

VKR MEMBERSHIP REGISTRATIONS PROCEDURE (NEW MEMBERSHIP YEAR)

A **Membership Year** is from **July 1 to June 30** of the following year.
Example: MY17 is from 1st July 2016 to 30th June 2017.

MID-MAY

Clubs receive notice from **VKR Secretary** about membership renewals

Clubs obtain current VKR Memberships Spreadsheet from Google Drive and populate it

JUNE 1

Clubs submit completed spreadsheet to VKR Registrar and VKR Secretary

JUNE 7

VKR Registrar generates invoices for each club and sends invoices to clubs

Clubs to pay amount on invoices into VKR bank account **within 14 days** of invoice receipt

JUNE 21

Clubs send proof of payment to VKR Treasurer

JUNE 22

VKR Treasurer follows up with clubs who have not paid

JUNE 22-28

VKR Registrar and **VKR Treasurer** cross checks registrations and payments

VKR Treasurer sets up payment to the AKR

JUNE 28-30

VKR Registrar sends registrations and proof of payment to AKR

JULY

VKR memberships finalised



VKR MEMBERSHIP REGISTRATIONS PROCEDURE (CURRENT MEMBERSHIP YEAR)

A **Membership Year** is from **July 1 to June 30** of the following year.
Example: MY17 is from 1st July 2016 to 30th June 2017.

Membership registrations received after May 15 are processed as following year memberships.

STEP 1

Clubs obtain current VKR Memberships Spreadsheet from Google Drive and populate it

STEP 2

Clubs submit completed spreadsheet to VKR Registrar and VKR Secretary

STEP 3

VKR Registrar generates an invoice based on the completed spreadsheet and sends invoice to the relevant club

Clubs to pay amount on invoices into VKR bank account **within 14 days** of invoice receipt

STEP 4

Clubs send proof of payment to VKR Treasurer

STEP 5

VKR Treasurer follows up with clubs who have not paid

STEP 6

VKR Registrar and **VKR Treasurer** cross checks registrations and payments

VKR Treasurer sets up payment to the AKR

STEP 7

VKR Registrar sends registrations and proof of payment to AKR

STEP 8

VKR memberships finalised



VKR GRADING PROCEDURE

(KENDO, IAIDO & JODO)

In order to be eligible to grade, new members MUST be **registered prior to the 15th of the month before the grading month** and must have been **training for at least (3) months**.

● ONE MONTH PRIOR

Clubs receive notice from **VKR Secretary** about upcoming grading

● BETWEEN ONE MONTH AND FRIDAY, TWO WEEKS PRIOR

Clubs obtain current VKR Memberships Spreadsheet from Google Drive and populate it

Clubs pay **full grading fees** (application fee + registration fee) into VKR bank account

Note: Issues with memberships are to be raised with the VKR Registrar during this period

● FRIDAY, TWO WEEKS PRIOR

Clubs submit completed spreadsheet and proof of payment to VKR Registrar and VKR Secretary

Note: No refunds for application portion of fees after today

● WITHIN TWO WEEKS PRIOR

VKR Registrar and **VKR Treasurer** cross checks registrations and payments

VKR Registrar finalises candidate list and sends it to clubs

● GRADING DAY

● WITHIN TWO WEEKS AFTER

VKR Secretary publicises list of successful candidates

VKR Treasurer refunds registration portion of fees for unsuccessful candidates

