



## CANADIAN AIKIDO FEDERATION SHIDOIN TRAVEL SUBSIDY POLICY

### 1.0 IDENTIFICATION

Date of Issue: 2010-01-05

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Application: This policy applies to small remote dojos in the Canadian Aikido Federation (CAF).

Enquiries: Any questions or concerns regarding this policy should be directed to the CAF Secretary. The Secretary's email and mailing information can be found on the CAF website:  
<http://www.canadianaikidofederation.ca/index.php>.

### 2.0 INTRODUCTION

This policy is intended to provide direction to small remote CAF dojos requesting a travel subsidy for the visit of a Shidojin to their dojo.

### 3.0 DEFINITIONS

#### Shidojin Visit:

The "Shidojin Visit" constitutes the one (1) mandated visit that every Shidojin must do during their two-year term to all dojos within their purview. To note, this policy applies only to the one visit mandated by the *Shidojin System for Canadian Aikido Federation*; any subsequent visits are the sole responsibility of the hosting dojo. The Shidojin System document can be found at [http://www.canadianaikidofederation.ca/docs/CAF\\_Shidojin\\_System\\_En\\_v01.pdf](http://www.canadianaikidofederation.ca/docs/CAF_Shidojin_System_En_v01.pdf).

Canadian Aikido Federation (CAF), Policies And Procedures  
Shidojin Travel Subsidy

Travel Subsidy:

The "travel subsidy" is to cover all means of travel, including land or air, for the Shidojin traveling to and from the remote dojo. The subsidy covers the actual cost of travel only. Accommodation, meals or any other expenses incurred as part of the travel are the responsibility of the hosting dojo. The travel subsidy is to be broken down as follows: 80% to be covered by the CAF, to a maximum of \$500, as long as all rules laid out in this document are followed, and 20% is to be covered by the hosting dojo. It is important to note that this policy covers only travel expenses incurred by the Shidojin, all other expenses, remuneration for teaching, etc. are solely the responsibility of the hosting dojo. The most economical form of travel should always be used where practical.

There is a Travel Subsidy cap of \$2,500 per year total available. The money will be allotted to qualifying dojos on a first-come first-served basis.

Small Remote Dojo:

A "small, remote dojo" is defined as a CAF dojo that is located a minimum of 150 km from the visiting Shidojin, with less than 20 active members.

#### **4.0           CONTEXT**

To comply with the Hombu requirement that all national organizations have a Shidojin system in place, the CAF wrote the Shidojin System for the CAF, dated 17 September 2008. In October of 2008, the CAF instituted the Shidojin System as a two-year trial period.

One of the stipulations in the Shidojin System document is as follows: "The Shidojin must visit each dojo under his or her care at least once (and hopefully more often) during the two-year term.". It is this statement that created the need for this policy.

#### **5.0           PROCESS**

All subsidies must be requested in advance. The request for subsidy should be sent to the CAF Secretary by email and should include the following information:

- dojo name,
- dojo location,
- number of active members,
- name of visiting Shidojin,
- from where Shidojin is visiting,
- the Shidojin's mode of travel, and
- the estimated cost of the travel.

The CAF Executive will review the request and either approve or deny the request.

Following the visit of the Shidojin, all travel receipts must be photocopied and mailed to the CAF Secretary, whereupon the secretary will calculate the amount of the subsidy (80% of the total, not exceeding \$500) and mail a cheque to the hosting dojo.