

## **NKMA HOME CLUB AGREEMENT**

**As part of our ongoing commitment to promote good relationships within our club and in the general public, NKMA have created a HOME CLUB AGREEMENT. This document will safeguard the sanctity and respect created by the martial arts.**

**Also, at NKMA we are determined to create a culture of learning where all students will be challenged in their thinking, to achieve to the best of their abilities and strive to become life long martial artists.**

**We believe that this can be done most effectively when all instructors, parents and students understand their responsibilities and work together towards the same goals.**

**You do not need to sign anything. You simply should read this document and by training at our NKMA dojos, you agree to maintain the terms within it.**

**The NKMA HCA will be reviewed and amended (if necessary) on an annual basis.**

### **Section 1 - NKMA HCA Agreement**

The Parent/Student/Guardian

**1.1.** By attending at NKMA, I agree to all terms within this Home Club Agreement. I understand that when representing NKMA, I will maintain the high standards set by this club and understand that if I persistently do not follow these guidelines, I regrettably may be asked to leave.

**NKMA will...**

**1.2.** Provide a secure, happy and stimulating learning environment where the ideals, rules and structure given by the martial arts lead our way.

**1.3.** Provide a broad and balanced learning process which challenges our students to reach their potential and fulfils the requirements of the martial arts.

**1.4.** Encourage our students to show friendship and respect for others and to abide by the club's Home Club Agreement at all times, ensuring a safe, caring environment for all.

### **Section 2 - Licencing/Membership**

**2.1.** Anyone that trains at NKMA, must be a licenced member of our association/style (Kazen Kai).

**2.2.** When beginning your lessons, you will have three weeks free cover, after which you must fill in the black Kazen Kai licence/membership form and hand back to your instructor with payment.

**2.3.** Payment is £20/year via standing order (recommended) or £25/year cash or cheque.

**2.4.** It is your responsibility to make sure that your licence is up to date at all times.

**2.5.** You cannot train, grade or compete, without an up to date licence.

**2.6.** Please request a licence/membership form from your instructor.

### **Section 3 - Personal Information and health related issues**

**3.1.** Upon commencement of training, any or all health conditions and or learning difficulties that may affect your child's training, should be made aware to our club's chief instructor, in writing, preferably via email to **kazenkent@mail.com**.

**3.2.** The club cannot take responsibility for any issue that occurs as a result of important health related information that was not made available in writing.

**3.3.** Other information that would help NKMA make the most accurate decisions regarding the student, should be notified to the club's chief instructor in order for the student to be treated in the most appropriate manner.

#### **To Be Upheld By NKMA;**

**3.4.** Only issues regarding your own children will be discussed. The discussion of other people's children in a negative light, will not be entertained.

**3.5.** The club's chief instructor will only discuss issues that you have. If your complaint involves the issues held by another individual, then this person will be expected to approach the chief instructor themselves.

**3.6.** The only time an NKMA Instructor will discuss another person's child, will be when the emotional or physical safety of your child or another child is in question. In which case, both sets of parents and or students may be involved in the discussion.

**3.7.** We take the privacy of our members seriously. NKMA will not pass out personal details or information to any outside authority unless the emotional or physical safety of that person is thought to be at stake.

## **Section 4 - Photos and videos**

### **To be agreed by the parent/student**

**4.1.** By reading this agreement, you agree and understand that NKMA will take photographs of sessions and club events. These photos will be used for promotional use on our website and club Facebook page and also for club memorabilia to be used at our awards ceremony. If you would not like your child/children to be in our club photographs, then please make our chief instructor aware of this in writing upon commencement of training.

**4.2.** Video replays and footage will be used by NKMA instructors in order to playback this material in class for the purpose of improving the students within the club. These videos can also be used to promote the club on our club Facebook page. Again, if you would prefer that your child would not be filmed for these purposes, then you must make our instructor aware in writing.

### **To be upheld by NKMA;**

**4.3.** When posting up photos/videos, NKMA will not use the full name of a student, unless permission from that student's parent is granted.

**4.4.** NKMA will not use videos or photos of our students, unless for the reasons outlined above.

## **Section 5 - General NKMA Code of Etiquette**

**5.1.** In order to provide the best learning environment for our students, no parents or siblings may sit in on our lessons, unless this is agreed with the instructor on site. Parents that do sit in during class, are asked to cause minimum distraction.

**5.2.** To minimise disruption, students are asked to have a toilet break before the lesson starts. However, students that do need a toilet break during lesson time, will be given permission to do so, unless the student expresses that it can wait till end of class.

**5.3.** Children that consistently talk back to instructors will have their parents requested to discuss a further action plan.

**5.4.** Students aged 18 and above, will be held accountable for their own action plan, which will be set out and agreed with their instructor.

**5.5.** If corrected or asked to carry out an instruction, students are to

reply, "Os" or "Os Sensei" and also to bow politely when it is necessary.

**5.6.** Students are expected to bow when entering the dojo and leaving the dojo and say "Os".

**5.7.** Whilst in the dojo (classroom), the senior black belt on site, is to be referred to as "Sensei" and nothing else under any circumstance.

**5.8.** The next senior grade down from the senior instructor can be referred to as "Sempai" or by their first name also.

**5.9.** When bowing to your senior instructor, you will be expected to bow appropriately. The student will be expected to go into the "formal stance" (misubi dachi). Just nodding the head will not be acceptable.

**5.9ii.** When the senior black belt enters the dojo, everyone is expected to turn to the entrance and bow whilst saying "Os" as a sign of respect.

**5.9iii.** Students are expected to show respect and discipline when addressing other students, but in particular towards senior belts/grades.

**5.9iv.** When leaving the dojo (classroom) for any reason, students are to notify an instructor.

**5.9v.** As a sign of respect and also safety, no student should enter the dojo, until their instructor has entered the dojo first.

**5.9vi.** Under no circumstances are people watching from outside, to approach a student of NKMA after they believe they have seen an infraction in the dojo. Any infraction in the dojo, that an instructor has not dealt with/seen, must be made aware to the club's chief instructor only, via phone call.

**5.9.vii.** Support from parents/guardians will be asked for when upholding our code of etiquette.

### **To be carried out by NKMA;**

**5.9viii.** All NKMA members will teach these rules to all students and uphold the highest standards of etiquette where ever possible.

## **SECTION 6 - ATTIRE (What to wear and when)**

**6.1.** Students must wear their full uniform whilst at training, including their belt.

**6.2.** Students that do not bring/forget their belt, will be considered to not respect their grade and will be issued with a white belt for that

lesson.

**6.4.** With the instructors discretion, before big events or with extenuating circumstances, a student may wear alternative clothing, but this must be respectfully cleared with the club's instructor first.

**6.5.** Club T-shirts can be worn during extremely hot periods, but only with permission gained from the instructor on site. You must still bring your gi top with you to all lessons.

**6.6.** Those who do gain permission and choose to wear their t-shirt for a training session, understand that their t-shirt is not designed for all the rigours of a martial arts training session (such as grappling).

**6.8.** An under t-shirt/vest is recommended for girls aged 10+ but it must be plain white.

**6.9.** All students must remove all jewellery when training.

**6.9i.** The only jewellery permitted, will be that worn for reasons for religious sanctity.

**6.9ii.** The club's chief instructor reserves the right, with his own discretion, to allow other students carrying injury, to wear strapping tape, jogging bottoms, trainers etc in order to protect injury. This may be a permanent arrangement between him and this particular student. He also reserves the right to wear similar injury preventative items when teaching.

**6.9iii.** If carrying injury, you are asked to make this aware to your chief instructor, who will give the recommended advice where possible.

**6.9iv.** All of your martial arts equipment and clothing should have your name clearly written on it, so that it can be returned to the owner if left at the dojo.

**6.9v.** Please note that Kick Boxing is a less formal environment than the karate. Therefore whilst our black and red gi (uniform) is recommended, students must still wear Kazen Kai or NKMA attire.

## **Section 7 - Punctuality - Pick up and Drop Off**

**7.1.** The parent/guardian will arrive on time to drop off or pick up their children and account for possible regular traffic on their journey.

**7.2.** Regular lateness on a certain day of the week, due to extenuating circumstances, should be discussed with the club's chief instructor.

**7.3.** If late, students are expected to show good manners and politely

apologise and briefly explain reasons for their lateness and if given punishment in the way of burpees/push ups, it is to be accepted with the usual "Os Sensei".

**7.4.** NKMA's instructors cannot take responsibility for any occurrence, due to the result of children who are left at the club, due to late pick up. Whilst we may do our best to keep those children safe, we will also have the safety of others to also take into account.

**To be upheld by NKMA;**

**7.5.** NKMA will teach our students the importance of the etiquette of punctuality.

**7.6.** We will start and finish classes on time.

**Section 8 - FACEBOOK - Will be used to create a healthy, positive, happy public image of our club.**

**The club's "North Kent Kazen Kai Martial Arts" Facebook page.**

**8.1.** The only individuals who will be able to post up public messages/statuses or photos on our "wall/timeline" to everyone on the page, will be the club's chief instructor or a person allocated by the club's chief instructor.

**8.2.** Any message/photo that a student/parent would like to post up on the club's page for public viewing, must simply be sent to NKMA's chief instructor for approval first. Please note that most of your messages/photos will be approved, however this is just to protect the club and its members against any future issues on our public site.

**8.3.** Students and parents are encouraged to write positive comments and share/like our statuses. No negative or provocative comments will be accepted and may be deleted.

**To Be Upheld By NKMA;**

**8.4.** All comments, photos and statuses posted up by the club will be positive and have the outlook to present the club in the best positive light that it truly deserves.

**8.5.** Any important information that could be perceived to have negative connotations for the club - will be sent out by letter only.

**8.6.** For reasons for professional courtesy and personal choice, the club's chief instructor Saj De Silva, will only have students aged 16+ on his Facebook page.

## **Section 9 - Changes to your training schedule**

**9.1.** Students are politely requested to notify their instructor, if they are away on holiday.

**9.2.** If you will be missing your usual training sessions, students/parents are politely asked to send their instructor a quick text to inform them. Information such as your regular training, is used when making all decisions regarding student progression.

**9.3.** You are asked to inform your instructor, if your regular training regime will change permanently.

### **To be upheld by NKMA**

**9.4.** If away for a lengthy amount of time on holiday or out of the country, your instructor will notify you and leave you with alternative contact(s).

## **Section 10 - Cancellation or change to usual lesson times**

**10.1.** There may be cancellations or a change of lessons from time to time, which will be notified via text, Facebook or the monthly newsletters on the club website.

**10.2.** In the event of torrential/dangerous weather, for the safety of the students, parents and instructors, there may be cancellations. These cancellations will be notified on our Facebook site and where possible also by text.

**10.4.** If reasons of extenuating circumstances apply, and the club's instructors cannot make it to lessons, they reserve the right to cancel these sessions with notification to all members of NKMA via text.

**Section 11 - Club Events** - The club will organise events throughout the year, with the aim of bringing friendship and unity within NKMA's students.

### **To be Upheld by NKMA;**

**11.1.** NKMA will organise events throughout the year, where all students of all ages can attend.

**11.2.** However, the club reserves the right to organise events which are exclusively for certain age groups. Understandably - not all club events will be for students of all ages.

**11.3.** When away on courses or weekends away, the club's chief instructor is under no obligation to use his free time to spend with students or organise more events and gatherings. However, he may do this using his own discretion.

**11.4.** NKMA will assist with ideas for events that are derived from students and or parents.

**Section 12 - Behaviour when representing NKMA** - We aim to keep a happy healthy community. Therefore, public behaviour of NKMA affiliated parents, students and instructors, is taken very seriously.

**12.1.** Any student/parent that chooses to voluntarily participate in club events, including competitions will be considered to be representing NKMA.

**12.3.** Parents are responsible for any young children or guests that they bring with them.

**12.4.** Comments and conversations about other members/parents and members of other clubs, are asked to be kept respectful at all times.

**12.5.** Inappropriate, foul or abusive language will not be tolerated in public areas when representing the club.

**To Be Upheld by NKMA;**

**12.6.** All Instructors of NKMA will use correct and appropriate language when addressing other members of the club and the public and their behaviour will always be appropriate to the situation.

**SECTION 13 - Competitions** - Competitions are highly emotionally charged days. As such, we ask everyone who is representing our club, (parents, instructors and students) to observe impeccable behaviour throughout.

**13.1.** Correct and respectful behaviour towards all officials on the day, must be observed.

**13.2.** Absolutely under no circumstance should any parent or student approach a referee or judge at competition with complaint. Under the strict rules of competition and the etiquette of martial arts, ALL complaints must be taken up with an NKMA Instructor during the competition (if necessary) or after the competition if the matter is not of immediate urgency.



**13.3.** Parents or students who continually complain about competition referees, scoring or any factor of competitions, will be considered to be causing negativity within the team, crucial to the performance of our athletes and detrimental to all the work and psychological reinforcement that has been completed at our club.

**13.4.** After suffering a competition loss, as is appropriate to the sanctity of the Martial Arts, our students are expected to accept defeat gracefully and approach the opposing student and shake hands respectfully.

**13.5.** Parents/siblings/guests are absolutely, under no circumstances, to give tactical advice to students on competition days. The only people that can pass on complex tactical martial arts information should be those that are in place to do so.

**13.6.** You are responsible for the behaviour of any guest that you bring to any event.

**13.7.** If running late for legitimate reason, please contact your instructor to make him/her aware.

**13.8.** If a parent thinks that there are possible mistakes on the day (regarding category numbers etc) please inform an instructor on the day and this will be dealt with in the best way possible.

**13.9.** All fighters must have their own gum shield and hand pads available to them on the day.

**To be Upheld by NKMA;**

**13.9i.** NKMA Instructors will behave completely appropriately at all times at competitions.

**13.9ii.** NKMA will make sure that parents have their child's category numbers in advance of the day, in order to make things run more smoothly. A small amount of help, to direct your child to the correct area on the day, will be kindly asked for.

**SECTION 14 - Grading (Belt Exam)**

**14.1.** Once you have received a certain standard, you will be notified by text that you are ready for your next grading and given either one or two dates to choose from.

**14.2.** This selection is conditional; if the student does not maintain their regular sessions, then this decision to take your grading, can be postponed.

**14.3.** If the selected student for any reason drops in standard, work rate, breaks any of the NKMA Home Club Agreement, during this time, this decision can be postponed.

**14.4.** Gradings will not be viewed by parents or spectators.

**14.5.** All grading attendees must be in full uniform (gi), which includes our red and black Kazen Kai badge and your appropriate colour belt.

**14.6.** Those grading in front of Sensei Simon Kidd (our association Chief Instructor), Brentwood, must also be in full uniform, which includes your Kazen Kai badge (stated on the Brentwood grading form).

**14.7.** Grading attendees must arrive punctually and have both their licence and syllabus books with them, with their name written in both. Their name must also be written in the appropriate page for the belt they will take.

**14.8.** Grading fees are expected in advance of the grading day.

### **Section 15 - Kumite - (sparring)**

**15.1.** NKMA will advise everyone to wear full protective equipment during certain sparring sessions. Students that do not have the proper equipment will not be able to take part in full sparring.

**15.2.** Students in the classes aged 6+ should have protective hand pads and gum shield as minimum. Leg protectors are advisable. Groin guards are recommended but not compulsory. Chest protectors are advisable, but again not compulsory.

**15.3.** NKMA cannot take responsibility for students that are injured as a result of not putting on the correct protective equipment after being asked to.

### **Section 16 - In the event of an injury**

**16.1.** In the event of a serious injury, students will be expected to give the first aider plenty of room and also to assist when asked.

**16.2.** Parents and students understand that karate and kick boxing are contact sports and also understand the potential dangers represented.

#### **To be upheld by NKMA**

**16.3.** In the event of an injury, the club will have a qualified First Aider on site at all times, who will have access to a first AID kit.

**16.4.** NKMA will ensure that the safest practices are carried out at all times.

**16.5.** The student's parent will be contacted immediately if deemed necessary.

**16.6.** The NKMA First Aider will do all that is necessary to make sure that the student receives the best care possible, with as much privacy as is deemed necessary.

### **Section 17 - Facilities that NKMA rent for purpose of training -**

Listed below are all of the venues that we use and the different agreements that we have with each. Please read them all carefully.

#### **17.1. Fleet Down Primary School (Tuesday's and Thursday's) -**

The school is to be used as a drop off and pick up point only. No parents or children accompanying parents should enter the school building unless to use the toilet or to pick up their children. This is a decision made by the school; due to the school premises being misused on several occasions previously. Apologies for any inconvenience.

#### **17.3. Swanscombe Council Offices (Wednesday's and Friday's) -**

This venue is currently still happy to allow parents to wait in the area by the doors. However please do not allow your children to use this as a play area and please be careful with the chairs placed in the waiting area, as they are scraping off paint when placed too close to the walls.

**17.6.** All facilities are expected to be left clean and tidy, as they were found.

#### **To be carried out by NKMA;**

**17.7.** NKMA will provide clean and safe facilities for its club members to train in.

**17.8.** If a hall is deemed to be unsafe for training for any reason - the instructors on site reserve the right to cancel this session at last minute notice. Parents will be contacted.

### **Section 18 - The development of the club**

**18.1.** In aid of the development of the club's future, the club's Chief Instructor will on occasion step away from certain things, including some lessons and competitions. This is to build the experience of his less senior instructors. Giving others more responsibility, will be for

that individual's development and also for the greater good of NKMA. Support will be asked for from all during this time.

**18.2.** When the Chief Instructor (Saj De Silva) is not in attendance, parents and students will be asked to show equal respect to those in his place and encourage and support when needed.

**To be upheld by NKMA;**

**18.4.** NKMA will do its best to ensure that talented and driven instructors of the future are given opportunity to explore their potential.

**Section 19 - FEES and Termination of your training at NKMA**

**19.1.** Fees and charges may be subject to annual increases, the amount will be at the club's discretion.

**19.2.** Membership fees should be made payable on the day agreed.

**19.3.** When leaving the club, it is your responsibility to terminate your annual membership/licence fee to Kazen Kai Martial Arts.

**19.4.** NKMA will not be responsible for reimbursing former members for fees after they have left the club, however this may be carried out with the Chief Instructor's discretion.

**19.5.** If you leave the club for any reason, you should notify the club's chief instructor.

**19.6.** The customer understands that NKMA sessions will close for two weeks over the Christmas period and that your standing order training fees should not be altered. This is due to the significant savings that are made throughout the year, by choosing to pay via our standing order saving schemes.

**19.7.** The customer understands that if going away on holiday, your standing order payment is not altered. However, if you are away for 4 weeks or longer, you may be reimbursed your training fee for that month, but only with the discretion of the club's chief instructor.

**To be upheld by NKMA;**

**19.8.** NKMA will always provide the public with fair and reasonable price increases and provide no less than four weeks notice when these increases occur.

**Section 20 - Final Points**

**20.1.** Training at NKMA is not compulsory. There are many other club's in the local areas to choose from. Therefore if you do choose to train at our dojos, NKMA requests that you are publicly positive about our club. Any issues should be kept between the person with the issue and the club's chief instructor.

**20.2.** Parents/students that continually openly and publicly complain about the way the club is run, will be considered to be bringing the club into disrepute and causing disruption and sabotage to much of the incredibly hard work carried out around the club on a regular basis. You will be politely redirected to find another club.

**NKMA will always be a club full of happy people that consistently support, applaud and respect the substantial efforts made by the club and enjoy the way the club runs. Those that do not, are encouraged to train elsewhere.**