



Public Interest Incorporated Association

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FS-20-052

July 31, 2020

TO: Representatives of JKAWF countries/organizations

Starting online training

Dear country representatives,

We hope this letter finds you fine. We always appreciate you for your great understanding and cooperation for the activities of JKA.

Today we are happy to announce that Online Training by JKA HQ is going to be launched on coming Saturday on 1st August. Please go through the attached guidance and inform all JKA Members in your countries/organizations.

The Online Training is for those who cannot do enough training at their dojo they belong under current COVID-19 situation or who want to understand Karate more deeply.

We provide 2 types of online training; one is for individual participation and another is for group training.

Please be sure to let the participants for individual class to get prior approval from their usual instructors. In case of group training, please make them inform their country representatives just like existing procedure of request for dispatching instructors

We hope JKA WF country representatives /organizations will fully utilize this tool and make use of it for the development of JKA in the future.

Thank you!

Seizo Izumiya
Senior Managing Director
JKA HQ



【For Individual Participation Class Application】

1. We use software Zoom. Please install and sign in in advance.
2. Click on the banner **“Online Training Registration”** of our English website (<https://www.jka.or.jp/en/>) and move to the page of **“Online Training Application”**. Please read the “Precautions” enough and click the **“Class for individual Participation”** button. Choose a seminar you want to participate from the calendar shown. (Please double check the date and time etc. are the one you want). Fill required information in the form following the guidance. Once the application is successfully accepted, a confirmation mail will be sent to the registered e-mail address.
3. The payment is only in yen and only credit cards are accepted.
4. Even if you share one PC for one slot, you have to apply for the number of the participants.
Ex.) In case two brothers are joining in one slot, both elder and younger should apply separately. Each should pay 2,000 yen, so total 4,000 yen should be paid.
5. One application form is for one person only. Please apply individually.
6. JKA-HQ is not answering the question on the online training. If you have any question, please contact “JKA Online” by e-mail.
【JKA Online : info@online-salons.net】

Note:

1. Never upload the videos of online trainings to SNS without prior permission. In case you are going to post photos, please be careful not to be shown the faces and names of other students.
2. Aiming for a realistic session, we recommend that you do not turn off the camera as much as possible so that the instructors and the participants can see each other. But if that is not possible, you can turn off the camera. You can choose.

【For group training application】

1. We use software Zoom. Please install and sign in in advance.
2. Click on the banner **“Online Training Registration”** of our English website (<https://www.jka.or.jp/en/>) and move to the page of **“Online Training Application”**. Please read the “Precautions” enough and download **“Online Group Application form”**. After filling in the form, please send it back to JKA-HQ by e-mail
 - ・ Please write the time slot in Japanese standard time. JKA-HQ will contact after confirming the training date and time. In case the date needs to be changed, JKA-HQ will inform.
 - ・ It's to be sure to inform the representative of your country of having online group training with JKA HQ in advance.
3. Please fix the fee at applicant. The minimum fee is \$20 or 18 euro per hour per person. The payment should be in dollar or euro.
 - ・ If it is difficult to collect above fee, please contact JKA-HQ. The appropriate fee will be considered based on the JKA WF annual membership fee. In that case, the participants should be limited to the members in the host country.
4. The minimum participants should be 50. In case of less than 50, please set the fee that enables you to pay JKA-HQ in total 60,000 yen or more.
5. The representative of the group should be JKA member, but people other than JKA are also allowed to join the group lesson.
6. Please choose which will be the host of Zoom meeting, applicant or JKA-HQ on “Online Group training Application Form”.
 - ・ In case the applicant group becomes the host, please make a meeting room and inform us the meeting ID and the password by e-mail two days before the training.
 - ・ In case JKA-HQ becomes the host, JKA-HQ will make zoom meeting room and inform the meeting ID and the password to the group representatives by e-mail two days before the training.
7. Please arrange the interpreter at the applicant end. If it is difficult, let us know.

8. After completing the training, send the fee to the bank account below. Please download "**Notice of Remittance form**" from "**Class for Group**" and send JKA-HQ by e-mail when you send the fee.

Bank Name	Sumitomo Mitsui Banking Corp.(SMBC)
Branch Name	Iidabashi Branch
Account Name	Japan Karate Association
Account No.	0124740
Swift Code	SMBCJPJT

9. See the fee calculation written in the form to make sure the amount should be remitted.

【Group application & inquiry】

Contact person: Mai Shiina

E-mail: keiribu-2@jka.or.jp

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