



Aiki Kai Australia



The Sugano Foundation

Membership/Studentship Application Information

updated March, 2021

Notes for Instructors

As instructors our prime function is to teach the best Aikido we know how, but secondly we must complete the necessary paperwork. That is: maintain good student training records and managing the financial status of those students. Our insurance and public liability depend on this financial status, that means protection for you, the student, and the association, in case of an incident.

I. New students

- If possible, ask all new students to complete a membership form online via aikido.org.au/New-Membership-Application, they will receive a receipt as proof of application and you will receive a copy of the notification when their application is finalised.
- If the new person has not practiced Aikido previously it is an insurance requirement they must watch a class before they can step on the mat
- We offer a once-only 3 month Introductory Membership, restricted to people who have not previously trained Aikido. Everyone else should take out an Annual Membership.
- Some memberships are accepted immediately online and others may be 'Pending' until certain requirements are met. Membership levels like Concession, Student and University require the applicant to upload an image of a card (or similar) as proof source for the membership level they are claiming. These memberships are manually approved and may take a few days to process. Similarly, if someone pays via bank transfer, it may take a few days for the application to be finalised. Pending applications are not considered as financial students and may not train during this period.
- If you want to join someone up so they can train immediately, after having viewed a class, have them complete sections 1 & 2 on the paper form and pay you \$10, this indicates they are in process of joining, they have put a signature against the Declaration and money has been paid. Ask them to complete the application process online as above. Once the application has gone through online you don't need to keep the paper form, unless it relates to a child (see next point).
- If a Family Membership contains a child (or multiple children) or if it is a 1x Child application, these applications require a signed hard copy of both our Member Application form and the Parent's Permission form containing the child's signature (where reasonable) and that of the parent/guardian and their personal details. A hard copy is to be signed for each child training. Take a photo* of the completed form(s) and email to registrar@aikido.org.au or mail@aikido.org.au and we will upload the images to the child's online profile. You do not need to keep a copy of the Member Application form if this procedure is followed. You will need to retain the Parent's Permission form as it contains emergency information details.
- When you receive an email notification that a student has been accepted please present them with a New Student Pack. The Pack consists of a Student Record Book (you need to complete the form on Page 2) and a 'Guide to Aiki Kai Australia', all contained in a two pocket vinyl wallet.

* Just the front page of the Member Application form and the centre spread of the Parent's Permission form are required for the photos. Please send full resolution images, in case they have to be printed at some point in the future.

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.



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2. Renewing memberships

- **Introductory Memberships** - as these fall due the national registrar upgrades their membership to Annual and sends a link to the student to complete the payment online. If the student renews you receive a copy of their renewal notice.
- **Annual Memberships** - a month prior to an annual membership falling due the system automatically creates an invoice and sends the student a series of email reminders with a link to pay the due membership. They can choose to pay online or opt a for a bank transfer. When the payment process is completed you receive a copy of their renewal notice.
- In both cases, if the student does not renew they are eventually automatically 'Lapsed' by the system and you receive a copy of this notification.

At anytime you can view all the 'Financial' students in your state by going to <https://aikido.org.au/Admin-Area>. Only students who are considered financial appear on these state lists, if they are not financial their name will not show. If you click on someone's name you can see more information, such as their birthdate and general home location.

If you can't access your state details, you may not be listed as an Instructor or State Admin person on the system. Contact mail@aikido.org.au

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