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**Code of conduct**

Students:

1. Upon entering and leaving the training floor, all students will bow to the Shomen area to show proper respect.

2. Personal appearances are of the greatest concern in Martial Arts. All students are expected to be neat and clean at all times when training. Toenails and fingernails are to be properly cut so as not to injure yourself or your training partner. The training uniform is expected to be neat and clean, with all tears well-mended. The official uniform (Gi) without any markings except for your Association emblem or your Dojo emblem. Trim or writings will not be permitted on any training uniform.

3. When lining up for class, the highest-ranking student will be to the right of the Shomen area. If more than one student is of the same rank, then the one with the longest time-in-grade will be to the right. If both have the same time-in-grade, then the oldest will line up to the right.

4. Before beginning class, the senior student will call the class to attention and bow to the respective Shomen area. He will then direct the class to bow to their instructor. The same gestures will apply at the end of the class.

5. Should the Instructor ask a student a question, the student will answer in a respectful manner with a yes or no, Sensei. Should a student wish to ask the instructor a question, then the student should bow and address the instructor with the proper respect due to him/her. The same courtesy is expected when a higher-ranking belt is authorized to take over a class.

6. There will be no talking in class at any time. All questions concerning techniques or other matters should be directed at the instructor either before or after class. Only the Instructor is to talk during the class or one so designated to teach the class by the instructor.

7. As a matter of proper conduct, no student will ask a higher-ranking student or Instructor to spar. There will be no sparring in the Dojo without the permission of the instructor.

8. No student will excuse him/herself from class without first obtaining permission from the instructor.

9. When entering the training hall, you must enter with the intention of training. When you put on your training uniform, you should put it on with the wish to train seriously. The senior student should, if wearing the training uniform, ask the instructor if he would like help in teaching the lower-ranking students. This is a privilege and an obligation on the part of the senior student.

10. The building has a no-smoking policy. No smoking in the Dojo at Any Time by students or spectators.

11. No profanity or abusive language will be allowed in the Dojo.

12. Do not wear rings, jewellery, or any other metal ornaments in the Dojo when training.

13. Turn off your mobile phone or put it on silent when you enter the Dojo.

14. Do not come to class while intoxicated. Do not consume any alcohol before a class or during training.

15. Do not run in the Dojo.

16. Do not show anyone who is not a club member any martial arts techniques and do not demonstrate in public.

17. Play fairly, try their best, and enjoy themselves.

18. Respect fellow team members regardless of ability, cultural or ethnic origin, gender, sexual orientation, or religious beliefs.

19. Support their fellow team members, regardless of their performance.

20. Be gracious in defeat and modest in victory.

21. Inform their coach/staff member in advance if they are unavailable for training and competitions they are entered.

22. Take care of the facility and its equipment.

23. Any student misbehaving will firstly be given a verbal warning, and it will be made clear that if they misbehave again, they will receive a ‘time-out’.

24. Students misbehaving or disrupting the class for a second time will receive a 2-minute ‘time-out’ during the Class or at the instructor's discretion. Students can always have their ‘time-out’ reduced or removed if their behaviour improves.

25. If the same student disrupts again for the third time, their ‘time-out’ will increase to 5 minutes, and the student will be informed that if they disrupt the class again, their training session will end, and they will be asked to leave the training area.

26. If the disruption is repeated or deemed enough of a concern, the parents may be requested to attend a meeting to discuss further prevention strategies to avoid repeat instances or poor behaviour.

27. Inform their coach/staff member in advance if they are unavailable for training and competitions they are entered.

28. Know that it is acceptable to talk to the Club safeguarding Officer with any concerns or questions.

Parents/Carers:

Parents and Spectators should:

1. Show understanding when students make mistakes.

2. Be positive. Discuss performances in a constructive manner at an appropriate time. Focus on things the child did well. Don't dwell on mistakes.

3. NOT shout out instructions to instructors.

4. Never use abusive language or behaviour to any students or staff/volunteers, including your own child.

5. Respect the instructors/volunteers.

6. Never argue with instructors/volunteers.

7. Ensure your child has proper food and rest before a game. No late nights or sleepovers the night before!

8. Never act in an abusive way toward an official, coach, manager, or player in the club, and never use racist language or behaviour.

Bullying Policy:

Bullying rules or inappropriate behaviour:

We have a stringent no-bullying rule or inappropriate behaviour. This includes but is not limited to:

- Angry, aggressive communication (verbal or written)

- Unwanted attention

- Any written material that suggests a student may be unstable or have mental health issues

- A statement about self-harm or suicide

- Sexual harassment (unwelcome sexual conduct of any kind)

- Stalking (repeated attempts to impose unwanted communication or contact)

- An uttered threat to harm another or damage property

- Any act of physical violence, property damage, or production of a weapon \*

Students:

1. Any student misbehaving will first receive a verbal warning, and it will be made clear that if they misbehave again, they will receive a ‘time-out’.

2. Students misbehaving or disrupting the class for a second time will receive a 2-minute ‘time-out’ during the Class or at the instructor's discretion. Students can always have their ‘time-out’ reduced or removed if their behaviour improves.

3. If the same student disrupts again for the third time, their ‘time-out’ will increase to 5 minutes, and the student will be informed that if they disrupt the class again, their training session will end, and they will be asked to leave the training area.

4. If the disruption is repeated or deemed enough of a concern, the parents may be requested to attend a meeting to discuss further prevention strategies to avoid repeat instances or poor behaviour.

FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN THE DISMISSAL OF THEIR TRAINING AND CANCELLATION OF THEIR MEMBERSHIP.

Reviewed on 13th March 2024.