



**Aiki Kai
Australia**

Membership / Studentship Application Information



**Aikido
Foundation
Pty Ltd**

2011/2012

Notes for Instructors

1. New students

- Check the information on the form is clearly written, collect the payment and fill in the receipt and sign in indicated places. Make sure it is very clear on the form what type of membership has been paid.
- Tear off the receipt section and present it to the applicant as a record of membership/studentship application.
- *Return the form with the payment to the National Registrar immediately, this is important for insurance purposes!*
- Advise new members of how they will receive their Student Record Book and membership/studentship cards.
- If the Student Record Book is forwarded to you from the National Registrar, present it to the student promptly.

2. Interim students

- *When collecting interim fees send the form and money immediately, this is important for insurance purposes!*
- Advise interim students to retain receipt from the base of the form, as this is their only proof of payment. No membership/studentship book or membership/studentship cards are issued for an interim membership.
- Explain to the student that this membership/studentship can be taken out only once and holders cannot participate in Aiki Kai Australia National Schools.
- When interim students take out a full membership/studentship please send in a complete NEW form and tick the IUG (Interim Up-Grade) box.

Insurance Cover

Aiki Kai (Australia) provides for all its trainees to be insured and currently carries two types of insurance cover.

1. To cover the possibility of a court action, their membership of Aiki Kai (Australia) may provide Legal Liability insurance for non-intentional injury if successfully sued by another student.
2. Their membership of Aiki Kai (Australia) also provides a limited "No Fault" Personal Accident cover, while engaged in Aikido training. A summary of the benefits and conditions is available online at <http://www.aikido.org.au/forms.html#Accidents>.
3. Australian residency status impacts on automatic inclusion in these policies. Please make sure they answer this question so any manual inclusion to the policy can be addressed.

As an instructor for Aiki Kai (Australia) you have legal and insurance obligations to process student membership/studentship forms promptly and efficiently. Please make sure the forms are completed correctly and you have forwarded them to the National Registrar with a degree of urgency.