

Dojo Guide

Year 2027

release: November 7, 2026

Dear *Masters*, Dear *Members*,

a new academic year has begun and the time has come to submit your registration to our Association. To try to answer the most common doubts about the organization of the relationship between you and the Association, registrations, exams and more, this "Guide for dojos" has been drawn up including answers to the most frequently asked questions. For convenience and to avoid the classic "I didn't know" all the parts that we consider most important of the Guide have been highlighted.

Please read it carefully and refer to it whenever you have any doubt before contacting the Secretariat or the Presidency.

Good Aikido to all.

Please report errors or send your suggestions to segreteria@aikido.it

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1 – Relations with AIA

To try to reduce communication problems, we ask each dojo to fill in and send to **segreteria@aikido.it** (and only to this address) the form with the data of the dojo itself and of the person who will maintain contact between the dojo and the Association.

Communications will preferably take place through e-mail as it is simple and fast. Please equip yourself with this tool or delegate relations with the Association to someone who has it.

The delegate for relations with the Association is obliged to inform the members of his dojo, and in particular his Master, of the communications received.

Unless specifically indicated, any communication is to be considered confidential and therefore not to be disclosed outside the Association itself.

2 – Enrollments

Please note that membership to the Association is compulsory and must be accompanied, for Italy, by membership to an Association that provides adequate insurance coverage.

The Masters **must** have an adequate Third-Party-Liability (RCT) policy.

Registrations must be sent exclusively using the electronic forms available at:
https://www.aikido.it

3 – Filling in the "Budopass" cards

The cards called Budopass will be distributed to all new members, and to those who have not yet received a card. Those who already have an old card, and want to replace it with a new one, can request its replacement to the Secretariat. A contribution to expenses may be required for replacement.

Budopass cards must be filled in using a pen with blue or black ink, as follows:

- **page 1** enter the registration number communicated by the Secretariat
- **page 2** make sure that there is the signature of the President or if not request it
- **page 3** report the member's data, and if of age (**ONLY if of age**), apply the photo and handwritten signature (mandatory for Dan exams)
- **page 4** the annual validation stamps must be attached
- **page 5** write the name of the dojo, the date of the start of the activity, and if necessary, of the end of the activity
- **Page 6** Registration of specialist refresher courses
- **page 7** where the grades will be recorded and signed

4 – Exams

The management and validation of exams will follow the following rules.

In order not to risk seeing exams cancelled, please note that:

- For each exam, the required practice times must be respected
- each examination must be held in the scheduled place and in the presence of an appropriate Commission
- for Dan exams, the submission of the request form must be received by the Secretariat (segreteria@aikido.it) at least 30 days before the expected date of the exam.
- also for the aforementioned exams, a copy of the Budopass must be attached and precisely pages **1, 3, 4, 5, 6, 7** (see paragraph 3 above – Budopass compilation plus all those concerning participation to associative events
- the degree of VI Kyu also requires an examination and is not obtained by simple enrollment
- children (ages up to 12 years) have dedicated grades starting from XII Kyu

5 – Communications

The only addresses to be used for communications, unless specifically indicated, are:

- info@aikido.it for general inquiries
- presidente@aikido.it to communicate with the presidency
- segreteria@aikido.it for all things related to enrolments and exams

6 – Payments

All social payments must be made by bank transfer within the required deadlines. In the event of late payments, economic or social sanctions may be applied (e.g. doubling of the fees or non-recognition of the exams carried out in the year of delay.
Under no circumstances will short hand payments be accepted.

The **bank account details** for making payments are changed and they are:

ASSOCIAZIONE INTERNAZIONALE AIKIDO ASD
Registered office: Via del Poligono, 9 - 21100 VARESE

BANK **BPER BANCA S.p.A.** agency VARESE - BATTISTERO

Account in the name of **Associazione Internazionale Aikido**

IBAN (new): **IT57F0538710804000042230414**
BIC (SWIFT CODE): **BPMOIT22XXX**

Indicate the dojo data and the detailed composition of the amount in the reason for payment.

7 – Format of electronic documents

Official documents will be distributed in Portable Document Format (PDF). To be able to read PDF, you need the freely available Adobe Acrobat Reader program.

In order to fill in the electronic forms on the site, you must use a program such as Microsoft Excel or Libre Office Calc (freely available).
XLS and XLSX are the only accepted file formats (if you are using a Mac please be sure to export the file the right format).

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