

# USAF | United States Aikido Federation

2010 Member Package





December 1, 2009

Dear Chief Instructor/Dojo-cho:

I hope this letter finds you well, and that the upcoming New Year is full of good health, prosperity and Aikido!

The USAF Board of Directors and the USAF Technical Committee have been working together to improve our policies and strengthen the organization. This package contains a hard copy of all the information and paperwork you will need to renew your dojo and members for 2010. Copies of the enclosed forms are also available on the USAF “members” page at [www.usaikifed.com](http://www.usaikifed.com) where they are in a fillable PDF format so you may use them for your renewals and all future processing. If you still do not have your login and password to access this page, please let me know.

This New Year brings the announcement of a new Chairman for the USAF Board of Directors. With Michael Abrams of New York Aikikai stepping down as Chairman after serving for many wonderful years, the Board now welcomes his replacement, Charles McGinnis of Aikido of Cincinnati. Mike will remain a member of the Board of Directors, and as an icon of the USAF—we express our sincere appreciation for his years of dedicated service, and we welcome Charlie and thank him for accepting this honorable appointment. A document titled **USAF Purposes and Principals, Board and Committees, and Goals Achieved as of November 2009** is enclosed so you may familiarize yourself with the members who have been playing such an active role in our organization, and the many achievements that have recently been implemented.

Please read this letter thoroughly, as there have been changes made in the USAF Ethics Guidelines, Treasurer’s Guidelines, Kyu/Dan Requirements and Fukushima/Shidoi Certification.

The enclosed forms are for your reference or are to be completed and returned in your renewal paperwork, where noted:

**1. Ethics Guidelines:** This is a revised copy of the USAF ethics policy, which we request that you sign and post in your dojo. A statement of acknowledgement regarding this document with your signature is required on the Dojo Renewal form.

**2. Treasurer’s Guideline:** This Guideline has been revised for the first time in many years. There is a nominal increase in members’ dues and kyu testing. The increase in Dan Promotion fees relates to the relationship between the dollar and the yen. An increase in teaching certifications reflects the importance of this acknowledgement as a professional benefit, and the value we place on the role of the instructors in our organization. Late fees are easily avoided, and the small increase in these fees reflects our desire for member dojo to be efficient with their commitment to their students and the USAF. Please make sure you account for the changes in fees before sending in all renewal payments and all payments effective 1/1/2010.

**3. Fukushima and Shidoi Certification:** The USAF Technical Committee has implemented a new policy beginning in 2011 for all fukushidoi and shidoi appointments and renewals. The major USAF seminars throughout the year are a vital part of our practice – they provide a valuable opportunity for Yamada Sensei and the Technical Committee members to meet you and see your progression, for you to practice in a larger arena than what is normally available and to improve your skills as a teacher. Attending these seminars by all people testing for dan rank should be an integral part of their preparation. Beginning in 2010, these major seminars will each offer an “instructors class” which will provide opportunities for Yamada Sensei and/or the Technical Committee members to work more closely with USAF instructors.





Effective 2011, all candidates looking to either obtain or renew their fukushido or shido certification must attend one major seminar each year and the class for instructors that may be offered at that seminar, as well as one other seminar taught by a member of the Technical Committee in the same calendar year. This policy needs to be observed during 2010, as it is a renewal and new applicant requirement beginning in 2011. There will be a place on the 2011 form where you will list the seminars you attended. Special exceptions may be requested and will be considered on a case-by-case basis.

The major seminars, which are the larger seminars instructed by Yamada Sensei throughout the country each year, are held at the following locations:

Aikido of Dallas  
Midwest Aikido Center (Chicago)  
Aikido Center of Atlanta  
Florida Aikikai Winter Camp  
San Francisco Aikikai

Aikido of Cincinnati,  
Aikido de la Montagne (Montreal)  
USAF Summer Camp  
N.Y. Aikikai Christmas Seminar  
Seattle (dojo site rotates annually)

Please keep this new requirement in mind for your 2011 application. In addition, shido and fukushido renewals and new applications must be submitted with the dojo renewal paperwork, and will not be considered at any other time during the year. Please return this form with your renewal package if applicable.

#### **4. USAF Kyu/Dan Test Requirements:**

**Kyu:** The 6th kyu rank requirement is now in place for 2010. The enclosed USAF Kyu/Dan Test Requirements sheet is an updated version including the 6th kyu test. The requirements of the 6th kyu test with an explanation of the details of the test are also available on the member's site.

**Dan:** The hour requirement for Shodan is now 300 days, reduced from 400 days. Also the age requirement has been reduced from 18 to 16 years of age.

**5. Dojo Renewal Form:** A completed form must include your signature at the bottom of the page. Please fill out, sign and return the form with your renewal package.

**6. USAF New Student and Test Application:** If you are registering any students who do not appear on your roster (returning or new), you can list them on the USAF New student/kyu test application. Please indicate if they are returning so they can be retrieved from the database rather than registered as a new USAF member. A revised roster will be mailed to you after your paperwork has been processed. This form is used throughout the year to list new students, returning students, and any promotions. Including a line breakdown of the fees will help avoid any delays and insure correct processing. Please return this form with your renewal package if applicable.

**7. USAF Payment Summary Worksheet:** Please use this to avoid errors in calculations and payments. The spreadsheet on the members' site will process the calculations for you. If paying by check or money order, you should collect the fees from your students, made payable to you, and mail in only one payment to the USAF. Please return this form with your renewal package.

**8. Your Dojo Roster:** The enclosed dojo roster is your most current student record in the USAF database. The names on the roster are of your students that paid their 2009 USAF membership fees. Any students who are USAF members and practiced in your dojo in 2009 should be on this sheet if they are members in good standing. If not, then please include their previous dues along with the reinstatement fees. No kyu or dan promotions will be processed unless the member is in good standing, so it is helpful to your students to keep their records current. Please underline only the names of people whose payments are included in your return package. Any name that does not have a payment will be removed from your roster, and will not appear on the revised copy that will be returned to you. That information will be stored and maintained in





the database, so a simple reinstatement process is always available. Please return your dojo roster with the names underlined of paying members, with your renewal package.

**9. Credit Card Form:** This form can be used if you wish to maintain a credit card on file. This will enable you to email or fax your paperwork throughout the year, and upon processing your forms your credit card will be charged. You do not need to resubmit this form if you already have a card on file. Please return this form with your renewal package if applicable.

The deadline for your dojo fees, individual membership dues and instructor's renewals is April 1st 2010.

Any payments postmarked after that date will be subject to the reinstatement/late fee as outlined in the Treasurer's Guidelines. All USAF paperwork and payments should be mailed to the following address. Please check that you have this correct address on file, as many people mail their USAF paperwork to my personal dojo post office box, which may lead to extensive delays in processing. There is also a formatted label sheet with this information available for you to download on the member's site, under the category of Mailing Labels.

Laura Pavlick  
USAF  
49 Maple Street  
Litchfield, CT 06759

A continued effort is underway to make sure that I have your correct email address. If neither you nor your dojo has an email address, please see if a student or friend would be willing to receive our emails on your behalf. As the USAF becomes more reliant upon electronic correspondence, it's vital that we know that everyone receives all of our communications in a timely manner. Please use this renewal process as an opportunity to make sure that I have your correct contact information, and also take a moment to confirm that the information and links for your dojo listed on [www.usaikifed.com](http://www.usaikifed.com) are correct.

I look forward to working with you in the New Year and, as always, I am available for any questions you may have.

Sincerely yours,

Laura Pavlick  
Director of Operations



# USAF | United States Aikido Federation

Purposes and Principals,  
Board and Committees,  
and Goals Achieved as of  
November 2009





## **USAF | What is the USAF?**

The United States Aikido Federation (USAF) is a not-for-profit organization whose main purpose is to spread and maintain the integrity of the martial art of Aikido as created, developed and exemplified by O-Sensei, Morihei Ueshiba, and spread by the Aikikai Foundation, Aikido World Headquarters (“Hombu”), located in Tokyo, Japan. The USAF develops and guides the practice of Aikido and its instruction as established at Hombu and strives to promote and develop goodwill and friendship, and to improve lines of communication among members of the USAF and other Hombu recognized organizations. The USAF registers Dan grades with Hombu, and standardizes Kyu and Dan grading consistent with and as described in Hombu’s international regulations. The USAF represents, defends, and promotes the interests of its members and carries out such other ancillary activities as necessary or incidental to the achievement of these purposes.

## **| USAF: Direction and Management**

The direction and management of the USAF are carried out by the Board of Directors and the Technical Committee. The day-to-day operations are administered through the Director of Operations who is currently Laura Pavlick.

## **| Board of Directors**

USAF Board of Directors responsibilities are:

- a. To establish, monitor and modify as necessary the financial policy of the USAF
- b. To appoint representatives to the International Aikido Federation (IAF) and Hombu
- c. To elect the officers of the USAF
- d. To establish, modify as necessary and oversee the policy and procedure for admission to the USAF
- e. To establish, modify as necessary and oversee the policy and procedure for maintaining membership in and for the expulsion or removal from the USAF
- f. To establish, modify as necessary and oversee the policy and procedure for the resolution of disputes involving member dojo, including disputes involving docho of member dojo, in the USAF, such resolution to be non-binding as between the parties, unless otherwise agreed to in writing by the parties; and
- g. to generally conduct all business and adopt all policies and procedure.

The positions in the Board of Directors are classified into Officers and Board Members.

### **USAF Board of Directors Officers and Board Members**

#### **Officers:**

President: Yoshimitsu Yamada, New York Aikikai  
Vice President: Harvey Konigsberg, Woodstock Aikido  
Vice President: Mike Abrams, New York Aikikai  
Chairman: Charles McGinnis, Aikido of Cincinnati  
Treasurer: Malory Graham, Puget Sound Aikikai  
Secretary, Laura Pavlick, Litchfield Hills Aikikai

#### **Board Members in alphabetical order:**

Penny Bernath, Florida Aikikai  
Larry Bieri, Finger Lakes Aikido  
Barbara Britton, Framingham Aikikai  
Glenn Brooks, Aikido of Scottsdale  
Skip Chapman, Jersey Shore Aikikai  
George Kennedy, Aikido Center of Atlanta  
Bob Mason, Aikido of Dallas  
Joe Nemeth, Aikido of Nassau County  
Ed Peteroy, USAF Academy Aikido Club  
Gordon Sakamoto, Northern Virginia Aikikai  
Walter Van Enck, Midwest Aikido Center  
Chris Wong, Aikido of Santa Barbara



## **Board of Directors Current Sub-Committees**

### **Financial Oversight Committee:**

Chair: Malory Graham, Puget Sound Aikikai  
Mike Abrams, New York Aikikai  
Bob Mason, Aikido of Dallas  
Charlie McGinnis, Aikido of Cincinnati  
Chris Wong, Aikido of Santa Barbara

### **Human Resources Committee:**

Mike Abrams, New York Aikikai  
Ed Peteroy, USAF Academy Aikido Club  
Barbara Britton, Framingham Aikikai

### **Summer Camp Committee:**

Laura Pavlick, Litchfield Hills Aikikai  
Skip Chapman, Jersey Shore Aikikai  
Joe Nemeth, Aikido of Nassau County  
Paige Chapman, Jersey Shore Aikikai

### **Website Committee:**

Laura Pavlick, Litchfield Hills Aikikai  
Walter Van Enck, Midwest Aikido Center  
Chris Wong, Aikido of Santa Barbara  
Glenn Brooks, Aikido of Scottsdale

### **Co-Committee to the Technical Committee:**

Larry Bieri, Finger Lakes Aikido  
Penny Bernath, Florida Aikikai

### **Nominating Committee:**

Chair: Yoshimitsu Yamada, New York Aikikai  
Harvey Konigsberg, Woodstock Aikido  
Laura Pavlick, Litchfield Hills Aikikai

### **Ethics/Dispute Resolution Committee:**

Chair: George Kennedy, Aikido Center of Atlanta  
Gordon Sakamoto, Northern Virginia Aikikai

### **Trademark Use Committee:**

Walter Van Enck, Midwest Aikido Center  
Bob Mason, Aikido of Dallas  
Chris Wong, Aikido of Santa Barbara

### **Marketing Committee:**

Mike Abrams, New York Aikikai  
Ed Peteroy, USAF Academy Aikido Club  
George Kennedy, Aikido Center of Atlanta  
Chris Wong, Aikido of Santa Barbara

### **Donations/Planned Giving:**

Ed Peteroy, USAF Academy Aikido Club  
Barbara Britton, Framingham Aikikai

### **Merchandising Committee:**

Walter Van Enck, Midwest Aikido Center  
Laura Pavlick, Litchfield Hills Aikikai  
Chris Wong, Aikido of Santa Barbara

## **| Technical Committee**

The duties of the USAF Technical Committee include:

- a. Establishing testing qualifications, and awarding and recommending rank consistent with and as described in Hombu's international regulations;
- b. Establishing the qualifications and procedure for issuing teaching licenses and administrating such procedures consistent with and as described in Hombu's international regulations;
- c. Conducting seminars, including black belt and instructor seminars, with the goal of assisting in the improvement of the overall teaching methods of the USAF;
- d. Approving promotion by recommendation for member dojocho, member dojo senior instructors and member dojo chief instructors; and
- e. Developing instructional materials including, but not limited to handbooks, videotapes, and DVD's.

### **USAF Technical Committee officers and members:**

**Chair:** Yoshimitsu Yamada, New York Aikikai

#### **T.C. members in alphabetical order:**

Peter Bernath, Florida Aikikai  
Claude Berthiaume, Aikido de la Montage  
Andy Demko, New Castle Aikikai  
Harvey Konigsberg, Woodstock Aikido  
Donovan Waite, Aikido of Center City  
Seiichi Sugano, New York Aikikai  
Robert Zimmermann, Toronto Aikikai

#### **Co-Committee to the Board of Directors:**

Claude Berthiaume, Aikido de la Montage  
Robert Zimmermann, Toronto Aikikai



## **USAFA | Recent Achievements**

**The following are a few of the many changes and improvements achieved by the USAFA Board of Directors and the Technical Committee over the last 2 years:**

1. The implementation of strong financial oversight and budgeting procedures has helped establish achievable goals for the future of the USAFA;
2. A strong working Board of Directors and Technical Committee with meetings 3 times per year have enabled new policies and procedures to be implemented to benefit USAFA members;
3. A clear plan is in place to implement both immediate and long range needs and goals of the USAFA;
4. An immediate plan is in place for priority projects which will address the continuation, growth and long term success of the USAFA;
5. The continued expansion of the regularly published USAFA online newsletter has been successful in providing an easily accessible community resource;
6. There has been a successful development and distribution of Ethical Guidelines and Standards expected of all dojo and members;
7. The revamping of administrative procedures to improve service to member dojo remains a constant priority;
8. The clear procedures in place and positive working relationship with Hombu have improved the processing and of both kyu and dan certificates to members;
9. The introduction of the 6th kyu rank requirements will assist in the retention of new students while providing a valuable tool to improve on the foundation of all basic techniques;
10. The instructors' use of the members link on the USAFA website continues to increase by making available all USAFA forms, newly uploaded USAFA logos, and by year end the revised USAFA Handbook;
11. The new USAFA Instructors Yahoo Group provides a great opportunity for instructors to discuss ideas, strategies, membership retention, etc in a closed format that is by invitation only;
12. The organization of two successful summer camps by the USAFA provides useful information to ensure that future summer camps will be successful as well;
13. The USAFA conducted an online member survey to collect demographics about member dojo to assess member needs and improve future services;

### **In Progress**

14. The creation of a new USAFA website is underway to improve content, visual elements, and interactive database for members. Phase 1 has been completed;
15. The USAFA is researching a possible insurance contact to refer member dojo to for their dojo liability coverage;
16. A testing and evaluation review sheet is being prepared as an optional tool for instructors to use either in their own dojo or when preparing a student for a dan examination;
17. A USAFA New Student Guide will be available in the near future for all member dojo to download as a useful handout for new students, detailing proper etiquette, ranking procedures, the history of aikido, etc.



## **| Honorary Committee**

The By Laws of the USAF also provide for an Honorary Committee, whose members are appointed by the President. These are senior instructors or members of the USAF who have made significant contributions to the growth and promulgation of Aikido. Members of the Honorary Committee may not be members of the Board of Directors or the Technical Committee. As a way of recognizing their lifelong contribution to Aikido, Members of the Honorary Committee may attend any USAF seminars, excluding major seminars such as Summer Camp and Winter Camp, free of charge. Honorary Committee appointments are lifetime appointments. Members may not be removed, except for good cause shown.

### **USAF Honorary Committee in alphabetical order:**

Nelson Andujar, Nations Aikikai  
Anne Buchanan, Aikido of Try-Co-Lan  
Paul Buchanan, Aikido of Try-Co-Lan, former member of the USAF Board of Governors  
Rodney Grantham, Aikido Center of Atlanta  
Eddie Hagihara, Long Island Aikikai, former member of New York Aikikai  
Luqman Abdul Hakeem, Shihan, Aikido School of Maghreb, former member of New York Aikikai  
Dennis Meno, Suncoast Aikido  
Sidney Spencer, Aiki O'Kami Society, former member of New York Aikikai  
Rick Stickles, Aikido Schools of New Jersey, former member of New York Aikikai  
Paul Keelan, New England Aikikai  
Bernie Mulligan, Shodokan  
Peter Tamagni, Vineland Aikikai  
Linda Lee Vecchio, Aikido of Cleveland, first General Secretary of the USAF  
John Yaglowski, Greater Hartford Aikikai

