INTERNATIONAL KYOKUSHIN ALLIANCE,

KYOKUSHINRYU



極真流

ORGANIZATIONAL HANDBOOK

SOP, ROLES, AND RESPONSIBILITIES

v1.0 - 19/09/25

PREFACE

This handbook is issued by Honbu to provide all IKAK operators with clear guidance in the performance of their duties. It contains the standard operating procedures, organizational structure, and defined roles and responsibilities that must be observed in every branch.



The purpose of this handbook is to ensure that all operations under IKAK are conducted in a consistent, professional, and organized manner. By following these guidelines, operators will maintain the integrity of our system, safeguard the reputation of the organization, and provide proper direction to their students and members.

All operators are expected to familiarize themselves with the contents of this handbook and apply them in daily practice. Compliance is required to maintain recognition from Honbu and to contribute to the smooth and unified growth of IKAK worldwide.

Honbu International Headquarters
International Karate Alliance KyokushinRyu

WORLDWIDE PRESENCE



Data	Detail
Number of countries where Kyokushin is practiced (across organizations)	Over 120 countries and counting
Number of practitioners (Kyokushin globally)	More than 12 million practitioners and growing
IKAK's leadership / representation in different continents	Chairman, Continental Directors, Regional Directors, Country Directors, State Directors
IKAK has dojos/branches in many locations; also participates in international events (tournaments, camp trainings & seminars)	

PURPOSE OF THE HANDBOOK

This handbook has been developed as a reference guide for all operators within the International Karate Alliance KyokushinRyu. It serves to:



Define Standards
Establish consistent procedures for branch management, training, events, and administration.



Clarify Roles
Provide clear descriptions of responsibilities for Branch Chiefs, Instructors, Officials, and Administrators.



Support Operations
Offer step-by-step guidance for handling dojo activities, grading, tournaments, and communication with Honbu.



Maintain Unity
Ensure that all branches operate in alignment with IKAK's mission, values, and global standards.



Protect Recognition
Confirm that branches recognized by Honbu meet the required operational and ethical guidelines.

The handbook is not intended to replace personal leadership or judgment but to provide a framework that ensures fairness, accountability, and professionalism in every branch.

ORGANIZATIONAL STRUCTURE



Kancho Jackie Chong
Chairman

Council Members



Shihan Phillip Moustache
Technical Director



Shihan Martin McAlister



Shihan Jan Gruba



Shihan Chris de Wet



Shihan Steven Foo
Global Partnership Director

Continental Directors



Shihan James Chong
Asia Director



Shihan Phillip Moustache
Africa Director



Shihan Chris de Wet
North America Director



Shihan Phillip Verghese
South America Director



Shihan Zsolt Somogyi
Europe Director



Shihan Carl Piva
Oceania Director

Support Staffs



Mark Jayson Valmonte
Officer-in-Charge



Meli-ann Catriz
Secretary



Antonio Abalos
MIS



Gadha Simi
Support - IN



Tint Naing
Support - UAE



Aung Pai
Support - PH



Joseph Paing
Support - MN



Eugene Yeo
Support - SG



Joslin Robin
MIS Support



Ramya Mahalingam
MIS Support



Gaylee Anne Bal
Purchasing / Support - CN



Keith John Galon
Web Master



Jeff Jeff Eneria
Logistics



Roberto Villarosa
Warehouseman

ROLES & RESPONSIBILITIES

The following roles define the leadership and operational functions within IKAK. Each position carries specific duties to ensure the organization runs in a unified and professional manner.

Chairman / Kancho (Current: Jackie Chong)

- Serves as the face of IKAK in public and official representation.
- Holds equal decision-making authority with the Global Partnership Director.
- Oversees implementation of directives and provides leadership to all directors.
- Provides approval on policy, grading, and recognition matters.

Global Partnership Director (Current: Steven Foo)

- Represents IKAK worldwide in all official capacities.
- Establishes international partnerships and oversees global direction.
- Provides approval on policy, grading, and recognition matters.
- Ensures unity across continents, regions, and branches.

Secretary (Current: Meli-Ann Catriz)

- Manages official correspondence, documents, and records.
- Maintains archives of policies, reports, and approvals.

Office Administrator /OIC (Current: Mark Jayson Valmonte)

- Assist Branch Chiefs with requests, concerns, and inquiries.
- Collect payments and handle order processing.
- Act as first point of contact for operators.
- Coordinate with Secretary, MIS, and Web Master.
- Assume authority in absence of higher leadership.
- Support Chairman and Global Partnership Director in daily operations.

MIS (Management Information Systems) (Current: Antonio Abalos)

- Manages digital data, records, and reporting systems.
- Ensures secure storage and accessibility of organizational information.
- Provides technical support for online communications and submissions.

ROLES & RESPONSIBILITIES

Web Master (Current: Keith John Galon)

- Maintains and updates IKAK's official website and online platforms.
- Coordinates with MIS to keep digital records aligned with organizational updates.
- Safeguards IKAK's online presence and security.

Purchasing (Current: Gaylee Anne Bal / Mark Jayson Valmonte)

- Source suppliers for uniforms, certificates, and promotional items.
- Process purchasing requests from Honbu and other branches.
- Maintain supplier records and ensure cost-effective procurement.
- Coordinate with the supplier for delivery scheduling.
- Ensure quality and accuracy of purchased items.

Logistics (Current: Gaylee Anne Bal / Mark Jayson Valmonte)

- Handle shipping and delivery of uniforms, certificates, gears and materials.
- Coordinate with OIC for distribution.
- Ensure proper packaging, tracking, and timely arrival of items.
- Support major event logistics (seminars, tournaments, gradings in the Philippines).

Warehouseman / Picker (Current: Roberto Villarosa)

- Manage warehouse inventory and storage of IKAK items.
- Pick and prepare orders for dispatch.
- Ensure items are properly packed before turnover to Logistics.
- Update stock levels and report shortages to OIC/Purchasing.
- Maintain cleanliness and order in the warehouse.

Country Support Staff

- Assist operators in their respective countries.
- Provide local coordination for Branch Chiefs and Dojo Instructors.
- Support in collecting payments, distributing orders, and relaying documents.
- Help implement IKAK policies and procedures at the country level.
- Act as communication bridges between operators and local leaders.

COMMAND HIERARCHY

IKAK operates under a clear chain of command:

- **Honbu (Headquarters)**
  Sets global policies, approves grading, and authorizes events.
- **Continental Directors (where assigned):**
  Represent Honbu across continents; supervise operations and provide direction.
- **Regional Directors (National Representatives):**
  Oversee multiple countries within a region; coordinate with Country Directors.
- **Country Directors (where applicable):**
  Coordinate dojos within a state/province; support Country Directors.
- **State Directors (Operators):**
  Coordinate dojos within a state/province; support Country Directors.
- **Branch Chiefs:**
  Head of the dojo; responsible for training, administration, and direct reporting to State or Country Directors.
- **Dojo Instructors**
  Support the Branch Chief in teaching and maintaining standards at the dojo level.

STANDARD OPERATING PROCEDURES

Communication Flowchart for Web/App

Escalation to Chairman

Issues requiring higher approval are escalated to the Chairman or Global Partnership Director.

Web Master Updates

The Web Master handles website and online updates.

MIS Management

The MIS team manages reports, data requests, and membership records.

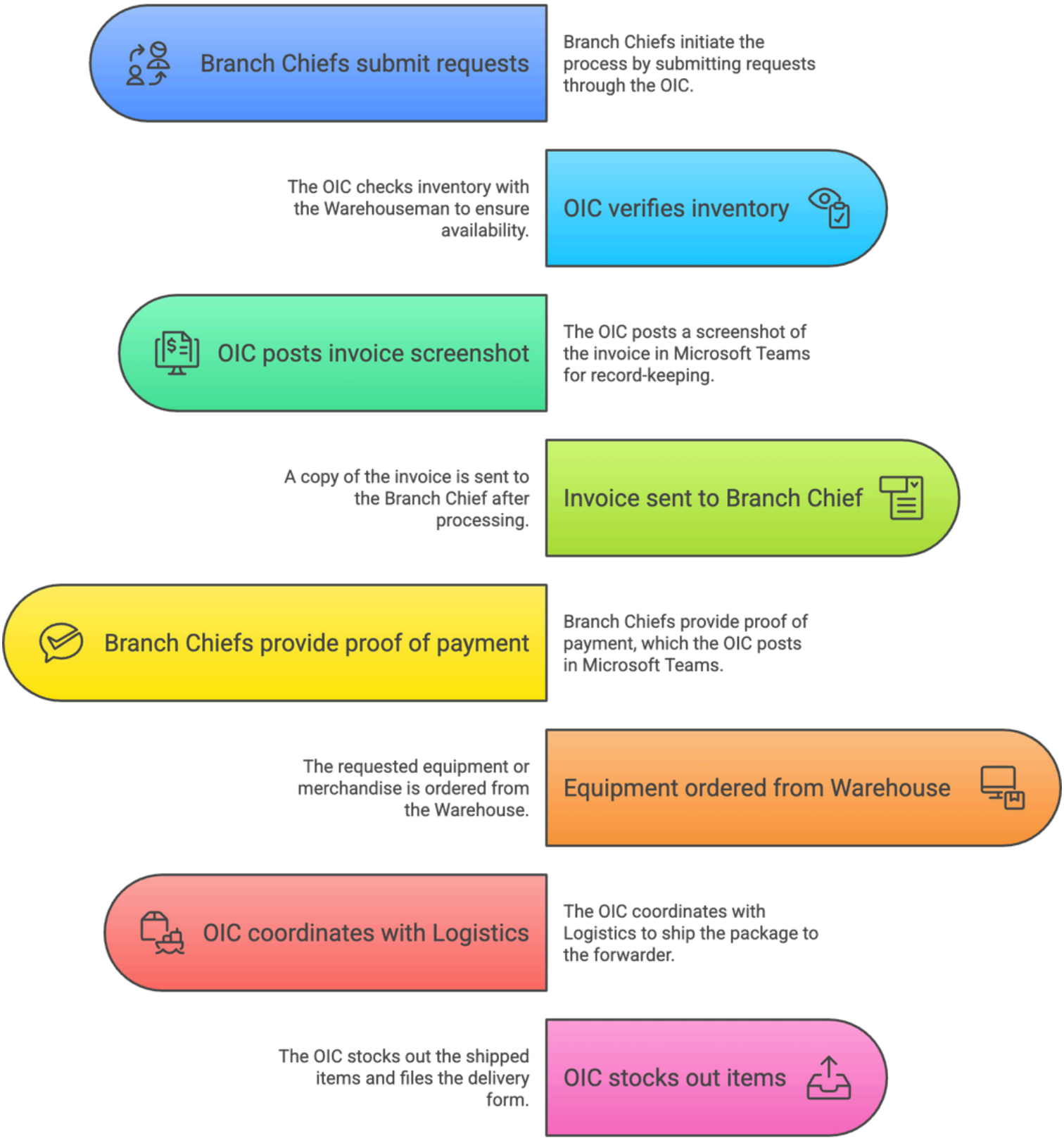
Branch Chief Inquiry

Branch Chiefs direct inquiries to the OIC for initial handling.



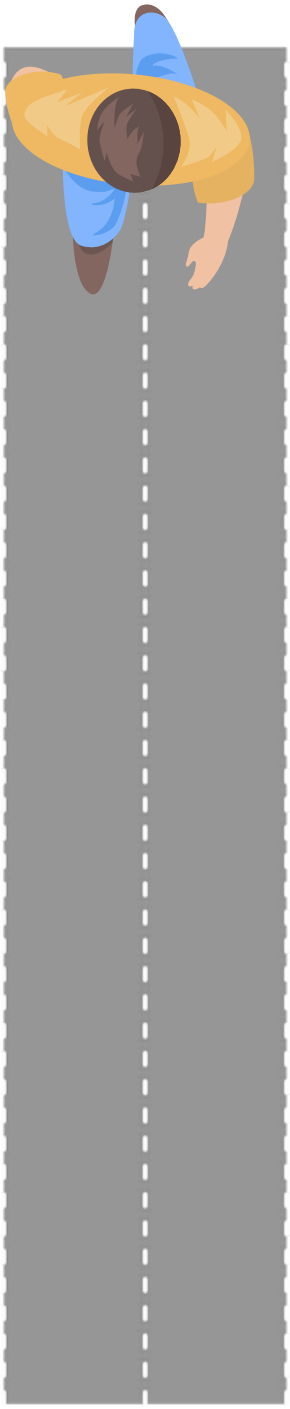
Standard Operating Procedures

Payments and Orders Flowchart



Standard Operating Procedures

Certificates & Documents Flowchart



Request Submission

A request for a certificate is submitted to the OIC.

Verification by Chairman

The Chairman/GDP verifies the details of the request.

Preparation of Request

The OIC prepares the request for final approval.

Final Approval

The Chairman/GDP gives final approval for the certificate.

Release of Certificate

The certificate is released to the requester.

Event & Activities Flow Chart

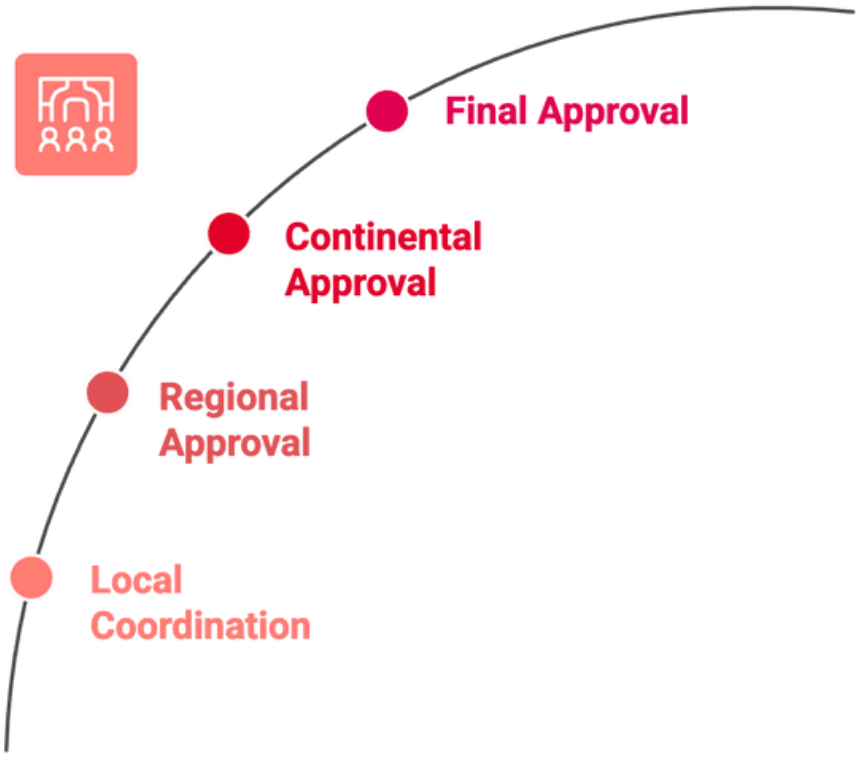
Chairman and Global Partnership Director provide final go-ahead

Continental Director is consulted after regional approval

Organizer contacts Regional Director for international event endorsement

Branch Chiefs consult state/country director for local events





ORGANIZATION POLICY

Membership Policy



- All members must be registered through their Branch Chief.
- Branch Chiefs are responsible for submitting accurate records to Honbu.
- Membership cards will be issued to each new student of the Branch Chief.

Payment & Order Policy



- Payments are collected by the OIC and to be posted in Teams and subject for verification and approval.
- Purchasing, Logistics, and Warehouse Staffs ensure accurate and timely order fulfillment.
- Note: For the Philippines and India, use the fixed conversion rate. Payments from other countries should be based on the real-time USD conversion rate.

Certification Policy



- Kyu, Dan, and Event certificates must be requested via the OIC.
- MIS ensures all certifications are properly logged.
- Chairman or GDP's approval is required for Dan certificates.



Event Policy

- Branch Chiefs must coordinate event participation (seminars, tournaments, gradings) with the OIC.
- Country Support Staffs may assist in event preparation and logistics.
- International events require clearance from Continental Directors and higher leadership.

Communication Policy



- All official communication must pass through the proper channels (OIC → Chairman/Director).
- Branch Chiefs are prohibited from bypassing protocol unless.
- Digital platforms (website, official groups) are managed by the Web Master with approval from leadership.

Purchasing & Supply Policy



- Purchasing Staffs are responsible for sourcing suppliers and ensuring cost-effective procurement.
- All purchase requests must be approved by the OIC and recorded by the Secretary.
- Quality control is required before items enter warehouse storage.
- Supplies are regularly audited to maintain stock accuracy.

Logistics & Warehouse Policy



- Warehouseman/Picker must maintain updated inventory records.
- All orders are verified against payment before release.
- Logistics Staff ensures proper packing, labeling, and timely shipping.
- Damaged or missing items must be reported immediately to the OIC.

Disciplinary Policy



- Misconduct by operators, support staff, or Branch Chiefs will be documented and reviewed by the Chairman.
- Levels of action may include:

1. Verbal / Written Warning
2. Suspension of privileges
3. Removal from position or de-recognition of branch

- Appeals may be made directly to the Global Partnership Director / Chairman.

Confidentiality & Data Protection Policy



- Membership lists, financial records, and certification logs are strictly confidential.
- Only authorized staff (MIS, Secretary, OIC) may access records.
- Personal data must not be shared without written approval from leadership.

FORMS & TEMPLATES

Black Belt Order Form

国際空手道連盟 極真流
International Karate Alliance, KyokushinRyu
DAN ORDER FORM

BC Name: Country: Date:

First Name (English Only) 《名 -汉语拼音》Your Katakana name →	Last Name (English Only) 《姓 - 汉语拼音》	Date of Birth (DD/MMM/YYYY) 《出生日期》 (日、月、年) e.g. 20SEP1999	Male or Femal. 《男、女》 e.g. M or F	Previous Dan/Kyu Certificate Number e.g. 2001-123 *Brown Belt Kyu Registrations are mandatory to be eligible for 1st Dan grading.	New Dan 《新段位》	Belt Size (3-10) 《腰带》	International Membership Card Number 《国际会员卡号》	Date of Examination (DD/MMM/YYYY) 《检查日期》 e.g. 20DEC2001	Place of Examination 《考场地》 e.g. IKA Honbu	Name of Examiner 《考官》 e.g. Shihan
			M	IKA						
Your Katakana name →										
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Official Award Certificate Template Sample



Forms & Templates

Training Participation Certificate Template Samples





Branch Chief Certificate Template



Certificate Number

Name

Country

Image

Name Placeholder

QR Code

Forms & Templates

Dan Certificate Template



Kyu Certificate Template



Forms & Templates

Letterhead Template



国際空手道連盟極真流
INTERNATIONAL KARATE ALLIANCE, KYOKUSHINRYU

SINGAPORE

国際空手道連盟極真流
INTERNATIONAL KARATE ALLIANCE, KYOKUSHINRYU

PHILIPPINES (HONBU)



The International Karate Alliance KyokushinRyu (IKAK) Organizational Handbook is designed to guide all operators, support staff, and Branch Chiefs in maintaining consistency, discipline, and excellence across every branch and country.

By following the policies, procedures, and responsibilities outlined in this handbook, every member of IKAK contributes to the growth, integrity, and global recognition of our organization.

We encourage all operators and support staff to use this handbook as a daily reference, uphold IKAK standards, and foster a culture of transparency, accountability, and respect.

Together, we strengthen the legacy of KyokushinRyu and ensure that our global community continues to thrive. Osu!





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