

---

Australian Kendo Renmei



Framework for the  
development of Instructors,  
Coaches & Officiators (ICO)

# HANDBOOK

剣道・居合道・杖道



This page intentionally left blank



## Table of Contents

<b>1.0</b>	<b>Introduction .....</b>	<b>4</b>
1.1	Document purpose	4
1.2	Vision Statement	4
1.3	Background	4
1.4	Framework Key Principles	4
1.5	Member Participation	5
<b>2.0</b>	<b>Functions Defined .....</b>	<b>6</b>
2.1	Instructor Cadre	6
2.2	Coach Cadre	6
2.3	Officiator Cadre	6
2.4	Senior Practitioner Cadre	6
2.5	Functional Interaction	7
2.6	Differentiating Instructing from Coaching	7
2.7	Shogo holders	7
<b>3.0</b>	<b>Certification Administration.....</b>	<b>8</b>
3.1	Ownership	8
3.2	Certification process and administration	8
3.3	Audit of Process	8
3.4	Issuance of Certificates.	8
3.5	Public Register.	8
3.6	Recognition of Prior Learning (RPL)	9
3.7	Exemptions	9
<b>4.0</b>	<b>Certification Requirements.....</b>	<b>10</b>
4.1	Framework Structure	10
4.2	Instructor levels	11
	Assistant Instructor .....	11
	Instructor .....	11
	Senior Instructor .....	11
4.3	Coach levels	11
	Assistant Coach .....	11
	Coach .....	11
	Mentor Coach .....	11
4.4	Officiator levels	12
	Assistant Officiator.....	12
	Officiator.....	12
	Senior Officiator .....	12
4.5	Updates and changes	12
4.6	Children & Vulnerable persons.	12



<b>5.0</b>	<b>Framework Governance Roles .....</b>	<b>13</b>
5.1	National Coaching Development Coordinator (NCDC)	13
5.2	Officiating Development Coordinator (NODC)	13
5.3	AKR National Council	13
5.4	AKR Kendo, Iaido and Jodo Boards	13
5.5	Affiliated Bodies (State Renmei)	14
5.6	Coach of National Kendo Team	14
<b>6.0</b>	<b>ICO Workbooks .....</b>	<b>15</b>
6.1	Purpose	15
6.2	Ownership	15
6.3	Content	15
6.4	Content Review	15
<b>7.0</b>	<b>ICO Workshops.....</b>	<b>16</b>
7.1	Purpose	16
7.2	Ownership	16
7.3	Workshop design	16
7.4	Delivery	16
7.5	Content Reflection/Review	16

Appendix A    Certification Requirements

Appendix B    Workshop Structures



## 1.0 Introduction

### 1.1 Document purpose

This document is the framework for the AKR governance and approach to the development and formal certification of members performing Instructor, Coach & Officiator (ICO) functions.

### 1.2 Vision Statement

To develop cadres of AKR members with the required knowledge and skills to provide:

- instruction to AKR members in the techniques of ZNKR Kendo, Iaido or Jodo; and
- coaching to AKR members to improve their performance in Kendo, Iaido or Jodo; and
- officiating at AKR Kendo, Iaido or Jodo events (Shinsa or Shiai).

### 1.3 Background

In 2007 the AKR introduced an Instructor Accreditation Scheme (IAS) to train, develop and accredit members who perform teaching or instructing functions within the AKR. The plan for the IAS was to align it with the Australian Government Australian Sports Commission (ASC) National Coaching Accreditation Scheme (NCAS).

In 2015 the AKR Executive successfully negotiated ASC recognition of the AKR as a National Sporting Organisation (NSO) as a first step towards NCAS recognition.

In 2017 the ASC announced that they were retiring the NCAS and were shifting from 'compliance' to 'guidance and support' for including the development of coaches and officials within NSO Strategic Plans and allow NSOs greater control and independence. The ASC planned to continue to develop tools, case studies and other resources to assist NSOs in developing their own frameworks and programs, and with ongoing development of coaching and officiating training, together with support including presenter, assessor, mentor and coach developer resources.

In 2017 the AKR National Council endorsed a draft Coaching certification framework for further development and implementation, and in October 2019 endorsed an expansion of this framework to include Instructor Certification (transitioning the existing IAS) and Officiator Certification.

This **Instructor, Coach & Officiator (ICO)** development framework will enable the AKR to transparently apply due diligence to developing instructors, coaches, and officiators.

### 1.4 Framework Key Principles

The ICO development framework has been designed to address key principles the AKR will apply in the development and certification of instructors, coaches, and officiators for Kendo, Iaido and Jodo:

- ✓ separate certification for each of the functions of Instructor, Coach, and Officiator.
- ✓ consistency across all arts whilst retaining enough flexibility for specific differences.
- ✓ certification in multiple arts through recognition of common/generic requirements.
- ✓ certification achieved through demonstrated competency of clearly documented requirement.
- ✓ evidence of competency demonstrated through both formative and summative methods.
- ✓ competency in general industry knowledge (not art specific) achieved through external bodies.
- ✓ the workload to receive certification against the criteria should be as minimal as possible.



## 1.5 Member Participation

It is not mandatory for any AKR member to hold an ICO certification.

However, all dojos of AKR affiliate Renmei **should take reasonable steps** to ensure any person providing instruction or coaching of AKR members, or officiating over any AKR Shinsa or Shiai, has appropriate certifications.



## 2.0 Functions Defined

### 2.1 Instructor Cadre

**Instructors** are “art centric” – they are responsible for ensuring the **integrity of the art form is transmitted** to the student through delivery of official content. Within the limits of their technical mastery an Instructor will:

- explain verbally or through demonstration, a curriculum (movements, techniques, forms or kata) as stated in official teaching manuals of the art; and
- provide feedback to the student (on their correctness or incorrectness) benchmarked against that curriculum.

### 2.2 Coach Cadre

**Coaches** are “student centric” – they are responsible for facilitating the **performance development journey of the individual student**. Within the limits of their knowledge, experience, and credentials (in some cases stepping outside of the curriculum or art) a Coach will:

- engage with students on their performance improvement goals.
- consult with an Instructor (if needed) on technical aspects of a practitioner’s performance progress.
- observe the performance of the student (who has received instruction) and identify reasons or causes that are hindering their individual progression.
- provide practical guidance to enable the student to improve and progress in the art.

Within the ICO framework, the coach cadre is not limited to persons coaching members for performance in competitions. It includes day to day performance and performance towards promotional process.

### 2.3 Officiator Cadre

**Officiators** are “performance centric” – they are responsible for ensuring that any formal process to assess the performance of AKR members, either individually, or in competition with others, is conducted professionally and in a fair, consistent, and transparent manner against the official curriculum, standard, and rules of that art.

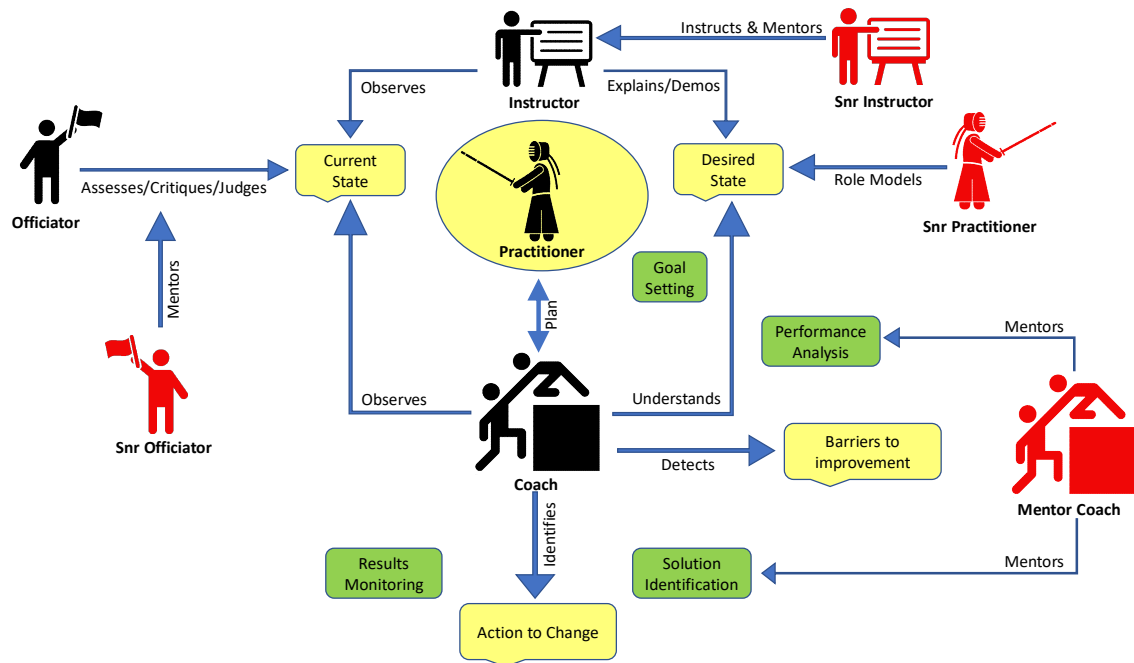
### 2.4 Senior Practitioner Cadre

**Senior practitioners** are persons who have reached a high standard of technical ability and are **role models of high performance** of the art. In this function they are not responsible for instructing or coaching.



## 2.5 Functional Interaction

The interaction of the four functions as distinct practitioner learning, development, and assessment stages can be seen below.



## 2.6 Differentiating Instructing from Coaching

It is acknowledged that **some** of the skillsets required for *instructing* and *coaching overlap*, a person leading training may undertake **both** functions during a session, and often the terms are used interchangeably.

However separate definitions have been adopted in this framework in recognition that whilst an instructor may have technical knowledge of the art, they may be limited in contemporary coaching skills to improve performance. Conversely an experienced performance improvement coach may not have specific technical knowledge to specify end goals, particularly at high levels.

## 2.7 Shogo holders

A Shogo title (as per Section 1.5.10 of the AKR MoDs) is an international title awarded in recognition of significant contribution to the Art. The Shogo system sits separately to ICO development framework and therefore ICO certification is **NOT** mandatory for Shogo.

However, Shogo holders who directly undertake any ICO functions in this framework should **consider** undertaking certification to ensure consistency, equality, and transparency.





## 3.0 Certification Administration

### 3.1 Ownership

The National Council, as the governing body of the AKR, is the principal owner of the ICO framework and responsible for approving criteria for certification of Instructors, Coaches and Officiators.

### 3.2 Certification process and administration

Unless otherwise specified, certification will use a standard (maximum) period of 4 years commencing at the start of a calendar year (1 January). All certifications issued shall be valid to the end of a calendar year (31 December).

The certification cycle will use the following dates:

- |                           |  |
|---------------------------|--|
| January 1 <sup>st</sup>   | Commencement date for new/renewed certification.   |
| August 31 <sup>st</sup>   | Final date for members seeking any RPL or exemptions for certifications (to commence January 1 <sup>st</sup> on the <b>following</b> calendar year).   |
| October 31 <sup>st</sup>  | Final date for members seeking certification to have submitted application (to commence January 1 <sup>st</sup> on the <b>following</b> calendar year), in the manner as determined by the National Council.   |
| November 30 <sup>th</sup> | The National Coaching Development Coordinator (NCDC) and Officiator Development Coordinator (NODC) to provide the Boards and AKR Executive, a list (for information) of: <ul style="list-style-type: none"><li>▪ all members who have provided the required evidence for certification (indicating new certifications or renewals); and</li><li>▪ any members previously certified who have not been renewed (or not certified at a higher level).</li></ul> |
| December 31 <sup>st</sup> | The NCDC and NODC to update any public facing register (eg. Website).  |

### 3.3 Audit of Process

The National Council may seek an audit of certifications issued during a defined period. This should be conducted by a person deemed duly independent (ie. did not seeking certification during that defined period).

### 3.4 Issuance of Certificates.

The use of e-Certificates (PDF format) will be used for any ICO certification. Certificates will clearly identify the Art, the function, the issue date, the expiry date, and a reference number.

A register of all certifications issued will be maintained.

### 3.5 Public Register.

The AKR will maintain a public register of certifications (eg website).



### 3.6 Recognition of Prior Learning (RPL)

Whilst the ICO framework may specify certain training requirements, it is acknowledged that members may have undertaken other relevant training and it is not the intention of the ICO framework to be unnecessarily rigid or over prescriptive.

RPL for any training that a member has undertaken that they believe is of appropriate content/relevance and undertaken within the same timeframes as any ICO requirement, may be considered.

Members wishing to apply for RPL (with supporting documentation) should direct the request via email to the NCDC/NODC by the due date (August 31<sup>st</sup>).

RPL approval requires endorsement from the relevant Art Board Chair, the President AKR, and the NCDC/NODC.

### 3.7 Exemptions

An exemption (as opposed to RPL) for any Component or Criteria of Certification (or Certification in full) may be considered. Members wishing to apply for exemptions should direct the request via email to the NCDC/NODC by the due date (August 31<sup>st</sup>).

Exemption approval requires endorsement from the relevant Art Board Chair, the President AKR, and the NCDC/NODC. Supporting comments (such as from the relevant Affiliate Renmei, or relevant Dojo-cho) **may** be requested for consideration of endorsement.

From time-to-time the National Council **may** determine a blanket exemption (for a certification cycle) for a Component or Criteria of certification, due to circumstances at the time. Eg. Global pandemic restricting the ability to conduct National Level Seminar (FIK Affiliated).



## 4.0 Certification Requirements

### 4.1 Framework Structure

The ICO development framework comprises common components, and separate components relating to each of the three functions (Instructor, Coach, or Officiator), with criteria for each of those components.

	Components	Criteria
Common	<b>Art Specific Technical Knowledge</b> To ensure the required technical mastery of the art.	<ul style="list-style-type: none"><li>Has attained a <u>specific Grade</u> with the appropriate level of technical competency in the Art.</li><li>Has maintained <u>currency in technical knowledge</u> of the Art.</li></ul>
	<b>Governance, safety &amp; integrity</b> To ensure diligence and compliance with modern member safety principles.	<ul style="list-style-type: none"><li>Has current <u>first aid</u> qualifications.</li><li>Has current knowledge of <u>anti-doping</u> principles.</li><li>Has undertaken training in <u>member protection</u> principles.</li><li>Has signed a <u>Code of Behaviour</u> agreement.</li></ul>
	<b>Development support skills</b> To ensure senior ICO levels can support ICOs under development.	<ul style="list-style-type: none"><li>Has knowledge of <u>mentoring</u> principles.</li><li>Has knowledge of <u>assessor</u> principles.</li></ul>
Instructor	<b>Instructional Principles Theory</b> To ensure basic principles of instruction.	<ul style="list-style-type: none"><li>Has knowledge of <u>lesson planning</u> methodology.</li><li>Has knowledge of <u>lesson delivery</u> practises.</li></ul>
	<b>Instructor Practise</b> To acquire practical application of instructional principles.	<ul style="list-style-type: none"><li>Has provided <u>instruction</u> to a student group.</li></ul>
Coach	<b>Coaching Principles Theory</b> To ensure fundamentals of coaching and athletic performance.	<ul style="list-style-type: none"><li>Has knowledge of general <u>coaching principles</u></li><li>Transition of general principles into <u>sports specific</u> coaching</li><li>Has <u>currency</u> of [art] coaching issues</li></ul>
	<b>Coaching Practise</b> To acquire practical application of coaching principles.	<ul style="list-style-type: none"><li>Has provided <u>[art] coaching</u> to a student group</li><li>Has provided <u>development</u> of Junior Coaches</li></ul>
Officiator	<b>Officiating Principles Theory</b> To ensure fundamentals of officiating AKR activities.	<ul style="list-style-type: none"><li>Has knowledge of general officiating principles</li><li>Art Specific Officiating Principles &amp; Rules</li></ul>
	<b>Officiating Practise</b> To acquire practical application of officiating principles.	<ul style="list-style-type: none"><li>Provides officiating at [art] Shinsa</li><li>Provides officiating at [art] Shiai</li></ul>

The specifics of the criteria requirement are tiered for each level, and may differ depending upon the art (as determined by the Board and National Council). The individual specific requirements for each certification are contained in **APPENDIX A**.



## 4.2 Instructor levels

Certification levels for the Instructor Cadre have been designed around progressive development of technical mastery of techniques and kata, from Assistant Instructor, to Instructor, and Senior Instructor.

### **Assistant Instructor**

The AKR certified Assistant Instructor is a member who has a level of current technical mastery of the art, and under supervision of an Instructor or Senior Instructor, is developing instruction skills.

### **Instructor**

The AKR certified Instructor is a member who has a level of current technical mastery of the art, combined with development of instruction skills, determined as appropriate for leading instruction.

### **Senior Instructor**

The AKR certified Senior Instructor is a member who has a higher degree of current technical mastery of the art, combined with proven development of instruction skills, and instructing experience determined as appropriate to support, guide, and oversee the development of Instructors and Assistant Instructors.

## 4.3 Coach levels

Certification levels for the Coach cadre has been designed around the Coach requirements, with Assistant Coach and Senior Coach created to reflect their support roles.

### **Assistant Coach**

The AKR certified Assistant Coach is a member who has a level of current technical mastery of the art, and under supervision of a Coach or Senior Coach is developing (performance) coaching skills.

### **Coach**

The AKR certified Coach is a member who has a level of current technical mastery of the art, combined with development of specific skills in coaching, determined as appropriate for performance development.

### **Mentor Coach**

The AKR certified Mentor Coach is a member who has a higher degree of current technical mastery of the art, combined with extensive development of skills in (performance) coaching to support, guide, and oversee the development of Coaches and Assistant Coaches.

Note: It is acknowledged that there is an extensive commitment to meet the requirements for Mentor Coach. However noting that the role is designed to develop Coaches, it is not necessary that every Dojo have a Mentor Coach.



#### 4.4 Officiator levels

Certification levels for the Officiator cadre has been designed around the progressive development of experience in assessing technical mastery from Assistant Officiator to Officiator, and Senior Officiator.

##### **Assistant Officiator**

The AKR certified Assistant Officiator is a member who has a level of current technical mastery of the art, and under supervision of an Officiator or Senior Officiator, is developing skills to assess the performance of AKR members against the official curriculum, standard, and rules of that art.

##### **Officiator**

The AKR certified Officiator is a member who has a level of current technical mastery of the art, combined with development of specific skills to assess the performance of AKR members against the official curriculum, standard, and rules of that art.

##### **Senior Officiator**

The AKR certified Senior Officiator is a member who has a higher degree of current technical mastery of the art, combined with extensive experience in assessing the performance of AKR members against the official curriculum, standard, and rules of that art.

#### 4.5 Updates and changes

The sporting industry/community will identify new initiatives of relevance to this framework which may require changes to the certification requirements. In determining whether updates or changes should be made, the National Council shall consider:

- Long-term and short-term merits to the AKR members;
- Implementation strategy, including costs and resources;
- Allowing sufficient time for members to undertake new requirements;
- Impact on existing certifications (and any interim exceptions or timeframes for compliance);
- Any barriers to implementing changes.

#### 4.6 Children & Vulnerable persons.

The state government regulatory requirements and authorisation procedures regarding working with children and vulnerable persons differ from state to state - in some states there is only reference to children (and the age definitions vary), and in others states there is a broader and more holistic definition of vulnerable which includes children.

It is therefore acknowledged that between clubs the requirements to hold state authorisation will differ. For example some state only require authorisation when working with children – this will obviously not apply to Instructors/Coaches/Officiators of clubs that do not provide children's classes.

Therefore, certification as Instructors/Coaches/Officiators **will** include mandatory training in the relevant child protection principles, however **not** include requirement for State Authorisation for working with vulnerable persons and/or children.



## 5.0 Framework Governance Roles

### 5.1 National Coaching Development Coordinator (NCDC)

The National Coaching Development Coordinator (NCDC) is responsible for supporting the development of the AKR coaching cadre, administering the ICO framework (relating to instructors and coaches) and building a coaching community of practice within the AKR. Responsibilities include (but are not limited to):

- Processing applications from members for Instructor and/or Coach.
- Provide reporting to the National Council on coaching development in the AKR.
- Report to Boards and/or National Council on relevant issues in the wider coaching community/industry.
- Provide guidance on coaching development activities to ensure consistency with the ICO framework.
- Collaborate with Boards on delivery of coaching workshops, and coaching workbook content.
- Liaise with Australian Coaching Council (ACC) and industry bodies on issues impacting the ICO framework.
- Support the AKR Executive engagement with Sports Australia.
- Maintain a repository of coaching resources relevant to certification and professional coaching development.

The position is NOT intended to be the AKR peak authority or expert on coaching practises but rather a coordinator with qualifications and subject matter expertise relating to coaching, ideally broader than just AKR arts.

### 5.2 National Officiating Development Coordinator (NODC)

This is under development as at February 2021.

### 5.3 AKR National Council

As the governing body of the AKR the National Council has the following responsibilities under this framework:

- Authorise changes to the framework.
- Appoint an NCDC and NODC.
- Allocate a budget for ICO activities either as part of Board budgets or separately.
- Approve ICO workbooks.

### 5.4 AKR Kendo, Iaido and Jodo Boards

As defined in the AKR MoDs, each Board is to direct the technical development of their art on a National basis by giving assistance to the Affiliated Bodies as required.

The Boards have the following responsibilities under the ICO framework:

- Collaborate with State Affiliations and Senior Instructors on the delivery of Instructor courses.
- Collaborate with the NCDC, State Affiliations, and Mentor Coaches, on the delivery of Coaching Development workshops.
- Collaborate with the NCDC on coaching workbook content and regular review of coaching certification criteria.
- Collaborate with the NODC, State Affiliations and Senior Officiators on the delivery of Officiator courses.



- Collaborate with the NODC on officiator workbook content and regular review of officiator certification criteria.
- Allocate budget for course/workshop deliveries.

### **5.5 Affiliated Bodies (State Renmei)**

Each State Renmei should:

- a. monitor that clubs:
  - have appropriately certified Instructors providing instruction to members.
  - have access to certified Coaches to support the performance development of members.
  - use of certified Officials at AKR activities (Shinsa and Shiai).
- b. consider financial subsidy options to support members participating in ICO certification.
- c. provide advice to the National Council through their state representative on any issues regarding the ICO framework.

### **5.6 Coach of National Kendo Team**

As defined in the AKR MoDs, the Australian Kendo Team Coach is appointed by the Kendo Board for the overall coaching of the AKR Australian Kendo Team (comprising of the Open Team and Women's Teams) for the Kendo World Championships (every 3 years).

Whilst it is acknowledged that it is preferred best practise, there is no mandatory requirement for the National Kendo Coach to be certified under this framework.



## 6.0 ICO Workbooks

### 6.1 Purpose

Where appropriate, workbooks will be developed as a medium to support members demonstrating the transition of general principles into the context of the specific art principles.

### 6.2 Ownership

The National Council has overall ownership of the workbooks.

### 6.3 Content

The relevant Boards have the responsibility for ensuring that the appropriate workbook(s) are developed and available to members.

#### **Art Specific Instructing Theory Workbook**

Acknowledging that Art Specific instruction should be according to the curriculum (movements, techniques, forms or kata) as stated in official teaching manuals of the art, the Boards **may** determine that the manuals of the All Japan Kendo Federation are sufficient.

#### **Art Specific Coaching Theory Workbook**

The questions in this Q&A workbook should directly align to the modules of the relevant Intermediate General Principles Coaching Course workbook. The NCDC coordinator should provide support to the Boards in developing the workbooks, by identifying appropriate sources for relevant content.

#### **Art Specific Officiating Theory Workbook**

The questions in this Q&A workbook should directly align to the modules of the relevant Advanced Level Officiating Principles Course workbook. The NODC coordinator should provide support to the Boards in developing the workbooks, by identifying appropriate sources for relevant content.

### 6.4 Content Review

Workbook content should be reviewed every 3-5 years.





## **7.0 ICO Workshops**

### **7.1 Purpose**

Where appropriate, workshops will be conducted to enable skills development for Instructing, Coaching or Officiating.

### **7.2 Ownership**

The National Council has overall ownership of the workshops.

### **7.3 Workshop design**

The responsibility for the design of the workshops will depend upon their purpose:

#### **Instructor Skills Workshops**

- To supervise the application of skills in transmission of official curriculum of that art.
- Designed by the relevant Art Board in consultation with Senior Instructors and Shogo.

#### **Coaching Skills Workshops**

- To supervise the application of skills in coaching for performance improvement in that art.
- Designed by the National Coaching Development Coordinator in consultation with Mentor Coaches.

#### **Officiating Skills workshops:**

- To supervise the application of skills in assessing the performance against the official curriculum, standard, and rules of that art.
- Designed by the Officiating Development Coordinator in consultation with Senior Officiators and

Workshops may be general in content or may address specific requirements (for example Officiating for Children's competition).

The relationship of workshops to ICO certification requirements will depend upon the workshop requirement and may be modular or single delivery.

### **7.4 Delivery**

Workshop should utilise methods that enable delivery as efficiently as possible. This may be in-person (either as part of a larger seminar or separately) or through online (either "live" or recorded content).

### **7.5 Content Reflection/Review**

Facilitators should reflect on the content and outcomes of each workshop delivery and consider if further review and refinement is required.