

# I-KICK MARTIAL ARTS LTD

## Terms & Conditions

### 1. Club Code of Conduct

I-Kick Martial Arts Ltd (hereafter IKMA) has developed a membership scheme along with Policies and Procedures to protect the interests of its members, coaches, staff and the standards of the club.

All students/members and/or parents & guardians of students/members must read and agree to IKMA's terms and conditions before activating a membership with the club.

### Club Code of Conduct (Students)

#### Students should be entitled to the following...

- Be safe and feel safe whilst participating at the club, events or competitions.
- Have fun and experience a sense of enjoyment and fulfilment.
- Be treated with respect, dignity and sensitivity.
- Comment and make suggestions in a constructive manner.
- Be afforded appropriate confidentiality.
- Participate in matches and competitions where they feel comfortable.
- Make their concerns known and have them dealt with in an appropriate manner.
- Be protected from abuse.
- Be listened to.

#### Students should always...

- Play and train fairly, do their best and enjoy themselves.
- Respect fellow team members regardless of ability, cultural or ethnic origin, gender, sexual orientation or religious beliefs.
- Support fellow team members regardless of whether they do well or not.
- Represent their team, their club, their family and their friends with pride and dignity.
- Respect all other coaches, staff, officials and opponents.
- Be gracious in defeat and modest in victory.
- Shake hands before and after matches – we operate a give respect to get respect philosophy - irrespective of the result.
- Inform their coach/staff members in advance if they are unavailable for training, events and competitions.
- Take due care of club equipment and facilities.
- Know that it is acceptable to talk to our staff/coaches with any concerns or questions they may have.

- Adhere to acceptable standards of behaviour and their club's Code of Discipline.
- Speak to a responsible adult if they, or others, have been harmed in any way.
- Maintain a satisfactory level of grades/work ethic in school/college/university or at work that your parents/guardians set, and that training suspensions or plans may be put in place or amended until grade standards/effort improves.
- Complete and return the relevant paperwork or online documents required for participation in the club (parents should do this on behalf of under 18's).
- Inform coaches and staff of any changes in their medical or dietary requirements prior to training sessions, events or competitions.
- Inform our team if any changes in personal information occurs (e.g. change of address or contact numbers etc.)
- Ensure they punctually attend sessions, events and competitions. Failure to do so may result in missed gradings or opportunities (a minimum of 70% attendance record, 3 months prior to colour belt examinations, is required to grade and 6 months prior to Black Belt examinations).
- Ensure they have adequate clothing and training equipment that is required for the specific classes, events and competitions. For example: training uniforms, club merchandise, protective equipment such as head guard, gloves, feet guards, groin guards, chest protector etc. Approved training uniforms and club merchandise can be bought directly via the I-Kick Members App for [Apple](#) or [Android](#). Additional approved training equipment can be purchased directly from [www.bytomic.com](http://www.bytomic.com) or other recommended suppliers if necessary - to avoid unnecessary expense, please ask a coach what they recommend for your age/ability/martial art style.
- Ensure your hydration, nutrition and hygiene needs are met. Keep finger and toe-nails short.
- No jewellery whilst training.

### Students should never...

- Cheat – always play/follow the rules.
- Shout or argue with an official, coach, team-mate or opponents and never use violence or explicit or foul language.
- Use unfair or bullying tactics to gain advantage or isolate other students.
- Spread rumours.
- Tell lies about adults or others.
- Compete or train if they feel unwell or are injured.
- Use unacceptable language, racial references or derogatory terms.

### Club Code of Conduct (Parents/Guardians)

Parents/guardians have an influential role to play in assisting and encouraging their children to fully participate in Martial Arts.

As with coaches and club staff, the parents/guardians of students under 18 years old, should act as role models for their children as they participate in Martial Arts.

### Parents/guardians should encourage their child to...

- Always follow the rules
- Practice and continue to improve their knowledge and skill level.
- Appreciate everybody on their team, regardless of ability or experience.
- Maintain a balanced and healthy lifestyle with regard to exercise, food, rest and play - advice can be sought, if necessary, from our coaches

### Parents/guardians should lead by example...

- Adopt a positive attitude to their children's participation in Martial Arts.
- Respect other coaches and official decisions and encourage children to do likewise.
- Do not exert undue pressure on your child.
- Never admonish your own child or any other child for their standard of participation.
- Be realistic in their ability and expectations.
- Show approval for effort, not just results.
- Never embarrass a child or use sarcastic remarks towards any student.
- Applaud good play, effort and attitude from all participants.
- Do not criticise performances, instead identify constructively how improvements can be made.
- Do not seek to unfairly affect any student's/participant's performance.
- Do not enter the training/event/competition area unless specifically invited by an official or coach in charge.
- Do not call or distract student(s) whilst they are training. If you need to talk to your child, speak first to a coach.
- Do not use the gym/training facility for your own training unless you are a member.
- Do not use the gym/training facility to review techniques after class, please clear the training area and facility promptly to allow the next class to commence on time.

### All parents/guardians should...

- Complete and return the relevant paperwork or online documents required for their child's participation in the club.
- Inform our team if any changes in personal information occurs (e.g. change of address or contact numbers etc.)
- Inform coaches and staff of any changes in their child's medical or dietary requirements prior to training sessions, events or competitions.
- Ensure that their child punctually attends sessions, events and competitions. Failure to do so may result in missed gradings or opportunities.
- Provide their child with adequate clothing and training equipment that is required for the specific classes, events and competitions. For example: training uniforms, club merchandise, protective equipment such as head guard, gloves, feet guards, groin guards, chest protector

etc. Approved training uniforms and club merchandise can be bought directly via the I-Kick Club App for [Apple](#) or [Android](#). Additional approved training equipment can be purchased directly from [www.bytomic.com](http://www.bytomic.com) or other recommended suppliers if necessary - to avoid unnecessary expense, please ask a coach what they recommend for your age/ability/martial art style. Ensure the hydration, nutrition and hygiene needs of their child is met.

- Keep finger and toe-nails short.
- Never let your child train if they are unwell or injured.
- Listen to what their child may have to say.
- Show approval whether their child wins, loses or draws in a match.
- Never attempt to meet their own needs and aspirations for success and achievement through their children's participation in Martial Arts.

### **Parents/guardians can assist the club by...**

- Showing appreciation to volunteers, coaches, staff and officials.
- Attending and supporting events and competitions regularly.
- Assisting, when required, in organising club activities and events.
- Respecting the rights, dignity and worth of every person by treating each one equally regardless of age, gender, ability, ethnic origin, cultural background or religion.

### **Parents/guardians have the right to...**

- Know their child is safe and to make a complaint if they believe that their child's safety is in any way compromised.
- Be informed of problems or concerns relating to their child.
- Be informed if their child is injured.
- Complain if they have any concerns regarding the standard of coaching.
- Voice their opinion in relation to decisions being made by the club.

## **Student Disciplinary Procedure**

Students can greatly benefit from training in Martial Arts in terms of their personal development both physically and mentally. As part of their participation, our members are encouraged to realise that they also have a responsibility to treat others with fairness and respect and behave themselves when at the classes, events or competitions.

Below is our Disciplinary Procedures. These are the steps that our coaches/staff will take in order to maintain a safe and productive environment for all of our students. We will give any student who misbehaves or disrupts any of our classes plenty of opportunities to abide by our code of conduct before being asked to leave the training area or being dismissed from the class/event/competition.

## Our Procedure

1. Any student(s) misbehaving will firstly receive a verbal warning and it will be made clear that if they misbehave again, they will receive a time-out.
2. Student(s) that are misbehaving or disrupting the class for a second time will receive a time-out. Time-outs can be reduced or extended depending on whether the student(s) behaviour improves or not.
3. If said student(s) misbehaves or disrupts the class again after their first time-out, they will receive a second time-out - this will be recorded by staff using our 'behaviour board'. The student will then be informed that if they continue to misbehave or disrupt the class further that their session will end, and they will be asked to leave the class/event/competition. In our younger classes (up to 9 years old), students who receive a second time-out within a session will not receive a gold star for their progress sheet that day.
4. Finally, if the student(s) persists with disruptive or bad behaviour, parents/guardians may be called in to chat with staff/coaches to discuss possible strategies or options to help prevent further disruption going forwards.

## Serious/Persistent Misbehaviour Procedure

Any student(s) persistently misbehaving or being disruptive will receive a suspension from the club for 1-4 weeks, depending on the severity of the situation. The student(s) parents/guardians will be contacted and asked to come in to chat with our staff/coaches to discuss the reasons for suspension and to answer any questions they may have.

In an extreme case, the club has the right to revoke the membership and expel the student(s) from the club completely.

Our club has these procedures in place, to benefit all of our students. It also makes it clear from day one to our students and their parents/guardians what our procedure is and the measures that we will take to ensure our club is a safe and productive environment for all.

## 2. Club Membership

### Member only club

IKMA is a member only club, however, the club may allow, on occasion, one-off attendance for other fully licensed students out with the club. Non-members will be charged the single class rate attendance fee of £10 per class, unless otherwise advertised. Single payments exclude access to membership benefits.

## Membership Plans & Fees

IKMA provides a very competitive membership plan that has been developed to meet the needs of all of our members, in terms of class attendance and payment options. IKMA is affiliated with ITF Scotland, International TaeKwon-Do Federation of Scotland and WKA, World Kickboxing Association. These organisations provide IKMA and its members access to competitions, seminars, courses, Black Belt Gradings, Training Workshops, National Development Squads and Insurance.

### I-Kick Martial Arts Ltd – Membership Options

#### Children's Memberships (4-9 years):

**Premium Package** – 2 classes per week = £69 per month

**Basic Package** – 1 class per week = £49 per month

#### JNR & SNR Memberships (10+ years):

**Premium Package** – Unlimited classes = £89 per month

**Basic Package** – 2 classes per week = £69 per month

#### Lifetime Membership

**Single Package (1 person)** = £2,175 one-off payment (non-refundable)

**Additional Family Members** = £1,675 one-off payment (non-refundable)

Lifetime members will benefit from; unlimited access to classes relevant to their age, rank and experience + no more monthly subscription fees + discounted private lesson rates + no grading fees up to Black Belt + Limited edition t-shirt + Lifetime Member Recognition Trophy.

Lifetime memberships are a non-refundable one-off payment and will be honoured for life for the specific member they were originally assigned to (on the basis that I-Kick Martial arts Ltd is still actively trading). They are not transferrable to another individual. I-Kick Martial Arts Ltd has the right to revoke or remove a lifetime member(ship) from the club if that individual is not adhering to our terms and conditions or conduct policy.

***Members can only attend classes relevant to their age, experience and membership package.***

***Please note – unused classes do not transfer or rollover to any other months.***

**Core Classes** – Our Core classes are the majority of sessions that we offer at the club. Additional classes, such as competition training, is only included as part of the Premium Membership (not relevant for children ages 4-9 years). Members not on the Premium membership are welcome to attend additional classes but will be charged £8 per class to do so.

### Squad Training Participation Criteria:

- Attendees must be a minimum age of 10+ years old
- Attendees must hold a minimum rank of Yellow Belt in either style
- Attendees must have ALL of the necessary approved sparring equipment

In order for students to see continued progression with their Martial Arts training, we recommend that students in the following age and grade categories should attend 'xyz' classes as follows:

- **Little & Junior I-Kickers** - a minimum of one class per week
- **JNR's, Teens & Adults (Colour Belts)** – a minimum of two classes per week
- **JNR's, Teens & Adults (Black Belts)** – a minimum of three classes per week

### Family discounts

Families who have 2 or more family members training at the club will benefit from a 10% family discount for each additional member on any membership. For example, family member 1 will pay a full price membership but family member 2 and subsequent family members receive a 10% discount on the full price of their membership (discount applies to immediate family living withing the same household only).

All membership fees are paid by Direct Debit and collected via our online payment provider, [Go Cardless](#) and as such, all payments are governed by our online payment providers terms and conditions, which can be accessed here: [Go Cardless](#).

All other payments (e-g- merchandise, additional classes, gradings, events etc) are paid via the I-Kick Club App via our online payment provider, [Stripe](#), and as such, are governed by our online payment providers terms and conditions, which can be accessed here: [Stripe](#). Or via card using Zettle (Paypal) – see their terms and conditions here: [Zettle](#). Or Square – see their terms and conditions here: [Square](#).

### All IKMA members will benefit from

- Annual Member-To-Member Insurance.
- Registered to an ITF Scotland/WKA affiliated club.
- Capacity to maintain and develop a regular training schedule.
- Entitlement to regular club gradings – subject to availability and student capability.
- Opportunity to participate in special training when available (i.e. Workshops, Squad Training Classes, Technical Training or Black Belt training etc.). Please note, these are not included within the IKMA memberships and will be charged for separately.
- Access to seminars, competitions and other club events. Please note, these are not included within the IKMA or IKOA memberships and will be charged separately.

## Membership Fees

Monthly Membership fees include:

- Access to instructor led sessions
- Insurance
- Membership of the relevant governing body
- **FREE** access to the I-Kick Online Members Portal - an online e-learning resource that all of our members can utilise to aid with their own self-practice, training and development over and above the class timetable.
- Student handbook or Syllabus.

**It is essential that members pay their fees on time.  
Failure to pay fees will result in refusal to attend classes.**

## Classes and Closures

Students may only attend classes that fit their grade and age group, unless their instructor has directed otherwise following a progress assessment. It is the members responsibility to book in to and attend the correct classes at the correct times. It is also the members responsibility to attend the correct number of classes within the requirements of their grade and membership type.

Classes will run for 48 weeks of the year. Generally, there is a 2-week break during the school summer holiday period as well as a 2-week break over the Christmas and New Year period too (this can change annually though, so please check the club calendar) – ***please note that membership fees are not reduced and are still payable over the holiday periods as they are pro-rated for the 48 weeks of the year that IKMA is open but paid via 12 monthly instalments.***

The club may be closed for bank holidays, gradings, competitions, holiday camps, unavailability of staff due to illness, if the training venues are not available or for any other events that require an instructor's attendance. ***Closure for these events will not be cause for reductions in the membership fees.*** In the event of closure, the club will try to allow members to make-up lessons whenever possible. Similarly, if a student is ill, on holiday or cannot attend classes for any reason, fees are still payable in order to secure your membership space at IKMA.

Whilst I-Kick Martial Arts Ltd will do everything they possibly can to ensure all classes and events are delivered as scheduled, there may be times when circumstances dictate otherwise and which are out with our control (e-g- family emergency, Instructor illness, legislation changes etc). This may result in last minute changes to scheduled classes or events or cancellation of classes at short notice. Whilst we will do everything in our power to avoid this and replicate the scheduled class or event with another activity or different instructor, we cannot guarantee every class or event (in person or online) will go ahead as scheduled and as such there will be no refund or retrospective credit to membership.



## Membership Cancellation

Our cancellation terms for memberships is **30 days from date of receipt of written confirmation to [info@i-kickmartialarts.co.uk](mailto:info@i-kickmartialarts.co.uk)**.

If following cancellation, you wish to reinstate your membership, you will be required to re-sign-up to a choice of the afore mentioned memberships and re-set up a new direct debit.

Any missed payments may result in additional charges from the Direct Debit provider, Stripe, Go Cardless and/or your bank and refused access to I-Kick Martial Arts classes and the Member's Portal of the I-Kick Online Academy and may also result in the cancellation of your membership.

## 3. Training Uniforms, Club Merchandise and Protective Equipment

During different stages of their training, students will be required to purchase the proper training equipment to ensure their safety and the safety of others in the classes. Students are required to wear their training uniforms to classes unless there is a good reason as to why they cannot. If this is the case, then a member of the IKMA team should be notified in advance as to why the student is not wearing their training uniform. Approved training uniforms, club merchandise and training equipment can be purchased directly via the I-Kick Members App which can be downloaded here for [Apple](#) or [Android](#) or at the club itself via a member of staff. Additional approved training equipment can also be purchased directly from [www.bytomic.com](http://www.bytomic.com) - to avoid unnecessary expense, please ask a coach what they recommend for your age/ability/style of martial art. All orders require payment at time of order to secure the purchase.

## 4. Competitions

IKMA students have the option to participate in tournaments/competitions and fight events (if they wish to and our instructors recommend that they are ready). There are many different competitions available, and we offer a variety of different ones to suit all levels – internal club competition, regional events, National & International events.

**Students who wish to compete in external event must comply with the club's competitor agreement. Failure to do so will result in the refusal of a student being allowed to compete in any competitive event due to lack of preparation.**

## 5. Gradings

IKMA will hold regular grading examinations, dates for these will be provided in advance on our website – under the calendar section. Students must participate in a grading if they wish to achieve their next rank. All gradings will be conducted by a qualified examiner. Prior to the Grading Examination date, JNR, Teens & Adult students will be required to participate in a pre-assessment (£5 per student) – not relevant for Little & Junior I-Kickers. This is to ensure that both the student and their instructor(s) are happy with the level of progress made and that they are ready to officially test for their next rank. Following the pre-grading assessment, students will then be put forward for the official examination. Grading participation incurs additional fees out with the IKMA Membership Plan (£25 per student).

## 6. Queries and Complaints Procedure

I-Kick Martial Arts operates a strict query and complaints procedure to ensure that these are dealt with professionally and in a timely manner. When classes are running, Instructors and staff do not always have the time to handle queries or complaints on an individual basis – as this takes them away from teaching and the operation of the classes.

Should members have any queries or official complaints, please email [info@ikickmartialarts.co.uk](mailto:info@ikickmartialarts.co.uk) and this will be dealt with within 7 working days.

By completing our club registration process, you are confirming that you have read and agree to I-Kick Martial Arts Ltd Terms & Conditions stated in this document and that you understand the consequences should procedures or terms and conditions be broken or un-adhered to. We would like to thank you for your support and cooperation with our club and for agreeing to our Terms & conditions.

**I-Kick Martial Arts Team**