



Ki Martial Arts Academy Policy & Procedure Terms & Conditions

Uniforms:

All students are expected to wear correct KiMA uniform with pride taken in grooming. All Black Belt students must wear the full Dobok to all classes at all times.

KiMA shirts are allowed to be worn in class by color belt students (NOT BLACK BELTS).

KiMA ladies Singlets MUST NOT be worn during training sessions.

Only white t shirts or KiMA shirts are allowed to be worn under the dobok in class. No other colour shirt is allowed.

Safety & Behaviour:

At KiMA we encourage all students to have a positive attitude to the class and the Academy in general. Bringing a sense of pride to KiMA contributes to the well-being and safe practices within the dojang.

We ask that respect is always shown to the instructor, seniors and other students at all times, at KiMA events, Club Competitions and other events.

Bullying:

KiMA has a zero tolerance to bullying. This includes and is not limited to verbal, physical and cyber bullying during class and/or outside the dojang. All instances of bullying will be dealt with by necessary means by KiMA. If bullying is still occurring KiMA reserves the right to instantly dismiss or withdraw the student from KiMA.

Photography & Video:

KiMA may take photos and video to use for social media and promotional purposes. KiMA requests that parents and students do not take photos or video footage of any other child without consent of the parents.

Child Safety:

All our instructors have up to date working with children checks.

KiMA always encourages a safe environment for students discouraging any unwanted behavior and actions. However KiMA does not take any responsibility for the behavior of students/ siblings or parents.



Personal Contact:

At times, when deemed appropriate, KiMA teachers may need to use personal contact for corrections and teaching. KiMA will always appropriately have personal contact. KiMA requests those who may be uncomfortable with this to inform us ASAP.

In case of an emergency KiMA may be required to provide personal contact to administer first aid.

Class Disruption:

KiMA will endeavor to ensure all classes are not interrupted from the schedule, however there may be the odd occasion where classes may be cancelled. As we offer other days and times for training, we ask on these occasions to please attend another class. We note that some Saturday classes will be cancelled throughout the year for camps, tournaments and weekend seminars.

Privacy:

We respect the rights of all our members and do not share information. We are committed to the safe collection of personal information and will not share sensitive information of our members with any third party. KiMA web site is secured by an SSL certificate.

Compulsory Annual Membership and Insurance fee:

KiMA is a member of the International Taekwon-do Federation, ITF Taekwon-do Australia, Martial Arts Australia and the World Association of Kickboxing Organisations (WAKO). We strive to provide our students the best opportunities and experience. Students will have the opportunity to compete in Local, State, National and International Tournaments, sanctioned by the International Taekwon-do Federation (ITF) and WAKO. This membership also entitles students to Personal Insurance. I also understand that the membership payment is a joining date year subscription and is NOT refundable at any stage after payment, and if this or grading fees are not paid by the due date Ki Martial Arts has the right to debit the fees accordingly. This fee is automatically debited 12 monthly.

Training Fees Policy:

Fees are to be paid by direct debit, in advance by 2 weeks or 4 weekly cycle. We debit through PayRix. KiMA runs throughout the year, not by school terms. We may pause for a week mid-year and a few weeks at the end of year. Payments are always paused during our closure breaks.

KiMA does not conduct classes on Public Holidays. If your training lesson falls on a public holiday or you miss a class we do not offer make up classes.

KiMA reserves the right to review and update pricing accordingly.

Any changes to direct debit policy must be emailed, we will not accept SMS requests.



Age changes in membership fees will be automatically applied.

2 weeks notice fees must be paid when cancellation of membership occurs.

Direct Debit Policy terms and Conditions::

- Payments can be cancelled at any time with 14 days email notice.
- Holidays must be emailed in with 14 days-notice to pause any further debits; without the appropriate notice the regular debit date will still apply during the period and no credit is made.
- We can hold payments in blocks of 7 days.
- No payments can be refunded after debited.
- Rejected fees must be corrected within 3 days, we reserve the right to automatically re-debit if we do not hear from you.
- After 3 rejected payments KiMA reserves the right to start charging administration fees for further rejected payments as well as the fee charged by the debt provider.
- Missed classes can- not be credited.
- For fees and charges please refer to Payrix T&C

Cancellation of membership policy Terms and Conditions:

- To withdraw from Ki Martial Arts Academy, we require **14 days written -notice via email.**
 - No fees are refunded.**
(Payments will be cancelled onward from the 14 days-notice period.)
 - Students may attend classes covered by last payment.
 - Any outstanding fees will be debited or must be paid prior to withdrawal.
 - KiMA reserves the right to suspend and withdraw students – no refunds given.
 - Account holders (parents) are responsible for any debt recovery costs and admin fees.
 - If your membership is suspending during this time a 2 weeks' notice with training fee payment applies.
- 2 weeks' notice fees must be paid when cancellation of membership occurs.**

By joining you hereby declare that –

I have read, understood and agree to the Policy, Terms & Conditions relating to my membership. I acknowledge that the services are provided subject to Ki Martial Arts Terms & Conditions and I have signed the Membership Application Form subject to the Terms & Conditions.



KiMA - Rules of Conduct

Parent and Student etiquette:

1. **Bow – when entering or leaving** the Dojang each student must bow, showing respect to the Dojang
2. **Instructor is to be addressed as either “SIR” or “SABUM” always**
3. When greeting or addressing the instructor, you are to bow and address him as “Sir”. You must always answer with a **“Yes Sir”, “No sir”**.
4. Always offer both hands when accepting, passing and receiving paperwork etc from the instructor, senior black belts and other students. Always offer both hands when shaking hands with the Instructor and senior belts.
5. Ensure you are ready for class at starting time
6. In the event you are late -get changed into your uniform, walk up and bow to instructor prior to joining the back of the class
7. Respect KiMA staff, senior belts and other students always. Respect equipment, dojang and building rules.
8. Inappropriate behaviour such as swearing or offensive language is not permitted
9. Please take off your shoes when entering training hall
10. No one can teach without permission
11. Official KiMA dobok (uniform) must always be worn to gradings and formal functions during class you may wear dobok or dobok pants and KiMA tee shirt (unless you are waiting for one).
12. Chewing gum or eating during classes or in the club is not permitted
13. Your help in keeping the dojang clean and tidy is highly appreciated
14. No watches or Jewellery are to be worn during training



15. Uniforms must be neat, clean and ironed always
16. Please ensure toenails and fingernails are kept short to avoid injury, please maintain personal hygiene practices
17. Parents MUST wait for children in the waiting areas so that there is minimal interruption to classes. We appreciate and thank you for your understanding
18. **At Ki Martial Arts we do not tolerate bullying on any level. Students will be spoken to and if this behaviour continues, we reserve the right to expel from the club**
19. No mobile phones to be used in classes, please switch them on silent to avoid class disturbances
20. Black Belt Students must wear FULL dobok to all classes
21. Please inform new students to be aware of these rules
22. **Text Messaging:** We discourage the use of SMS unless to advise of a student absence
23. TKD is a form of self defence and is not to be used for any other purpose
24. Students present to be responsible for the set up and tidying of classes after sessions
25. Members should ensure that all visitors are treated with courtesy, provided with seating, accompanied and given advice where necessary
26. Members should never leave the Dojang without permission of head instructor

Any members who breach any of the above rules shall, for the first time be warned, thereafter will be suspended or suspended and in worse cases expelled!