



## **GUIDELINES GOVERNING PHOENIX MARTIAL ARTS ACADEMY, INC.**

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# Top 10 School Rules

1. Always be respectful to everyone in class including teachers, fellow students and yourself. Remember your manners!
2. Always perform to your fullest potential in class. Laziness is a hindrance to martial arts. Students will not promote until a better attitude is shown.
3. Late students must perform 10 push-ups, 10 sit-ups and 10 jumping-jacks before being allowed into class.
4. No horseplay is allowed at the dojo. This includes the training area, lobby, and outside in front of the school. Instructor may require you to do push-ups.
5. If you come in without a belt or not in proper uniform (see student guidelines), you will be required to do 15 push-ups and 15 sit-ups before coming into class and you will line up in the back regardless of rank.
6. Every student will be required to take a test with Renshi Michael Bunton before promoting to the next belt rank
7. If you come to class early, you can sit on the wall or wait in the waiting area. If an instructor sees you not waiting with good manners, they may require you to do push-ups.
8. Anytime an instructor is speaking to the group you are asked to show them respect by listening patiently. This means facing them at attention and not moving any equipment you may be holding.
9. Anytime you enter or leave the dojo training area (blue mat) you must show respect. If an instructor catches you not showing respect you will be asked to do 10 push-ups.
10. At orange belt, you must be able to tie your own belt.

## SCHOOL ETIQUETTE

1. If a student is involved in any violence or trouble, the head instructor should be notified immediately.
2. If a student is found showing off, intimidating anyone by acts of superiority, or in any way abusing the art, he/she shall be dealt with by the head instructor.
3. If a student is found showing disloyalty by acts of unauthorized training or teaching, he/she will be dealt with by the head instructor.
4. If a student desires to demonstrate any martial arts technique in front of a group, special permission must be obtained from the head instructor.
5. If a student scores poorly on school conduct, a meeting is requested with the student, a parent or guardian and the head instructor, in order to reemphasize discipline.
6. If a student is found boasting about his ability, or degrading another student's ability, his/her rank will be reviewed by the head instructor.
7. If a student or parent of a student shows disrespect, in word or deed, to any instructor or fellow student, the student may be suspended until further notice or asked by the head instructor to submit a formal written apology to the person(s) concerned.

## DOJO RULES

1. No one is allowed in the training area without membership or special permission.
2. Absolutely no horseplay at the dojo. This applies anywhere in the training area, business area, lobby, and outside in front of the school. **Phoenix Martial Arts Academy** is a place for students to learn and grow through hard work, dedication, and perseverance. The dojo must be respected by everyone who enters the doors.
3. To avoid extra traffic, students should come no more than 10 minutes before their class and stay no more than 10 minutes after their class unless previous permission has been granted.
4. Parents are allowed to watch quietly and respectfully from the viewing area. No disruptive chatter please. This distracts students who are in the class.
5. Absolutely no disruptive noises from anyone (especially students) in the dojo, business area, or hallway during class.

6. Parents or students may discuss or set up an appointment with the business manager or head instructor to issue complaints, suggestions, or general concerns. It is disrespectful to discuss problems with the instructors before or between classes. This distracts the instructor and students, making it difficult to teach effectively.
7. If a parent or student addresses an instructor rudely, interrupts a class rudely, or takes a student out of class rudely, the student and/or parent of the student will be asked not to come back until further notice.
8. Smoking, drinking, or use of illegal drugs is forbidden on the premises of Phoenix Martial Arts Academy.
9. Any use of profanity or display of anger, hostility, or poor sportsmanship will not be tolerated.
10. Anyone caught stealing at **Phoenix Martial Arts Academy** will have their membership terminated immediately.
11. No sparring, weapons practice, or kicking the bags or pads will be permitted unless under class supervision.
12. No leaning on walls, poles, or equipment during class.
13. All students must show respect to instructors, assistant instructors, and other students at all times.
14. Except for wedding bands, no jewelry may be worn during class.
15. Students are expected to have good hygiene. Nails must be kept trimmed.
16. No food, chewing gum, or drinks allowed in the dojo training area.
17. Students should help keep the dojo clean.
18. All equipment and weapons must be put back in their proper place.
19. Students must remove all footwear before stepping onto the training mats.
20. No weapons are allowed to make contact with training mats. Bo staffs must be kept in vertical position at all times while being carried inside or outside of the dojo.
21. All belongings must be placed in designated areas. Valuable items should be left at home or locked in student's vehicle. **Phoenix Martial Arts Academy** will not be responsible for valuables. Any items left in dojo will be held in lost and found for 30 days and if not claimed within that time will become property of the dojo.

22. No one except owners and employees are allowed in office unless prior permission is given.
23. Students must enter the training area and wait patiently against the wall before each class, until the instructor starts the class.
24. In order to participate in special classes such as Demo Team; students must be enrolled in at least one other regular class of instruction.
25. Phoenix Martial Arts Academy will be closed on all federally observed holidays. In case of bad weather, the dojo follows the closing schedule of Mitchell Community College unless otherwise announced.
26. Missed classes are to be made up within the two weeks following the missed class and do not transfer past that time period.

## **RESPECT PROCEDURES**

1. Instructors should be addressed as Mr. or Ms. and their last name.
2. Black Belts should be addressed as Mr. or Ms. and their last name.
3. The head instructor should be addressed as Renshi.
4. Students should stand at attention and bow as a group when a black belt enters the training area.
5. Students must bow out when being excused from class.
6. Late students must stand at attention, until they are acknowledged by an instructor, before being allowed to enter a class already in progress.
7. Students must bow and to their partner before and after a sparring match and partner drill.
8. Students must begin and end each kata with a salutation.
9. Students must bow when entering or leaving the training area.
10. Students must line up according to highest rank, from front to back and left to right.
11. Every class will begin and end with a salutation. Students will bow to the front of the dojo and to the instructor before each class. *Shomen ni rei* means to bow toward the front of the dojo. *Sensei ni rei* means to bow toward the instructor(s) of the class.
12. When in doubt, BOW! Students must always practice humility and respect.

## **UNIFORM AND EQUIPMENT POLICY**

1. Students are required to wear at least uniform pants with correct belt rank and school t-shirt or other solid colored shirt to regular classes (no logos or writing is allowed on the shirt). Gi top is optional during regular classes. The Elite Sport Uniform (shorts) from Tiger Claw is allowed to be worn in class as well, but may not be worn to belt promotions or other events unless specifically stated.
2. A full uniform, neatly pressed, must be worn to any promotion, test, interschool tournament or event other than class, unless otherwise announced.
3. Uniforms must be clean and in good repair.
4. Safety equipment for sparring drills is necessary. This includes at least: headgear (optional if you're over 18), hands and feet pads, and mouthpiece. Shin guards and groin cups are recommended. This safety gear protects the other students as well as yourself and it must be approved by Phoenix Martial Arts. We are able to provide safety gear.
5. All adults yellow belt and above and children green belt and above are required to purchase safety equipment/sparring gear.
6. Additional equipment will be required for certain classes such as Demo Team and weapons classes.

## **Promotion Policy**

1. Students must know required material for each belt rank. Required material may vary by age level. Students under the age of 13 may earn Junior Black Belt rank but will be required to take an additional test prior to receiving 1<sup>st</sup> Degree Black Belt rank.
2. Students must be up to date on all payments due. This will be checked by the business manager when promotion fees are paid.
3. Students must have any school patches on their uniform in the designated locations.
4. Students must go through each belt rank in the **Phoenix Martial Arts Academy** system, although rank from a previous style will be recognized upon submission of proof of rank. Students are allowed to wear their belt from their previous system; however, they are still considered at white rank in our system until they test for yellow and so on.
5. Stripes may be awarded to students in class, unannounced by the instructor, when knowledge of the next rank's material is demonstrated – Black for TECHNIQUE, Brown for FORM, and Red for SELF DEFENSE.

6. It is disrespectful for students to ask the instructors when they will be promoted.
7. Once students are promoted, it is disrespectful not to wear the belt or question whether they deserve the belt.
8. It is disrespectful to question another student's rank.
9. If classes are continually missed, more hours will be expected before promotion.
10. Students must show a good attitude and practice respect procedures at all times or they will not move forward in rank.
11. All promotions are at the head instructor's discretion.
12. For all junior level belt promotions, a Permission to Promote form must be signed and turned in prior to belt testing.
13. All belt ranks are probationary until next belt rank is obtained.
14. Certificates will be awarded following promotion ceremonies.

## **DUES AND FEES**

- There will be a one-time \$45.00 registration fee for each new student. Upon registration student will receive a complete lightweight student uniform (Gi) along with his/her white belt.
- Dues are based on student's weekly attendance. This will be set up during registration.
- Any other special classes or private instruction will be priced according to the time and manner of instruction.
- Private lesson fees are due when you schedule the lesson. If you fail to attend the lesson and notify us at least one-hour prior, we will reschedule. If you fail to attend and do not notify us there will be a \$20 charge that will be deducted from your initial payment.
- All payments are refundable within 48 hours of payment being received. After the 48-hour time period there are no refunds or transfer of any payments (tuition, private lessons, camps, special events, etc....) to other services allowed.

- All dues are promptly expected by the first of the month and are considered late after the 10<sup>th</sup>. (The exception would be fees for special instruction or events other than regular class times.)
- We require all new students to sign the attached credit card authorization form to be securely filed in the office.
- A \$15.00 late fee will be applied to any dues received after the 10<sup>th</sup> of the month. If the account is not paid in full (including the late fee,) by the 20<sup>th</sup> and arrangements have not been made with the owners your credit card on file will be charged including the late fee.
- Promotion fees are \$30.00 for belt promotions yellow to green, \$45.00 for belt promotions blue and purple, \$60.00 for belt promotions to red, \$75.00 for belt promotion to brown and junior rank students advancing to black and \$100.00 for adult belt promotion to black. Fees are due within a week of promotion.