

Club Documentation

This page details how the tasks of running the karate club are done. Hopefully this page will aid in the smooth running of the club for many years to come.

1. Grading

Gradings are held twice a year. In the second last week of Semester 1 and Semester 2.

The following is a list of things to do in preparation for the days.

- Advertise the grading date at least 2 weeks in advance on the website and email.
- Book a squash court for an hour to host the grading.
- Ensure the members know the syllabus.
- Check the prices for gradings with the chief instructor. Normally the prices are 15euro for an ISI license and 15euro to grade. All members must have a current ISI grading license to grade. These licenses should be purchased once a year.
- Organise a chair and a table for the grading instructor.
- Print out the [Grading Stats](#) and [Grading Record Sheet](#) for the grading instructor to fill in.
- Ensure we have belts to award each of the members who grade.

2. Preparing for Clubs & Socs Days

Clubs & Socs days are in Week 2 of the 1st semester. The point of the days is to recruit the maximum number of members to the club. The more members, the more money we receive from the SCC. There is normally 2 days of recruiting. Recruiting takes place in the Hub.

The following is a list of things to do in preparation for the days.

- Call a meeting 2 weeks before the Clubs & Socs Days.
- Ask committee members to do up A4 posters.
- Ask committee members to do up A4 flyers (2 per page).
- Ask committee members to do up A1 poster for behind the Club stand.
- Look up the archived posters/flyers to see if they can be reused.
- Make sure flyers have training times listed on them
- Get posters stamped by SCC administrator before photocopying and before putting up.
- Ask committee member to photocopy posters/flyers.
- Ask committee member to get A1 size poster printed (by staff member if possible).
- Only put up posters on notice boards and toilets.

- Don't put the posters up too early.
- Goto the Clubs & Socs meeting in Week 1 to book a stand for the Clubs & Socs day.
- Do up a rota of people to man the stand at Clubs & Socs Days.
- Continue the tradition of wearing the karate gi at the stand.
- Buy sweets for the stand and get money for them back from the SU.

3. Clubs & Socs Day

The following is a list of things to do on Clubs & Socs Day.

- Setup table 30minutes before the official start time
- Get an official ticket book from the SU
- Hand out both parts of the ticket to new members
- Keep an eye on cash box at all times
- Engage students by asking if they would like to join, don't assume students will walk up to stand
- If students aren't sure if they want to join, give them a flyer with our times on it

4. Preparing a Budget

The following is how to prepare a budget for the club. The budget is normally requested at the end of week 2 of the 1st semester.

- Get last years budget, saved here on the website, and update the relevant sections
- Factor in inflation when making new costings
- Discuss potential events well before making out budget as these need to be costed in
- Assess number of hours training that coaches should be paid for, note we will only get 75% of what we ask for

The following are a set of budgets created over the last few years. Use them as a template for future years.

- [Grant App 04/05](#)
- [Grant App 05/06](#)

5. Clubs & Socs Day

The following is a list of things to do on Clubs & Socs Day.

- Setup table 30minutes before the official start time
- Get an official ticket book from the SU
- Hand out both parts of the ticket to new members
- Keep an eye on cash box at all times
- Engage students by asking if they would like to join, don't assume students will walk up to stand
- If students aren't sure if they want to join, give them a flyer with our times on it

6. Running a Competition

Certificates for winners of events.

Club Documentation

- [Beginner mix kata](#)
- [Junior female kumite](#)
- [Junior male kumite](#)
- [Junior mix kata](#)
- [Senior female kumite](#)
- [Senior male kumite](#)
- [Senior mix kata](#)