



Handbook

Introduction

The English Shotokan Academy (ESA) was officially formed in January 1991, by the late Steve Cattle 6th Dan, who had for many years been a student of the late Shihan Taiji Kase 9th Dan. It was in order to expand his own study of Traditional Shotokan Karate as taught by Sensei Kase, and that of his own students, that he formed the association.

Shihan Taiji Kase

Taiji Kase was one of the last of the direct students of O'sensei Gichin Funakoshi and his son Master Yoshitaka Funakoshi. Many years prior to his death in November 2004, Kase Sensei had formed an instructor's academy selected from talented and experienced karate-ka from around the world. This individual members group, in later years, became known as the Kase-Ha Shotokan-Ryu Karate-do Academy (KSKA) and its members are dedicated to the continued development of this unique line of Shotokan Karate

The senior instructors of the ESA are members of this elite academy and now lead the ESA with their technical skills and knowledge learned directly from Shihan Kase.



DOJO ETIQUETTE

Always arrive, change and be ready to start on time.

1. If you arrive late, change & warm up in the changing room. Kneel at the dojo entrance until asked to join the class. Make a full kneeling bow before rising. Move quickly & quietly to your place.
2. Remove all jewellery before training as it can cause injury to yourself or others.
3. Every time you enter or leaving the dojo always bow to the centre of the room as a mark of respect for your place of training.
4. To start and finish each session the class will line up facing the Instructor, in grade order with the senior grade on the Instructor's left.
5. Following the Instructor kneel down, left knee first, cross the feet and sit back on the heels. On the command SHOMEN NI REI place your palms on the floor and make a low bow, keeping your eyes forward, to honour the dojo. On the command SENSEI NI REI bow again to honour your teacher. On the command OTOGA NI REI bow a third time to acknowledge your training partners. Remain kneeling until told to rise.
6. If it is necessary to leave the dojo during class, first inform the instructor. On your return wait (see 2 above) until asked to rejoin.
7. Do not smoke at any time on the premises.
8. Do not talk or chew gum during training.

Ask reasonable questions when necessary, otherwise remain silent.



E.S.A. TODAY

Today the ESA is a fully constituted association, with democratically elected officers, dedicated to the continuation of the traditional values and practices of Shotokan Karate as passed on by Steve Cattle and Sensei Kase. The ESA maintains strong international links with the KSKA.

Membership of the ESA provides a clear and well defined structure for all grades. Senior members of ESKA play the pivotal role in the education and training of more junior Dan grades, who in turn are tasked with the maintenance of standards at club level.

Grade Examiner status is available to instructor of Sandan or above who successfully completion of the appropriate training and assessment.

All senior grades are encouraged to attend courses to ensure their continued progression and maintenance of standards. Through membership of the English Kase Ha Shotokan Ryu Academy, an group within the ESA dedicated to the study of advanced Shotokan karate, selected members of Nidan or above may study the system taught by Kase Sensei. Members may progress to KSKA membership at Sandan or higher.

All members, dependant upon grade, have access to Coaching Qualifications, free Black and Brown Belt Courses, Squad Training Sessions, subsidised Regional Courses and National Courses under National and International Instructors.

The ESA is an Association committed to the furtherance of Traditional Shotokan Karate as originally taught by the World's recognised Masters. Membership of the ESA is on application by groups, clubs and individuals. Application forms and further information can be obtained from our General Secretary, details enclosed.



AIMS & OBJECTIVES

The aims and objective of the ESA as defined in our constitution are:

1. To develop and practice Shotokan karate in accordance with the technical and moral values of Masters Gichin and Yoshitaka Funakoshi as taught by Shihan Taiji Kase.
2. To unite and provide leadership for those who wish to learn, practise and support karate as a martial art.
3. To assist and protect the interests of members.
4. To appoint representatives of the ESA who will represent the association at national and international activities concerned with the practise and furtherance of Shotokan Karate as a martial art.
5. Act as an advisory body in matters concerning Shotokan Karate.
6. Trade in goods relating to the practice and promotion of karate, and perform all other duties relating to such trading for the benefit and protection of all ESA members.
7. Obtain, collect receive and administer monies and funds for these objectives.
8. Do all such things as are incidental or conducive to the attainment of all or any of the objectives of the ESA in so far as these objectives shall be deemed by law to be in the interests and furtherance of karate as a martial art.

MISSION STATEMENT

To promote the study and development in the UK of Shotokan Kase-Ha Ryu budo karate as developed by Yoshitaka Funakoshi and taught by Shihan Taiji Kase by:

Providing an instructor development programme.

- Giving access to senior British and International instructors.
- Providing gradings by qualified examiners to a published syllabus.
- Adopting an open outlook to other forms of martial art which can support the development of "Budo Karate".
- Providing members with high quality instruction through a network of clubs and training courses.



ORGANISATION

EXECUTIVE COMMITTEE

The ESA is run by Executive Committee which is elected by the membership. Executive members stand for a two year term of office and are eligible for re-election at the end of their term.

Chairman	Michaylo Fedyk
Vice Chair	Geoff Beasley
General Secretary	Rob Willis
Treasurer	Ian Gillis
Affiliations Officer	Roger Hooton
Licensing Officer	Sandie Hopkins
PR Officer	Kathleen Codd

TECHNICAL COMMITTEE

Technical direction is given by the Technical Committee comprising senior instructors, all of whom are members of the Kase-Ha Shotokan-Ryu Karate-do Academy.

Member	Michaylo Fedyk	(7th Dan)
Member	Geoff Beasley	(6th Dan)
Member	Alan Armstrong	(6th Dan)
Member	Steve Thompson	(6th Dan)
Member	Roger Hooton	(5th Dan)
Member	Rob Willis	(5th Dan)
Member	Sandie Hopkins	(4th Dan)
Member	Lesley Fedyk	(3rd Dan)



GRADING EXAMINERS

The Technical Committee is supported by a group of qualified examiners who implement the standards set by the Committee. The examiners fall into two Categories National and Club Examiners base on seniority, experience and qualifications.

National Examiner	Michaylo Fedyk	(7th Dan)
National Examiner	Geoff Beasley	(6th Dan)
National Examiner	Alan Armstrong	(6th Dan)
National Examiner	Roger Hooton	(5th Dan)
Club Examiner	Steve Thompson	(6th Dan)
Club Examiner	Rob Willis	(5th Dan)
Club Examiner	Sandie Hopkins	(4th Dan)
Club Examiner	Lesley Fedyk	(3rd Dan)



CODE OF CONDUCT FOR MEMBERS

The English Shotokan Academy (ESA) is fully committed to safeguarding and promoting the well being of all association members and participants in association activities. It is important that all members show understanding of the welfare needs and safety of others at all times.

Members are encouraged to be open at all times and share any concerns they have about any aspect of ESA activities either at club or national level.

As a member of the English Shotokan Academy you are required to abide by the following rules:

Member must purchase an annually renewable ESA Licence.

- Dojo membership / training fees must be paid in accordance with Club agreements / Arrangements.
- Members must abide by club rules and standards of dojo etiquette/
- Members should show respect for coaches and elected representatives who make decisions and take actions in the interest the membership as a whole.

Members must display a mutual respect for fellow club and association members and strive to maintain high standards of behaviour.

Members must at all times show understanding of the welfare and safety of others.

- Members should maintain high standards of personal appearance and hygiene, dress in clean karategi or other attire appropriate to the activity.
- All jewellery must be removed prior to training sessions. If it cannot be removed it must be taped over and made safe.
- Members should make every effort to train regularly and consistently. If any member is unable to attend they should inform their Instructor or Club Secretary.
- Members **MUST** inform their instructor of any illnesses, injuries, disabilities or weaknesses prior to training so that appropriate coaching can be given that does not exacerbate those conditions.



- Never smoke, consume alcohol or take drugs immediately before or during training or associated activities
- Members should refrain from using foul or abusive language while involved in club or association activities.
- Members must not chew gum or consume food during any training activity unless there is a medical need (e.g. diabetes) and the instructor has been informed. Whilst Liquid refreshment is permitted it should only be taken in appropriate breaks given by the instructor. Leaving a class to take liquid refreshment is not permitted.

Junior members should remain in the dojo at the end of the session and assemble in a designated area until collected by a parent or guardian. Correct dojo etiquette should be maintained whilst waiting.



CHILD PROTECTION POLICY

Karate as a martial art, sport and recreational pastime has a duty of care to safeguard all children and young people who participate in it from harm.

The English Shotokan Academy (ESA) is committed to ensuring that those working with children and vulnerable young people adopt the best practice to ensure the health, safety and welfare of both participants and staff. The Association will endeavour to ensure the highest standards of care for all members, coaches, volunteers and any other connected people by:-

- Applying the Sport England guidelines for child protection.
- Adopting and applying the Sport England guidelines for Health and Safety.
- Appointing a Child Protection Officer.
- Appointing a professional Health and Safety Advisor.
- Ensuring all coaches are appropriately trained in Child Protection and Health & Safety issues.
- Ensuring all coaches are CRB cleared.
- Applying best practice coaching methods at all times.
- Holding regular update meeting with coaches / volunteers.
- Adopting a grievance procedure that ensures the grievances and complaints are promptly dealt with in a fair and equitable manner.
- Adopting a Zero Tolerance policy towards bullying, poor coaching practice, indiscriminate behaviour or unacceptable behaviour from anyone involved in the running of the Association or Affiliated Clubs.
- Ensuring that all participants enjoy the right of practicing their martial art in an environment that is free from intimidation, harassment and abuse.



CODE OF CONDUCT FOR PARENTS AND GUARDIANS

The English Shotokan Academy (ESA) is fully committed to safeguarding and promoting the well being of all association members and participants in association activities. It is important that everyone involved with the activities of the association show understanding of the welfare needs and safety of others at all times.

Parents / guardians are encouraged to be open at all times and share any concerns they have about any aspect of ESA activities either at club or national level.

Parents / Guardians of junior English Shotokan Academy members are required to abide by the following rules:

- Never force your child to take part.
- Encourage your children to learn the rules and abide by them.
- Discourage unfair or unsafe play and arguments with coaches and volunteer.
- Support your child's involvement and help them enjoy their karate.
- Help your child to recognise good performance not just results.
- Never punish or belittle a child for making mistakes or losing in competition.
- Publicly accept officials judgements.
- Never use foul or abusive language towards coaches, volunteers or officials.
- Follow correct procedure if you wish to discuss any matter with club or association officials.
- Set a good example to your child.
- Always notify club officials in advance if you are unable to collect your child and have arranged for someone else to do so. Remember club officials will not necessarily know relatives if they turn up unannounced.



LICENSE & PERSONAL INSURANCE

- Membership of the ESA is available through affiliated clubs, and to appropriately graded individual adults.
- It is a requirement of membership of the ESA that all members carry personal insurance, this is affected through the ESA Licence.
- All membership, insurance and license fees are renewable annually.
- You should ensure that you take out a licence at the earliest opportunity. While you are unlicensed you are uninsured and this means that you personally may become responsible for any injury claims made against you.
- It is your responsibility to ensure that you renew your license before it expires. Students that are uninsured must NEVER do partner work as their insurance status also affects that of their partner, therefore your Instructor may have to prevent you from taking part fully in training sessions if your license has expired.
- Members whose license has expired may not take part in ESA events such as training courses and competitions. A license check will be carried out at the start of all ESA events.
- License application forms are available from your club instructor. The Form should be completed and returned to your Instructor or Club Secretary.
- In signing the application form you agree to abide by the Constitution and Rules of the ESA.
- Cheques and Postal Orders should be made payable to the English Shotokan Academy.