

International Karate Connection Association

Rules & Procedures



Version 2.02

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International Karate Connection Association

Rules and Procedures

PREAMBLE: This document supersedes all previous versions of IKCA By-Laws and IKCA Rules and Procedures. It is designed to be the operational blueprint of the IKCA structure. It is intended to set forth the rules and procedures governing that operation, and the rights and responsibilities of the individuals, titles, and positions identified herein.

- 1) NAME OF THE ORGANIZATION:** International Karate Connection Association, Inc. – “IKCA, Inc.” DBA “IKCA.” AKA/FKA “Karate Connection.”
- 2) PURPOSE:** Instruction/training in Self-Defense; specifically, the Art of IKCA Kenpo (aka “IKCA Chinese Kenpo”), a Chinese influenced American Style, accomplished by and through a “Distance Learning” video instruction/training program (aka: “Interactive Video Home Study Program,” aka “Distance Learning Program”); alternately achieved by conducting individual in-person training, by private and/or group classes operated at individually owned/operated schools/dojos.
- 3) SYLLABUS:** Proprietary/Copyrighted - © 2003 - video instructional/teaching system comprised of a curriculum consisting of 60 Self-Defense Techniques, 55 of which comprise the “Master Form,” and additional related material. (aka: “IKCA Distance Learning Program,” FKA¹ “KARATE CONNECTION Home Study & Video Correspondence Program”)
- 4) DEFINITIONS:**
 - a) Senior Grand Master (SGM): Charles K. Sullivan, 10th Dan; Co-Founder of the IKCA. The SGM is the head of the organization.
 - b) Successor in Interest: The individual who will succeed the SGM upon his retirement from the IKCA, the SGM’s inability to function in that position, and/or the passing of the SGM.
 - c) Directors: Persons who hold a position reflective of the individual’s role within the organization.
 - d) Headquarters (HQ): The IKCA Inc. Corporate Address is made available upon request.
 - e) Certified Instructor: An IKCA Black Belt who has completed all requirements of the Qualifying and Certified Instructor programs & holds Active Certified Instructor status.
 - f) Certified Video Instructor: an IKCA Certified Video Instructor (CVI) is an individual who teaches under the auspices of the IKCA Distance Learning Program.

¹ Formerly Known As

g) Member:

- i) Prior to 12/28/2017: Memberships in the IKCA were sold by the ownership of the IKCA.
- ii) On 12/28/2017, the IKCA was declared a closed organization. As of that date, membership became restricted to individuals meeting one or more of the following criteria:
 - (1) All persons holding IKCA Black Belt rank as of 12/28/2017.
 - (2) All persons who had previously purchased “Lifetime Memberships” in the IKCA.
 - (3) All persons, regardless of rank, who were current members in “good standing” of the International Karate Connection Association as of 12/28/2017.
- iii) From 12/28/2017-12/31/2021, the requirement for membership in the IKCA was attainment of IKCA Black Belt status. Once achieved, membership was automatic, no yearly dues were required during that time.
- iv) Effective 2/1/2022, IKCA Memberships have been reopened with a tiered system through our Official Website www.ikcakenpo.com.
 - (1) Existing Lifetime memberships are grandfathered inclusive of all previously accessible website content access as of 12/31/2021.
 - (a) Free level memberships mirror the grandfathered Lifetime membership access, subject to coursework completion requirements.
 - (2) IKCA Memberships are now available at the IKCA website with complete information found under the [IKCA Membership](#) link.
 - (a) Free IKCAKenpo.com Membership. Individuals who:
 - (i) Meet g.ii qualifications.
 - (ii) Are subject to the Free tiered payment structure.
 - (b) IKCA Affiliate Membership – Individuals who:
 - (i) Want to be Affiliated with the IKCA but who are not actively studying the complete IKCA Syllabus.
 - (c) IKCA Individual Membership – Individuals who:
 - (i) Are studying the IKCA syllabus at any level below Black Belt.
 - (d) IKCA Black Belt Membership - Individuals who:
 - (i) Hold the level of IKCA 1st Degree Black Belt or higher, whose name is found on the published IKCA Family Tree AND
 - (ii) Are NOT an IKCA Certified Instructor.
 - (e) IKCA Certified Instructor Membership – Individuals who:

(i) Have earned an IKCA Certified Instructor credential of any level from 1990-Present.

(f) Membership Levels will be added/updated as needed.

(3) Membership may be revoked at any time for any violation of the IKCA Rules & Procedures.

5) Conduct of Association Members:

The International Karate Connection Association is at its core, a formalized manner of organizing together individuals who desire to share a base set of knowledge of our Syllabus and share time and training methods together. Our Founding Senior Grand Master, Chuck Sullivan has spent 30+ years developing the IKCA brotherhood and ensuring the continuity of the organization to the future. It is up to each member to preserve that legacy for future generations.

To do so, there are a few basic components of how all members are expected to interact:

- a) All members of the IKCA are expected to treat each other in a respectful manner. Keep private matters private.
 - i) There will be no public attacks in any form from any member to another member.
 - ii) There will be no public attacks in any form from any member to any non-member.
- b) Should there exist an issue that reflects on or affects the IKCA that cannot be resolved personally between IKCA Members, please bring it to the attention of the IKCA Leadership by emailing legal@ikcakenpo.com.
- c) Violations of these guidelines for conduct are grounds for immediate revocation of your Membership and all recognition of active rank or title.

6) RECORDS: The procedure for keeping and managing IKCA records:

- a) The rank and dates of promotion for all students, of the “Distance Learning Program,” and, all other methods of instruction/training, will be recorded and kept on file, as follows:
 - i) As of 1/1/2023, any student or instructor submitting for a black belt test of any level for which there does not exist a complete promotion history will be declined.
 - (1)** IKCA Certified Instructors and individual students have until 12/31/2022 to submit their student’s promotion history at no charge via the Promotion Record Form.
 - (a) Select “Registration Only – No Diploma” under the Promotion Package selection field.
 - (2)** After 12/31/2022, all records require an IKCA diploma to be issued. The choice of digital or physical is up to the person submitting for the record and will be processed with the appropriate fees accordingly.

- ii) Colored Belt Promotions: Qualifying and Certified IKCA Instructors will maintain promotion records of all Colored Belt Promotions, to at least include, but not limited to, the Name of the Student, the Date of Promotion, and the New Rank of the student.
- (1) Jr. Level promotions must also include the student's Date of Birth.
 - (2) HQ exams will include the original of the "Test Critique" delivered to the student for review and study purposes, in digital PDF format and retained in the IKCA Archives.
 - (3) All colored belt promotions must be registered with the IKCA via the online form to submit the promotion records.
 - (a) The IKCA Promotion Record Form is found under IKCA Requests on the IKCA Website.
 - (b) Submit one Promotion Record Form per promotion to accurately create the records in our database.
 - (4) Promotions will be registered using the IKCA Promotion Record Form found under the IKCA Requests section of the IKCA Website.
- iii) Black Belt Promotions: The record will be maintained by the IKCA Inc. Administrative Staff, with redundant digital archive backups.
- (1) The record will consist of the Instructor of Record, Name of the Student, the Date of Promotion, and the New Rank of the student.
 - (a) Jr. Level promotions must also include the student's Date of Birth.
 - (2) Copies of the test critiques created by HQ Instructors are archived for future reference.
- b) Promotion forms ("Test Critiques") may be obtained by IKCA instructors via downloading said forms, as they are needed from the IKCA website. Each curriculum video section contains all documentation materials for that level of study.
- c) A comprehensive list of all IKCA Black Belts will be maintained on the [IKCA website](#), currently configured as the IKCA Family Tree.
- d) Rank Verification: Verification of an IKCA member's rank may be obtained by examination of the IKCA Family Tree on the IKCA website or submitting a request for information using the appropriate IKCA Website Form found in the IKCA Requests section.

7) ADULT RANK

a) The IKCA promotes according to the belt levels as follows:

COLORED BELTS

Yellow Belt – 6th Kyu, **Orange Belt** – 5th Kyu, **Purple Belt** – 4th Kyu, **Blue Belt** – 3rd Kyu, **Green Belt** – 2nd Kyu, **Brown Belt** – 1st Kyu

BLACK BELT

Rank designation in BLACK BELT is worn at each end of the belt. Starting one inch from the end. The stripes and bars are red. The stripes are one half inch wide and the spaces are one half inch wide. The bars are five inches wide.

1st Dan – 1 stripe, 2nd Dan – Two stripes, 3rd Dan – Three stripes, 4th Dan – Four stripes, 5th Dan – One bar, 6th Dan – One bar and one stripe, 7th Dan – One bar and two stripes, 8th Dan – One bar and three stripes, 9th Dan – One bar and four stripes, 10th Dan – Two Bars.

b) All promotions of colored belts (Yellow through Brown) will be made upon a student successfully passing the test EITHER:

- i) prescribed in the IKCA Belt Test Scripts and Critiques and demonstrated on each video for each belt level by, OR
- ii) administered by an IKCA Certified Instructor under provisions 9.a)

c) Tests may be conducted by:

- i) Sending the test on video to IKCA Headquarters, or...
- ii) Testing in person before a “Certified” or “Qualifying” IKCA Instructor. (See Instructor Qualifications)

d) No belt levels may be skipped.

- i) As of June 1, 2018, Yellow Belt is no longer “optional.” Originally intended for children under the age of twelve (12), because the complexity of each technique was less stringent than those in the Orange Belt level, time has proven those basic techniques to be essential; to make certain a solid foundation of “basics” is acquired by each student.

(1) This requirement is not retroactive. Students that have already begun their training and testing for Orange Belt, prior to 6/1/2018, are not subject to this requirement – although it is highly recommended that they do include it in their studies, on their own.

e) There is no minimum time limit required between tests. When a test is “passed,” the resulting critique and feedback must be received and required corrections completed prior to the next exam being taken.

- f) Certified Instructors may promote up to and including Brown Belt level.
 - i) Each promotion must be registered with Headquarters for documentation purposes.
 - ii) The IKCA Promotion Record Form is located within each product option for paying for tests (students) or diplomas (Certified Instructors) in the IKCAStore.com online store.
- g) The rank of BLACK BELT (1st Dan) must be sanctioned by the IKCA SGM or his/her designee, as follows:
 - i) By passing the test on video or performing in-person before the SGM or designee. A pass or fail grade will be based on the evaluation by the SGM, or his/her designee, of the overall proficiency of the total performance, as tested and prescribed in both the Black Belt Test Script and the Black Belt Test Critique.
- h) Promotions within Black Belt (2nd Dan to 10th Dan) will be made as follows:
 - i) Three years from the date of his/her last promotion, a Black Belt member of the IKCA may test for the next level of Black Belt - By performing the Master Form.
 - ii) There is a one-time, single degree promotion granted to an individual upon earning the Certified Instructor status. This degree is independent of any time requirements between black belt degree testing. No individual may be promoted to 10th Degree Black Belt who has not earned the Certified Instructor recognition degree.
- i) Recognition of active rank may be revoked at any time for violations of the IKCA Rules & Procedures.

8) CHILDREN'S RANK: Children's rank is governed as follows:

- a) General Overview:
 - i) Any rank up to and including Black Belt may be attained by a person under sixteen (16) years of age, however, all belt levels held by those persons shall be considered JUNIOR BELT RANK.
 - ii) At sixteen (16) years of age any colored belt rank held by such person(s) will automatically be considered his or her adult rank.
- b) Junior Black Belt
 - i) Individuals under the age of 16 will perform the entire IKCA Black Belt test as prescribed in these Rules & Procedures following the Official Testing Script.
 - ii) The Testing Process & Fees for Junior Black Belt level is as follows:
 - (1) Under 14 years of age:
 - (a) The <14 Junior Black Belt testing fee is \$200. We will provide a plain black belt

with all passing tests.

(b) Individuals who have been promoted to Junior Black Belt in this age bracket will hold this rank until their 16th birthday.

(c) At any point after their 16th birthday, the Junior Black Belt may submit a video test of their Master Form in the same manner as Black Belt Degree Tests are submitted to qualify for full recognition as an IKCA 1st Degree Black Belt.

(i) The fee for the video test submitted after turning 16 will be \$150.

(ii) If the test is judged to PASS, a video critique and promotion package including their 1st Degree Black Belt will be ordered and shipped by IKCA HQ.

1. It is recommended that candidates who are preparing to take this 1st Degree Black Belt test order their black belt through IKCA HQ approximately 4-6 weeks prior to test submission date.

2. Please see IKCAStore.com under the Tests section for the [black belt preorder product](#).

(iii) If the test is not judged to be a passing test, a video critique will be provided, and the student is permitted to resubmit their test one time at no charge. Further resubmissions, if necessary, will require an additional fee.

(2) For Junior Black Belts who are between 14 and 16 years of age:

(a) The 14 to 16 year old testing fee is \$225 and includes a plain black belt.

(b) Upon reaching the age of 16, the student is automatically converted to reflect their rank as an IKCA 1st Degree Black Belt.

(c) At this time the student may order their IKCA Promotion package to update the IKCA records and receive their IKCA 1st Degree Black Belt, at the cost of \$75.

iii) When a person under the age of sixteen (16) receives his or her Jr. Black Belt, they may not begin the three-year promotion schedule to elevate their Black Belt ranking until it becomes their adult rank on their sixteenth (16) birthday, regardless of how long they have held their Junior Black Belt.

9) TESTING FOR RANK PROMOTION

a) Membership Requirement

- i) An active IKCAKenpo.com membership is required for promotion to any level above Blue Belt, maintained for the duration of time between promotions.

b) **Certified Instructors:**

i) **Free Tier IKCA Members who hold Certified Instructor status:**

- (1) Must test their students using the Official IKCA Test Scripts and may not include any additional material when issuing IKCA Diplomas.
- (2) Violation of this provision is grounds for removal of your membership, status, and credential.
- (3) Official IKCA Promotion Packages are found in the CI Resource Section of IKCAStore.com, which may be accessed following the Free Tier CI Resource link from IKCAKenpo.com. Rates for Free Tier CI Promotion Packages are as follows:
 - (a) Digital \$50
 - (b) Physical \$60

ii) **IKCAKenpo.com Certified Instructor Membership holders** are hereby granted the following privileges:

- (1) IKCA Certified Instructors MAY elect to conduct their colored belt student exams and require material over and above the base requirements for IKCA HQ Rank Exams.
- (2) 1st Degree Black Belt exams submitted to IKCA HQ by a Certified Instructor must be conducted according to the published IKCA Black Belt Testing Script. Do not include any additional material on these tests.
- (3) Black Belt Degree Tests 2nd-10th Degree submit the Master Form per Section 9.c.ix.
- (4) IKCAKenpo.com Certified Instructor Membership holders are permitted to issue official IKCA Promotion Packages to their students provided all minimum IKCA requirements have been met.
- (5) Official IKCA CI Membership Promotion Packages are found in the CI Membership Section of IKCAStore.com
 - (a) This section may be accessed from the CI Membership Portal at IKCAKenpo.com.
 - (b) IKCAKenpo.com CI Membership holders receive discounted rates for their diploma packages.
 - (i) Digital \$30
 - (ii) Physical shipped \$40

All Headquarters tests will be conducted according to the following policies:

c) **Testing Rates for HQ Submitted Exams:**

i) **IKCAKenpo.com Free Members**

(1) Colored Belt

- (a) **Digital Delivery \$130:** Includes PDF delivered Critique & Video Lesson, passing tests include Diploma and Promotion Letter along with new belt shipped to you.
- (b) **Physical Delivery \$150:** Includes the digital evaluation results. Passing tests receive a complete promotion package shipped to you: Critique Sheet, Diploma, Rank ID Card, and Belt.

(2) Black Belt

- (a) **1st Degree Black Belt: \$400**
- (b) **Degrees 2-10th Degree: \$300**
- (c) **CI Promotion Degree: \$120**

ii) **IKCAKenpo.com Individual, Black Belt, and Certified Instructor Membership Holders**

(1) Colored Belt

- (a) **Digital Delivery: \$100**
- (b) **Physical Delivery: \$130**

(2) Black Belt

- (a) **1st Degree Black Belt: \$300**
- (b) **Degrees 2-10th Degree: \$200**
- (c) **CI Promotion Degree: \$120**

d) **Test Requirements:** Testing will be conducted and controlled for all belt levels (Yellow through Black) according to the rules/directions as set forth in the “Belt Testing Scripts” and “Belt Testing Critiques” for each belt level, and will consist of the following elements:

i) All material is to be performed as demonstrated on the IKCA Course Videos found on IKCAKenpo.com.

(1) Personal variations must be explained by the student as part of their test.

(a) Examples of permitted movements:

- (i) Modification based on injury – prevention of range of motion.
- (ii) Modification based on extreme height variation – target availability.

- (2) Material found in the Black Belt Tips & Tricks or the CI Enhancement Curriculum sections, the “Evolutionary Alternatives Video,” or the “Modification #2 Video,” are **NOT** to be included in any IKCA rank test.
- ii) The Yellow Belt Test is performed solely by the student – including;
- (1) Demonstration of the “basics” (stances, kicks, blocks, maneuvering).
 - (2) Performing the Five (5) Yellow Belt Techniques twice, facing front then to the left; first time slowly, then fast.
 - (3) The student performs the “Star Block” twice. First in a Right Neutral Bow facing forward; then in a Left Neutral Bow facing left.
- iii) The **Orange Belt Test** begins by the student performing the **Five (5) Yellow Belt Techniques with a partner**; the first time slowly, then fast, and from both directions.
- (1) Demonstration of the “basics” (stances, kicks, blocks, maneuvering).
 - (2) The student then performs the **Orange Belt Form**.
 - (3) The student then performs the **Six (6) Orange Belt Techniques** solely by the student (no partner). First to the front, then facing left; first time slowly, then fast.
- iv) The **Purple Belt Test** begins by performing the **Six (6) Orange Belt Techniques with a partner**; the first time slowly, then fast, and from both directions.
- (1) The student then performs the **Orange Belt Portion of the Master Form**; including the Formal Salute.
 - (2) The student performs the “**Kicking Drill**.”
 - (3) The test then continues with the student performing the **Seven (7) Purple Belt Techniques** solely by the student (no partner). First to the front, then facing left; first time slowly, then fast.
- v) Levels from Blue Belt through 1st Degree Black Belt all include a Freestyle Requirement: Two-two-minute rounds **with a partner**.
- (1) Freestyle Test: At the conclusion of the tests for **Blue Belt through 1st Degree Black Belt**, the student will be required to demonstrate Freestyle abilities **with a partner**. This test will consist of **TWO, 2-minute Freestyle Rounds**, and the student will be graded on his/her overall performance.
 - (2) Freestyle Videos are included throughout the IKCA Curriculum videos starting at Blue Belt.
 - (3) This test will not be required for promotions from 2nd Degree through 10th Degree Black Belt.
- vi) The **Blue Belt Test** begins by performing the **Purple Belt Techniques with a partner**;

the first time slowly, then fast, and from both directions.

(1) The student then performs the **Master Form** up to and including **Blue Belt**.

(2) The test then continues with the student performing the **Eight (8) Blue Belt Techniques** solely by the student (no partner) – the first time slowly, then fast, and then facing both directions or as directed in the Testing Script.

(3) Freestyle Test: Two, two-minute rounds with a partner.

vii) The **Green Belt Test** begins by performing the Blue Belt Techniques with a partner; the first time slowly, then fast, and facing both directions.

(1) The student then performs the **Master Form** up to and including **Green Belt**.

(2) The test then continues with the student performing the **Nine (9) Green Belt Techniques** solely by the student (no partner) – the first time slowly, then fast. The direction each technique will be done is outlined in the Testing Script.

(3) Freestyle Test: Two, two-minute rounds with a partner.

viii) The **Brown Belt Test** begins by performing the Green Belt Techniques with a partner; the first time slowly, then fast, and then facing both directions.

(1) The student then performs the **Master Form** up to and including **Brown Belt**.

(2) The test then continues with the student performing the **Ten (10) Brown Belt Techniques with a partner** – the first time slowly, then fast, and then facing both directions.

(3) Freestyle Test: Two, two-minute rounds with a partner.

ix) The **Black Belt Test** begins by performing the Brown Belt Techniques with a partner; the first time slowly, then fast, and then facing both directions.

(1) The student then performs the **Fifteen (15) Black Belt Techniques with a partner**; the first time slowly, then fast, and then facing both directions.

(2) The test continues with the student **performing the Master Form continuously from beginning to end**, finishing with the Formal Salute and the Formal Bow.

x) The Master Form:

(1) The Master Form was originally required to be executed in three minutes or less.

(2) To enable the quality of the Master Form to reflect the ability of the student to demonstrate all the material, the time limit requirement has been changed:

(a) The Master Form must be done at a pace that completes the entire form including opening and closing salutation under 4 minutes. This provides enough time to show each move without sacrificing snap and intent.

(b) The Evaluating Instructor is looking for accuracy and understanding of the action and reaction created by blocks, strikes, and movement.

xi) Errors: HQ Certified Video Instructors are evaluating the performance as demonstrated during the test. These are the criteria that should be viewed as general guidelines every time a student practices material, and therefore what we look for in examinations.

Definitions of Errors in Tests:

- (1)** An omitted movement such as a block, strike, maneuver, stance change, leg or hand check.
- (2)** A strike or kick that obviously misses the target, such as a ball kick to the groin that doesn't rise above the knee.
- (3)** Over-extended movements that take themselves too far beyond the circle of protection.
- (4)** An incorrect angle of direction for an entire technique or any portion of a technique.
- (5)** A general lack of snap or power.
- (6)** If the test is being taken by video, there may not be any stop or resume points during the Master Form section of the video. There may be breaks inserted as the student needs throughout the other sections of the test, but the Master Form must be done continuously.

e) Retaking a Test:

- i) Colored Belt Students:** (Yellow through Brown): In the event a student does NOT receive a passing grade on a test for a higher belt rank or needs to retake a portion of the original test, that student's testing Instructor will determine when that student will be eligible to re-take either examination.
- ii) Black Belt Ranks:** Anyone testing for all Black Belt ranks (1st – 10th Degree) that does NOT achieve a passing grade, may be eligible to re-take the test at a time to be determined solely by the Evaluating Instructor.
- iii) The date of actual promotion** to First Degree Black Belt, and all other degrees thereafter, will be the date that begins the **3-year time-in-rank schedule.**

10) Rank Recognition Program

- a) Recognition of Rank by the IKCA will be honored based on the quality of the tests submitted and evaluated by IKCA Headquarters, exclusively. **The process for Rank Recognition involves enhanced scrutiny of all exams and must be requested at the outset of the student's IKCA training.**
 - i) All Rank Recognition Program candidates will be assigned to an IKCA Certified Video Instructor after submitting the Request a CVI form on the IKCA Requests section of the IKCA Website.
 - ii) All Rank Recognition Program candidates are required to be IKCAKenpo.com Individual Members during their Colored Belt levels and IKCAKenpo.com Black Belt Members for a minimum of one year after reaching 1st Degree Black Belt.
 - iii) The Request a CVI form allows for submission of all required data except for the required documentation of rank.
 - iv) The assigned CVI will request the diploma verification of rank levels in their initial communications with their assigned Rank Recognition Candidate.
- b) Rank Recognition is available with two options:
 - i) Rank in Ed Parker Kenpo Lineage will be honored pursuant to Section 8.c-j as described below, with the maximum recognition level of 5th Degree Black Belt.
 - ii) Rank in styles/systems/etc outside of the Ed Parker Kenpo lineage is restricted to the ranks of 1st – 3rd Degree Black Belt level, provided all conditions listed in Section 8.c-j are met.
- c) All students requesting Rank Recognition, will be trained and tested by an IKCA Certified Video Instructor for the ranks of Yellow Belt through Brown Belt.
- d) The final determination for Rank Recognition will be based on the Black Belt Test which must be submitted to Headquarters – as outlined below – Section 3.F.
- e) If the Certified Video Instructor considers any test to be below the standards expected for Rank Recognition, that “CVI” will inform the student that their Video Test needs to be brought up to the expected level, even though the test would have been sufficient had it been performed by a novice working toward standard rank in the system.
- f) If retesting is necessary, the first retest is free of charge. Further testing, at any particular level, will require the regular testing fee. This rule stays in effect throughout the program from Yellow Belt to Black Belt.
- g) The final determination for Rank Recognition will be based on the Black Belt Test submitted to HQ. Furthermore, after evaluating the overall performance, HQ has sole

discretion to award the requested Rank Recognition, or an alternative IKCA rank.

- h) Verifiable certification of the dates of the individual's initial Black Belt promotion, along with their last degree attained, will be required.
- i) Ed Parker Kenpo lineages: the IKCA will recognize only as many degrees as the IKCA three-year formula supports, up to 5th Degree Black Belt level.
- j) Lineages other than Ed Parker Kenpo: the IKCA will recognize only as many degrees as the IKCA three-year formula supports, up to 3rd Degree Black Belt level.
- k) If the student elects to abandon the Rank Recognition Program and decides upon testing toward his or her 1st Degree Black Belt rank, the requirements ("standards") for passing each belt level will be adjusted accordingly.

11) INSTRUCTOR QUALIFICATIONS:

- a) There are two levels of International Karate Connection Association Instructors:
 - i) "Qualifying" Instructor
 - ii) "Certified" Instructor
- b) To become a Qualifying Instructor, you must have successfully completed the entire program personally (Yellow Belt through Black Belt).
 - i) As a "Qualifying Instructor" you may:
 - (1) Register for your Instructor ID.
 - (2) Teach the program as shown on the original videos – found at IKCAKenpo.com.
 - (3) Begin the "QI Training Program."

IKCA Certified Instructor Status – the rarest achievement in the IKCA.

Holding an IKCA Certified Instructor Title: As an IKCA Certified Instructor, you have shown your desire and commitment to developing other people and sharing this fantastic martial art with them. Each IKCA Certified Instructor is in essence a representative of the IKCA to others, and it is incumbent upon each CI to conduct themselves in a manner that reflects adherence to the IKCA Rules and Procedures. IKCA CIs have privileges as specified in this document unavailable to other members – as such, they are held to a higher standard of conduct. Penalties for violations are accordingly greater on a CI than to a colored belt or black belt member.

- c) **Effective 1/1/2023**: A Certified Instructor is required to maintain Active Status to order and award Official IKCA Diplomas and Promotion Packages.
- i) The following Requirements are necessary to be considered “Active” for all Cis who do not hold IKCA Grand Master - 10th Degree Black Belt:
- (1) Maintain a current Membership through IKCAKenpo.com.
 - (2) Must also meet **any 2** if the following 6 conditions within the *last 12 months*, **AND** at least 1 being in the *last 6 months*.
 - (a) Registered student test submission (any test) [Automatically tracked].
 - (b) Personal promotion to any Black Belt rank. [Automatically tracked].
 - (c) New student registered as paying members [Automatically tracked].
 - (d) Existing student membership renewal (separate from promotion) [Automatically Tracked].
 - (e) The Certified Instructor’s participation in (or hosting of) IKCA Online or in-person events [Tracked by Organizer; after-action report submitted following].
 - (f) Material Contribution to Newsletter, resources, tips and tricks, etc [Manually tracked].
- ii) IKCA Grand Master – 10th Degree Black Belts
- (1) 10th Degree Black Belts are considered active status with the following criteria:
 - (a) Maintaining a current IKCAKenpo.com Membership.
 - (b) CI Status has not been revoked under section 11.f, 11.g, or 11.h, inclusive.
- iii) Failure to maintain these requirements will result in the CI status being designated “Inactive.” This status designation will mean the CI is unable to order IKCA Promotion Packages and will be removed from active recognition on the Family Tree and any IKCAKenpo.com listings designed to assist prospective students in locating the CI until such time as the “Active” status is restored.
- iv) IKCA, Inc. HQ will be solely responsible for determining what actions, examinations, and/or requalification are necessary to restore “Active” status to a CI who has been deemed “Inactive.”
- d) To become a Certified Instructor, you must have successfully completed Section 5B and

complete the “QI Training Program” as follows:

- i) You must submit a test video of a student of yours to the IKCA for promotion to Yellow Belt or recommend the student to be tested before the SGM.
- ii) When your student successfully passes his/her test for Yellow Belt, it automatically qualifies you to:
 - (1) Promote to the Yellow Belt level - without further approval from IKCA HQ
 - (2) Issue official IKCA Yellow Belt promotion certificates, which may be obtained through the IKCA website.
 - (3) Each successive promotion up the colored belt scale is treated the same. Thus, when each belt level is attained by a student of a “*Qualifying Instructor*,” and sanctioned by the SGM or his/her designee, the “*Qualifying Instructor*” is authorized to promote to that level without further approval from IKCA HQ.
 - (4) There is no requirement that the same student take each test as they ascend the Colored Belt scale. A different student may test for each or any belt level.
 - (5) The time between tests in all cases is up to the discretion of the instructor except as noted in 11.C.ii.7.
 - (6) At his/her sole discretion, the SGM, or his/her designee, may ask to see further tests for the same belt level, but performed by another student of a “*Qualifying Instructor*,” even if the first student passed the test.
 - (7) If a student fails a belt level test, the instructor may elect to substitute another student to take the test for that level – in order to comply and continue with the “*QI Training Program*.” Furthermore, it will be in the sole discretion of the Certified Video Instructor as to when the (failing) student may perform a re-test.
 - (8) The fees for testing are the same whether the Instructor submits the test, or the student submits the test. Fees are submitted through the links in the Tests section of IKCAStore.com for students, or through the Certified Instructor section for IKCA Cis. Please access the appropriate link via the IKCAkenpo.com website.
- e) **Certified Instructor Status: Awarding of one Black Belt Degree.**
 - i) A single additional degree in Black Belt will be awarded when the “status” of Certified Instructor is attained. (See INSTRUCTOR QUALIFICATIONS). This additional degree must be requested by the instructor through IKCA HQ, and a processing fee may be required. (That “status” will be achieved/attained when the Qualifying Instructor’s “student” is awarded the rank of 1st Degree Black Belt.)

(1) The processing fee for CI Degree is \$120 and includes your new diploma and rank ID card.

ii) This Degree is independent of the rank attained pursuant to the three-year time in rank rule and will not affect the time in rank requirement between Degree tests for Black Belt.

iii) The status of Certified Instructor, and the degree associated with it, must be earned for any Black Belt to attain the rank of Grand Master, 10th Degree in the INTERNATIONAL KARATE CONNECTION ASSOCIATION, Inc.

f) **Status Review for CI:** A *Certified Instructor* (CI) may have his or her status reviewed at the sole discretion of the IKCA, Inc. Executive Board. Depending on the conclusion of the review process, a Certified Instructor may be subject to having his/her status placed on probation, suspended for a specified period of time and/or until certain conditions are satisfied, and/or revoked, under the following circumstances:

i) At the sole discretion of the SGM or his/her designee - and/or in the event the CI's student/candidate for promotion to any colored belt (and especially Black Belt) is found to be lacking in the student/candidate's overall ability to perform the material of the program, as set forth in these Rules and Procedures under "**RANK**," when reviewed by the SGM or his/her designee.

ii) In the event such an occurrence takes place, the instructor is required to remove from public view, any document of instructor certification, until the issue can be reviewed, resolved, and concluded.

g) **Status Review for CVI:** A "Certified Video Instructor" (CVI) may have their "status" reviewed under the same or similar circumstances as a "CI" and as stated previously in Section F above, at the sole discretion of the IKCA Inc. Executive Board.

h) **Status Review - Revocation:** Instructor Certification is automatically revoked for violations that result in the cancellation of an individual's Membership.

12) VIDEO TRAINING COURSE: Also known as "Interactive Video Home Study Program ©" and "KARATE CONNECTION Home Study & Video Correspondence Program ©;" "IKCA Distance Learning Program ©."

a) The entire Video Training Course, from Yellow Belt to Black Belt is exclusively available through our IKCAKenpo.com website.

b) This method is meant to ensure that everyone who studies the IKCA syllabus receives the entire course of instruction.

c) An IKCAKenpo.com website account is required to access the course videos, subject to the individuals present IKCA Rank.

13) NEW STUDENTS:

- a) In the event a new student contacts any IKCA member that is not a Qualifying or Certified Instructor, they are to be referred to IKCA HQ, to be assigned their personal Qualifying or Certified Instructor.
- b) They will also be given information on how to submit their Video tests and receive private video lessons.
- c) Of course, if a student contacts a Qualifying or Certified Instructor, or one of the Certified Video Instructors, the Instructor may accept the new student as his/her own.

14) SCHOOL AFFILIATION:

- a) The IKCA has no school affiliation program at this time.
- b) IKCA Certified Instructors are responsible for themselves and their own students. The IKCA assumes no liability for the actions of IKCA Certified Instructors.
- c) This section will be revised at a later date.

15) USE OF TRADEMARKED and COPYRIGHTED IKCA INTELLECTUAL PROPERTY:

- a) **All IKCA graphics, videos, and written materials are copyrighted 1990-2022 and may not be reproduced by any party without express WRITTEN consent from IKCA, Inc.**
 - (1) The procedure for submitting a request will be posted to the IKCA Members section of ikcakenpo.com.**
- b) **The IKCA Crest is a US Registered Trademark # Registration Number: 592500951**
 - i) **Registration Date: December 3, 2019.**
 - ii) **Use of the IKCA, Inc. Trademarked Logo without written authorization is prohibited.**

16) MISCELLANEOUS ISSUES:

- a) Any IKCA member who has an issue or “problem” they feel affects the IKCA in one manner or another, positive or negative, may bring that issue or “problem” to the attention of IKCA HQ.
- b) In fact, IKCA HQ encourages all members to contact us with issues that they believe might positively or negatively affect the operation.
- c) The member may communicate his or her concerns to IKCA HQ by filling out the “I have a Concern Form” found in the IKCA Requests section.
- d) However, no issue or “problem” will be accepted for review unless, in addition to the description of the issue or problem, the member also submits a possible/suggested solution.

17) SUGGESTIONS & IDEAS:

- a) Any Active IKCA Member may propose an idea or suggestion for consideration. Some of our best evolutions and innovations have come from our Membership.
- b) Please fill out the appropriate Contact Form to submit an idea or question.

The Rules & Procedures may be modified as necessary at the discretion of the IKCA, Inc. Executive Board.



**Chuck Sullivan, 10th Dan
IKCA Senior Grand Master**



**David Ghigliotty, 7th Dan
Director – Business & Memberships**



**Steve Zalazowski, Sr. 8th Dan
Director – Information & Operations**