

PERSONAL GUIDELINES

1. Do not be late for practice - Be at the dojo sufficiently early to allow for dressing and equipment preparation. (It is the students responsibility check for schedule changes to practice times and other announcements).
2. When entering or exiting the dojo, one should always bow to the front of the room regardless of anyone being present.
3. Whenever arriving or departing the dojo, bow and give proper greeting or farewell to those present.
4. Whenever taking the advance of an instructor or senior person (as when leaving the dressing room before or when passing an instructor to walk ahead), take leave by bowing and excusing yourself.
5. Instructors are to always be addressed as "*Sensei*", even outside of the dojo and in casual social settings.
6. Junior students should help tend to the instructors' needs, e.g., carry their equipment to and from the training area, prepare their equipment before practice and put away their equipment after practice, fold their keiko-gi and hakama, etc.
7. When an instructor enters the training area, everyone should bow and give greeting.
8. Expect to remain for the entire period of the practice, unless an instructor is otherwise notified before the practice begins.
9. Notify an instructor ahead of time if you will be late or absent form practice, or if you need to leave practice early.
10. If you are late to practice, sit off to the side of the dojo, perform *Mokuso*, bow to the front of the room and remain in *Seiza* until given instructions.
11. If absent from a class, it is the member's responsibility to contact a dojo member to get any information that may have been missed. (There are no make-up classes.)
12. Refrain from unnecessary conversation while practice is in session.
13. **Students are not to instruct other students unless specifically directed to do so by the head instructor.**
14. If not actively practicing, sit in *Seiza* or stand. Do not lean against the walls, sit in chairs or bleachers, or sit on the floor with your legs outstretched.
15. You must receive direct permission from the head instructor if you wish to:
 - a. practice at another kendo school
 - b. practice with another person from outside of our school
 - c. participate in kendo functions outside of our own school
 - d. bring a guest to the dojo to participate in the practice
16. Always keep yourself neat and well groomed at all times.
17. Wear presentable attire to and from the dojo. Worn, tattered, or flamboyant clothing is not acceptable.
18. The prescribed uniform is a white or dark blue keiko-gi and a dark blue hakama. The uniform is to be kept clean and is to be properly folded when not in use.
19. The uniform is not to be worn when traveling to or from practice, or outside the dojo as daily attire.
20. When going around others, try to pass behind. If for any reason you must walk in front of a fellow kenshi, extend your right hand in front of you, bow and excuse yourself as you pass.
21. Be constantly mindful of the courtesies extended to other kenshi. Be particularly mindful of the courtesies and respect that is to be extended to *Senpai* (senior members), regardless of their rank.
22. Understand that one's actions outside the dojo reflect on all members.

EQUIPMENT

23. There will be no unauthorized use of the dojo's equipment.
24. Students are not permitted to take any Dojo equipment home with them. Dojo equipment is to remain in the dojo or in the custody of an instructor after use.
25. Additional uniform or equipment items (Protective pads, foot protectors/supports, custom/specialty items, etc.) must receive the approval of an instructor before use.
26. Refrain from touching or using any equipment that is not one's own, or has not been so assigned.
27. All equipment is to be handled with care and respect. Equipment shall NOT be handled or used in any way that is not prescribed through the course of instruction.
28. All equipment is to be examined before and after each practice for good functional condition. Faulty equipment is not to be used under any circumstances.

FACILITIES & SECURITY

29. All students are expected to help prepare the facilities before practice, and clean and secure the facilities afterward. Everyone is to take part in keeping the facilities neat and orderly.
30. Any damage to the facilities should be reported to an instructor, regardless of who, when, or how the damage was done.
31. Do not disturb equipment belonging to other groups that also use the facilities. If something is out of place, return it to its proper place.

PRACTICE SAFETY

32. Do not leave any valuables in the dressing areas.
33. Immediately report any illness or injury.
34. Keep finger and toenails trimmed short.
35. Notify an instructor or senior student if you must temporarily leave the practice-area during practice.
36. Refrain from horseplay of any kind.
37. In emergencies notify the instructor or facility staff, or call 999, explain the emergency, and answer any questions the emergency operator asks. Do not hang up until the emergency operator tells you to do so. Return to the accident site to lend assistance.

Lesson Glossary

Aiyumi-ashi – Footwork technique that is the same as a natural walking steps.

Bokuto – a wooden facsimile of a sword used as a training implement in the practice of kendo.

Chudan-no-kamae – The on-guard position with the shinai held in the center position with the tip projecting to the opponent's throat.

Datotsu-bu – The valid point areas.

Debana waza - The technique of striking at the moment the opponent begins an attack.

Harai - The technique of upsetting an opponent's kamae by striking their sword off-center in the same movement of the upward swing of an attack.

Hiki waza – The technique of stepping backward to strike an opponent.

Issoku-itto-no-maai - One step striking distance. From this distance, a single step forward will be sufficient to strike the datotsu-bu (target area) with the mono-uchi (first third of the sword length).

Kaburi – Overhead swing of the sword that is the initial movement of striking an opponent.

Kaeshi waza – The technique where the sword of the aggressor is blocked with the shinogi of one's own sword and a counter attack executed immediately after.

Kakarite – The practitioner who is active in executing/practicing movements and strikes.

Kamae – On-guard posture.

Kamae Otoku – The lowed, neutral position of the swords, which allows paired combatants/practitioners to mutually retreat.

Kata – Japanese sword

Keiko – Practice, training

Kiai – The shout. The vocalized expression of spirit.

Kihon – Basics, Fundamentals.

Ki-Ken-Tai-no-Ichi - synchronization of the kiai, the strike, and the setting of the body at the moment a blow is landed.

Kisaki – The tip of a sword.

Maai – The distance, or interval between two facing practitioners.

Mono-uchi – The optimal cutting segment of a sword, or the part of the shinai that point areas must be stricken with to be valid. The mono-uchi is the first third of the sword length. For shinai, it is the first quarter of the overall length - the portion of the shinai between the kisaki and the nakayui.

Motodachi – The person who is the receiver in paired training where strikes and techniques are practiced. When taking the part of Motodachi, one must continue to work to refine their skills within the role of Motodachi.

Nidan waza – The technique of striking two point areas consecutively in a single, fluid attack.

Nuki waza – The technique where a respondent of an attack maneuvers to sidestep the attack and simultaneously execute a counter attack.

Ohji waza – Counter attacking techniques.

Okuri-ashi – Footwork where the feet are moved in a shuffle-step fashion to advance, retreat, or maneuver from side to side.

Otoku - (see, *Kamae Otoku*)

Ritsu-rei – Standing bow

Sandan waza - The technique of striking three point areas consecutively in a single, fluid attack.

Seme - 1) To attack. 2) The physical and mental attitude of advancing to overwhelm/attack an opponent. 3) The act of invading an opponent's space to provoke a response and reveal vulnerabilities.

Shinogi – The raised side ridges of a sword that run proximal to the long axis of the blade.

Shomen – The center point area of the head. The top center of the head, as opposed to *Hidarimen* and *Migimen* (right and left temples of the head).

Sonkyo – 1) The squatted position taken when drawing and withdrawing the sword. 2) A formal posture taken to show respect.

Suriage waza - The technique of maneuvering one's sword in an upward sweeping motion to glance an attacking sword away from the intended target and deliver a counter attack to the area of opportunity the deflecting action creates.

Tachiai – The position from which *ritsu-rei* is performed in preparation or retirement of an interactive practice.

Taito – The holding of the *bokuto* or *shinai* on the left hip, positioned as a sword in the sash ready for drawing.

Toki-kata – The form or process of lowering the swords to a neutral position, allowing the practitioners to retreat. (also see, *Kamae Otoku*)

Tsubazeriai – Position where two opponents are at a close interval with the sword guards interlocked.

Uchiotoshi waza – Also called *Kiriotoshi waza*, *Uchiotoshi waza* is the technique of taking advantage of an opponent's attack by "killing their sword". Simply described, an opponent's sword is batted away to stop the attack and to also create an opening for a counterattack.

Waza - Technique

Yokote - The vertical line formed by the intersection of the side-plane of a sword and the plane that angles inward to form the blade-tip.

Yokote-kôsa - The position where the sword tips are touching with the *yokote* of the swords crossed.

Zanshin - Continued preparedness after executing an attack.