

Course Planning Group - Remit (2025)

AIM

Create opportunities to deliver and review, high quality, inspiring courses.

A: Objectives

1. Design in advance a program of courses using themes or specific aspects of Aikido.
2. Themes will be drawn from the core principles of Aikido, particularly as interpreted by our Technical Director, yet provide opportunities for Instructors to shape their own methods of achieving this.
 - 2.1 The Lead Instructor will oversee how the theme is presented and will liaise with other instructors to do this.
3. Incorporate weapons training into our general courses to maintain the Lancashire Aikikai approach and embody the principles of Budo.
4. Identify and allocate Instructors to courses who have the required skill set and ensure opportunities for development.
5. Publicize dates of courses promptly.
6. Liaise with other appropriate LA groups.
7. Review and assess the courses and activities. Additionally, provide appropriate feedback to the instructors and to club leaders.

B: Considerations

1. The needs of the membership of the Aikikai
2. Locations and Venues.
3. Scheduling and duration.
4. Consistency and variety of teaching.
5. Incorporate the guidance of our Technical Director.

6. Futureproofing by giving opportunities to upcoming Dan grades to plan and teach in cooperation with peers and to receive feedback.
7. Members of CPG to be representative of clubs.
8. Refer to Treasurer when there are significant cost implications

C: Methodology

1. Courses will be taught using Yudansha from across the Association.
 - 1.1 Lead instructors will consist of 4th Dan and above. These should be assisted in the teaching by other Dan Grades
 - 1.2 Other instructors will generally be at least 2nd Dan.
 - 1.3 Each session will have a lead instructor, supporting instructors and appropriate ukes.
2. Identify appropriate Instructors considering grade, requirement for the opportunity to teach and, where appropriate, expertise (e.g. coaching) or interest (e.g. weapons).
3. Generally, follow a similar program to the previous year regarding type, duration, and location of courses.
 - 3.1 Consider courses in locations not previously used
4. Outline the dates, duration and locations for courses and check with the Club Leaders that these are suitable.
5. Club Leader then checks availability of venue and makes the booking - reporting back any problems or need for change.
6. Identified themes may draw on feedback from DGs, members, GRG and the Technical Director
 - 6.1 When a theme or relevant detail is finalized, CPG coordinates the distribution of information and manages publicity efforts through others.
7. Set up a WhatsApp group, which includes the Planning Group Chair, for course instructors to liaise and plan the course.
8. The hosting club should refer to the Course Checklist when addressing tasks before the course and on the event day.

8.1 The club is responsible for all administrative duties, first aid, financial matters, and so on.

8.2 Attendance details will be sent to the CPG for distribution to club leaders. (attendance sheet will be provided)

9. Ask for feedback and discuss this to shape the next course(s).

10. Arrange locations for the Grading Review Group's (GRG) High Grade and Continuing Professional Development (CPD) courses.

10.1 The Course Planning Group (CPG) will offer feedback to the GRG on issues identified during their courses that require attention.

11. Course Fees to be set annually by CPG in conjunction with the Treasurer and will be ratified by EMB alongside membership fees at the AGM by the Treasurer.

12. Composition 3 core members who are minimum of 3rd Dan of which one or two are AMB members.

12.1 Core members are to be approved by AMB. The Group is free to co-opt support from the membership should try to have a Representative from every club

D: Reporting

1. Retain Notes of Meetings, Feedback and evaluations to aid compiling CPG's Annual Report which will be reported to AMB who will review it.

1.1 Once accepted, it can be submitted as CPG's Report to AGM if timing is appropriate. Report to be submitted to AMB by November to include all next year's information.

2. Report to other groups as necessary providing a written report where appropriate.