

The Hong Kong Aikido Association Limited

Rules & Bye-Laws

Authority

1. These Rules and Bye-Laws are made by the Executive Committee pursuant to and in exercise of the powers conferred to it by the Memorandum and Articles of Association ("The Articles") of the Hong Kong Aikido Association Limited (the "Association"). These Bye-Laws may be added to, replaced, altered or repealed in part or in their entirety from time to time at the discretion of the Executive Committee and may in any event be altered or set aside by a resolution of a general meeting of the Association.

Membership

2. The membership of the Association is as classified and as described in the Articles.

Admission of Members

3. The procedure for the Admission of Members is contained in the Articles. All members must fill in a prescribed application form and submit to the Executive Committee. The Executive Committee has the right to accept or reject any application. Until confirmation of acceptance of membership any person joining the activities of the Association will be in the capacity of a visitor to the Association. A person will only become a member after the requisite fees have been paid and a membership card is issued and the person's name be entered in the Register of Members of the Association.

Subscriptions, Fees and Charges

4. Subscriptions, fees and charges for the Association and its activities shall be such sum as may be from time to time determined by the Executive Committee.
5. Subscriptions, fees and charges shall be paid in advance.
6. Guests and visitors will pay their subscriptions, fees and charges as prescribed by the Executive Committee unless expressly waived by the Executive Committee.

Rules & Bye Laws

of

The Hong Kong Aikido Association Limited

香港合氣道協會有限公司

會規及附例

Guests and Visitors

7. Members introducing guests will be held responsible for their behavior and for the observance by their guests of the Rules and Bye-Laws of the Association. Every such guest shall be accompanied by the Member introducing him or her.
8. A visitor is allowed to attend the Association's activities after obtaining consent from the Executive Committee or the Staff of the Association. A visitor shall be required to undertake to comply with the Rules and Bye-Laws of the Association to enjoy its hospitality and its facilities.
9. The Executive Committee may from time to time restrict the attendance of guests or visitors.

Conduct and Duties of Members

10. A Member shall behave in accordance with a high standard of conduct and any misconduct or misbehaviour shall be treated as a breach of the Rules and Bye-Laws of the Association.
11. All Members must exercise due care during training or practice and must not apply undue force or cause damage or injury, whether intentionally or unintentionally, to other members.
12. All Members are responsible for their own acts and behaviour during training, practice or attending the Association's activities.

Rules of the Dojo

13. This dojo operates in a strict manner following the traditional rules of proper conduct. Its spirit comes directly from the Founder of Aikido, O Sensei Morihei Ueshiba, and it is the place for the succession of his teachings. It is the responsibility of every Member to honour and sincerely follow those teachings.
14. It is the responsibility of each Member to cooperate in creating a positive atmosphere of harmony and mutual respect.
15. It is each Member's responsibility to assist in cleaning the dojo.
16. The dojo is the place of training and practice of Aikido and is not to be used for any other purpose unless with the express permission of the Executive Committee.
17. Respect the Founder of Aikido and his teachings as demonstrated and handed down by the Instructor. Respect the dojo, respect the training equipment, and respect each other.

Rules of Training

18. It is necessary to respect the Founder's teachings and philosophy, and the way in which the Instructor conveys those teachings.
19. It is the moral responsibility of each Member never to use Aikido technique to harm another person or as a way to display ego. Aikido techniques are not techniques of destruction, but of creation. They are a tool to develop a better society through the character development of the individual.
20. The Instructor of the training or practice session has sole discretion and authority to disallow any member, guest or visitor to join or to continue the session.
21. There will be no competition on the mat. The purpose of Aikido is not in fighting and defeating an enemy, but in fighting and defeating your own aggressive instincts. The strengths of Aikido are not in muscular force, but in flexibility, communication, timing, control and modesty.
22. Everyone has different physical abilities and different reasons for study. These must be respected. True Aiki is the proper and flexible application of technique appropriate to any changing circumstance. It is every Member's responsibility to cause no injury.
23. Receive the Instructor's instructions and carry out his suggestions for training sincerely and to the best of one's abilities. There is no room for argument.
24. All Members are studying the same principles. Members senior in proficiency and experience than the Instructor will nevertheless follow the same teachings and training in that session as every other Member and follow the same dojo etiquette. The dojo Membership is one family and the essence of Aikido is harmony.

Proper Dojo Etiquette

25. Upon entering and leaving the practice area of the dojo, make a standing bow.
26. Always bow when stepping on or off the mat in the direction of the shomen and the picture of the Founder.
27. Respect the training equipment. Gi should be clean and mended. Training equipments should be in good condition and in their proper place when not in use.

28. Never use someone else's practice gi or use other's training equipment without permission.
29. A few minutes before time for practice to begin, you should be warmed up, seated formally in order of rank, and in quiet meditation. These few minutes are to rid your mind of the day's problems and prepare for study.
30. The class is opened and closed with a formal ceremony. It is important to be on time and participate in this ceremony, but if you are unavoidably late, you should wait, formally seated beside the mat, until the Instructor signals permission for you to join the class. Perform a formal seated bow as you get on the mat. It is most important that you do not disrupt the class in doing so.
31. The proper way to sit on the mat is in seiza (formal sitting position). If you have a knee injury, you may sit cross-legged, but never sit with legs outstretched and never lean against walls or post. You must be alert at all times.
32. Do not leave the mat during practice except in the case of injury or illness, or early retirement. You must obtain the Instructor's permission to do so.
33. During class, when the Instructor demonstrates a technique for practice, you should sit quietly and attentively in seiza. After the demonstration, bow to the Instructor and then to a partner and begin practice.
34. When the end of a technique is signaled, stop immediately. Bow to your partner and quickly line up with the other students.
35. Never stand around idly on the mat. You should be practicing or, if necessary, seated in formal posture, awaiting your turn.
36. If for some reason it is absolutely necessary to ask a question to the Instructor, go to him (never call him over), bow respectfully, and wait for his acknowledgement. (A standing bow is appropriate.)
37. Address the Instructor of the training session as "Sensei". All members, notwithstanding their level of grades of proficiency in Aikido, must pay the proper respect and etiquette to the duty instructor.
38. When receiving personal instruction during class, sit in formal posture and watch intently. Bow formally to the Instructor when he has finished. When he is instructing another, you may stop your practice to watch. Sit formally and bow to him when he has finished.

39. Respect those who are more experienced. Never argue about technique.
40. Every Instructor performs differently and teach differently. Respect all Instructors and train as taught. You are here for practice. Do not force your ideas on others.
41. If you know the movement being studied and are working with someone who does not, you may lead the person through it. But do not attempt to correct or instruct your training partner if you are not of yudansha (Black belt holder) level.
42. Keep talking on the mat to an absolute minimum.
43. Do not lounge around on the mat before or after class. The space is for students who wish to train. There are other areas in the dojo for socializing.
44. Always wear shoes before stepping on to the mat area. The mat should be swept before class each day and after practice is over. It is everyone's responsibility to keep the dojo clean.
45. No eating, drinking, smoking, or gum chewing on or off the mat during practice, nor on the mat at any time.
46. No jewelry should be worn during practice.
47. Never drink alcoholic beverages while still wearing practice gi, or practice under the influence of alcohol or medication.

Etiquette For Spectator

48. You are welcome to sit and observe a class at any time, but the following rules of etiquette must be observed. Sit respectfully, never with legs propped up on the furniture or in a reclining position.
49. No eating, drinking, or smoking while class is in progress.
50. Do not talk to anyone while that person is on the mat.
51. Do not talk or walk around while the instructor is demonstrating or lecturing.
52. At the opening the closing of the class, sit formally at the side of the mat in seiza and perform the ceremony with the class. Remain seated until the Instructor has signaled everyone to begin practice at the beginning of class or has left the mat at the end.

The Founder of The Association

53. Mr. Kenneth George Edward Cottier, the Founder of the Association, will be the first and the permanent registered Instructor of the Association.

Instructors

54. Any member attaining the proficiency level of Shodan (first degree black belt) level and above can apply to the Executive Committee to be registered as an Instructor of the Association. The qualifications are set forth in the Articles of Association. A register of Instructors will be maintained by the Association.
55. Application to become an Instructor of the Association must be made in such form as the Executive Committee shall from time to time prescribe, and the Executive Committee shall have an absolute discretion to accept or reject any application, and from time to time, withdraw such approval.
56. All registered Instructors will constitute the "Technical Committee" of the Association as prescribed in the Articles.
57. The Executive Committee will arrange for an Instructor to instruct and conduct training or practice sessions of the Association. Any Instructor may also arrange private instruction with the support and approval of the Executive Committee.
58. The Executive Committee may in good faith fix and pay reasonable and proper remuneration to any Instructor in return for any services rendered to the Association.
59. The Association will not be responsible for any acts of instruction carried out by any Instructor unless such instruction or training given are conducted with the approval of the Executive Committee of the Association.

Grading

60. The authority for conferring grades of proficiency in Aikido by the Association is set out in the Articles.
61. Any member who wishes to be graded must apply in the prescribed form and pay in advance the requisite fee as fixed by the Executive Committee from time to time.

62. Any Member to be graded must be a Member of the Association and have completed the required number of training hours and must perform the required techniques in the grading syllabus to the satisfaction of the Board of Grading Examiners.
63. All grades of proficiency above the level of fifth Kyu (fifth degree primary level) must be confirmed and registered with the Aikikai, World Headquarters, Japan and the appropriate fees must be paid for by the Members so registered.
64. The Association reserves the right not to recognize any grade awarded by any individual or organization other than the Aikikai, Aikido World Headquarters, Japan and its affiliated organizations. However, the Association will assist all members to obtain grading or grade recognition from the Aikikai, Aikido World Headquarters.
65. Junior grades will be awarded by the Technical Committee to Junior Members only and these grades do not need to be registered with the Aikikai, Aikido World Headquarters, Japan. These grades are only recognized locally within Hong Kong. Junior grades will be forfeited on attaining the age of 18 years old. However, the Association will assess the level of proficiency of the member at the time and will award an appropriate rank.

Liability

66. Neither the Association nor their Staff nor their agents shall accept any liability for damage or loss by theft of any property or valuable of Members, guests or of any visitor to the Association, when attending any activity of the Association.
67. Neither the Association nor their staff nor their agents shall accept any liability for any damage or injury caused by any member, guest, or visitor to the Association while under training or attending the Association's activities.

香港合氣道協會有限公司

會規及附例

權利

- (一) 會規及附例由幹事會根據協會章程賦予的權力而訂立，幹事會可隨時刪改。

會籍

- (二) 會籍是根據章程細則訂立，在章程細則有詳細說明。

入會手續

- (三) 各會員必須填妥入會申請表，交妥會費，由幹事會批准後，並列入會員名冊內，當發出有效會員証後，才正式成為本協會會員。未完成入會手續者，只能列作為訪客。幹事會有權接受或拒絕任何人任成為本協會會員。

一般費用

- (四) 入會費、年費、練習費及其他活動之收費，由幹事會訂立。
- (五) 所有費用必須預繳。
- (六) 來賓或訪客參加本協會活動時，費用由幹事會訂立。

來賓與訪客

- (七) 所有會員必須負責由其邀請到本協會的來賓，來賓並須遵守本協會一切會規及附例。會員應親自陪同其賓客參加本協會的活動。
- (八) 訪客欲參觀或參加本協會的活動前，必須獲得幹事會或本協會的工作人員同意，並必須遵從本協會之會規及附例，才可參予本協會的活動。
- (九) 幹事會有權及隨時限制來賓及訪客參加本協會的活動。

會員操守

- (十) 各會員必須保持一般社交禮儀及道德行為標準，來參予本協會舉辦之一切活動。如有違一般社交禮儀及道德行為標準者，即屬違反本協會的會規及附例。
- (十一) 各會員在參予本協會的練習和其他活動時，必須小心，不能過量發力，在有意或無意間令對方受傷。
- (十二) 各會員在參予本協會的練習和其他活動時，必須對自己的行為負責。

道場守則

- (十三) 本協會根據傳統合氣道精神維繫本協會道場之運作。合氣道精神源自開祖植芝盛平先生，本協會承襲開祖之教義，各會員必須尊崇開祖及其教義，衷心學習。
- (十四) 各會員必須互相尊重，和諧共處。
- (十五) 會員有責任協助清潔道場。
- (十六) 道場是訓練合氣道的地方，如未獲幹事會同意，不可作其他用途。
- (十七) 各會員必須尊崇開祖及由各教練繼承發揚開祖的合氣道教義，並尊重本協會道場、訓練用具及各會友。

練習規例

- (十八) 各會員必須尊崇由教練演繹，源於開祖的合氣道的教導。
- (十九) 各會員在道德上有責任永不用合氣道去傷害他人或標榜自己。合氣道是創活的武術，不是去毀滅的武術。合氣道的教義是建立品格，共同開創一個更好的社會。
- (二十) 現場教練有權拒絕任何會員，來賓或訪客參與或繼續訓練。
- (二十一) 練習時不能作競技。合氣道的目的不在以打鬥去戰勝對手，而是在消滅侵略的意圖。合氣道更不重角力，而是去發展身體的柔軟度，靈活性，控制彼此的動態，引用時間、運轉與心智去鍛鍊體格。
- (二十二) 每個人身體的構造與成長都不同，而求學合氣道的理由亦各異。各會員應彼此尊重與關注。而正確的合氣道運用是要在不同場合及形態下去順應對手。會員因此有責任不會令到對手受傷。
- (二十三) 各會員必須接受教練指導、虛心練習、盡心盡意去參予，不應存有任何爭議。
- (二十四) 合氣道最注重的是和諧，在練習合氣道時，即使是較資深的會員，亦應虛心在教練引領下練習。

道場禮儀

- (二十五) 在進入或離開道場時，請肅立及鞠躬，以表敬意。
- (二十六) 在上席或退席時，應面向道場正面跪下正坐並面向開祖相片處，鞠躬行禮。
- (二十七) 尊重一切用作練習的用具。道衣必須清潔及沒有破爛，練習用具必須妥善保養，當不用時要收藏妥當。
- (二十八) 不得擅自取用他人的道衣或練習用具。

- (二十九) 在練習前宜作適量的熱身運動。上課前，會員是跟資歷而列隊排坐，靜修心境，為練習作好準備。
- (三十) 上課及下課時，教練與學員都應互相行禮，以示尊重。上課時，最重要的是準時，但若因事遲到，亦請跪坐在蓆邊先向開祖相片處，鞠躬行禮，然後等待教練的批准方可上蓆練習，並請避免因遲進場而打擾課程。
- (三十一) 合氣道會員在蓆上應該是屈雙膝背直正坐。但若因腳傷，會員可以盤膝而坐，但絕對不可隨意伸腳坐或靠牆坐立，正坐時必須保持背正，以維持警覺性。
- (三十二) 不得隨意離開道場。若果會員因傷病或有事早退，必須向教練申請，獲得同意後方可離場。離場時亦要向開祖相片處，鞠躬行禮。
- (三十三) 當教練示範時，會員必須正坐，留心觀看。示範後必須向教練鞠躬行禮，然後邀請對手練習，練習前雙方須鞠躬行禮，以示尊重。
- (三十四) 當教練示意停止練習時，會員必須與對方行禮並快速排坐，等候教練訓示。
- (三十五) 不得在蓆上呆立，會員應參予練習，若等待對手練習時，應正坐等候。
- (三十六) 若有需要詢問教練時，請靜候教練有空時，向教練行禮，獲教練認准後發問。
- (三十七) 上課時，應尊稱教練為「先生」(SENSEI)。高段會員亦應遵照一般道場禮儀，遵從當值教練的教導方式。
- (三十八) 當教練作個人指導時，請正坐一旁，留心學習，當指導完畢時，會員應行坐禮答謝。若果教練在旁指導其他會員時，亦應正坐一旁，留心學習，當指導完畢時，會員亦應行坐禮答謝。
- (三十九) 尊重資深會員，不應在技法上有爭議。
- (四十) 每位教練技法表達方式都有所不同，教法亦各異。請尊重每一位教練，跟隨教導方式練習。會員應誠心參予練習，不必務求只用自己認同的方法。
- (四十一) 若果練習對手有不懂技法，資深會員可以幫助引領。若沒有黑帶段位的資力，則不應在練習時教導對手。
- (四十二) 在蓆上應盡量減少交談。
- (四十三) 在上課前後，會員不應在蓆上閒立，因為在蓆上應只作練習之用，社交聯誼活動應盡量在蓆外舉行。
- (四十四) 所有會員都有責任保持地方清潔，上課前後應將蓆面打掃，而會員亦應穿鞋到道場，以便保持腳底清潔。
- (四十五) 無論任何時候，會員都不可在蓆上飲食、吸煙或咀嚼香口膠。

- (四十六) 練習時不應配帶任何飾物。
- (四十七) 不可在穿著道衣時飲用含酒精飲品，更不可在飲用含酒精飲品後或進食藥物後練習。

訪客旁觀禮儀

- (四十八) 本協會歡迎訪客旁觀，但必須遵守本協會的會規。訪客應保持坐姿雅觀，靜心觀看。
- (四十九) 當旁觀期間，不得飲食或吸煙。
- (五十) 不得在場邊喧嘩，或與在蓆上練習的會員交談。
- (五十一) 當教練正在示範時，請勿交談。
- (五十二) 當上課及下課時請正坐，亦可參予行禮然後靜坐一旁。

協會創辦人

- (五十三) 本協會的創辦人是「葛迪雅先生」，本協會尊崇他為本協會的首位及永久教練導師。

教練

- (五十四) 所有會員經考試獲得黑帶初段資歷後，可以向幹事會申請註冊成為本協會的教練。本協會將會記錄在「教練名冊」內。
- (五十五) 申請的會員需提交申請表給幹事會，而幹事會有絕對權力接受或否決申請，或隨時取消會員教練資格。
- (五十六) 所有已註冊的教練將組成「教務委員會」。
- (五十七) 幹事會將負責安排教練任教。各教練亦可在本協會的同意及支持下，組織私人班教授合氣道。
- (五十八) 幹事會有權支付各教練任教之酬勞或車馬費。
- (五十九) 各教練在未經驗幹事會同意下而自組私人班教授學員，本協會對該等課程，一概不會負上任何責任。

考試

- (六十) 本協會有關舉行合氣道資歷考試。
- (六十一) 若想申請考試，會員必須先填妥考試申請表及交妥考試費用給幹事會後，方可參加。
- (六十二) 所有考生必須是本協會會員，並有考試所需求的練習時間，達到「考試教練席」之要求，始獲得晉升。

- (六十三) 所有五級或以上的會員，必須註冊成為「世界合氣道總部」的會員，當交妥「世界合氣道總部」的會費後，方可獲取「世界合氣道總部」的認可資歷。
- (六十四) 本協會有權不承認非由「世界合氣道總部」頒授的合氣道資歷。但本協會務必協助各會員重新考取「世界合氣道總部」頒授的合氣道資歷，以符合本協會的要求。
- (六十五) 少年會員的資歷只獲本協會承認，而毋須向「世界合氣道總部」註冊。少年會員的資歷在十八歲後將會被取消，但本協會會協助該會員重新考試，並授予一般成年會員的資歷。

責 任

- (六十六) 當參加本協會的任何活動時，各會員、來賓及訪客都必須自行照顧一切攜來之物品，如有任何遺失、偷竊或損壞，本協會、幹事會或任何教職員，將一概不會負上任何責任。
- (六十七) 當參加本協會的任何活動或練習時，各會員、來賓及訪客都必須負責自身的安全，如有任何受損或受傷，本協會、幹事會或任何教職員，將一概不會負上任何責任。