



SWKKF VISION

The Shintani Wado Kai Karate Federation will be the premiere traditional karate and Shindo organization in North America, through the work of our highly skilled and dedicated instructors in developing unparalleled character, skill and pride in our students.

SWKKF MISSION

The Shintani Wado Kai Karate Federation is an inclusive organization modeling Hanshi Shintani's kindness and humility, through the teaching of his traditional karate and Shindo.

Date: December 17, 2018

RE: SWKKF Team Manager

ABOUT THE TEAM

The Shintani Team Committee is a standing committee of the board of SWKKF. It will consist of:

- Senate member (as an advisor)
- Chairperson
- Chief Instructor
- Head Coach
 - Kata coach(s)
 - Kumite coach(s)
 - Assistant Coaches
 - **Manager <- REQUIRED POSITION**
 - Assistant Manager

The SWKKF Shintani Team consists of a group of selected athletes, coaches, managers and supporter who represent the SWKKF both inside the federation and outside the federation.

NATURE OF THE POSITION

The Shintani Team Manager will work in conjunction under the direction of the Head Coach and with the kata and kumite coaches, support staff, committee and athletes to refine and execute the mandate of the SWKKF and the Shintani Team. The Manager is accountable for the disbursement and reporting of funds according to the approved budget and available funds.

TYPE OF POSITION

Selected volunteer

TRAVEL

The Shintani Team Manager may travel to domestic and international training camps and competitions when budgets permit.

GENERAL DESCRIPTION

The Manager will implement various administrative, managerial and organizational responsibilities related to the planning, and execution of the Shintani Team Selection, Training Camps and tournaments, including communications, budgeting and travel arrangements.

GENERAL DUTIES

The Manager will execute various administrative, managerial and organizational responsibilities, including:

- Development of the Budget and the Calendar of events.
- Execution of the Team Selection Camp, including advertising, implementation, follow up and adherence to integrity of policy, rules and confidentiality.
- Travel Arrangements for training camps and competition for athletes, coaches & staff
- Registration of athletes, coaches for tournaments
- Financial Quarterly Review
- Oversee that documents are sent to senate and membership in a timely manner

OUTCOMES

- Develop team unity by being a positive role model and provides positive leadership for athletes / staff / coaches.
- Share knowledge and experiences with all athletes and their club instructors.
- Commit the necessary time, effort and sacrifice needed to support the Shintani team
- Foster a climate of mutual respect and cooperation amongst Shintani Team Coaches, management, support staff, athletes and their club instructors.

DECISION MAKING AUTHORITY

The Shintani Team Manager will be responsible to get approval from the Head Coach in accordance with approved budgets and policies.

WHAT IS REQUIRED

The SWKKF Team is looking for a manager:

- Can dedicate approximately 10 hours a month to administrative tasks similar to those described in "duties"
- Can dedicate approximately 4 weekends per year to the attendance of team events (as needed)
- Can use Microsoft Excel, Google Docs, and has other basic computer skills
- Can conceptualize and anticipate the travel needs of athletes
- Is familiar with sport karate and/or is willing to learn
- Willing to network and represent the SWKKF where needed at outside events/tournaments

WHO IS NEEDED

The individual(s) on this project needed to have the following skill set and attributes:

- No rank requirements
- Active (with up to date passbook)
- Good communication skills
- Basic computer skills

ADDITIONAL REQUIREMENTS

1. You have strong people and presentation skills and excellent written and verbal communication skills.
2. Agree to sign the IPA (Intellectual Property Agreement).

IF YOU ARE INTERESTED PLEASE CONTACT SENSEI DENIS LABBÉ – ddlabbe3@gmail.com. POSTING WILL STAY ONLINE UNTIL POSITION IS FILLED.

ABOUT THE SENATE AND SWKKF

The Shintani Wado Kai Karate Federation (SWKKF) was founded by Sensei Masaru Shintani in 1966. The SWKKF is one of the largest martial arts organization of a single style in North America. Current registered membership is approximately 2500 students with 400+ active black belts.

The greatest densities of members are in southern Ontario and Alberta, with continued growth in Saskatchewan, Manitoba, Québec, Northwest Territories, British Columbia and the USA. The SWKKF also supports a national team to represent the organization at various tournaments both within and outside the organization.

The Senate is the governing body of the SWKKF.