

**International Shotokan Karate Federation
National Collegiate Karate Association**

ISKF-NCKA

Collegiate Club Handbook

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PURPOSE OF THIS HANDBOOK

This handbook has been compiled as a help in the organization and operation of a karate club at a college or university. While not a complete step-by-step guide, it contains helpful suggestions and best practices that other collegiate clubs have followed to organize and perpetuate themselves. This handbook is intended to be an ongoing open source publication and your contributions are welcome. Good Luck!

A. Setting the Foundation

- If an established ISKF dojo can be found in your area, be sure to inquire about any experience its members have had with collegiate clubs, and the formal paperwork required to be part of the ISKF. A local dojo is also a great resource for qualified instruction.
- Contact your University's recreation and sports departments and find out about the relevant paperwork / procedures to create a club. Some universities may not let you become a formerly established and fully recognized club unless it has been through a probationary period. It is also very important to find out about activity fairs and similar events for membership recruitment.
 - Undergraduates and university staff can be very helpful in this respect; they often know ways around the red tape and typically already have strong networks at the university. Your club may require a faculty or staff advisor, so be sure to assemble a group of supporters before embarking on your formal application. The value of having an "insider" to champion your cause can not be overstated.

B. Recruitment, Training, Social Aspects

- Recruiting students and finding practice space.
 - One of the best ways to recruit new members is by signing up for your university's annual student activities fair. It is often free and provides an opportunity for students to approach you with general and membership questions. Such events are usually where many of a club's members come from.
 - Word of mouth is very important for growing your club. Make sure your students are talking to their friends about the club and bringing in potential members when possible. You can also consider incentives for present members to bring in potential members (e.g., club T shirt, club patch, ISKF patch, or one-month reduced dues).

- Flyer campaigns are also a good way to promote the club. Web advertisements on Facebook and university websites are also helpful. Furthermore, try to get your flyers in the information packets supplied to first year students. Make sure your flyers get posted where new students congregate: dormitories, cafeterias, gyms, etc.
- Practice space can be hard to come by but is an essential part of training. If possible, get a permanent space with regular class times. You don't want new members coming to training at the wrong place or time. Outdoor spaces can be appealing, but are subject to weather-related constraints. Dormitories can be very accommodating if you offer to do a demonstration or make some other kind of mutually beneficial arrangement with them. A vacant lobby of an academic building is also a possibility.
- Ten percent retention from the first day in training to the first exam is typical. Some years may be better or worse than others.
- The social aspect of the club is extremely important.
 - Remember that your club is “collegiate”, and providing opportunities to bond outside of training can enhance member friendships and club support. Scheduling an activity once a month is a good starting point; e.g., movie night, board game night, special karate event, or a cookout/ potluck dinner. This will make the club stronger and will help your members feel a sense of ownership.
 - At social events, make it very clear that **UNDERAGE DRINKING IS NOT ALLOWED**. Numerous student organizations are terminated within their universities due to violation of this rule alone.
 - Traveling to other dojos or tournaments is a great way to make connections with other karate-ka. It helps students gauge their progress and provides new instruction that can reinforce familiar concepts. It also helps students understand they are part of something much larger than their own clubs.

C. Fundraising and Finances

- As your club grows, money will become an increasingly important issue. You'll want to make sure your dues aren't so high that they discourage membership; but also that they aren't so low that you struggle to get by. Also, try and keep dues consistent from semester to semester.
- Supplement your dues with fundraising activities (e.g., small club tournaments or karate instructional video viewing). Ask your students for help on ideas.
- University sports and recreation departments are great resources for fundraising ideas and for information on the formal side of sport club financial management. Once the club is approved by the university, it will likely have a bank account to manage. Make sure you

appoint a competent secretary/treasurer, and that you have a solid understanding of how the finances are supposed to work. Many universities will require students to attend a money management seminar.

- University groups not associated with the recreational sports department sometimes offer grants to student groups which fall under their activity-related interests. These grants usually require a paper to be written and a presentation to be made in front of a steering committee, such as the Student Government or Recreation Council.

D. Legal Aspects and Risk Management

- Make sure that each member signs a waiver that protects and absolves you, the ISKF, and the University from responsibility of any injuries resulting from training. Have it checked by a competent lawyer, preferably affiliated with the local dojo or university. The ISKF's waiver, as well as the University's standard sports club waiver, are great starting resources.
- Do not let students participate unless they have a waiver filled out each semester. Make sure to have the contact information updated and all fields filled in. When traveling, carry waivers or photocopies to karate events.

E. Contact Information

If you have suggestions for additions or revisions to this "NCKA Handbook", please contact Paul K. Smith, Ph.D., Chair, NCKA, at 610-436-2764, or psmith@wcupa.edu.

F. Sample Waiver Form (next page)

Waiver/Release Agreement: (SAMPLE)

Event: Collegiate Tournament, Exams and Clinic hosted by the Penn State Univ. Shotokan Karate Club, the Penn State University, the ECCKU and the International Shotokan Karate Federation

I understand that there are risks and dangers inherent in martial arts training and in participating in and/or receiving instruction at the EVENT. I understand and agree that by signing this Waiver/Release, I am assuming full responsibility for any and all risk of personal injury or death or for property damage suffered by me while participating in and/or receiving instruction at the EVENT. I expressly acknowledge that my participation in the EVENT may subject me to personal injury or bodily harm and I assume any and all risks of that participation. I also understand that in order to be allowed to participate in and/or receive instruction at the EVENT, I must give up my rights to hold the International Shotokan Karate Federation and its affiliates, East Coast Shotokan Karate Association, the ECCKU, the Penn State Univ. Shotokan Karate Club, the Penn State University and any and all other clubs, schools, instructors, members, judges, officials, representatives and all other participants (collectively the "Releasees") liable for any injury or damage which I may suffer while participating in and/or receiving instruction at the EVENT.

I also understand and agree that by signing the Waiver/Release, I acknowledge that I am solely responsible for having or obtaining all insurance coverage which may be necessary or desirable in connection with my participation in and/or receipt of instruction at the EVENT and for any travel to and from the EVENT and in all lodging or any other activities which may be related directly, indirectly or incidentally to the foregoing. I further understand and agree that any fees or costs required for necessary or requested medical attention shall be my sole responsibility and that I shall not seek indemnification or contribution from any Releasee in connection therewith. I also understand that the Releasees shall not be responsible for any incidental, consequential or exemplary damages of any kind even if they are notified of the possibility of such in advance. I also understand and agree that any damage to any lodging sites or the EVENT site that I cause is my full responsibility. In no case are said damages the responsibility of any of the Releasees. I further understand and agree that as consideration for my participation in the EVENT, the International Shotokan Karate Federation and/or its designees shall have the right to use my name, image or likeness in the promotion of the EVENT or in any publication relating to the EVENT (or similar Events) and in any broadcast or rebroadcast transmission of the EVENT without any additional consideration to me for the use of my said name, image or likeness.

I understand and agree that this Waiver/Release will have the effect of releasing, discharging, waiving and forever relinquishing any and all actions or causes of action that I may have or have had, whether past, present or future, whether known or unknown, and whether anticipated or unanticipated by me, arising out of my participation in and/or receipt of instruction at the EVENT. Knowing this, and in consideration of being permitted to participate in and/or receive instruction at the EVENT, I hereby release and agree to indemnify and hold harmless the above-named Releasees individually and their entities, and their officers, agents, principals, partners, shareholders, directors and employees from any and all liability or costs, including attorney fees, associated with or arising from my participation in and/or receipt of instruction at the EVENT. I further understand and agree that this Waiver/Release will be binding on me, my spouse, my heirs, my personal representative, my assigns, my children and any guardian ad litem for said children.

I understand that if I am signing this Waiver/Release on behalf of my minor child, that I will be giving up the same rights for said minor as I would be giving up if I signed this document on my own behalf. I acknowledge that I have read this Waiver/Release Agreement and that I understand the words and language in it.

Print Name _____ Date _____

Sign Name _____

Parent/Guardian Release:

I am the parent or legal guardian of the minor _____ and I am signing this Waiver/Release on behalf of said minor.

Print Name of

Parent/Guardian _____ Date _____

Signature of parent _____