advisory Board.
- 5.c.ii. SCKF shall conduct at least one examiner's workshop per year.
- 5.c.iii. An examiner must attend at least one SCKF examiner's workshop within a two (2) year period to qualify as an examiner. This requirement will be enforced beginning in the year 2011.
- 5.c.iv. An examiner must also attend at least one (1) *qualified* referee's seminar and one (1) *qualified* kata seminar within a two (2) year period to qualify as an examiner. The Shinsa Committee shall determine which seminars are qualified.

6. SCKF Examination Applications and Fees

- 6.a. Applications are processed through each SCKF dojo with the approval of the member dojo head instructor.
 - 6.a.i. An application package shall consist of the application and all documents required by the Shinsa Committee. The application package may be specified by the committee to be in "group" form or "individual" form.
 - 6.a.ii. Applicable fees must accompany the application package.
 - 6.a.iii. Applicants must be paid members of SCKF and AUSKF by the deadline set by the Shinsa Committee.
 - 6.a.iv. Application packages and fees are due by the date set for collection by SCKF.
 - 6.a.v. Fees are according to the fee schedule set by the SCKF (*see Attachment A*)
 - 6.a.vi. A new application and fee payment are required each time applicant applies for examination
- 6.b. Requested ranks on applications are subject to regulations set by SCKF Promotion Examination Regulations (**see section 7**)
- 6.c. Non-SCKF member application
 - 6.c.i. An application submitted by a non-SCKF member, but who is an AUSKF member, is subject to the regulations and fees specified by the SCKF Shinsa Committee.
 - 6.c.ii. Non-SCKF applicants must have the approval of their AUSKF member federation president.

7. SCKF Examination Rank and Requirements

- 7.a. SCKF examinations are limited to the following ranks
 - 7.a.i. Kyu: 1-kyu and below. Note: only whole kyu ranks may be requested.
 - 7.a.ii. Yudansha: 1-dan (shodan) through 4-dan
- 7.b. There are age and "length of study" requirements for each rank (*see Attachment B*).
 - 7.b.i. Applicants who do not possess a Kendo rank must begin their kendo ranking from the level of 4-kyu or lower.
 - 7.b.ii. Applicants who possess a Kendo rank cannot skip a rank.
- 7.c. Other requirements for 3-dan and 4-dan ranking
 - 7.c.i. Applicants for 3-dan and 4-dan must also attend at least one (1) *qualified* referee's seminar and one (1) *qualified* kata seminar within a two (2) year period. The Shinsa Committee shall determine which seminars are qualified.
 - 7.c.ii. Proof of participation in the kata and referee seminars must be included in the application package.
 - 7.c.iii. Other consideration shall include referee skills, including "passing requirements" at referee seminars and actual time refereeing at selected tournament events. Documentation of these must also be included in the application package.

8. Grading method for Kendo Examinations

8.a. *Jitsugi* (kendo practical) Test and Kata Test

8.a.i. Kendo jitsugi for all kyu ranks and kendo kata for 1-kyu

8.a.i.a. Grading is Pass or No Pass (either approve new rank or not)

8.a.i.b. SCKF Kyu examination board shall have at least five (5) examiners, with at least three (3) “pass” votes required for awarding of the requested rank. If there are less than three (3) pass votes, the applicant remains at their current rank.

8.a.ii. Kendo jitsugi and kendo kata for yudansha ranks

8.a.ii.a. Grading is Pass or No Pass (either approve new rank or not)

8.a.ii.b. SCKF examination board for ranks 1-dan to 3-dan shall have at least five (5) examiners, with at least three (3) “pass” votes required for awarding of the requested rank. If there are less than three (3) pass votes, the applicant remains at their current rank.

8.a.ii.c. SCKF exam board for rank 4-dan shall have at least six (6) examiners, with at least (4) “pass” votes required for awarding of the requested rank. If there are less than three (4) pass votes, the applicant remains at their current rank.

8.b. Written examination

8.b.i. Written examinations are due at the beginning of the examination, as specified by the Shinsa Committee.

8.b.ii. Written examinations are required for 1-kyu applicants and all yudansha applicants.

8.b.iii. The applicant must pass the written examination to be awarded the requested rank. If the written examination is not passed, the applicant remains at their current rank.

9. Examination results

9.a. Results for kendo jitsugi shall be posted after all jitsugi tests are completed.

9.a.i. Only those who pass kendo jitsugi shall be allowed to take the kata portion of the examination.

9.b. Results for kendo kata shall be posted after all kata tests are completed.

9.c. Results for kendo jitsugi and kendo kata are final.

10. Re-taking of Examination

10.a. Kendo jitsugi test or tardiness

10.a.i. There is no re-taking of the examination if the applicant does not pass kendo jitsugi, or if the applicant did not appear at the prescribed time during the examination.

10.b. Kendo kata test

10.b.i. If an applicant does not pass the kata test, they may re-take the test once.

10.b.ii. The kata test must be re-taken within one year of the examination.

10.b.iii. A new application form must be submitted along with the required fees.

10.b.iv. The fees are in accordance with the standard fee schedule for that rank.

10.b.v. If the applicant does not pass the kata re-test or does not re-test within the one-year period, they must re-take all portions of the examination (jitsugi, kata, and written tests), submitting a new application form along with the required fees.

10.c. Written test

10.c.i. If an applicant does not pass the written test, they may re-take the test once.

10.c.ii. The written test may be resubmitted at the time and place designated by the Shinsa Committee.

10.c.iii. Other requirements are at the discretion of the Shinsa Committee.

10.c.iv. Results of the written test shall be given to the applicants.

11. Certification

- 11.a. If the applicant is awarded their requested rank, the new rank shall be registered with AUSKF
 - 11.a.i. Certification fees are assessed according to the AUSKF fee schedule.
 - 11.a.ii. Certification fees shall be collected and forwarded to AUSKF for registration according to the deadlines specified by the Shinsa Committee.
 - 11.a.iii. Certification fees are collected whether or not a menjo (rank certificate) is requested.
 - 11.a.iv. SCKF shall receive completed menjo from AUSKF and distribute to the applicant's dojo for final distribution.

12. Non-SCKF Examination Procedures

12.a. Application for examination outside of SCKF but within AUSKF

- 12.a.i. Kendo Examinations may be given by the AUSKF or an AUSKF member federation (applies to Kyu, Dan or Shogo)
- 12.a.ii. Applicant must file an application through their member dojo (with dojo head instructor's approval)
- 12.a.iii. Application package, including any requested items, are due to SCKF at least two (2) months in advance of examination date
- 12.a.iv. Application package must be delivered in entirety to the SCKF Shinsa committee chair by due date
- 12.a.v. Application will be screened by the SCKF Shinsa committee. If the application is in order, it will then be forwarded to the SCKF Shinsa Advisory Board for final approval (if not in order it will be returned to applicant for revision or it will be returned due to rejection of application; the reason for either will be given)
- 12.a.vi. The Shinsa Advisory Board will review the application. Three (3) out of the five (5) advisory board members must approve the application. If at least three members do not approve, the application will be rejected.
- 12.a.vii. Upon approval by the SCKF Shinsa Advisory Board, the application will be forwarded to the SCKF President for required signature and the SCKF President will then return the approved application to the applicant for further forwarding
- 12.a.viii. Each application can only be used for one specific examination date; each subsequent examination requires a new application package.
- 12.a.ix. Once an application is rejected, it cannot be disputed. Only the applicant's dojo head instructor may address any questions to the Shinsa Committee or Shinsa Advisory Board.

12.b. Application for examination outside of AUSKF

- 12.b.i. Kendo Examinations given by any International Kendo Federation (FIK) member (applies to Kyu, Dan or Shogo)
- 12.b.ii. Applicant must file an application through their member dojo (with dojo head instructor's approval)
- 12.b.iii. Application package, including any requested items, are due to SCKF at least three (3) months in advance of exam date
- 12.b.iv. Application package must be delivered in entirety to the SCKF Shinsa committee chair by due date
- 12.b.v. Application will be screened by the SCKF Shinsa committee. If application is in order, it will then be forwarded to the SCKF Shinsa Advisory Board for final approval (if not in order it will be returned to applicant for revision or it will be returned due to rejection of application; the reason for either will be given)
- 12.b.vi. The Shinsa Advisory Board will review the application, three (3) out of the five (5) advisory board members must approve the application. If at least three members do not approve, the application will be rejected.

- 12.b.vii. Upon approval by the SCKF Shinsa Advisory Board, the application will be forwarded to the SCKF President for required signature and the SCKF president will then return the approved application to the applicant for further forwarding
- 12.b.viii. Each application can only be used for one specific examination date; each subsequent examination requires a new application package.
- 12.b.ix. Once an application is rejected, it cannot be disputed. Only the applicant's dojo head instructor may address any questions to the Shinsa Committee or Shinsa Advisory Board.

“ATTACHMENT A”

**SCKF Promotional Examination
Application Fee Schedule
(Approved: February 13, 2010)**

All Kyu divisions: \$ 20 per application

1 – Dan: \$ 30 per application

2 – Dan: \$ 40 per application

3 – Dan: \$ 45 per application

4 – Dan: \$ 50 per application

“ATTACHMENT B”

**SCKF Promotion Exam
Age and Practice Time Requirements**

Req. Rank	Minimum Age (as of exam date)	Minimum time in practice <i>(Note: “time in practice” must be as of day of exam or prior)</i>
6 kyu	8	6 months practice
5 kyu	9	6 months as 6-kyu or 6 months practice
4 kyu	10	6 months in 5-kyu or 1 year practice if not 5 kyu <i>(Note: This is the highest rank any beginner can apply for)</i>
3 kyu	11	6 months practice as 4-kyu
2 kyu	12	6 months practice as 3-kyu
1 kyu	13	6 months practice as 2-kyu
1 dan	14	6 months practice as 1-kyu
2 dan	-	12 months practice as 1-dan
3 dan	-	24 months practice as 2-dan
4 dan	-	36 months practice as 3-dan