

World of Shorinji Kempo Organization  
Regulations

## **Regulations Regarding Travel Expenses of the World Shorinji Kempo Organization**

### **Chapter I General Rules**

#### **Article 1 (Purport)**

These Bylaws set forth how to deal with travel expenses and other matters arising from business trips made by those engaged in the World Shorinji Kempo Organization (hereinafter referred to as the “Organization”) in order to perform their services.

#### **Article 2 (“Travel expenses,” “Period for business trips” and “A person making business trips”)**

Major terms as herein used shall be defined as follows:

- 2.1 “Travel expenses” shall mean an outfit allowance, transportation expenses and the expenses during the stay.
- 2.2 “Period for business trips” shall mean the period from the day “a person making business trips” leaves his/her house and until the day he or she will return to it.
- 2.3 “A person making business trips” shall mean a person who will go abroad by order of the Chairperson of the Organization.

#### **Article 3 (Calculation and Payment of Travel Expenses)**

- 3.1 Travel expenses shall be calculated based on the reasonable and economical route and method to best meet the purpose of a business trip.
- 3.2 In the event that a business traveler finds it necessary to change the travel route planned due to business needs, natural disasters or any other unavoidable reasons, the business traveler may be paid travel expenses for the travel route actually used, subject to the approval of the headquarters of the Organization.
- 3.3 If a business traveler concurrently assumes a number of positions within the Organization and travel allowances vary depending on different positions, the travel allowances applicable to the highest class of the position shall apply.

### **Chapter II Business trip expenses**

#### **Article 4 (Outfit allowance)**

- 4.1 A person making business trips shall be provided with an outfit allowance in accordance with the attached Table 1.
- 4.2 The timing of payment of an outfit allowance shall be, in principle, within 15 days of the day scheduled for business trips.

#### **Article 5 (Transportation expenses)**

- 5.1 Transportation expenses shall be railroad fare, boat fare, airfare, as well as taxi and bus fare.
- 5.2 Railroad fare, boat fare, and airfare shall be paid on an actual cost basis in accordance with passenger fares, etc., per Table 2.

#### **Article 6 (Expenses during the stay)**

- 6.1 “Expenses during the stay” shall mean approved expenses for hotel accommodations, meals, and other necessary expenses during his/her business trip, and actually paid expenses approved by the headquarters of the organization shall be paid.

6.2 In principle, meal expenses for reimbursement shall be the amount actually paid up to ¥1,500 per meal.

#### **Article 7 (Daily allowances)**

Daily allowances shall be paid to business travelers, as shown on Table 2. No daily allowance shall be paid if a business traveler is a full-time officer or employee of the Shorinji Kempo Group and/or an affiliated organization residing in Japan.

#### **Article 8 (Miscellaneous expenses)**

8.1 Miscellaneous expenses shall be fees for procedures for going abroad and business expenses.

8.2 Fees for procedures for going abroad shall be various expenses necessary for going abroad, such as emigration and immigration taxes, visa acquisition fees, passport application fees, physical checkup fees, and vaccination fees and shall be paid on an actual cost basis.

8.3 Business expenses shall be transportation expenses, communication expenses, material expenses and rental fees required in performing business and shall be paid on an actual cost basis within the limits deemed necessary by the headquarters of the Organization, on condition that documents evidencing such expenses are submitted. Other expenses, such as tips paid by a business traveler for personal services received shall be paid by the business traveler.

#### **Article 9 (Travel expenses exceeding the stipulated rate)**

In case necessary travel expenses cannot be covered by the stipulated rate of travel expenses due to special circumstances such as the nature of business and conditions of the destination of business trips, travel expenses exceeding the stipulated rate shall be paid within the limits deemed necessary by the headquarters of the Organization.

#### **Article 10 (Insurance)**

Overseas travel insurance shall be taken out for a person making business trips at the expense of the Organization as stated in the attached Table 3.

#### **Article 11 (Exception to application)**

In case of invitation travel and group tours where part of the travel expenses are covered by another organization, the Organization shall pay the balance. However, that if outfit allowance, expenses during the stay and daily allowance are less than the fixed rate as stipulated in these Regulations, differences of the amount from the stipulated rates may be paid by obtaining the approval of the Secretary-General of the Organization.

#### **Article 12 (Suspension of business trips)**

In the event of a canceling or changing of a planned business trip due to the convenience of the Organization or of the traveling individuals, if the travel expenses have been provided already, the individuals must return the money. However, the range and amount to be returned shall be determined by the headquarters of the Organization.

#### **Article 13 (Approval of business trips)**

Before making a trip, a business traveler shall use a designated form to obtain approval for his/her planned trip

from the headquarters of the Organization.

**Article 14 (Payment of estimated travel expenses)**

A person making business trips may take the stipulated procedures before departure and demand payment of estimated amount of travel expenses.

**Article 15 (Adjustment of travel expenses)**

A person making business trips shall prepare a written adjustment of travel expenses within 20 days of his or her return to the country and shall submit it to the headquarters of the Organization for adjustment of travel expenses.

**Article 16 (Reporting)**

A person making business trips shall submit to the headquarters of the Organization a report on overseas business trips describing the progress, opinions, etc. during business trips upon return to the country.

**Chapter III Miscellaneous Provision**

**Article 17 (Doubts about Interpretation of the Regulations)**

Any matter not stipulated herein and any doubt about the interpretation hereof shall be solved and determined by the Secretary-General.

Supplementary Provisions

These Regulations shall take effect from April 1, 2014.

These Regulations have been revised and shall take effect from April 1, 2015.

Table 1 Outfit Allowances Necessary for Making Preparations for a Business trip

(Unit: Japanese Yen)

Job title		Allowance Payable by Business Trip Period	
		10 days or more	Less than 10 days
President		50,000	25,000
Director		45,000	22,500
Auditor		40,000	20,000
Councilor		40,000	20,000
Instructor		40,000	20,000
Committee Member		35,000	17,500
Branch Master (Coach)		30,000	15,000
Other		25,000	12,500
Employee	Manager or equivalent class	35,000	17,500
	Other	30,000	15,000

Table 2 Daily Allowances and Transportation Expenses

## 1) Overseas Business Trip Airfare, boat fare, and railroad fare

(Unit: Japanese Yen)

Job title	Daily allowances	Railroad fare	Boat fare	Airfare
President	0	Fare corresponding to JR Green Car or first-class rate	Fare corresponding to first-class rate	Business class
Japan Resident Director	0	Fare corresponding to JR Green Car or first-class rate	Fare corresponding to first-class rate	Business class (Economy class for a flight distance of 4,000 miles or less)
Part-time Japan Non-resident Director	10,000			
Auditor	0	Fare corresponding to JR reserved seat rate	Fare corresponding to first-class rate	Economy class
External Auditor	8,000			
Councilor	0	Fare corresponding to JR reserved seat rate	Fare corresponding to first-class rate	Economy class
External Councilor	8,000			
Instructor	0	Fare corresponding to JR reserved seat rate	Fare corresponding to first-class rate	Economy class
External Instructor	8,000			
Committee Member	0	Fare corresponding to JR reserved seat rate	Fare corresponding to first-class rate	Economy class
External Committee Member	7,000			
Branch Master (Coach)	5,000	Fare corresponding to JR unreserved seat rate	Fare corresponding to first-class rate	Economy class

Other		4,000	Fare corresponding to JR unreserved seat rate	Fare corresponding to second-class rate	Economy class
Employee	Manager or equivalent class	0	Fare corresponding to JR reserved seat rate	Fare corresponding to first-class rate	Economy class
	Other	0	Fare corresponding to JR reserved seat rate	Fare corresponding to first-class rate	Economy class

(Note)

1. "External" refers to individuals who are not in a commissioned or employment relationship with the Shorinji Kempo Group.
2. While on a business trip, if all meals have been provided, the daily allowance will be half the amount. However, for part-time directors who are not residing Japan, the full amount will be paid in the same situation.
3. Daily allowance is determined by the purpose of the business trip, and for those instructors who are also acting as directors and residing outside Japan, they will fall under the category of "Japan Non-Resident Director" for their daily allowances.
4. The number of days for daily allowances for overseas business trips shall be calculated from the day the traveler leaves until the day they return to the country of their residence.

## 2) Domestic Business Trip

(Unit: Japanese Yen)

Job title	Daily allowances 1) Day trip 2) Trip with stay 3) Trip to the Headquarters	Hotel accommodation charge (with no meal) Area A: Tokyo and Osaka Area B: Cities other than the cities above	Railroad fare	Boat fare	Airfare
Director	1) 8,000 2) 10,000 3) 9,000	A 17,000 B 15,000	Same as on Table 2-1)		
Auditor	1) 7,000 2) 8,000 3) 7,000	A 15,000 B 12,000			
Councilor	1) 7,000 2) 8,000 3) 7,000	A 15,000 B 12,000			
Instructor	11,000	Expenses actually paid			
Committee Member	1) 6,000 2) 7,000 3) 6,000	A 10,000 B 9,000			

Branch Master (Coach)	1)	4,000	A	8,000
	2)	5,000	B	8,000
	3)	4,000		
Other	1)	3,000	A	6,000
	2)	4,000	B	6,000
	3)	3,000		

NB.

- Transportation expenses and hotel accommodation charges indicated are the maximum (ceiling) amounts

And as a general rule, expenses actually paid shall be reimbursed

- As for full-time officers and employees, the separate regulations on travel expenses established by respective Shorinji Kempo Group member organizations shall apply.

- The ceiling amount of lodging expenses payable to officers and committee members who make business trips to the Headquarters in Tadotsu shall be ¥5,000 per night.

Table 3 Overseas Travel Insurance

(Unit: Japanese Yen)

Coverage	Premium amount
Death by Injury/ Residual Disability	50,000,000
Medical or Rescuer Expenses (*)	Unlimited
Death by Disease	20,000,000
Personal Compensation Liability (*)	100,000,000
Loss of Personal Effects	500,000

Note: The insurance amounts in the chart above indicated by a (\*) are to be contracted.

## **Regulations of Clothing of the World Shorinji Kempo Organization**

### **Article 1 (Purport)**

These Regulations shall provide for the requirements for clothing worn by individual members in participating in a variety of activities at the World Shorinji Kempo Organization (hereinafter referred to as the “Organization”).

### **Article 2 Clothing of Individual Members of the World Shorinji Kempo Organization**

- 2.1 Individual members of the World Shorinji Kempo Organization (hereinafter referred to as “the Organization”) shall wear a designated dogi or hoi with the “symbol & logo” embroidered on its left chest, as well as a belt designated and conforming to his/her rank. Such members shall also attach a “sleeve badge” conforming to his/her rank.
- 2.2 The dress code described in Paragraph 1 above shall not apply to an individual member whom is prevented from being dressed the way defined in said dress code for any special circumstances, such as any health reasons, of which said member obtains approval from his/her Branch Master.

### **Article 3 (Designated “dogi”)**

- 3.1 A dogi shall be white color and designated by the Organization (and with the approved label containing combined symbol mark and logo). It shall also have a sleeve badge conforming to the rank of the kenshi.
- 3.2 Name should be written in black color on the back of the collar, the front lower lapel and the front upper part of the trousers.
- 3.3 The hems of the sleeves should reach between the elbow and wrist, and the hems of trousers should reach between the knee and ankle.
- 3.4 Any garments worn under the dogi should be plain white and look appropriately. Any metals including accessories or any other items that may harm the opponent may not be worn.

### **Article 4 (Designated “Obi”)**

- 4.1 The designated belt (with the approved label containing the combined symbol mark and logo) according to the individual’s grade shall be worn. A belt whose surface is so worn as to make its color unclear or a very scruffy belt shall not be used.
- 4.2 The colors of each rank for obi shall be designated separately.
- 4.3 Embroidery on obi shall be in compliance with the provisions of “Shorinji Kempo VALUE-LEVEL UP Guidebook.”

### **Article 5 (Designated “Hoi”)**

- 5.1 The designated hoi (with the approved label containing the combined symbol mark and logo) shall be worn. Those who have been issued with the breast badge may use this instead.
- 5.2 Those who have been issued with the breast badge may use this instead.
- 5.3 The use of the hoi within the Organization is limited to Taikai and where it is worn as a costume for demonstrations at embukai. The sleeves must be worn up.

### **Article 6 (Sleeve Badge)**



- 6.1 The Sleeve Badge appropriate to rank and grade shall be sown with the lower edge of the badge on the seam of the shoulder and sleeve.
- 6.2 The gold rank stripe shall be worn by the WSKO Directors WSKO Instructors, and the WSKO Branch Masters (5th Dan & above), and National Federation officers (5th Dan & above).
- 6.3 The silver rank stripe shall be worn by Branch Masters who are 4th Dan or below.
- 6.4 The red rank stripe shall be worn by those who are 3rd Dan or above and who are registered on the branch list of officers.
- 6.5 All Kenshi other than those specified in 2), 3), and 4) above shall wear a black rank stripe.
- 6.6 In principle, the name of the country, the federation, or the branch shall be written. The first preference shall be English alphabets.
- 6.7 Sleeve Badges can be produced by a Regular Group Member when its separate application has been approved, or ordered to Hombu.
- 6.8 Sleeve Badges can be produced by an Associate Group Member when its separate application has been approved, or ordered to Hombu.

#### **Article 7 (Prohibited matters)**

- 7.1 The master licensee (owner of the license) only shall hold the right of performing embroidery to dogi / hoi, and may exercise it.
- 7.2 No one/party except the master licensee may embroider the symbol and logotype to dogi/hoi, which is a violation of the trademark.
- 7.3 If an individual member breaches any of the provisions hereunder, guidance shall be given to him/her by the Organization, and if no remedy occurs, then he/she shall not be allowed to attend any of Taikai, study sessions, training seminars and other various events of Shorinji Kempo, nor to take grading examinations.

#### **Article 8 (Other clothing)**

The way judges should be dressed at Taikai and other events shall be, in principle, in compliance with the “World Taikai Rule Book.”

#### **Supplementary Provisions**

These Regulations shall take effect from April 1, 2006.

These revised Regulations shall take effect from April 1, 2008.

These revised Regulations shall take effect from April 1, 2013.

These revised Regulations shall take effect from April 1, 2014.

[Diagram 1] designated dogi with embroidery



[Diagram II] sleeve badge



Example of dogi worn:



**Name**  
written on the back collar

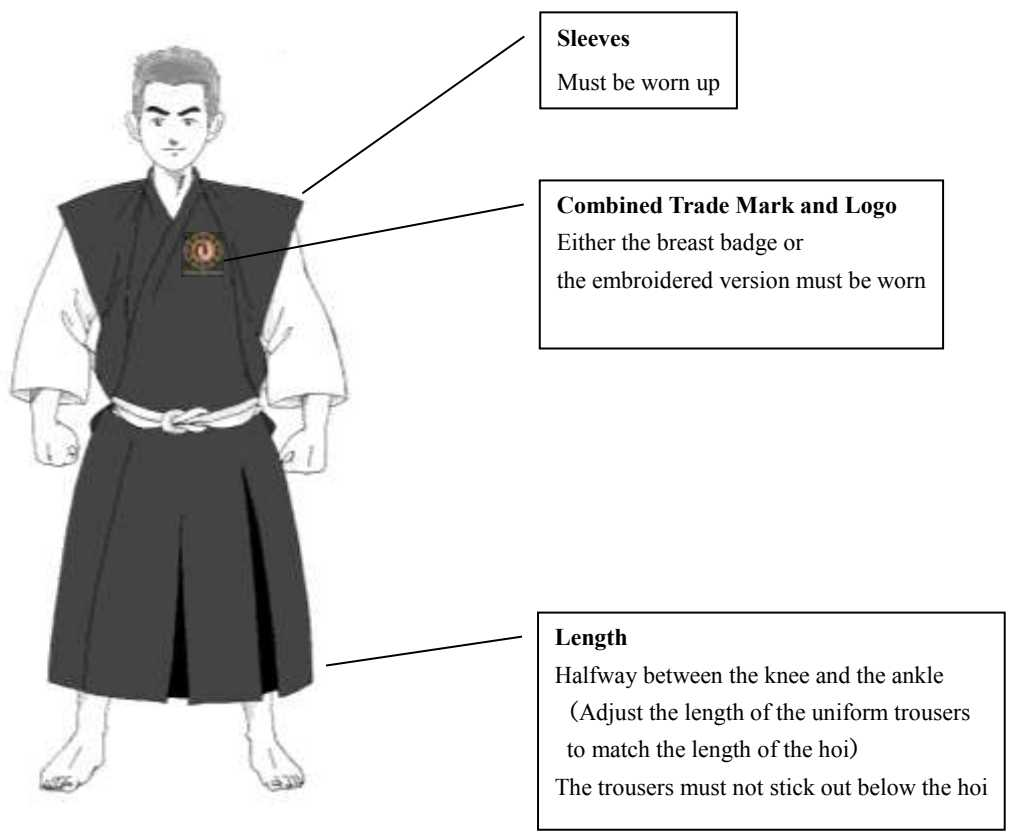
**Sleeve badge**  
conforming the branch, title,  
and rank

**Sleeve**  
hem reaches between elbow  
and wrist, not rolled up

**Name**  
written on the  
front upper part  
of the trousers.

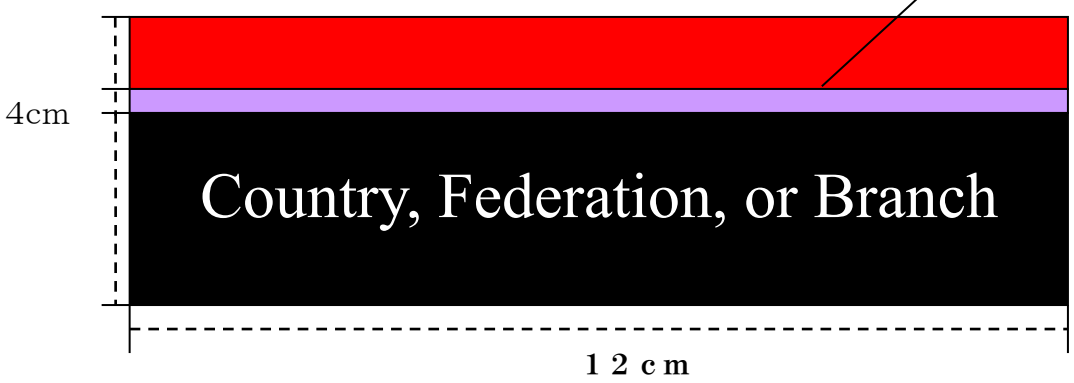
**Hem of trousers**  
should reach between knee  
and ankle.

Example of hoi worn:



Sample Sleeve Badge:

Rank Colors



**WSKO Color (Purple) Data :** YMCK: C27 M30, PANTONE: 264C, DIC: 2204

**Embroidery Data :** Gold: M-8010, Silver: M-1, Red: P-1022

**Country Name (Branch Name) Embroidery Data :** Polyester 75/5 1198 (White)

**Rank Colors:**

Gold	WSKO Directors, WSKO Instructors, WSKO Instructors, WSKO Branch Masters (5th Dan & Above), and National Federation Officers (5th Dan & Above)
Silver	Branch Masters with 4th Dan and Below
Red	Registered Assistant Instructors 3rd Dan and above
Black	Other Kenshi

## **Regulations on the World Shorinji Kempo Organization Flag, National Federation Flags and Branch Flags**

### **Article 1 (Purport)**

These Regulations shall stipulate the requirements for flags hoisted as symbols in a variety of activities of the World Shorinji Kempo Organization (hereinafter referred to as the “Organization”).

### **Article 2 (World Shorinji Kempo Organization Flag)**

- 2.1 The World Shorinji Kempo Organization flag shall be a flag with the Shorinji Kempo symbol mark and logo and the words “World Shorinji Kempo Organization” imprinted on it.
- 2.2 The World Shorinji Kempo Organization flag’s graphic design shall be described in Appendix 1.
- 2.3 The flag shall, in principle, be available in two sizes; Large (180 cm high x 270 cm wide) and Small (90 cm high x 135 cm wide).

### **Article 3 (National Federation Flags)**

- 3.1 A Regular Group Member may use its federation flag.
- 3.2 A federation’s flag shall be a flag with the Shorinji Kempo symbol mark and logo and the name of the national federation imprinted on it.
- 3.3 The federation flag’s graphic design shall be described in Appendix 2.
- 3.4 The flag shall, in principle, be available in two sizes; Large (180 cm high x 270 cm wide) and Small (90 cm high x 135 cm wide).

### **Article 4 (Branch Flags)**

- 4.1 An Associate Group Member may create its branch flag.
- 4.2 A branch’s flag shall be a flag with the Shorinji Kempo symbol mark and logo and the name of the branch imprinted on it.
- 4.3 The branch flag’s graphic design shall be described in Appendix 3.
- 4.4 The flag shall, in principle, be available in two sizes; Large (180 cm high x 270 cm wide) and Small (90 cm high x 135 cm wide)

### **Supplementary Provisions**

These Regulations shall take effect from October 8, 2005.

These revised Regulations shall take effect from April 1, 2014

**Appendix 1.**

**World Shorinji Kempo Organization flag design**



1. Position and size of the combined trade mark and logotype

- |   |                                      |
|---|--------------------------------------|
| (a) Size of the flag                    | Height: Two thirds of the width      |
| (b) Size of the composite trademark     | Diameter: Three fifths of the height |
| (c) Location of the composite trademark | Center of the flag                   |

2. Color

- (a) Background: White
- (b) Combined trade mark and logotype: Multiple Colors

3. The words “World Shorinji Kempo Organization” shall be displayed in red color below the logotype.

**Appendix 2.**

**National Federation flag design**

Flag to be produced on or before May 31, 2014



Flag to be produced on or after June 1, 2014



1. Position and size of the combined trade mark and logotype

- |   |                                      |
|---|--------------------------------------|
| (a) Size of the flag                    | Height: Two thirds of the width      |
| (b) Size of the composite trademark     | Diameter: Three fifths of the height |
| (c) Location of the composite trademark | Center of the flag                   |

2. Color

- (a) Background: White
- (b) Combined trade mark and logotype: Multiple Colors

3. The name of the country shall be displayed in red color below the logotype. The name must be in either English or the official language of the nation.

### Appendix 3

#### **Branch flag design p. 43**

Flag to be produced on or before May 31, 2014



Flag to be produced on or after June 1, 2014



#### 1. Position and size of the combined trade mark and logotype

- |   |                                      |
|---|--------------------------------------|
| (a) Size of the flag                    | Height: Two thirds of the width      |
| (b) Size of the composite trademark     | Diameter: Three fifths of the height |
| (c) Location of the composite trademark | Center of the flag                   |

#### 2. Color

- (a) Background: White
- (b) Combined trade mark and logotype: Multiple Colors

3. The official name of the Branch shall be displayed in red color below the logotype. The name must be in either English or the official language of the nation.

**Regulations of Pin Badges of the  
World Shorinji Kempo Organization**

**Article 1 (Purport)**

These Regulations shall provide for the requirements for the members of the World Shorinji Kempo Organization (hereinafter referred to as “the Organization”) when wearing Pin Badges regulated by the Shorinji Kempo Group.

**Article 2 (Membership Pin Badges)**

A member of the Organization may wear Membership Pin Badge on the members’ own responsibility.

**Article 3. (Rank Pin Badges)**

Rank Pin Badges may be worn on rank holders’ own responsibility conforming to his/her Bukai and Hokai ranks.

**Article 4 (Branch Master Pin Badges)**

4.1 A Branch Master of the Organization may wear a Branch Master Badge on his/her own responsibility.

4.2 Branch Master Pin badge may be worn on Branch Master’s own responsibility and when he/she leaves the post, the badge may not be worn.

**Article 5 (Officer Pin Badges)**

5.1 An Officer may wear Officer Pin Badge.

5.2 An Officer Pin Badge shall be provided by the Organization for an officer, who shall return said Badge to the organization when leaving the office.

**Article 6 (Prohibited matters of the Pin Badges)**

6.1 The Pin Badges stated in the above articles may not be counterfeited, transferred, or sold to any third party.

6.2 Membership pin badges, Rank pin badges may be worn on his/her own responsibility and not be allowed to transfer and sell to any third party.

**Supplementary Provisions**

These Regulations shall take effect from October 8, 2005.

These revised Regulations shall take effect from April 1, 2014.