

NKMA HOME CLUB AGREEMENT

Karate

2023 update

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 help to uphold 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 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; 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 abide by the club's Home Club Agreement at all times, 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 hand back to your instructor. 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. We recommend you set up a yearly standing order.

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 or print off from our website www.nkma.co.uk

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 – NKMA syllabus book

3.1. Once you have received your syllabus book, you will also be sent an electronic copy to store on your device so that you can use it in lessons. We recommend that you print out a copy and keep it in a safe place in your bag, so that you can refer to it in lessons. This will keep your master printed copy safe and undamaged. It also means you can study the syllabus on your phone when you have time and will not have to carry anything with you.

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 at commencement of training.

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 to the relevant authority. 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 or any social media platform, then please make our chief instructor aware of this in writing. If you do not want to be on a particular platform, then you it should be understood that you may be asked to be removed from photos, videos and you will be significantly less visible on our social media in general. You may also be in the background of a video/photo, but not featured, if this is not satisfactory, please simply message the club's chief instructor.

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.

To be upheld by NKMA;

5.3. 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. We want to empower our older students to take accountability for their behaviour and take responsibility for it's continued improvement.

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

6.4. If corrected or asked to carry out an instruction, students are to reply, "Os" and also to bow politely when it is necessary and carry out that instruction.

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

6.6. 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".

6.7. 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.

6.8. 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.

6.9. Students are expected to show respect and correct etiquette when addressing other students, but in particular towards senior belts/grades.

6.11. 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.

6.12. We do not accept "cries of favouritism" within our club. ALL students at NKMA are treated fairly. If you commit, give us your all, work hard, show us kindness, gratitude and respect – you will be rewarded with likewise treatment. Students who are disrespectful, unkind, put in poor amounts of effort, should not expect to be treated the same as those who abide by the club's HCA at all times. All teachers give more to those who give them more. We teach our students that the teacher-student relationship works in both directions and respect is earned.

6.13. 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 and whilst we will always do all we can to keep all students safe, we cannot take responsibility for any occurrence that occurs due to a student leaving the dojo without notifying an instructor.

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

6.15. You are politely requested to not correct other students, unless it is appropriate to do so. You should avoid correcting senior students, unless this is the directive of that lesson.

6.16. If you train with your family members, it is not your responsibility to correct them or discipline them in class.

6.17. As a student, it is not your responsibility to police the behaviour of any of our students.

6.17a. No students should handle any other student, unless that is the clear directive in the lesson. Instructors may manoeuvre a student to stretch or reposition or assist technically, but no student should take on this as their responsibility. You are a student first. Allow the instructors to instruct.

6.18. We would politely request that whilst in the dojo, couples who train at the club always show respectful levels of physical contact. Please remember that you are in a dojo.

6.19. 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. You must notify us of late pick up. If you are in

traffic, pull the car over to a safe place and make the necessary phone call, to ensure child safety.

6.20. 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 and encourage 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 Monday, Tuesday and Wednesday 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 Thursday, Friday 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.

7.4a. We would like to request that if you are angry or upset about any issue, that you take at least a few days before you approach us, so that things can be handled respectfully. We of course attempt to handle all issues professionally and we ask that you also conduct feedback and complaints in the same way. You may contact us immediately, if the issue is an emergency.

7.4b. 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.

7.7. Please note that we do not have a PTA (Parent/Teacher Association). Our club is run by martial artists - People specifically put in place that have knowledge of our activity. 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 trust our guidance and expertise and pose your queries respectfully and you will receive respectful responses. We do take on board your feedback and suggestions, if they are posed respectfully and our club regularly makes improvements, with your respectful cooperation and support.

7.8. Whilst we will do all we can do deal with your issues and concerns, if we deem your contact to be disrespectful, hostile, passive-aggressive or we deem your contact to be related to the envy/jealousy of other people's children at the club, we reserve the right to not respond. We will always deal with concerns that

are raised by parents, in reasonable ways. However, we do not have to deal with concerns that are personal issues that you need to overcome yourself. We do not accept jealousy and envy of other students, as part of our duty to deal with.

Section 8 - Attire

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

8.1a. On Sunday's, we have a "no gi day", where students can choose to wear any NKMA clothing to training. You must still wear your belt.

8.1b. Periodically throughout the year, we do have competition Sunday's. On the Thursday, Friday, Saturday and Monday after the tournaments, competition squad members do not need to be in gi, so that they can prepare their uniform early for the tournaments. The NKMA uniform that is not a gi, is called "track gear".

8.2. If wearing track gear it must be still NKMA uniform (must have our logos on it). You will not be able to wear home clothes.

8.3. 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.

8.4. An under t-shirt/vest is recommended for girls aged 10+ but it must be plain white. In kick boxing it should be plain black. We have under crop tops for sale with NKMA branding on them.

8.5. All students must remove all jewellery when training unless worn for religious purposes. NKMA cannot be held responsible for any injury as a result of wearing jewellery.

8.6. 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.

8.7. 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. We reserve the right to dispose of equipment that is not reclaimed within 2 months.

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 parents 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.

10.2. Sensei De Silva, as an International coach, may have some of our squad members (particularly the international squad members) on his Whatsapp. This is used for students to more easily message regarding training. Also will be used to send training videos of corrections and other training tools to inspire and expedite learning processes. Messages will not be sent at inappropriate times and no messages will be deleted so that there is always complete transparency.

10.3. No messaging between student and instructor, will occur on chat services such as Snap Chat where all messages are automatically deleted. Messaging will be transparent at all times.

To Be Upheld By NKMA;

10.4. 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.

10.5. 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 children will be able to follow the club's social media pages. We may follow a student's social media page, if it is specific to their martial arts only.

Section 11 - Changes to your training schedule

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

11.2. 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

11.3. 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 12 - Cancellation or change to usual lesson times

12.1. There may be cancellations or a change of lessons from time to time, which will be notified via our Whatsapp broadcast list. You must add Helen Hawkes' (the club secretary) phone number to your contacts list to be able to receive these messages. If you have not added her, you will not receive any of her messages that she sends via the Broadcast List. When you join the cub you will be prompted to add her to your contacts.

12.2. 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 by Whatsapp Broadcast at the earliest time possible.

12.3. You will occasionally get messages that are not relevant to you. We apologise for this inconvenience but with such a big club, the only way to get messages out to the whole club quickly and efficiently, is via the Broadcast List method.

Section 13 - Behaviour when representing NKMA

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

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

13.3. 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.

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

To Be Upheld by NKMA;

13.5. 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 16 - Grading (Belt Exam)

16.1. We have gradings that run 3-4 times a year. Once you have received a certain standard, you will be notified by Whatsapp that you are ready for your next grading and given the years dates to choose from. You will need to reply and confirm the date you would like to choose.

16.2. Once selected, if the student does not maintain their regular sessions, then this decision to take your grading can be postponed.

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

16.4. Grading exams will not be viewed by parents or spectators. We would like to create the best environment possible for students to perform.

16.5. You must be in NKMA branded uniform, during your grading.

16.7. Grading attendees must arrive punctually and have their licence book.

16.8. You must transfer your grading fee into the NKMA account prior to the grading. If you do this one week ahead of the grading date you will receive the "early bird" discounted rate.

16.9. Normal lessons will ALWAYS run the Saturday morning/afternoon of the grading. We recommend you attend those lessons to boost your confidence and make any last minute adjustments.

16.10. On the day of a grading we often have people asking questions about grading times and licence books etc. Please note that some instructors are in lessons from 8am-1.30pm (on the grading day) and may not be able to respond.

During lesson time we will sometimes be taking care of 40 students and may not be able to respond, so we ask that ALL grading queries are handled the days before the grading and that you please check over your grading messages for things like times and addresses and be organised before the day. If you message us on the grading day, we may not have time to respond.

Section 17 - Sparring

17.1. NKMA will advise everyone to wear full protective equipment during certain sparring sessions. Students that do not have the proper equipment may not be able to take part in full sparring. NKMA cannot take responsibility for students that are injured as a result of not putting on the correct protective equipment. If you choose to spar, it is your responsibility to make sure you bring the correct equipment.

17.2. Students in the classes aged 6+ should have protective hand pads and

gum shield as minimum. Leg protectors are advisable. Groin guards are strongly recommended. Chest protectors are strongly recommended for girls aged 12+.

Section 18 - In the event of an injury

18.1. 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.

To be upheld by NKMA

18.2. 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.

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

18.5. The student's parent will be contacted immediately if under 18.

18.6. 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 19 – NKMA facilities.

19.1. 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 pick up and drop off policy only.

19.2. 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;

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

19.4. 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 and all students will be kept safe, until pick up.

Section 20 - The development of the club

20.1. 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;

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

Section 21 – Membership/training fees and termination of your training

21.1. 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.

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

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

21.4. 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.

21.5. 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;

21.8. 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 22 – Holiday closures at NKMA and long personal holidays.

22.1. All NKMA members understand that NKMA sessions will close for roughly two weeks over the Christmas period and that your standing order training fees should not be altered. Our monthly fees reflect consideration of all closures.

22.2. 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.

Section 23 – Repetitive warnings and having your training terminated at NKMA

23.1. 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.

23.2. 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.

23.5. 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 24 – Final points

24.1. 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.

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. Those who do not agree with this document, can simply choose to train at another dojo. It means that we will eventually be left with a group of parents, students and instructors, who want to achieve the same goals.

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