1. **Expression of Interest Form**

Clubs wishing to affiliate with the NSWKA may download the Club Application Form from the NSWKA Website or contact the NSWKA and be sent the form

1. **NSWKA President Conversation with Applicant Club**

2.1 On receipt of a Club Application Form, the NSWKA President or delegate will speak to the Club Contact and Head Sensei/Coach and discuss;

* 1. The history of the club and any future plans
	2. Facilities and training program
	3. Willingness to adhere to the policies and procedures of the NSWKA
	4. Willingness to be involved in the activities of the NSWKA
	5. Sensei/Coach Working with Children Check Requirements
	6. Sensei/Coach training obligations - Harassment & Discrimination and Child Protection & Safeguarding
	7. Recognising Sensei/Coach current grades
	8. If the club does not have a 5th Dan or higher Sensei, recommending mentor support from a NSWKA senior grade
	9. Payment of NSWKA and AKR membership fees
	10. NSWKA competitions, gradings and seminar schedule
	11. Having the Club’s details added to the NSWKA website
	12. Insurance coverage from the Australian Kendo Renmei
	13. Registering for Active Kids Vouchers
	14. Support the Club may want from the NSWKA

2.3 If the NSWKA President does not practice the Art of the applying Club, the Chair of the applicable Technical Committee will conduct the above conversation

1. **Consult with Executive and Technical Committee**

The NSWKA President will report on the outcomes of the conversation with the Club Contact and Head Sensei/Coach to the NSWKA Executive and relevant Technical Committee. Members of the Executive and Technical Committee will voice their support or raise concerns about the Club joining the NSWKA

1. **NSWKA President to Decide and Inform**

4.1 The NSWKA President may choose to have another conversation with the Club or consult with other NSWKA members about the application before making a decision and informing the Club and NSWKA members

4.2 In cases where a Technical Committee Chair has conducted conversation the applying club, the final decision still rests with NSWKA President

4.3 If the decision is made to approve the application, the NSWKA President shall inform the Club Contact and Head Sensei/Coach in writing on the success of their application and include the new club in NSWKA activities as detailed in Clause 2.2

4.4 If the decision is made to reject the application, the NSWKA President will write to the Club Contact and Head Sensei/Coach informing them of the decision and the reasons behind it, clubs are welcome to reapply if they can address the reasons why the previous application was rejected