

## 1 CLUB RULES & ETIQUETTE OBJECTIVE

These are the rules that we adhere to; that ensure our safety, duty of care and the safety of our colleagues.

Failure to comply with any of these rules results in a verbal warning from the club Administrator. If the student has accumulated TWO verbal warnings, then their membership is terminated (Exception - Immediate Termination for serious infractions or incidents). Upon membership termination, there will be no refund of any fees or payments previously made by the student.

## 2 TERMINOLOGY

Minor	A person under 16 Years of Age - Age of Legal Capacity (Scotland) Act 1991.
Adult	A person 16 Years and Over Age - Age of Legal Capacity (Scotland) Act 1991.
Administrator	The club administrator is Karen Whytock. Deputy Administrators are Fiona Lipp & Ally Whytock.
Register	The club attendance record and student contact details.
Parent/Guardian	The legal guardian of a Minor - Children (Scotland) Act 1995.
Approved Escort	An Adult person who has been authorised by the Parent/Guardian to drop off and/or collection the Minor.
Accompanied Minor	A Minor who is presented, by an Approved Escort, to the Administrator or Deputy Administrator during registration.
Unaccompanied Minor	A Minor who presents themselves to the Administrator or Deputy Administrator, without being accompanied by an Approved Escort, during registration.
Registration Area	Blairgowrie Community Campus – St Stevens Hallway (1 <sup>st</sup> Door). Coupar Angus Town Hall – Main Hall, The Stage.
Drop Off	When an Approved Escort registers the Minor with the Administrator and releases custody of the Minor to the care of the Club.
Collection	When an Approved Escort makes contact with the Administrator and requests the release of the Minor to their custody and care. This relinquishes the club of all further responsibility for that Minor.
Approved Escort List	A list of names & contact details relating to Adults who are responsible for the drop off and collection of Minors. The list is defined when membership is registered.
Security Password	A word that is defined by the Parent/Guardian when membership is registered. This is used by the Approved Escort to verify drop off and collection authorisation by the Parent/Guardian.
Student	A club member.
Dojo	Blairgowrie Community Campus – Inside the Games Hall. Coupar Angus Town Hall – Inside the Main Hall.
Chief Instructor	Alexander Whytock
Minor Protection Officer	Karen Whytock

## **3 CLUB RULES & ETIQUETTE**

### ***3.1 Parent /Guardian Responsibility***

It is the responsibility of the Parent/Guardian to ensure the Minor adheres to the Rules & Etiquette.

### ***3.2 Personal Health, Cleanliness & Hygiene***

Karate practice in the context of the club is a group activity, involving close proximity to and contact with fellow practitioners. Personal cleanliness is essential. Body odour due to poor hygiene is a discourtesy to your fellow practitioners.

- a) Ensure personal cleanliness before training. Wash, bathe or shower before coming to the class. Use deodorant to supplement cleanliness and not as a replacement for washing.
- b) Ensure finger nails and toe nails are well maintained and clean.
- c) Ensure your karate suit (Gi) is washed clean & ironed between classes.
- d) Ensure your karate suit (Gi) is well maintained by fixing any rips, tears or holes.
- e) Ensure your karate belt (Obi) is well cleaned on a regular basis.
- f) Go to the toilet before the class starts. Wash your hands.
- g) Ensure that any cuts or grazes are covered.
- h) Ensure any bleeding is immediately treated. Inform the chief instructor of any bleeding or blood droplets.
- i) Wipe any sweat droplets from the floor at the next break.

### ***3.3 Punctuality & Attendance Register***

- a) Students must arrive early and be ready at the training place (Dojo) 10 minutes prior to the start of the class, and ensure registration by the Administrator at the Registration Area.
  - b) If a student is late eight classes within a 13-week period, then the student will receive a verbal warning. If this is a second verbal warning, then membership is terminated immediately.
  - c) Students should promptly vacate the Dojo and surrounding facilities promptly when the class is finished.
  - d) Adhere to the rules and regulations of the surrounding facilities.
  - e) For Accompanied Minors attending, it is the responsibility Parent/Guardian to adhere to the Approved Escort Procedure.
- Approved Escort Procedure -
    - An Approved Escort must make face to face contact with the Administrator.
    - Register attendance of the Minor at the Registration Area.
    - Pay the class fee.
    - Ensure good behaviour from the Minor prior to the start of the class, and following the end of the class.
    - Ensure drop off and collection of the Minor is punctual. This means 10 minutes prior to the class start time and 10 minutes prior to the class stop time. Class times are as currently advertised.

- Stay with the Minor until the Minor is registered AND the class has started.
  - For end of class - wait for the Minor at the Registration Area. Do not wait outside the facility; the Minor must stay within the Dojo until the Approved Escort makes contact with the Administrator.
  - The Approved Escort must communicate the Security Password before the Administrator releases the Minor to the care of the Approved Escort.
  - If a non-approved person is to drop off or collect the Minor, then the Parent/Guardian must contact the Administrator on 07854812541 at least 24 hours prior to the class.
  - If a non-approved person appears for collection of an Accompanied Minor and they do not have the Security Password, then the Administrator will contact the Parent/Guardian for approval for release. If the Parent/Guardian does not approve then the Police will be called to deal with the situation. If the Parent/Guardian cannot be contacted, then the Late Collection Contact and then the Emergency Contact will be tried. If there is no response or approval, then the Police will be contacted and asked to contact the Parent/Guardian.
  - If no-one collects the minor within 30 minutes then the club will contact the Parent/Guardian, the Late Collection Contact and then the Emergency Contact. If there is no response, then the Police will be contacted and asked to contact the Parent/Guardian. If this happens once then club membership will be immediately terminated. There will be no refund of any fees.
  - It is the responsibility of the Parent/Guardian to adhere to this procedure.
  - It is the responsibility of the Parent/Guardian to ensure that the Minor adheres to this procedure and the Club Rules.
  - Failure to adhere to this procedure will result in immediate membership termination.
  - It is the responsibility of the Parent/Guardian to educate the minor to stay within the Dojo until collected by an Approved Escort.
  - A Minor who refuses to stay in the Dojo and await the Approved Escort will not be restrained. Club membership will be terminated immediately.
- f) For unaccompanied Minors attending,
- The Club waives all responsibilities prior to the start and following the end of the class.
  - The Club is responsible during the period between attendance register & end of class, when the minor leaves the Dojo.
- g) If it comes to the club's attention that an unaccompanied minor has not been collected within 30 minutes then the club will contact the Parent/Guardian, the Late Collection Contact and then the Emergency Contact. If there is no response, then the Police will be contacted and asked to contact the Parent/Guardian. If this happens once then club membership will be immediately terminated. There will be no refund of any fees.

### **3.4 Fees**

- a) Students must pay the class fee prior to the start of the class.

### **3.5 License**

- a) Seniors
  - Shall ensure that his/her licence is kept up to date.
  - Shall ensure that his/her licence is kept safe and in excellent condition.
- b) Minors: the following are the responsibility of the Parent/Guardian.
  - Shall ensure the Minor's licence is kept up to date.
  - Shall ensure the Minor's licence is kept safe and in excellent condition.

### **3.6 Dojo**

- a) It is everyone's responsibility to ensure the Dojo is clean, tidy and safe at all times.

### **3.7 Safety**

- a) No spectator can watch unless granted permission by the Instructor.
- b) If the Dojo has peripheral equipment e.g. curtains, chairs, climbing frames, these must not be touched by students without prior permission from the Instructor.
- c) Do not crowd at the exits.
- d) Do not leave bags and other items at the exits.
- e) Minors must stay within the Dojo and must not wander.
- f) Students must behave prior to the start of & during the class.
- g) Students must ask for permission to leave the Dojo – e.g. toilet, water fountain drink.
- h) Inform the Chief Instructor of any injuries or illness prior to the class.
- i) Alert the Chief Instructor immediately of any injuries or accidents that occur during the class. An injury record must be completed immediately and signed off by the senior or in the case of a Minor their Parent/Guardian at the end of the class. There will be an Injury Book available to record the injury.
- j) Do not practice KUMITE (sparring) unless instructed to do so.
- k) Do not break rank for any reason, without asking permission from the Instructor. If you must leave your position, do not walk between the instructor and the class. Walk behind the row you are in to either side and proceed from there. This will prevent accidents.
- l) Do not walk between partners.
- m) Drink water standing at the edge of the Dojo.
- n) Ensure all bags, shoes and outside clothes are stowed away at the edge of the Dojo.

- o) Alert the Instructor to any spilt water, dirt or blood on the Dojo floor.
- p) Don't wear jewellery or watches during training. Ensure all permanent jewellery is taped up.
- q) Be aware of all other students around you when warming up & practising Kihon, Kata, Kumite & Pads.
- r) Always move quickly in class when instructed to do something. **DO NOT STROLL.**
- s) Minor partners must be evenly matched in terms of age and height.
- t) Always walk around the edges of the Dojo prior to removing outdoor shoes
- u) Do not eat in the Dojo.
- v) Do not chew gum in the Dojo.
- w) Do not smoke inside the Dojo or in the proximity of the Dojo entrances or exits.
- x) Do not drink alcohol 12 hours prior to attending the Dojo.

### **3.8 Training Dojo Etiquette**

- a. When entering, or leaving the Dojo, stand in the doorway, face the front, bow. The bow represents a mark of respect for the Dojo, the people in it and all Karate-Ka who have gone before.
- b. If late for training, kneel at the side of the class towards the back, facing the class in SEIZA (formal kneeling position). When the instructor acknowledges you, stand up, turn to the front, bow, and say, "Excuse me for disturbing", then quickly join the back of the class.
- c. Your training should be a serious matter but also please enjoy the class.
- d. Do not cause disruption during the class.
- e. Focus on the lesson.
- f. All instructions, by the instructor, must be followed in the Dojo. If you have a question, please raise your hand.
- g. Acknowledge instruction with a "Thank You" to indicate that you have understood the instruction or "I don't understand".
- h. You will not be asked to do anything that your instructor has not done him/herself already. If you cannot keep up, do the best you can and push yourself.