

Terms and Conditions of Membership

IMPORTANT - YOU SHOULD READ THIS CAREFULLY BEFORE SIGNING

The Academy reserves the right to amend these terms as necessary. A copy of the current terms is available to download from the Academy web site.

Membership & Payments

Overview

Membership of the Academy is like enrolling on a course at a college or university. When you enrol with the Academy, you are signing up for a complete programme. Depending on the programme this either for a set period of time, or up to a specified belt level as detailed on your enrolment or membership agreement form.

Membership entitlement

The value of your membership includes access to all classes applicable to your programme, this will include at least the following:-

Programme	Classes (per week)	Notes
Little Ninjas	1 x 30 minutes	
Positive Start / Foundation	2 x 30 minutes*	* Students train with the BBTC members for the first 30 mins of the foundation class
Black Belt Training Course L1	2x45 minute syllabus classes plus open training session	Access to open training sessions for personal practice (no formal instruction is given)
Black Belt Training Course L2 Masters Training	2x 45 mins syllabus training + additional 'masters' training All open training sessions.	Juniors extra 30 mins / week Adults extra 60 mins / week

Membership fees do not include examinations, external events or equipment unless explicitly detailed on your enrolment form.

Your Commitment

When enrolling on a training programme at the Academy, payment for the programme may be made by several methods, including an option to budget your payments monthly via a direct debit agreement. It is important that you understand that regardless of the method of payment you are committing yourself to the full term of the membership and that you must keep up your membership payments regardless of irregular or non-attendance.

Cancellation

Should you elect to pay by monthly agreement you have the right to cancel that agreement at any time by paying the outstanding balance in full. A discount may be available for early settlement of the agreement.

Training

Members may only follow the training programmes as defined by the Academy chief instructor. Students may not attend classes at other school or external courses etc. without first obtaining the express permission of the Chief Instructor. This only applies to martial arts and similar training and does not for example apply to membership of a gymnasium for fitness training purposes.

Attendance

Progress and grading requirements

Progress in the martial arts is based on consistent training and therefore we require that all students attend class regularly to enable them to maintain their progress. Little Ninjas members are required to attend once per week, all other members are expected to attend two classes per week.

In order to apply for grading examinations (or little ninjas belt promotions) students must have an average attendance of at least 75% of the syllabus classes for their programme during the three months prior to graduation. Additional requirements apply to Black Belt candidates.

Inclusive Membership Programmes

If you are enrolled on an inclusive programme you are expected to maintain at least 75% attendance and to undertake four grading examinations per year. Failure to do so will result in your membership reverting to a fixed-term programme equivalent to the minimum time in which you could have reached the stated grade assuming promotion at all grading examinations.

Notification of Absence

Students are required to notify the Academy in advance of any absence from any class. The period of expected absence must be specified and should this need to be extended you are required to notify the school prior to the extension. If planned absence is not notified beforehand the reason for absence will not be recorded and this may impact on your eligibility for promotion.

Absence due to illness

If you are unable to attend class due to illness then please ensure that you ring or email and let us know in advance of the lesson. Providing absence due to illness is not persistent and does not exceed 2 weeks in any quarter then you will not be penalised when applying to grade.

Student Holidays

Please ensure that you notify the Academy in advance of any planned holidays. We will allow students credit for holiday times providing we are notified in advance and that the absence is not more than 2 weeks in any quarter.

Extended Absence

Should you need to take an extended leave of absence of more than 3 weeks due to illness then your programme can be extended in lieu of this time. In order to qualify this must be agreed in advance with the chief instructor or programme director. If you budget your payments monthly then please remember that payments must be maintained during the period of absence.

Classes

The academy will endeavour to provide at least the minimum required classes every week but cannot be held responsible for circumstances outside their control, including but not limited to, adverse weather, last minute cancellations of premises, health and safety restrictions or illness.

There will typically be a small number of occasions per year when we are unable to train due to school events such as christmas productions or parents evenings etc. This is usually not more than 4 evenings per year.

Class Timetables

The Academy reserves the right to alter the timetable as required.

Academy holidays

Training continues all year round with the exception of public holidays and up to four weeks holiday which will be taken throughout the year, including a minimum of one week at christmas and one week during the school summer holidays.

Academy holidays will always be notified at least 14 days in advance. Please refer to the noticeboards and the academy newsletter for confirmation of holiday times.

It doesn't matter whether you paid for your programme in full or if you chose to budget the cost monthly - your membership is based on the total cost of your programme and it averages out over the whole year. In setting the cost of our memberships we allow for both academy and student holiday times and so payments must be maintained on a regular basis

Safeguarding / Child Safety Policy

The Academy operate a safeguarding policy in accordance with the recommendations of Sports Coach UK and the Martial Arts Standards Agency. A copy of the full policy is available on request.

Photography and Video Recording

- The Academy may take photographs or video of students during class or other Academy events for the purpose of student feedback, instructor training, or for publicity purposes.
- The Academy takes data protection very seriously so we want to only use images of you or your children with your prior consent. By signing this form you are giving your consent for us to take photographs or video recordings of you or your children at any time, both during class and at any related events. We undertake never use your image for anything that may be viewed as negative in tone, or that may cause offence, embarrassment or distress. We only use images on our websites or related promotional material to create a positive image of the Academy and it's members.
- You have the right to cancel your permission to publish such images at any time by writing to us. Cancelling does not mean we will remove all previous photographs of you, however we will not publish any further photographs upon receiving written withdrawal of such consent
- Photography/video by parents or visitors is NOT permitted at any time, except at designated public events such as graduation or public demonstrations. Should you wish to take photographs or video at the school you MUST obtain permission from the Chief Instructor in advance.

Conduct of Students and Visitors

The martial arts training hall (dojo or dojang) is a special place reserved for the students to practice the martial arts in a disciplined environment. To maintain a proper training atmosphere within the dojang it is important to remember correct protocol.

It is a condition of your membership that all students, parents and any visitors to the school observe proper protocol within the school at all times.

Before Class

- All students should be changed and ready to begin at least five minutes before their class starts.
- Students must be in proper uniform, with their belt tied correctly before the class begins.
- The wearing of jewellery is not permitted in class. Earrings must be removed or taped.
- If a class is in progress, students should wait in the cloakroom until the previous class has finished.
- Should a students arrive late they should enter and bow then wait at the back of the hall until the instructor in charge of the class invites them to join in with training activities.
- If a student arrives more late without prior agreement they may not be permitted to take part in the class. This will be entirely at the discretion of the instructor in charge.

Conduct within the Dojang

- When entering or leaving the dojang you should take a moment to pause and bow. This is a moment to remind yourself that you are here to focus on the lesson and to leave outside concerns behind. This symbolic gesture is an opportunity to get yourself in the right frame of mind to train and at the end of class to remind yourselves that you must always treat what you have learned with the utmost respect.
- Whilst inside the dojang you should focus all your attention on your martial arts training and refrain from chatting about other topics etc. until after your class has finished and you leave the Dojang.
- Instructors and black belt students should be referred to by their appropriate title and surname.
- When addressing an instructor directly you should refer to them as Sir or Ma'am as appropriate.
- Should you feel unwell or if you need to leave the class for any reason you must inform an instructor immediately.

Special Notes for Parents and Visitors to the School

- When you arrive at the school, please ensure that an instructor is present before you leave your child unattended. Please do not assume that because you see a car there is an instructor present as it may well be a staff member or visitor to the school.
- Please ensure that you arrive in time to collect your child as soon as their class has finished. We cannot be responsible for children outside of the actual class times.
- When junior members are present, and at all times when inside the dojang, please remember to refer to instructors using their appropriate title/surname.
- If you are watching a class then you are expected to do so quietly and to refrain from talking.
- If you do wish to talk to other parents please remain in the cloakroom and keep your voices down.
- It is essential that the sole focus of your child's attention is on the instructor in charge so please do not interrupt the class or try to 'coach' your child from the back.
- Should a junior member tell us they feel unwell, we will always err on the side of caution. They will need to sit out and will not be able to re-join the class without their parents permission.
- If you need to bring younger children with you then please remember they must not be allowed to disturb the class. If they cannot sit quietly then please take them outside into the corridor..
- Animals are not permitted at any time.
- Photography or Video recording is not permitted in class unless by prior arrangement.

In and Around the School Property

- Please take care with parking and show respect for the safety and consideration of local residents when entering or leaving the school.
- Please stay within the hall/cloakroom area and do not enter any other part of the school without express permission from an instructor or member of the school staff.
- Smoking and Alcohol are not permitted on school property at any time.
- The exercising of animals is not permitted on school property at any time.
- Neither the Academy or the School can be held liable for loss or damage to vehicles or property. If you park at the school you do so entirely at your own risk.

Data Protection

- The information supplied by you on your registration form and membership agreement, together with notes about training and grading history etc. will be held on a computer database for administrative purposes. This information will remain confidential and will not be shared with any third party except in direct connection with the normal operation of the Academy.
- Should you choose to budget your membership payments by means of a monthly agreement, the Academy or a billing company employed by the Academy may make use of a Credit Reference Agency to search for records about you.

Law and Jurisdiction

- This agreement shall be governed by, and construed in accordance with, English law and you agree to the non-exclusive jurisdiction of the English Courts.