



Canada JKF Wado-Kai

## **CZWKA Registration 2010**

Dear Club Instructor,

January 7, 2010

Happy New Year everyone!!! I trust that your holidays were full of joy like mine and that everyone had the opportunity to meet with friends and family to celebrate this festive season.

As you may have predicted, it is that time again to send in your membership information and fees. Some of the benefits of registering your club and your members ensures access to CZWKA activities such as technical seminars, sanctioned Dan qualifications, Instructor qualifications, tournaments, and in some cases, financial assistance.

**This year's registration deadline is January 31st, 2010**

You can enter all your membership information on the enclosed Excel spreadsheet just like last year. For convenience, your club dues are automatically calculated for you in the same workbook. The instructions necessary to complete your registration details are included below. If you have any questions about this process, please contact me.

*Please note that the workbook has not changed from the 2009 version.*

### **At a Glance**

Each club must return a copy of the completed Excel workbook membership information to me via email to [nlevesque6@yahoo.ca](mailto:nlevesque6@yahoo.ca).

In addition, each club needs to send me a cheque for the amount calculated in that spreadsheet to the following address:

C.Z.W.K.A. c/o Nicole Levesque-Welch  
1721 2nd Avenue NW  
Calgary, AB T2N 0G3

*Please note that no paper copies will be kept for our records. You may mail me a printed copy of the spreadsheet, but once the print and electronic versions of your spreadsheet have been reconciled, the paper version will be discarded.*

**Here is a complete list of member fees:**

<b>Fee</b>	<b>Amount per individual</b>
<b>Dan Grade(s)</b> <i>This fee is for each black belt in your club.</i>	\$60.00
<b>Senior Kyu Grade(s)</b> <i>Each kyu grade aged 18 years and older is charged this amount.</i>	\$40.00
<b>Junior Kyu Grade(s)</b> <i>Each kyu grade aged 17 years and younger is charged this amount.</i>	\$20.00
<b>CZWKA Passports</b> <i>Each member of this association <u>must</u> have a passport. It is their only proof of membership. Those members who already have passports need not buy another one.</i>	\$10.00

**Here is a complete list of club fees**

<b>Fee</b>	<b>Amount per club</b>
<b>Late Fee</b> <i>See the guidelines below on how to calculate this amount.</i>	\$50.00 (per month)
<b>Annual Club Registration Fee</b> <i>This annual fee remains in Canada.</i>	\$100.00
<b>JKF Wado-Kai Registration Fee</b> <i>This one time fee goes to Japan. If you are applying to JKF Wado-Kai for the first time, contact Norma Foster at <a href="mailto:guseikai@hotmail.com">guseikai@hotmail.com</a> for more information.</i>	\$150.00

## ***Rewards for Early Registration***

The following discounts will be applied this year to the following fees:

- Dan registration fee: 10% discount.
- Adult (kyu grade) registration fee: 10% discount.
- Junior (kyu grade) registration fee: 10% discount.

## ***Penalties for Late Registration***

Late fees will be imposed on clubs that register after the deadline of January 31st, 2010.

A total of \$50.00 will be charged for each month that annual dues are received after the deadline as follows:

1. Between February 1st and February 28th, 2010: \$50.00
2. Between March 1st and March 31st, 2010: \$100.00

Any club that does not send membership information and dues by the January 31st deadline will be considered to have forfeited membership and the club will be suspended until the outstanding fees are paid and membership information received. Members of such a club may not participate in CZWKA activities. In addition, any club that has not registered by the Monday preceding the CZWKA Annual General Meeting will not be entitled to participate in the AGM.

## ***JKF Wado-Kai Membership Number for Black Belt Members***

In the past, there's been issues with existing black belt members testing without providing their JKF Wado-Kai Membership Number on their application form. To prevent these issues from occurring again, the CZWKA is asking club instructors to keep a current record of all black belt members with Membership Number and ensures that the Membership Number are entered on the spreadsheet.

## ***Spreadsheet Instructions***

The Excel workbook contains three worksheets: *Dan*, *Kyu*, and *Summary*. They should be used as follows:

1. The first is for the membership information of black belt members (Dan grades).
2. The second is for the membership information of colored belt members (Kyu grades).

3. The third may require some input from you. It contains formulae that will calculate:
  - a. The dollar amount of your club membership fee.
  - b. A small statistical breakdown of the information given in the preceding two sheets.
4. User input for the *Summary* worksheet:
  - a. If you know that your registration will be late. Go to the *Summary* worksheet, and change the value in cell C13 to correspond to the number of months that you are late.
  - b. If you are a new club joining the Canada JKF Wado-Kai. Go to the *Summary* worksheet, and change the value in cell D7 to one (1). Otherwise this total should read zero (0).
  - c. If you need to order some new passports for your dojo, then change the value in cell C12 to the number of passports that your club needs.

For the first two sheets (i.e. *Dan* and *Kyu*), start entering information as of row 2. Here are some guidelines for a few of the fields:

- CZ Dan Certification Number – You will find this on your Dan certificate.  
**Very important**
- Gender – Enter either “M” or “F”.
- Age - the age of the person as of January 1, 2010.
- Province – Enter the complete name, which should be one of the following:
  - British Columbia
  - Alberta
  - Ontario
  - Quebec
  - New Brunswick
- NCCP - enter a number from one through five for the three NCCP fields. This should be printed on the members’ NCCP coaching card. *While the structure of the NCCP is changing, this should suffice for 2010.*
- Instructor Certification – Your current JKF Wado-Kai Instructor rating (if applicable).
- Examiner Certification – Your current JKF Wado-Kai Examiner rating (if applicable).
- Other Dan Grade: if the person has a Dan grade obtained from another association(s), enter the grade obtained here.
- Grading Authority – The name of the association who conducted the above examination.

Two sets of membership fees will be calculated. These can be viewed in rows sixteen and seventeen of the *Summary* spreadsheet. As indicated, the first total is without the discount, while the second factors in the 10% discount on individual membership fees.

The statistics section helps CZWKA visualize the membership from coast to coast.

**TIP:** For those who are not so familiar with Excel, you can type an entry in one cell and copy it to a range of cells. Take the *Province* field as an example. You type that information once. Then highlight the cell, copying (Control-C) the contents. Using your mouse, select the entire column underneath, so that all rows that need to be filled are selected. Use the paste (Control-V) command.

## C.Z.W.K.A. Passports

The line for the Passports (row 12) calculates the cost of the CZWKA passports for all of your members. These passports are being produced because of a recommendation adopted at the 2003 AGM. They will allow members to record information throughout their karate career such as:

- Membership status (stickers will be issued each year).
- Kyu level.
- Dan level.
- Officiating certification.
- Contact information.
- Tournaments and Seminars.
- Medical information.

**These passports are the official record of CZWKA membership and membership cards are no longer valid (since March 6, 2005).** Each club can order the number of passports required throughout the year. Several may be purchased in advance if a large turnover is predicted.

I hope that you find these instructions clear and useful. If you have any questions please email me right away!

Best regards,

Nicole Levesque-Welch

Membership Director

(403) 210-2154

Home

(403) 292-4716

Work