

GUIDELINES FOR INSTRUCTORS AT SHOTOKAN WEEK

The following guidelines are provided to assist in nomination of Instructors and Assistant Instructors at the Shotokan Week National Seminar. To be eligible to instruct a class at the Shotokan Week National Seminar the Instructor must:

1. Make application to the National T&D and have endorsement by the State T&D.

Explanation - This will ensure that the State T&D is involved and can advise that the applicant has been involved at a state level and been training/instructing regularly.

2. Submit a lesson plan for the intended lesson to the National T&D for approval.

Explanation - A detailed lesson plan must be submitted outlining the structure and content of the lesson. The National T&D will assess the lesson plan content and will approve, reject or call for further information pending approval.

3. Be proficient of technical ability and or knowledge considered appropriate to the lesson and target audience.

Explanation - The instructor must be capable of performing the required skill and or have the knowledge to ensure the lesson is successfully delivered.

4. Nominate assistant instructors who will be assisting.

Explanation - The instructor will advise or request who will be assisting them. Assistant instructors can be appointed by the National T&D if required.

5. Instructor and assistant instructor must be actively involved in the Shotokan Week National Seminar at which the instruction is to take place.

Explanation - Must be a registered attendee to Shotokan Week, not to turn up only for one or two sessions.

6. Instructor and assistant instructors must have attended the previous two Shotokan Weeks.

Explanation - Ensures knowledge and skills will be up to date with the technical aspects of SKIA and the direction of the organisation.

7. In principle the nominee should be a resident or assistant dojo instructor.

Explanation – These instructors meet the required qualifications for insurance and accreditation. Others who are not resident or assistant dojo instructors and have the appropriate qualifications can nominate and be approved by the National T&D on a case-by-case basis.

Further Information

Instructors must submit their application and lesson plan at least one week prior to Shotokan Week.

The National T&D will select instructors from the nominations.

If required the National T&D may request the following from the instructor in relation to the proposed lesson.

- Further information on the lesson
- Variation to the lesson
- New lesson

A National T&D Member or Senior Grade will attend the lesson as an observer to later provide feedback to the National T&D. The National T&D will then provide feedback to the instructor and assistant instructors. *Note; under no circumstances is the nominated member attending to intervene in the lesson.*

In the event of no nominations being received or nominated lessons being unsuitable the National T&D will request nominations or appoint instructors from National T&D, State T&D and senior grades.

Instructors teaching at SW will receive a rebate of \$100 per session up to the maximum of the cost of SW seminar fee. This rebate will be shared between the instructor and assistant instructor. If an instructor does not pay for SW they are not entitled to the rebate.