



CANADIAN AIKIDO FEDERATION SHIDOIN TRAVEL SUBSIDY POLICY

Identification

Date of Issue: 2010-01-05

Date of Modification: 2023-09-27

Application: This policy applies to all active 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.

Introduction

This policy is intended to provide direction to any CAF dojo requesting a travel subsidy for Shidoin visiting their dojo for the purpose of providing instruction at a seminar.

Definitions

Travel Subsidy - The travel subsidy is to cover all means of travel, including land or air, for the Shidoin(s) travelling to and from a CAF dojo. The subsidy covers the actual cost of travel only. Accommodation, meals or any other expenses incurred as part of the travel are the responsibility of the hosting dojo. The travel subsidy is to be broken down as follows:

- 80% to be covered by the CAF, to a maximum of \$500
- 20% is to be covered by the hosting dojo

It is important to note that this policy covers only travel expenses incurred by the Shidoi(n)s, all other expenses, remuneration for teaching, etc. are solely the responsibility of the hosting dojo. The most economical form of travel should always be used where practical.

There is a Shidoi(n) Travel Subsidy cap of \$5,000 per year total available. The money will be allotted to qualifying dojos on a first-come first-served basis.

Seminar - an event that provides aikido instruction for participants from more than one dojo over the course of at least one day and with a minimum of 4 hours of training.

Shidoi(n) Visit - A Shidoi(n) visit is defined as one or more CAF Shidoi(n)s visiting a CAF dojo for the purpose of providing instruction at a seminar.

Active Dojo - An Active Dojo is defined as a dojo that has renewed their membership with the CAF for the current year and has all practising members registered with the CAF for the current year.

Context

The purpose of this policy is two-fold: 1) Promoting instruction by CAF Shidoi(n)s thereby contributing to their teaching skills development as senior CAF instructors; 2) Supporting CAF dojos by allowing them to benefit from the instruction of a broad range of senior CAF instructors.

Process

All subsidies must be requested in advance (please aim to submit requests 1 month in advance of the seminar). The request for subsidy should be sent to the CAF Secretary using the [Shidoi\(n\) Travel Subsidy Request](#) google form. The following information will need to be supplied:

- Dojo name
- Dojo location (city)
- Name of visiting Shidoi(n)s
- From where Shidoi(n)s is(are) visiting
- Shidoi(n)s mode of travel
- Estimated cost of the travel.

The CAF Executive will review the request and either approve or deny the request.

Following the visit of the Shidoi(n)s, all travel receipts must be scanned and emailed to the CAF Secretary, whereupon the secretary will calculate the amount of the subsidy (80% of the total, not exceeding \$500) and reimburse the hosting dojo via e-transfer.