



CANADIAN AIKIDO FEDERATION BURSARY PROGRAM POLICY

Identification

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Application: This policy applies to all dojos in the Canadian Aikido Federation (CAF).

Enquiries: Any questions or concerns regarding this policy should be directed to the CAF Secretary. The Secretary's email and mailing information can be found on the CAF website: <http://www.canadianaikidofederation.ca/index.php>

Introduction

This Policy is intended to provide direction for all aspects of the CAF Bursary Program.

Definitions

Geographical Regions – For the purpose of this policy, and this policy only, Geographical Regions, or simply regions, refers to 4 regions, BC, Ontario, Alberta and the rest of Canada. Canada is split up in this way based on adult Registered Participants (RPs) so that all areas of Canada would be equally represented in the Bursary Program.

Bursary – For the purposes of this policy “Bursary” is a sum of money awarded to qualified recipients who, for financial reasons would not be able to attend the CAF Summer Camp. The recipient of a bursary is not eligible to reapply for a bursary for at least 3 years.

CAF Summer Camp – The annual week long Aikido camp held each June sponsored by the CAF and hosting the CAF Technical Director.

Registered Participants (RPs) – These are what used to be referred to as CAF Members, however due to changes to the CAF Constitution the name Member was changed to Registered Participant (RP). These are persons who train and are an active participant of a CAF registered dojo and have paid their annual fees.

Context

Each Year the CAF Sponsors an Aikido Summer Camp, 5 to 7 days in duration, taught by the CAF Technical Director, and held in a different area of Canada.

Due to the expense of travel, accommodations and the cost of the camp, the combined cost of attending camp may be too expensive for many people.

To allow as many people to attend the CAF Summer Camp, and benefit from the teachings of the CAF Technical Director, the CAF Board has instituted a Bursary Program.

Policy Statement

The Bursary Program will be an annual allotment given out to an equal number of recipients from each of the four regions, to facilitate their attendance at the CAF Summer Camp. This is provided the number of applicants from each region allows equal distribution. All recipients must attend the entire camp, assist the organizers during the camp and provide receipts for reimbursement. There will be a maximum budget amount for the program set each year based on available funding.

Bursary Program Eligibility

The sole purpose of the Bursary Program is to facilitate the attendance to CAF Summer Camp by RPs who for financial reasons would not be able to attend. Inability to attend for financial reason is the main criteria for choosing recipients, and RPs should not be nominated for any other reasons except for this.

Bursary Restrictions

The following are Bursary Restrictions.

- 1) A person must be nominated by either their dojo head, or in the case of dojo heads by either a Shido-in familiar with the person or by their Provincial Organization.
- 2) A nominee must be a participant of a CAF registered Dojo for at least 3 years.
- 3) A nominee must not be able to attend camp without the Bursary due to financial reasons.
- 4) A recipient must attend the entire camp (an exception can be given for the first or last day if for personal reasons the nominee has to arrive one day late or leave one day early)
- 5) A recipient must provide official receipts indicating they did attend the entire camp.
- 6) A Bursary recipient will not be eligible to receive another Bursary for a minimum of 3 years from the last Bursary received from the CAF.

Bursary Program Process

The Bursary Program Process will be as follows:

- 1) A calling notice will go out from the CAF board of directors each year during the January, February timeframe requesting nominations for that year's bursary program by a given deadline.
- 2) Dojo heads, Provincial Organization or Shido-in (if a dojo head is nominated) will fill out the Bursary Program Nomination Form, found at Annex A, It is crucial that all questions in the form be answered most notably the area which asks for substantiation of the reason for the nomination.
- 3) The Bursary Committee will receive and review all nominations, either accepting, denying, or requesting more information.

- 4) The Bursary Committee then compiles a list of accepted bursary nominations and creates a ballot for each of the accepted nominees.
- 5) The Bursary Committee then holds a draw of the ballots and continues to draw names until appropriate recipients have been chosen from each region.
- 6) The Bursary Committee then sends out an email to all nominees and nominators giving the names of that year's Bursary recipients, and an email to bursary recipients congratulating them and reminding them of all of the criteria for reimbursement and participation in the camp.
- 7) Following the camp and receipt of CAF Summer Camp receipts from the bursary recipients, the Bursary Committee contacts the secretary and the treasurer asking them to reimburse the recipients for the amounts on the accepted receipts.
- 8) The Bursary Committee then standsdown until the next nomination period.

Bursary Program Allotment

The Bursary allotment consists of \$100% mat fees and 60% of travel costs. It is limited to a maximum of \$1000 per recipient. Some recipients may have lower costs. **Receipts must be provided.**

CAF Bursary Nomination Form

Nominee's Information

Name	DOB	CAF Number
Email	Telephone #	Home Address
Home dojo	Rank	Approx Number of Years in CAF

Nominator's Information

Name	Telephone #	Email
Rank	Home dojo	Relationship to Nominee

Explain Reasons for Bursary Nomination

