

# GWNBFB/KJJR/JKWF & ATWF RULES & SYSTEMS

Version IV-v



國際柔術連盟

天津輔範

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## Change details

Date	Version	Section	Details
28th November 1984	-	Initial draft	Genbukan created.
1st January 1991	-	All sections	KJJR rules added.
1st November 2004	-	All sections	JKWF rules added.
12th March 2005	I	1,7,10,11	Sections added for clarity and understanding of the organizational structure. Also to refine current rules.
21st March 2005	I	1,5 and 9	Updated introduction, added adult grading requirements and dojo attire. Reordered some of the sections.
21st Feb 2006	II	4, 8 & 9	Added Version and Agreement to document. Updated Returning member's section. Added information about Resigning and Ex-GWNBF / KJJR / JKWF members. Added ATWF
9th March 2006	II	8	Added the titles for ATWF Added Special Dojo-Cho Licenses Added Amatsu Tatara Seminars
23rd March 2006	II-i	5,6	Added rule about contact between the Grandmaster and a Chief Dojo-Cho's affiliated instructors. Added information for instructors about how to write a report when fees to Honbu and about Paypals 3% charge.
29th March 2006	II-i	6	Pg 9 Sending application fee within 3months & what to do with drop out student's fees. Pg 13, Keep a copy of this report.
5th April 2006	II-i	9	Pg 24 – 25 Ex-Dojo-Cho must give Students the option to remain as a GWNBF / KJJR / JKWF/ ATWF member.
16th April 2006	II-i	4, 8	Pg 7 & 15 Added criteria for joining and learning JKWF and Weapons tests.
20th April 2006	II-i	8	Pg 16 Age requirements for Shodan and Yondan
8th May 2006	II-i	7	Pg 14 Added section on Taikai& Seminars
16th June 2008	II-ii	9	Pg 19 Added rules about training under another Dojo-Cho.
16th June 2008	II-ii	4	Pg 7 Change to how to join if you there is no Dojo close to you.
29th October 2008	II-ii	6	Pg 11, added Kirigami Certificate fee Pg 15-16, added Ryu-ha, Special Instructor Course and Training at Honbu sections.
16th October 2008	II-ii	6	Pg 15-16, updated Special Instructor Course information and removed duplicate information on pg20. Pg 11, Dojo-Cho / Shibu-Cho Renewal Fee Changed.
25th January 2009			Welcome Message p4. Fees are stated in Yen only. Conversion rate table added p14. Renewal fees updated p12
17th February 2009	III		General update of file
28th February 2009	III	Appendix	Added visitor agreement form p34
29th March 2009	III		Added Densho description and permissions p18-19, p29. Starting a Dojo p10
16th November 2010	III	10	Updated joining information, if there is no Genbukan dojo in country.
February 2018	IV	5,6,7,11, Appendix	Updated Amatsu Tatara explanation p7 Added Dojo-Cho must explain about rules p9 Updated Dojo Name format p11, p30 New applications format p13 Updated test fees for Branch Dojo p14 Updated membership number explanation p16 Updated conversion rates p16 Added section about handing fees directly p15 Updated Bank account details p17 Updated teaching only own students section p18

			Updated Seminar description p19 Added section about injuries during class p18 Updated Honbu patch description p29 Added latest application form and updated wording p33 Added Black belt agreement p35
March 2018	IV-i	9 & Appendix	Added note that disagreements will be settled in Japanese court
5th April 2020	IV-ii	12	Updated Adult Application Form P33 Added Child Application Form P34 Added Agreement between Dojo Visitor and Dojo-Cho P35 Updated Dojo-Cho/Black-belt Contract P36
5th April 2020	IV-ii	6	Updated the Certificate Fees and Test Fees P15
5th April 2020	IV-ii	7	Added Training at Honbu Dojo P21
10th April 2020	IV-ii	4	Students / Instructors to other organizations
10th April 2020	IV-ii	7	Updated Training at Honbu Dojo (by Bus and train)
11 <sup>th</sup> April 2020	IV-ii	26	Added correct manners for sending mail to Honbu
3 <sup>rd</sup> August 2020	IV-iii	4 & Appendix	Updated on how people from other countries can join p10 Updated Application forms p35&36
26 <sup>th</sup> October 2020	IV-iii	6, 7	Updated PayPal section and removed Tochigi Bank p17 Updated section on training with different people p18 & 21
21 <sup>st</sup> June 2021	IV-iv	6	Updated details of fee % kept by Instructors p14
1st March 2024	IV-v	15 & 24	Removed Jun Shihan and added Hanshi

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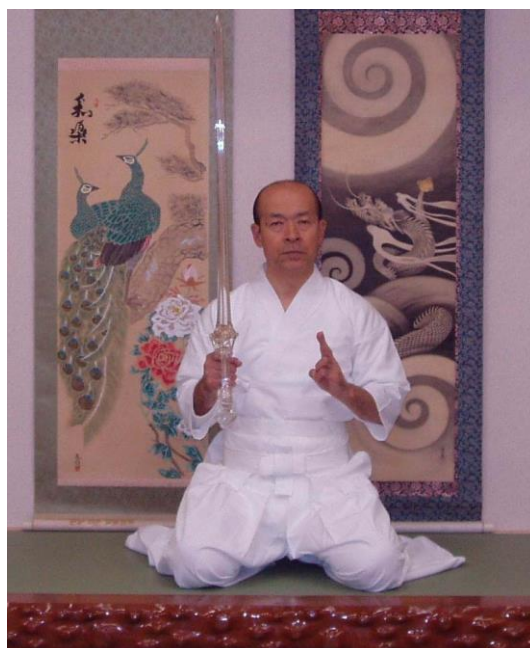
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## Welcome Message from Grandmaster Shoto Tanemura

Welcome to Genbukan. I have created this document to present the truth about this organization, so that everyone can clearly understand our rules, our systems and our purpose.

The rules and systems are outlined in later sections, but the purpose is the most important point that I wish to stress here. My purpose of forming these organizations is to reach as many people as possible and give them the ability to use techniques for true case self-defense, not only for the body, but also for the defense of the mind and spirit. My instructors and I also wish to guide people in their spiritual and philosophical development, through teachings about fundamental questions such as “Why are we born in this world?” and “What is the purpose and mission of human beings”.

It is my hope that you will reach true happiness and understanding through the practice of our systems.



### Grandmaster Shoto Tanemura's history

Grandmaster Shoto Tanemura started learning martial arts from the age of 9. At first he learned Kendo from his father, then Jujutsu from his uncle. From 15 years old he was studying Shindo Muso Ryu Kenpo, Asayama Ichiden Ryu Taijutsu, Takagi Yoshin Ryu Jujutsu, Gikan Ryu Koppojutsu as well as other ancient schools of Bujutsu and by the age of 20 he had already received Menkyo Kaiden in Shinden Fudo Ryu and Kukishin Ryu.

He has had many teachers over the years, including Takamatsu Sensei's student instructors and teachers from many other traditional Ryuha, even from Chinese martial arts.

Currently Grandmaster Shoto Tanemura has about 23 grand masterships and several masterships, including not only martial art schools but spiritual ones as well.

## 1. Introduction

This document defines the system and rules for all members of Genbukan. Where Genbukan incorporates Genbukan World Ninpo Bugei Federation (GWNBF), Kokusai Jujutsu Renmei (KJJR), Japan Kobudo / Koryu Bujutsu World Federation (JKWF), Amatsu Tatara World Federation (ATWF) organizations and all systems taught by Genbukan Honbu, as shown in the Genbukan Organizational Structure diagram (see figure 1 below).

Contained within this document are matters pertaining to training, such as grading, training attire etc., teaching and general dojo rules and manners.

The purpose of this document is to act as a guide, rule book and first place to look for general answers about GWNBF / KJJR / JKWF & ATWF. It should be used not only by new students but by every member of the organization.

The rules stated in this document will be effective as of February 21st 2006, unless otherwise stated.

## 2. Purpose of GWNBF/KJJR/JKWF & ATWF

The purpose of these organizations is to continue to hand down the traditions of Japanese martial arts (Ninpo Taijutsu, Jujutsu, Bojutsu, Ryuha etc.), developing it further and actively spreading it by nurturing future instructors. These future instructors will then be able to teach the next generation and so on.

These organizations will continually develop and therefore by necessity all dojo/groups and members must also develop along with them.

It is the intent that these organizations will teach and take care of their members, in terms of not only the system techniques, but also for the traditional spiritual learning's, so that members can experience a good life in tune with nature.

## 3. Organizations

Genbukan Honbu (headquarters office and dojo) currently controls three sub organizations. It is run out of Honbu dojo in Japan by the President /Kancho, who is presently Grandmaster Shoto Tanemura. These separate organizations have their own purpose and history but are fundamentally linked to the Genbukan headquarters. This hierarchy is shown in Figure 1, Genbukan Organizational Structure. A brief introduction to GWNBF, KJJR, JKWF and ATWF is presented in this section.

### Genbukan World Ninpo Bugei Federation (GWNBF)

This organization was founded on 28<sup>th</sup> November 1984; as such it is the oldest organization in Genbukan and includes everything from Taijutsu to Bikenjutsu and Shuriken-jutsu. The basics for Taijutsu have evolved from various schools including Gikan Ryu, Koto Ryu, Togakure Ryu, Kumogakure Ryu, Kukishin Ryu, Gyokko Ryu, etc.

*"I started this Genbukan World Ninpo Bugei Federation to teach true Ninpo martial art and to spread the knowledge of traditional Japanese Ninjutsu, Ninpo and Ninja, as the most respected Ninpo martial artist Toshitsugu Takamatsu once did. Ninpo is my favorite martial art, because it is a complete system of martial arts. It includes techniques from 36 systems, as well as their philosophy and history. I want to introduce this great traditional martial art to the world and I would like to develop leaders in each country, each state, each prefecture and at last until each town or village. So it is a very great social service because this system has the best self-defense techniques and is the best way to raise the quality of human life."*

- Grandmaster Shoto Tanemura

### **Kokusai Jujutsu Renmei (KJJR)**

This organization was founded on 1st January 1991. It contains modern Jujutsu techniques that have been developed from several additional Jujutsu schools. It was created as a way to keep the traditional part of Japanese Jujutsu alive, but focuses on how to use the patterns for real situations.

### **Japan Kobudo / Koryu Bujutsu World Federation (JKWF)**

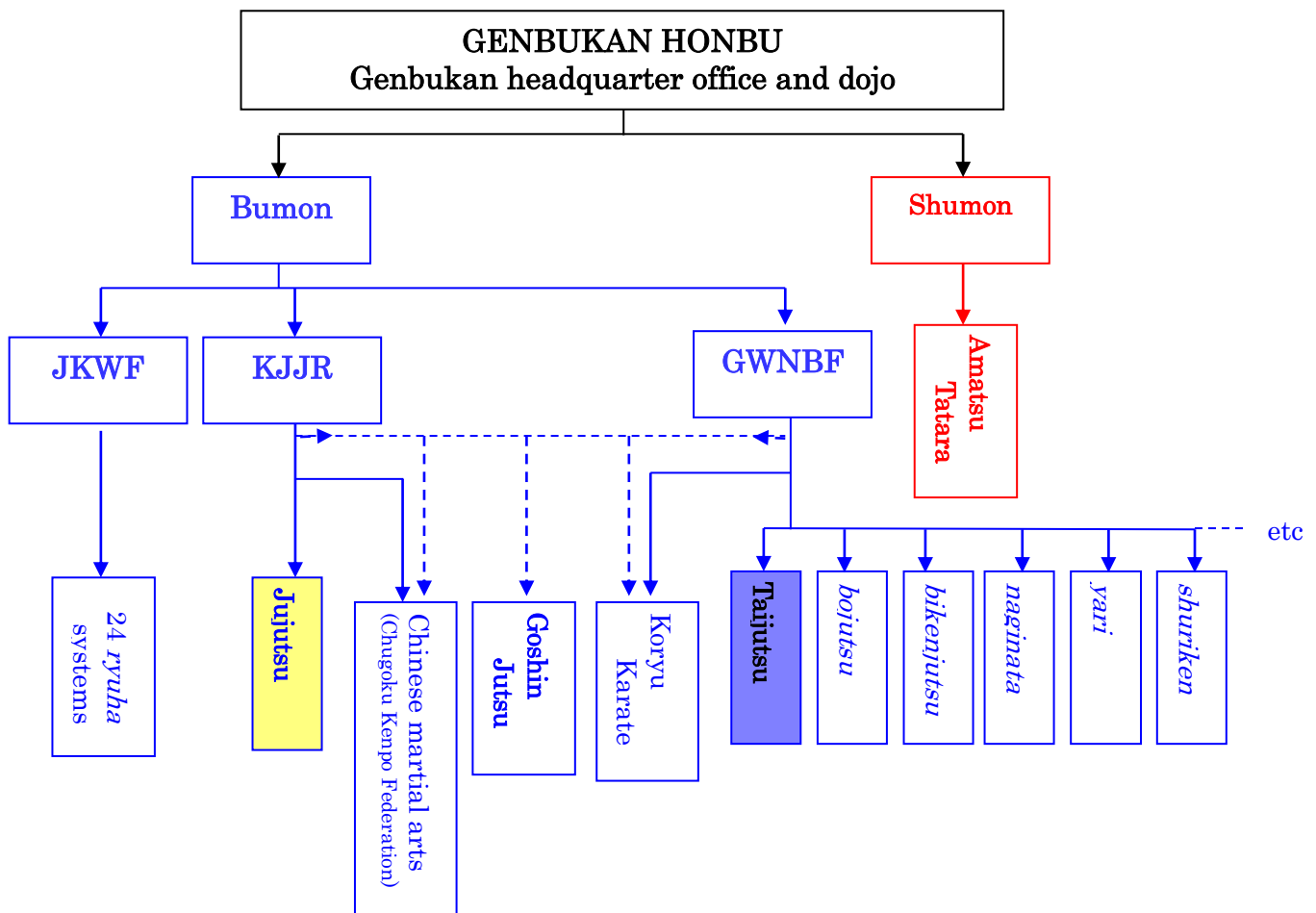
This organization was founded on 1st November 2004. Kobudo or Koryu Bujutsu means traditional Japanese martial arts, which have been studied for about 100 years continuously since first being founded. The founder also had to receive some traditional school's Menkyo Kaiden, (grandmaster ship or at least mastership). JKWF already lists up 24 Ryuha, this number will increase.

JKWF was created so that individual Ryuha can be studied.

### **Amatsu Tatara**

This is Heaven's law or nature's law. It is a system for protecting the mind and spirit, while improving our understanding of the nature of this world and ourselves. By following the teachings we can improve as human beings and start to lead more natural and balanced lives. This system was officially launched on August 28th 2006. Special Spiritual instructor courses have created the first level of instructors in this system.

**Figure 1, Genbukan Organizational Structure**



The diagram shows that Genbukan Honbu controls both the martial (*bumon*) and spiritual (*shumon*) organizations. Under the martial organizations are GWNBF, KJJR and JKWF.

### Communication Channels

Each of these organizations is co-ordinated and managed from the main headquarters, where the Grandmaster / President of that organization teaches, below that level are Shihan-Cho, Shibu-Cho, Chief Dojo-Cho, groups leaders, clubs chiefs, etc. These are defined as followed:

**Headquarters:** Honbu (main) dojo in Japan.

**Shihan-Cho:** Leader of the Shihan (masters) within the organization.

**Shibu-cho:** This is the director of an area, as defined by Honbu. The area Shibu-Cho selected by Honbu, from the Dojo-Cho who are above Yon Dan in that area. All Dojo-Cho in that area should channel communications through the Shibu-Cho, and must ask permission from their Shibu-Cho to hold seminars etc.

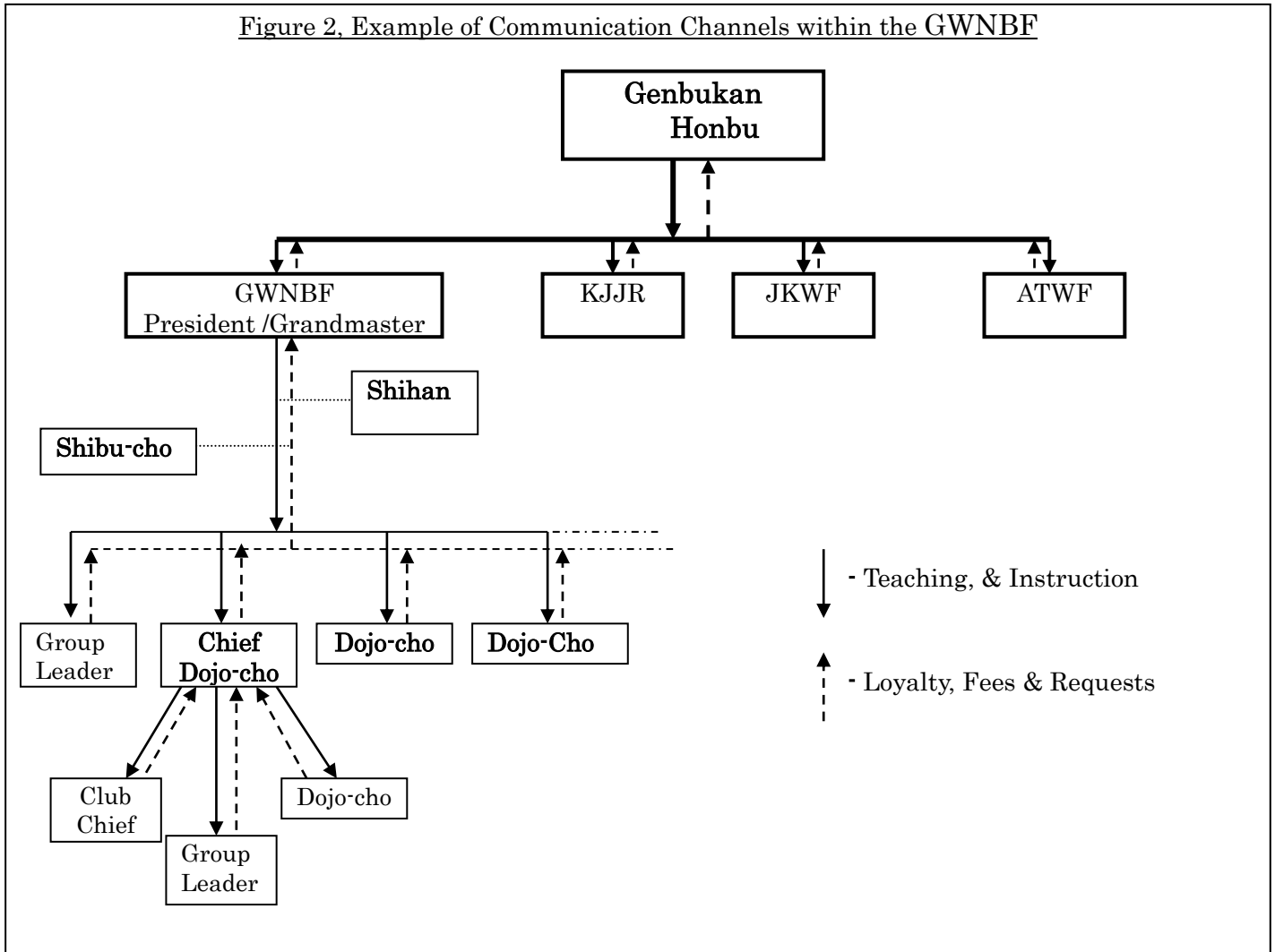
**Chief Dojo-Cho:** This is a Dojo-Cho, who also has branch dojos / groups / clubs.

**Dojo-cho:** This is an instructor who has passed at least Shodan and been granted permission by Honbu to use the title “Dojo-Cho”. They also have no affiliated branch dojos / groups / clubs.

**Groups leaders / Club Chiefs:** This is a person who runs a dojo / group / club, but is not yet a Shodan, or who does not have permission to use the Dojo-Cho title. Groups and clubs are usually affiliated to a Chief Dojo-Cho.



Communication is hierarchical, so that loyalty, fees and requests are passed up the chain of command and teaching and instruction flows from Honbu downwards. An example of this style of communication is illustrated in Figure 2, for a limited number of dojos in the GWNBF organization. Similar organization and communications channels are applied in all of the organizations.



## 4. How to join

The method of joining any of our organizations varies slightly depending on individual circumstances. The following outlines the procedure for new students, people who wish to join from another organization and keep their rank and members who are returning to Genbukan after some break.

Please be aware that Genbukan only allows people of good standing into our organization and as such people who are members of any anti-social organization or a group that has been linked to violence or terrorism may not join.

### **New Students**

Before learning any of the systems listed under the Genbukan, you must first join the appropriate organization.

Members of GWNBF can learn and check test in Taijutsu, Bojutsu, Bikenjutsu, Naginata, Yari and other weapons systems, as well as Koryu Karate, individual Ryuha (after obtaining at least Shodan in Taijutsu), Goshinjutsu and Chinese martial arts.

Members of KJJR can learn and check test in Jujutsu, Koryu Karate, individual Ryuha (after obtaining at least Shodan in Jujutsu), Goshinjutsu and Chinese martial arts.

Members of JKWF can only learn and check test in the individual Ryuha. To be accepted as a member of JKWF, individuals must either have obtained at least Shodan in Taijutsu or KJJR Jujutsu or have obtained a black belt in another martial art, such as Aikido, Karate, Judo etc. Members of Ninja or Ninjutsu systems other than GWNBF will not be allowed to join.

Members of ATWF can only learn and check test in the Amatsu Tatara system.

The normal method to join these organizations is through a recognized Dojo-Cho. If you are not already training at a dojo, then please research the closest dojo to you, for example, by using the dojo Locator on the Genbukan home page. If there is no dojo close to you then you should research the closest dojo within your country and join Genbukan by contacting the Dojo-Cho of that dojo. If there are no dojos within your country, then you may contact Honbu and ask for a recommendation. In this case please contact Honbu dojo directly via the Genbukan home page, and Honbu will give guidance on how to proceed.

If any Dojo-Cho or instructor is contacted via any means (letter, email, phone call, etc.) by someone who is not a member but would like to join and that person is from a different country, then the Dojo-Cho or instructor must consult with Honbu or GWNBF / KJJR / JKWF / ATWF President/Grandmaster for guidance on how to proceed. The Dojo-Cho or instructor should not continue communications with that person before receiving guidance from Honbu or GWNBF / KJJR / JKWF / ATWF President/Grandmaster, except to say that they are consulting on how to proceed.

Dojo-Cho have the responsibility to inform all members about these rules and how to access them when/ before new members join any of the organizations.

The application forms for joining these organizations are available from Honbu. New members should only use the standard application form that Honbu has defined, and give the completed form, together with their application fee and two photos (32mm tall x 30mm wide) to their direct teacher. These forms can be downloaded from Genbukan home page, and are also included in the Appendix of this document.

If a Dojo-Cho / group leader / club chief receives a new application, they have to send it to Honbu within 3 months. If this time period elapses, a new application form will be required.

In the case that you join as a Honbu dojo member then you must study techniques from the resource available to you, for example from the Taijutsu manual, Jujutsu manual, video tapes, CD ROMs, DVDs, etc. If possible you should also study at a recommended dojo, where you will not have to

pay any entrance fees, only the dojo class fees that the instructor asks for. Rank promotion can be done in a GWNBF / KJJR / JKWF / ATWF dojo or at a Taikai.

### **Students / Instructors from other organizations**

People wishing to join GWNBF / KJJR / JKWF from another organization, who hope to retain the same grade, may test for the appropriate grade. This applies until 1st kyu, but from Shodan onwards, every grade must be tested by the grandmaster, and there will be a special fee for the certificate.

Honbu may award an honorable black belt, to instructors from other organizations, who wish to join GWNBF / KJJR / JKWF and bring their students with them. The instructor must then study all of the Kyu Waza before testing for Shodan, when they will receive their Shodan certificate.

For those instructors who wish to join GWNBF / KJJR / JKWF / ATWF, but cannot come to Japan, Honbu will introduce another Dojo-Cho as a director. This director will act on the Grandmasters' behalf, in instructing and guiding the new member.

It is acceptable for an individual to continue to belong to another martial art organization, provided the GWNBF / KJJR / JKWF / ATWF President/Grandmaster has agreed it. However, no other Ninpo / ninja organizations are acceptable.

### **Returning GWNBF / KJJR / JKWF & ATWF Members**

A Kyu level member who leaves the organization, then at a later date wishes to rejoin will have to re-test from 9th Kyu upwards, regardless of their previous grade.

A black belt member who leaves the organization, then at a later date wishes to rejoin, will have to review all grades from 9th Kyu upwards and will have to re-test from Shodan, regardless of their previous grade.

All titles previously obtained will also have to be re-tested as they are lost when a member leaves or is expelled from the organization.

If there are extenuating circumstances as to why you left the organization and can now return, then please consult with your teacher.

### **Students / Instructors joining other organizations or events**

Students and Instructors shall not join or participate in any other martial art event or training (Ninja, Ninjutsu, Budo, and any other Martial Arts, etc.) without the written consent of the President / Grandmaster

## **5. Starting a Dojo / Group / Club**

Before starting a GWNBF/KJJR/JKWF/ATWF dojo/group/club, you must seek permission from the GWNBF/KJJR/JKWF/ATWF President/Grandmaster.

If the Grandmaster is not your direct teacher, then you must ask your direct teacher if you can start a branch dojo, then your teacher must seek permission from the GWNBF/KJJR/JKWF/ATWF President/Grandmaster.

Students above 5th Kyu may be given permission to open a Group, in which case the student will become a Group leader.

Black belt level students may be given permission to open a Dojo, in which case the student will become a Dojo-Cho. Group leaders who grade up to Shodan will automatically become Dojo-Cho.

If the GWNBF/KJJR/JKWF/ATWF President/Grandmaster grants you permission to open a dojo/group/club, then you will be required to sign the dojo/group/club contract and pay the renewal fee for Instructors. You will be given a "Certificate Registration", stating that you have permission to teach. The "Certificate Registration" will be issued annually and without which you can not teach.

You must ask the GWNBF/KJJR/JKWF/ATWF President/Grandmaster for a name for your dojo/group/club. If you wish to continue using an existing name or need to operate under a

company/business name, you must ask the GWNBF/KJJR/JKWF/ATWF President/Grandmaster for his permission first.

Once given a Dojo name from the GWNBF/KJJR/JKWF/ATWF President/Grandmaster, all Dojo's should use their given dojo name in the following format: Genbukan <Dojo name> Dojo <Country>, for example: Genbukan Kijin Dojo UK or GWNBF/KJJR Kijin Dojo UK. This format should be used for all dojo communication, including but not limited to email, websites, posters, handouts, T-shirts etc.

All advertising for this dojo/group/club, including websites, demonstrations, posters, T-shirts, handouts etc. must first be approved by the GWNBF/KJJR/JKWF/ATWF President/Grandmaster.

All of the official forms for opening and running a dojo, such as Ninpo Taijutsu Promotion forms, KJJR Promotion Forms, JKWF Promotion forms, Black Belt Agreement Forms, Membership Applications, Syllabi forms, etc can be downloaded from the Dojo-Cho Only / Download section of the Genbukan Web site. Application forms are also included at the end of this document.

If you wish to use any forms that are not standard Honbu issue, for example an application form, medical details form or contract for your dojo, you must first obtain permission of the GWNBF/KJJR/JKWF/ATWF President/Grandmaster.

It is advised that each Dojo-Cho signs an agreement with each student stating that during training, the student will listen and follow the Dojo-Cho's rules and guidance, and that if any injury were to occur, they will not sue the instructor. This agreement should first be approved by the GWNBF/KJJR/JKWF/ATWF President/Grandmaster. Dojo-Cho should also remind students, that all students are required to inform their teacher of any medical issues as soon as possible. See section 9 for details about medical issues.

If you are a direct student of the GWNBF/KJJR/JKWF/ATWF President/Grandmaster, then all fees and communication should be sent directly to Honbu. However, if you run a group or club, then your fees and communication should usually be sent to Honbu via your Chief Dojo-Cho. As shown in figure 2 of the organizations section of this document. In some cases, it is ok for a Dojo-Cho / Group leader / club chief to have direct contact with the GWNBF/KJJR/JKWF/ATWF President/Grandmaster, but this must first be agreed between the Dojo-Cho and the Chief Dojo-Cho as well as the GWNBF/KJJR/JKWF/ATWF President/Grandmaster.

## 6. Fees

When a new student applies to join GWNBF/KJJR/JKWF/ATWF, they will need to fill out the application form and send it to Honbu along with the appropriate application fee and 2 photos (32mm tall x 30mm wide), either by post or as a PDF attachment to an email. If the application is for a child member, then the parent or legal guardian must sign the application form.

Thereafter, members are required to pay an annual renewal fee and certification / test fees for any grading they take.

Chief Dojo-Cho have the responsibility to send their own and all their affiliated group's fees to Honbu. Affiliated groups must send all fees via their Chief Dojo-Cho, unless otherwise agreed by both the Chief Dojo-Cho and the GWNBF/KJJR/JKWF/ATWF President/Grandmaster.

After receiving an application form and fee or renewal fee, Dojo-Cho must send this on to Honbu preferably within a month but it must reach Honbu within 3 months. If after receiving the application form and fee, the student drops out before the Dojo-Cho has posted these things onto Honbu, then the application form and 50% of the fee must still be sent to Honbu, so that Honbu can make a record of it. If a renewal fee is given and the student then drops out before the fee is sent onto Honbu, then it is the Dojo-Cho's responsibility to return the fee to that student.

Chief Dojo-Cho can ask affiliated groups for all cost required for postal services, bank fees etc.

### Dojo-Cho Only:

Dojo-Cho may keep 20% of the application fee, renewal fee and rank promotion fees from their students. Dojo-Cho / Group Leaders / Club Chiefs who are affiliated to a Chief Dojo-Cho may keep 20% of the application fee and the Chief Dojo-Cho may also keep 10% of the application fee. If the fee and application is being sent directly to Honbu (after obtaining permission), then affiliated instructors should send 10% of the fees and a copy of the report to their Chief Dojo-Cho.

### Application Fees

When a new student joins one of the organizations, Honbu (headquarter office) will issue a membership license booklet or card and a patch for new members with a special "Kancho's greetings" autographed letter. The license book should be kept up to date with the student's rank, courses attended and membership renewal dates. The student may be asked by an instructor to fill in the details (rank and date), but only a licensed instructor may stamp / sign the book.

The application fees are dependant on age, rank, position and number of organizations joined.

- New members joining **either** GWNBF or KJJR or JKWF:  
Adult (16 years old and above) application fee is ¥3,000  
Child (below 16 years old) application fee is ¥2,000
- New members joining two organizations from GWNBF, KJJR, JKWF & ATWF:  
Adult application fee is ¥4,000  
Child application fee is ¥3,000
- New members joining three organizations from GWNBF, KJJR, JKWF & ATWF:  
Adult application fee is ¥5,000  
Child application fee is ¥3,500
- New members joining all organizations (GWNBF, KJJR, JKWF & ATWF):  
Adult application fee is ¥6,000  
Child application fee is ¥4,000
- Black-Belt members or Instructor (these are people who are joining the organization (s), who have been allowed to keep their black belt as an honorable black belt member):  
GWNBF/ KJJR/JKWF/ATWF the application fee is ¥10,000  
GWNBF & KJJR & JKWF & ATWF the application fee is ¥12,000

Additional patches and membership licenses can be order from Honbu through instructors. The fee is ¥1,000 for each patch and ¥1,000 for each membership booklet. The price for a patch or license booklet is the same for Adults and children.

### **Renewal Fees**

The renewal fee has to be paid by the end of March of each year. If it is not paid, then the person will drop out from the GWNBF/KJJR/JKWF and lose all ranks and titles.

The renewal fees from January 1st 2007 are as follows:

- Renewal fee for GWNBF or KJJR or JKWF or ATWF:  
Adult fee is ¥2,500  
Child fee is ¥1,500
- Renewal fee for two organizations out of GWNBF, KJJR, JKWF and ATWF:  
Adult fee is ¥3,500  
Child fee is ¥2,000
- Renewal fee for three organizations out of GWNBF, KJJR, JKWF and ATWF:  
Adult fee is ¥4,500  
Child fee is ¥2,500
- Renewal fee for all four organizations (GWNBF, KJJR, JKWF and ATWF):  
Adult fee is ¥5,000  
Child fee is ¥3,000
- Renewal fee for Black-Belt members, group leaders or Instructors who are not Dojo-Cho:  
Fee for one organization from GWNBF, KJJR, JKWF or ATWF: ¥10,000  
Fee for 2, 3 or all 4 organizations (GWNBF, KJJR, JKWF and ATWF): ¥11,000
- Renewal fee for Dojo-Cho:  
Fee for one organization from GWNBF, KJJR, JKWF or ATWF: ¥13,000  
Fee for 2, 3 or 4 organizations (GWNBF, KJJR, JKWF and ATWF): ¥14,000
- Renewal fee for Shihan, Shibu-Cho & Instructors above Kyoshi.  
Fee for one organization from GWNBF, KJJR, JKWF or ATWF: ¥15,000  
Fee for 2, 3 or 4 organizations (GWNBF, KJJR, JKWF and ATWF): ¥16,000

### **Test & Certificate Fees**

After a check test, the certificate fee must be posted to Honbu within 6 months. If this time period elapses, then the test for that rank must be retaken. If the test is performed in front of an official Instructor, then they can ask for the Instructor's test fee

If the system being tested does not follow the Kyu / Dan system, then the equivalent rank fee should be given (see the Grading section for equivalency).

After taking the Shodan level test in any of the organizations, students must sign the "Dojo-cho / Group Leader / Instructor / Black belt Contract", as shown in the Appendix of this document.

### **Dojo-Cho Only:**

Instructors can keep up to 20% of the Certificate fee. For example, if an adult test for 2nd Kyu and gives ¥4,000 for the Certificate fee the instructor can keep 20% of ¥4,000 = ¥800 and send the remaining ¥3,200, to Honbu.

In the case of Shibu (Branch) Dojo, the branch Dojo can keep 20% (¥800), the Chief Dojo can keep 10% (¥400) and the remaining 70% (¥2,800) must be sent to Honbu.

If the test is performed in front of the Grandmaster directly, then a different test fee applies (see below).

### The Certificate Fees and Test Fees

Grade	Certificate Fee		Test Fee	
	Adult	Child	Grandmaster	Instructor*
9th Kyu – 4th Kyu (Sho-Kyu)	¥3,000	¥1,500	¥3,000	¥2,000
3rd Kyu – 1st Kyu (Chu-Kyu)	¥4,000	¥2,000	¥3,000	¥2,000
Jo-Kyu	¥5,000	¥2,500	¥3,000	¥2,000
Shodan	¥10,000	¥5,000**	¥5,000	¥3,000
Ni Dan	¥15,000		¥5,000	¥3,000
San Dan	¥20,000		¥5,000	¥3,000
Yon Dan	¥25,000		¥5,000	¥3,000
Renshi	¥30,000		¥5,000	
Go Dan	¥35,000		¥5,000	
Kyoshi	¥40,000		¥5,000	
Roku Dan	¥45,000		¥5,000	
Nana Dan	¥55,000		¥5,000	
Shihan	¥60,000		¥5,000	
Hachi Dan	¥70,000		¥5,000	
Ku Dan	¥80,000		¥5,000	
Ju Dan	¥100,000		¥10,000	

\* This fee is the maximum an Instructor may charge, but they can set any value below this, or not charge at all.

\*\*this is the highest grade a child may take

### Ryuha Test Fees

- Kirigami Certificate fee is ¥10,000
- Shodan / Shoden Menkyo Certificate fee is ¥20,000 (Makimono / scroll fee is ¥100,000)
- Chuden Menkyo Certificate fee is ¥35,000 (Makimono / scroll fee is ¥100,000 ~ ¥150,000)
- Okuden Menkyo Certificate fee is ¥50,000 (Makimono / scroll fee is ¥150,000 ~ ¥200,000)
- Shinan Menkyo Certificate fee is ¥70,000 (Makimono / scroll fee is ¥200,000 ~ ¥250,000)
- Kaiden Menkyo Certificate fee is ¥100,000 (Makimono / scroll fee is ¥250,000 ~ ¥500,000)

When a student is recommended to jump grades, they will have to send fees for all the grades they have jumped, (e.g. if somebody ranks up suddenly from 9th to 7th Kyu, that person has to pay certificate fees for both 8th Kyu and 7th Kyu.)

### Sending Fees from Abroad

When sending any fee to Honbu, a report about the transaction must also be sent. The report can be sent either as an email, letter or fax, but all members' names must be either printed or written clearly in block capitals. The Dojo-Cho must keep a copy of the report for their reference.

The report should contain the information shown in the following "STANDARD REPORT FORM"

### Test Fees at a Taikai

When tests are performed in front of the Grandmaster at a Taikai, pay via your normal payment channel (Paypal, bank to bank transfer, etc). Please do not hand check test fees directly to the Grandmaster at a Taikai.

### Handing Fees /Memberships directly to Sensei

If the GWNBF/KJJR/JKWF/ATWF President/Grandmaster gives permission for an instructor to hand any fee or membership forms to him directly, either at Honbu or elsewhere, this must also be accompanied by an email report stating exactly what was included, when it was given and from whom.

## STANDARD REPORT FORM

Dojo-Cho Name: \_\_\_\_\_ Dojo Name: \_\_\_\_\_

Total Money sent: \_\_\_\_\_ <¥ / \$ / E>

Date payment sent: \_\_\_\_\_

Payment method: \_\_\_\_\_ <Paypal, Bank to Bank, Postal order etc.>

Number of applications:

Applicant Name	Organization (s)	Fee
<b>Total A</b>		

Number of renewals:

Name	Organization (s)	Membership No.	Fee
<b>Total B</b>			

Number of rank promotions:

Name	Organization	Membership No.	Check test Grade	Test %	Fee (inc. test fee)
<b>Total C</b>					

Total A + Total B + Total C = \_\_\_\_\_ (Sub Total)

Dojo-Cho fee (20%) = (Sub Total x 0.2) \_\_\_\_\_

Honbu fee (80%) = (Sub Total x 0.8) \_\_\_\_\_

<Report can be Excel or Word format>

Please note that the old separate membership numbers for GWNBF, KJJR, JKWF and ATWF have been unified. Please only use the GWNBF number for each student, or if that doesn't exist the KJJR number. For example:

Name: Kohtaroh Tanemura

GWNBF No. JP-010 KJJR No. JM-012 ATWF No. JA-002 JKWF No. JN-002

All of the above numbers are unified as JP-010.

Honbu prefers to receive money in Yen, American Dollars or Euro, if you would like to pay in Pounds Sterling, Australian Dollar or Canadian Dollar by bank to bank transfer or by PayPal, it may be possible, but please consult with Genbukan Honbu / President / Grandmaster first.

Please only use Yen, American Dollars or Euro for International Postal Money Order, Ordinary International Money Order by the Post Office.

Please don't use bank draft checks, personal checks or Postal Money Order if not international.

Genbukan Conversion Rates 2020/04/06:

1 USD	109 JPY
1 Euro	118 JPY

For other conversion rates, please contact Honbu.

Genbukan Honbu reserves the right to change these rates in the future due to economic change and may also specify that fees should be paid in a specific currency.

GWNBF, KJJR, JKWF & ATWF Rules and System Version IV-iii © 2020 T. Shoto Tanemura



### Paypal Account information:

To set up a Paypal account, go to [www.paypal.com](http://www.paypal.com) and create an account with them, this may take a few days or more. Once you have an account, you can pay from your credit card or bank account.

Please send Paypal fees to Honbu. (Please ask Honbu about Paypal account etc.)

PayPal charges Honbu a fee depending on how money is sent and where it is sent from, this is usually **5.2%**. Please check the fee for your situation and add this to the sum sent to Honbu, clearly showing your calculation in your communication to Honbu. If you have not added this fee, Honbu will request the additional amount to be sent.

Payments must be made as Paying for goods or service and not Sending to a friend and family.  
Payments sent as 'Friends and Family' option in Paypal will be refused by Honbu.

### Bank to Bank

Please send funds to either of these accounts and inform Honbu when you transfer the money and what the funds are for. If further details are required, then contact the President/Grandmaster.

#### **Bank Name: SMBC Trust Bank**

Account Name: Tsunehisa Tanemura

Account Number: 98244230

Bank Address: Nishi-Shinbashi Square 1-3-1,

Nishi-Shinbashi, Minato-Ku, Tokyo 105-0003, Japan

SWIFT (BIC): SMTCJPJT

Intermediary: Sumitomo Mitsui Banking Corporation

Intermediary SWIFT (BIC) code: SMBCJPJT

**Please do not use**

**THE TOCHIGI BANK LTD. MATSUBUSHI BRANCH**

## **7. Teaching**

Teaching of GWNBF / KJJR / JKWF systems may only be performed by GWNBF / KJJR / JKWF instructors, who have been given explicit permission from the GWNBF / KJJR / JKWF President/Grandmaster and who have signed the Dojo Contract.

To teach any of the GWNBF / KJJR / JKWF systems, you are usually required to have at least obtained Shodan (or equivalent rank) in that system. If you wish to teach from any of the systems before you have reached Shodan in that system, please consult with your teacher.

The Amatsu Tatara system is usually only taught by the Grandmaster / President of GWNBF / KJJR / JKWF / ATWF, but some instructors may also be given permission and certification to teach. Specific instructor courses will also give instruction and licensing for instructors to teach the Amatsu Tatara system.

Instructors of GWNBF / KJJR / JKWF / ATWF systems are required follow the specific syllabus as defined by Honbu. The exception to this rule is for Goshinjutsu. In this case, instructors may define their own syllabus, but the GWNBF / KJJR / JKWF / ATWF President/Grandmaster must approve it. In addition to this, when students check test, the GWNBF / KJJR / JKWF / ATWF President/Grandmaster must be informed so that the appropriate certificate can be issued.

Instructors can only teach techniques from GWNBF / KJJR / JKWF / ATWF systems, to members of that specific organization, for example an instructor qualified to teach in both GWNBF and

KJJR can only teach GWNBF system techniques to GWNBF members and KJJR system techniques to KJJR members.

Instructors teaching GWNBF can not teach systems which are not in GWNBF / KJJR / JKWF / ATWF, unless agreed in writing by the Grandmaster / President of GWNBF / KJJR / JKWF / ATWF.

Instructors must have written permission from the Grandmaster / President of GWNBF / KJJR / JKWF / ATWF, before allowing another Instructor or senior Instructor to teach their students.

Instructors must have written permission from the Grandmaster / President of GWNBF / KJJR / JKWF / ATWF before they can in any way train with or teach anybody that is not their direct student. When asking for this permission, they must specify exactly who will be involved and what topics will be covered.

If an Instructor's student asks them to train or learn from a different person, they must first ask the Grandmaster / President of GWNBF / KJJR / JKWF / ATWF for written approval, before they contact the other Instructor to arrange it.

Written permission is not required if this training is in front of the Grandmaster / President of GWNBF / KJJR / JKWF / ATWF, such as at a Taikai or training at Honbu.

Before each class, Instructors should check whether any of their student has any injury or illness. At the end of each class, Instructors should check whether any student has had an injury, this must be recorded (Date, time, who, what happened, what injury and if any treatment was given), this record must be sent to Honbu.

If any injury is sustained during a class, the Instructor must ensure the injured person receives appropriate first aid or is seen by a health care professional.

### **KJJR Fellowship System**

There are two ways to teach the KJJR system. The first is as a pure KJJR system dojo / group, where the Dojo-Cho / instructor only teaches the KJJR system patterns. The second is as a Fellowship dojo / group, where other systems (i.e. non-GWNBF / KJJR / JKWF / ATWF systems) are also taught. This way of teaching started in 1997.

GWNBF can only be taught as a pure system.

Fellowship Dojo-Cho / instructors can grade up to Shodan level, by the GWNBF / KJJR / JKWF / ATWF President/Grandmaster's direct judgment, but they cannot learn or train anything above Shodan patterns.

Fellowship Dojo-Cho / instructors cannot teach KJJR system patterns (from 7th Kyu techniques and above) to non-KJJR members. Patterns from 7th Kyu and above may not be taught to members until they have graded to that level.

After 2 years, if a Fellowship Dojo-Cho / instructor has not changed to a pure KJJR system, then they will not be allowed to change in the future and they will not become a personal student of the GWNBF / KJJR / JKWF / ATWF President/Grandmaster. A Fellowship Dojo-Cho / instructor is not a personal student of Grandmaster Shoto Tanemura; they are an instructor or guest member of KJJR.

KJJR Fellowship members will at no time receive the opportunity to learn Ryuha systems (scrolls, secret books etc.).

### **Teaching Children**

Instructors may choose to use the child syllabus when teaching youths under 16 years old, or they may insist on the adult syllabus for everybody.

The child syllabus contains the same patterns as those for adults, but the number of techniques in each grade is reduced. This is achieved by splitting each of 9th, 8th, 7th, 6th and 5th Kyu from the adult system into two grades in the child system, as shown.

So a child member may wear a black belt after passing the equivalent of the adult 5th Kyu. After this they will learn each Kyu Waza as a full adult Kyu, and grade in the adult system.

If a child member becomes an adult, they will cross over to the equivalent adult Kyu. For example if the child has passed their 4th Kyu in the child syllabus, they will become a 7th Kyu adult member.

A child member, who has studied the adult syllabus, may not take their Shodan test until they become 16 years old. If they reach this level, then they should focus on other systems such as Bikenjutsu and Bojutsu.

Adult Kyu	Child Kyu
9th	9th
	8th
8th	7th
	6th
7th	5th
	4th
6th	3rd
	2nd
5th	1st
	1st Dan
4th	Change to adult syllabus

It is acceptable to allow child members to wear different color belts, to reflect their grade as defined in the dojo attire section, or they can follow the same system as the adults. This is up to the instructors' discretion.

## Taikai & Seminars

A **Taikai** is considered an event which may be international in scope and the GWNBF / KJJR / JKWF / ATWF President/Grandmaster has been invited to teach.

Instructors, who wish to organize a Taikai, must contact the GWNBF / KJJR / JKWF / ATWF President/Grandmaster at least 1 year in advance and ask for permission. If granted permission, the GWNBF / KJJR / JKWF / ATWF President/Grandmaster will give you further instructions about the specifics of holding a Taikai at that time.

The Taikai organizer may not offer free invites to specific individuals or groups, for example above Renshi or above Kyoshi without first obtaining the agreement of GWNBF / KJJR / JKWF / ATWF President/Grandmaster. If the organizer wishes to invite an individual to the Taikai for free or pay transportation costs for personal reasons, such as friendship, this must not be financed from Taikai money. In other words the organizer is expected to pay from their personal finances, if they invite friends to attend for free.

A **seminar** is an event held by any instructor, which is longer in duration than a normal class and may cover specialized training which is not normally taught. A seminar may be open only to students of the instructor, or if agreed by the Shibu-Cho and the GWNBF / KJJR / JKWF / ATWF President/Grandmaster, may be open to other members or the public.

All seminars and any class not taught by the normal Instructor (for example if a senior instructor is invited attend), must first be approved by the Shibu-Cho of that area and the GWNBF/KJJR/JKWF/ATWF President /Grandmaster. 20% of the profits should be sent to Honbu.

## Ryuha (Traditional School)

In July 2008, traditional Ryuha Taikai were introduced. This allows members of GWNBF and KJJR to have a chance to learn the original Ryuha of the Genbukan Ninpo system, KJJR Jujutsu system, Koryu Karate system, Goshinjutsu system, etc. under Genbukan Honbu.

These Ryuha will only be taught to our members, and only our members can get ranks and certification.

Before studying these Ryuha, members must first buy the relevant Densho, from the Shoden / Chuden / Okuden series of that particular Ryuha.

Honbu must be informed, via Dojo-Cho, of each member's name, membership number and Densho book number. **Only members who have the correct Densho and have informed Honbu of their Densho number before the Taikai will be allowed to test.**

To inform Honbu of members with Densho, please send an Excel spreadsheet with the following columns:

Country:		Dojo Name:			Dojo-Cho Name:	
Name	GWNBF No.	KJJR No.	Gyokko Ryu No.	S. Fudo Ryu Daken No.	Koto Ryu No.	Kukishin Ryu Jujutsu No.

The levels within a Ryuha are defined as follows:

**Kirigami system:** Kirigami is equivalent to pre-black belt, as a traditional system. Members who are above 9th Kyu may learn this system, it is recommended that members attain at least 7th Kyu before attempting to check test at this level, but it is permitted for anyone above 9th Kyu to test, provided that their Dojo-Cho recommends them and they have a copy of the Shoden Densho, Members who pass the test can be issued the Ryuha Kirigami certificate from the Grandmaster. Kirigami certification fee is ¥10,000. Members, who attended a Taikai and obtained their Kirigami Certificate, may take the Shoden level check test at another Taikai or at Honbu once they reach the appropriate level, they must have their Dojo-Cho's permission to do this.

**Shoden system:** Shoden means first level instructor, it is equivalent to Shodan or Nidan level. Members, who are at least Shodan level in GWNBF or KJJR systems and have a copy of the Shoden Densho, can learn and check test at this level. After passing the test, members can receive the Ryuha Shoden diploma from the Grandmaster. The fee is ¥20,000.

After receiving Shoden certification, Dojo-Cho and Instructors may teach these techniques to their students and can check test their students for Kirigami. Dojo-Cho may also use **some** of these techniques as part of an Enbu (public demonstration), but they must first consult and obtain permission from Honbu and the GWNBF / KJJR / JKWF / ATWF President/Grandmaster. These techniques may not be taught to the public.

All tests of Shoden level and above must be taken in front of the GWNBF / KJJR / JKWF / ATWF President/Grandmaster.

**Chuden or Chugokui system:** Chuden means middle class instructor of the Ryuha, it is equivalent to Sandan / Yondan level. Members, who are at least San Dan level in GWNBF or KJJR systems and have the Chuden Densho, can learn and check test at this level.

**Okuden system:** Okuden means upper class instructor of the Ryuha, equivalent to Godan level. Members, who are at least Godan level in GWNBF or KJJR systems and have the Okuden Densho, can learn and check test at this level.

**Menkyo / Kaiden system:** Members, who are at least Nana Dan level in GWNBF or KJJR systems can learn and check test at this level.

### **Makimono / Scroll**

A person, who has passed Shoden level or above, and wishes to receive that Ryuha's scroll, have a chance, depending on the Grandmaster judgment. These scrolls include special Kudens. Please check the Ryuha Test Fee section for details.

## Special Dojo-Cho / Instructors Course

A special Dojo-Cho / Instructor course was introduced in 2005. The aim of this course is to make complete Ninpo Technical martial artists. For this purpose the Grandmaster has selected techniques from a range of 36 areas of study, however completion of this course does not give a person any rank in any of these areas of study. It does make broad-minded individuals, who have a wide understanding and can do basic techniques in many special areas. These areas of study are seldom taught outside of Honbu Dojo, so it is a very unique chance to learn and be tested.

There are 7 levels of Special Dojo-Cho / Instructor course and participation is dependent on rank and the Grandmasters' permission, as detailed below:

**Level 1:** To be considered for admittance to the Level 1 seminar you must be a Dojo-Cho/Instructor above Sho Dan (1st Dan).

**Level 2:** To be considered for admittance to the Level 2 seminar you must be a Dojo-Cho/Instructor above Ni Dan (2nd Dan) who has passed the Level 1 course.

**Level 3:** To be considered for admittance to the Level 3 seminar you must be a Dojo-Cho/Instructor above San Dan (3rd Dan) who has passed the Level 2 course.

**Level 4:** To be considered for admittance to the Level 4 seminar you must be a Dojo-Cho/Instructor above Yon Dan (4th Dan) who has passed the Level 3 course.

**Level 5:** To be considered for admittance to the Level 5 seminar you must be a Dojo-Cho/Instructor above Go Dan (5th Dan) who has passed the Level 4 course.

**Level 6:** To be considered for admittance to the Level 6 seminar you must be a Dojo-Cho/Instructor above Roku Dan (6th Dan) who has passed the Level 5 course.

**Level 7:** To be considered for admittance to the Level 7 seminar you must be a Dojo-Cho/Instructor above Nana Dan (7th Dan) who has passed the Level 6 course.

### Teaching Curriculum:

Ninpo Taijutsu Kuden, Jujutsu Kuden, Koryu Karate, Goshinjutsu, Yari / Sojutsu, Bikenjutsu, Bojutsu, Naginata-Jutsu, Jutte-Jutsu, Martial art history, instructor teaching methods, main Ryu-ha patterns (Asayama Ichiden Ryu, Shinden Tatara Ryu, Takagi Yoshin Ryu, Kukishin Ryu, Gyokko Ryu, Koto Ryu, Hakkesho, etc.), Hichibuku Goshin-Jutsu (martial art healing), Kappo (healing for a knocked down person), Kyusho Kuden (pressure points), Kuji Kiri, Seishinteki Kyoyo (marital artist spiritual intelligence), Amatsu Tatara (spiritual system and Kuden), etc. about 36 systems.

As a basic rule, the direct teacher must check test each level before their student. But exceptions can be made with both the permission of the direct teacher and the Grandmaster.

Once a level has been passed, that person can teach the learned material to their students, give public demonstrations or hold seminars for their students. But Honbu must give permission before a seminar or demonstration can be held.

To pass any level in this system requires attendance and training at a seminar in Japan, followed by a test. For example the examination for Level 1 will include a written test of 100 questions and a physical test of 100 techniques. To pass the test, members must get at least 80% in both sections.

### Training

Once a student is accepted by a teacher, then all martial art training must be approved by or given by that teacher. If the student wishes to train or learn from anyone who is not their direct teacher, they must first get written permission from their teacher. Training with different people is permitted at Seminar's or Taikai's provided the student has permission to attend the event or if done in front of their direct teacher.

### Training at Honbu Dojo

Honbu Dojo and the Grandmaster welcome our members to come to Honbu Dojo for training, and the Grandmaster has prepared apartments just for this purpose. If a member wants to come to Honbu Dojo to train, the best way is to come with their direct teacher. If a student wishes to come to Honbu Dojo, but their instructor can not accompany them, they still must receive permission from their direct teacher. The direct teacher must then contact the Grandmaster for permission.

People who come to train at Honbu must check their intended flight schedule with the Grandmaster before booking, once the booking has been made, they may not change these dates without

permission from the Grandmaster. When members come to Japan with a leader, the leader has responsibility for their students and they must go back together.

It is the responsibility of the group leader to travel to Honbu. A suggested method of transportation from Narita or Haneda airport is to take the Tobu-bus to Shin-Koshigaya Station, times and fares for this can be found at the following URLs:

Narita – Shin-Koshigaya line [http://www.tobu-bus.com/en/narita/narita\\_shinkoshi.html](http://www.tobu-bus.com/en/narita/narita_shinkoshi.html)

Haneda – Shin-Koshigaya line: [http://www.tobu-bus.com/en/haneda/haneda\\_shinkoshi.html](http://www.tobu-bus.com/en/haneda/haneda_shinkoshi.html)

The group leader / Dojo Cho should contact Honbu directly to confirm the schedule, at which point Honbu will provide further instructions on getting from Shin-Koshigaya station to the apartments and Honbu Dojo.

## 8. Grading

### Grading Rules

All the diplomas for Kyu, Dan or any other titles will be issued by the GWNBF/KJJR/JKWF/ATWF President/Grandmaster. All certificates will have the President/Grandmaster's signature and stamp, an issue date and issue number on it. No certificate may be issued otherwise.

### Ninpo Taijutsu / Jujutsu / Koryu Karate Tests

Instructors can only grade students at the Kyu level, up to one grade below their own rank, without sending a video / CD of the grading to Honbu.

Shodan Onwards:

Instructors from Nidan until Yondan can grade students up to two ranks below their present level without sending a video of the test to Honbu. They can also grade the rank below their present level, but the test must be videoed and a copy of this video (either on tape or as a DVD / CD) must be sent to Honbu, along with the percentage grade given.

Tests from Yondan onwards must be checked directly by the Grandmaster / President of GWNBF / KJJR / JKWF / ATWF.

After passing Shodan, a person is a black-belt member and will have to pay renewal fees as a black-belt member from then on.

Black belt members have to sign a contract, the "Yudansha agreement", in accordance with traditional martial arts practices and ceremony and as a true student instructor of the President/Grandmaster of GWNBF/KJJR/JKWF/ATWF. It is the responsibility of the Dojo-Cho / instructor to make sure that all of their black belt members have signed this contract, and send it to Honbu. Instructors may sign their name on the bottom left-hand corner of the certificate with Group Leaders name in the top half of this space, and affiliated leader names under this. This agreement is included in the Appendices of this document as "Dojo-cho / Group Leader / Instructor / Black belt Contract"

### Weapons / Ryuha Tests

To test in any of the individual Ryuha, members must first have obtained at least Shodan in either GWNBF Taijutsu or KJJR Jujutsu, with the exception of special permissions at Ryuha Taikai.

Usually all Ryuha and weapons (Bikenjutsu, Iai, Jutte, Bojutsu, etc.) tests will be directly checked by the Grandmaster / President of GWNBF/KJJR/JKWF/ATWF.

Only instructors who have passed Okuden level in that Ryuha or weapon system can grade students. In this case, they can test up to Shodan/Shoden level without sending a video of the grading to Honbu. They can also test students at Chuden level, but a video of the test must be made and sent to Honbu, along with the percentage grade given.

### Chugoku Kenpo (Hakkesho)

Usually all Chugoku Kenpo tests will be directly checked by the Grandmaster / President of GWNBF/KJJR/JKWF.

Only instructors who have passed 1st Kyu in Chugoku Kenpo can grade students. In this case, they can test up to 2nd Kyu without sending a video of the grading to Honbu. From 1st Kyu onwards, all tests must be directly checked by the Grandmaster / President of GWNBF/KJJR/JKWF/ATWF.

### Adult Grading Requirements

For members to be promoted, the following requirements are to be observed;

For GWNBF Taijutsu and KJJR Jujutsu

Level / Title	Requirements
10th (Ju) Kyu:	This is the entrance level grade, which is checked by the instructor without the need for a formal test or certificate.
9th (Kyu) Kyu:	Attendance of over 30 times after entry to the Genbukan. Attainment of 9th Kyu techniques. It is of no importance if the individual is unable to do a Zenpo Kuten or a Koho Kuten.
8th (Hachi) Kyu	Attainment of 8th Kyu techniques. Attendance of over 30 classes since being awarded 9th Kyu.
7th (Nana) Kyu	Attainment of 7th Kyu techniques. Attendance of over 30 classes since being awarded 8th Kyu.
6th (Roku) Kyu	Attainment of 6th Kyu techniques. Attendance of over 30 classes since being awarded 7th Kyu.
5th (Go) Kyu	Attainment of 5th Kyu techniques. Attendance of over 30 classes since being awarded 6th Kyu.
4th (Yon) Kyu	Attainment of 4th Kyu techniques. Attendance of over 30 classes since being awarded 5th Kyu.
3rd (San) Kyu	Attainment of 3rd Kyu techniques. Attendance of over 45 classes since being awarded 4th Kyu.
2nd (Ni) Kyu	Attainment of 2 <sup>nd</sup> Kyu techniques. Attendance of over 45 classes since being awarded 3rd Kyu.
1st (Ichi) Kyu (Ikkyu)	Attainment of 1st Kyu techniques. Attendance of over 45 classes since being awarded 2nd Kyu.
1st (Sho) Dan.	Attainment of Shodan techniques. Attendance of over 90 classes since being awarded 1st Kyu. After Shodan, you may start learning an individual Ryuha such as Asayama Ichiden, Takagi Ryu etc. and test from Shoden onwards in the weapons systems.
2nd (Ni) Dan	Attainment of Nidan techniques. Attendance of over 150 classes during a minimum of one year since being awarded Shodan.
3rd (San) Dan	Attainment of Sandan techniques. Attendance of over 150 classes during a minimum of one year since being awarded Nidan.
4th (Yon) Dan	Attainment of Yondan techniques. Attendance of over 200 classes during a minimum of one year since being awarded Sandan. Only members older than 20 may check test for Yondan.
<b>Renshi</b>	Yondan in Ninpo Taijutsu / KJJR. Shoden <b>Menkyo</b> in a Ryuha. The Renshi title is awarded after successful completion of the appropriate test of being cut from the front by a bamboo or wooden sword.
5th (Go) Dan	Attainment of Godan techniques. Shoden <b>Menkyo</b> in both Bojutsu and Bikenjutsu. Attendance of over 300 classes during a minimum of two years since being awarded Yondan.

<b>Kyoshi</b>	Godan in Ninpo Taijutsu / KJJR. Chuden <b>Menkyo</b> in a Ryuha. The Kyoshi title is awarded after successful completion of the appropriate test of being cut from behind by a bamboo or wooden sword.
6th (Roku) Dan	Attainment of Rokudan techniques. Okuden <b>Menkyo</b> in a Ryuha. Attendance of over 300 classes during a minimum of two years since being awarded Godan.
7th (Nana) Dan	Attainment of Nanadan techniques. <b>Okuden Menkyo in a Ryuha.</b> Attendance of over 450 classes during a minimum of two years since being awarded Rokudan.
<b>Shihan</b>	<b>Nanadan or Hachidan in Ninpo Taijutsu / KJJR and Kyoshi title</b> The Shihan title is awarded after successful completion of the appropriate test of a vertical (two kinds of Daijodan Giri) cut from behind by a true sword. <b>From this class onwards, it is normal to be referred to as “Shihan” – master.</b>
8th (Hachi) Dan	Attainment of Hachidan techniques. Shinan Menkyo or Menkyo in a Ryuha. Attendance of over 500 classes during a minimum of three years since being awarded Nanadan.
9th (Ku) Dan	Attainment of Ninpo Taijutsu Kudan techniques. Completion of <b>GWNBF &amp; KJJR Hachidan, Menkyo Kaiden</b> in two Ryuha. Attendance of over 500 classes during a minimum of three years since being awarded Hachidan.
<b>Hanshi (9th Dan, 10th Dan)</b>	<b>Attainment of Hachidan or Kudan in Ninpo Taijutsu / KJJR and Shihan title</b> The Hanshi title is awarded after successful completion of the appropriate test of Juji-Giri cut from behind by a true sword.
10th (Ju) Dan	Attainment of Ninpo Taijutsu Judan techniques. Completion of <b>GWNBF &amp; KJJR Kudan, Menkyo Kaiden</b> in three Ryuha and Menkyo Kaiden in Kujikiri. Attendance of over 700 classes during a minimum of five years since being awarded Kudan.
<b>Shihan Cho</b>	<b>Attainment of Judan in Ninpo Taijutsu / KJJR</b> The Shihan Cho title is awarded after successful completion of the appropriate test of a thrust from front and behind by a true sword ( <b>Shinken Shirahadori</b> ).
<b>Soshi, Kancho, Soke</b> Grandmaster.	The Soshi title is given to a person chosen by the first generation Soshi, <b>Kancho</b> Shoto Tanemura. This person will be awarded <b>all Ryuha Menko Kaiden</b> .

The rank's names for Ryuha and the weapons systems are different to those obtained in GWNBF Taijutsu and KJJR Jujutsu. Their equivalency is shown below:

GWNBF Taijutsu / KJJR	Ryuha	Bikenjutsu	Bojutsu / weapons	Chugoku Kenpo (Hakkesho)	Amatsu Tatara
9th Kyu	9th Kyu	9th Kyu	-	-	-
8th Kyu	8th Kyu	8th Kyu	-	-	-
7th Kyu	7th Kyu	7th Kyu	-	-	-
6th Kyu	6th Kyu	6th Kyu	-	-	-
5th Kyu	5th Kyu	5th Kyu	-	-	-
4th Kyu	4th Kyu	4th Kyu	-	-	-
3rd Kyu	3rd Kyu	3rd Kyu	Shokyu	3rd Kyu	-
2nd Kyu	2nd Kyu	2nd Kyu	Chukyu	2nd Kyu	-
1st Kyu	1st Kyu	1st Kyu	Jokyu	1st Kyu	-



1st Dan	*Shoden/	Shoden	Shoden	Sho-Kei	Shokyu Doshi
2nd Dan	Mokuroku				Chukyu Doshi
3rd Dan	Chuden/	Chuden	Chuden	Chu-Kei	Jokyu Doshi
4th Dan	Chu-Gokui				Shoden Kyoshi
5th Dan	Okuden/	Okuden	Okuden	Dai-Kei	Chuden Kyoshi
6th Dan	Gokui				Okuden Kyoshi
7th Dan	Menkyo/	Menkyo	Menkyo	Kyoren	Jo-Kyoju
8th Dan	Shinan Menkyo				Kyoju Dairi
9th Dan	Kaiden/	Kaiden	Kaiden	Denjin	Kyoju
10thdan	Souden				Soke/So-Tsukasa

\* Kirigami is a level which may be taken before Shoden. It is equivalent to pre-black belt

A certified instructor will check whether a student has attained the techniques of their level in a formal "Check Test". The instructor will issue a percentage based on the physical attainment of the techniques, the level at which the student is grading, the student's manners and general bearing/posture, the student's Kiai, etc.

80% plus is required to pass a grade.

### **Amatsu Tatara**

Amatsu Tatara Spiritual Taikai will start from August 2009.

These Taikais are not open to the public; only the following people may attend, after they have been given permission by the President/Grandmaster of GWNBF / KJJR / JKWF/ ATWF:

- Members of ATWF / GWNBF / KJJR / JKWF
- Family of ATWF / GWNBF / KJJR / JKWF members
- People who are recommended by ATWF / GWNBF / KJJR / JKWF members

Only members of ATWF, who wish to become leaders / teachers can grade in this system.

Members who pass with the President/Grandmaster of GWNBF / KJJR / JKWF/ ATWF's blessing will be given a certificate with a special ceremony.

## 9. Dojo rules and etiquette

### **Disagreement / breaking GWNBF/KJJR/ATWF/JKWF rules**

In the case of a dispute, which cannot be settled through normal means, or if a member breaks the GWNBF/KJJR/ATWF/JKWF rules, then a Japanese Court selected by the President / Grandmaster will be used for any further legal action.

### **Dojo-Cho title / Dojo Names**

After attaining the rank of Shodan, an instructor may ask permission from Honbu to use the title Dojo-Cho.

The title of Dojo-Cho may not be used by anybody with an honoree Shodan, nor can they use the name Genbukan dojo.

### **Allowing visitors to the Dojo**

If a Dojo-Cho / Instructor wants to allow a visitor to watch a class, or participate in a trial lesson, Genbukan Honbu recommends that the visitor should sign an agreement. This agreement should state that the visitor will follow instructions by the teacher, will not steal any techniques and will not sue or make any claim against that Dojo, or any member of Genbukan. A sample of such a form is included in the Appendix of this document.

### **Using GWNBF/KJJR/JKWF or ATWF Techniques**

GWNBF / KJJR / JKWF or ATWF system techniques are taught for self-protection of the mind, body and soul. They are not to be used lightly, nor are members allowed to teach techniques they have learnt to non-members. If you wish to show a technique to a non-member, such as your family, please consult with your teacher.

### **Training at another Dojo or with another Instructor**

Students who wish to train at different dojo or with a different Instructor / Dojo-Cho, because they are travelling or relocating, must first contact their original Dojo-Cho / Instructor to ask for permission. The Dojo-Cho / Instructor of that student should then contact Honbu and the new Dojo-Cho / Instructor about a referral for that student.

### **Contacting Honbu**

Usually only Dojo-Cho / Instructors should contact the GWNBF/KJJR/JKWF/ATWF Grandmaster / president directly, but students may make contact, if there is no other route available to them, or if it has been agreed. It is best to put your request in writing, for example by fax / air mail or email, but in an emergency it is also acceptable to phone Honbu office.

When writing to the GWNBF/KJJR/JKWF/ATWF President / Grandmaster please use either:

Dear Tanemura Sensei,

Or

Dear Soke / Grandmaster,

Always finish your letter with:

Yours sincerely,

<Insert name>

Never start the letter with “Hi...”

Please use plain English, stating clearly what the issue is and always be polite.

Any mail sent to Honbu or the President / Grandmaster should be sent in a white envelope, and have the sender's address on the back

If you have cause to phone Honbu, it is best to write first and ask permission to phone the office; agreeing a time and date. When you phone Honbu, you should first clearly state your name and where you are from.

When speaking to the Grandmaster, please say “Soke” or if you are a direct student, use “Sensei”.

### **Absent Members**

Members who are absent from practice and / or who have not paid their fees for three months, without prior notification or discussion may be stricken from the dojo roster.

If you plan to be absent from the dojo for a period of time, for example whilst attending University, then you must inform your teacher of your intentions. You will still be expected to pay the annual membership fee.

### **Absent Teacher**

If a teacher leaves GWNBF / KJJR / JKWF/ ATWF, that does not mean that all of his / her students must leave GWNBF / KJJR / JKWF/ ATWF. But that teacher may not continue to teach any of the GWNBF / KJJR / JKWF/ ATWF system techniques or grade in those systems. Students who wish to continue learning and grading in GWNBF / KJJR / JKWF/ ATWF should write to their teacher (by email/ fax/letter), informing them that they wish to continue with GWNBF / KJJR / JKWF/ ATWF so they must resign as their student. This letter should be copied and sent to Honbu. The student should then join another GWNBF / KJJR / JKWF/ ATWF dojo or ask to become a direct student of the GWNBF / KJJR / JKWF/ ATWF Grandmaster / President.

### **Leaving GWNBF / KJJR / JKWF / ATWF**

There are three ways that a student can leave GWNBF / KJJR / JKWF/ ATWF; Dakkai, Tsukoku, Jomei and Hamon. Dakkai is not so serious and causes no problems between GWNBF / KJJR / JKWF / ATWF and the student. However, Tsukoku, Jomei and Hamon increase in severity, as reflected by the actions of the student leading up to leaving GWNBF / KJJR / JKWF/ ATWF. These four cases are described below.

1. **Dakkai** (Drop out). This is where, with some correct reason for example an injury or because of work, study, money etc. a student can ask to leave GWNBF / KJJR / JKWF/ ATWF. In this case the student should inform their teacher. Students who don't pay their annual membership fee, or are absent from practice and / or who have not paid their dojo / group fees for three months without telling their teacher will also be counted as Dakkai. It is not normally a problem for a student to rejoin at a later date, but they will have lost their title / rank, please see the returning GWNBF / KJJR / JKWF/ ATWF members section of this document.
2. **Tsukoku** (asked or resign). This is where an order is issued from Honbu or an authorized instructor to leave or resign from GWNBF / KJJR / JKWF/ ATWF. This order will be issued when a member displays bad manners, breaks the rules, does not follow GWNBF / KJJR / JKWF/ ATWF orders, does business behind Genbukan Honbu, etc., but does not do very seriously bad things for GWNBF / KJJR / JKWF/ ATWF. People who are told to leave may be given the opportunity to return to GWNBF / KJJR / JKWF/ ATWF if they make amends for any trouble caused, change their ways and sincerely apologize.
3. **Jomei** (expel). This is where an order is issued from Honbu or an authorized instructor to the student, expelling them from the organization. The student's records will be wiped from the organization, so that any good they have previously done or anything obtained through GWNBF / KJJR / JKWF/ ATWF is completely null and void. This order is issued when the student is shown to be a very bad person through their actions, the actions are the same as for Tsukoku, but being much worse in severity and consequences for GWNBF / KJJR / JKWF/ ATWF. There is rarely a chance to return to the organization, unless the student can prove that they have completely cleaned up their past discretion.
4. **Hamon** (expulsion / excommunication). This is expulsion with no expectation to ever be allowed to return to GWNBF / KJJR / JKWF/ ATWF. This is applied to cases where the student has seriously damaged GWNBF / KJJR / JKWF/ ATWF's reputation, or shown severe disrespect for

their teacher and/ or GWNBF / KJJR / JKWF/ ATWF's president, or by not following orders from the President / Grandmaster of GWNBF / KJJR / JKBF/ ATWF. As a traditional martial art rule, this would mean the person would not be allowed to study any martial art under any teacher. So that GWNBF / KJJR / JKWF/ ATWF has a responsibility to inform the world's martial artists that that person has been expelled. GWNBF / KJJR / JKWF/ ATWF and its instructors will not teach students from other organizations who have been Hamon.

Under any circumstances of leaving or being expelled from GWNBF / KJJR / JKWF/ ATWF, you have to return all Certificates / Denshos / scrolls to Honbu, via your teacher, at your expense, without expectation of remuneration. You may ask permission to keep your Certificates as a memorial from your teacher

If a student of yours wishes to resign from GWNBF / KJJR / JKWF/ ATWF, please report this to Honbu as soon as possible, as well as posting back their Certificates / Densho / scrolls at their expense. If a student asks to keep their Certificates as a memorial, please consult with the GWNBF / KJJR / JKWF/ ATWF President/Grandmaster.

If a student of yours behaves in such a manner that you feel they should not belong in GWNBF / KJJR / JKWF / ATWF, you must first consult with the President/Grandmaster before taking any action.

In the case that a Dojo-Cho or instructor leaves or is expelled from GWNBF / KJJR / JKWF/ ATWF: They must stop teaching from the GWNBF / KJJR / JKBF / ATWF systems immediately.

Instructors must tell their students that they are no longer a member of GWNBF / KJJR / JKWF/ ATWF, and must inform their students that they can choose to remain a GWNBF / KJJR / JKWF/ ATWF member.

That instructor / Dojo-Cho must stop using the Grandmaster's name, any titles given, any GWNBF / KJJR / JKWF/ ATWF names, logo's, patches, images, slogans, etc. immediately.

That instructor / Dojo-Cho must remove any mention of the Grandmaster of GWNBF/KJJR/JKBF/ATWF, GWNBF/KJJR/JKBF/ATWF names, titles, logo's, patches, images, slogans, etc from any publicly accessible site such as Internet sites or leaflets immediately.

### **Ex- GWNBF/KJJR/JKBF/ATWF Members**

After leaving GWNBF / KJJR / JKWF / ATWF you may not teach any technique from the GWNBF / KJJR / JKBF / ATWF systems, use any title or grade obtained from GWNBF / KJJR / JKWF / ATWF and you may not use the GWNBF / KJJR / JKWF / ATWF President/Grandmaster's name or any of GWNBF / KJJR / JKWF / ATWF's logos, patches, images, slogans, etc.

People who are expelled from GWNBF / KJJR / JKWF / ATWF are rarely given permission to rejoin; perhaps only 1% of expelled people are given a chance to rejoin. In Japan expulsion from a system is a very serious matter, and would normally mean that that person is cut from that system forever as well as all other martial art teachers warned not to touch that person.

### **Anti-social Groups**

Members of GWNBF / KJJR / JKWF / ATWF may not join organizations which are deemed to be anti-social. By anti-social it is meant any group or organization which is seen to harm society or go against society's laws, for example terrorist or mafia groups. If it any member is found to belong to such a group they will be automatically given Hamon, without warning. That Hamon shall be effectively back-dated to the day they joined our organization, or the day they join the Anti-social Group, whichever is the later.

### **Medical issues**

Before joining any class, it is the student's responsibility to inform the teacher of any medical issues which may affect their training, their health or the health and safety of those around them. For example any injuries, mental illness, infectious diseases including but not limited to HIV, syphilis, type C hepatitis, cholera, etc. Teachers must accept this information in the strictest of

confidence and act for the good of all concerned, in order to protect the health and safety of all Dojo members, including themselves. Teachers are also required to inform their students of any injuries, mental illness or infectious diseases (as described above) that they have.

Dojo-Cho / Instructors/ group leaders must make decisions about such cases themselves and are deemed to be responsible for their actions. Although Genbukan is not responsible for such decisions or their consequences, advice can be asked for.

## 10. Dojo Attire

As with most martial arts, it is usual to wear a Gi whilst training. This should be black, with a t-shirt underneath. In addition Tabi and a belt should be worn. In some cases Hakama and Hachimaki are also advisable.

### Belts

Belts should be worn to reflect your current grade. If you are a member of GWNBF and KJJF then your grade in GWNBF Taijutsu takes priority.

Instructors may also choose to follow the adult color belt system for their child students. Regardless of which color belt system is used for the child grades, they are still required to pay the certificate fee for rank promotions as described in the Fees section of this document.

Grade	GWNBF			KJJR (Adults)			KJJR (Children)
	Color belt	Stripes on right side.	Stripes on left side.	Color belt	Stripes on right side	Stripes on left side.	
Beginner	White	-	-	White	-	-	White
9th Kyu	Green	1	-	Green	1	-	Yellow
8th Kyu	Green	2	-	Green	2	-	Green
7th Kyu	Green	3	-	Green	3	-	Blue
6th Kyu	Green	4	-	Green	4	-	Orange
5th Kyu	Green	5	-	Green	5	-	Red
4th Kyu	Green	5	1	Green	5	1	Purple
3rd Kyu	Green	5	2	Brown	1	-	<i>As adult system</i>
2nd Kyu	Green	5	3	Brown	2	-	
1st Kyu	Green	5	4	Brown	3	-	
1st Dan	Black	1	-	Black	1	-	
2nd Dan	Black	2		Black	2		
3rd Dan	Black	3		Black	3		
4th Dan	Black	4		Black	4		
5th Dan	Black	5		Black	5		
6th Dan	Black	5	1	Black	5	1	
7th Dan	Black	5	2	Black	5	2	
8th Dan	Black	5	3	Black	5	3	
9th Dan	Black	5	4	Black	5	4	

KJJR and JKWF members may choose to follow the GWNBF belt system.

### Patches

There are three separate patches for GWNBF, KJJR and JKWF.

If you are a member of only one organization, then that patch should be worn on the left side of your Gi above your heart.

If you are a member of two organizations, then one patch should be worn over your heart, and the second patch should be worn on your left sleeve at heart level.

If you are a member of all three organizations, then one patch should be worn over your heart, the other two should be worn on your left and right sleeve at heart level.

If you are a member of GWNBF, then this patch must always be worn over your heart, regardless of the other organizations you belong to.

The Koryu Karate patch may be worn by anyone who is training or teaching the Koryu Karate system. There are two designs for this patch, the older version is rectangular in shape and

should be worn on the bottom right corner on the front, left side of the Gi top. The newer design is a round patch and should be worn on the sleeve or over your heart as described above. Dojo-Cho / instructors may also wear the Amatsu Tatara patch on the back of the Gi, between the shoulder blades, it has the following design:



### **Pins**

There are currently four pins available to the public; the designs are for Genbukan, KJJR, Koryu Karate and Amatsu Tatara. These can be worn by any person who is a member of the respective organization, on any item of clothing outside the dojo.

From March 2009, Genbukan Honbu made a special gold pin available via the Genbukan website. This pin may only be worn by black belt members. Please wear it with pride on any item of clothing outside of the dojo.



**Gold pin for Black belt members**

## 11. Website Rules and Products

The image presented to the public of GWNBF / KJJR / JKWF / ATWF must be uniform, to avoid confusion. Therefore there are several rules applied to advertisement, such as on web pages and products, such as T-shirts and videos, which involve GWNBF / KJJR / JKWF / ATWF, or any logo, image, material, dojo, etc. belonging to GWNBF / KJJR / JKWF / ATWF.

### Creating a new Website

Before creating a new website for a GWNBF / KJJR / JKWF / ATWF branch dojo or member, please ask for the GWNBF / KJJR / JKWF / ATWF President/Grandmaster's permission. He will also need to pre-check your website before it is available to the public. **The dojo name** must follow the format Genbukan <Dojo name> Dojo <Country>, for example: Genbukan Kijin Dojo UK or GWNBF/KJJR Kijin Dojo UK.

An example of how this might look in a website is shown below:



### Seminars

If a GWNBF / KJJR / JKWF / ATWF instructor intends to hold a seminar, and wishes to publicize the event on the Internet, they must ask the GWNBF / KJJR / JKWF / ATWF Grandmaster/ President for his permission first.

### Video tapes, Video Clips etc.

Before using the GWNBF / KJJR / JKWF / ATWF Grandmaster's figure, image, name, demonstration, interview etc. to make video tapes, video clips, DVDs, CD-ROMs, T-shirts, Hachimaki, photos, magazines, bulletins/newspapers etc., please contact the Grandmaster and ask for his permission and contract of agreement. Even if you intend to give merchandise away for free, you must seek permission, as these things are under copyright.

### Trademark / Logo

GWNBF, KJJR, JKWF and Amatsu Tataru name and logo etc. are all under President/ Grandmaster Shoto Tanemura's copyright and trademark. So that you must have an agreement / contract with Grandmaster Shoto Tanemura, before you can use them for any purpose.

### Translation of books

Before translating any of Grandmaster Shoto Tanemura's books (Fundamental Taijutsu, Ninpo Secrets, Hanbo-jutsu etc.), for publishing in another language, you must first ask for an agreement or contract with Grandmaster Shoto Tanemura.

### Genbukan products

Genbukan products can be purchased via the Genbukan website ([www.genbukan.org](http://www.genbukan.org)) or via Dojo-Cho. These products include, but are not limited to: Books, DVDs, Densho, Hachimaki, hand towels, etc.

### Densho

Traditionally, a Densho was a hand written book, given by the grandmaster of the system to his student. That Densho contained detailed information about the history, techniques and Kuden of the Ryuha, as a personal note from the teacher to the student.



Grandmaster Shoto Tanemura hopes to reach as many people as possible about the true nature of our Ryuha, so as a special service he has created Densho which may be bought by our members and by the public. These books contain jewels of information, but the Ryuha can only be learnt properly through authorized instructors.

### **Non-authorized business**

Business that is conducted within the context of a GWNBF / KJJR / JKWF / ATWF dojo, without the prior knowledge and permission of the GWNBF / KJJR / JKWF / ATWF President/Grandmaster is grounds for immediate dismissal from GWNBF / KJJR / JKWF, without the right to appeal. Business includes any contract or transaction (not only sales of martial arts goods), that takes place at the dojo, or by using personal information or contacts of GWNBF / KJJR / JKWF / ATWF members, for example contracts between Dojo-Cho or between a Dojo-Cho and his / her student are only allowed with the prior knowledge and consent of the GWNBF / KJJR / JKWF / ATWF President/Grandmaster.

## **12. Further Information**

### ***Bufu (newsletter)***

A Bufu will sometimes be issued over the Internet. Instructors should make available a copy of the Bufu to all of their students who are members of GWNBF, KJJR, JKWF or ATWF. Instructors may also add their own dojo /group news, which would be a nice personal touch, but they must show this additional information to the GWNBF / KJJR / JKWF / ATWF President / Grandmaster and wait for permission before issuing it.

### **Genbukan Honbu website**

The main Honbu website address is [www.genbukan.org](http://www.genbukan.org). This contains information about the different organizations, products, discussion forum, events, etc.

Information from the Genbukan Honbu President/Grandmaster will occasionally be posted in the Dojo-Cho only section of the website. All Dojo-Cho should regularly check this section for new information.

### **Questions**

If you have any questions that cannot be answered by this document, please ask your instructor. There are also several books / DVDs/ websites that provide further information, please check the Genbukan Home page ([www.genbukan.org](http://www.genbukan.org)) for more details.

## Appendix

Included after this page are the following application / agreement / contract documents:

- The application form for GWNBF, KJJR, JKWF and ATWF. Please make sure you are using the current version of this.
- The Agreement between Dojo Visitor and Dojo Cho is a sample to show the recommended format by Honbu.
- The Dojo-Cho / Group Leader / Instructor / Black belt Contract – To be filled in and sent to Honbu, as and when Students either start teaching as a group leader or achieve the rank of Shodan in any of the systems.



**玄武館本部世界忍法武芸連盟入門書**  
**ADULT APPLICATION FORM TO GENBUKAN HONBU**  
**(HONBU: HEADQUARTER OFFICE JAPAN)**

Passport size  
Photo(s) for  
Application

To the Grandmaster, I submit this application form along with my application fee, to be considered for admittance to the GWNBF / KJJR / ATWF / JKWF.

*Please tick all organisations being applied for:*

- GWNBF (Genbukan World Ninpo Bugei Federation)     KJJR (Kokusai Jujutsu Renmei Federation)  
 ATWF (Amatsu Tatara World Federation)     JKWF (Japan Kobudo World Federation)

**Please complete in BLOCK CAPITALS**

**\* is compulsory information**

Family Name\*

Forenames \*

Date of Birth (YYYY/MM/DD) \*







Gender (please tick) \*

Male       Female

Country & Dojo (eg UK KIJIN DOJO)

Email Address \*

Postal Address \*

Martial Arts Career:

Martial Arts Name	Grade	Dojo Name	Instructor

Emergency Contact Details:

Name	Relationship	Phone No.	Email

Purpose / Motive:

- I agree to fully comply with the rules and regulations of GWNBF, KJJR, JKWF and ATWF as set out in the "GWNBF/KJJR/JKWF & ATWF Rules & Systems", available from [www.genbukan.org](http://www.genbukan.org) or upon request.
- I acknowledge this application form is sent securely to Japan, where it is stored in accordance with Japanese data privacy protection. All information is kept confidential and not passed on to any third party unless there is a legal obligation to do so. The data privacy policy is available at: [www.genbukan.org](http://www.genbukan.org)
- I give permission for Genbukan Honbu/Headquarter Office Japan and Instructors to use the details above to contact me directly regarding GWNBF / KJJR / ATWF / JKWF membership, products and events.
- I agree never to use any GWNBF / KJJR / ATWF / JKWF techniques or skills that I am taught against any person, except for defence of myself, family or friends in the instance of extreme danger or unprovoked attack, or in the support of law and order.
- I agree never to teach any of the techniques or teachings of these organisations (GWNBF, KJJR, JKWF, ATWF) without written permission from the Grandmaster of Genbukan Honbu/Headquarter Office Japan.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



玄武館本部世界忍法武芸連盟入門書  
CHILD APPLICATION FORM TO GENBUKAN HONBU  
(HONBU: HEADQUARTER OFFICE JAPAN)

Passport size  
Photo(s) for  
Application

For Grandmaster Shoto Tanemura, I as the parent/legal guardian hereby submit this application form along with the application fee, for the named applicant to be considered for admittance to the GWNBF / KJJR / ATWF / JKWF.

Please tick all organisations being applied for:

- GWNBF (Genbukan World Ninpo Bugei Federation)     KJJR (Kokusai Jujutsu Renmei Federation)  
 ATWF (Amatsu Tatara World Federation)         JKWF (Japan Kobudo World Federation)

Please complete in BLOCK CAPITALS

\* is compulsory information

Applicant/Child's Family Name*	Applicant/Child's Forename*
<input type="text"/>	<input type="text"/>
Applicant/Child's Date of Birth (YYYY/MM/DD) *	Applicant/ Child's gender (please tick) *
<input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Parent / Legal Guardian's Family Name*	Parent / Legal Guardian's Forename*
<input type="text"/>	<input type="text"/>
Email Address *	
<input type="text"/>	
Postal Address *	
<input type="text"/>	
<input type="text"/>	
Country & Dojo (eg UK KLJIN DOJO)	
<input type="text"/>	

- I as the parent/legal guardian, understand that all members must fully comply with the rules and regulations of Genbukan World Ninpo Bugei Federation (GWNBF), Kokusai Jujutsu Renmei (KJJR), Japan Kobudo World Federation (JKWF) and Amatsu Tatara World Federation (ATWF) as set out in the GWNBF/KJJR/JKWF & ATWF Rules & Systems, which is available from [www.genbukan.org](http://www.genbukan.org) or upon request.
- I as the parent/legal guardian, acknowledge that this application form is sent securely to Japan, where it is safely stored in accordance with Japanese data privacy protection. All information is kept confidential and not passed on to any third party unless there is a legal obligation to do so. The data privacy policy is available at: [www.genbukan.org](http://www.genbukan.org)
- I as the parent/legal guardian, give permission for Genbukan Honbu/Headquarter Office Japan and Instructors to use the details above to contact me directly regarding GWNBF / KJJR / ATWF / JKWF membership, products and events.
- I as the parent/legal guardian, understand that any GWNBF / KJJR / ATWF / JKWF techniques and skills taught by shall not be used by the Applicant or Parent/Legal Guardian against any person, except for defence of self, family or friends in the instance of extreme danger or unprovoked attack, or in the support of law and order.
- I as the parent/legal guardian, understand that any GWNBF / KJJR / ATWF / JKWF techniques and teachings shall not be taught, by any means, by the Applicant or parent/legal guardian, without written permission from Grandmaster Shoto Tanemura, Genbukan Honbu/Headquarter Office Japan.

Parent/Legal Guardian Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Example Agreement between Dojo Visitor and Dojo-Cho

Dojo Name: \_\_\_\_\_

Dojo-Cho Name: \_\_\_\_\_

I \_\_\_\_\_ will watch or take part in a trial class. Through the duration of the class I agree to the following;

- (1) I will follow any instruction given to me by the teacher,
- (2) I acknowledge that I am not necessarily covered by this dojo's insurance, in the case of any accidents, injuries or other problems,
- (3) I will not sue or make any claim against this organization, this dojo, the teacher, or any other student, who is participating.
- (4) I will not take photos / memos or otherwise record the details of this class, without the permission of the teacher.
- (5) Furthermore, I promise that I will not use or teach any techniques, which I have seen or learned during this class, except in the case of a real emergency.

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Applicants Details:

Address\*: \_\_\_\_\_  
\_\_\_\_\_

Telephone Number\*: \_\_\_\_\_

\* Please show a form of ID, for example driver's license to verify.

\* In the case that this person is under 16 years old, please provide information below:

Parents / Guardians Name: \_\_\_\_\_

Parents / Guardians Signature: \_\_\_\_\_

Emergency Contact Number: \_\_\_\_\_

Age of child: \_\_\_\_\_

# Dojo-Cho / Group Leader / Instructor / Black belt Contract

Parties to this Contract are:

President / Grandmaster of Genbukan World Ninpo Bugei, Kokusai Jujutsu Renmei, Japan Koryu  
Bujutsu World Federation, Amatsu Tatara World Federation  
219-1, Matsubushi-Machi, Kita Katsushika-Gun,  
Saitama-Ken 343-0105, JAPAN  
Hereafter called "President / Grandmaster"  
And

Dojo/Group Name: \_\_\_\_\_

Personal Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone/Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Hereafter this Dojo-Cho / Group leader / Instructor / Black belt member will be called "Instructor"

Date of commencement of this person as an Instructor: \_\_\_\_\_

Whereby it is agreed as follows:

## Section I Responsibilities of the President / Grandmaster

- 1) The President / Grandmaster will provide access to extra information and training as required by the Instructor, dependent on their level and situation.
- 2) The President / Grandmaster will give a name to any new dojo, after it has been agreed through the proper channels.
- 3) The President / Grandmaster and Genbukan Honbu (headquarters) will give all possible assistance as the President / Grandmaster sees is reasonable and required.
- 4) The President / Grandmaster will issue certificates, membership books, GWNBF / KJJR / JKWF / ATWF patches, etc. as appropriate for the Instructor or the Instructor's students.

## Section II Duties of the Instructor

- 1) The Instructor shall uphold the rules of GWNBF / KJJR / JKWF / ATWF as stated in GWNBF / KJJR / JKWF & ATWF Rules & System.
- 2) The Instructor shall not go against the President's / Grandmaster's teachings or orders.
- 3) The instructor shall uphold all laws of their relevant countries and also be careful to follow all laws regarding the martial arts and teaching of the martial arts in their relevant countries.
- 4) The Instructor shall not behave in an irresponsible or lawless way that may tarnish the reputation of Genbukan.
- 5) The Instructor shall keep confidential any techniques, Kudens, or information from Densho (special book) or Makimono (scrolls) given to the Instructor by the President / Grandmaster or his student instructors, except when the President / Grandmaster gives express written permission to do otherwise. This includes teaching to members who are not direct students of the Instructor.
- 6) The Instructor shall not use any GWNBF / KJJR / JKWF / ATWF technique or part thereof, or any other techniques learned while studying at a GWNBF / KJJR / JKWF / ATWF dojo or event, in a different school or in their own way without first obtaining the President's / Grandmaster's written permission.
- 7) The Instructor shall pay the annual membership fee before the end of March every year. In the event of Instructor's failure to timely pay the annual membership fee, then the Instructor shall contact the President / Grandmaster and shall pay any late fee requested by the President / Grandmaster.
- 8) The Instructor shall collect application fees, renewal membership fees and certificate fees for all their students and deliver these fees to Honbu, via the correct chain. The fee schedule will be set forth in the GWNBF / KJJR / JKWF / ATWF rules and systems. The fees are subject to change.
- 9) Instructor shall not belong to any other martial art organizations (Ninja, Ninjutsu, Budo etc.) without the written consent of the President / Grandmaster.
- 10) The Instructor shall obtain the President's / Grandmaster's approval before using the President's / Grandmaster's figure, image, name, demonstration, interview, book etc. or any of the GWNBF / KJJR / JKWF / ATWF copyrighted slogans or logos for any purpose.
- 11) The Instructor shall obtain the President's / Grandmaster's approval before issuing any of their own certificates, for example good attendance certificate, or completion of a particular seminar certificate, otherwise only certificates issued by the President / Grandmaster shall be used.
- 12) The Instructor shall follow correct GWNBF / KJJR / JKWF / ATWF protocol in contacting the President / Grandmaster. If the Instructor is not a direct student of the President / Grandmaster, he or she must first contact their direct teacher.
- 13) The Instructor shall not discuss any dissatisfaction he or she may have concerning GWNBF / KJJR / JKWF / ATWF or its members with his or her students.
- 14) The Instructor shall not do business, or allow business to take place in the dojo or from personal information supplied by GWNBF / KJJR / JKWF / ATWF members, that is not for GWNBF / KJJR / JKWF / ATWF, without the written consent of the President / Grandmaster.
- 15) The Instructor shall not make contracts with his / her students without written consent of the President / Grandmaster.

## Section III Teaching

- 1) The Instructor shall first gain permission from the President / Grandmaster, before opening a new dojo, or teaching any of the GWNBF / KJJR / JKWF / ATWF system techniques for any reason.

- 2) The Instructor shall follow the specific syllabus as defined by Honbu and not teach techniques or systems that they have not been given permission to teach.
- 3) Before teaching any student, the student must first sign either an application form to join one of the Genbukan organisations, or a trial agreement form, such as the "Agreement between Dojo Visitor and Dojo-Cho" from the System & Rules document.
- 4) The Instructor may teach trial students for up to one (1) month, with permission from Honbu, after this period that student must apply to join one of the Genbukan organisations. Trial students who are not members of GWNBF / KJJR / JKWF or ATWF, are the responsibility of the Instructor in terms of insurance, etc.
- 5) The Instructor will use the standard application form for GWNBF / KJJR / JKWF / ATWF from Honbu of GWNBF / KJJR / JKWF / ATWF. If the Instructor wishes to use another form for their own purposes, they must consult with the Grandmaster / President.
- 6) The Instructor may only teach techniques to members of the specific organisation, i.e. the Instructor may not teach GWNBF techniques to KJJR only members, unless they have permission from the President / Grandmaster to do so.
- 7) The Instructor will consult and ask permission from the President / Grandmaster before holding any kind of seminar. 20% to 40% of any profits from any seminar are usually to be sent to Honbu, the Instructor will consult the President / Grandmaster on this matter.
- 8) Certificates for Kyu, Dan or any other titles will be issued by the President / Grandmaster, except when the Instructor has specific written instructions from the President / Grandmaster to do otherwise.
- 9) The Instructor shall honestly grade students, and pass the check test fee and grade to Honbu within six (6) months of the check test.
- 10) The Instructor may grade students up to one grade below themselves, but from Shodan upwards, if the instructor is testing the student for the grade immediately below them, then this grading must be taped and a copy (as a CD, DVD, video tape etc.) must be sent to the President / Grandmaster, unless the Instructor has specific written instructions from the President / Grandmaster to do otherwise. All grading above *Sandan* (3<sup>rd</sup> Dan) must be performed directly in front of the President / Grandmaster.
- 11) The Instructor assumes all responsibility for any trouble that arises between them and any of their students. Advice may be sought from the President / Grandmaster. All serious cases must be reported in detail to Honbu.
- 12) The Instructor is responsible for obtaining insurance for themselves and preparing insurance for their students, although they are not fiscally responsible for their student's insurance fees.
- 13) The Instructor will use the Dojo name given by the President / Grandmaster, and will not make any new organisation or use a different Dojo Name without the written permission of the President / Grandmaster.

**Section IV Termination**

- 1) The President / Grandmaster hold the right to terminate the membership of any Instructor, at any time for any reason.
- 2) After the Instructor's membership is terminated for any reason, they will return all certificates (including title's certificate), Denshos and scrolls without remuneration.
- 3) After the Instructor's membership is terminated, the Instructor shall not open a martial arts school or otherwise teach martial arts using or teaching any of the techniques or systems learned while studying at a GWNBF / KJJR / JKWF / ATWF dojo, without the express written consent of the President / Grandmaster.
- 4) After the Instructor's membership is terminated, they will not be allowed to use any titles, ranks, logos, slogans, techniques, systems, images, etc. which belong to GWNBF / KJJR / JKWF / ATWF.
- 5) The Instructor shall contact the President / Grandmaster at least one (1) month before terminating their membership and state the reasons for leaving.
- 6) The President / Grandmaster may automatically terminate the membership of any Instructor upon the Instructor's failure to pay the annual membership fee by the end of March every year.
- 7) The Instructor shall not compel or constrain his or her students to leave GWNBF / KJJR / JKWF / ATWF under any circumstances including but not limited to the termination of the Instructor's membership. The Instructor must give his or her students the option to continue their membership.
- 8) The Instructor may ask the President / Grandmaster to expel a member, if they have sufficient reason to do so.

**Section V Disputes**

- 1) In the case where the Instructor is dissatisfied with any matter concerning the Genbukan organisation he or she must first talk to their direct teacher. If his or her direct teacher is not the President / Grandmaster and the matter cannot be settled through discussion with their direct teacher, then he or she may directly contact the President / Grandmaster.
- 2) In the case of a dispute, which cannot be settled through normal means, then a Japanese Court selected by the President / Grandmaster will be used.

If the Instructor breaks these terms, then they will accept the consequences and any disposition.

We, the undersigned parties, acknowledge that we have read this Agreement and shall comply with its terms and conditions.

President / Grandmaster:

Signed \_\_\_\_\_

Shoto Tanemura

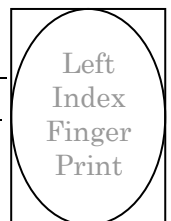
Date \_\_\_\_\_

Dojo-Cho/Instructor/Black-Belt Member:

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_



Witness/Chief Dojo-Cho/Shibu-Cho:

Signed \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_