



# **Bushido Martial Arts**

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association



# **Association Rules & Requirements - Karate**



## Why do we need rules?

*We aim for the association to remain as nonpolitical and free for instructors and members as possible and as such we limit any rules imposed to the minimum required to maintain standards and safety within the association.*

Members are required to abide by our rules to not only maintain the safest possible training conditions, but also to give you the best possible chance at progression and achievement of your goals. This is both by ensuring your commitment to your own training also to your club, instructor and association. Without support from its members neither your club nor the association can run at its full potential and supply you with all opportunities that you deserve.

The rules we have compiled for instructors are devised so that you can retain your freedom to teach as you wish and we hope that you see no rules in place that limit you from doing this.

The rules we have in place for clubs should also assist in their efficient running. The information and documentation the association requires are of a standard nature that should be kept and maintained by all clubs irrespective of dissemination to us.

We do welcome instructors to approach us when it is felt that any rules are too restrictive and prevent them or their clubs from progressing in a path that is aligned with the ethos of the association. All requests for changes will be fully considered but only made if it is agreed that there is no negative impact on safety or standard and that it is beneficial for the entire association.



Founder and Chief Instructor - Kevin Archibald

# Rules and Requirements for Members

*Good manners and respect must be shown to all instructors and members. Any student behaving in a disrespectful or dangerous manner will be asked to leave the dojo. Loss of temper or bad language will not be tolerated for any reason. Any dispute should be brought to the attention of the Instructor.*

## All ages

1. All members must complete a health and fitness questionnaire when they first attend and advise the club secretary / club instructor of any changes that may require amendment or replacement form.
2. Must have a current licence in order to train (new members may train with no contact activity for 3 sessions without a licence, an application form must be completed and payment made before their fourth training session, current members must complete an annual form and submit with payment at least 1 week prior to expiry of their previous license).
3. All ranked 3rd Kyu and above must have a current First Aid certificate, this will be checked at each grading and a record will be kept on each licence renewal form.
4. Appropriate protective clothing must be worn for any "free sparring", with the minimum being white hand mitts. Additional recommended items to be worn are gum shields, groin guards (men) and chest guards (women).
5. Under 16s should not make facial contact during sparring and should be closely observed by Instructors 100% of the time.
6. Must wear the appropriate clothing at all sessions, this will be a Dogi with current association awarded belt unless advised by the Club Instructor.
7. Students must always arrive dressed and ready to train, at least 5 minutes before the class starts (do not get changed inside the dojo).
8. Finger and toe-nails must be short and clean.
9. Jewellery and watches should not be worn when training.
10. Always inform the instructor when you will be taking a leave of absence.
11. No eating in the dojo.
12. Tuition must be paid on time (If paying monthly then it should be in the club bank account on the 1st working day of the month, if paying on a session by session basis you must pay before class begins).
13. You must inform the instructor of any kind of medical condition or injury prior to training.
14. Mobile phones must be switched off or be in silent mode.
15. When entering or leaving the training area, stop and perform a slight bow into the area.
16. When called to order, form a line with the highest grade on the right hand side. When all students are the same grade, then the eldest student will be on the right hand side.
17. When the line is formed and the Instructor is in place and ready, the senior student will call the class to order and all will bow to the instructor who will return the bow, this signifies the start of the session.
18. When facing a partner for sparring or to apply a technique, bow to each other at the beginning and at the end.
19. Students must never teach others what they have learned in class without the permission and approval of the chief instructor.
20. NO fighting or sparring will take place except under the direction of the instructor.
21. Students are not permitted to practice techniques on other students which have not been taught by the instructors.
22. No student will provoke violence outside the dojo or allow themselves to be provoked into violence, under pain of expulsion from the dojo for life.

## **Adults**

1. If you need assistance, a drink, a rest or to leave the dojo politely attract the instructor's attention before doing so.

## **Juniors (Under 12 years old or anyone attending a Family/Children's class)**

- At the Dojo, the black belt instructors will be addressed as Sensei (teacher) and assistant instructors (below black belt) as Sempai.
  - Parents are free to watch the lesson (where the venue has sufficient space and seating), but are requested not to speak to or distract the students during a lesson.
  - If a student arrives late for class he or she should open the door quietly, bow then kneel near to the door to await permission to join the class from a Sensei/Sempai.
  - There is no talking in the dojo when the instructors are teaching.
  - No shoes in the dojo area, all shoes must be removed before entering and left outside the dojo in a tidy manner.
  - Before any partner work is begun; distance must be checked, you must bow and then wait in Yoi until you are sure your partner is ready.
  - Light contact only during partner work and sparring.
  - There will be no take downs and throws allowed during sparring.
  - Blind, swinging techniques will not be allowed during sparring.
  - If you need assistance or to leave the Dojo raise your hand.
1. Never use karate to play around with anyone; it's for defensive purposes only.

While these rules may seem formal, they help instil a sense of respect and discipline necessary in any sport, hobby or martial art which may, if taken lightly, be dangerous. If you have any doubts regarding the dojo rules then please ask the Club Instructor.

# Rules and Requirements for Instructors

## Club Instructors

*A club instructor is one who runs and takes overall responsibility for a regular class, including teaching, maintenance of club records, payment of all bills, provision of documentation to the association, members' welfare and arrangement of classes.*

1. A joining interview will be held prior to acceptance to the Association (in person or via telephone); proof of grade will be required. A club assessment may also be required depending upon experience of the applying Club Instructor.
2. Receive free membership to the Bushido Martial Arts Association when registering their club, there is only one "Club Instructor" per club all other registered Instructors are Assistant Instructors for whom the Club Instructor is responsible.
3. Must have a current Professional Indemnity policy at all times. It is recommended that all certificates are retained throughout your instructing career and for 5 years following the cessation of teaching. A copy of the current certificate is required at each renewal of membership.
4. Must be CRB (to be replaced by DBS - Disclosure and Barring Service) checked once every 2 years, this will be checked upon each membership renewal.
5. Must have IMA registration from July 2010, this will be checked upon registration with the association.
6. Must have a current First Aid certificate, this will be checked at each grading and a record will be kept on each membership renewal.
7. Must maintain a list of emergency contact details, allergy details and health issues for all registered members.
8. Must maintain a list of licence renewal dates for all members of their club and ensure they are reminded in good time to complete a renewal.
9. Must have or be training towards a Bushido Instructor Qualification.
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# Rules and Requirements for Instructors

## Assistant Instructors

*An Assistant Instructor is not responsible for the running of a club, but assists in the teaching of club members. They may also cover sessions without the supervision of the club instructor, though overall responsibility remains with the Club Instructor. This position is usually held by those working towards becoming a club instructor or a senior grade who has no desire to run their own club.*

1. Must have a current Professional Indemnity policy at all times. It is recommended that all certificates are retained throughout your instructing career and for 5 years following the cessation of teaching. A copy of the current certificate is required at each renewal of membership.
2. Must be CRB checked once every 2 years, this will be checked upon each membership renewal.
3. Must have IMA registration from July 2010, this will be checked upon registration with the association.
4. Must have a current First Aid certificate, this will be checked at each grading and a record will be kept on each membership renewal.
5. Must have or be training towards a Bushido Instructor Qualification.

## Club Assistants

*A Club Assistant performs the same role as an Assistant Instructor however is not allowed to teach without the supervision of either the Assistant instructor or club instructor. This role is usually used as an apprenticeship phase before becoming a Club or Assistant Instructor.*

1. Must be CRB checked once every 2 years, this will be checked upon each membership renewal.
2. Must have IMA registration from July 2010, this will be checked upon registration with the association.
3. Must have a current First Aid certificate, this will be checked at each grading and a record will be kept on each membership renewal.
4. Must have or be training towards a Bushido Instructor Qualification.

# **Rules and Requirements for Clubs**

1. Must return a form each year, renewable on the 1st January every year. Club affiliation is free.
2. New prospective members must complete a health and fitness form before training
3. Potential new members must complete a disclaimer for each and every session trained until an annual license is applied for.

## **Gradings/Examinations and the awarding of rank**

1. Gradings will be conducted in accordance with the Bushido Shotokan Syllabus.
2. Registered Club Instructors may grade their own students up to and including 3rd Kyu.
3. 2nd and 1st Kyu gradings must be examined by a panel of at least 3 Bushido Martial Arts Association Registered Black Belts.
4. Black Belt gradings can only be examined by the Black Belt Examining Panel; Club Instructors who have members attempting the grading will automatically be invited to sit in this panel.
5. Black Belt gradings will be organised upon request and open to members of all clubs, participation in these examinations will be by invitation of the Club Instructor only and based upon standard. Length of time training will have no bearing on whether an invitation is issued. The Club Instructor's decision is final.

# Appendix

## Traditional Dojo Rules and Etiquette

*Remember: when training at a different dojo or with a different instructor they may have a more traditional view on rules and etiquette in the dojo. It is always advisable to err on the side of caution and ensure that you know these rules and apply them when training away from your regular class/instructor.*

### DISPLAY OF RESPECT

Always show respect, specifically when entering or leaving the Dojo. Always show respect to your instructors, a polite greeting such as "Oss Sensei" or "Oss Sempai" is appropriate. This type of behaviour exhibits important characteristics of a martial arts student (respect, discipline and humility). Those whom you treat in this way will in turn do the same to you, showing mutual respect between the student and the teacher

Respect your place of training (dojo) and the class in session, by lowering the volume of your voice if there is a class in session. Bow upon entry and exit to the room (towards the centre of the dojo).

When you are in the dojo, you should return the bow of any black belt upon their initial entry to the dojo.

The training floor should be swept before and after each training session, the lowest grade in the room should be responsible for this (taking over from higher grades upon entry).

### PARENTS

Children should be supervised until their class begins. It is unfair to disrupt teachers or the students while the classes are in session.

### SHOES

No shoes are allowed in the dojo, this both mirrors the Japanese etiquette of removing shoes before entering someones house and maintains the cleanliness of the floor that is to be trained upon.

### PERSONAL HYGIENE

Please ensure that you have showered, bathed or washed thoroughly before each class. The class may require direct contact with another classmate and it is not only unpleasant to train with a partner who has not done this, but it also increases the risk of injury and/or infection if nails are not kept short, filed and clean. Your hair and body should smell clean and fresh: this is a common courtesy for other members of the class.

### LANGUAGE and ATTITUDE

Please remember that traditionally a martial arts academy is a sacred place where we must constantly monitor our language and attitude. Profanity, explicit language or negative attitudes cannot be permitted. You must be polite and courteous to everyone at the academy. You should acknowledge your colleagues and classmates as "OSS". Bow when beginning or ending a training session with a partner (if there is a problem with this please discuss it with your instructor/s who will advise you accordingly) You must also be encouraging and supportive of your classmates efforts as you need them to progress just as much as you want to progress. Come to class each day with a desire to learn something new.

### STAY FOCUSED

In many cases, your instructor will be explaining or demonstrating new techniques and/or concepts to the entire class at one time. Just like a classroom in a school or university, all the students must be quite and relatively motionless while the instructor is teaching. By doing so, the student and instructor can focus on material being taught. Talking, moving about inappropriately can affect everyone. Always respect these common courtesies.



## **TRAIN REGULARLY**

In order to truly benefit from your martial arts lessons, you must train regularly. To develop flexibility, strength, speed, stamina and self-discipline...you need to attend classes at least 2 times per week initially and later 3 times a week or more. Consistent training over time will yield awesome results!!

## **UNIFORMS and BADGES**

Your uniform should be clean and pressed before each use. Your appearance not only reflects on you, but also in your academy and classmates. Keep your uniform in good condition by removing stains and repairing any tears which may occur. It is also important to make sure sleeves and pant legs are adjusted to an appropriate length; either too long or too short could impede your training and enjoyment of classes. Coloured T-shirts or sweat clothes are not permitted. Only Girls/Women may wear a vest or T-shirt underneath their uniform. Academy and/or organisation badges must be worn correctly.

## **JEWELERY**

Jewellery should never be worn to class. If you cannot remove all of your jewelry please see your head instructor. Earrings, bracelets, necklaces, etc can break or injure your partner or yourself during training.

- If you are unavoidably late, bow to enter the dojo and kneel at the dojo entrance. Wait for the instructor to acknowledge your presence before joining the class.

## **SUMMARY:**

- ALWAYS PLACE YOUR SHOES AND PERSONAL BELONGINGS NEATLY AWAY
- KEEP YOUR UNIFORM NEATLY PRESSED AND CLEAN
- PRACTISE GOOD PERSONAL HYGIENE HABIT
- RESPECT THE CLASS IN SESSION LOWER YOUR VOICE
- DEMONSTRATE PROPER RESPECT WHEN ENTERING OR LEAVING THE DOJO
- SAY "OSS" WHEN ENTERING OR LEAVING
- ALWAYS BE WELL MANNERED AND COURTEOUS TO ALL OTHER MEMBERS INTRODUCE YOUR FRIENDS AND GUESTS WHEN THEY VISIT THE ACADEMY
- ENTER EACH CLASS WITH ENTHUSIASM AND ENERGY
- STAY FOCUSED ON YOUR INSTRUCTOR: PLEASE DO NOT TALK OR MOVE WHILST THE INSTRUCTOR IS EXPLAINING A CONCEPT OR TECHNIQUE.
- DEMONSTRATE PROPER POSTURE AT ALL TIME NO LEANING AGAINST WALLS etc.
- MOVE QUICKLY AND WORK HARD DURING TRAINING DRILLS
- NO FOUL LANGUAGE IN OR OUT OF THE DOJO, MAINTAIN A POSITIVE, ENTHUSIASTIC ATTITUDE AT ALL TIMES
- NO GUM, FOOD OR DRINK ALLOWED IN THE DOJO (DRINKS SUCH AS WATER MAY BE TAKEN ONLY WHEN ASKED BY THE INSTRUCTOR TO DO SO)
- ARRIVE APPROXIMATELY 5 MINUTES BEFORE CLASS IS READY TO TRAIN
- CHILDREN SHOULD BE PICKED UP IMMEDIATELY AFTER CLASS
- LEARN TO TIE YOUR BELT CORRECTLY
- TRAIN AT LEAST 2 DAYS AIMING FOR 3 DAYS IN THE NEAR FUTURE;
- ALWAYS PREPARE FOR AND TAKE YOUR QUALIFICATION BELT PROGRESS CHECKS/TESTS AND GRADINGS ON TIME IN ORDER TO ASSESS YOUR PROGRESSION.