



British Kendo Association

Renshi & Kyoshi Shogo Policy

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¹ Based on original work by Andy Watson, Martin Farncombe, Al Colbourn and incorporates some subsequent minor amendments by John O’Sullivan. Editors Errol Baboolal Blake; Debbie Bevan 07 May 2020



1 Overview

The British Kendo Association (BKA) seeks to acknowledge the depth of study and experience of its members through the award of the Shogo titles Renshi and Kyoshi. The BKA recognises the importance of these awards, which are second only to the highest rank of the Arts in which we train, that of Hanshi.

At a broad philosophical level, the award of Renshi recognises the ability of the candidate to make accurate technical appraisals in the field of refereeing and Dan examination panels. The award of Kyoshi also recognises the candidate's ability to impart knowledge of their Art(s) in a way that is clear and easy to understand.

Consequently, recommendation for a Shogo award must be based on more than just experience or duration of training in an Art. The evaluation must examine candidates' contributions to their Art and the BKA in the past, the present and the future (the latter based on indicative behaviours).

The award of Renshi and Kyoshi is on behalf of the BKA and not the individual Bu and all processes and panels shall be deemed "subcommittees" of the National Committee (NC). Consequently, the policy shall be administered by the elected Officers of the BKA or their appointees; the evaluation and qualitative assessments shall be conducted by the senior members (those members in the top three levels available for each Art) of the BKA and shall follow the highest academic standards. The veracity of the award shall be maintained by external oversight.

The award is open to BKA members and, exceptionally, non-members of the BKA. The criteria for each award are detailed in this policy, but a minimum requirement is the achievement of the grade of 6th Dan in the Art for Renshi and 7th Dan in the Art for Kyoshi. In the case of BKA members who can understand Japanese and wish to take their Kyoshi examination under the ZNKR, the BKA shall give reasonable assistance in the process.

Where possible, the menjo for successful candidates shall be presented before the assembled BKA membership or, if preferred, posted to the candidate. The names of successful candidates will be posted on the BKA's website and the EKF/FIK informed.

2 Eligibility for BKA Renshi and Kyoshi

Candidates for the award are required to read the eligibility criteria set out in this section. If, having read the criteria, the candidate wishes to continue with the application, they shall proceed as set out in section 3 below.



Withdrawal of the award:

The BKA reserves the right to withdraw the award and inform all relevant grading organisations if:

- The candidate makes false declarations/submissions.
- The candidate is subsequently convicted of an offence which would have rendered him/her ineligible to apply for the award.
- The candidate subsequently resigns or is expelled from his/her national organisation.
- These provisions apply to current and future holders of the award.

Persons meeting the following criteria are eligible to apply for RENSHI:

1. Having held 6th Dan Kendo, laido or Jodo for at least one year.
2. Being a member of good standing in the BKA, e.g. by leading a dojo; not owing money to the BKA; not having been convicted of an offence which might be of concern in relation to participating in BKA activities.
3. Being recognised as currently, and regularly, practicing and having a high level of technical competence in Kendo, laido or Jodo (including Kendo no Kata), and its theory, meeting or exceeding their Dan grade.
4. Having frequently attended various seminars organised by the BKA, EKF, AJKF, FIK or their affiliates, thereby promoting the interests of the BKA.
5. Having significant international and national refereeing experience at official BKA or EKF events, especially those with a ZNKR delegation. Preferably, the candidate has attended a FIK / EKF / BKA Referee Seminar several times and is ready to do so again.
6. Holding a BKA Regional coach award and having supported or led workshops and regular training on practice, theory and refereeing in Kendo, laido or Jodo.
8. Having been active as a participant, coach, delegation leader and/or referee to World or European Championships and as a jury member for Dan examinations in Kendo, laido or Jodo (nationally/internationally). Played a leading role in national Kendo, laido or Jodo societies, and maintained a high standard of personal and professional integrity.
9. Having made a significant contribution to the BKA.
10. Having submitted an essay on a set subject(s) which meets BKA standards.

It is accepted that less than expected satisfaction in one of the above criteria may, exceptionally, be compensated for by excellence in the other listed criteria.



Persons meeting the following criteria are eligible to apply for KYOSHI:

1. Having held 7th Dan Kendo, laido or Jodo for at least two years.
2. Meeting continuously the criteria for, and having been awarded, RENSHI.
3. Playing a leading role in national and international Kendo, laido or Jodo societies and providing sound leadership and/or an administrative function in their national Kendo, laido or Jodo community, e.g. by holding an office in the BKA or having otherwise made a significant contribution to the BKA.
4. Holding the level of BKA National Coach; attended an approved first aid course and holding a current satisfactory Disclosure and Barring Service (DBS) record or equivalent.
5. Having maintained a high standard of personal and professional integrity. e.g. by leading a dojo; not owing money to the BKA; not having been convicted of an offence which might be of concern in relation to participating in BKA activities.
6. Having successfully passed a written examination in a set subject(s) which meets the standards of the BKA.

It is accepted that a less than expected satisfaction of one of the above criteria may, exceptionally, be compensated for by excellence in the other listed criteria.

3 How to apply for BKA Renshi and Kyoshi

Applicants for Renshi and Kyoshi:

1. Complete the Shogo application form provided in Appendix 1.
This application form identifies a number of criteria that will be used to assess the candidate's suitability. In the spaces provided, the applicant should seek to identify how he/she will meet such criteria by providing a short (bulleted) summary.
2. Write a formal letter to the Bucho of the relevant Art requesting candidature for the award.
3. Send the above to the Bucho of the relevant Art and copy to the BKA Chair.
4. Await a response from the Bucho.

Note: for Renshi applications: you will later be required to submit an **essay** on a set topic.

Note: for Kyoshi applications: you will later be required to sit a formal **examination** and (optionally) an interview with the Shogo panel.



4 Stages in processing an application

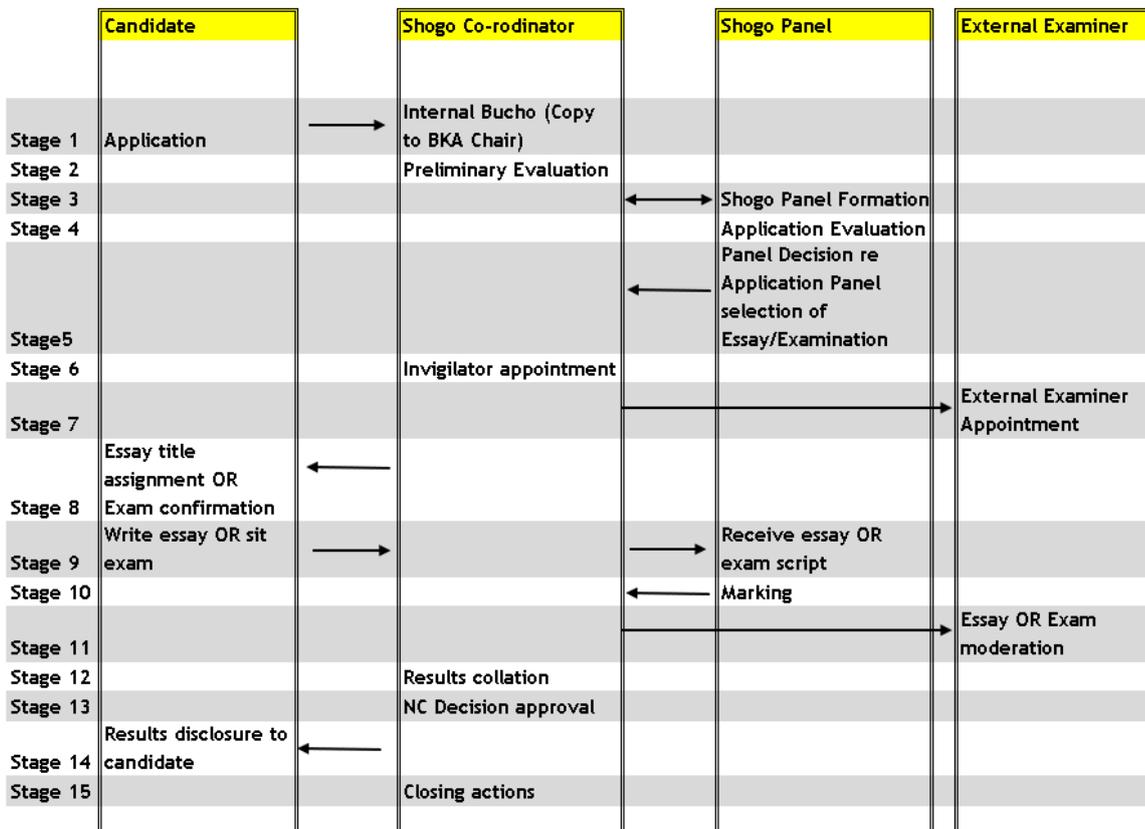
All communication relating to processing and stage confirmations shall be by email and not confidential. The BKA shall archive the latter.

The process shall have a **Shogo Co-ordinator** who will be responsible for the execution of all stages of the process and for supplying the NC Secretary with copies of all documents (for archiving) involved in the process - see Appendix 5 for a summary.

By default, the Shogo Co-ordinator is the **Bucho** of the relevant Art (internal Bucho), but he/she may delegate these functions to another individual in order to spread the workload.

Note: The Shogo Co-ordinator may be different for each application in order to spread the workload.

The following diagram outlines the stages of the evaluation. The written description after the diagram should also be read as it contains critical details. A more detailed flowchart can be found in Appendix 6:





Sends

Stage 1 Application

Internal Bucho (copy to BKA Chair) receives the application consisting of:

- i. The completed application form (blank form provided in Appendix 1)
- ii. A letter to the internal Bucho requesting consideration of the application.

The internal Bucho identifies Shogo Co-ordinator as self or appointee.

Stage 2 Preliminary evaluation

Shogo Co-ordinator makes **preliminary** assessment as to whether the minimum criteria are met - as set out in Appendix 2. The Shogo Co-ordinator should liaise with all relevant Officers and members to confirm the correctness of the information submitted by the applicant. This policy grants the Shogo Co-ordinator legal rights of access (under prevailing laws) to relevant data held by the BKA.

It should be emphasised that at this stage the Co-ordinator is checking against quantitative criteria (i.e. number of years since passing grade, membership status still valid) only.

If the criteria are not satisfied the **Shogo Co-ordinator** refers the matter back to the applicant and the internal Bucho.

Stage 3 Shogo panel formation

If the application appears to have met the minimum criteria, the **Shogo Co-ordinator** shall invite high grades (selected from the top three levels available for each Art) to form a Shogo panel as set out in the Shogo Master Record Table (Appendix 3). The Shogo Panel for both Renshi and Kyoshi consists of 4 panellists (three high grades from the relevant Art + one high grade from an external Art).

RENSHI & KYOSHI Shogo Panel

Internal Bu



Co-ordinator 3 High Grades
(Can be Bucho)

External Bu (External Examiner)



High Grade



The main roles of the panellists are as follows:

Role	Task
Shogo Co-ordinator (Internal Bucho or appointee)	Agree essay/examination taken from the Shogo Library, with panel
Internal Bu High Grade (1)	Evaluate candidates against criteria. Agree essay/examination. Mark essay/examination paper.
Internal Bu High Grade (2)	Evaluate candidates against criteria. Agree essay/examination. Mark essay/examination paper.
Internal Bu High Grade (3)	Evaluate candidates against criteria. Agree essay/examination. Mark essay/examination paper.
External Bu High Grade/ External Examiner (4)	Evaluate candidates against criteria. Checks the marking process and ensures a fair and consistent approach.

Where the criteria for Shogo Panel personnel cannot reasonably be met, suitable delegates can be nominated in place, matching as closely as possible the relevant panel member’s requirements of rank. In extremis, this may include non-BKA members who meet the requirements.

Ordinarily, the BKA Chair should not be on the Shogo Panel since he/she will have to be on any related Complaints panel. If, however, the BKA Chair is on the Shogo Panel, a different person must chair any related Complaints panel.

Advice to Bucho/Shogo Co-ordinator during panel selection:

In selecting the Shogo panel, it is recommended that the Internal Bucho/Shogo Co-ordinator bear in mind the long-term succession planning of the BKA. Attention should be given to developing and spreading the expertise at this level. For example, if a particular Bu has a plethora of Kyoshi then they should avoid using the same Kyoshi on evaluation panels all the times. Should a Bu only have three Kyoshi, while it might be tempting to use them constantly, this does not allow succession planning.

It might be a better balance to strive to use two Kyoshi as the Internal Bu High Grades and select either a Renshi or other High Grade to fill the other place.

The Shogo Co-ordinator should consult with the two External Bucho to identify a suitable External Bu High Grade. Again, a Kyoshi is a good selection but the appointment process should not be limited to Kyoshi only, especially for the Renshi Evaluation Panel when other Renshi could be used.

It is of paramount importance that all panellists understand that they are evaluating against fixed criteria and a pre-defined “pass mark”. Evaluations should be as objective as possible.



Stage 4: Applicant evaluation

Shogo Co-ordinator sends the Shogo Panel (3 internal high grades plus 1 external high grade) the application form, covering letter and any additional information submitted by the candidate (e.g. CV) and asks the Shogo Panel to evaluate the suitability of the application in relation to appendix 2 (contribution history of the candidate) and report (email) to the Shogo Co-ordinator their verdict as “Satisfies Criteria Y/N”, independently of each other.

Stage 5: Panel decision

If the decision (Satisfies Criteria) is YES (both Renshi and Kyoshi require 4 out of 4), **Shogo Co-ordinator** agrees with the 4 panellists which essay/examination from the Shogo Library to use. **Shogo Co-ordinator** also confirms with all internal Bu panellists that the current essay/exam on the website does not require modification in the light of recent technical, legal or policy changes.

Stage 6: Invigilator appointment

Shogo Co-ordinator appoints an **Invigilator** (if a Kyoshi application).

Stage 7: External Examiner appointment

Shogo Co-ordinator informs the external Bu member of the panel of the role of the **External Examiner**.

The External Examiner need not be highly qualified in the relevant Art, since the function is not concerned with the *content* of the essay/exam/answer, but with the *consistency and fairness of the marking* in relation to the marking scheme and with the correct execution of procedure.

The appointee should have some/all of the following qualifications or characteristics:

- Not be a member whose main Art is that of the internal Bu.
- Able and willing to act independently of the Shogo Panel.
- Evaluate the Shogo Panel marking in relation to the marking scheme.
- Liaise with the Shogo Panel to resolve any inconsistencies in marking or conduct of the process.
- Be a person with experience of examination procedure or hold a university degree or post-graduate qualification
- Comment as to consistency of marking in relation to the marking scheme.



Stage 8: Essay assignment OR Exam confirmation

RENSHI: Shogo Co-ordinator sends the candidate the essay title/subject and the deadline for submitting their essay to the Shogo Co-ordinator.

KYOSHI: the Shogo Co-ordinator informs the candidate of the date, time and venue and nature/content (if appropriate) of the examination - in liaison with the invigilator.

KYOSHI: Invigilator conducts the examination; confirms correctness of procedure and sends answer sheet to the Shogo Co-ordinator. The answer sheet may be hard copy - the Invigilator should scan the answer sheet and email it to the Shogo Co-ordinator.

Stage 9: Essay/Exam submission and marking assignment

Shogo Co-ordinator receives essay/answer sheet. **Shogo Co-ordinator** sends the essay/answer sheet to the Shogo Panel (internal Bu panellists) for marking by a set deadline.

Stage 10: Marking by Shogo Panel (3 internal Bu)

Each internal Bu Shogo Panellist shall mark the essay/answer sheet independently of the others. The marking shall be carried out against a published marking scheme even if some questions require an open, interpretive answer.

Panellists send their marks (in full detail) to the Shogo Co-ordinator.

Shogo Co-ordinator collates and records the marks (see Shogo Master Record Table).

Stage 11: Exam/Essay moderation

Shogo Co-ordinator sends collated marks (whole completed Shogo Master Record Table to date), essays/answer sheet (scan) to the **External Examiner** (I.e. the external Bu panellist).

External Examiner:

- Checks the Shogo Master Record Table for correct procedure. Reject and return to Shogo Co-ordinator if inconsistencies occur.
- Checks Shogo Panel marks for consistency and fairness in relation to the marking scheme. If inconsistencies, liaise with the Shogo Co-ordinator and Shogo Panel to resolve.
- Report to the Shogo Co-ordinator a judgement of “Consistent and Fair” Y/N.

Stage 12: Results Collation

Shogo Co-ordinator collates all data and results to date and completes the Shogo Master Record table.



Note: email confirmations and marks etc shall be embedded into the Shogo Master Record Table (drag & drop) for the purposes of record.

Confirm that the External Examiner is satisfied with the consistency and fairness of the marking.

- If NOT SATISFIED: inform the internal Bucho and BKA Chair - who shall jointly try to resolve the problem and reach a decision as to the appropriate course of action. *In extremis* the matter may be referred to the NC who shall have access to all the material of the application. The NC shall have the final decision.
- If SATISFIED, tally the pass/fail marking to establish a final Pass/Fail status of the application. The pass “mark” is 3 out of 3 marking panellists and the agreement of the external Bu panellist (External Examiner).

Pass ALL data to the NC Secretary (copy to BKA Chair) for NC consideration. Final panel decisions passed to internal Bucho (if they are not already the Shogo Co-ordinator).

Stage 13: NC decision approval

BKA Chair informs the NC of the Shogo Panel decision to Pass and holds a token NC vote to formally approve the decision to award. This is to affirm that the award is on behalf of the BKA. Inform the following of the final decision:

- Shogo Co-ordinator
- Shogo Panel
- Internal Bucho

BKA Chair asks the NC Secretary to prepare the menjo.

Stage 14: Results disclosure to candidate

Internal Bucho informs the candidate of the final decision.

If FAIL: details as to how the application could be improved in order to satisfy the criteria i.e. areas to work on, things to do etc.

If PASS: advises of the applicable fees. Asks how candidate would prefer menjo to be presented.

Depending on the preference of the candidate, liaise with the BKA Chair to either:

- Organise the presentation of the menjo before the assembled Membership e.g. AGM, major Bu event etc or;
- Have the menjo posted to the candidate

Stage 15: Closing actions

Shogo Co-ordinator arranges publication of successful candidates' names on the BKA website, registration on EKF database (via DIA).

The Shogo Co-ordinator shall make available to NC Secretary all documentation for the purposes of archiving.



5 Non-member applications

Whilst the Shogo policy is aimed at members of the BKA, it is open to non-members subject to the following provisions:

1. The role of the internal Bucho shall be the relevant BKA Bucho.
2. The application and evaluation process and examinations shall be in English or written in the applicant's native language accompanied by a translation into English. The responsibility for ensuring that the translation is accurate and correctly understood lies with the candidate.
3. The examinations can be held in the UK. However, if the candidate prefers, the exam can take place in their native locale based on the following criteria:
 - a. The examination will take place at a date and time agreed by the candidate and the Shogo Co-ordinator.
 - b. While the exam is underway, there will be a Local Invigilator (who must be agreed upon between the candidate and the BKA Shogo Co-ordinator). If possible, the Local Invigilator will be an individual from the Technical Committee of the candidate's federation.
 - c. Simultaneously, a BKA-appointed Invigilator will oversee the exam using internet conferencing facilities. It is not necessary to be able to see the exact details of the answers being written during the exam but it is preferable that the Local Invigilator brings the paper to the camera. Screen dumps should be carried out by the BKA Invigilator at the end of each stage of the exam.
 - d. The completed answer paper should be scanned in and emailed to the BKA Invigilator and Shogo Co-ordinator on the same day as the exam took place if answered in English. If answered in another language then a deadline for translation and submission should be agreed between the candidate and the Shogo Co-ordinator.
4. The applicant must be a member of an EKF [or other FIK recognised body] - henceforth termed "the applicant's Association".
5. The applicant's Association consents to the application by means of a formal letter/email of consent from the Chairperson/President/delegated authority of the applicant's Association.
6. The application must be seconded by TWO members of the applicant's Association.
7. The qualifications and documentation required must equate to those of members of the BKA. The BKA reserves the right not to process the application if suitable equivalent credentials/evidence is not available.
8. All certificates and required documentation must be submitted as copies of the original AND English translations.
9. All required translations shall be at the applicant's expense.
10. Non-member equivalents of British legal requirements e.g. Criminal Records checks, Coaching qualifications etc. shall be at the discretion of the Shogo Panel - who may seek clarification/verification of all such matters via the applicant's Association.
 - The Shogo Panel shall be empowered to seek evidence of the applicant "leading a moral life" i.e. as close to the equivalent of the UK Criminal Records check; assessment of the moral character of the applicant etc. e.g. by leading or assisting in the leading of a dojo; not owing money to



their Association; not having been convicted of an offence which might be of concern in relation to participating in Association/Federation activities.

11. The applicant must make themselves available for personal interview and examination either in person in the UK when required (similar to member applicants) or using telecommunications.
12. There is no appeal process for non-member applicants. The decision of the BKA NC (as informed by the Shogo Co-ordinator) is final.
13. The application fee must be paid with the application and is not refundable once the evaluation process begins.
14. Where relevant the term “the BKA” in the BKA Shogo policy may be interpreted as “the applicant’s Association” (in terms of contributions made by the candidate to their association, performance in local events etc.)

6 ZNKR Renshi applications via the BKA

ZNKR application and menjo fees may apply.

In cases where Shogo candidates wish to apply directly to the ZNKR (via the BKA) for their Renshi or Kyoshi, the procedure as outlined in the main sections of this document as follows:

Sections 1,2,3,4 (Stage1, Stage 2, Stage 3, Stage 4)

If the Shogo Panel is satisfied that the applicant meets the BKA criteria then the Shogo Co-ordinator shall inform the BKA Chair, who shall write a letter in support of the application to the ZNKR.

The Shogo Co-ordinator shall act as liaison and assist the member in fulfilling the requirements of the ZNKR, but shall not be responsible for the payment of fees nor the meeting of deadlines. The latter are the responsibility of the applicant.

The Shogo Co-ordinator shall inform the candidate, internal Bucho and BKA Chair of the result.

If the candidate is successful, the Shogo Co-ordinator shall arrange for this information to be posted on the BKA website and update the EKF database (fees may be due for registration). They may also assist in the arrangement of a formal presentation at an event if the candidate so requests it.

7 Complaints

The applicant shall have access to the BKA’s “Shogo” complaints procedure i.e. Complaints relating to Shogo decisions shall be considered by a special committee consisting of the BKA Chair (if the Chair is on the Shogo Panel then he/she must nominate a member of the NC), Vice-Chair and NC Secretary, whose decision is final. There shall be no appeal. The Shogo complaints panel shall have access to all the



material involved in the process. The Shogo complaints panel shall focus on the “fairness” of the evaluation.

8 Fee structure for BKA Shogo awards

The BKA fees for Shogo awards are detailed in Byelaw 22 of the BKA Constitution.

[this section will be removed from this policy once approved by the NC]

Byelaw 22

1. The shogo examination fee for members shall be £80 with all proceeds (surplus/loss) going to the Bu OR an appropriate fee aimed at breakeven costs re the number of candidates etc.
2. BKA Shogo menjo shall be £50.00
3. Concessionary fees: £60.00 for examination and £40.00 for BKA Shogo menjo.
4. The shogo examination fee for non-members shall be in line with BKA members.

Authorised Version

Appendices

Appendix 1: BKA Shogo application form



BRITISH KENDO
ASSOCIATION

Please complete this form and submit this with your letter of application

ALL CANDIDATES

Full name (as recorded on the BKA database and menjo)	
Full Address	
Email address (Telephone number{s})	
Preferred method of contact (select one)	Telephone Email Post
BKA Membership Number	
EKF Membership Number	
Current Grade	
Application for which award (select one)	Renshi / Kyoshi
Discipline (Kendo, Iaido, Jodo)	

By submitting this form you are agreeing to the BKA's terms regarding the Shogo award policy and process.

Sponsor 1

Full name	
BKA Membership Number	
Email address	
Telephone number(s)	

Sponsor 2

Full name	
BKA Membership Number	
Email address	
Telephone number(s)	

ALL CANDIDATES TO COMPLETE THE TABLE BELOW AND SUBMIT IT WITH HIS/HER CV.

Please feel free to enter data into the relevant cells in the right hand column (the cells will expand as you type and bullet points added if you press "Enter").

Criteria	Renshi	Kyoshi
	Qualitative	Quantitative indicator
Current Dan grading		Date and venue of your current grade; How long at this grade?
How many years have you held this grade		Enter number of years
Coach level e.g. L1, L2, Regional, National		Date and venue of highest Coaching award / record in BKA database?



Valid criminal record check		<p>Date of certificate: Certificate/Reference Number :</p> <p>I declare that I have no unspent criminal convictions.</p> <p>Signed</p> <hr/> <p>OR</p> <p>If you do have any unspent convictions then please provide the following information:</p> <ul style="list-style-type: none"> ● Date of convictions ● Nature of convictions ● Penalty or sentence
First Aid certificate held		Date & venue of current qualification
National event experience	Support and participation experience including supporting large seminars and being main and support teachers at events.	<p>Date & venue and nature of your contribution to Bu events within the last three years</p> <ul style="list-style-type: none"> ●
International event experience on behalf of the BKA	International presence including seminars, gradings and taikai	<p>Date and venue and contribution to European/World championships attended, seminars, grading, Taikai.</p> <ul style="list-style-type: none"> ●
Grading panel experience	Grading panel experience at main or support examiner level	<p>Date and venue and contribution to grading panels</p> <ul style="list-style-type: none"> ●
Dojo leadership	Experience of running or supporting the running of a dojo and maintaining a high level of development of one's students	<p>Running or support a dojo in excess of 5 years. Please give a description.</p> <ul style="list-style-type: none"> ●



Bu activity	Contribution to the activities of the Bu such as organising seminars, taking a Bu EC role, assisting at core-run events etc.	Please give a description and date, venue and contribution ●
All relevant non-budo qualifications/achievements may be listed here (optional) e.g. publications		

ZNKR Assessment Criteria (not necessary to complete for BKA shogo applications)

The BKA are asked by the ZNKR to assess the following for all Shogo candidates: -

Criteria	Candidate Response (add detract bullets as required)
Practise K/I/J regularly (indicate how often)	
Play a leading role in the Association (indicate past/current service as an officer, referee, etc.)	
Possess great discernment and live a sound life (any relevant qualification you may wish to offer)	□
Mastery of techniques and theory (any relevant information you may wish to offer)	□
Have lived in the UK for a minimum of 1 year and will be a registered member 1 year from now.	Yes / No (circle applicable)

Appendix 2: Evaluation: Indicative criteria

The table below shows the indicative criteria that will be considered in the evaluation of the application. Note that these are criteria which internally serve the Art in which the applicant is seeking Shogo.

The qualitative indicators provide a *guide* as to the criteria which may be used on the understanding that there may be other measurable indicators e.g. dojo leadership and the development of other dojo may have been fulfilled by being a squad manager/trainer for a suitable duration. It should also be recognised that some criteria may have been unavailable for achievement by some candidates (such as international refereeing, international teaching etc.). A high degree of contributions made in the past may be a suitable alternative for any lack of contributions made more recently. It is for this reason that each criteria should be reviewed in context of the candidate and the ability to achieve the criteria.

The Shogo sub-committee shall give due weight to the ability and willingness of the applicant to contribute to the *future* development of the BKA - rather than approve the application solely as a reward for *past* services.

It is expected that the candidate should score positively on each criterion. However, the Shogo sub-committee needs to assess the candidate as a whole and accept that some criteria cannot (and will never) be met.

Criteria	Renshi		Kyoshi	
	Qualitative	Quantitative indicator	Qualitative	Quantitative indicator
Dan grading		6th dan or above		7th dan or above
Dan experience		1+ years		2+ years
Coach level	Regional Coach		National Coach	
Criminal records Check	Basic , enhanced DBS or PVG membership, or Access NI, or equivalent	Within previous 3 years	Required	Certificate number plus self-disclosure of any unspent offences
First Aid Course			Required	Attendance
National event experience	High level of experience including supporting large seminars and being main teachers on small events	Have made a significant contribution to Bu events within the last three years (Indicative minimum three events)	High level of experience including running and being a main teacher at larger seminars	Have made a significant contribution to Bu events within the last five years (Indicative minimum five events)



International event experience on behalf of the BKA	Have a reasonable international presence including seminars gradings and taikai	Have attended a significant number of European/World championships (indicative minimum two events)	Must have a high international presence including seminars, gradings and taikai	Should have refereed in a significant number of international taikai as well as attending a significant number of World / European taikai & seminars (Indicative minimum two events)
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Grading panel experience	High level of grading panel experience at main or support examiner level	Must have sat on a significant number of grading panels. (Indicative minimum three events)	High level of grading panel experience at main or support examiner level	Must have ideally sat on at least ten grading panels.
Dojo leadership	A long experience of running or supporting the running of a dojo and maintaining a high level of development of one's students	Running or support running of a dojo in excess of 5 years	A long experience of running/supporting one's own dojo as well as assisting in the development of others through regional coaching and mentoring	Running or support running of a dojo(s) in excess of 10 years as well as clear proof of developing other dojo
Bu activity	A good contribution to the activities of the Bu such as organising seminars, taking a Bu EC or NC role, assisting at core-run events etc.		A good and long contribution to the activities of the Bu including organising and leading seminars, taking a Bu EC or NC role, assisting at core-run events etc.	
Essay / Examination	Essay on a set subject(s) written to a suitable standard.		Examination on a set subject(s) written to a suitable standard.	

The **Internal High Grade(s)** will evaluate the applicant's skill, knowledge and experience of their Art. This may be difficult to evaluate on a quantifiable basis but may include:

1. Presence and performance in the national squad.
2. Presence and performance at national taikai
3. Evidence of knowledge by developing others
4. Written media (articles, reports etc)
5. An output of a technical interview or training session

The **External High Grade** (External Examiner) will be responsible for:

- Evaluating the applicant's contribution to the BKA as a whole
- Ensuring that the overall evaluation is balanced and fair

The three internal Bu panellists will evaluate the suitability of and mark the submitted Renshi essay and Kyoshi examination.



With regards to the contribution to the BKA, the applicant must have shown clear evidence of currently helping to develop either of the other external Arts (outside of the one which the applicant is seeking Shogo) or the BKA as a whole. The latter may include service on the NC or DRC chair or working in an official role to manage and/or develop the BKA. It should be noted that any central activities for the BKA should not be to the detriment of the other external Arts of the BKA.

Authorised Version



Appendix 3: Essays and examinations

It is expected that essays and questions for Shogo shall be based on the following:

- Teaching/Coaching Methods
- Competition /Refereeing (Competitor and Shinpan)
- Technical knowledge including but not limited to:
 - Kendo Kata (for Kendo)
 - Zen Nihon Kendo Renmei Iaido (for Iaido)
 - Zen Nihon Kendo Renmei Jodo (for Jodo)
 - The sword, its parts and safe handling (for Iaido)
 - Posture in the use of the jo and tachi (for Jodo)
- General knowledge concerning training
- Health and safety
- Mental attitude of a Kyoshi
- Obligations and ability as a Grading Panellist
- Saho/Reigi

The central library (Shogo Library) of appropriate essays/examinations, rubric, marking schemes and associated materials can be found on the British Kendo Association website.

This Shogo Library may be updated by the high grades - in liaison with the internal Bucho as appropriate to reflect changes in each Art.

The Shogo Panel shall select the essay/exam from this Shogo Library.

Sample essays/examination questions can be found in Appendix 6.



Appendix 4: BKA Shogo Master Record Table

To be completed by the Shogo Co-ordinator as the application progresses. Online version will be made available for copies to be made for each individual. View link here: https://docs.google.com/spreadsheets/d/11roYEKr-Zt0k-M9t8jm_DuD8Fmgu3m5WgKPD4woTkY/edit?usp=sharing

Appendix 4: BKA Shogo Master Record Table	
BKA Reference: Renshi/Kyoshi + application ddmmyy+[incremental number] e.g. Renshi/310320/001	<i>Enter reference</i>
Applicant Name Award applied for Art: Kendo, Iaido, Jodo Date applied Shogo Co-ordinator : Name & grade; elected Officer position (if applicable) Stage 1 - Shogo Co-ordinator confirm date of application form received Stage 2 - Shogo Co-ordinator Preliminary evaluation : data checking: confirms application contents are correct and meets the minimum requirements (may liaise with others to confirm grades, dates, events attended etc)	<i>Enter name</i> Renshi/Kyoshi <i>Enter date</i> <i>Enter data</i> <i>Enter date</i> Complete/Incomplete
Stage 3 - Shogo Co-ordinator invites Shogo Panellists	<i>Enter names and grades of four panellists:</i> 1. 2. 3. 0. (External)
Stage 4 - Distribute application forms, CVs etc. and evaluation criteria to all 4 panellists. Retrieve results from panellists. Record number of passes.	
Stage 5a - Shogo Co-ordinator informs candidate of result with any feedback.	
Stage 5b - Shogo Co-ordinator agrees with panel which essay or exam to be used	<i>Enter essay/exam reference</i>
Stage 6 - If Kyoshi, Co-ordinator appoints Invigilator	
Stage 7 - Co-ordinator informs External Bu Panellist of the role of External Examiner	



Stage 8 - Renshi: Co-ordinator sends candidate the essay and the deadline. Kyoshi: informs candidate of the date, time, venue, nature of exam along with Invigilator	<i>Enter date of essay deadline or date of exam</i>
Stage 9 - Co-ordinator receives and sends on Essay/Answer Paper to Marking Panel (Internal Bu Panellists).	
Essay/Answer paper received	<i>Enter date of paper received</i>
Sent onto Panellists	<i>Enter date sent onto Panellists</i>
Stage 10 - Each panellist marks independently and sends results to Co-ordinator who records the results.	<i>Enter date final result from Panellists</i>
Stage 11 - Shogo Co-ordinator sends collated marks, essays/answer sheet(scan) to the External Examiner who checks consistency and fairness. External Examiner confirms all consistent and fair	<i>Enter date sent to External Examiner</i>
Stage 12 - Pass collation Bucho informed of result All data passed to BKA Chair and NC Secretary	<i>Number of passes</i>
Stage 13 - NC approval completed and sent to: Shogo Co-ordinator, Shogo Panel and Internal Bucho Stage 14 - Bucho informs candidate of result and any feedback	<i>Enter date result sent to candidate</i>
Stage 16: Shogo Co-ordinator requests:	
Menjo preparation (NC Secretary)	
Publication on the BKA website	
Registration on EKF database (via DIA)	
Date & venue for presentation OR candidate preference to receive menjo by post	



Appendix 5: Materials to be archived

The Shogo Co-ordinator shall provide the NC Secretary with copies of the following documentation for archiving:

1. Candidate letter & application form
2. Table: Master Record Table
3. Table: Essay/examination question(s) and marking criteria
4. Table: Moderator remarks
5. Candidate essay or examination answer(s)
6. Table: Marks awarded
7. Table: External examiner remarks
8. Shogo Co-ordinator final collation of PASS/FAIL
9. NC decision to accept decision of pass/fail.

Appendix 6: Detailed process map

