



## SHUSWAP DOJO

### 2025 BLACK BELT AND BROWN BELT RESPONSIBILITIES

(in alphabetical order)

#	TITLE	NAME	RESPONSIBILITIES
1	<b>Assistant Chief Instructor</b>	Maureen Sensei	<ul style="list-style-type: none"> <li>A. Process new and returning student registrations.</li> <li>B. Maintain the student waiting list (Google drive).</li> <li>C. Publicize the Dojo.</li> <li>D. Coordinate requests for demonstrations in local schools.</li> <li>E. Manage the Gmail e-mail account and contact list.</li> <li>F. Inform students of Dojo activities.</li> <li>G. Reply to queries from the website contact's page.</li> <li>H. Send a wellness check e-mail when a student misses two classes in a row and we have not been notified.</li> </ul>
2	<b>Attendance Coordinator</b>	Ewan Sensei	<ul style="list-style-type: none"> <li>A. Take pictures of the attendance sheets at the end of each class.</li> <li>B. Enter the attendance in the My Attendance Tracker app.</li> </ul>
3	<b>Chief Instructor</b>	Jean-Luc Sensei	<ul style="list-style-type: none"> <li>A. Oversee the operation of the Dojo.</li> <li>B. Maintain the website.</li> </ul>

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#	TITLE	NAME	RESPONSIBILITIES
			<ul style="list-style-type: none"> <li>C. Administer the Wave accounting system and issue student session invoices.</li> <li>D. Prepare session and annual financial statements.</li> <li>E. Maintain the student database in Wave.</li> <li>F. Submit the annual gaming account report (Nov).</li> <li>G. Prepare documentation for testing.</li> <li>H. Sign the Student Record of Promotion booklets.</li> <li>I. Coordinate the CHCC rental schedule &amp; contract.</li> </ul>
4	<b>Cleaning Coordinator</b>	Brown Belts	<ul style="list-style-type: none"> <li>A. Organise work parties to clean the mirrors, floor &amp; mats on a regular basis.</li> <li>B. Ensure chairs, Dojo signs, white board, pictures, etc., are put away after class.</li> <li>C. Ensure the cabinet is locked after class.</li> </ul>
5	<b>Demonstrations Coordinator</b>	Vic Shihan	<ul style="list-style-type: none"> <li>A. Organize the end of sessions demonstrations.</li> <li>B. Organize demonstrations outside the Dojo as required (coordinate with Assistant Chief Instructor).</li> </ul>
6	<b>Inventory (items for sale) Coordinator</b>	Noah Sensei	<ul style="list-style-type: none"> <li>A. In coordination with the Chief Instructor, maintain the Dojo inventory (dogis, belts, bos, manuals, etc.).</li> <li>B. Keep track of items sold and inform the Chief Instructor so invoices can be issued.</li> <li>C. Inform the Chief Instructor when there is a need to restock.</li> </ul>
7	<b>Library Coordinator</b>	Alicia Sensei	<ul style="list-style-type: none"> <li>A. Put away the book cart after classes.</li> <li>B. Manage the sign-out sheet. Contact the borrowers if books are overdue.</li> <li>C. Ensure books are in good condition.</li> <li>D. Look for new books to expand the library.</li> </ul>
8	<b>Photographer and Historian</b>	George Sensei	<ul style="list-style-type: none"> <li>A. Take photos of instructors for the website Meet the Black Belt Instructors page.</li> <li>B. Take photos and videos of classes and testing for the website.</li> <li>C. Take photos of new students.</li> <li>D. Maintain the Dojo history.</li> </ul>

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9	<b>President Shorei-Kai Canada</b>	Vic Shihan	<ul style="list-style-type: none"> <li>A. Chief tester for the Dojo.</li> <li>B. Approve students ready for Black Belt testing.</li> <li>C. Present stripes/belts upon promotion.</li> <li>D. At the beginning of each session, conduct refresher training on the Dojo Policy to Safeguard Students.</li> <li>E. Place orders with Mikado and Shoreido.</li> </ul>
10	<b>Raffle Coordinator</b>	Maureen Sensei	<ul style="list-style-type: none"> <li>A. Distribute/sell tickets.</li> <li>B. Receive payments for tickets sold.</li> <li>C. Prepare ticket stubs for draw.</li> </ul>
11	<b>Receipts Coordinator</b>	Russ Sensei	<ul style="list-style-type: none"> <li>A. Collect cash and cheque payments.</li> <li>B. Issue receipts (for E-transfers, cash and cheques) using the Wave accounting system.</li> <li>C. Deposit cash and cheques at the bank.</li> </ul>
12	<b>Senior Technical Advisor</b>	Jack Shihan	<ul style="list-style-type: none"> <li>A. Provide technical advice.</li> <li>B. Maintain the Dojo curriculum.</li> <li>C. Maintain the Student Training Guides.</li> </ul>
13	<b>Social and Special Events Coordinators (2 needed)</b>	Maureen Sensei Cody Sensei	<ul style="list-style-type: none"> <li>A. Organize the May end of session event.</li> <li>B. Organize the December end of year events.</li> <li>C. Organize special events as needed.</li> </ul>
14	<b>Training Equipment Coordinator</b>	Charlie Sensei	<ul style="list-style-type: none"> <li>A. Ensure the Dojo equipment (mats, carts, posters, white board, etc.) are in good working order.</li> <li>B. Inform the Chief Instructor when there is a need to repair/replace the equipment.</li> </ul>
15	<b>Warm- ups/Kihon Coordinator</b>	Kimberly Sensei	<ul style="list-style-type: none"> <li>A. Maintain the warm-ups/kihon schedule.</li> <li>B. Ensure all classes have a Black Belt or Brown Belt conducting the warm-up/kihon.</li> </ul>
16	<b>Water Jugs Coordinator</b>	Russ Sensei	<ul style="list-style-type: none"> <li>A. Refill the water cooler jugs as needed.</li> <li>B. Refill the cup dispenser.</li> <li>C. Advise the Chief Instructor when running out of cups.</li> </ul>

Prepared by: J.-L. Desgroseilliers

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