



SHOTOKAN KARATE INTERNATIONAL AUSTRALIA

GUIDELINES FOR AUSTRALIAN INSTRUCTOR VISITS

[<http://www.shotokankarate.com.au>]

SKIA T&D Representatives may invite one Australian Instructor per year to teach in their State/Territory, with flight costs covered by SKIA. The Instructor must be a Resident Dojo Instructor (special consideration may be given to National Instructors, in consultation with the T&D Chairman). To contain costs, the following process must be applied at least 2 months prior to the visit:

1. The T&D Representative contacts the Instructor to propose the visit and identify mutually convenient dates.
2. Once the invitation has been accepted, the T&D Representative seeks approval from the T&D Chairman for the visit.
3. Once approved, the T&D Representative liaises with the Instructor to identify the most economical viable airfare (considering cost and flight times).
4. Once the flight costs have been established, the T&D Representative seeks approval from the National Treasurer for the flight costs.
5. Once approved, the Instructor books and pays for the approved flights and seeks reimbursement from the National Treasurer.
6. Once flights have been booked, the T&D Representative liaises with the Instructor to agree a training plan, which is forwarded to the T&D Chairman.

Note that only flight costs are covered by SKIA - all other costs (including accommodation, ground transportation, meals, etc) are to be covered by the State.