

Portsmouth
Kendo
Club



ポーツマス剣道クラブ



An Introduction for Members



Introduction

Welcome to Portsmouth Kendo Club, or "Bushi Budokai" (it's official name).

This booklet is intended to give you information about the club and how it is run, about Kendo and try to give you an insight into some of what can appear to be a daunting and confusing way that we do things. The intention is to explain some of the traditions, the dos and don'ts and most importantly the reasoning behind them. There is also some necessary information necessary to ensure that you have all the information you need to ensure that you and others around you can practice Kendo safely.

This can only be an introduction and as such will be incomplete. If you require any more information or clarity of any of the points included then please discuss with any of the officers of the club.

Club Set Up

Portsmouth Kendo Club's purpose is to allow members to practice Kendo and for everyone to increase their knowledge and skill through practice and study of the art. The club is non-profit making and no one within the club is paid for any services.

We are affiliated to the British Kendo Association and are required to comply with certain constraints which are necessary to ensure this continued affiliation and for us all to be covered by the insurance which the BKA arrange.

The club has a managing committee which is comprised of the following people:

Dojo Leader	Clive McNaught	kendo687@hotmail.com
Treasurer	Siân Nolan	ztnolan@aol.com
Instructor	Max Davies	max.p.davies@gmail.com
Secretary	Malcolm Smalley	mal.smalley@sky.com

Child Protection Advisor : **Siân Nolan**

Registered Coaches : **Clive McNaught
Max Davies
Malcolm Smalley
Tommy Goven
Roger Pimlott
Linda Ling**

Website : www.PortsmouthKendo.com

Club email : KendoSouth@googlemail.com

Dojo address : **Priory community Sports Centre, Fawcett Road, Portsmouth PO4 ODL.**

Training Times : **Wednesdays 19:30 to 21:30, Saturdays 13:00 to 15:00.**



A Brief Introduction to the Art of Kendo

History

Kendo embodies the essence of the Japanese fighting arts. Since the earliest days of the Samurai government in Japan, over 800 years ago, sword fencing, together with horse riding and archery, were the main martial pursuits of the military clans.

The formal Kendo exercises developed several centuries ago, are still studied today using wooden swords in set forms, or kata.

The introduction of bamboo practice swords (shinai) and armour (bogu) to Kendo training dates back to the late 17th century. This is believed to be the foundation of modern Kendo. Kendo began to make its modern appearance during the late 18th century. Use of the shinai and armour (bogu) made possible the full contact delivery of strikes and thrusts without inflicting injury on the opponent. These advances, along with practice formats, set the foundations of modern Kendo.



Kendo bogu (armour) is essential for protection when performing keiko.



Bogu set.



Nihon Kendo Kata.



Two kendoka clash in competition.



A shinai.



Kendoka perform sonkyo before combat.

Modern kendo

In modern Kendo, there are strikes (or cuts) and thrusts. Strikes are allowed against only seven specified target areas, or datotsu-bui on the head or body, all of which are protected by bogu. The targets are men (top of the head), sayu-men or yoko-men (upper left and right side of the head), the right kote, or wrist at any time, the left kote when it is in a raised position (such as jodan) and the left or right do or torso. Thrusts are only allowed to the throat (tsuki). However, since an incorrectly performed thrust could injure the neck, thrusting techniques in free practice and competition are sometimes restricted.



Men



Kotê



Do



Tsuki



Grades

Technical achievement in kendo is measured by advancement in grade, rank or level. The "kyu" and "dan" ranking system is used to assess the level of one's skill in kendo. The dan levels are from 1-dan (sho-dan) to 8-dan (hachi-dan). There are no outward physical signs or badges of a grade in kendo; beginners dress the same as higher ranking yudansha.

1-dan is equivalent to a first degree black belt. 1-dan (sho-dan) to 8-dan (hachi-dan) are awarded after a physical kendo test, followed by a kata test and then examination of a submitted paper.

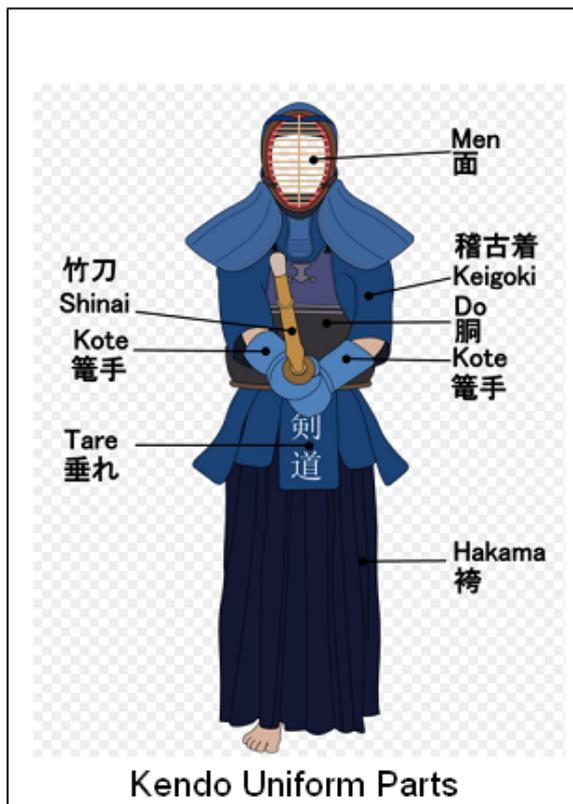
There are six grades below dan known as kyu. The number preceding the kyu is the number of levels below the first dan rank (sho-dan).

Competition

In shiai, or competition, a point is only awarded when the attack is done firmly and properly to a target point with ki-ken-tai-ichi, or spirit, sword and body as one. This means that for an attack to be successful, the shinai must strike the specified target, the contact by the shinai must happen simultaneously with the attacker's front foot contacting with floor and the kendoka must vocalise an expression of kiai that displays good spirit. Additionally, the top third of the shinai must make contact with the target and direction of movement by the shinai must also be correct. Finally, zanshin, or continuation of awareness, must be present and shown before, during and after the strike, then the player must be ready to attack again.

In a tournament, there are three referees, or shinpan. Each holds a red flag and a white flag in opposite hands. To signal a point, the referees raise the flag corresponding to the colour of the ribbon worn by the scoring competitor. Generally, at least two shinpan must agree, for a point to be awarded. The match does not stop until a pronouncement of the point that has been scored.

The first competitor to score two points wins the match. If the time limit is reached and only one competitor has a point, that competitor wins.





Reigi

The first thing we are taught in Kendo is the "Rei" or bow. There is much more to this, however, than the bodily act of lowering the head. We are taught that "Kendo begins and ends with Rei". This does not just refer to the bows performed on entering and leaving the dojo, or the bows performed at the beginning and end of each session. "Rei" or "Reigi" is an expression of mutual respect. It is also said that "If there is no Reigi there is no Kendo". This is because the term "Reigi" refers to an approach to teaching and learning that owes a great deal to Confucian scholarship, as well as the military experience and social history of Japan, with the roots of all these going back to ancient China. This uniquely Asian approach is essential for the correct study of any traditional Martial Art (Budo).

The study of any Martial Art is an extremely difficult undertaking. In order to progress we need to pay careful attention to the framework within which we teach and learn. This framework does not belong to our Western culture, but to a feudal age which is largely alien to us. Therefore Kendo training isn't just physically arduous but is also a culture shock for Westerners. We learn about what "Reigi" really means as we progress and often we learn about it by inadvertently breaking it.

"Reigi" is often translated as "etiquette" and that is a good start, but as you will see from the above, there are implications that go way beyond that. It's best thought of as mutual respect, but it is not a relationship of equals.

The Dojo

Dojo is the Japanese word that means training hall or "place of the way". Originally in Japan, this place was part of a shrine or a large annex to the house of the guiding teacher. Every Dojo in Japan will have a Shinto shrine, Kamidana, on one wall – usually the one opposite the door. This place is called the "Kamiza". This is what we bow to when we enter and leave.

Most Dojo refer to the Kamiza using the post-war term "Shomen" (straight ahead) since from this period on, schools were not allowed to have a shrine in their Dojo do to the proscription of "state shinto".

In Kendo, Japanese are taught to "Show respect to their seniors, their juniors and to the Gods". It follows then, that historically, there is a spiritual dimension to budo training. For us, however, we can simply start by acknowledging that entering a dojo should be done with a certain amount of reverence. In other words, idle chatter, smoking, eating or drinking, swearing etc are all a breach of Reigi. The dojo should be kept clean and cleaning the floor is considered a part of training. All shoes should be left outside, or at least in the entrance or other allotted place.

Sensei

Sensei means teacher and is used as respectful form of address for instructors and Kendoka of very high rank. They generally sit on the "joseki" (senior) side. Whatever he/she says overrules any other prescribed regulations. It is for this reason that when visiting another dojo it is courteous and part of customary etiquette to follow the directions of the sensei regardless of what you have been told somewhere else. This does not infringe upon your rights and beliefs, indeed you are considered as one of his/her guests.

Sempai

Sempai generally indicates the senior member who sits first in the line opposite to the teacher. You should always be listening for what he/she says as he often shouts out most of the commands. In reality sempai means "senior/elder" and indicates anybody with more experience than you. You will be kohai (junior) to some people and sempai to others. This apparently rigid hierarchy is often misunderstood and some people take advantage of it to dominate others. These individuals show very little understanding of kendo and command very little respect from the kendo community. To be sempai does not mean you command automatic respect, but places great responsibilities upon you and requires patience, maturity, knowledge and discipline. Indeed the sempai is a leading example, he is required to show the basics and it is his duty to take care of the kohai and their safety. Therefore, if you feel you can learn from somebody sit further away from the Shomen than him or her as a pure form of respect, they will not fail to notice and soon they will pay particular attention to you. The sooner you start to respect others the greater will be your achievements.

Kohai

As already mentioned kohai is anybody with less experience than you, literally it means "junior." Please help anybody who seeks your attention, not with the manner of someone who knows more and arrogantly lectures, but as an example, with the simplicity and modesty of one who is passing on some knowledge he acquired through real work, hardship and strife. Remember, however high in grade you will be one day, there will always be someone higher than you. It shows good disposition and attitude to behave as a learner on any occasion.

Correct Clothing & Equipment

The first time someone attends Kendo in this dojo they are permitted to wear clothing from other budo or loose fitting sports gear. (Please note that many other dojos insist on the correct dress right from the first). After the first two or three sessions though, if you wish to continue training, you are expected to acquire the correct clothing. Exceptions may be made for serious students for whom financial hardship is an obstacle. Speak to us



privately if this is a barrier. In this dojo we all wear blue keikogi whatever our grade (some dojo insist on white Keikogi for kendoka who have not attained dan grades) and blue Hakama.

You should purchase your own Shinai and Bokken as soon as possible. Adult males use size 39 and females size 38. Juniors use a size suitable to their build. Please ask for advice from one of the seniors if you are unsure as to what to purchase.

Armour is called Bogu. Normally it will take about six months of training before a student is ready to wear bogu. This can vary as everyone's progress is different. Those who do daily suburi at home and attend every session will progress more quickly. (Note also that those who train regularly but who seem to acquire Kendo technique more slowly than others are often more successful in the long run).

New students are welcome to buy bogu before they are ready for it, as it is good to get used to putting it on and removing it and packing it away, well in advance of using it in the dojo. Please check with the dojo seniors before buying and if you require any advice. We may have a preferred source, access to discount, and will need to advise on what is appropriate. This is also part of reigi. For example, excessive decoration on Bogu is to be avoided. – Fine feathers do not make the man!

The wearing of Do & Tare is to be encouraged in beginners and expect to wear these long before donning full bogu. This familiarizes you with the armour, gets you used to the additional weight and restrictions and also allows others to practice Do cuts upon you.

The Training Session

The warm-up is called "Taiso". Sometimes we perform this at the beginning, before Rei. Sometimes we may perform some Kata practice first. Sometimes this may be omitted altogether in which case each individual should do his or her own warm up. (This is also the case if you are late and miss Taiso. You must warm up yourself before joining in the session for your own safety)

The Taiso is performed along military lines, partly for historical reasons, partly for efficiency and partly for mutual dojo spirit. The Taiso usually includes suburi. This should always be done to the best of one's ability and with full ki-ai. Remember that others are watching you and will follow your example.

When you hear the order "Shugo" you must run to your place in the line. This will normally be facing the joseki & Sensei with the senior end being to the right. Sit according to your rank, but avoid making a fuss over where you sit. It's more important to line up promptly.

The line must be straight. Adjust your position according to the person on your immediate right and place your bogu in front of you and to the right also in a straight line with those to your right. The kote should be laid first with the fists to the right and the thumbs together. The Men is placed on top with the himo (cords) tidy and ready for wear. In this dojo we place the tenegui, neatly folded, inside the men. Other dojo place the tenegui draped neatly over the men – always follow the lead of the sensei & Sempai when visiting other dojo.

Putting on and taking off the men should be done promptly and in the correct manner and you must wait for the order to do so. Practice this at home until you are confident in being able to execute this quickly and correctly. Do not stand until after the sensei and/or Sempai have done so unless you are asked to. A sensei sitting opposite will remove his Men before the order is given to anyone else.

Some Useful do's & don'ts

As explained above, etiquette in the dojo is not designed to give airs and graces to senior members. Nor is it designed to contribute to the mystique of the martial arts. Etiquette is common sense, discipline and manners on the whole, and is an integral requirement for self-awareness and development. If the procedures outlined below are not conducted with the reverence they require and deserve, you cannot hope to gain respect by your actions. To conduct himself/herself correctly and avoid inadvertent indiscretions,

A Kendoka should:

- 1] Bow respectfully when entering or leaving the dojo. Bow from the waist. placing hands on the front of the thighs, eyes looking to the floor, facing joseki.
- 2] Enter the dojo with bare feet or remove shoes immediately on entering. Place personal belongings in a neat pile where one is advised and check equipment thoroughly.
- 3] If one is late, request permission to join the practice to the senior member in charge, rei in seiza and warm up before joining the session. Similarly if you have to be excused before the end of the practice. However these should be rare occasions. A zarei (bow from sitting position) is performed if the sensei is in seiza position, ritsurei (standing bow) if sensei is standing.
- 4] Do not allow your attention to wander during instruction. Do not chat with other students. Make the most of every practice.
- 5] Stand in shimoza (opposite of joseki), holding the shinai in yasume or rest position when in line waiting for your turn or when a senior grade is instructing.



6] It is customary etiquette to walk behind a Kendoka wearing armour and standing in position. If for any reason the contrary is unavoidable stretch your right arm in front of you, bow slightly and excuse yourself while passing.

7] While in seiza you are instructed:

"men (wo) tsuke" have your men and kote on before your sensei.

"men (wo) tore" wait for the sensei to take off his men and kote before you do. Remember if you are slow everyone will have to wait for you to finish.

8] If at any time you wish to take off your men and kote while practicing, request permission from the sensei first.

9] While instruction is being given by the sempai or visiting teachers, do not contradict or be uncooperative. Listen attentively and do not distract others.

10] After final rei, if you wish to give special thanks to your opponent, a senior member or the sensei, do not shout from position, but rise to your feet, walk to the person, sit in seiza and rei.

11] Generally shoshinsha (beginner) or Kendoka of lower rank will sit or stand opposite the yudansha or to their left. The senior of the two will take the joseki side. A Kendoka should rei to this opponent or teacher before and at the end of each practice.

12] Never sit or rest without permission. Do not lean against the wall or on a shinai, using it as a cane. The shinai represents your sword, be proud of it and handle it as a precious possession. Also do not smoke in the dojo, or wear a hat, or speak loudly, or use abusive language.

13] Never step on or hit a shinai, the men or the kote with your feet when placed next to a seated Kendoka but treat them with respect.

14] Never touch part of the bogu or equipment of another Kendoka unless requested or invited to do so.

15] Help your fellow kendoka before and after the practice. Assist in the cleaning of the dojo.

16] Always bow respectfully to your opponent before and after a keiko or a shiai contest. It is customary etiquette to say loudly and clearly, "onegaishimasu" while bowing before engaging for practice and "arigato gazaimashita" at the final bow.

17] If your armour becomes loose or untied, raise your right arm to signal you need to stop, after you do osame to, return to your position or to the closest available place to the entrance, re-tie your armour, then start again with a standing bow. It is important that during this operation you do not obstruct other people around you causing delay or worse be a hazard to them. Always place safety first.

18] Make the most of the opportunity by practicing, whenever possible, with higher ranks than yourself, and never allow a yudansha to stand idle.

19] To the samurai their katana was their most valuable possession. In a similar fashion you must treat your shinai or bokuto with respect. Whenever you leave your shinai make sure it is out of the way, where others cannot stumble over or step on it. If it rests against the wall make sure it is turned upside down.

20] Shotachi is the first strike. When fighting with a senior Kendoka it is good etiquette to strike first. This allows the senior person to appraise your level and cater for your needs. Never waste your Shotachi, but strike positively from issoku-itto-no-maai with a loud kiai, positive Kamae and a careful and accurate strike.

21] Last but not least, remember to use correct reigi (etiquette) and shisei (attitude) all through the practice wherever you are, and exhibit some kigurai (pride). All this shows what you are made of and the club where you have been training will gain in luster.

Personal Attention

Your own person and your equipment should be always be kept clean; mainly as a form of respect towards your teacher and your fellow Kendoka.

1] Toenails should be clipped for neatness and safety's sake

2] Jewellery should be removed and long hair tied back before the practice starts

3] Maximum care should be given to your own equipment. The keikogi should be washed often and a minimum of two are recommended for rotation. The hakama should be washed as often as necessary. Both should be hand washed in cold water to avoid excessive fading, discolouring and fabric wear. These garments should be pressed and always worn with pride about their appearance



4] Any trace of sweat should be promptly wiped out from the inside of your men and kote at the end of every session; while at home the entire Bogu should be opened up and placed in an airy place to dry

5] One aspect of cleanliness is also achieved in looking after one's body. Hands and feet play a very important part in your everyday training. Look after them; use cream to soften them up and to avoid dry skin and calluses.

6] If your Achilles, heels, elbows or other parts of your body ache stop training until they are back to normal. Look into the cause(s) with other senior members and try to solve them. It is better to come to keiko to watch (mitorigaiko) than not attend at all.

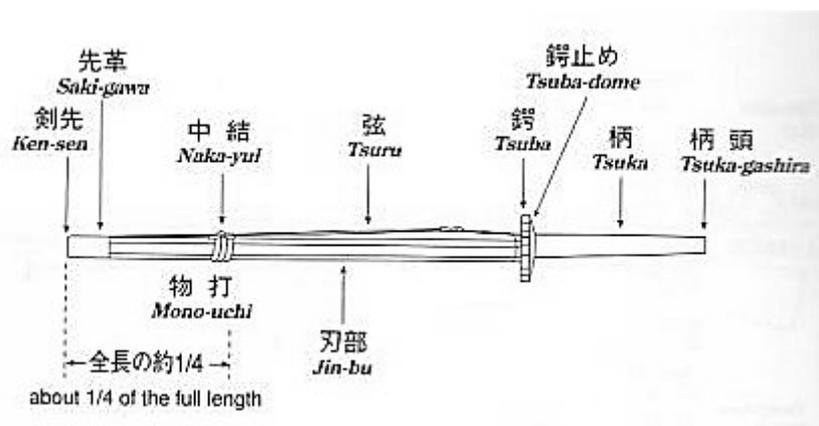
An unclean Kendoka indicates slackness and lack of discipline and self respect - for others as well as yourself.

Shinai

In ancient Japan a Samurai's most valued possession was his sword, handed down from one generation to the next. A Samurai's sword was all that stood between him and death. Naturally a Samurai would spend a great deal of time and effort ensuring that his sword was maintained to a faultless condition.

Nowadays, as then, it is important to maintain your weapons. A damaged shinai can cause serious injuries. It is a mark of respect (and good etiquette) to other Kendoka and your club to ensure your weapons are safe at all times. This is a guide designed to help the owner of a shiny new shinai prepare it for use in the dojo. Shinai are usually not ready for immediate use

First, a note on safety. When handling shinai be aware of the risk of splinters. Bamboo splinters are particularly unpleasant. Also when using sharp implements always work away from your body.





Kyusha Grading Requirements

It is important for the early development of Kendoka that they have targets to achieve and are regularly assessed on their progress. This also gives the Kendoka confirmation of their progress and a sense of achievement.

Achievements of these targets are confirmed by assessing the capabilities of the candidates at regular intervals in formal gradings. This allows consistency of assessment and also prepares the candidates for later, national gradings for Ikkyu and all Dan grades.

Assessment of the overall standard and understanding of terminology will be made throughout the grading.

The grading will be formal but in a relaxed atmosphere, putting candidates at ease and encouraging understanding through good communication i.e. question, answer and discussion.

Grading requirements are progressive and include those of the previous grade plus those highlighted for the next level. So for example the 5th kyu grading consists of the basic 7th kyu requirements plus the additional items for 6th kyu and the additional 5th kyu requirements.

Grades achieved are recorded in the candidates BKA membership book and a Menjo (certificate) is awarded.

Prospective time scale:

7th kyu after the 6 week beginners course plus gradings every three months = 2nd kyu in 17 months - Ikkyu at 20 months - 1st Dan = 24 months (Assuming regular attendance at the dojo)

Grading Syllabus for 7th Kyu

Fundamentals with Bokken:

- How to stand: shizen-tai
- How to bow: ritsu-rei and courtesy in kendo: rei-ho
- How to sit: sei-za
- How to bow: za-rei
- How to compose yourself: mokuso
- How to squat: sonkyo
- How to make stance and posture: chudan-no-kamae
- How to move forward, back, right and left: in kamae using suri-ashi

Kihon with Bokken and Shinai:

- How to cut men, kote and do using suri-ashi with bokken
- How to cut men, kote and do using fumi-komi-ashi with shinai

Equipment & Safety

- Know how to check Shinai for safety.

Grading Syllabus for 6th Kyu

7th plus

Kihon-keiko-ho with Bokken:

- Kihon Ichi

Kihon with Shinai and Bogu:

- How to cut set forms of kihon-keiko-ho in bogu using fumi-komi-ashi

Kiri-kaeshi: Cutting as kakari-te

Equipment & Safety

- Assemble & disassemble a Shinai correctly.

Grading Syllabus for 5th Kyu

6th plus

Kihon-keiko-ho with Bokken:

- Kihon Ni

Kiri-kaeshi: as kakari-te and motodachi

Equipment & Safety

- Correctly put on bogu without assistance



Grading Syllabus for 4th Kyu

5th plus

Kihon-keiko-ho with Bokken:

- Kihon San

Kiri-kaeshi: with good kiai and correct cutting distance

Kendo no Kata:

- Ippon-me

Equipment & Safety

- Carry and place equipment correctly.

- Put on and take off full Bogu quickly & neatly.

Grading Syllabus for 3rd Kyu

4th plus

Kihon-keiko-ho with Bokken:

- Kihon Yon

Kiri-kaeshi: left hand remains in centre with smooth, effective movements

Kendo no Kata:

- Nihon-me

Grading Syllabus for 2nd Kyu

3rd plus

Kihon-keiko-ho with Bokken:

- Kihon Go

Kiri-kaeshi: with a full rich kiai and proper breathing. Good Ki-ken-tai-no-ichi

Kendo no Kata:

- Sanbon-me

Assessment for each grade includes an understanding of the above, plus general kendo terminology.



Glossary

<i>Japanese</i>	<i>English</i>
Dogi	Apparel
Keikogi / Kendogi / Uwagi	Practise Top
Hakama	Divided Skirt
Obi	Belt
Zori / Seta	Sandals
Tabi	Socks
Bo-gu / Do-gu / Kendo-gu	Armour / Equipment
Men	Face Mask
Men-gane	Face grill
Nodowa / Tsuki-dare	Throat protector
Kote	Wrist protector
Do	Chest protector
Mune	Chest
Tare	Hip / waist protector
Zekken	Name tag
Himo	String e.g. Men Himo, Kote-Himo, etc
Ashi Sabaki	Footwork
Ashi	Foot / feet / legs
Fumikomi-ashi	Stamping footwork
Suri-ashi	Sliding footwork (used in all below)
Ayumi-ashi	Walking footwork
Okuri-ashi	Normal kendo footwork
Hiraki-ashi	Sideways footwork
Tsugi-ashi	When the left foot comes up slightly before going forward on the right
Ken / To	Sword
Katana / Dai-to	Long sword (the "Samurai Sword")
Sho-to	Short sword
Boku-to / Bokken	Wooden practice [Long] sword
Kodachi / Sho-to	Wooden practice short sword
Shinai	Bamboo sword used in kendo
Tsuba	Hand guard
Tsuka	Handle
Ken-sen / Kissaki	Point of the sword
Monouchi	The top 1/3 portion of the sword
Ha	Blade edge (represented by the Jin-bu on a shinai)
Mune	Back of the blade (represented by the Tsuru on a shinai)
Omote	The left side of one's own shinai
Ura	The right side of one's own shinai
Kamae	Postures
Gedan-no-kamae	Low-level posture
Chudan-no-kamae	Mid-level posture
Seigan-no-kamae	Modified mid-level posture
[Hidari / Migi] Jodan-no-kamae	[Left / Right] High-level posture
Hasso-no-kamae	Mid-high posture where Tsuba is at chest height
Wakigamae	Low-level posture where Sword is almost behind body



Kamae-o-toku	A relaxed kamae used to break during kata
Sonkyo	Squatting posture used while drawing shinai
Taito	Sword at hip level at side, thumb on tsuba
Sageto	Sword relaxed at side
Shizen-tai	Natural standing posture
Chushin	The center line

Ma-ai / Ma	Interval (Temporal) / Distance (Spatial)
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Chikai / Chika-ma-ai	Near distance
Issoku-Itto-no-ma-ai	One Step one sword/cut distance
Toi / To-ma-ai	Far distance

Keiko	Practise
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Kiri-kaeshi	A fundamental kendo exercise
Uchikomi-geiko	Motodachi opens area for attack
Kakari-geiko	All out attack practice
Mawari-geiko	Rotating practice
Ji-geiko	Free Practise
Shiai-geiko	Competition practice
Kata-geiko	Kata practice
Mitori-geiko	Watching practice
Ai-te	Partner
Motodachi	Reciever
Kakari-te	Attacker

Reiho / Saho	Etiquette
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Seiretsu	Line up
Chakuza / Seiza	Sit down
Kiotsuke	Attention
Mokuso	View
Mokuso-yame	Stop mokuso
Sensei(-gata)-ni-rei	Bow to the instructor(s)
Otagai-ni-rei	Bow together
Kamiza / joseki -ni-rei	Bow to the high place in the dojo
Men-o-tsuke	Put on bogu
Men-o-tore	Remove bogu
Kamae-to	Take kamae (draw sword)
Osame-to	Sheath sword
Jo-seki	Where the higher ranked Kendoka sit
Shimo-za	Where the lower ranked Kendoka sit

Kendoka	Kendo Practitioner(s)
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Shoshinsha	Beginner
Mudansha	Not graded, or below shodan
Yudansha	Dan graded Kendoka
Kodansha	Very high ranked/skilled Kendoka
Sensei	Instructor
Sempai	Senior in relation
Kohai	Junior in relation
Renshi	Instructor
Kyoshi	Advanced instructor



Hanshi
Kenshi / Kenkyaku

Senior instructor
Swordsperson

Waza	Techniques
Kihon-waza	Basic techniques
Oji-waza	Responsive techniques
Shikake-waza	Offensive techniques

Shiai / Taikai	Competition
Dantai-shiai	Team competition
Kojin-shiai	Individual competition

Kendo no Kata	Forms
Uchidachi	The attacker (and loser) in kata-geiko
Shidachi	The receiver (and winner) in kata-geiko
Ippon-me	Number 1
Nihon-me	Number 2
Sambon-me	Number 3
Yohon-me	Number 4
Gohon-me	Number 5
Roppon-me	Number 6
Nanahon-me	Number 7

Concepts	
Ki-ken-tai-no-ichi	Spirit (Ki), Sword (Ken), Body (Tai) as One (Ichi)
Zanshin	Awareness
Enzan-no-me-tsuke	To look at a far mountain
Fudoshin	Immovable mind
Heijoshin	Calm / normal mind
Ichi-gan-ni-soku-san-tan-shi-riki	1-eyes-2-footwork-3-mind-4-technique with strength
Ken-chu-tai / Ken-tai hyori	Attack and defense as one
Mu-shin / Munen-muso	Empty mind

Nihongo	Japanese
Sumimasen	Excuse me
Onegaishimasu	Thank-you / please [for what you are about to do]
Arigato [Gozaimashita]	Thank-you [for what you did]
Hajime	Start
Yame	Stop
Hai	Yes
Kotai	Change
Shinsa	Grading
Ichi-ni-san-shi-go-roku-shichi-hachi-ku-ju	1-2-3-4-5-6-7-8-9-10

General	
Kake-goe / Ki-ai	Shout
Datotsu-bu	Correct striking area
Yuko-datotsu	Correct strike



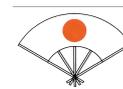
Ha-suji
Ai-uchi
Chakuso
Me-tsuke
Kokyu
Tai-atari
Te-no-uchi

Angle
Simultaneous yuko datotsu
Appearance
Sight
Breathing
Body attack
Overall use of the hands with the shinai





HEALTH & SAFETY GENERIC RISK ASSESSMENT KENDO



GENERIC RISK ASSESSMENT (GRA)

Introduction

1. A generic Risk Assessment (GRA) is a specialised risk assessment that has been prepared to remove repetition and save time. Dojo leaders' will need to compare the situation at his/her dojo to identify any further hazards and the control measures that may need to be introduced.
2. Prior to a BKA activity an assessment must be made to determine the hazards involved and their significance.

Note: The dojo is not required to register insignificant hazards.

3. When completing your GRA, you must take account of the following additional factors:
 - The facility/building H&S arrangements.
 - The facility/building fire arrangements.
 - The facility/building emergency evacuation arrangements.
 - Where appropriate, a young persons perception of risk (inexperience, lack of knowledge).

DEFINITIONS

Hazard - means anything with the potential to cause harm (eg extreme cold, heat, striking, piercing etc). This may be immediate, eg in the case of a fall, or delayed in the case of an illness.

Severity - is the degree of injury, numbers of personnel affected, property damage, or other factors that could occur as the result of a hazard.

Risk - is the likelihood that harm may occur. The assessment of risk therefore involves looking at the likelihood that harm will occur and the severity/consequence.

Controls - are actions taken to eliminate hazards or reduce the risk involved.

Competence - a competent person must have such practical and theoretical knowledge and actual experience of the type of activity and equipment to be undertaken, to enable him/her to detect unsafe conditions and evaluate their seriousness.

Residual risk - is the risk remaining after controls have been applied.

DUTIES

Kendoka

4. Kendoka undergoing training are to adhere to all instructions provided prior to and during training. They must keep an awareness of all hazards advised and implement the identified control measures where appropriate.

Supervisors

5. Coaches, at all levels, have a personal responsibility for ensuring that activities are undertaken in a safe manner as is reasonably practicable, taking due regard of any risk to personnel.



Safe System of Training (SST)

6. The SST consists of four separate elements where the hazards have been assessed and the consequent controls have been applied in order to reduce the risks to as low as reasonably practicable, within the aims of the activity. The four elements are as follows:

- a. safe persons
- b. safe equipment
- c. safe practice
- d. safe place

Safe Persons

7. It is essential that dojo leaders provide an appropriate level of supervision, and those conducting the training take the necessary time and pay sufficient attention to detail in order to reduce the risk so far as is reasonably practicable. Coaches must ensure that kendoka have progressed to a stage where they are able to understand the correct application of the equipment used during the intended training.

Safe equipment

8. Equipment must be suitable for use and maintained appropriately.

Safe Practice

9. Practices are to be carried out in accordance with drills and instructions specified by **the BKA Coaching Committee**. Safe practices must include the following:

- a. Appropriate procedures
- b. Suitable and sufficient training and supervision
- c. Suitable clothing and protective equipment (for the activity concerned)

Safe Place

10. The building, floor surfaces, procedures are suitable and sufficient.

Communication

11. Dojo leaders' must remember that just conducting an assessment is not enough. The content of the GRA must be communicated to all those involved with the activity and a record of the assessment must be kept for future reference. Questions regarding the GRA should be directed to Donald Gordon, BKA H&S Adviser (contact info on the BKA website).

GRA - STEP BY STEP

STEP 1, column (b) – Describe the Activity

This has been inserted on the GRA form previously.

STEP 2, column (c) – Identify the hazards associated with the activity

Check the hazards shown and remove any that do NOT apply. Insert any other applicable hazards in column “c” of the GRA form.

STEP 3 – column (d) - Identify any existing controls

View existing controls and ensure they are appropriate also insert control measures against those hazards you have identified.

STEP 4 – column (e) - Identify Any Residual Risks (taking account of existing controls)

Taking into account the hazards identified and the existing controls, decide whether there is any residual risk remaining and whether that risk is:

- a. **Acceptable** - the risks are adequately controlled.
- b. **Not Acceptable** - the risks are not adequately controlled.

Note: Residual risk is the risk remaining after control measures are applied. We may drive a car that is properly maintained, MOT'd and in accordance with the Road Traffic Act. In this case of our car, we deem the residual risk to be acceptable and continue driving!



Asking the question “is the residual risk acceptable?” will provide a **YES / NO** answer, which should be placed into column (e) of the form.

If the answer is “NO”, proceed to Step 5. If the answer is “YES”, proceed to Step 7. The GRA should be signed and dated by the dojo leader.

STEP 5, column (f) – Identify the need for any further controls

Hazards categorized as having residual risk (not acceptable), will need further control measures applied.

STEP 6, column (g) – Identify Any Residual Risks Taking Account of Any Further Controls

Taking account of the controls identified at Step 5 (including emergencies), decide whether there is any residual risk remaining and whether that risk is ‘Acceptable’ (the risks are adequately controlled) or ‘Not Acceptable’ (the risks are not adequately controlled).

Note:

Asking the question “Is the residual risk following the application of the additional controls acceptable?” will provide a YES / NO answer, inserted into column (g) of the GRA form.

(If the answer is No, the control measure is NOT acceptable).

STEP 7 – Communicate and implement the controls

It is essential that specific instructions are issued regarding the hazards and the control measures to be implemented by those conducting the training and communicated to those affected by the training. Briefings must be given prior to and whenever specific information needs to be re-enforced during an activity.

STEP 8 – Review the risk assessment / retention of records

GRA and relevant control measure instructions are living documents. Reviews must be carried out on the following occasions:

- If there is reason to suspect the GRA is no longer valid.
- If there are significant changes to the activity.
- If an accident occurs.
- Annually.

NB: Redundant GRA must be kept for at least three years in an archive file, which is to be held by the dojo which controls the activity concerned, 3 years in the case of an adult or until the majority plus 3 years age of in the case of a person under the age of 18 years.



DOJO: Portsmouth

LOCATION: Priory Community Sports Centre, Fawcett Road, Portsmouth PO4 ODL.

Assessor: Malcolm Smalley

Dojo Leader: Clive McNaught

Assessment Date: 29th October 2008

Review Date: 29th October 2009

Activity	Hazards Identified	Controls	Residual Risk Acceptable YES or NO
General practice	SLIP, TRIP, FALL	<ol style="list-style-type: none"> 1. Clothing / bogu properly worn & equipment used correctly. 2. Floor kept dry. 3. All obstacles removed from practice area to ends of dojo prior to practice commencing. 	Yes
General practice	FLOOR SURFACE eg splinters, holes, uneven surface, obstacles.	<ol style="list-style-type: none"> 1. Floor must be appropriate to the activity, eg sprung not solid. 2. Visually inspect floor before each practice to identify hazards, 3. Hazards clearly marked. 4. Holes set in floor (for securing Gym equipment) to taped over before each practice. 	Yes
General practice	CUTS & ABRASIONS	<ol style="list-style-type: none"> 1. Coach to ensure the training area is clean and free from any potential source of injury before practice. 	Yes
General practice	GOUGES & PUNCTURE WOUNDS –	<ol style="list-style-type: none"> 1. Finger and toenails must be kept trimmed and clean. 2. All jewellery, including watches must be removed. 	Yes
General practice	SPLINTERED SHINAI	<ol style="list-style-type: none"> 1. Correct maintenance of shinai taught to all participants. 2. Kendoka to inspect his/her shinai periodically during practice. 3. Coaches periodically to inspect Kendoka shinai. 	Yes
General practice	MUSCLE FATIGUE, CRAMP, SORE/STIFF JOINTS	<ol style="list-style-type: none"> 1. Include a warm-up at the beginning of the practice. 2. Include a cool-down at the end of each practice. 	Yes
General practice	SNAPPING OF THE ACHILLES' TENDON	<ol style="list-style-type: none"> 1. Coach to ensure that Kendoka are conversant with appropriate style of attacking movements. 2. Include stretching exercises for the tendons of both legs in warm-up periods. 	Yes
General practice	STRIKING - Hitting off target, bruising, fractures etc.	<ol style="list-style-type: none"> 1. Supervision of practice by competent instructors 2. Kendoka must be capable of the training concerned. 3. Armour and clothing must be appropriate for activity, worn & adjusted correctly. 4. Teaching of proper methods of cutting with Tenuchi. 	Yes
General practice	STRIKING Newcomers to wearing armour & being struck	<ol style="list-style-type: none"> 1. Supervision and instruction to ensure correct wearing of equipment and correct striking. 2. Gradual build up of wearing equipment parts to build familiarization and fitness. 3. Advanced warning that wearing full bogu may cause 	Yes



		<p>disorientation, and confine visibility & movement.</p> <p>4. Advanced warning that being struck may cause slight discomfort.</p> <p>5. Regular checking that kendoka is not suffering any ill-effects.</p>	
General practice	STAMPING -Heel injury	1. Coach to provide training on the correct method of stamping.	Yes
General practice	CATCHING - toe injury	1. Coach to ensure that Kendoka are conversant with appropriate style of attacking movements.	Yes
General practice	BACK INJURY	<p>1. Warm-up, cool-down exercises</p> <p>2. Competent instruction & training</p> <p>3. Competent supervision</p>	Yes
General practice	DEHYDRATION	<p>1. Breaks, for fluid intake, included.</p> <p>2. Advice to be given on drinking water or isotonic drinks both before & after practice.</p>	Yes
General practice	BODY FLUIDS – Blood, vomit, urine	<p>1. Spillage to be removed quickly, eg by facility staff.</p> <p>2. Exclude Kendoka from the area.</p> <p>3. Old wounds/blisters must be dressed.</p>	Yes
General practice	EXACERBATION OF A PRE-EXISTING CONDITION.	<p>1. Kendoka to inform coach of any pre-existing condition that may affect their Kendo training.</p> <p>2. All relevant health issues to be declared by kendoka on membership form.</p>	Yes
General practice	INJURY TO/BY PUBLIC	<p>1. Define visitor area.</p> <p>2. Brief visitors, to remain within the designated area.</p>	Yes
General practice	EMERGENCIES	<p>1. Brief all members to follow the leisure centre procedures.</p> <p>2. Brief all members and visitors on location of emergency exits</p> <p>3. Ensure all members are aware of identity of First Aiders.</p>	Yes

Details of person responsible for carrying out this Risk Assessment / Review

CONTROLS	NAME (print)	DATE	SIGNATURE
Agreed & implemented			



Costs

Kendo is always non profit and has managed to resist commercialisation. No one in Portsmouth Kendo Club is paid for any services and the club is run for the mutual benefit of all members.

All members pay a monthly club subscription with covers hire of the dojo, club fees for affiliation to the BKA and instructor training and insurance. Facilities exist to pay reasonable expenses of members who need to travel or partake in courses for the benefit of the club. (eg Coaching & first aid courses)

To keep the club viable, adults are asked to pay £25 per month and juniors (under 18) £10 per month regardless of how often they attend training. This is paid by Standing order and a form for this is included in this pack. Payment by standing order is important. Setting one up shows your commitment to learn and that you are prepared to support the club even though you may miss the occasional training session. If we are well supported in this way we can keep the costs to a minimum.

BKA Membership

All members are required to join the British Kendo Association as soon as possible after they commence training and continue their membership for the duration of their association with Portsmouth Kendo Club. Membership of the BKA entitles you to participate in BKA events, and take part in grading but most importantly it provides you with personal insurance while practicing Kendo in a BKA affiliated dojo. For this reason, membership is obligatory.

Full details of the BKA membership can be found on the BKA website (www.kendo.org.uk) with details of concessions for students, OAPs, and fees for part years and for practicing multiple budo covered by the BKA (Iaido & Jodo).

Simplistically, temporary 3 month membership costs £10. Full membership is £50 per annum (£30 juniors) with a £10 initial joining fee. The £10 temporary membership is offset against the joining fee when you upgrade from temporary to full membership. In most cases it is best to take out a temporary membership and then upgrade it to full membership when it expires.

Application forms are included in this booklet.

Complaints Procedure

We are all interested in achieving a common goal of the mutual study of Kendo and the etiquette of kendo supports this ethos. However, should you have any complaint against a fellow member, or the way the club is run please make your complaint known to Siân Nolan, in the first instance, or any of the other club officials if that is not possible. The club will appoint someone who is not involved in the complaint to investigate and report. Any necessary and appropriate action can be taken after this independent investigation.





Portsmouth Kendo Club

Membership Details

Full Name: _____
Date of Birth: _____
BKA No. _____
BKA Renewal Date: _____
EKF No. : _____

Contact Details

Address: _____

Postcode: _____

Telephone No. _____
Mobile No. _____
e-mail _____

Emergency Contact Details

Name of Contact: _____
Relationship to you: _____
Telephone No. _____
Mobile No. _____

Do you have a medical condition that you feel the First Aiders should be aware of?

This information will be kept on a computer for the purposes of club membership only. It will not be disclosed to any 3rd parties without your prior consent. The information kept will be made available to you upon request.

Please notify of any change in details.

I agree to this information being used in this way and to abide by the club rules and instructions of the Dojo Leader & officials.

Signed: _____ **Date:** _____

STANDING ORDER MANDATE

To Bank

Bank		Branch Title (not address)		Sorting Code Number	
HSBC Bank		Commercial Road, Portsmouth		40-37-15	
Beneficiary's Name		Account Number		Quoting Reference	
SOUTHSEA KENDO CLUB		81626485		_____	
Amount		Due date and frequency		Date of last payment	
£ 25=00		MONTHLY		_____	
the sum of		and thereafter every		until further notice in writing or	
TWENTY FIVE POUNDS		MONTHLY		and debit my/our account accordingly	
commencing		Date of first payment		_____	

PLEASE CANCEL ALL PREVIOUS STANDING ORDER/DIRECT DEBIT MANDATES IN FAVOUR OF _____
 UNDER REFERENCE NUMBER _____

If there are any special instructions please tick this box and write details overleaf

Name of Account to be debited	Account Number
_____	_____
Sorting Code	Account Number
_____	_____

Signature(s)..... Date:

Banks may decline to accept instructions to charge Standing Orders to certain types of account other than Current Accounts.

- Note:** The Bank will not undertake to
- a) make any reference to Value Added Tax or pay a stated sum plus V.A.T., or other indeterminate element.
 - b) advise remitter's address to beneficiary.
 - c) advise beneficiary of inability to pay.
 - d) request beneficiary's banker to advise beneficiary of receipt.
 - e) accept instructions to pay as soon after the specified date as there are funds to meet the payment, if funds are not available on the specified date.
- Payments may take 3 working days or more to reach the beneficiary's account. Your branch can give further details.**

