

# **NKMA HOME CLUB AGREEMENT**

## **Little Tigers**

**Updated 5th March 2026**

As part of our ongoing commitment to promote good relationships within our club and in the general public, **NKMA** has created a **HOME CLUB AGREEMENT**.

This document will safeguard the respect created by the martial arts. 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 lifelong 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; by training at our NKMA dojos, you agree to maintain the terms within it. The NKMA HCA will be reviewed and amended 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 find training elsewhere.

#### **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 to others and to always abide by the club's Home Club Agreement, ensuring a safe, caring environment for all.

### **Section 2 - Licence/Membership**

- 2.1.** Anyone that trains at NKMA, must be a licenced member, for insurance purposes.
- 2.2.** When beginning your lessons, you will have three weeks free cover, after which you must fill in the blue licence/membership form and intake form found on our website and then email it to Helen. You will then be given a 6-digit membership number. We recommend that you set up an annual standing order to make your membership payment. You must use your 6-digit membership number provided as the reference.
- 2.3.** It is your responsibility to make sure that your licence is up to date at all times.

**2.4.** You cannot train, grade or compete, without a valid licence and if injured whilst training/competing - you will not be covered by the NKMA insurance.

**2.5.** Please request a licence/membership form from your instructor if you have not had one.

**2.6.** Once your membership is paid, you will receive a small blue licence book and a larger syllabus book. We provide a clear blue plastic wallet to keep these books protected, so please keep them in a safe place. They are very important.

### **Section 3 – Membership/training fees and termination of your training etiquette**

**3.1.** Fees and charges may be subject to annual increases, the amount will be at the club's discretion however we will always aim to provide very reasonable training fees.

**3.2.** Training fees should be made payable on the 1st of every month unless agreed to be paid on another day.

**3.3.** If you do go on a holiday for 4 weeks or more, you are welcome to cancel your standing order for that month and pay per lesson on the days you train that month. Please do not forget to reinstate your standing order upon your return.

**3.4.** When leaving the club, it is your responsibility to terminate your annual membership/licence fee and standing orders.

**3.5.** 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.

**3.6.** We understand that sometimes for various reasons, you will choose to end your training with us. If you leave the club for any reason, we would ask that out of courtesy you notify us. This will enable us to not chase after payments of any kind. Also, we enjoy to keep good relationships with people even if you no longer train with us and we believe that thanking and saying goodbye; ensure that those relationships can remain civil and friendly. You may decide to return in the future, and we believe in keeping those doors open to make that transition easier.

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

**3.7.** 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 4 - Personal Information and health related issues**

**4.1.** 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 so that that student can be given the appropriate support.

**4.2.** 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.

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

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

**4.4.** If an instructor believes that the emotional or physical safety of a student is possibly at risk, we are obligated to contact authorities and escalate the situation as a matter of “duty of care”. We in this instance may need to mention personal information pertaining to that student's overall health.

### **Section 5 - Photos and videos**

**5.1.** By training at NKMA, you agree and understand that we will take photographs and videos of sessions and club events. These photos will be used for promotional use on our website, social media and our YouTube page. 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.

**5.2.** If you leave the club for any reason and your children are present on our social media, syllabus books or YouTube videos – we are not obligated to remove all of our content that contains your child. You understand that by having trained with us and having agreed to being videoed and photographed – we cannot then simply redact all of our social media and advertising.

**5.3.** Parents must not video lessons from outside in the viewing area or inside our dojo's without express permission by the lead Instructor on site.

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

**5.4.** NKMA will not use videos or photos of our students if given notice in writing.

### **Section 6 - General NKMA Code of Etiquette for Students**

**6.1.** 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 they can wait until the end of class.

**6.2.** Children that consistently talk back to instructors will have their parents requested to discuss a further action plan. However, we will attempt to deal with situations without always involving parents. Parental involvement will be a last case scenario.

**6.3.** 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 and carry out that instruction.

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

**6.5.** Whilst in the dojo (classroom), the senior black belt can be referred to as “Sempai”. The club chief instructor must be referred to as “Sensei”.

**6.6.** You should show kindness, appreciation and gratitude to your sensei. Upon entering the dojo, we expect you to greet your instructor and after the lesson thank them for their efforts or at the very least say bye. Gratitude is at the forefront of all that we do. We do this to create a happy and positive learning environment.

**6.7.** When leaving the dojo (classroom) for any reason, students are to notify an instructor. You must under no circumstance leave the dojo without notifying an

instructor. Students that repetitively do this, will not be able to train at NKMA.

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

**6.9.** We always tell children that if their parents are late arriving – they are to wait inside the building with the class. NKMA cannot take any responsibility for any occurrence that happens as a result of a late arriving parent and a child who leaves the building after lessons.

**6.10.** We would recommend that if you have any particularly young children, that you **tell** them to wait inside the building until you come inside to collect them. Then if you are late – they will be safe inside the building.

### **Section 7 - General NKMA Code of Etiquette for Parents**

**7.1.** We ask that all parents speak to our staff with respect and courtesy.

**7.2.** We do not have parents sitting in on our lessons and therefore we welcome polite and respectful questions about your children(s) progress and development. You can do this by giving us a call, dropping into the dojo for a chat or sending us a WhatsApp message.

**7.3.** Our club secretary Helen Hawkes would ask for patience in replying to your questions and queries on Tuesday's and Wednesday's as she is often in office and unable to use her phone other than in emergency. The best days for fast responses from Helen would be Monday's, Thursday's, Friday's and weekends.

**7.4.** We would also request that you do not expect replies from us during unsociable hours. We would consider unsociable hours after lessons have finished in the evening. We do often reply during these times, but other times we may choose not to and you will receive a response in the morning.

**7.5.** We ask that any potentially aggressive or hostile grievances are not dealt with or approached during unsociable hours. Any issues that you may have, should be brought up at a reasonable time of day.

**7.6.** Please note that we do not have a PTA. Our club is run by martial artists - People specifically put in place that have been trained. Running sessions and a club takes experience, training, knowledge, expertise and information. Therefore - parents do not have any input into the content of our lessons or how the club is run. We know that there will be things that you do not understand – But we ask parents to pose your queries respectfully and you will receive respectful responses.

### **Section 8 - Attire**

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

**8.2.** 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. This will only happen in temperatures approaching or exceeding 30 degrees, at the time of the training session.

**8.3.** All students must remove all jewellery when training. NKMA cannot be held responsible for any injury as a result of wearing jewellery.

**8.4.** If your earrings are recently pierced and you cannot remove them – you will be

expected to tape them up. If you do not have tape, you will not be permitted to partake in any contact elements of your training.

**8.5.** 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.

**8.6.** Students with long hair must be tied back at all times when training.

**8.7.** Students must their hair cut to an appropriate length which must be above the eye line so that the students vision is not impaired.

### **Section 9 - Punctuality - Pick up and Drop Off**

**9.1.** The parent/guardian should try to arrive on time to drop off or pick up their children. However, we understand that we live in a built-up area and that lateness is often unavoidable. Please just let us know, no one will be questioned if they have hit traffic and are late.

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

**9.3.** If late, students are expected to show good manners and politely apologise and briefly explain reasons for their lateness. If you are late – please enter and get warmed up as quickly as possible.

**9.4.** 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. If you are late to pick up – you must message/call the club as a matter of urgency so that the student can be notified of their parent's lateness and kept safe.

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

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

**9.6.** We will never drop home students under the age of 18 who do not have parents to pick them up for any reason. The only time we will do this is if we have both written permission from the parent and confirmation from the club's chief instructor. If a child is left at the dojo and not picked up, after a certain amount of time we will have no choice but to call the authorities to ensure the child is taken in safely. This does not apply for anyone over 18, unless categorised as a vulnerable adult.

### **Section 10 – Social media and student contact**

**10.1.** 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;**

**10.2.** 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.

**10.3.** For reasons for professional courtesy and personal choice, instructors will not have children who train at the club who are under the age of 18 on their personal Facebook pages, however they will be able to follow the club's social media pages.

## **Section 11 - Behaviour when representing NKMA**

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

**11.2.** Comments and conversations about other members/parents are asked to be kept respectful. We understand that people will often have polite and constructive discussion, and this will at times mention others – however we will not accept name calling or insults.

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

### **To Be Upheld by NKMA;**

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

## **Section 12 - In the unlikely event of an injury**

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

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

**12.2.** The club will have a qualified first aider on site at all times, who will have access to a first aid kit. No one else is permitted to treat an injury.

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

**12.4.** The parent's of our student's under the age of 18 will be contacted by a phone call, text message or WhatsApp message immediately. If the parent was contacted by a phone call a follow up message will be sent by either the instructor on site or by Helen highlighting the conversation and any first aid instructions given at the time.

**12.5.** The NKMA First Aider will do all that is necessary to make sure that the student receives the best care possible.

## **Section 13 – NKMA facilities.**

**13.1.** We ask no parents or children accompanying parents to enter the school building unless to use the toilet or to pick up their children. We have a pickup and drop off policy only.

**13.2.** If you do use our facilities - they are expected to be left clean and tidy, as they were found.

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

**13.3.** NKMA will provide clean and safe facilities for it's club members to train in.

**13.4.** 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 14 - The development of the club**

**14.1.** 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;**

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

## **Section 15 - Changes to your training schedule**

**15.1.** Students are politely requested to notify their instructor, if they are away on holiday or their regular training days alter for any reason.

**15.2.** 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.

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

**15.3.** 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 16 - Session Closures and Changes**

**16.1.** North Kent Martial Arts (NKMA) reserves the right to make changes to classes, timetables, or cancellations, including on the day where necessary. Whilst this is a rare occurrence, but with 4 locations and multiple Instructors to coordinate there are occasionally circumstances outside our control. Any changes made will be sent out to all club members via WhatsApp.

These may include (but are not limited to):

- Adverse weather conditions
- Last-minute venue availability issues
- Instructor illness or emergencies
- Unforeseen facility closures
- Arranging Instructor availability where changes have been forced on us.

We always aim to minimise disruption and will provide as much notice as possible, we appreciate your patience and understanding should these situations arise from time to time. Many of our instructors are volunteering their free time and have families and busy social schedules to organise and we appreciate all the work they do to help keep our classes running with unforeseen circumstances involved.

## **Section 17 – Regular club closures and reduced timetables.**

**17.1.** NKMA aims to run classes throughout the year, however, we also schedule short breaks to allow rest periods for instructors, parents and students.

The club will normally close;

- 4 days over the Easter Bank Holiday period
- Approximately 2 weeks over Christmas and New Year

**17.2.** We sometimes operate reduced timetables during certain periods, typically when many students are away or when Instructors are attending competitions.

These periods usually coincide with school holidays, for example;

- Summer timetable – August
- Winter timetable – December
- Half terms – Reduced timetables

## **Section 18 – Repetitive warnings and having your training terminated at NKMA**

**18.1.** Training at NKMA is not compulsory. There are many other clubs in the local areas to choose from. Therefore if you choose to train at our dojos, NKMA requests that you are publicly positive about our club and our instructors. We all love our club and any attempts to cause damage to our reputation, will not be tolerated.

**18.2.** Parents/students that continually cause negativity and spread toxicity (regardless of how covertly you do this), will be considered to be sabotaging positivity and happiness created at NKMA. This will also be considered to be reputational damage of our business and defamation of character of our chief instructor Saj De Silva, this can have legal ramifications.

**19.3.** Finally, if you continue to break the club's HCA despite warnings, you will be politely requested to find alternate arrangements for your training at another club. You will be informed by email.

## **SECTION 19 – Raising a compliant**

**19.1.** At NKMA we are focussed on making improvements, making errors and are 100% student focussed. Therefore, all complaints should be made by parents and students with objective being to resolve, learn and develop our association. At NKMA we want to create a mature, forward thinking, open communication-based environments for all. If you raise complaints without this in mind – we may kindly ask you to speak with us on issues raised and if this refused – find a better training facility elsewhere.

**19.2.** We will not tolerate parents or students using us as a means to vent frustrations. This can only be applied effectively with open discussions.

## **Section 20 – Final points**

**20.1.** 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. But that doesn't mean that we believe there will not be any issues, grievances or problems. We understand that dealing with other people's children in a highly sensitive subject area and many people will advocate for their children, even when it goes beyond what is healthy.

We do not judge anyone who advocates for their children. However, we do expect there to be a certain level of respect when doing so. As you are sensitive with dealings surrounding the care of your children, we are also equally sensitive when it comes to being told how to run our club and teach our lessons. Therefore – we would ask that if you do have any queries or questions or would like some feedback, you do it in a way that contains kindness, empathy and conscientiousness at the root of your tact - rather than control and demands.

One of the main reasons we put the HCA together, was to make sure everyone understands what is expected of all students, parents and instructors. We believe that this document explains clearly what it means to be NKMA – It means excellence. From everyone. People who can't uphold these ideals, are not NKMA.

THANK YOU

We would like to say thank you to all of the amazing parents and students we have at NKMA who, unprompted, do all they can to uphold the HCA. Thank you also to those parents/students who regularly show your gratitude for all the exceptionally hard work NKMA puts into all of it's members. We are equally grateful to you for all of your positivity, kindness, gratitude and support.

WE ARE NKMA, THIS MEANS MORE