



PRECISION MARTIAL ARTS ACADEMY

#207, 10807 Castle Downs Road, Edmonton, AB., T5X-3N7

Phone: (780) 472-6238, Fax: (780) 443-6493

Visit us at: www.precisionmartialarts.com



RULES & ETIQUETTE

ARRIVING AT PMAA

- 1. All parents, students, and guests** must remove footwear and place neatly on the outside shoe racks. No shoes are allowed to be left on the floor in the Shopping Centre hallway as it is a safety hazard. Shoes may **ONLY** be brought into PMAA if you carry them in a thick (non-leaking) plastic bag and carry them back out before removing shoes from the bag. This rule must be adhered to by **ALL** members and guests of PMAA.
2. Students will quietly and respectfully walk down the hallway to the change rooms, without disrupting classes in session. Be courteous as you walk past parents who may be sitting in the viewing area. Please be careful not to drag/rub gym bags against the walls or glass.
3. Once each student has changed into uniform, he/she must remove gym bag, clothes, etc from change room and place neatly on the back ledges. If your class is in Dojang 2, then bring your belongings with you and place on the side ledges in that room. Instructors may ask students from time to time, to bring gym bags into class. Simply follow the instructions given by all Instructors or Leadership Team Members.
4. Greet PMAA Staff, Black Belts, and classmates with a cheerful and respectful smile and hello each day. **ALL** students must bow to Master Sadler, whether or not he sees you, then bow to any Instructors and Black Belts present. Students should also bow to senior belts (any student higher than you) as a sign of respect and humility, and to acknowledge higher rank.
5. Students will be responsible to retrieve his/her attendance cards from the designated area and place in the drop box for daily class attendance entries. **DO NOT** take another students card. Please be considerate and ensure that you place the pile of cards you grab back into the proper slot.
6. **IMPORTANT NOTE:** The viewing area at the back is designated *for new families (parents)* joining PMAA. It gives them the opportunity to view their child (children) in class and gain a sense of comfort and confidence in leaving them with the Instructors. This viewing area is a privilege that must be courteously shared. **Please Note...** If you must bring young children, **YOU** must watch them. Toys, cars, hands, etc. are not permitted on the walls or glass. **NO CHILDREN** are **permitted** in the matted areas at the back Dojang, unless they are a student. **Please refer to the Viewing Area Policies for more details.**
7. Standing in hallway to watch classes through glass windows is not permitted! This may pose a safety concern for students, and is also distracting. Please proceed to the back waiting area, or simply return once class is scheduled to end.
8. Classes that are scheduled in Dojang 2 will not have a viewing area. The door will be closed at all times until class is dismissed.
9. Students must be responsible and show respect towards Instructors by **NOT BEING LATE** for class. If you are going to be late due to whether, appointments, etc, then please phone the office to inform us. Any student who is more than 15 minutes late without prior communication, **WILL NOT BE PERMITTED** into class.

INSIDE DOJANG

1. **Be punctual** – Plan to arrive early to change, warm up, and stretch while waiting for your scheduled class to begin. If you arrive late, you must patiently wait at the entrance of the Dojang in attention position, until Master Sadler or the Instructor permits you to come in. NO student will be permitted to train if more than 15 minutes late. You will be dismissed for that evening's training session. If you are going to be late, a courteous phone call will be appreciated.
2. When entering or leaving the Dojang, ALL students must salute the National Flag and Association Flag.
3. When entering or leaving the Dojang, ALL students must bow to Master Sadler, whether or not he sees you, then bow to any Instructors and Black Belts present. Students must also bow to senior belts as a sign of respect and humility, and to acknowledge higher rank.
4. When bowing to a Master or to Black Belts, you must always stand at attention, never from a sitting position. Also, do not just nod your head to a Master or Black Belt.
5. Students must address Master Sadler, Instructors, and Black Belts as "Sir" or "Ma'am". This practice (discipline) is encouraged throughout the Dojang to all senior belts as well. Answer Instructors & Leadership Team Members as "Yes Ma'am" or "Yes Sir"
6. All higher belts are expected to help lower belts and answer any questions.
7. Members are responsible for and expected to maintain regular attendance and a positive, serious attitude.
8. Only practice techniques and curriculum that have been personally taught to you by Master Sadler or Instructors.
9. No jewelry is allowed to be worn during class. Long hair is to be tied back into a pony tail. Bandanas and the like are not permitted.
10. No chewing gum, food, or beverages allowed in the Dojang.
11. Uniforms and belts must be worn in the Dojang unless Master Sadler or Instructor gives permission for any other attire. Uniform must be kept clean and **PMAA crest worn on the left chest**. DO NOT wash belts!
12. During class, you must turn away from Master Sadler, Instructor, and flags to adjust uniforms and belts.
13. Permission must be given by Master Sadler or Instructor, to leave the Dojang, and before participation in sparring.
14. Personal hygiene is essential. Fingernails and toenails must be kept trimmed. Do not come to the Dojang with dirty feet (e.g. Summer time at the park, then straight to Taekwondo). You may be asked to leave and may not be permitted to train. Please control any body odour that may occur due to activity or hyperactive sweat glands.
15. Members and students are kindly asked to help keep our school clean by volunteering when available. Sweeping/mopping the floors, checking and emptying waste baskets, cleaning mirrors, windows, ledges, vacuuming/mopping matted areas in the Dojangs, etc. These are a few of the necessary cleaning tasks that need to be performed on a regular basis. This also shows your Master and Instructors your school spirit and pride. It also displays good character, shows a positive work ethic and attitude. PMAA always notices and appreciates students' and parents' assistance.

OUTSIDE DOJANG

1. When members are attending tournaments, demonstrations, or club activities, they must conduct themselves in a well-behaved and disciplined manner. If at a dining environment, always bow to Master Sadler and head table before sitting down. This is important if you have been personally invited to be a guest.
2. When you see Masters, Instructors, or Black Belts from other schools, you must bow to them no matter where you are (tournaments, on the street, in a mall, etc.).
3. When at tournaments, you must conduct yourself in a respectful and sportsmanlike behavior. Win or lose, be the first to shake hands and bow to your opponent and his/her coach with pride, and accept the decision as a learning experience.

4. All children must respect and be obedient to their parents, guardians, care givers, and teachers.
5. You should offer to help anyone you see in distress. Use precaution, and if necessary, utilize your self-defense skills with confidence.
6. Do not behave in a manner that will in any way affect the reputation of your Master or Dojang. Always be courteous, considerate, and respectful to others.
7. NEVER misuse your Taekwondo training.

IMPORTANT NOTES TO CONSIDER

- ✓ All students, parents, and guests at PMAA should observe and adhere to the rules, regulations, and etiquette as set forth by Precision Martial Arts Academy.
- ✓ All students should respond to the orders and instructions given by Master Sadler, Instructors, Assistants, or Leadership Team Members (LTM). It is expected that all students will be dedicated, self-disciplined, and actively involved in promoting Precision Martial Arts Academy and the Korean Martial Art of Taekwondo.
- ✓ Students should attend classes regularly (2-3x/week), participate and offer to assist at promotion tests, and be focused and disciplined during all Taekwondo classes.

ZERO TOLERANCE POLICY

1. Students will maintain a serious and respectful attitude at all times to Instructors and fellow class mates.
2. Alcohol, drugs, smoking, chewing gum, pop, and candy are forbidden in the Dojang.
3. Loud conversation, profanity (swearing), negative attitudes, obscene gestures or actions, and unnecessary roughness towards a fellow classmate are prohibited.
4. Horseplay of any kind, unnecessary giggling and loud laughter, and running around while waiting for a class to start are prohibited. ALL Instructors have the right at their discretion, to immediately dismiss a student that is not obeying the school rules, etiquette, or instructions.
5. ALL Leadership Team Members and assistant Instructors shall be treated with the same respect and obedience as would be shown to Master Sadler. Do not question his/her authority or disobey the instructions. Any problems or concerns that may arise should be handled in a controlled manner and addressed to Master Sadler. If Master Sadler is not present, the senior Black Belt has full authority in his absence.

Master Sadler and senior Black Belts may dismiss students from the Dojang if his/her conduct (behavior) is distracting or disobedient during ANY class. This will be strongly enforced. Membership may be revoked with no refund at Master Sadler's discretion, if the student's conduct continues.

Disciplinary action will be taken if students do not observe the rules as set forth by Precision Martial Arts Academy. Penalties may include, but are not limited to demotion of rank (Dan, Poom, Gup), class dismissal, suspension, or membership being revoked.

PRINCIPLES (TENETS) OF TAEKWONDO

1. **Courtesy** *Always be kind, respectful, and considerate of others.*
2. **Integrity** *Always be honest in all that you say and do.*
3. **Perseverance** *Always try your best, be determined and never give up when faced with challenges.*
4. **Self Control** *Watch what you say, how you act and react to situations. Use care and concentration while practicing your Taekwondo. Make smart and informed choices when faced with peer pressure. Always do what is right!*
5. **Indomitable Spirit** *Be helpful to others, work hard everyday at every task, have a positive attitude, never give up at anything, and always strive to succeed.*



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VIEWING AREA POLICIES

1. **If your child is a YELLOW BELT or HIGHER** they will be training as a separate class in Dojang #2 (small gym). Therefore, parents/guardians and siblings are **NO LONGER ALLOWED** to visit, chat, play, or stay in the viewing area. Please prepare a drop off and pick up plan with your child/children.
2. **If your child is a NEW STUDENT (White Belt) to YELLOW STRIPE BELT** they will be training in Dojang #1 (main gym). Therefore, I would like to ask that you please enjoy viewing a few of your child/children's classes to see how they are enjoying it. Let them know that you will be close and will be back to pick them up after class. Do not worry about them having to go to the washroom. Just help us by teaching and reminding them to ask us to take them. Our office staff or a Leadership Team Member will walk them out and wait for them outside the washroom doors. Our martial arts school is a safe and caring environment, so I encourage you all to put your faith and trust in our instructors and staff. Leave knowing that your child/children are safe, developing skills with strong character, and having fun!
3. **ABSOLUTELY NO "HOT WHEELS"** type toys or any other rolling or sharp edged toys are allowed in PMAA.
4. Shoes must be removed prior to entering PMAA. Footwear is to be neatly placed on the shoe racks provided in the outside hallway.
5. There is to be **NO LOUD CONVERSATION** while viewing your child's class. The noise level should be very minimal.
6. No one is permitted in the back matted area or in either gym, except for PMAA students. **ABSOLUTELY NO PMAA GUESTS** are allowed in the back matted areas or the change rooms.
7. No one is to sit in the middle of the viewing area floor as this is a safety hazard.
8. Viewing of classes from the hallway is strictly prohibited as it poses a safety hazard.
9. If siblings must be present, they are to be supervised at all times. Horseplay, loud noise, and running around will not be tolerated.
10. Leaning on the ledges along the glass windows, or having children stand on them is not permitted. This too is a safety hazard, obstructs the view of others, and causes damage to the structure.
11. Please understand that if **ANY PMAA STAFF** make a request of a parent or child, it should be considered as being on my behalf and taken seriously.
12. All staff and instructors at PMAA are professionals and should be treated with courtesy and respect.