



# American Ju-Jitsu Association

## **Dojo Application**

### *Instructions & Form*



Welcome to the American Ju-Jitsu Association! We are delighted to learn of your interest in joining this venerable, over 50-year-old umbrella association of *all* Japanese Ju-Jitsu Ryu, no matter their origin.

Please fill out this Dojo Application form (including the requested supporting documents) as completely as possible. You may have begun the application process using the electronic form at [americanjujitsuassociation.org](http://americanjujitsuassociation.org), but we ask you to complete this form even though there may be some duplication.

This application form has editable text boxes, so we encourage you to fill out the form directly on your computer if possible, but this is not absolutely necessary as you can print the forms and fill the boxes in with pen if you prefer.

You may choose to print out your completed application and mail it (four copies) to the postal address below, or send the filled-in PDF form with attachments electronically to the AJA National Standards and Certification Board (NSCB) at [nscb@aja-email.com](mailto:nscb@aja-email.com).

The application, attachments, references, and video will be reviewed by the AJA National Standards and Certification Board, consisting of the AJA Vice President and the AJA Regional Directors.

### **Required Information and Supporting Documentation**

Along with your completed application form, please send the following:

*(If you choose to send in your application electronically, please consider using a compression program such as WinZIP or equivalent to combine.)*

1. A photocopy or image of your most recent certificate of Yudansha rank in Ju-Jitsu.
2. A summary of your belt rank requirements and/or teaching curriculum for your dojo. *Note that there is no special format for this.*
3. A short (10 to 20-minute max) video demonstrating your style of Ju-Jitsu. This can be on DVDs or sent electronically. *(NOTE: This video is not supposed to be a "how to" video. The intent here is to help the NSCB get a sense of what you teach.)*
4. A copy of the "Participant Release/Waiver" form that you use in your dojo. This is intended to protect you and the AJA from potential legal liability.
5. A photo of yourself; this may be used in the future on the AJA website if you should choose to accept an AJA staff responsibility.

6. Three references. If your promoting Sensei is still alive, please ask her/him, along with two other references who are not related, to write letters of reference dealing with your character and involvement in the martial arts. If you know of anyone currently in the AJA please consider using at least one of them as a reference.

**NOTE:** The letters of reference should be sent by those individuals directly to the AJA National Standards and Certification Board Director at [nscb@aja-email.com](mailto:nscb@aja-email.com) or may be mailed directly to the postal address below. Please inform your references that they may be contacted by the AJA to answer any questions concerning those letters, and to please provide phone numbers and other contact information for that purpose. A form for the letters of reference can be found at <https://americanjuitsuassociation.org/membership/forms/>

For new AJA Dojos, the cost for the application is waived – no dojo registration payment is needed for the first year. After the first year the annual cost will be \$25 for Dojo registration (it comes with a dated annual certificate). All of your students (at least five, including yourself) must maintain individual AJA membership, currently \$20/year/member.

**Send your completed application, including the short video and all related materials to:**

**Jeff Wynn  
AJA Vice President and NSCB Chair  
3087 NW Gravenstein St.,  
Camas, WA 98607  
[nscb@aja-email.com](mailto:nscb@aja-email.com)**

#### **EVALUATION PROCESS:**

The materials you send will be reviewed by the AJA vice president and regional directors. If your application is complete and there are no problems that cause delays, you should receive notification from the AJA within 30 to 45 days after receipt of your application. If/when you are approved you will receive:

1. An AJA Certificate of Rank as the Sensei,
2. An AJA Instructor Certificate as the Sensei, and
3. Your first annual AJA Dojo Membership Certificate.

Once your dojo is approved you must register all of your students as individual AJA members. The best way to do this is on the AJA web site ([www.americanjuitsuassociation.org](http://www.americanjuitsuassociation.org)). Contact [webmaster@aja-email.org](mailto:webmaster@aja-email.org) to obtain credentials to administer your dojo on the AJA web site, and for assistance in recording current ranks of sankyu and above. AJA membership cards for you and your students will be sent to your home address.

# American Ju-Jitsu Association DOJO APPLICATION

Please print clearly or type in the text boxes. Refrain from using abbreviations, except in addresses.

Read through the entire form before you begin filling it out. All information is confidential and will not be released without your permission.

Your Name: \_\_\_\_\_

Home/Cell Phone: \_\_\_\_\_

Home address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Work Phone (optional): \_\_\_\_\_

Your Age: \_\_\_\_\_

Years Teaching Ju-Jitsu: \_\_\_\_\_

Your Occupation/Profession: \_\_\_\_\_

Education [check highest attained]:

- High school    Some college    College grad    Graduate degree
- Current/final military rank if any: \_\_\_\_\_

Have you ever been convicted\* of a violent crime or a sexual offense?    Yes    No  
If "yes", give charges, dates, and resolution. Attach an additional page if needed.

\* Conviction of a crime does not automatically exclude you from consideration. We take into account the type of crime, and how long ago it occurred.

Your Present Ju-Jitsu Rank: \_\_\_\_\_

Date Rank Received: \_\_\_\_\_

Name of Ryu: \_\_\_\_\_

Instructor's Name and rank: \_\_\_\_\_

Rank(s) in Other Martial Arts (specify the art(s) and date(s) rank received):

Name of your Dojo: \_\_\_\_\_  
Dojo Phone: \_\_\_\_\_  
Dojo website if any: \_\_\_\_\_  
Dojo address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Class Days and Times: \_\_\_\_\_  
Years teaching at *this* dojo: \_\_\_\_\_  
Number of current students: \_\_\_\_\_  
Number of Brown/Black Belts who have studied or are studying under you: \_\_\_\_\_  
Briefly Describe Your Student Ranking System (e.g. ranks used, belt colors):

Reference #1 name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Reference #2 name: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Reference #3 name: \_\_\_\_\_ Phone #: \_\_\_\_\_

**Remember to include with your Dojo application form\*:**

1. A dated copy of your most recent promotion certificate.
2. A summary of your belt-rank requirements or teaching curriculum.
3. A 10 to 20-minute video demonstrating your teaching and curriculum.
4. A copy of your Dojo "Participant Release/Waiver" form.
5. Names and phone numbers of at least three references.
6. A photo of yourself.

\*All of these can be sent electronically. If sent by postal mail, please send four copies including four DVDs. Everything sent will be treated confidentially.

I certify that all of the above is true. I consent to a criminal background check. I agree that if I am accepted for membership in the AJA that I will abide by the AJA Constitution and Bylaws, available on the organization's web site, to the best of my ability. I also agree that *all participants in my dojo will become paid members of the AJA, at a fee of \$20 each per calendar year.* I also understand that violation of the Constitution & Bylaws could result in suspension and/or revocation of all AJA certifications and benefits. I grant the AJA permission to use my name, rank, dojo name, dojo location and class schedule on its website and other publications.

Type or sign your name here to confirm the above:

Name: \_\_\_\_\_ Date: \_\_\_\_\_