

EMPOWER MARTIAL ARTS PROGRAM GUIDELINES & POLICIES

The following information provides parents and students with the guidelines and tools necessary to comfortably participate in the Empower Martial Arts program. It is my hope, because it is almost impossible to cover every possible situation or question that may arise for an individual, that each of you will come directly to me with any questions or concerns that are not covered within this handbook! I am here to support you all!

BECOMING AN EMPOWER MARTIAL ARTS STUDENT

1. Once you make a decision to enroll into our program, there are 3 forms you must fill out:
 - Waiver form
 - Medical History form
 - Photo Release form
2. The registration fee and initial monthly fee is paid.
 - Registration fee is a one-time fee paid to enroll in the program.
 - The Registration fee must be paid again if a student drops out or misses a month of payments. **Discuss this policy with Sensei Tim so you have a clear picture of the requirements.**
3. We do a few things:
 - Enter your information into a database so we have contact information, birthday information, etc.
 - Enter your name and e-mail address into our Karate E-Mail Group. Your information is kept private. The only time we will give out your information is if you give us written permission.
 - Give you a Student Manual that contains information that the student needs, like belt promotion requirements, etc.
 - Provide the student with a uniform (white or black), an Empower T-shirt (may have to be ordered) and a school patch.

CLASS ATTENDANCE & PARENT/CHILD OBSERVATION

1. **Students are expected to:**
 - Keep fingernails and toenails trimmed to prevent the risk of injury to other students.
 - **Boys in the Green belt and higher class must ALWAYS wear groin cups.**
 - No jewelry may be worn during class. Pierced ears can be taped.
 - Wear clean and neat karate uniforms. Belt must always be worn to class.
 - **Bring water for your own personal use** (or water may be purchased at Empower).
2. **Be on time for class.** Late class arrival (the class has already bowed in) requires pushups before entering.
 - Parents are encouraged to watch their kids in class - We always want you to see what we are doing with the kids so you can help them at home.
 - Students should arrive at the school between 5 and 15 minutes before class starts.
 - Parents should pick their student up from class within 15 minutes of the end of class unless arrangements are made with Sensei Tim ahead of time. Parents must come into the building to pick their child up – we will not let a child walk out to the parking lot without a parent or approved guardian.
3. Before entering the workout floor, the student must face the floor and bow.
4. Before leaving the workout floor, the student must turn and face the floor and bow before leaving.
5. Students are encouraged to **use the bathroom before class.**
 - If a student needs to use the rest room during class, he/she must tell an instructor.
 - Students are asked to wear shoes when going into the rest rooms.
 - Students 6 years old or under must be accompanied by a parent into the rest room.
6. Please observe the following rules:
 - The lobby is not a play area – please make sure children are seated and quiet during class times.
 - No coaching (verbally or with hand signals) your child (through the window) during class.
 - If you bring in food or drink for other children, please clean up any crumbs or spills.
 - Parents must accompany younger children into the bathrooms.
7. Miss class for 1 calendar month - lose accumulated time for the next belt promotion.
8. Miss two (2) or more consecutive calendar months - lose accumulated time for the next belt promotion, and the student's current belt status must be discussed with Sensei Tim.
9. Class attendance is unlimited for Samurai Warrior and Junior/Adult students.
10. Students are not required to attend class on a specific day or time – attendance is flexible for all programs.

STUDENT MANUAL

1. Students receive a free Student Manual after enrolling in the Empower Martial Arts program.
2. Student Manual replacements are \$10.
3. The Belt Requirements are available on the Empower web site (www.empower-usa.com)

MONTHLY TUITION PAYMENT, REFUNDS, CREDIT & MAKE UP CLASSES

For the following information, please See the current Fee Structure Schedule.

- Monthly Membership Plans
- Monthly Tuition Payment
- Missed Classes & Make Up Classes
- Refunds for Monthly Tuition

PRIVATE LESSONS - See the current Fee Structure Schedule for the most current information.

1. Must be scheduled with Sensei Tim. Students must have a goal for the lesson.
2. Private lessons may be conducted with 1 to 4 students.

UNIFORMS

1. **Uniforms, once acquired, must ALWAYS be worn to class.**
2. **Belts must be worn and tied correctly.** Let Sensei Tim help you with the belt tying!
3. Uniforms must be **kept neat and clean.** Tears, holes, and rips are not allowed.
4. **Empower t-shirts or PLAIN white t-shirts** may be worn when approved (Summer) by Sensei Tim.

EQUIPMENT AND UNIFORM ORDERS

1. Students are encouraged to support their martial arts school by ordering products through the school.
 - You won't pay for shipping, and
 - Empower takes care of any product problems.
2. Payment for all orders must be made prior to being placed – unless approved by Sensei Tim.

BELT PROMOTION TESTS

1. **When to test for a belt - Guidelines:**
 - Orange and Yellow Belt test - We typically suggest to a student when it is time to take these tests.
 - Green belt and beyond, we want the student to take the initiative and determine if they are ready.
2. Students testing for Orange & Yellow Belts do **NOT** need a partner (Uke pronounced OO-KEY) for the test.
3. Students testing for Green Belt & Higher **MUST** have a partner (Uke) for the test.
 - An Uke (partner or attacker) must be an Empower Martial Arts student who is the same belt level or a higher belt level than the testing student.
 - The testing student and the Uke should practice together several times before the actual test.
 - It is the student's responsibility to find and arrange for an Uke for a belt test.
4. There is a calendar published for Belt Tests. This can be found in the school and on our web site. Tests are scheduled. Conflicts may be discussed with Sensei Tim.
5. Review the **Belt Promotion Procedure** for information about the forms required for testing, the testing fee and the proper process for applying to test. This procedure is located in the Student Manual and can also be found on the web site.
6. The three forms and the testing fee are required to be **turned into Sensei Tim at least 1 full week prior to the specified testing date. NO EXCEPTIONS!** These forms are also located on the web site (Martial Arts Student Info page).
 - Test Request (or Test Application)
 - Intent to Promote – must be signed by school teachers and parents.
 - Fitness Log
7. Test payment is not refundable if the test is not passed.
8. Re-test fee is only \$10 if completed within one calendar month of the unsuccessful test.
 - If not completed within one calendar month, the full test fee is required.
9. Students receive a certificate upon successful completion of the promotion test.
10. The students are expected to know the requirements for the specific rank being tested. **Please, help your child review the belt requirements.** Each belt level requires that a student remember and improve on all the previous requirements.

11. **Pre-tests** are available – see Sensei Tim. Pre-tests are NOT lessons. The instructor will simply ask the student to perform each physical skill listed on the Belt Requirement sheet. This does demonstrate if a student is ready, as well as provides an exact summary of what the student needs to work on.

Web Site – www.empower-usa.com

- We encourage you to explore our web site in order to learn about all that we have to offer.

Curriculum Resources

Students learn all the skills and information needed to successfully complete each belt promotion requirement. Sometimes, it is difficult for a parent to help a child practice or know if the child is performing the skill correctly – even if they do observe the classes. This is why I have produced a video series that contains all the physical skills required to take the Samurai Warriors to Junior Black Belt and the Juniors/Adults to Black Belt.

These video (DVDs) are available for purchase (individually or as a package):

1. **Basic Technique** – teaches execution of all the individual punches, kicks, blocks, etc.
2. **Basic Technique Series** – teaches all the Kicking Series (and some variations) and Blocking Series (Yellow, Green and Blue).
3. **Basic Self Defense Series** – teaches all of the First Self Defense Series, Second Self Defense Series, Escape Series and Outside Series (7 of the 14 techniques).
4. **Kata** – teaches all 13 empty-hand Kata

There are also written manuals that can accompany each video. These provide written explanations (and sometimes photos) and descriptions for skill performance.

Japanese Terminology

We try to use the required Japanese terminology in class in order to help the students remember the words. There is a Japanese Terminology sheet located in each Student Manual. We recommend that students and/or parents make notes of phonetic spelling for each word in order to help your student learn and use these words, as required for the different belt levels.

Sparring

1. Students are NOT required to compete in tournament sparring.
2. Students are required to learn and participate in Sparring within the Empower classes in order to test for Blue Belt (see the Belt Requirement sheets) and higher.
3. Students need to have the following Sparring equipment (minimum):
 - Soft Foam Head Gear (with or without Face Guard)
 - Soft Foam Gloves
 - Soft Foam Boots
 - Shin Pads – soft foam or cloth-covered soft pads (recommended)
 - Mouth Guard
 - Groin Cup (boys)
4. Equipment can be purchased through Empower Martial Arts - You **won't have to pay shipping**, and if there is a problem with the order, we take care of it.

Fitness Logs

The idea behind this requirement is to help students build healthy habits for everyday life. By getting students to regularly perform certain basic exercises, we are also building their confidence levels. For help on how to do the exercises and how to complete the Fitness Log information, see Sensei Tim.

Bad Weather and Class Cancellations

If there is inclement weather and you want to find out about potential class cancellations, there are 3 sources:

- Web Site – What's New page
- E-Mail – I send out messages to the appropriate e-mail group.
- Call me 630-882-8583 or on the most current cell phone number provided top you.

Questions & Feedback – never be afraid to ask questions or request feedback on student performance!