



15th October, 2022

Dear Allen Taekwondo Academy Students, Parents and Guardians,

World Taekwondo (WT) British Taekwondo (BT) and Allen Taekwondo Academy (ATA) decree that all clubs without exception will follow these rules with respect to Safety Equipment.

As each student develops their respective skills in Taekwondo, they will be required to learn and partake in sparring against an opponent, as in the Olympics. Although not a requisite the WT promotes the competitive side of the art and once a student reaches the level of 8th Kup (Yellow belt) will be required to take part in contact sparring. In order to meet insurance requirements and the BT's Health and Safety Policies safety equipment is therefore required.

We reserve the right to terminate membership should a student's behaviour be deemed as unreasonable, disrespectful or detrimental to another student's progress.

- All members must hold a valid BT licence. Students without a valid licence will be denied to take part in the classes without refund of any paid fees, as it invalidates the Club's insurance.
- All Students are required to wear ATA Uniform (Dobok) in every class, apart from the Private booking session, and minimum of shin/arm/groin/head/body protectors when taking part in any contact training.
- Dobok (uniform) should be clean & ironed. All students should wear their respective belts, which should be done properly and correctly.
- Bare feet or Taekwondo shoes only! - Students should not wear any outdoor footwear or socks in the Dojang (hall), unless they have any foot disorder, which they must inform the instructor of.
- Nails should be kept short at all times (fingers & toes).
- Jewellery and piercings should be removed. The Club takes no responsibility for loss of or damage to Students' jewellery (e.g. chains and necklaces).
- Long hair should be tied back.
- Once dropped off, junior Students must not leave the Dojang at any time unless permission is sought from the class Instructor prior to doing so.
- When entering/exiting the Dojang, Students should bow in the direction of the Instructor and the Class.
- All Instructors should be addressed as Sir or Ma'am. Master Allen should be only addressed as Master.

- Talking (between students) is not allowed. Students should only answer when they are spoken to by the Instructor/s.
- Food and drinks should not be brought into and consumed in the Dojang. Inform the Instructor if you suffer from any illness that may require you to consume food/ drink during the class. Students should stay hydrated and are allowed to have a water bottle in the Dojang.
- Students are not permitted to bring and use mobile phones in the Dojang.
- At the discretion of the Instructor, only invited parents/guardians/ family members can observe the sessions in the Dojang, e.g. pre-K and KS-1 students, students with disabilities.
- Photographs and videos featuring children other than related to the person taking the photo/ video, should not be distributed on social media.
- Students should show up timely to the class, to allow sufficient time to change into the Dobok and be able to takepart in a full warm-up part of the session.
- Students should use changing rooms provided by the facility.
- Students should keep their personal belongings in lockers provided by the facility. If lockers are not available, the Students belongings should be neatly gathered together and stored in a place that does not obstruct doors, stairwells and fire escape routes. Club does not take any responsibility for loss or theft of personal belongings left unattended.
- Students should only participate in the class relevant to their grade/ experience and payment plan. Payments should be made timely; for those on payment plans - at the commence of the month, for pay-as-you-go before the class (preferably online or to the club administrator at the Dojang).
- After the class, Students should leave the Dojang and facility promptly. Junior students should be collected promptly by their parents/ guardians.
- Respect the facility, its Staff and Members. Students should not:
 - be loitering in/ around the facility before or after the class;
 - use the facility and its equipment without valid membership;
 - use the facility or its equipment in a way that could cause its intentional damage. For any damage caused, Students and/or their parents/ guardians will be held responsible;
 - obstruct doors, gates, stairwells and fire escape routes;
 - litter.
- Any disorderly behaviour, causing damage to the reputation of the ATA Club, may be a cause to a ban or termination of the Student's membership.

Taekwondo students are expected to know and demonstrate at all times the 5 Tenets - Etiquette, Modesty, Self-control, Perseverance and Indomitable Spirit.

Thank you for your continuous support of the ATA Club!
Master Richard V. Allen