

COSTA MESA KENDO DOJO



OFFICIAL MEMBERSHIP MANUAL

Updated January 2024

TABLE OF CONTENTS

About Costa Mesa Kendo Dojo	3
Membership Policies	4
Requirements to Obtain Membership	7
Guideline for Beginners	9
Kendo Equipment	12
Glossary of Kendo Terminology	14

The theme of Costa Mesa Kendo Dojo is Kokoro "心". In Japanese, Kokoro means mind and heart, intellect and affection, but most importantly, it is the very substance of the true benevolent "inner spirit" which resides in every human being.

It is with this definition of Kokoro that we practice Kendo everyday, so that the very spirit will become a part of us throughout our lives. Our aim is to train ourselves by practicing Kendo to instill the spirit of Kokoro in ourselves.

-Takeshi Yamaguchi Sensei, Founder of Costa Mesa Kendo Dojo

ABOUT COSTA MESA KENDO DOJO

Costa Mesa Kendo Dojo (CMKD) was founded in 1975 by Takeshi Yamaguchi Sensei. Our dojo is a member of the Southern California Kendo Federation (SCKF) and is recognized by the All United States Kendo Federation (AUSKF).

Throughout our 45+ year history in Orange County, we have produced countless team and individual champions. Our members have managed, coached, and competed at World Kendo Championships, the U.S. Kendo Championships, and many other major events held throughout the world. We are proud of our many CMKD kenshi who have represented our country as a part of Team USA and competed nationally as members of Team SCKF.

We offer more Sensei (Instructors, 4 Dan and above) than most dojos in America and our students benefit from one of the lowest ratios of student-to-Yudansha. You will get personal instruction and attention from our very accomplished group of Sensei at CMKD.

Most importantly, CMKD strives to be a dojo with a family atmosphere, embracing members of all ages and different cultures.

DOJO INFORMATION

Costa Mesa Kendo Dojo
at Higashi Honganji Buddhist Temple
254 Victoria St., Costa Mesa, CA 92627

Head Instructor: Yuji Hosokawa (7Dan)
Contact: costamesakendo@gmail.com
Website: www.CostaMesaKendo.com

Practice Schedule:

Monday

6:30pm to 7:30pm (Beginners)

7:15pm to 8:45pm (Intermediate & Advanced)

8:45pm to 9:45pm (Advanced)

Wednesday

7:15pm to 8:45pm (All Levels)

8:45pm to 9:45pm (Advanced)

COSTA MESA KENDO DOJO MEMBERSHIP POLICIES

MEMBERSHIP OVERVIEW

There are three levels of required membership. Each level of membership offers different benefits.

The three levels are: Costa Mesa Kendo Dojo (CMKD)
Southern California Kendo Federation (SCKF)
All U.S. Kendo Federation (AUSKF)

Membership in CMKD allows the member to attend weekly practice sessions held at our location. Please see a CMKD officer for details regarding practice dates and times.

Membership in SCKF allows the member to visit and practice at any dojo that is affiliated with the SCKF. Also, SCKF members may participate in SCKF sanctioned tournaments and SCKF sponsored educational seminars and promotional examinations.

CMKD dojo membership is required in order to become an SCKF member.

Currently there are over twenty Kendo dojo within the SCKF. Of all the dojo within the U.S., CMKD has one of the highest number of sensei with ranks of 4th Dan and above.

Membership in AUSKF allows the member to visit and practice at any dojo that is affiliated with the AUSKF. The AUSKF also sponsors educational seminars and kendo camps that members may attend. In addition, membership provides insurance in the case of injury while performing kendo.

The regional federations of the U. S. comprise the AUSKF. SCKF is a regional federation that is currently a member of the AUSKF. Within the U.S. there are thirteen regional federations that represent approximately 3000 Kendo practitioners. Of the federations, SCKF represents the largest number of members. One of the main events sanctioned by the AUSKF is the All U.S. Kendo Championships, held every three years.

A dojo and regional federation membership is required before obtaining an AUSKF membership.

MEMBERSHIP RATES – CMKD

CMKD Membership dues are non-refundable.

CMKD reserves the right to waive any or all membership dues (including SCKF and AUSKF) to certain key members if it serves the best interests of the CMKD.

There are currently three rates of membership dues: single rate, double rate, and family rate. Rates listed as per family member per year.

Category	Quarterly	Semi-Annual	Annual
Single Rate	\$120	\$240	\$480
Multiple Rate (2 or more family members)	\$105/person	\$210/person	\$420/person

New Member One-Time Fee: \$20/person

Membership rates are subject to change without notice.

IMPORTANT - PLEASE READ

CMKD membership dues are used to pay for the operating expenses of CMKD. Portions of your dues are used to pay for office supplies, building rent, liability insurance, bank fees, refreshments and tournaments sponsored by CMKD. These are just some of the costs involved in running a dojo.

CMKD does not pay salaries for any of its instructors or its officers. The instruction to members is provided by sensei who volunteer to spread the knowledge of kendo. Also all officers of CMKD are volunteers who donate their own time to help run the operations of CMKD.

Please keep in mind that CMKD has very tangible expenses. Thus, it is very important for CMKD members to pay their dues on time.

MEMBERSHIP RATES - SCKF AND AUSKF

CMKD members are required to join both the SCKF and AUSKF.

SCKF and AUSKF membership fees are non-refundable.

The following are the current SCKF and AUSKF dues:

Category	Adult	Child/Student
SCKF*	\$26. per person per year (18 and over, not full-time student)	\$14. per person per year (Adult full-time student or 17 and under)
AUSKF*	\$60. per person per year (18 and over, not full-time student)	\$30 per person per year (Adult full-time student or 17 and under)

*Membership rates are subject to change without notice.

One-time Initiation Fee for New Members: \$10

TUITION PAYMENTS

Invoices

Invoices will be handed out or mailed quarterly, semi-annually, or annually, based on the payment schedule selected by the member. The invoice will show the total membership dues that are payable and due to CMKD. In addition, the invoices will show any outstanding credits due to the member.

Invoices are due within 30 days of date printed on the invoice. Payments must be received by CMKD by the due date or a late payment penalty fee may be charged. If you have any questions, please direct them to the Treasurer.

Late Payments

Members with unpaid invoices after the due date will be given notification regarding their past due status via verbal conversation or written correspondence.

If, after the first verbal or written notification, payment still has not been received by an acceptable date to CMKD, a written notice will be sent to the member in addition to a modified invoice reflecting a late payment penalty fee of \$20.

If, after a second notice, the member still has not made payments to CMKD, the member's name shall be submitted to CMKD's Board of Directors to take the necessary measures to protect the interests of CMKD. This includes additional late penalty fees billed to the member and payable by the member, or ultimately, the termination of member's membership with CMKD and all related federations: SCKF and AUSKF.

This is a very serious matter that will be dealt with very strictly by CMKD. Members can avoid this situation by promptly paying membership dues.

***A fee of \$20 will be charged for each occurrence of a bounced check. If the occurrence of a bounced check results in a late payment of an invoice, appropriate late penalty fees may also be applied.

REQUIREMENTS TO OBTAIN MEMBERSHIP

BECOMING A MEMBER OF CMKD

To become a member of CMKD you must complete and submit a Membership Application and a Liability Waiver. A Membership Application and Liability Waiver must be submitted for each applicant.

You may not become a member of CMKD without submitting a completed and signed Membership Application and Liability Waiver.

If you are a minor (under 18 years of age) you must have a parent or legal guardian sign the Membership Application and Liability Waiver.

An initial payment is required for all new members at the time the Membership Application and Liability Waiver are submitted. The initial payment covers the \$20 initiation fee (cost of booklet and paperwork), minimum three months dues, and federation dues for the SCKF and AUSKF.

Example based on single membership rate:*

An initial payment of \$236 is required for all new adult members and \$194 for members under 18 years at the time the Membership Application and Liability Waiver are submitted. For example, the adult membership payment covers the \$20 initiation fee (cost of booklet, paperwork), minimum three months dues (\$40 per month), and federation dues for the SCKF (\$26 per year) and AUSKF (\$60 per year).

** Family rates will vary based on number of family members joining CMKD.*

New members will be billed quarterly for the duration of the first year. After the initial membership year, the member has the option to pay the quarterly, semi-annual, or annual rate (see Membership Rates - CMKD).

Becoming a Member of SCKF and AUSKF

Every year the deadline for the payments of SCKF and AUSKF dues will be announced by a dojo officer. An invoice will be given to the member with the specified amount, or may, at the discretion of the Treasurer, be included on the member's invoice for the next (dues) pay period. Payment of these dues by the invoice due date will enroll the member into the SCKF and AUSKF.

CMKD requires all of its members to join both the SCKF and AUSKF.

Temporary Inactive Status

If the member is physically or mentally incapacitated and CMKD has been properly notified, the member will be designated as inactive for the period that the member is incapacitated as long as the incapacitation is not permanent and the member has a willingness to return as an active

member after recovery. Members who request temporary inactive status shall not pay any membership dues during the temporary inactive period. However, upon returning to practice, the member shall pay any appropriate membership dues.

Also, a member may be moved to inactive status if they have not attended for a period of three months. A member has until the end of the calendar year, from which they were moved to inactive status, to return to active status or they will be considered no longer a member of Costa Mesa Kendo Dojo. If an inactive member is reinstated to active status within the calendar year, no additional fees apart from normal dues will be assessed. If an inactive member is dropped from the membership roster, they will need to reapply as a new member.

TERMINATING MEMBERSHIP

Member Initiated Termination

The member must submit a written notice to CMKD stating the desire to terminate membership from CMKD. The written notice must also state the desired effective date of termination. The member may terminate membership at any time, for any reason. However, at the time of termination, all past due balances owed CMKD must be paid in full. If the member requests termination of membership and has already paid for dues for a specific period of time (monthly, quarterly, semi-annually, or annually) and the paid-for time has not yet expired, members forfeits all paid dues as CMKD dues are non-refundable as stated under Section: Membership Rates - CMKD.

Termination of membership from CMKD automatically terminates membership in SCKF and AUSKF.

CMKD Initiated Termination

CMKD reserves the right to terminate any member's membership based on cause if the termination of membership serves the best interest of CMKD.

REJOINING CMKD AFTER TERMINATION

Rejoining after Member Initiated Termination

If the member's membership was originally terminated by the member, the member needs only to submit a completed and signed Membership Application and Liability Waiver with the appropriate fees as stated under the New Member Policy section of this packet.

Rejoining after CMKD Initiated Termination

If the member's membership was originally terminated by CMKD, the member must have the approval of CMKD's Board of Directors to rejoin CMKD.

CMKD reserves the right to reject any Membership Application deemed unfavorable to the best interest of CMKD.

GUIDELINES FOR BEGINNERS

It is important to realize that good kendo skills do not develop overnight. In fact, they don't happen over a period of a month or a year. Being able to perform good and beautiful kendo is a result of *many* years of practice - a slow but gradual accumulation of the various skills and techniques and understanding of kendo. This does not mean, however, that practicing for many years will automatically result in good kendo skills. **You must actively seek to improve your kendo.** This means that each practice session must serve a purpose.

4 TIPS FOR BEGINNERS

1. ***Try to come to every practice!*** Kendo skills deteriorate faster than they are acquired. You must constantly improve your skills and put them to the test so that your skills may become stronger.
2. Listen carefully to what the sensei tell you to do and follow their instructions. There are some things you may not understand or agree with, but you must still listen to the sensei for they have the knowledge, understanding, and experience which you lack. This is why you are the student.
3. Practice what you learn over and over again, and do not deviate or attempt to adopt your own "style". This will only hinder your improvement. Your own style will naturally come out later.
4. Come to each practice with a specific purpose, such as: *Today, I am going to practice the correct footwork and loud kiai.* Focus on your intentions during the practice.

It takes a lifetime to learn all there is to learn about kendo. Even after a lifetime, there are still things to learn! So, do not be discouraged that your kendo is not at the same level as those around you who may have been doing kendo for many more years than you. It is self-defeating to compare yourself to another. The entire purpose of kendo is to improve yourself - to be better tomorrow than you are today.

PHRASES TO REMEMBER

Onegai-shimasu.....For kendo, this is politely requesting to be trained

Arigato Gozaimashita....."Thank you very much"

Sensei.....Teacher.

Hai....."Yes" or "I understand".

Ichi.....One

Ni.....Two

San.....Three

Shi (Yon).....Four (Fourth)

Go.....Five

Roku.....Six

Shichi (Nana).....Seven (Seventh)

Hachi.....Eight

Ku.....Nine

Jyuu.....Ten

BASIC ETIQUETTE IN THE DOJO

1. Never deliver the traditional courtesies in a casual, off-hand manner.
2. Stop and bow when entering or leaving a dojo.
3. Greet your seniors and fellow kenshi at the first opportunity, especially the sensei. Examples: *ohayou gazaimasu* (good morning), *kon'nichi wa* (good day), *konban wa* (good evening).
4. When addressing instructors, use the title *sensei*.
5. Be attentive; listen carefully to instructions, and respond promptly.
6. Be aware of seniors members and follow their lead. Do not sit down, finish bowing, or remove your equipment before your seniors. When lining up, position yourself relative to your seniors. Example: when seated, line up your *men* and *kote*, as well as your knees, to those of your senior.
7. Be aware of junior members and take care of them.
8. Always sit or stand properly when in the dojo. Do not slouch or lean against anything; especially, do not lean on your *shinai*. Do not crawl to adjust your position when in *seiza*, or *sonkyo*; instead, stand up and move.
9. When taking the *seiza* position, put the left knee down first. When rising from the *seiza* position, raise the right knee first. Do not use your hands to assist in raising or lowering yourself.
10. Avoid walking in front of sensei, or in front of kenshi seated in the *seiza* position.
11. Pay respect to your seniors and fellow kenshi when departing, especially to the sensei. Examples: *oyasumi nasai* (good night), *sayounara*.

BASIC ETIQUETTE DURING PRACTICE

1. When practicing with your senior, thank him or her by saying *onegai shimasu* at the beginning and *arigatou gozaimashita* at the end.
2. Practice diligently. Do not sit down during practice unless you are fixing your equipment. Do not engage in idle conversation. Do not let a sensei remain idle when he or she is available for practice.
3. Do not wear jewelry during practice.
4. Perform *ritsu rei* (standing bow) and *za rei* (seated bow) properly. Do not bend or arch your neck or back. Hold the bow briefly before returning to your original position.
5. To draw the *shinai*: First perform *ritsu rei* toward your opponent. Bring your left hand to your hip and take three big steps forward. Draw the *shinai*; assume the *chuudan no kamae* position and go down into the *sonkyo* position. Keep your back straight and look forward at all times.
6. To put away the *shinai*: assume the *chuudan no kamae* position, go down into the *sonkyo* position, and return the *shinai* to your left hip. Stand and take five small steps back; drop your left hand, and perform *ritsu rei*. Keep your back straight and look forward at all times.

REFRESHMENT AND CLEANING DUTIES POLICY

CMKD provides refreshments for which the cost is included as part of the members' dues at this time. All members may be asked to take a shift in refreshment preparation duty.

Cleaning is the responsibility of all the students of CMKD. All areas used by CMKD should be left as clean, if not cleaner, than when practice started. Most importantly, all members are expected to pick up after themselves. Do not leave trash or other items behind. It is kendo tradition that beginners come early to help sweep the dojo floors.

PROMOTIONAL EXAMINATION POLICY

If a member comes to practice regularly and shows improvement according to the satisfaction of CMKD's Head Instructor, the member may be given permission to take the yearly promotion examination for a higher rank.

The following are requirements which must be met in order to take the promotional examination:

- Member must have the recommendation and permission from CMKD's Head Instructor
- Member must be current with all CMKD dues. There must be no past due balances.
- Member must be a current member of both the SCKF and AUSKF.

KENDO EQUIPMENT



WHAT TO WEAR TO PRACTICE

As a beginner, you will wear athletic clothes to practice until you earn your keiko-gi and hakama. We want you to commit to attending a few weeks of practice before you invest further in kendo equipment. The only thing we require our beginners to purchase is their *shinai* with *tsuba* and *tsubadome*. You must also wear your hachimaki around your forehead during practice.

All beginners will earn their equipment at the discretion of CMKD's Head Instructor. There are several factors that are considered, including the student's comprehension of kendo etiquette, skill development, kiai (spirit), and attendance.

BASIC ETIQUETTE REGARDING EQUIPMENT

1. Always handle your apparel and bogu respectfully. Make sure they are packed neatly, without dangling strings or straps.
2. Always handle your *shinai* respectfully. Do not lean on it, rest it on the floor, twirl it, or drag it. Make sure it is well-maintained, free of splinters and with tightened *tsuru* (string) and *nakayui* (leather strap). Keep sandpaper handy to smooth out *shinai* edges.
3. Wear your *keikogi* and *hakama* neatly. Make sure the *keikogi* is smooth, not bulging, in the front and back. When putting on the *hakama*, put your left leg in first; when removing the *hakama*, remove your right left first.

HOW TO WEAR HAKAMA (LEFT TO RIGHT)



1. Line up the *maehimo* (front strap) so the bottom hem is above your feet
2. Wrap around back to front
3. Cross the straps in front, below the hakama top, and wrap behind you again



4. Tie a bow tie knot in the back
5. Make sure that it's tight so it doesn't unravel
6. Slide the tab that is attached to your koshi-ita (back) between your keikogi and strap



7. Bring the *ushirohimo* (back strap) in the front and cross below the hakama top
8. Tie an overhand knot. Slide the top strap under the *maehimo* in front
9. Tie again to form a square knot around the *maehimo*



10. Finally, fold the remaining *ushirohimo* under the *maehimo* in your back.

GLOSSARY OF KENDO TERMINOLOGY

To assist the beginner with the vocabulary commonly used in the dojo - before, during and after practice - this glossary has been organized by general topics:

- Counting
- Equipment terminology
- Practice-related terminology
- Additional terminology

COUNTING

Ichi.....	One
Ni.....	Two
San.....	Three
Shi (Yon).....	Four (Fourth)
Go.....	Five
Roku.....	Six
Shichi (Nana).....	Seven (Seventh)
Hachi.....	Eight
Kyu.....	Nine
Jyu.....	Ten
Ni-Jyu.....	Twenty
San-Jyu.....	Thirty
Yon-Jyu.....	Forty
Go-Jyu.....	Fifty

EQUIPMENT TERMINOLOGY

Men.....	The protective face/head mask used in kendo. The area of the head/face mask which constitutes a valid target.
Kote.....	The protective glove used in kendo. The area of the forearm which constitutes a valid target.
Do.....	The chest/torso protector used in kendo. The area of the torso which constitutes a valid target.
Tare.....	The hip/waist protector used in kendo. The tare is not a valid target.
Bogu.....	The collective set of equipment used in kendo - men, kote, do and tare.
Keiko-gi or Kendo-gi.....	Cotton jacket worn during practice.
Hakama.....	Skirt-like trousers worn during kendo practice.
Hachimaki.....	A cotton towel worn on the head under the men.
Tenugui.....	Same as hachimaki.
Shinai.....	The bamboo sword used during kendo practice.
Bokken or Bokuto.....	A wooden sword used to supplement kendo practice.
Kissaki.....	The tip of the shinai.
Tsuka.....	The leather wrapping on the handle of a shinai.
Nakayui.....	The leather strap used to hold together the bamboo staves of a shinai.
Tsuba.....	The round handguard placed on the shinai.

Tsuba-dome.....	The rubber stopper used to hold the tsuba in place.
Tsuru	The nylon cord on the back side of the shinai used to hold the kissaki and the tsuka together.
Himo	Cord (examples: men-no-himo - cord of the men; do-no-himo - cord of the do).

PRACTICE (OR KEIKO) - RELATED TERMINOLOGY

Chakuza.....	The command for <i>Sit</i> or <i>Kneel</i> .
Domo arigato gozaimashita...	Means <i>Thank you very much</i> and is often used by kendoists to thank their sensei or practice partner for a practice session.
Hajime	The command for <i>Begin</i> or <i>Start</i> .
Haya-suburi	Literally means "fast swing". A basic exercise performed during warm-up.
Hiraki-ashi.....	A side-stepping footwork used during practice.
Jo-ge-buri.....	A basic exercise performed by holding the shinai toward the bottom of the hilt and performed with very large movements of the hands and feet.
Jiyu-keiko.....	Free-sparring.
Kamaete	A term meaning both the word <i>Stance</i> and the command to <i>Take A stance</i> .
Kamae:.....	Either stance or take a stance; Kamaete: take a stance
Kata	A form of kendo practice requiring the use of the bokken. It is a series of predetermined attacks and defenses.
Katate	One-handed (examples: katate-men or katae-do).
Kihon	Basics or fundamentals.
Kiri-kaeshi	A basic exercise to used to practice striking with the correct distance, timing, and hand- and footwork.
Ki-o-tsuke.....	The command meaning <i>Pay attention</i> .
Men-(o)-tore.....	The command for <i>Take off the men</i> .
Men-(o)-tsuke	The command for <i>Put on the men</i> .
Mokuso	The command for the period of time (or exercise) used to clear and calm the mind before and after practice.
Morote	Two-handed (example: morote-tsuki)
Nuke-to	The command for <i>Draw the sword</i> .
Onegai-shimasu.....	<i>"I request a favor..." (of a practice)</i> This term is used frequently by kendoists before a practice session between sensei and student or two partners.
Osame-to	The command for <i>Put away the sword</i> .
Rei	A bow or the command for <i>Bow</i> . All kendo practice begins and ends with <i>rei</i> .
Sage-to	The standing position with the shinai.
Seiza.....	Seated position by sitting on the knees. The command for <i>Take the seiza position</i> .
Sonkyo.....	The seated (squatting) position used by kendoists before and after each practice or match.
Suburi	A basic exercise of swinging the shinai repeatedly.
Suri-ashi.....	Gliding footwork
Tai-to	The standing position with the shinai held at the waist with the tip of the tsuka positioned in the center of the body. <i>Request a senior member to show you this stance</i> .

Wakare	The command for <i>Separate</i> .
Yame	The command for <i>Stop</i> .
Yakusoku-keiko.....	A practice session between two partners where a specified attack and counterattack are decided and practiced.
Yonkyu-ika-wakare	The command given at the end of the first practice session meaning <i>All 4th kyu and below, end the practice session</i> .
Youi	The command for <i>Get ready</i> or <i>Take the ready position</i> .

ADDITIONAL TERMINOLOGY

Dan	A ranking system for advanced levels. There are ten dan levels.
Kyu	The ranks in kendo given for beginning levels. There are 6.
Sensei.....	Teacher.
Kodansha.....	Sensei whose rank are 5th dan or above.
Yudansha.....	All kendoists with rank of 1st dan or higher.
Hansoku.....	A penalty given during a kendo match.
Ippon shobou	One point match
Sanbon-shoubu.....	Three point match
Shoubu-ari	Match point
-kai (suffix)	a counter
	ikkai = once or one time
	nikkai = twice or two times
	sankai = three times
	yonkai = four times
	gokai = five times
-uchi (suffix)	In kendo, this mean <i>a strike</i> or <i>to strike</i> .
	men uchi: men strike
	kote uchi: kote strike
-pon, -hon, -bon (suffix).....	In kendo, this is used to count points.
	ippon = one point
	nihon = two points
	sanbon = three points, etc.
Chudan-no-kamae	A stance taken with the tip of the shinai pointing at the throat of the opponent.
Gedan-no-kamae	A stance taken with the tip of the shinai pointing at the opponent's knees.
Hasso-no-kamae.....	<i>Request a senior member to show you this stance.</i>
Jodan-no-kamae	A stance taken with the tip of the shinai pointing up at the sky.
Waki-gamae.....	<i>Request a senior member to show you this stance.</i>
Zanshin.....	A state of constant awareness.