



STUDENT HANDBOOK
2023

THIS HANDBOOK BELONGS TO:

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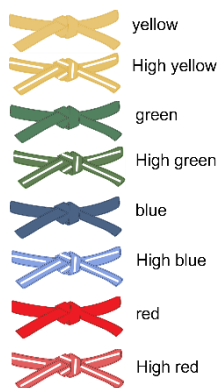
BALANCE MARTIAL ARTS CHARTER

Mission: We at Balance Martial Arts have an ambitious group charter to build a more inclusive community through structured training and engagement with the traditions of Tae Kwon Do and Hapkido.

Vision: Our association promotes Martial Arts as an effective tool for balancing mental health and general wellbeing, fitness, self-discipline and development, and social engagement. Our vision is for considerate and flexible training to engage students with diverse social, cognitive, physical, and general developmental differences. Inclusive training techniques are our strength, extending from our expertise and experience in working with vulnerable individuals.

The threads of the enterprise are:

- Martial Arts skill development (predominantly Tae Kwon Do and Hapkido) with international affiliation
- Instructional skill development, through a sophisticated and accredited individual education program
- Personal social development support
- Community self-defence programs
- Professional development Certificate of Attainment seminars for allied health and education professionals



Annual agreement

I [_____] have read and agree to support the Balance Martial Arts Charter through my commitment and engagement in Martial Arts training in the tradition of Tae Kwon Do and Hapkido. I have read, understand, and agree to the Code of Conduct contained in this Student Handbook. I agree with the personal training plan outlined on this sheet. I understand that failure to meet my obligations as a student of Balance Martial Arts could jeopardise my continued membership of the association.

Training Plan:

To present for grading – the agreed number of training sessions per week (at no less than 80%) attendance:

Registered sessions: (note this a a minimum expectation, you may attend as many sessions as you like at any venue)

Planned/expected Gup grade progression for the training year: (if Dan Grade, then N/A):

Name:

Student signature: _____

Parent/Guardian signature for students under 18 years: _____

Date: _____

Agreed/Approved by Name: _____

Signed: _____

Date: _____

Complete details and signatures of this page and then photograph/scan and attach to a FB messenger DM to Balance Foundation Ltd.

Scheduled Training days / times

(Other times by appointment)

	MON	TUES	WED	THURS	FRI	SAT	SUN
SHAILER PARK	6-8:30 am 3-5:30 pm	6-8:30 am 3-5:30 pm	6-8:30 am 3-5:30 pm	6-8:30 am 3-5:30 pm	6-8:30 am 3-5:30 pm		
		10-11 Seniors	10-11 Women's	1-3 Seminars	10-11 Tigers		1-3 Seminars
	5:30-6:30	5:30-6:30	5:30-6:30	5:30-6:30	5:30-6:30	8:00-9:00 (BB)	
	6:30-8:00 <i>by Appointment</i>	6:30-8:00 <i>by Appointment</i>	6:30-8:00 <i>by Appointment</i>	6:30-8:00 <i>by Appointment</i>	6:30-8:00 <i>by Appointment</i>	9:00-10:30	
LOGAN PCYC					4:00-5:00		
RIVERMOUNT			5:30-6:30	3:30-4:30			
			6:30-7:30 (BB)				
LCSS	11- 12:30						
GRIFFITH LOGAN	1:30 – 2:30						

HOLDING

GENERAL

BLACK BELT

BF/AF CLUB

SCHOOL PROGRAM

Calendar of events

Annual break 4 weeks 12th December 2022 – 8th January 2023

Grading dates

Saturday 9 March

Saturday 3 June

Saturday 2 September

Saturday 25 November (TBC)

Seminars

TBA

Other: Training Camp: 10-12 June (TBC)

Venues

- Shailer Park Training Centre
1&1A, 2 Bulwarna Street, Shailer Park
- Logan PCYC
Cnr Compton & Kingston Road, Slacks Creek
- Rivermount College
Sports Hall, Rivermount Drive, Yatala
- Logan City Special School
Wembly Road, Woodridge
- Griffith Logan
Griffith University Logan Campus
Unilife
Campus Life Centre, meeting room

Fees

To be confirmed with your instructor:

Kick Starter pack (per Person):

(handbook, registrations, uniform and belt, badge, first month training)

Cost: **\$180**

Basic Family Pack (No Uniform):

(Handbook, Registrations, First Month of Training inclusive)

Minimum 3 Member Family:

Cost: **\$250**

Basic Family Pack + Uniform & Badge

Cost: **\$250 + \$75 per uniform**

Monthly fee: (Monthly fees due the first of each month).

\$100 for an individual

\$160 for two students from the same household

\$180 for three or more from the same household

Monthly fees including unlimited scheduled general classes at any of our training locations.

Casual Attendance (in lieu of monthly fee):

\$30 per class

Grading fee:

\$100 for gup grades (coloured belts)

TBA for Black Belt Gradings

International Black Belt Accreditation: *Price Upon Application*

Seminar fees as advised

Private training (by appointment):

1 to 1 private tuition with available instructor:

\$30 per half hour (at Shailer Park Only)

NDIS support rates also available for NDIS Participants

1 to 1 private tuition with a Senior Black Belt (3rd Dan and above):

\$50 per half hour (at Shailer Park Only)

1 to 1 private tuition with a Master Instructor (5th Dan and above):

\$80 per half hour/\$40 per 15 minutes (at Shailer Park Only)

Small Group and Corporate Training: Price upon application (any location)

Bank details for payments:

Balance Foundation Ltd.

BSB: 034-605

Acct No.: 641236

**Description: Surname AND one of the following
Fees/Grading/Uniform/Other**

Code of conduct

Balance Martial Arts has as its key objectives:

1. Deliver wellbeing through the responsible teaching of martial arts
2. Ensure a safety-first approach in all our activities
3. Develop student's self-esteem, self-confidence
4. Improve student's personal safety and security
5. Promote healthy community attitudes and values
6. Encourage the development of a strong and resilient spirit

All persons participating in a class or course conducted by Balance Martial Arts must agree to be bound by this Code of Conduct. Balance Martial Arts reserves the right to make amendments or additions to this Code of Conduct at any time.

Participant Understanding

Martial Arts are physically demanding recreational activities; there is always a risk of injury. Any person participating in a class conducted by Balance Martial Arts do so with the complete understanding that whilst it is the policy of Balance Martial Arts to minimise this risk, the nature of the physical activity prevents its total elimination.

Instructor Qualifications

1. All instructors must be formally appointed as an instructor by Balance Foundation Ltd and must have a minimum recognised qualification of 1st Dan Black Belt and a minimum age of 18 years old;
2. All instructors are bound by the "Instructors Code of Ethics" of Balance Martial Arts;
3. All instructors must have current HLTAID003 - Provide First Aid certification;
4. All instructors must have a current Working with Children Check clearance (Blue Card).
5. Instructors should be working towards their Diploma of Sport and Recreation (Martial Arts) and hold a Certificate I in Sport and Recreation (Martial Arts) through Balance Foundation Ltd.

Safety

1. Instructors will ensure that the training area is clear of any dangerous and/or sharp objects that may provide a risk of injury;
2. Instructors will have access at all times to a fully equipped first aid kit.
3. Persons wearing jewellery or watches during training do so at their own risk and that it is recommended that they be removed or sharp edges covered;
4. All persons participating in training agree to maintain self-control at all times and maintain all care in the application of any technique;
5. Any persons, who while training, exhibits behaviour that, in the judgement of the Instructor is a disruptive to other participants, shall not be allowed to continue training until the Instructor determines the issue is resolved.

Training Area Etiquette

1. Shoes must be taken off before entering the training floor unless the shoes are special martial arts footwear approved by the Instructor or required for medical reasons;
2. Persons must be punctual, preferably early, so that they are ready to train when class commences. If arriving late, a person must wait at the side of the Training Area until the Instructor indicates that a person may join the class;
3. Food and/or drink (excluding water from a spill free water bottle) must not be consumed whilst on the training floor. Water should be kept close by for quick access;
4. No slouching, leaning on walls or sitting in an improper way.

Uniforms & Training Gear

1. Training arrival:
 - Whenever entering or leaving the training area (dojang), members should show respect and bow.
 - Members should then proceed directly to the Instructor to announce their arrival by bowing.
 - You should always inform the Instructor of any injuries or medical issues that you may have before you commence training.

2. Students should wear comfortable clothing that is suitable for participation in martial arts training, and where possible be free of logos;
3. Students must purchase the Balance Foundation uniform prior to participation in their first grading;
4. No free sparring is permitted without an Instructor's supervision.
5. Protective gear including, mouthguards, breast protectors (females), groin guards (males), mitts, forearm protectors and shin/instep protectors are the responsibility of each student to provide and fit for themselves.
6. Graded students are expected to wear the belt relevant to their grade or level in each training session;
7. Students should maintain good personal hygiene. Toenails and fingernails must be kept clean and trim.
8. Uniforms should be clean and well maintained.
9. At each training location, change rooms are available for the use of students. This is the only place to change into and out of your uniform.

Sickness or Injury

1. Persons must not train if they are suffering from COVID-19, influenza, flu-like symptoms or other infection that may be passed on to other persons;
2. Persons are encouraged to advise their instructor of any injury or medical condition which may adversely impact their ability to participate in training;

Other Health Issues

1. Persons must not attend training under the influence of alcohol or illegal drugs;
2. Smoking is not allowed in the Training Area - (or schools grounds)

Training Area Ethics

1. Persons must always be courteous and helpful to each other;

2. Physical contact between persons who are training must be appropriate to the situation and necessary for the skill development of those persons;
3. Harassment, sexual or otherwise, defined as being where a person is subjected to unwanted or uninvited behaviour, will not be tolerated;
4. Any form of discrimination based upon any personal characteristic will not be tolerated.

Grading Conditions

1. Opportunity to grade under the Balance Martial Arts syllabus occurs as students are deemed competent by their Instructor following the established syllabus;
2. Have all outstanding fees paid, prior to grading.
3. Train for the minimum period required for Gup grade (colour belts) and Dan grades (black belts).
4. Grading application form with evidence of payment (either cash or receipt for a direct deposit or bank transfer) must be submitted prior to grading day.

Photographs

Please advise your instructor if you do not wish to be photographed. Unless otherwise informed, Balance Foundation Ltd reserves the right to publish photographs and information about training and related events in social media. Every attempt will be made to ensure that students/guardians are advised of the intended use of the image/s and agreement sought.

Photographs for Balance Foundation Ltd will only be taken by approved photographers.

Parents/guardians should take care to ensure that only their children are captured in personal photographs.

Attendance/absences from scheduled training

Instructors should be advised of training absence before the relevant training session.

Contacts

Website: www.balancetkd.com.au: is the public face for the association.

Facebook (Public): Balance Martial Arts

Facebook (Private): Balance Taekwondo. All announcements will be posted on the private page of the association.

Email: Invoices will be provided for fees and expenses using the registered email for the family representative.

Key staff contact is by Direct Message via Facebook Messenger.

Students and families should ensure that all contact details, including mobile phones and email addresses, are kept up to date.

Forms

Grading applications

Grading applications will be provided to eligible students in advance of the grading date. It is a privilege to be invited to grade.

Training support

Resources to support group leaders, assistant and instructors will be issued by the Balance Foundation Ltd individually.

Every Dan Grade student is to be completely familiar with:

- Grading call guidelines
- Syllabus outline Gup Grades
- Korean terms

Policy library

A comprehensive policy library is available on the Balance Foundation Ltd, website, encompassing policies for:

- Anti-bullying policy
- Anti-discrimination policy
- Anti-sexual harassment policy

- Blue card policy
- Child protection policy
- Child risk management policy
- Feedback and complaints policy
- Fees and payment protocol
- Hostile person policy
- Insurance
- Parents, guardian's spectator protocol
- Privacy policy
- Training attendance protocol
- Fundraising

All students should be familiar with these policies. All relevant policies are publicly available on the Balance Foundation Ltd Website, www.balancetkd.com.au

Balance Martial Arts Culture, Customs and Protocols

Purpose:

This document aims to outline the expected standards of conduct, customs and protocols (procedures) of Balance Martial Arts as a school practising and informed by the Traditional Korean Martial Arts.

Introduction

Balance Martial Arts fosters a culture of respect and inclusivity.

All Members are expected to act with the highest level of integrity at all times. This includes:

- Acting honestly in all dealings.
- Treating all others with respect and courtesy.
- Being considerate of all others.
- Treating all others with compassion.
- Following the reasonable directions of more senior instructors and/or students.
- Adhering to the policies and processes of Balance Foundation Ltd and Balance Martial Arts.
- Not engaging in activities which would otherwise bring the name of Balance Foundation Ltd or Balance Martial Arts into disrepute.
- Fulfilling the requirements of our grade/rank.
- Portraying a positive attitude towards martial arts training.

Our Rank System

Balance Martial Arts is based upon a ranking system which is denoted by belt colour in our school.

To attain a belt ranking within Balance Martial Arts, a student must meet a mandatory set of requirements for each rank and must present for their promotional test also commonly referred to as a Grading. Promotional tests are conducted by Balance Martial Arts on a quarterly basis (every 3 months).

The ranking system is outlined below in ascending order from most junior to most senior.

Gup Grades

The following Coloured Belt Ranks are denoted in Korean as Gup Ranks:

White Belt (10th Gup)

White Belt with Yellow Stripe (9th Gup)

Yellow Belt (8th Gup) - Solid Yellow

High Yellow Belt (7th Gup) - Yellow with White Stripe

Green Belt (6th Gup) - Solid Green

High Green Belt (5th Gup) - Green with White Stripe

Blue Belt (4th Gup) - Solid Blue

High Blue (3rd Gup) - Blue with White Stripe

Red Belt (2nd Gup) - Solid Red

High Red (1st Gup) - Red with White Stripe

There is a minimum time between gradings of three (3) months for Gup grade and minimum average attendance of one (1) class per week to be eligible for grading.

Provisional Black Belt (Cho Dan Bo)

Cho Dan Bo (Provisional Black Belt) - This is the first black belt rank with a minimum waiting period of 6 months and demonstration of good character to be eligible for further promotion.

A student must be a minimum age of 9 years and 6 months for promotion to Cho Dan Bo (Provisional Black belt)

Dan Grades

The following Black Belt Ranks are Black Belt ranks denoted by the Korean Term Dan (or Degree) with a gold bar denoting the particular Dan rank of the student/Instructor. The belts also have the name of the student and school embroidered in Gold Thread.

1st Dan - Black Belt with 1 Gold Bar (Gyo Jo) - minimum rank for instructing a branch class – Requires completion of a Cert I in Sport and Recreation (Martial Arts) issued by Balance Foundation Ltd).

The minimum wait time for eligibility from Cho Dan Bo to 1st Dan is 6 months (3 months at Master/Chief Instructor’s discretion) and average attendance of at least 1 black belt class per week

A student must be a minimum age of 12 years for promotion to 1st Dan

2nd Dan - Black Belt with 2 Gold Bars (Gyo Sah)

The minimum wait time for eligibility from 1st to 2nd Dan is 2 years (18 months at Master/Chief Instructor’s discretion) and average attendance of at least 1 black belt class per week. 2nd Dan students must complete a Certificate I in Sport and Recreation (Martial Arts) issued by Balance Foundation Ltd in order to be eligible for promotion to 2nd Dan.

1st and 2nd Dan Black belts are referred to in Korean as Yu Dan Ja (s) or Yu Dan Jan (pl) meaning “Junior Dan holder”. They might sometimes be referred to by the Korean term Son Bae Nim meaning “older brother”.

A student must be a minimum age of 15 years for promotion to 2nd Dan

3rd Dan - (Bu Sah Bum Nim/Senior Instructor) Black Belt with 3 Gold Bars

The minimum wait time for eligibility from 2nd to 3rd Dan is 3 years (2 years at Master/Chief Instructor’s discretion) and average attendance of at least 1 black belt class per week.

Additionally, for eligibility for promotion to 3rd Dan, the 2nd Dan black belt must actively participate in assisting in the instruction of classes at a branch level under the direction of a branch or master instructor (i.e. as an assistant instructor.)

A student must be a minimum age of 18 years for promotion to 3rd Dan.

4th Dan - (Sah Bum Nim/Head Instructor) Black Belt with 4 gold Bars

The minimum wait time for eligibility from 3rd to 4th Dan is 4 years (3 years at Master/Chief Instructor's discretion) and average attendance of at least 1 black belt class per week

Additionally, for eligibility for promotion to 4th Dan, the 3rd Dan black belt must have established and be actively participating in the instruction of their own branch class.

3rd and 4th Dan Black belts are referred to in Korean as Ko Dan Ja (s) or Ko Dan Jan (pl) meaning "Senior Dan holder)

A student must be a minimum age of 22 years for promotion to 4th Dan,

5th Dan Black Belt (KwanJang Nim/Master Instructor) Black Belt with 5 Gold Bars

At 5th Dan, black belts are referred to as "Master", "Kwan Jang Nim" (Head of School) or sometimes even "Kuk Sah Nim" (National instructor) depending on the size of the school.

The minimum wait time for eligibility from 4th to 5th Dan is 4 years (4 years at Master/Chief Instructor's discretion) and average attendance of at least 1 black belt class per week

Typically, the practitioner must demonstrate a long-term commitment and outstanding service to the martial arts to be recognised for promotion to the rank of Master Instructor.

A student must be a minimum age of 27 years old for promotion to 5th Dan.

Beyond 5th Dan...

Typically, appointments to ranks beyond 5th Dan (Master Instructor) will be issued by an international body such as the World Kido Federation/Hanminjok Hapkido Association, generally at the recommendation of the Head of School/Chief Instructor.

In order to be eligible for promotion beyond 5th Dan, the practitioner must wait a number of years equal to the Dan rank for which they are seeking promotion (e.g. 6 years for 6th Dan, 7 years for 7th Dan etc.)

A Black Belt of 5th Dan or Higher grade takes on the title “Grandmaster” when he/she grades a student to the rank of 5th Dan Black Belt (Master Instructor)

Tiger Ranks

Where a student is too young or does not possess the requisite maturity to engage fully in the Gup (coloured) grade syllabus, the branch instructor may alternatively implement the Tigers syllabus, denoted by a white belt with a coloured line through the centre relative to that student’s level of achievement.

The Tigers belt ranks are as follows:

- White Belt Yellow Stripe
- White Belt Green Stripe
- White Belt Blue Stripe
- White Belt Purple Stripe
- White Belt Orange Stripe
- White Belt Red Stripe
- White Belt Brown Stripe
- White Belt Black Stripe

The Tigers Syllabus is intended to assist the student in developing basic skills and prepare them for eventual participation in the full martial arts syllabus.

At any time, by determination of the Branch Instructor, a Tiger student may be taught the white belt syllabus and seek promotion to yellow belt at the next scheduled grading.

International Recognition of Black Belt qualification

As a member school of the World Kido Federation/Hanminjok Hapkido Association (WKF/HMJ), any Dan grade student may apply for international recognition of an appropriate Dan rank.

In order to apply for international recognition, the applicant must:

- Have a current membership with the World Kido Federation/Hanminjok Hapkido Association (fee applicable)
- Submit the appropriate form for recognition of Dan rank (fee applicable)
- Have the application signed by the Head of School (Master or Chief Instructor) as documented on the Letter of Approval for Registration of School issued by the WKF/HMJ.

Rank Responsibilities:

At every belt level (Rank), a student has an obligation to assist those students at a lower belt level.

Students engaging in belittling, bullying, intimidating or otherwise obnoxious and antisocial behaviour will be excluded from class immediately. Return to class may be subject to a probationary period determined by the Master or Chief Instructor. Should such a matter involve the conduct of a Master or Chief Instructor, the matter should be addressed to the board of Balance Foundation Ltd. Please refer to the Grievance Policy provided by Balance Foundation Ltd.

Black Belts of any Dan level, where deemed competent by the branch instructor, may from time to time be requested to take a class or classes for a finite period on behalf of a branch instructor who may be absent.

Students wishing to attain promotion to a senior Black Belt Rank (3rd & 4th Dan Black Belt) must:

- at 3rd Dan demonstrate a dedicated commitment to the instruction of students, and;

- at 4th Dan be actively engaged in the instruction of students at a branch leadership level.

Students wishing to seek promotion to the rank of Master Instructor (5th Dan) must demonstrate an outstanding commitment to the furtherance of, and be active in the promotion of the Traditional Martial Arts.

Instructor Responsibilities:

In addition to the responsibilities of a student within Balance Martial Arts, those appointed as Instructors within Balance Martial Arts must act with complete transparency and integrity towards the students for whom they are responsible.

Whilst not everyone will be happy with every decision all of the time, instructors must be fair in the making of decisions and be able to justify any given decision should it be called into question.

Instructors must be familiar with all of the policies and procedures of Balance Martial Arts and must adhere to them at all times.

As the saying goes “You catch more flies with honey than with vinegar” and focusing on the positive attributes of your students will motivate them to a much greater extent than focusing on what they are doing incorrectly.

Appointment of Branch Instructors

The appointment of new instructors is at the sole discretion of a suitably qualified Master/Chief Instructor of Balance Martial Arts.

A suitably qualified black belt student wishing to seek appointment as an instructor should express their interest to their Master Instructor.

A branch instructor may advocate for the appointment of a student to the position of instructor.

For appointment to the rank of Branch Instructor, a black belt student must possess at minimum the rank of 1st Dan Black Belt, be of at least 18 years of age, and have completed a Certificate I in Sport and Recreation (Martial Arts) accredited by Balance Foundation Ltd.

Branch Instructors must possess a positive notice Working with Children/Working with Vulnerable People certification relevant to their jurisdiction (i.e QLD Blue Card) prior to commencement as a Branch Instructor and must not be disqualified from working with children or vulnerable people.

Instructor Etiquette

Instructors must always act with courtesy towards each other.

From time to time an instructor may attend another instructor's class. In such a case the visiting instructor should make every attempt to contact the branch to advise of their intention to visit the class unless there is a pre-existing arrangement to do so.

Where the visiting instructor is more senior to the branch instructor, it is traditional for the branch instructor to offer the more senior instructor the opportunity to instruct their class. It is also tradition for the more senior instructor to politely decline the invitation unless the branch instructor has specifically invited the more senior instructor along with the expressed purpose of teaching the class.

A visiting instructor should act in support of the resident branch instructor who is teaching the class unless otherwise prearranged. The visiting instructor should wear a plain uniform instead of their diamond pattern instructor's uniform. (Instructor's uniforms are only to be worn in a branch instructor's own class and at official event such as Gradings)

In commencing the class, the branch instructor must first acknowledge the more senior visiting instructor by directing their students to bow to the most senior rank first.

In the instance that a Master Instructor visits a branch instructor's class, the branch instructor or the most senior black belt student of the class should immediately call all students to attention and bow to the attendant Master Instructor before resuming class activities.

Whilst eager to assist a branch instructor, a visiting instructor can sometimes inadvertently undermine the instructor's class. All efforts should be made to avoid any behaviour which may be conceived or misconstrued as undermining the branch instructor, particularly in front of their students.

Should it become necessary for a more senior instructor to correct a branch instructor, such correction should be undertaken either during a break or after cessation of the class away from students to minimise any potential disruption to the class.

The only time it may be reasonable to correct an instructor during the course of instructing their class is if the conduct of the instructor or lesson poses an inherent risk of injury or fails to adhere to Balance Martial Arts policies. In such a circumstance, the visiting instructor should strongly encourage the branch instructor to direct the students to take a break and discuss their concerns about the way in which the lesson is being conducted. In such an instance, the Master Instructor must be contacted immediately and advised of the concerns.

Ongoing Personal and Professional Development of Instructors

Duly appointed Branch Instructors are expected to regularly attend scheduled Black Belt classes and other specialist training as directed by the Master/Chief Instructor or directors of Balance Foundation Ltd, including specialist instructor training courses, Senior First Aid and other specialist training courses.

Instructors must maintain a reasonable proficiency and/or knowledge of techniques taught as a part of the Balance Martial Arts training syllabus.

Dojang Etiquette

In attending training at any Balance Martial Arts training location or event, students are expected to:

- Arrive on time or at a reasonable time prior to the scheduled class

- Wear the appropriate martial arts uniform as directed by the branch instructor or Balance Martial Arts. The uniform should be washed regularly and in a good state of repair.
- Maintain good hygiene including the trimming of finger and toe nails for the comfort and safety of other participants
- Attend with the appropriate equipment specified for the class (i.e. Jang Bong/Long staff)

Students failing to maintain these expectations may be excluded from participation in the scheduled class or portion of the class as determined by a duly appointed branch instructor.

Upon entry and exit to the training area (dojang), students are expected to bow. Bowing upon entrance to the dojang signifies our commitment to the acceptance of martial arts instruction and leaving behind any other matters at the threshold (entrance) to the training area.

Students are expected to stow personal possessions out of the way in a place where their possessions do not create a trip hazard or other risk or convenience.

Students typically train in bare feet, however training in footwear of specific martial arts footwear may be authorised at the discretion of the branch instructor, particularly where are medical requirement to wear footwear exists (i.e. plantar fasciitis)

When acknowledging the direction of the branch instructor or senior student, the participant (student) should acknowledge the direction by bowing and responding with “Yes Sir/Mam” or “Do” at the direction of an appointed instructor or “Yes Master” when addressing an instructor of 5th Dan or higher rank.

Arriving late to class

Students who inadvertently arrive late for a scheduled class should stand to the side of the class until acknowledged by the instructor taking the class and either directed to join the class or commence individual warmups.

Spectators

Friends, family, and potential students are always welcome to visit during scheduled classes, providing they do not unduly disrupt the conducting of the class.

Coaching of students from the side-lines by family members is not permitted and should an instructor become aware of this, they should immediately address the behaviour with the spectator and politely request that they desist.

Should a spectator refuse a reasonable request to modify their behaviour, it is reasonable to request that they remove themselves from the premises.

Engaging with the branch instructor

Should a parent, caregiver or spectator have any questions in relation to the class, they should approach the instructor before or after class or during a break in instruction.

They should avoid disrupting an instructor or anyone else involved in the instruction of students as they are engaged in instructional activities.

Bowing Etiquette

In eastern cultures (Korean, Chinese, Japanese), bowing is used as a sign of respect (like shaking someone's hand) and is also used to acknowledge the presence of others or to acknowledge understanding of a comment or discussion.

Navigating the intricacies of bowing and etiquette in other cultures can be daunting to beginners, particularly where it is not the custom within their own culture.

Senior students should always seek to assist beginners in learning the appropriate martial arts etiquette.

In executing the bow within the dojang (training area), a student or instructor should:

1. Face the person to whom they are bowing,
2. bring the feet together (big toe next to big toe, knees together), whilst
3. Simultaneously forming fists and bringing their arms to the side of their body.
4. Bend forward at the waist keeping eyes directed to the floor
5. Return to an upright position and relax your posture (arms behind your back and legs spread evenly apart).

Bowing between different grades

When bowing to a more senior student or instructor, a student or instructor of Balance Martial Arts should initiate the bow before that of the more senior person and maintain the bowing posture until the more senior person has responded by completing a bow.

The more junior rank should maintain a lower bowing posture than that of the more senior rank.

The more senior rank should not unduly hold the more junior rank in a bowing position for longer than is necessary.

Those not enrolled in Balance Martial Arts or not otherwise engaged in martial arts training (i.e. family members) are not required to follow the bowing etiquette but are welcome to do so, particularly where bowing is their custom.

Who should we bow to, and when?

It is expected that students participating in a class should approach and bow to the instructor conducting the class upon arriving and departing from the class, and to any more senior visiting instructor.

Students should bow to any senior student who provides them with a direction to acknowledge understanding of the direction and should bow before and after engaging in conversation with a more senior student or instructor.

If in doubt, Bow!

Outside the dojang (training area) the way in which we bow may differ depending upon culture and context. For example: In Korean culture, outside the dojang, it is customary to have the hands open at the sides when bowing.

In Korean culture one demonstrates respect by keeping the eyes lowered at the ground, however in Japanese culture it is customary to maintain eye contact with the person to whom you are bowing.

In all cultures in which bowing is practiced, deference is always shown to those who are older in age, or in a comparatively more senior position (i.e. an employee to an employer or a school student to a teacher). Relative social status is often not practiced as rigidly in these cultures as it once was.

If in doubt, Bow! You can never bow too much and the more senior person to whom you are bowing will advise you if it is not necessary to continue bowing.

Rank Order (Lining up)

When called to line up at the commencement of a martial arts class all participants will line up in belt rank order with the most senior participant lining up on the far left hand side as directed by the class instructor, the second most senior will line up to the right of the first and so on and so forth. Each successive row of students will line up in the same manner as directed by the class instructor.

Gup (Colour) Grade Students:

At a Gup (Coloured belt) level, there is no specific seniority amongst students of the same level and the first student at a particular grade (belt) level should line up in the first position available.

Students visiting from another class (i.e. not their regular class) will typically line up at the end of students of the same rank.

When attending a scheduled grading and called to line up, Gup grade students should immediately move to the first available position within their rank group irrespective of dojang (class).

Dan (Black Belt) grade students:

Where there are students of the same rank, the order will be determined by the following:

- Branch Instructors (those with diamond jackets) will line up at the head of their particular Dan grade, irrespective of which class they regularly instruct.
- The date of promotion of the student. Those who graded earlier than their peers will line up ahead of other students of the same rank.
- Where students of the same rank graded at a similar time, the age of the student will determine their position. Younger students who graded at the same time as an older student should give deference to those of greater age.
- As with visiting Gup grade students, a visiting Dan grade student should line at the end of their respective grade rank, with the exception of visiting branch instructors.

Where a more junior Dan grade student inadvertently lines up ahead of a more senior Dan grade student as may happen from time to time at a combined class event (e.g., grading/seminar), the more senior student should discretely direct the more junior student to their correct place, maintaining courtesy at all times.

The most senior Dan rank teaching the class may, at their discretion, permit more junior branch instructors to line up, separate, and to the left of the class.

Senior visiting instructors

A more senior visiting instructor (to that of the branch instructor) will stand to the left-hand side, separately from the assembled students and be acknowledged by the branch instructor prior to that of the branch instructor.

Black belt Classes and Seminars

At a scheduled black belt class or black belt seminar, the position in line shall be determined by the grading date and age of the students irrespective of the branch in which they typically train.

All participants in the black belt class or seminars are expected to line up in correct rank order at the beginning of the class, except where a participant is of a more senior rank to the instructor conducting the class.

Arriving Late to Class

Where a student is inadvertently late for a scheduled class, that student should line up at the back of the class when directed to join by the class instructor. At the end of the next break, the student should move their appropriate position within the class.

Other General Dojang Etiquette

Movement around the Dojang

When lining up in class, students should avoid walking through other students who are already in line. In order to reach their allocated position in a line, the student should walk to the left or right of the line in which they are to line up and take up their appropriate position in that line.

Students are not permitted to walk in between an instructor or designated assistant and the students they are instructing.

Students should avoid walking into an area in direct proximity to other students who are actively engaged in training as this could potentially create a hazard should the training students not notice someone in their direct vicinity.

Gradings

Please refer to the document titled “How to conduct a grading” produced by Balance Foundation Ltd for more information on gradings.