



# Black Eagle Taekwon-do Internal Rules

## (Read thoroughly before signing)

### 1. Behaviour, hygiene and general information.

- 1.1 Students must show respect for each other and the instructor(s) at all times.
- 1.2 A serious demeanour in class is necessary to prevent injury to other students. Concentration and personal control is of the utmost importance.
- 1.3 Bow upon entering or leaving the training area.
- 1.4 When late from the session or leaving early, acknowledgement must be obtained from the instructor. If you must use the restroom during class, simply bow to the instructor and leave. The rest room near the training area must be used. Leaving the class without prior notice is made only in case of an emergency. Please inform the instructor quickly before doing so for information purposes. Someone will be sent to check on you if you simply leave the room without notice.
- 1.5 Uniforms are to be washed and ironed before each training session. One of our main goals is to implement proper discipline and personal hygiene.
- 1.6 Students must maintain proper personal hygiene at all times. This includes keeping toes and fingernails neat and trimmed and eliminating/preventing bodily odours. Washing quickly your feet before entering the dojang is a good way to prevent catching or spreading any bacteria.
- 1.7 The use of slippers is compulsory to get around the school. Anyone without slippers will be refused access to the training area without exceptions.
- 1.8 Wearing shoes or socks on the training area is prohibited.
- 1.9 When addressing an instructor or a black belt, always address the person respectfully. If a student is addressed by the instructor or an assistant, the student will respond: "yes/no sirl" or, "yes/no ma'am".
- 1.10 TKD includes courteous behaviours such as bowing or shaking hands, if a student refuses to perform those gestures, then this art is a wrong choice and the instructor may terminate the agreement without financial compensation.
- 1.11 This school is a gender and religious free institution, where students are all treated equally. Any misconduct towards a person from the opposite sex or different sexual orientation will not be tolerated. A first warning will be issued. The second warning will result in the termination of the agreement without financial compensation.
- 1.12 BETKD strives to be an example for producing quality citizens. Criminal activities will not be tolerated. If the student involved is underage, a first warning in presence of the parent/legal tutor will be issued. The second warning will result in the termination of the agreement without financial compensation. If the student involved is an adult, the agreement will be directly terminated without financial compensation.
- 1.13 Alcoholic beverages, food and chewing gum are not allowed in the school without permission.
- 1.14 Students must help keep the training area clean.
- 1.15 FOR CHILDREN UNDER 12y.o. Parents must bring and collect their children in a way that the child MUST be dressed and ready on time for the session. Late arrivals have proved to be very disturbing for both the instructor and students. We recommend parents to be present 15 min before the start of the lesson so the child has time to get ready in peace. Parents MUST be present at least 5min before the end of the course to collect and their kids. Black Eagle staff's responsibility is limited to conduct lessons. The dressing room time is under parent's supervision. Black Eagle Taekwon-Do is a martial arts school, and we do not offer day-care services.
- 1.16 If for some reason a parent is not able to collect his child, we must be informed at least 2h in advance of the name of the person coming to pick up the child (SMS or email, PHONE CALLS WILL NOT BE ACCEPTED). The rules under 1.15 are still applied
- 1.17 For underage children (under 18 y.o). If you assume your child is capable of going home alone, then fill and sign the official release form at the bottom of that document. In any other case, the parents/legal tutor should collect the child from the training hall.
- 1.18 It is forbidden to come to the dojang already dressed with the uniform. Exception is made when parents are driving the children to and from trainings.
- 1.19 BETKD and BEMAA are not responsible for items lost in the dressing rooms. All items found will be kept in the "lost and found" box at the entrance. All items not recovered within a month will be automatically disposed of.

### 2. Competitions.

- 2.1 BETKD strongly advises its members to participate to competitions
- 2.2 Members are not allowed to compete in other martial arts events under the name of BETKD without the prior consent of the head instructor.
- 2.3 Members MUST make sure that they have a proper license that covers them during competitions.
- 2.4 Courteous and proper behaviour must be shown during competitions.
- 2.5 Black Eagle Taekwon-Do tracksuit, t-shirt and bag will be used on competitions.
- 2.6 Official ITF dobok (uniform) must be used during competitions (it must be washed and ironed). Also each competitor should have the following equipment: official gloves, official feet protectors, groin guard and mouth guard. Shin guards are strongly recommended. Head protectors will be provided by BETKD.
- 2.7 Though we strongly advise parents to attend competitions, it is the responsibility of the coach to supervise competitors.
- 2.8 Competition days are usually quite long, light snacks should be prepared.
- 2.9 Competitors should not leave the competition area without informing the responsible person or coach.
- 2.10 Though a medkit is always available, we advise competitors to have the following in their bags (strapping tape, tiger balm, painkillers, cold gel).
- 2.11 Competition fees MUST be paid on time. Failing to do so, will result in having to pay a penalty fee.
- 2.12 Each competitor MUST monitor his weight to avoid penalty or disqualification.

### 3. Liability, license and insurance.

- 3.1 By joining the Black Eagle Taekwon-Do Association (BETKD) and The Black Eagle Martial Arts Academy (BEMAA), you understand that you/your child join a Martial Art school, which means that during trainings you could face injuries. You understand that BETKD the head instructor, the assistants, the coaches and fellow trainees, cannot be held responsible for any injury that might occur during practice, competition or any other event organized by BETKD or by BEMAA or ITF Taekwon-Do Finland.

- 3.2 The yearly License to ITF Taekwon-Do Finland (ITF Taekwon-do governing body) is compulsory for the following: colour belt and black belt graduation (the proof of a minimum of 3 season licences must be proved for black belt test), competitions and seminars and is valid from the 01.09 till 31.08 of the following year. License needs to be purchased (even if a student joins in the middle of a season) and shown before the first event where it is required (usually belt test).
- 3.3 Black Eagle Taekwon-Do DOES NOT provide insurance for its members. Each member MUST get an insurance that covers him during physical activities and hobbies. If you do not have insurance, ITF Taekwon-Do Finland provides insurance options with its licences, just choose the one that fits your age, needs and goals (pure training or competition). BETKD will ask for proof of this, and will reserve the right to refuse access to anyone who does not have a proper insurance.
- 3.4 The license and insurance issued with it are valid for one training season only (from September to August). This license MUST be renewed yearly.

#### 4. Payments and communication.

- 4.1 Each person interested in joining our school is granted 1 free training trial sessions. The present document as well as the application form should be filled and signed and return before joining the 2<sup>nd</sup> session.
- 4.2 Bills are issued twice a year: June for payment date in August and December for payment date in January. Beginners bills are issued after the first training session has been taken and must be paid before joining the second session. A screenshot of the payment can be shown if the payment is made from a different bank than Nordea.
- 4.3 After the beginner's course is complete, students can choose either to pay for a half a season training fee or a full season.
- 4.4 For the Little Ninja Eagles, payments will be monthly after the completion of the beginners course, with a binding deal of a minimum 6 months (1<sup>st</sup> level) and a maximum of 18 months (completion of the program).
- 4.5 All payment needs to be made BY THE DEADLINE, whether being for the course fee, or any other payment reason (equipment, competition seminar). The first reminder (Third day after the deadline) is free. Second reminder (one week after the first reminder) will have an increase of 10%. Example: 160€ + 10% = 176€, and the student will not be allowed to train until the payment is received.
- 4.6 Payments made with Sports vouchers (Smartum, Tyky), are non refundable. The vouchers must be signed in the back to be receivable. BETKD shall not give change back on vouchers. An extra 4% is charged when paid with vouchers.
- 4.7 If a student is getting support from an institution (social office or KELA), he/she needs to inform well in advance, so we can provide with the invoice earlier. WE CANNOT WAIT FOR THE DECISION OF THE INSTITUTION TO RECEIVE PAYMENTS, THE STUDENT WILL NEED TO PAY BY THE DEADLINE AND BE REFUNDED BY THAT INSTITUTION.
- 4.8 Anyone willing to resign from our club must do so in writing. You can request the resignation form from us at any given moment. Please note that if you resign during a paid membership, you will not be refunded for the difference.
- 4.9 ALL PAYMENTS MADE ARE NON REFUNDABLE.
- 4.10 Black Eagle Taekwon-Do is an environmental friendly association. All our communication is done via email. During the registration, you will be asked to provide us with a valid email address that you access regularly, to which information and bills will be sent. We therefore assume that all sent mail is received.

#### 5. Equipment:

- 5.1 At the start of your training, you will receive "The beginners' course Information" sheet. This is a guideline of the equipment and budget you will need to take in consideration when joining our school.
- 5.2 BETKD will provide all equipment needed to conduct the courses (target, heavy pads, floppy pads etc...), but sparring equipment MUST be purchased within the time limit stated in the "The beginners' course Information" sheet.
- 5.3 BETKD provides a few pairs of protectors for loan, but they are not meant to be for any particular student's permanent use. These are meant to be used for beginners and/or student who have forgotten their gear home. This rule is made for hygienic purposes.
- 5.4 Black Eagle Taekwon-Do equipment includes the following: Taekwon-Do Uniform, Full set of sparring equipment, Team outfit including minimum the T shirt and the Tracksuit, a full set of Flex 360 rubber bands, The student handbook. The equipment should be purchased over a period of 1 year and an estimate of 250€ budget should be counted.

I \_\_\_\_\_ (student name or legal tutor if under 18), have read and agree to the above rules.

WRITE IN CAPITALS

Place \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_

#### RELEASE FORM:

I \_\_\_\_\_

WRITE IN CAPITALS

parent/legal tutor of:

\_\_\_\_\_

WRITE IN CAPITALS

Allow the Black Eagle Taekwon-Do association instructors to release my child without my supervision.  
Black Eagle Taekwon-Do and the staff shall not be held responsible in case of any incident resulting of that decision.

Place \_\_\_\_\_ Date \_\_\_\_\_ Signature \_\_\_\_\_