



SHIN SHIN AIKIDO ASSOCIATION



TEACHERS' HANDBOOK

Information and guidance for
Teachers and Assistant Teachers

Version 0.95 - January 2025



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KI AIKIDO

Regular practise of Ki Aikido creates improved physical wellbeing and trains the mind. This leads to a healthy mental and spiritual disposition, gradually leading to an unbreakable self-confidence.

Aikido means: the way of life (DO) to harmonise and blend (AI) with the spirit of nature (KI).

Ki Development consists of exercises that explore how to harness the power of unifying mind and body. Ki Aikido applies and extends this knowledge through techniques with a partner. These exercises simulate problems in daily life - the unique principles in this art are directly applicable to dealing with the many challenges that we may face in our daily lives.

The real Aikido spirit seeks to help others as well as oneself. Politeness, rules of behaviour and common decency are very much a part of Ki Aikido. After starting practice one should continue with a strong mind, striving to understand the deeper principles of Aikido. Thus, achieving a great benefit for oneself and for wider society.

GUIDELINES FOR PRACTISING SHIN SHIN AIKIDO

The following points should help you get the most from your practice:

1. Apply yourself sincerely.
2. Practise with an open, exploring mind.
3. Trust your teacher.
4. Be mindful of the correct attitude and etiquette.
5. Be respectful of higher grades.
6. Be kind and helpful to lower grades.
7. Explore how to apply Ki Aikido principles in your everyday life.
8. Aim for positivity of thought and speech.
9. Share the knowledge and understanding you gain.
10. Allow the practice to change you.

The above sections are for all members – the membership form requests a signature to show that they have been read and understood, and they are included in the Welcome Card that they receive when they first join.



ASSOCIATION OBJECTIVES

The Shin Shin Aikido Association (The Association) is a non-profit making organisation whose aims are to cultivate an understanding of how to coordinate mind and body (Ki Development) and express it in the movements and techniques of Ki Aikido.

ADMINISTRATION

The Association will consist of Dan Grades and Students who, as members, follow our form of Ki Aikido. The Association will maintain a central register of teachers and members, listing their club and personal details (the Association's data protection statement is found on the membership forms). All students should belong to the Association through an authorised club. Each Teacher will need to maintain an up-to-the date register of their students, and send in the required details and fees due.

MEMBERSHIP FEES

Association Membership fees include personal accident and member-to-member insurance cover. The annual membership fee should be sent a few weeks before the expiry date on the card.

Those who are over the age of 70 years will be classed as Honorary Members with no fee. They can only be insured for public liability (no personal accident or member-to-member cover).

Once payment has been sent Teachers should confirm who that payment relates to. Once it has been confirmed that the database has been updated the Teacher can sign/initial the Membership Card with the new renewal date. There is no need to post anything in this process – email is sufficient.

IN ADDITION

Dan Grades are encouraged to attend High Grade sessions on courses. This is to promote their development and to keep a high standard.

Teachers can teach in their own club and in neighbouring clubs if needed to cover absence. The Senior Teachers are the only teachers authorised to teach courses nationally and abroad.

The Association should be notified of any member's change of name, address or club and if a Dan Grade stops practising.

Clubs may use the name or logo of the Association for letterheads, advertising, badges or clothing. However, in doing so you are representing the Association, so care should be taken to reflect its aims, values and ethos. If unsure, the advice of Sensei Hughes or Senior Teachers can be sought.

The use of non-prescription drugs is not compatible with the practice of coordination of mind and body. No alcohol should be consumed before practise, and teachers should be made aware of any medication a student is taking that may affect their practice.



TEACHERS' INSURANCE

Each teacher and assistant teacher must obtain yearly indemnity insurance from TL Risk Solutions via their website: <http://www.martial-arts-insurance.co.uk> (MartialGuard for Instructors). Personal accident is not required unless you particularly want it. Also answer the online questions as follows:

Weapons used are for demonstration and high-grade practice only.

Weapons list is wooden Jo, Bokken, Tanto and blunt metal Tanto for high grades Weapons safety measure: 'Yes'

The teaching of the blunt metal Tanto should only take place with Dan grades on the mat (no kyu grades present). The blunt metal Tanto is to be only used by 3rd Dan and above.

DRESS FOR AIKIDO

| Female Kyu Grade | White kidogi, coloured belt | Black hakama | Optional |
|--|----------------------------------|---------------|-------------------------|
| Male Kyu Grade | White kidogi, coloured belt | | |
| 1 st Dan | White kidogi, black belt | Black hakama | 1 Red stripe |
| 2 nd Dan | White kidogi, black belt | Black hakama | 2 Red stripes |
| 3 rd Dan | White kidogi, black belt | Black hakama | 3 Red stripes |
| 4 th Dan | White kidogi, black belt | Black hakama | 4 Red stripes |
| 5 th Dan | White kidogi, white belt | Black hakama | 1 White stripe |
| 6 th Dan | White kidogi, white belt | Black hakama | 2 White stripes |
| 7 th Dan | White Kidogi, red and white belt | Black hakama | 3 White stripes |
| 8 th Dan | White Kidogi, red and white belt | Black hakama | 2 Red & 3 white stripes |
| On special occasions: | | | |
| 5 th and 6 th Dans | White Kidogi, white belt | White hakama. | |
| 7 th Dans | White Kidogi, red and white belt | White hakama | |
| 8 th Dans | White Kidogi, red and white belt | White hakama | Red & white stripe ties |

No badges should be worn on the hakama or kidogi.
Slippers should be worn to and from the mat.



ASSISTANT TEACHERS

If a teacher wishes they may have an Assistant Teacher. The Teacher is responsible for his or her own Assistant Teacher and they should be treated with respect and given guidance. Before an Assistant Teacher is appointed the Association must be notified, so a DBS check can be undertaken, and instructor's insurance be applied for. When the Association receives confirmation of the insurance and a completed teacher's agreement form, an Assistant Teacher certificate will be issued.

THE RESPONSIBILITIES OF BEING A TEACHER

A teacher's responsibility is as follows:

- To teach Ki Development and Ki Aikido from the Association syllabus.
- To send membership and renewal fees to the Association.
- To collect and send all kyu grading applications for their members in good time before grading (Dan gradings 4 weeks before) including any information that the grading officer may require e.g. injury etc.
- Attend high grade sessions on courses.
- Keep up their own practice.
- Even if a teacher has a secretary to help with the club's administration the teacher is the one responsible to the Association.
- To accept the responsibilities of the child protection policy.

Teachers are responsible directly to Sensei Hughes for all matters in relation to Ki and Aikido. If they have any problems they are welcome to contact him. A Teacher is responsible to the Association for all administration.

Any teacher can contact the Association to book an area course with a Senior Teacher.

THE ROLE OF THE GRADING OFFICERS

All grading officers are trained by Sensei Hughes to examine pupils. Their position is to examine members impartially. If any member does not pass the examination, they are welcome to discuss it in private with the grading officer.

OFFENSIVE WEAPONS

It is an offence for any person to have with him or her, any offensive weapon, in public without lawful authority or reasonable excuse or to have any bladed or pointed instrument in a public place.

A police officer has to prove a person's criminal intent, the onus of proof falls firmly on the person having the weapons in their possession, to prove that they have a reasonable excuse.



All the weapons, bladed or otherwise, that we practise with can be construed as being offensive weapons, and as such it is of utmost importance, that the following precautions are followed, to prevent falling foul of the law.

1. Your weapons must be carried in a secured bag whenever in a public place.
2. Your Association licence must be in your possession whenever you are carrying your weapons in public.
3. Take weapons out of your car when you get home. If stopped by the police the next day you would have difficulty in proving that you had reasonable grounds for still having them in your possession.

OTHER INFORMATION

When a new member joins it would be wise to request a doctor's letter if there is a declared medical condition which you may be concerned about. Cover would be in place providing that the members are not training against medical advice and risk assessments are in place to look after the members.



CHILD PROTECTION POLICY, INCLUDING VULNERABLE ADULTS FOR TEACHERS REGISTERED WITH THE SHIN SHIN AIKIDO ASSOCIATION

“The Association has a legal and moral duty to create and maintain the safest possible environment for children, young people and vulnerable adults to enjoy Ki Aikido for social, recreational and leisure pursuits. Instruction for this activity is provided directly by Teachers and Assistant Teachers registered with the Association and having the appropriate teachers’ insurance.”

Objectives:

To ensure that all teachers and assistant teachers working with children understand and accept responsibility for the safety of children, young people and vulnerable adults in their care.

To raise awareness of child protection issues amongst teachers and clubs registered with the Association.

To ensure that the child’s welfare is of paramount importance, regardless of age, gender, ability or race, when planning, organising, advising on and delivering children’s classes

To respond swiftly and appropriately to all suspicions or allegations of abuse, and to ensure confidential information is restricted to the appropriate external agencies.

Teachers are required to have a DBS check prior to teaching.

What is a child?

In law, a child is defined as up to and including the age of 18 in the Children Act, 1989. Extensions of this exist for children who are disabled and for those in local authority care settings.

Vulnerable Adults:

There is no standard definition. Vulnerable adults are people who are, or maybe, in need of community care services because of mental disability or other disability, age, or illness, and who are, or who may be, unable to take care of themselves or unable to protect themselves against significant harm or exploitation.

Creating a safe Environment

- Teachers and assistants working with children should be appropriately trained and qualified to ensure the safe provision of services, and teaching.



- Wherever possible, Teachers and assistants should avoid being alone with a child, including offering lifts or taking children to their own home.

ROLES AND RESPONSIBILITIES

- All Teachers and assistants are required to complete a DBS check under the terms of the Children's Act 1989.
- Teachers must give due regard to issues of safety at all times.
- All accidents involving Teachers, assistants or participants should be recorded in the organisation's accident book immediately or as soon as practicably possible.
- Teachers are responsible for familiarising themselves with building/facility safety issues, such as, fire procedures, location of emergency exits, location of emergency telephones and first aid equipment.
- Teachers are responsible for reporting suspected cases of child abuse to the appropriate people.



IT IS NOT THE RESPONSIBILITY OF TEACHERS OR ASSISTANTS TO TRY AND DEAL WITH SUSPECTED ABUSE.

- The Teacher or assistant in charge, will be expected to keep an attendance register for all organised sessions and have access to any parent consent/emergency consent forms with telephone number for all children taking part in the organised sessions. This information should be treated as confidential.
- Teachers should ensure that their classes start and end on time.
- Teachers are expected to promote, demonstrate and incorporate the values of fair play, trust and ethics throughout the session and course of their activities.

General Guidance

This guidance is vital, as it will protect Teachers and assistants from allegations of abuse.

It does not make sense to: -

- Put yourself at risk from malicious accusations.
- Spend excessive amounts of time alone with children away from others.
- Take children alone in a car or on a journey, however short.
- Take children to your home.
- Where occasions arise where it is unavoidable that these things do happen, they should be done with the full knowledge and consent of someone in charge of the organisation and/or the children's parents.



Extracts from the NSPCC club guidelines:

“Sexual interactions between adults and young people (16+) involved in sport raise serious issues given the power imbalance inherent in the relationship. Where a young person is of the age of consent the power of the adult over that young person may influence their ability to genuinely consent to sexual activity. A coach or other adult in a position of authority may have significant power or influence over a young person’s career. Sexual activity between adults and young people (16+) involved in the same sport should be prohibited when the adult is in a position of trust or authority (coach, trainer, official). Inappropriate or criminal sexual behaviour committed by an adult should lead to suspension and disciplinary action in accordance with the sport’s governing body guidance.”

The Sexual offences Act 2000 gave more protection to young people aged 16 and 17 from exploitative sexual behaviour by adults in a position of trust. It made it illegal for teachers to have sexual relationships with young people they are in a teaching relationship with. The NSPCC are campaigning to have this legislation extended to all teacher, sports coaches etc. Clubs and organisations are advised to work within the spirit of this legislation.

Teachers must be warned against putting themselves in vulnerable situations involving young and/or vulnerable people.

Photography:

Appropriate rules need to be set in line with the service being provided. Formal permission should be obtained for the use of any images, whether of a child, young person or adult. Taking photographs requires parent’s permission.

Staffing (or Volunteer) ratios:

In youth work practises the ratio of legally responsible adults to children tends to be 1.8 regardless of age, other guidance suggests 1.10 for older children. It is recommended that there is a minimum of two with legal responsibility present at all times for children under eight years old.



COMPLAINTS AND MISCONDUCT PROCEDURE

In the event that any teacher or assistant teacher gains knowledge of any misconduct by teachers or assistant teachers of the Association, they must contact the Association immediately and relay the information to one of the Senior Teachers. However, if the matter is regarding anyone under the age of eighteen then the information must be passed directly to the Child Protection Officer.

The Child Protection Officer will liaise with Senior Teachers regarding the complaint made.

If Sensei Hughes, Child protection officer and/or the Senior Teachers deem the complaint as being of a serious nature for example issues of sexual, emotional or physical abuse or any other serious matter that would warrant further investigation then there will be an internal misconduct investigation, which can result in:

- Verbal warning
- Written warning
- Demotion in grade
- Suspension from the Association
- Expulsion from the Association
- Any other disciplinary action as deemed necessary.
- Escalation to a child protection investigation (Social Services)
- Escalation to a criminal investigation (Police)

INTERNAL MISCONDUCT PROCEDURE

- An investigatory team will be formed consisting of a number of Senior Teachers (including the Child Protection Officer if required).
- The complainant (if known) will be contacted directly by one of the investigatory team to invite them to lodge and explain their complaint with the Investigatory Team personally. This meeting would be dealt with in a sensitive and confidential manner. If the complainant is not known then the investigatory team will interview the Teacher or Assistant Teacher who originally offered the information.
- The investigatory team will arrange a meeting to interview the person accused.
- Once all relevant information has been attained, the investigatory team will discuss and come to an agreement regarding the validity and seriousness of the accusations made. If any disciplinary action has been deemed necessary, this will then follow promptly.



Internal investigations are conducted with complete confidentiality.

Any Teacher or Assistant Teacher that has had allegations made against them may be suspended from teaching during the internal investigation. This does not indicate assumed guilt, but is to protect everyone involved until the situation is resolved.

Regardless of any internal investigation if the matter is concerning anyone under the age of 18 the Child Protection Officer will take such steps as considered necessary to ensure the safety of the child in question and any other child who may be at risk. The Child Protection Officer will also refer the allegation to the Social Services department.

If the complaint is directed at the Child Protection Officer a Senior Teacher will temporarily assume the Child Protection Officer role.

Child Protection Officer: Mr P Hughes - contact number: 07501 144665.

INCLUSION POLICY

Ki Development and Ki Aikido as taught by the Shin Shin Aikido Association can be beneficial to a wide range of people.

As such, Teachers and Members of our community should endeavour to make everyone welcome regardless of their race, sexuality, religion, disability or gender.

The environment, facilities, syllabus and teaching may be adapted to accommodate reasonable requests to facilitate this. Club Teachers will use their judgement for most situations.

Sensei Hughes and Senior Teachers may be contacted to deal with specific circumstances and issues if required.



PARENTAL CONSENT FORM

One copy of this completed form to be retained by the teacher, a second to be retained by the student/parent.

To be completed (in full) and returned by the parent or guardian of all under-16s taking part in the practice of Ki Development and Ki Aikido under the Shin Shin Aikido Association.

To: *(insert club name)*

I: *(insert full name)*

of : *(insert address)*

Telephone number:

Mobile:

Agree for my son(s)/ daughter(s):

(insert name/s) 1

2

3

to attend Ki Aikido sessions.

I give permission for group photographs/videos including my sons/daughters to be used whilst taking part in activities organised by the Club and/or the Shin Shin Aikido Association. Circle: **Yes** or **No**

In the event that I am unable to accompany my son(s)/daughter(s) to and from courses organised by the Shin Shin Aikido Association, I give permission for my son(s)/daughter(s) to travel with the teacher or another member of the Club. Circle: **Yes** or **No**

Please List any special health concerns e.g. allergies, asthma, required medications etc.; including any additional information about the participant's behaviour and physical, emotional, or mental health that the teacher should be aware of:



If the participant may require of any sort of medication during class should they need it (e.g. an inhaler), please list with any relevant instructions that the teacher needs to be aware of:

Alternative Emergency Contact (please provide details other than those of main parent/ guardian):

Name:

Telephone:

Relationship to participant:

I acknowledge that the practice of Ki Aikido involves physical contact with the teacher and other members. This is part of the teaching method and takes place within the discipline of the class. I understand that in addition to the teacher, there will always be another responsible adult present.

I understand and accept the following guidelines:

1. Children should try and participate and engage with the activities in the sessions.
2. Children should show respect for property/facilities.
3. Appropriate and courteous behaviour towards others is expected from children.

I understand that the participants continued failure to follow these guidelines would result in discussing the appropriateness of continuing with lessons:

Please note any additional concerns regarding the participant that you wish to notify the teacher of:

SIGNED: *(Parent/Guardian)*

DATE:

One copy of this completed form to be retained by the Teacher, a second to be retained by the student/parent.

All Shin Shin Aikido Association Teachers/Assistant Teachers have an enhanced DBS disclosure, and are fully insured and qualified to teach Ki Aikido. The Shin Shin Aikido Association follows a strict Child Protection policy. Child Protection Officer: Sensei Peter Hughes, contact: 07501 144665.



ADULT SECTION

KYU GRADINGS

Kyu grade application forms should be emailed from the club teacher, preferably at least 3 weeks before the examination date, but last minute adjustments can be made. The fee can be paid in advance using the club's payment link, or paid on the day of the grading. Memberships cards should be left at the desk on the day of the grading.

Kyu gradings will be available at all courses, but Teachers who are 4th Dan or above may grade yellow and orange belt at their clubs when students are ready. This is to acknowledge progress and maintain enthusiasm. If a teacher feels a student grading green belt (or above) would benefit from grading locally they should contact Sensei Hughes.

Students taking a grading should aim to attend both sessions of the course.

Note: Students are not expected to do forward rolls until after yellow belt. However, where a student is physically adept and the Teacher considers it to be safe, the forward roll may be taught and practised earlier.

DAN GRADINGS

- Teachers should let Sensei Hughes know well in advance when students are likely to be ready for 1st, 2nd, and 3rd Dan gradings. An invitation letter will then be sent out. It is good to have a date to work towards, but there can be flexibility if required.
- The student then sends the lower part of this form back to the Association stating they are able/unable to attend the grading, with their deposit, within one month.
- The teacher then supplies the student with the DAN GRADING APPLICATION form found in this pack. The student should return: DAN GRADING APPLICATION form, membership card, a portrait photograph and balance of fee with a personal letter to Sensei Hughes. This should arrive at the Association at least 4 weeks prior to the grading date.
- If a Senior Student would rather do the full Dan Grading (rather than the shorter Senior one) please make that clear.
- If the student has not practised the required hours or has stopped practising the teacher should inform the Association.
- If a student has declined an invitation, or not passed a Dan grading, the teacher should contact the Association to get a new date for the student to re-grade.
- 4th Dan and above are awarded by Sensei Hughes and the fee is by donation to the Association.
- Members and families can watch all Dan gradings.



MEMBERSHIP FEES

| | |
|------------------------------|-------------------------------------|
| ADULT (17 and Over) | £38 |
| JOINT MEMBERSHIP | £60 (cohabiting couple) |
| UNEMPLOYED/STUDENT | £25 |
| YOUTH | £18 |
| DISABLED | £18 |
| SENIOR CITIZEN | £18 (Age 65 and over) |
| JUNIOR | £12 |
| HONORARY (70 years and over) | Free – Teacher initials/dates card. |

Members of 12 years and over can attend courses.

Replacement Membership Card/Dan Grade license £2.

ADULT GRADING FEES

| Ki Examination | | Aikido Examination | | Belt | Combined Fee |
|----------------|-----|--------------------|-----|-------------|--------------|
| 1st Test | £7 | 5th Kyu | £5 | Yellow Belt | £12 |
| | | 4th Kyu | £15 | Orange Belt | £15 |
| 2nd Test | £11 | 3rd Kyu | £7 | Green Belt | £18 |
| | | 2nd Kyu | £20 | Blue Belt | £20 |
| 3rd Test | £16 | 1st Kyu | £12 | Brown Belt | £28 |
| Regrade | £2 | | | | |
| Junior Grading | £2 | | | | |

DAN GRADE EXAMINATION FEES

| | |
|---------|-------------|
| 1st Dan | £45 |
| 2nd Dan | £55 |
| 3rd Dan | £65 |
| 4th Dan | By Donation |
| Regrade | £10 |

MEMBERSHIP APPLICATION FORM

| | | | |
|-------------|----------------------|--|--|
| Dojo: | <input type="text"/> | Name: | <input type="text"/> |
| Address: | <input type="text"/> | Telephone: | <input type="text"/> |
| | | Email: | <input type="text"/> |
| Postcode: | <input type="text"/> | Date of Birth: | <input type="text"/> <input type="text"/> <input type="text"/> |
| Occupation: | <input type="text"/> | I have read and understood the Association Guidelines. Signature below to confirm: | <input type="text"/> |
| Adult £38: | <input type="text"/> | Unemployed/Student £25: | <input type="text"/> |
| Joint £60: | <input type="text"/> | Disabled £18: | <input type="text"/> |
| Youth £18: | <input type="text"/> | Junior £12: | <input type="text"/> |
| Senior £18: | <input type="text"/> | Honorary £0 (70 & over) | <input type="text"/> |

For the purposes of the Data Protection Act 2018. The data used by the association is used to maintain the membership database and send information to members about gradings and courses they can attend. I confirm that the Association can use and retain my data.

| | | | |
|---------|----------------------|--------|--|
| Signed: | <input type="text"/> | Dated: | <input type="text"/> <input type="text"/> <input type="text"/> |
|---------|----------------------|--------|--|



MEMBERSHIP UPDATE DETAILS/CHANGE OF CIRCUMSTANCE

| | | | |
|---------------|----------------------|----------------|--|
| Membership No | <input type="text"/> | | |
| Dojo: | <input type="text"/> | Name: | <input type="text"/> |
| Address: | <input type="text"/> | Telephone: | <input type="text"/> |
| | | Email: | <input type="text"/> |
| Postcode: | <input type="text"/> | Date of Birth: | <input type="text"/> <input type="text"/> <input type="text"/> |
| Occupation: | <input type="text"/> | | |

For the purposes of the Data Protection Act 2018. The data used by the association is for maintain the membership database, gradings and sending information to members about gradings and courses they can attend.

| | | | |
|--|--------------------------|-------|--|
| Request to remove details from database: Please tick and Sign. | <input type="checkbox"/> | Sign: | <input type="text"/> |
| Sign: | <input type="text"/> | Date: | <input type="text"/> <input type="text"/> <input type="text"/> |



SSAA GRADING GUIDELINES

We want to aim for progressive improvement, both in range and depth. Here are some general guidelines for what can be expected at different levels. Allowances will be made for age and impairments, including adapted gradings if required.

Ki Gradings

Any unsuccessful exercise to be retested. 3 unsuccessful tests means they'll need to try again.

Shoden (basic level) - first test (touch, send ki, follow). Students should be fairly relaxed and confident for most exercises. Allow for nerves, put student at ease if necessary.

Chuden (middle level) - first test exercises - student relaxed and confident. Second test (distract, touch, send ki, follow). Overcoming nerves is part of this test (a distraction to be ignored). Students should demonstrate determined, single minded focus on unification of mind and body.

Joden (higher level) - confidence and relaxed stability for first and second test. Third test (send continuing ki, touch, follow) - student non-reactive and stable.

5th Kyu - 3rd Kyu

Increasing level of confidence, flowing movement (less and less 'stops and starts'). Leading and following with increasing natural, relaxed coordination. Leading up to a fair understanding of the principles for the 9 basic techniques.

2nd - 1st Kyu

Fair understanding of the principles for the basic techniques, consistently applied. Leading and following with more confidence, awareness, and a sense of extension and connection. Techniques, particularly on the move, will be more flowing and with some evidence of rhythm. Tanto - showing respect for the weapon, and a basic understanding of the exercises demonstrated.

1st Dan

Ki Grading - confidence and relaxed stability for all tests.

Aikido Grading - as above, but better understanding of the principles of the 9 basic techniques, more consistently applied across 1st to 8th form. Weapons - basic understanding of handling and moving with relaxation and coordination. Basic understanding of bokken kata. Tanto - as before, but more flowing and more confident.

2nd Dan

Ki Grading - good feeling of extension and coordination for each exercise.

Aikido Grading - as above, but now fairly consistently applied across 9th to 16th form and weapon techniques (some allowance for the wide range of new techniques). Better understanding of weapon katas. Tanto - as before, but more flowing and more confident. Generally starting to demonstrate early connection and control at the beginning of techniques, leading well throughout the technique, and ki continuing at the end.

3rd Dan

Showcasing a wide curriculum to a good standard.



Ki Grading - a continuous feeling of extension and coordination that deals effortlessly with all the tests.

Aikido Grading - Consistently demonstrating a higher level of early connection and control at the beginning of techniques, leading well throughout the technique, and ki continuing at the end. Weapon katas, confident - clear positive movements, with relaxed coordination and rhythm.

Suitability for becoming a Teacher - it is possible for students to achieve Dan grades by demonstrating the outlined progression in confidence and control, but not have demonstrated a consistent or clear understanding of the principles to the level required to teach. Students will be told this and have the opportunity to improve that area if they want to teach.

REQUIRED MONTHS OF PRACTICE BETWEEN EXAMINATIONS

| Grading | Minimum required time | Minimum hours of practice |
|---------------------|----------------------------------|---------------------------|
| 5 th Kyu | 4 months after becoming a member | 32 |
| 4 th Kyu | 4 months after above examination | 32 |
| 3 rd Kyu | 5 months after above examination | 40 |
| 2 nd Kyu | 6 months after above examination | 48 |
| 1 st Kyu | 7 months after above examination | 56 |
| 1 st Dan | 9 months after above examination | 72 |
| 2 nd Dan | 2 years after above examination | 192 |
| 3 rd Dan | 3 years after above examination | 288 |

Above 3rd Dan awarded by Sensei Hughes



TENKAN/IRIMI FOR EXAMINATION

| Form | Ikkyo | Nikkyo | Sankyo | Yonkyo | Shihonage | Tenchinage | Kaitenage | Kokyunage | Kotegaeshi |
|------|-------|--------|--------|--------|-----------|------------|-----------|-----------|------------|
| 1st | I | I | I | I | I | T | I | T | T |
| 2nd | T | I | T | T | T | T | T | T | T |
| 3rd | I | I | I | I | T | T | T | T | T |
| 4th | I | I | I | I | I | T | T | T | T |
| 5th | I | I | I | I | I | T | I | T | T |
| 6th | T | I | T | T | I | I | I | T | T |
| 7th | I | I | I | I | I | T | T | T | T |
| 8th | T | T | T | T | T | T | T | T | T |

I = IRIMI T = TENKAN

There are many ways to do these exercises, but for teaching purpose and examination the above system will be expected so the student develops a good understanding of the basics of Aikido.



FORMS FOR KI AIKIDO

| | | | |
|-----------------------|--------------------------------|------------------------|--------------------------------------|
| 1st | Holding wrist opposite side | 9TH | Hold two wrists from front |
| 2ND | Holding wrist same side | 10TH | Hold two shoulders from front |
| 3RD | Holding shoulder | 11TH | Hold two wrists from behind |
| 4TH | Holding chest | 12TH | Hold two elbows from behind |
| 5TH | Attack to centre of head | 13TH | Hold two shoulders from behind |
| 6TH | Attack to side of neck | 14TH | Hold one wrist and chest from behind |
| 7th | Punch to stomach | 15TH | Hold around body |
| 8th | Hold one wrist with both hands | 16TH | Hold jacket from back of neck |



GRADING TESTS

GRADING TESTS 1st GROUP

Test the immovable mind not the immovable body and test with ki

Standing with mind and body unified

First test - Stand alongside facing the same direction as student.

Second test - Stand to the side of student, send ki to ribs, hesitate and test on ribs.

Third test - Stand in front of student, take one and only one step forward, hesitate and test middle of chest.

Unbendable arm

First test - Test at wrist.

Second test - Test at fingertips.

Third test - Gather ki from below and send to shoulder, testing at wrist.

Put out one arm with a light feeling

First test - Test at elbow from below.

Second test - Send ki to elbow, hesitate then test.

Third test - As second test but send ki more strongly and further.

Sitting with knees under

First test - Stand alongside, test front and back.

Second test - Send ki through, hesitate then test.

Third test - Stand close behind and over student (so that your ki is in front of them), send stronger ki, hesitate then test.

Sitting down and standing up

First test - Student kneels, test from front immediately. Student stands up, test between shoulder blades (not on spine) immediately.

Second test - as first test except send ki first, hesitate then test.

Third test - As second test except that you stand closer and follow them by sending stronger ki as they are moving.

Breathing

First test - stand alongside, test from back when student completes out breath, test front when in breath completed.

Second test - As first test except send ki first, hesitate then test.

Third test - Stand close behind and over student (so that your ki is in front of them), send stronger ki as they lean forwards to complete out breath, hesitate then test. Similarly for in breath.

Rolling

First test - Test from front as student moves forward.

Second test - As student moves forward, draw his mind in the same direction then swing back to test.

Third test - Stand so that your ki is in front of student, allow him to roll, hesitate then test.



Shaking hands

First test - Test wrist up and down.

Second test - Send ki to wrist, hesitate then test.

Third test - Send ki through wrist and through shoulder, hesitate then test.

Rowing

First test - Test between shoulder blades, at wrists (towards and away from shoulders) or lift rear leg.

Second test - As first test except send ki, hesitate then test.

Third test - Send ki with student as they move, hesitate then the same as first test.

Raising hands to eye level

First test - Test between shoulder blades, at wrists, unbendable arm, lift arm at elbow or lift rear leg.

Second test - As first test except send ki, hesitate then test.

Third test - Send ki with student as they move, hesitate then test between shoulder blades. Place index fingers at wrists and lift up.

GRADING TESTS 2nd GROUP

Sitting cross legged being pushed from behind & raised by one knee

First test - Test with both hands from behind at shoulder blade level. Stand alongside, facing same direction as student and test knee towards opposite shoulder.

Second test - As first test but send ki first, hesitate then test. Also when raising leg, test on thigh not on knee.

Put out one hand when being pushed by the wrist

First test - Test wrist making sure not to put Nikkyo on student.

Second test - As 1st test but send ki, hesitate then test.

Bending backwards

First test - Student leans backwards, test downwards on shoulder.

Second test - As first test but drop ki, hesitate then test.

Stooping

First test - Student bends over as if tying shoelaces. Test on hips forward at 45 degrees. Can also test from front at shoulders.

Second test - As first test but send ki, hesitate then test.

Unraisable body

First test - Lift student from front.

Second test - Prepare to lift, send ki up, hesitate then lift.

Raising both hands to eye level - two ways

First test - As for same exercise one way but test on third count.

Second test - As for same exercise one way (second test) but test on third count.

Raising hands to eye level 8 ways

First test - As for raising hands to eye level but test on count 8.



Second test - As for raising hands to eye level (second test) but test on any count from 1 to 8.

Crossing wrists at one point

First test - Stand to side of student, on third count test hands up from below.

Second test - Stand more to front of student and on third count send ki, hesitate then test hands from below.

Crossing wrists in front of face

First test - Stand to side of student on 3rd count test hands in towards face.

Second test - Stand more to front of student on 3rd count send ki, hesitate then test hands in towards face.

Sideways exercise

First test - On fourth count test on shoulder in direction of movement, test either arm or leg.

Second test - As first test but send ki, hesitate then test.

GRADING TESTS 3rd GROUP (all First test)

Leaning backward

Student leans backwards on selected Dan Grade (the wall) who then moves away.

Leaning forward

Student leans forward on selected Dan Grade (the bridge) who then drops away.

Put out one hand and raise one leg

Student lifts hand, then same leg, test on wrist making sure not to put nikkyo on student.

Holding up both hands

Student raises hands above head 3 times, test as for first test standing.

Walking forward while being held

Selected 1st Dan holds student from behind (15th form), student makes circular arm exercise and walks forward.

Sitting cross legged

Examiner pushes both shoulders from front, while student holds his wrists from underneath.

Swing arms around body

Student stands normally and swings arms; examiner steps in from behind and should be pushed away from student.

Swing arms and turning

Student spins for two counts. Test from front along line of shoulders, test rear wrist forward, lift front forearm.

Arms out from side & bending forward

1st count - student steps forward with arms out, test between shoulder blades and down on both elbows. 2nd count - student bends forward, test on hip and down on both elbows.

Putting out arm and turning

Student turns for two counts. Test outstretched wrist backwards & forwards, lift same elbow, test other wrist up and down, test at chest, test between shoulder blades, or lift front leg.



KI EXAMINATION

SHODEN KI EXAMINATION (YELLOW BELT)

1ST TEST

Standing with mind and body unified.
Rolling.

Plus 3 from the following chosen at random:

Unbendable arm.
Put out one arm with a light feeling.
Sitting with knees under.
Sitting down and standing up.
Shaking hands.
Rowing.
Raising hands to eye level.

CHUDEN KI EXAMINATION (GREEN BELT)

1ST TEST

Breathing

Plus 4 from the following chosen at random:

Sitting cross-legged being pushed from behind, raising one knee.
Put out one hand when being pushed by the wrist.
Bending backward.
Stooping.
Unraisable body.
Raising both hands to eye level two ways.
Raising both hands to eye level eight ways.
Crossing wrists at one point.
Crossing wrists in front of face.
Sideways exercise.

2ND TEST

Standing with mind and body unified.
Rolling.

Plus 3 from the following chosen at random:

Unbendable arm.
Put out one arm with a light feeling.
Sitting with knees under.
Sitting down and standing up.
Shaking hands.
Rowing.
Raising hands to eye level.



JODEN KI EXAMINATION (BROWN BELT)

1ST TEST

3 from the following chosen at random:

- Leaning backward on wall.
- Leaning forward on bridge.
- Put out one hand and raise one leg.
- Holding up both hands.
- Walking forward while being held.
- Sitting cross-legged. Tester pushes by shoulders with both hands while examinee holds them from under with both hands.
- Swing arms around body.
- Swing arms and turning.
- Arms out from side and bending forward.
- Putting out arm and turning.
- Arms above head and bending.

2ND TEST

Breathing

Plus 2 from the following chosen at random:

- Sitting cross-legged being pushed from behind and raised by one knee.
- Put out one hand when being pushed by the wrist.
- Bending backward.
- Stooping.
- Unraisable body.
- Raising both hands to eye level two ways.
- Raising both hands to eye level eight ways.
- Crossing wrists at one point.
- Crossing wrists in front of face.
- Sideways exercise.

3RD TEST

- Standing with mind and body unified.
- Rolling.

Plus 2 from the following chosen at random:

- Unbendable arm.
- Put out one arm with a light feeling.
- Sitting with knees under.
- Sitting down and standing up.
- Shaking hands.
- Rowing.
- Raising hands to eye level.



KYU GRADE SYLLABUS FOR AIKIDO EXAMINATION

YELLOW BELT

Shoden Ki tests.

5 arts from 1st form basic.

ORANGE BELT

4 arts from 1st form on the move.

4 arts from 2nd form basic.

GREEN BELT

Chuden Ki tests.

Ki exercise kneeling: 1st exercise holding from side then turning into kneeling position.

5 arts from 2nd form on the move.

2 arts from 3rd form basic.

2 arts from 4th form basic.

BLUE BELT

2 arts from 3rd form on the move.

2 arts from 4th form on the move.

2 arts from 5th form.

4 arts from 6th form.

3 arts kneeling.

BROWN BELT

Joden Ki tests.

Ki exercise kneeling: 2nd Ki exercise holding from above (NOT turning into kneeling position).

2 arts from 5th form.

2 arts from 6th form.

5 arts from 7th form.

4 arts from 8th form basic.

2 arts kneeling.

2 arts from tanto (must also be able to take ukemi from the five basic tanto arts).



ROUTINE OF KI DEVELOPMENT EXERCISES

| | |
|---|--------|
| Rowing exercise | 4 Sets |
| Ikkyo undo (raising hands to eye level) | 4 Sets |
| Zengo undo (two ways) | 4 Sets |
| Happo undo (eight ways) | 2 Sets |
| Crossing wrists in front of one point | 4 Sets |
| Crossing hands in front of face | 4 Sets |
| Sideways exercise | 4 Sets |
| Sideways exercise on the move | 4 Sets |
| Swinging arms around the body | 4 Sets |
| Swinging arms around the body and turning | 4 Sets |
| Arms out to side and bending | 4 Sets |
| Arms above head and bowing (forwards) | 4 Sets |
| Arms above head and bowing (backwards) | 4 Sets |
| Tenkan | 4 Sets |

ROUTINE OF KI FOR HEALTH EXERCISES

To the count of 4

| | |
|---|--------|
| Hands on hips, head forward and back | 4 Sets |
| Hands on hips, look side to side | 4 Sets |
| Hands on hips, head down side to side | 4 Sets |
| One arm swinging forwards, then reverse (left then right) | 1 Set |
| Two arms swinging forwards then reverse | 1 Set |
| Two arms swinging forward bending knees, then reverse | 1 Set |
| Elbows chest height, swing around | 4 Sets |
| Swing arms around body | 4 Sets |
| Swing arms back and forward | 4 Sets |
| Swing arms side to side | 4 Sets |
| Turn and bow side to side | 4 Sets |
| Hands on hips, knee bending and up on toes | 4 Sets |
| Wrist exercises, Nikkyo | 2 Sets |
| Wrists exercises, Kotegaeshi | 2 Sets |
| Wrists exercises, Sankyo | 2 Sets |
| Shaking wrists | |



ROUTINE OF STRETCHING EXERCISES

Legs straight in front bending forward (count of 5 twice)

Legs open wide stretching to each side (count of 5 twice each side)

Legs open bend upper body towards floor (count of 5 twice)

Bend knees, soles of feet together, bounce knees

Bend knees, soles of feet together, upper body towards floor (count of 5 twice)

Sitting seiza, turning and bowing behind (count of 5 twice left, then repeat other side)

Sitting seiza, lying back, arms stretched above head, lifting each shoulder (count of 5 twice)

Sitting rolling exercise (4 times each side)

Rolling to standing

KYU GRADING APPLICATION FORM

| | Member Details | Ki Exam | | Aikido Exam |
|--------------------|--|-------------------------------|-----|-----------------------------|
| Name: | <input type="text"/> | 1st Test <input type="text"/> | £12 | Yellow <input type="text"/> |
| Dojo: | <input type="text"/> | 2nd Test <input type="text"/> | £15 | Orange <input type="text"/> |
| Membership Number: | <input type="text"/> | 3rd Test <input type="text"/> | £18 | Green <input type="text"/> |
| Expiry Date: | <input type="text"/> <input type="text"/> <input type="text"/> | | £20 | Blue <input type="text"/> |
| Date of Birth: | <input type="text"/> <input type="text"/> <input type="text"/> | | £28 | Brown <input type="text"/> |
| Grading Location: | <input type="text"/> | | | |
| Grading Date: | <input type="text"/> <input type="text"/> <input type="text"/> | | | |

Aim to send application form at least 3 weeks prior to the examination date.



1st DAN EXAMINATION

KI EXAMINATION 2nd TEST - 5 from the following chosen at random

- | | | |
|--|---|--|
| 1. Leaning backward on wall | 6. Sitting cross-legged. Tester pushes by shoulders with both hands while examinee holds them from under with both hands. | 8. Swing arms and turning. |
| 2. Leaning forward on bridge. | 7. Swing arms around body. | 9. Arms out from side and bending forward. |
| 3. Put out one hand and raise one leg. | | 10. Putting out arm and turning. |
| 4. Holding up both hands. | | 11. Arms above head and bending. |
| 5. Walking forward while being held. | | |

KI EXAMINATION 3rd TEST - 5 from the following chosen at random

- | | | |
|--|--|--|
| 1. Sitting cross-legged being pushed from behind and raised by one knee. | 4. Stooping. | 7. Raising both hands to eye level eight ways. |
| 2. Put out one hand when being pushed by the wrist. | 5. Unraisable body. | 8. Crossing wrists at one point. |
| 3. Bending backward. | 6. Raising both hands to eye level two ways. | 9. Crossing wrists in front of face. |
| | | 10. Sideways exercise basic. |

Ki Breathing 3rd Test

AIKIDO EXAM

Required Arts (on the move)

| | |
|---------------------------|---------------------------|
| 3 of 1 st form | 3 of 5 th form |
| 3 of 2 nd form | 3 of 6 th form |
| 3 of 3 rd form | 3 of 7 th form |
| 2 of 4 th form | 5 of 8 th form |

Kneeling - 3 arts.

2 partners holding wrists 2 arts:

1. Nikkyo
2. Kokyunage (to throw forward)

TANTO

| Forms | Required Arts |
|-----------------|---------------|
| 7th | Kotegaeshi |
| 7th | Sankyo |
| 7th | Nikkyo |
| 6th | Shihonage |
| 6 th | Gokyo |

Bokken Kata number 1 - twice.

4 Dan grade attack



2nd DAN EXAMINATION

KI EXAM

3rd TEST - 10 from the following, chosen at random

| | | |
|---------------------------------------|---|--|
| Standing with mind and body unified. | Sitting cross-legged being pushed from behind and raised by one knee. | Leaning backward on wall. |
| Unbendable arm. | Put out one hand when being pushed by the wrist. | Leaning forward on bridge. |
| Put out one arm with a light feeling. | Bending backward. | Put out one hand and raise one leg. |
| Sitting with knees under. | Stooping. | Holding up both hands. |
| Sitting down and standing up. | Unraisable body. | Walking forward while being held. |
| Rolling. | Raising both hands to eye level two ways. | Sitting cross-legged. Tester pushes by shoulders with both hands while examinee holds them from under with both hands. |
| Shaking hands. | Raising both hands to eye level eight ways. | Swing arms around body. |
| Rowing. | Crossing wrists at one point. | Swing arms and turning |
| Raising hands to eye level. | Crossing wrists in front of face. | Arms out from side and bending forward. |
| | Sideways exercise basic. | Putting out arm and turning. |
| | | Arms above head and bending. |

Ki Breathing 3rd test

AIKIDO EXAM

Required Arts (basic or on the move)

| | |
|----------------------------|----------------------------|
| 3 of 9 th form | 3 of 13 th form |
| 3 of 10 th form | 3 of 14 th form |
| 3 of 11 th form | 1 of 15 th form |
| 3 of 12 th form | 3 of 16 th form |

Kneeling - 4 arts.

2 partners holding wrists 2 arts:

1. Kokyunage (escape to front and drop ukes down)
2. One holds wrists from behind and one punches

| Tanto | | Bokken | |
|-------|---------------|-----------------|--------------------|
| Forms | Required Arts | Forms | Required Arts |
| 7th | Sankyo | 5 th | Kokyunage |
| 7th | Kokyunage | 5 th | Kokyunage - 2 cuts |
| 6th | Gokyo | 5 th | Kotegaeshi |
| | | 5 th | Yonkyo |
| | | 6 th | Shihonage |

Bokken kata number 2 - twice.

Jo kata number 1 - twice.

5 Dan grade attack.

(Please Note: There are only 2 exercises from 15th Form - Kokyunage and Sankyo)



3rd DAN EXAMINATION

KI EXAM

All 4th TEST:

Standing with mind and body unified
Unbendable arm
Unraisable arm
Rolling
Sitting cross legged, being pushed from behind and raised by knee
Sitting cross legged being pushed by the shoulders
Putting out one hand and raising one leg
Raising hands to eye level two ways
Sideways exercise (on the move)
Swing arms around body and turning twice
Arms above head and bending
Putting out arm and turning being held by the wrist
Unraisable body
Walking forward when being held
Ki exercise: 3rd Ki exercise holding from under
Ki meditation
Ki breathing

BOKKEN KI TEST

Holding the Bokken with Ki
Lifting the Bokken with Ki
Cutting shomen
Poke
Cut poke turn and cut
Diverting attack from shomen
2 partners attack

JO KI TEST

Holding
Poking
Cutting

5 Arts against the Jo

5 Arts of defence with the Jo

2nd Jo Kata twice



3rd DAN EXAMINATION (continued)

BOKKEN

| Forms | Required Arts |
|-----------------|--------------------|
| 5 th | Kokyunage |
| 5 th | Kokyunage - 2 cuts |
| 5 th | Kotegaeshi |
| 5 th | Yonkyo |
| 6 th | Shihonage |

3 partners 1 art:

2 partners hold wrists one hold wrist and around neck (escape to front and drop ukes down)

2nd Bokken Kata twice

15 Arts of Aikido chosen at random

2 partners holding 3 arts:

1. Yonkyo
2. One hold wrists from behind one attack 6th form
3. On the move one hold wrists from behind one punch

2 partners holding 3 arts:

2 partners hold wrists, one holds wrist and around neck (escape to front and drop ukes down).

TANTO

| Forms | Required Arts |
|-----------------|---------------|
| 7th | Kotegaeshi |
| 7th | Sankyo |
| 7th | Nikkyo |
| 7th | Kokyunage |
| 7th | Kokyunage |
| 7th | Kaitennage |
| 6 th | Shihonage |
| 6 th | Gokyo |

8 Dan Grade attack

(Please Note: There are only 2 exercises from 15th Form - Kokyunage and Sankyo)



DAN GRADE APPLICATION FORM

| | | | | |
|--------------------|--|-------------------|--|---|
| Name: | <input type="text"/> | 1st Dan | <input type="checkbox"/> | Please send the following to the Association 1: Dan Grade Application form 2: A letter of application for Sensei Hughes 3: Dan Grade Fee 4: Membership Card 5: One portrait photograph of yourself (emailed, 1st Dan Only) |
| Dojo: | <input type="text"/> | 2nd Dan | <input type="checkbox"/> | |
| Address: | <input type="text"/> | 3rd Dan | <input type="checkbox"/> | |
| Membership Number: | <input type="text"/> | Grading Location: | <input type="text"/> | |
| Expiry Date: | <input type="text"/> <input type="text"/> <input type="text"/> | Grading Date: | <input type="text"/> <input type="text"/> <input type="text"/> | |
| Date of Birth: | <input type="text"/> <input type="text"/> <input type="text"/> | Grading Fee: | <input type="text"/> | |

Please send your application form, letter and fee at least 4 weeks prior to the examination date.



GRADES FROM OTHER AIKIDO ORGANISATIONS

Teachers can contact Sensei Hughes if the following doesn't fit their situation. Successful integration is the aim.

General guidelines: The teacher should introduce the newly transferred student to existing students, explaining how long they've practised, the grade they've achieved, and what the main differences may be. The existing students will be instrumental in helping them make the transition to what we do.

Students transferring from the Ki Federation: Grades will be transferred directly from the Ki Federation membership card. These students can continue to wear the belt they have been awarded, Kyu or Dan grade. No further assessment is required.

Students from Ki Aikido styles (e.g. Ki Society): these students can wear the coloured belt they have been awarded. Dan grades can wear black belt and hakama, but no red stripes. This is an honorary grade and Sensei Hughes should be informed.

Students from traditional Aikido (e.g. Aikikai or Yoshinkan): for these students adapting will be more challenging and wearing a white belt initially will be an indication of a fresh start with an open, 'beginner's' mind. After a settling-in period of at least 12 sessions, there can be an informal discussion and assessment by the teacher as to what would be an appropriate honorary grade (up to the grade they achieved at their original organisation). Kyu grades will wear the corresponding coloured belt and Dan grades can wear black belt and hakama, but no red stripes. Teachers should pay special regard not only to the student's understanding of techniques but also their ability to hold and follow lightly with Ki.

Sensei Hughes should be informed of the honorary grade agreed upon.

Informal Assessments: The Shin Shin Aikido Association wishes to maintain a consistent standard and curriculum across all clubs. For that reason all students coming from other organisations need to demonstrate an understanding of the curriculum up to their honorary grade. They should demonstrate the techniques and Ki tests for each grade, starting from yellow belt (one grade at a time). There is no time schedule - the informal assessments can happen when the teacher and student agree. There will be no charge for informal assessments.

Who can make these informal assessments: Teachers of 4th Dan and above can do the assessments themselves - keeping Sensei Hughes informed. As a guideline, techniques don't have to be perfect, but should be recognisable as the versions from our syllabus. Teachers of 3rd Dan and below can send videos to Sensei Hughes for confirmation, or ask for him to make an informal assessment during a convenient course.

Gradings: When all the informal assessments have been successfully completed the grade awarded is no longer honorary, but confirmed. The grade can then be entered in the membership card, dated and signed by Sensei Hughes. Subsequently, formal gradings will follow in the normal way. Teachers and/or Students can alternatively opt for formal gradings from the start if that is preferred.



SENIOR SECTION – Over 60s

Senior membership applies to members over the age of 60.

Members of 70 years and over will be classed as honorary members and the Association will pay their public liability and Personal Accident insurance however they must still send in their membership card every year for renewal. Members who are 75 years and over cannot be insured for personal accidents so the Association will pay their public liability only.

Members 60 years and over by default take the following Senior Dan grade examinations.

If instead they wish to take the full grading, please indicate this on the Dan Grade application or by email to the Association.

Students should not be taught forward roll until they are ready.

For the Senior Application Form, use the Application Form in the Adult Section and tick the Senior or Honorary box.

For the Senior Dan grading form, use the form in the Adult Section.



1st DAN EXAMINATION - 60 YEARS AND OVER

KI EXAM

2nd TEST - 5 from the following chosen at random

- | | | |
|--|---|--|
| 1. Leaning backward on wall. | 6. Sitting cross-legged. Tester pushes by shoulders with both hands while examinee holds them from under with both hands. | 9. Arms out from side and bending forward. |
| 2. Leaning forward on bridge. | 7. Swing arms around body. | 10. Putting out arm and turning. |
| 3. Put out one hand and raise one leg. | 8. Swing arms and turning. | 11. Arms above head and bending. |
| 4. Holding up both hands. | | |
| 5. Walking forward while being held. | | |

3rd TEST - 5 from the following chosen at random

- | | | |
|--|--|--------------------------------------|
| 1. Sitting cross-legged being pushed from behind and raised by one knee. | 5. Unraisable body. | 8. Crossing wrists at one point. |
| 2. Put out one hand when being pushed by the wrist. | 6. Raising both hands to eye level two ways. | 9. Crossing wrists in front of face. |
| 3. Bending backward. | 7. Raising both hands to eye level eight ways. | 10. Sideways exercise basic. |
| 4. Stooping. | | |

Ki Breathing 3rd test

AIKIDO EXAM

| Forms | Required Arts (on the move) |
|-----------------|-----------------------------|
| 1 st | 1 |
| 4 th | 2 |
| 5 th | 1 |
| 6 th | 1 |
| 7 th | 1 |
| 8 th | 1 |

2 partners holding wrists 2 arts:

1. Nikkyo
2. Kokyunage (to throw forward)

TANTO

| Forms | Required Arts |
|-----------------|---------------|
| 6 th | Shihonage |
| 6 th | Gokyo |

Bokken Kata number 1 – twice



2nd DAN EXAMINATION - 60 YEARS AND OVER

KI EXAM

3rd TEST - 10 from the following chosen at random

| | | |
|---------------------------------------|---|---|
| Standing with mind and body unified. | Sitting cross-legged being pushed from behind and raised by one knee. | Leaning backward on wall. |
| Unbendable arm. | Put out one hand when being pushed by the | Leaning forward on bridge. |
| Put out one arm with a light feeling. | wrist. | Put out one hand and raise one leg. |
| Sitting with knees under. | Bending backward. | Holding up both hands. |
| Sitting down and standing up. | Stooping. | Walking forward while being held. |
| Breathing. | Unraisable body. | Sitting cross-legged. Tester pushes by shoulders with both hands while examinee |
| Rolling. | Raising both hands to eye level two ways. | holds them from under with both hands. |
| Shaking hands. | Raising both hands to eye level eight ways. | Swing arms around body. |
| Rowing. | Crossing wrists at on point. | Swing arms and turning. |
| Raising hands to eye level. | Crossing wrists in front of face. | Arms out from side and bending forward. |
| | Sideways exercise basic. | Putting out arm and turning. |
| | | Arms above head and bending. |

Ki Breathing 3rd test

AIKIDO EXAM

Required Arts (on the move)

| | |
|----------------------------|----------------------------|
| 2 of 9 th form | 1 of 13 th form |
| 1 of 10 th form | 1 of 14 th form |
| 1 of 11 th form | 1 of 15 th form |
| 1 of 12 th form | 1 of 16 th form |

2 partners holding wrists 2 arts:

1. Kokyunage(escape to front and drop ukes down)
2. One holds wrists from behind and one punches

| TANTO | | BOKKEN | |
|-------|---------------|-----------------|--------------------|
| Forms | Required Arts | Forms | Required Arts |
| 7th | Kotegaeshi | 5 th | Yonkyo |
| 7th | Sankyo | 5 th | Kokyunage - 2 cuts |
| | | 6 th | Shihonage |

Bokken kata number 2 - twice.

Jo kata number 1 - twice.

(Please Note: There are only 2 exercises from 15th Form - Kokyunage and Sankyo)



3rd DAN EXAMINATION - 60 YEARS AND OVER

KI EXAM

All 4th TEST:

Standing with mind and body unified
Unbendable arm
Unraisable arm
Rolling
Sitting cross legged, being pushed from behind and raised by knee
Sitting cross legged being pushed by the shoulders
Putting out one hand and raising one leg
Raising hands to eye level two ways
Sideways exercise (on the move)
Swing arms around body and turning twice
Arms above head and bending
Putting out arm and turning being held by the wrist
Unraisable body
Walking forward when being held
Ki exercise: 3rd Ki exercise holding from under
Ki meditation
Ki breathing

BOKKEN KI TEST

Holding the Bokken with Ki
Lifting the Bokken with Ki
Cutting shomen
Poke
Cut poke turn and cut
Diverting attack from shomen
2 partners attack

JO KI TEST

Holding
Poking
Cutting

2 Arts against the Jo

2 Arts of defence with the Jo

2nd Jo Kata twice



3rd DAN EXAMINATION 60 YEARS AND OVER (continued)

BOKKEN

| Forms | Required Arts |
|-----------------|---------------|
| 5 th | Kokyunage |
| 5 th | Kotegaeshi |

6 ARTS OF AIKIDO CHOSEN AT RANDOM

2 PARTNERS HOLDING WRISTS 3 ARTS:

1. Yonkyo
2. One hold wrists from behind one attack 6th form
3. On the move one hold wrists from behind one punch

3 PARTNERS 1 ART:

2 partners hold wrists one hold wrist and around neck (escape to front and drop ukes down)

TANTO

| Forms | Required Arts |
|-----------------|---------------|
| 7 th | Kokyunage |
| 7 th | Kokyunage |
| 7 th | Nikkyo |

(Please Note: There are only 2 exercises from 15th Form - Kokyunage and Sankyo)



YOUTH SECTION

If a student joins the Association and is the age of 14, 15 or 16 they will be termed as 'YOUTH' and can practise in the senior class following the youth grading syllabus.

At the age of 14 years members who have practised as a junior can join the senior class and remove the junior stripes from their belt.

Youths require a minimum of 6 months between gradings until 1st kyu. Youths are graded at the normal adult gradings.

At 17 years the student is termed 'ADULT', at this point they will follow the adult syllabus and lose any black stripes.

The age limit for members applying for 1st Dan is 17 years when the appropriate hours and years have been practised.

Students should not normally be taught forward roll until the Teacher considers it to be safe.

Students taking a grading should aim to attend the full kyu grading course.

For the Youth Application Form, use the Application Form in the Adult Section and tick the Youth box. Also, complete the Parental Consent Form



YOUTH GRADING SYLLABUS

| | | |
|---|--|----------------|
| YELLOW BELT | | Adult grading |
| ORANGE BELT | | Adult grading |
| GREEN BELT | | Adult grading |
| GREEN BELT 1 BLACK STRIPE NOTE: If a junior changes to youth at green belt they must take the adult green belt Ki exam when they go for 1 black stripe | 3 arts 3 rd form on the move. 3 arts 4 th form on the move. 2 arts 5 th form. 2 arts 6 th form. 2 arts kneeling. | |
| BLUE BELT | | Adult grading. |
| BLUE BELT 1 BLACK STRIPE | 3 arts 5 th form. 2 arts 6 th form. 2 arts 7 th form. 1 art kneeling | |
| BROWN BELT | | Adult grading |

YOUTH GRADING FEES

| Ki Examination | | Aikido Examination | | Total |
|----------------|----|------------------------------------|----|-------|
| Test | £3 | 5 TH KYU | £3 | £6 |
| | | 4 TH KYU | £3 | £3 |
| Test | £3 | 3 RD KYU | £4 | £7 |
| | | 3 RD KYU 1 BLACK STRIPE | £4 | £4 |
| | | 2 ND KYU | £4 | £4 |
| | | 2 ND KYU 1 BLACK STRIPE | £4 | £4 |
| Test | £3 | 1 ST KYU | £6 | £9 |

If absent from the examination or the examination was not passed, the fee to re-apply is £2.



YOUTH GRADING APPLICATION FORM

| | Member Details | Ki Exam | | Aikido Exam |
|--------------------|--|----------|----------------------|--|
| Name: | <input type="text"/> | 1st Test | <input type="text"/> | £6 Yellow <input type="text"/> |
| Dojo: | <input type="text"/> | 2nd Test | <input type="text"/> | £3 Orange <input type="text"/> |
| Membership Number: | <input type="text"/> | 3rd Test | <input type="text"/> | £7 Green <input type="text"/> |
| Expiry Date: | <input type="text"/> <input type="text"/> <input type="text"/> | | | £4 1 Black Stripe <input type="text"/> |
| Date of Birth: | <input type="text"/> <input type="text"/> <input type="text"/> | | | £4 Blue <input type="text"/> |
| Grading Location: | <input type="text"/> | | | £4 1 Black Stripe <input type="text"/> |
| Grading Date: | <input type="text"/> <input type="text"/> <input type="text"/> | | | £9 Brown <input type="text"/> |

Aim to send application form at least 3 weeks prior to the grading date.



JUNIOR SECTION

Juniors are classed as 5 to 13 years, but individual Teachers may specify an older starting age

Only 1st Dans (and above) who have obtained a disclosure, indemnity insurance cover, signed the Teacher's agreement and have attended a meeting with Sensei Hughes will be awarded their Teacher's Certificate. Assistant Teachers who help with Junior classes are also required to obtain a DBS check, TL Risk insurance and sign the Teacher's agreement.

The Teacher should do their own junior gradings and email the details (date, list of names and grades passed) to the Association (the use of the form is optional). The £2 grading fee should be charged, but kept for the club funds (unless grading on a course). Aim to keep the gradings formal with a sense of occasion so they know what to expect when grading on courses.

Gradings can be taken three months after starting with regular practice. Minimum times between gradings of 3 months.

Only one stripe should be given at a time as this donates one grade.

It is important that care should be taken with immobilisation on juniors and only made gently.

Students should only be taught forward roll when the teacher thinks they are capable of doing it safely.

Juniors under 12 years should not practise in the senior class.

Teachers should only teach from the Junior syllabus but may introduce games and activities that develop skills and mind/body coordination.

For the Junior Application Form, use the Application Form in the Adult Section and tick the Junior box. Also, complete the Parental Consent Form.



JUNIOR SYLLABUS FOR KI EXAMINATION

WHITE BELT 1 YELLOW STRIPE

1st Test

1. Standing
2. Rolling.
3. Sitting Seiza
4. Unbendable arm

YELLOW BELT 3 ORANGE STRIPES

1st Test

1. Sitting down and standing up
2. Rowing exercise
3. Shaking hands

GREEN BELT

1st Test

1. Crossing wrists at one point
2. Stooping
3. Raising hands to eye level two ways

2nd Test

1. Unbendable arm
2. Rolling

GREEN BELT 3 BROWN STRIPES

1st Test

1. Raising hands to eye level eight ways
2. Sitting down and standing up

2nd Test

1. Raising hands to eye level two ways.
3. Rowing exercise.



JUNIOR SYLLABUS FOR AIKIDO EXAMINATION

| WHITE BELT | 1 YELLOW STRIPE | 2 YELLOW STRIPES | 3 YELLOW STRIPES |
|------------|--|--|---|
| | Ki tests. 1 st form Ikkyo basic. 1 st form Kotegaeshi basic. 1 st form Shihonage basic. | 1 st form Sankyo basic. 1 st form Kokyunage basic. 1 st form Tenchinage basic. 1 st form Ikkyo on the move. | 1 st form Nikkyo basic. 1 st form Yonkyo basic. 1 st form Kaitennage basic. 1 st form Shihonage on the move. |

| YELLOW BELT | 1 ORANGE STRIPE | 2 ORANGE STRIPES | 3 ORANGE STRIPES |
|--|---|--|---|
| 2 nd form Ikkyo basic. 2 nd form Kotegaeshi- basic. 2 nd form Shihonage basic. 1 st form Ikkyo kneeling. | 2 nd form Kokyunage basic. 2 nd form Sankyo basic. 2 nd form Tenchinage basic. 2 arts called from 1 st form- on the move. | 2 nd form Nikkyo basic. 2 nd form Yonkyo basic. 2 nd form Kaitennage- basic. 2 arts called from 1 st form- on the move. | Ki tests. 1 st Ki exercise. 6 arts called from 2 nd - form on the move. |

| ORANGE BELT | 1 GREEN STRIPE | 2 GREEN STRIPES | 3 GREEN STRIPES |
|--|--|---|--|
| 3 rd form Ikkyo basic. 3 rd form Shihonage basic. 3 rd form Kotegaeshi basic. 2 nd form Ikkyo kneeling- irimi. 1 art called from 2 nd form- on the move. | 3 rd form Kokyunage basic. 3 rd form Sankyo basic. 3 rd form Tenchinage basic. 2 arts called from 2 nd - form on the move. | 3 rd form Nikkyo basic. 3 rd form Yonkyo basic. 3 rd form Kaitennage basic. 2 arts called from 2 nd - form on the move. | 1 st Ki exercise 6 arts called from 3 rd - form on the move. |
| GREEN BELT | 1 BLUE STRIPE | 2 BLUE STRIPES | 3 BLUE STRIPES |
| Ki tests 4 th form Ikkyo basic. 4 th form Shihonage basic. 4 th form Kotegaeshi basic. 2 arts called from 3 rd form- on the move. | 4 th form Kokyunage basic. 4 th form Sankyo basic. 4 th form Tenchinage basic. 4 th form Ikkyo kneeling 2 arts called from 3 rd form- on the move. | 4 th form Nikkyo basic. 4 th form Yonkyo basic. 4 th form Kaitennage- basic. 3 arts called from 3 rd - form on the move. | 7 arts called from 4 th - form on on the move. |
| | 1 BROWN STRIPE | 2 BROWN STRIPES | 3 BROWN STRIPES |
| | 5 th form Ikkyo. 5 th form Kotegaeshi. 5 th form Shihonage 3 arts called from 4 th form- on the move. | 5 th form Nikkyo. 5 th form Yonkyo. 5 th form Tenchinage. 4 arts called from 4 th - form on the move. | Ki tests. 5 th form Kaitennage. 5 th form Sankyo. 5 th form Kokyunage. 4 arts called from 4 th - form on the move. |
| | 1 PURPLE STRIPE | 2 PURPLE STRIPES | 3 PURPLE STRIPES |
| | 6 th from Ikkyo. 6 th form Kotegaeshi. 6 th form Shihonage. 3 arts called from 5 th form- on the move. | 6 th form Sankyo. 6 th form Tenchinage. 6 th form Yonkyo. 4 arts called from 5 th - form on the move. | 6 th form Kokyunage. 6 th form Nikkyo. 6 th form Kaitennage. 4 arts called from 5 th - form on the move. |



JUNIOR GRADING SUBMISSION FORM

Dojo:

| | | | |
|------------------|--|--|--|
| Date of Grading: | | | |
|------------------|--|--|--|

Grading Teacher: _____

Please email this information to the Association.

[illegible]



PRIVATE LESSON FEES WITH SENSEI HUGHES

| | Per hour |
|-----------------|----------|
| 1 Student | £50 |
| 2 Students | £35 Each |
| 3 to 4 Students | £25 Each |

BOOKING A COURSE

Please return this form, or email the details to Sensei Hughes, as early as possible.

Teacher:

Club:

Requested date(s) of course:

Location of course:

Times: Saturday:

Sunday:

KYU GRADING: Circle Yes or No

The course list, with details of any costs incurred, should be sent back to the Association with the grading lists please. Cheques should also be sent, but cash retained by the hosting club. Travel, food and accommodation expenses to be paid by the Association.

The instructor's meals should be provided for.

The Course Fees will be used by the hosting club to cover hall hire and any expenses (food/drink/meals etc). Any remainder will be split: 50% transferred to the club (less the retained cash), 50% to the Association.

In the event of a course not breaking even, the Association will subsidise the course so that the hosting club does not incur a loss.



COURSE FEES

| | Per Session | Notes |
|-----------------------------|-------------|---------------|
| Adult | £14 | |
| Unemployed/Student/Over 65s | £11 | |
| 12-16 Year Olds | £8 | |
| Couple | £22 | £11 each |
| High Grade | As above | Teachers free |

All Shin Shin Aikido Association students should have their Membership Card with them, but will only need to show it on the desk if renewal is due (there will be a note on the printed course list), or they are grading.

International students and guests should preferably give their details to the association two weeks before the course date, but [forms](#) will be available on the day.

DOCTOR'S LETTER

If a student has a disability or medical condition that may require a letter from the doctor, it can be helpful to provide the student with the following 'Information for Medical Practitioners' information sheet.

This will allow their doctor to better understand the benefits and challenges their patient will encounter in their practise, and be able to make effective judgements as to the suitability of them engaging in the sessions.



GUEST REGISTRATION FORM

| | | | |
|-------------|---|--|--|
| Dojo: | <input type="text" value="SSAA Guest"/> | Name: | <input type="text"/> |
| Address: | <input type="text"/> | Telephone: | <input type="text"/> |
| | | Email: | <input type="text"/> |
| Postcode: | <input type="text"/> | Date of Birth: | <input type="text"/> <input type="text"/> <input type="text"/> |
| Occupation: | <input type="text"/> | I have read and understood the Association Guidelines. | |
| Dojo: | | Signature below to confirm: | |
| | | <input type="text"/> | |

For the purposes of the Data Protection Act 2018. The data used by the association is used to maintain the membership database and send information to members about gradings and courses they can attend. I confirm that the Association can use and retain my data.

| | | | |
|---------|----------------------|--------|--|
| Signed: | <input type="text"/> | Dated: | <input type="text"/> <input type="text"/> <input type="text"/> |
|---------|----------------------|--------|--|



INFORMATION FOR MEDICAL PRACTITIONERS

Ki Aikido is much less well known than things such as yoga and tai chi but can be beneficially practised by a wide range of people.

Here are some of the benefits derived from doing Ki Aikido, and a bit about what the practise involves.

Ki Aikido

Background: It is a Japanese method of self-development, with a focus on using the mind and body in a unified way.

Affiliated to the Shin Shin Aikido Association. Some of the people practising in the Association have significant challenges but are still able to access the practise. There have been examples of students practising that:

- are in a wheelchair
- have Parkinson's
- are in their 80s.

Physical benefits: natural movement; wide range of movement; improves coordination and body awareness; improves flexibility.

Social benefits: interaction and physical contact with others; adjusting to the needs of others (lower level of ability/limitations in what their practice partner can do). Often there is the chance to meet and talk in a social context after the practise.

Mental well-being benefits: encourages mindful movement (using mind and body together); includes meditation and breathing techniques. Promotes positive use of the mind and develops confidence.

What they can expect - We practise on a matted area; physical contact with a practice partner; physical movement (but at their own pace, building up gradually).

Notes about lesson structure:

- Movements and stretches performed on their own following the verbal instruction/example of the instructor.
- Working in pairs/threes to compare different ways of working to find the optimum way of thinking/moving/posture (biofeedback).
- Ki Aikido techniques - Work in pairs or small groups. Emphasis on relaxed movement (both doing and receiving the technique). Non-aggressive; non-competitive.
- Instruction normally by demonstration and explanation to the group, followed by going around and giving personalised help.
- Graceful, flowing movements (eventually) with cardio-vascular benefit (depending on capability of student).
- Techniques will involve holding/physical contact with a practise partner.
- Techniques will involve being led down to the mat or falling in a controlled manner (if they are able - it is possible to practise the exercises and stop before going down).
- Breathing exercises - kneeling (or sitting in a chair) or standing. Deep abdominal breathing.
- Range of movements done on their own to emphasise and encourage using mind and body together.



SHIN SHIN AIKIDO ASSOCIATION INFORMATION

The postal address for correspondence is: **43, Wembury Road, Elburton, Plymouth, PL9 8HG**

Sensei Hughes mobile no.: **0750 1144665**

However, the aim is for all club admin to be done by email: p.hughes@shinshinaikido.co.uk

Association website: www.shinshinaikido.co.uk

Teachers have access to logos, forms, payment links and other useful documents on their Club Admin page.

Teachers will also have access to a wide range of Zoom Clips clarifying some basic aspects of the curriculum.