



Student Handbook

(Revised 2013)

STUDENT ELIGIBILITY

The CCKC accepts students beginning at four years old. If, after one month of training, it becomes obvious that a young child is not developmentally ready for karate, or his/her self-control is not to the point of being able to be in the class, the parents of said student will be notified.

REGISTRATION PROCESS

1. The CCKC does not offer one free / trial class. The individual class cost is \$10.00 per person. Interested students are strongly encouraged to register for at least one month to decide if he/she will enjoy/benefit from the class.¹
2. New students are to complete a student profile and a class release. For students under the age of 18, registration forms must be completed by a parent or legal guardian.
3. New students must complete paperwork and pay a one-time family registration fee of \$10 and 4 weeks of tuition before being permitted to take the class.
4. In the event a class is at maximum enrollment, the interested students' name and contact information will be taken and then notified at the next available class opening.

DUAL ENROLLMENT

1. Some students may choose to attend more than one night a week by enrolling in the CCKC in two locations.
2. Dual enrolled students will pay their class tuition at each location separately. There is no discount for dual enrolling. Family discounts still apply.
3. Dual enrolled students must designate a "Home Club". The Home Club is where the student will be tested and receive promotions.
4. Dual enrolled students may qualify for accelerated testing. With accelerated testing a student may directly be promoted from one belt to the next without taking the stripe tests.

¹ If the student registers for the class, the \$10.00 will be credited toward tuition.

Students may only use accelerated testing to Green Belt. There is no accelerated testing after green belt, even at two classes a week.

5. Dual enrolled students Green belt and higher may be permitted to hold the 1st Kyu / Review Belt rank for less than the prescribed Twelve months, thereby accelerating their Black Belt testing date. This decision is made solely by the Instructional team.

FINANCIAL INFORMATION²

Class Tuition

One Student	\$25 for 4 Weeks
Two Students	\$45 for 4 Weeks
Three Students	\$60 for 4 Weeks
Four Students	\$75 for 4 Weeks

Pay for 12 Weeks and receive an additional savings:

One Student	\$70 for 12 Weeks
Two Students	\$125 for 12 Weeks
Three Students	\$175 for 12 Weeks
Four Students	\$220 for 12 Weeks

Test Fees

\$10	Stripe Test
\$15	Belt Test
\$45	Review Board Exams (1st Kyu / review Belt Ranks Only)
\$150	Black Belt Testing
\$75	Dan Rank Testing (Black Belts Only)

Important Information Regarding Tuition and Fees:

1. All new students/families are assessed a \$10.00 Registration fee.

² Some CCKC locations may have different tuition prices and payment structures. Please see Instructor for details.

2. Class tuition is not posted ahead when students are absent. Tuition is paid for the right to attend class - regardless of if the class is attended or not. For special circumstances, please see the instructor.

3. **Class Tuition is non-refundable.**

4. Tuition payment information is managed by the CCKC Student Services Coordinator, Vicki Bowen. For questions regarding class and payment information, please email Vicki Bowen at kvbowen@gmail.com.

CLASS EQUIPMENT

The following items are required for class participation.

1. Karate Uniform (Called a “Gi”) - Gi’s and appropriate patches must be purchased prior to the first test. Please see dress code for Gi attire and patch instructions. There are no outside uniforms, previous training uniforms, etc. **All Gi’s must be purchased through the CCKC.**

2. Sparring Gear - Complete Sparring Gear Includes:

- A. Gloves
- B. Foot Gear
- C. Head Gear
- D. Double Mouthpiece
- E. Cup/Supporter (Males)
- F. Shin Guards (Required in Teen / Adult classes. Optional in 4-7 and 8-12 Classes)

In the interest of safety and uniformity, beginning January 1, 2012, only CCKC gear will be permitted. This means that **All Sparring Gear is purchased through your local CCKC instructor.**³ Consequently, outside gear, used gear, passed on gear, etc. is not permitted. At times, there may be used CCKC gear available. Please see the instructor for availability.

Important Note: Students who were enrolled prior to December 2011 may continue using gear already purchased until that gear is no longer able to be used. At that point,

³ Male Cup/Supporter and equipment bags do not have to be ordered through the CCKC.

those students will upgrade to the CCKC gear. As advanced students are considered leaders in the class, please observe the following policies:

A. All students current as of December 2011 must have CCKC gear prior to receiving the 1st Kyu / Review Belt Rank.

B. Current Review Belts must have CCKC Gear prior to a Black Belt Test.⁴

Sparring gear does not have to be purchased all at once. However, sparring is a very important part of training. Therefore, all students must have all gear by their Yellow Belt Test. (That is a three to six month time frame). Student who have not acquired the appropriate gear by that time will not be permitted to test until they do so. Please see your instructor or an assistant for details in ordering sparring gear.

TESTING / ADVANCEMENT

One of the core values of the CCKC is grace and encouragement. We want everyone to succeed! At the same time, standards are part of karate and integrity demands that the instructional team is truthful about the progress and capabilities of students at different ranks. With this is view, it is important for all students and families to be familiar with and understand the expectations and procedures of testing and promotion.

Qualifying for Testing

1. Karate tests are issued four times per calendar year.⁵

The Following criteria must be met in order to test:

1. Correct number of attendance points. Nine attendance points per session are required for test.

⁴ Case by case exceptions may be made for students within six months of their Black belt testing date.

⁵ After School Clubs: Promotions will be awarded when a student has demonstrated that he or she is ready. By "ready: we mean,

* The student has met the minimum attendance points since their last test.

* Their knowledge and execution of the material is adequate for the rank promotion.

* Their karate class attitude and behavior is appropriate for the next advanced rank.

3. Correct Attitude
4. Class Tuition Current
5. Appropriate Kata and Weapons Progress.
6. Test Form and Test Fee Submitted. Please see Financial Information for Test Fees.

Testing Procedures

1. All students must be in complete uniform to test.
2. Test night is a formal and serious occasion.
3. Spectators and students waiting for their test will wait quietly and respectfully while others test.
4. Students may not ask the Instructors questions about test material on test night. If a student has a question he/she is encouraged to ask the highest ranked student present. If that student does not the answer, only he/she may approach the grading table and ask the instructors.
3. Students are free to leave at the conclusion of their test.
4. Students dual enrolled across two locations must test at their “Home Club” unless special arrangements have been made.

Test Results

1. Test results are issued the following week after a test. In the CCKC, this night is traditionally called Promotion Night.
2. For students dual enrolled across two locations, their results will be distributed at the location the test was issued.

Make -Up Test / Retests

1. Two weeks after a regularly scheduled test is re-test and make-up test night.

2. Students whose first test grades were not adequate for rank promotion may be given the opportunity to re-test.
3. A student who misses the scheduled test may take their test on the re-test date.
4. Students who miss re-test night will need to wait until the next scheduled test to be evaluated.

Kata Progress Checks

When a student feels he has learned a kata, he must present the kata for approval to the instructor. If the instructor determines that the kata is acceptable, the appropriate corresponding colored tape that matches that kata will be awarded.⁶ If the instructor determines that the kata is not ready for promotion, the student must wait at least one week (seven days) before having it reviewed again. Additionally, the student must show it to the same instructor as they did on the earlier attempt.⁷

Students may not be anymore than one kata behind their rank or further belt testing will be disallowed.⁸

TOURNAMENT REQUIREMENTS

1. Tournaments are a very important part of a student's training. Tournaments challenge students to step forward in their skills, face new challenges, present themselves in front of others, and compete against a variety of people. Because of the tremendous training and affective value of tournament competition, all students must meet a minimum tournament requirements to qualify for testing.

All students must participate in at least **Two** CCKC approved tournaments prior to qualifying for a Purple Belt Test.

⁶ Students are responsible for the purchase and placement of the patch. The cost is minimal.

⁷ Some exceptions may apply

⁸ Students moving from the 4-7 class to 8-12 class and rank holding transfer students will be given a designated time frame to get their katas current.

All Student Must Have One Tournament as a Purple Belt, Red Belt, and Brown Belt.

All students must have Two Tournaments as a 1st Kyu / Review belt.

All Brown and Review Belt students must serve in some support role capacity (judging, trophies, etc.) on at least two tournament occasions.

2. Club Tournaments held in class, while being very helpful, do not count towards the tournament requirements.

CLASS CONDUCT, POLICIES, AND PROTOCOLS

1. Black Belts are referred as “Sir”

2. No Jewelry (including but not limited to bracelets, necklaces, trendy teen wear, etc.) is to be worn during class. (Wedding rings and medical alert jewelry are acceptable)

3. Students are to enter and exit lines with a bow.

4. Gi’s are to be neat with belts tied correctly.

5. Black T-Shirts only are to be worn under Gi tops.

6. When making uniform corrections while class is in session, students are to turn their back, make any necessary corrections and then face the front of the room again.

7. Assistant Instructors and other helpers may only enter the training floor by invitation from the Lead Instructor or Senior Instructor.

8. The class officially begins after the students bow in. Any students who arrive after the class is bowed in is considered tardy.

9. Tardy students are to do ten push-ups and enter the class in the last spot in the rank line. Purple Belts and higher must complete twenty push-ups.

NOTE: It is indifferent if the Tardy is due to the actions of the student, parent, a late ball game, bad traffic, etc. Tardy is tardy and the definition of Tardy is not relative to

the circumstance which caused it. Therefore parents cannot excuse their child's tardiness.

10. Students who are tardy may not hold rank unless expressly invited by the Lead or Senior Instructor.
11. Students who are out of uniform in whole or part may not hold rank for that class.
12. Students are not to coach or help their peers during the class unless asked by the Senior / Lead Instructor.
13. When sitting, (for class lecture, waiting to spar, etc.) students are to sit on their knees or cross legged.⁹
14. Sparring in the class area without an approved supervisor is prohibited.
15. Students may only train with the weapon in which he/she is ranked for.
16. During kata training, students may only stay on the training floor until the kata he/she is working on. It is a privilege to work on advanced katas and only students who have earned the right may do so.
17. Advanced students are not to coach lower rank students on techniques, katas, or weapons that the student is not ranked for. Though helping may seem kind, it may actually be harmful when a student has not properly learned the pre-requisite skills necessary for the more advanced training.
18. Students are responsible for missed content and information resulting from absences. The burden of communication is on the student.
19. Attendance Points from two different sessions cannot be combined to qualify for testing. In instances of injuries or other unforeseen incidents, the instructor(s) may make an exception.
20. Extra functions such as: Tournaments, Advanced Classes, Special Classes count as one attendance point per function.
21. Red Jacket assistant instructors hold rank over same belt students.

⁹ Exceptions can be made for students who may have particular injuries or disabilities that would make that type of sitting difficult.

22. Red Jacket assistants must follow CCKC policies when leading the class and dealing with students. Assistants do not have the authority to create and enforce new rules or student guidelines not contained in this book or approved by the Senior Instructor.

23. Assistant instructors are required to attend instructional / inservice meetings. The meetings are normally on promotion night after the conclusion of the Teen / Adult class.

Conduct Policy

Students are to obey all class rules as well as instructions given by the Instructor(s). For students who fail to comply with class guidelines and/or instructions, the following procedures will be followed.

First Offense - Verbal Warning
Second Offense - Ten Push-Ups
Third Offense - Sit out of class¹⁰

In cases of clear disrespect to Instructor's, fellow students, or character unbecoming of a member of the Community Christian Karate Club, a student may be told to sit out without any other previous interventions.

Students who pose consistent discipline problems will be dismissed from the CCKC. While the CCKC recognizes that while , students may have some behavior issues that are beyond their control, it is unfair for the class to be consistently disrupted.

GUIDELINES FOR PARENTS AND SPECTATORS

1. Karate is a class, not a spectator sport. Therefore, karate is like any other class, learning is taking place. Therefore noise should be kept at a minimum. This includes (though not limited to)...

- A. Non-participating children must be quiet and in control during the class.
- B. Cell phone calls will be taken outside.

¹⁰ The Lead or Senior Instructor has the option of inviting a student to return to the class. Only the Lead or Senior Instructor may sit a student out of the class. Under Black belt assistants may not.

C. Conversations of non-participants should be at a volume that it is not a distraction to the students or the Lead Instructor.¹¹

2. Parent involvement is always encouraged. However, parents **are not** to “help” during class - this includes (but is not limited to) calling out, sending signals, entering the training area, etc. while the class is in session.

3. Parents are encouraged to allow their children to learn to tie their own belts, put on their own sparring gear, etc. as quickly as they are developmentally able.

4. Parents should know that karate is a discipline and the classes and overall program structure are designed to that end. **Karate is not a spectator sport, nor is it a consumer product.** At whatever point a student/parent/family is not happy with the CCKC and cannot abide by the policies, that student and family must leave the club.

ADVANCED RANKING

Blue Jackets

Green belt is the halfway mark to a Black belt. As a reward for progress to Green Belt, students are permitted and encouraged to move to a Blue Gi Jacket. This begins to separate the higher rank from the rest of the class and to demonstrate his/her commitment and seriousness towards the training. Students with blue jackets rank higher in line than same rank students wearing the beginner black.

Red Jacket Promotions

Brown Belt or First Kyu Review Belt students may be considered for an invitation to serve as an assistant instructor. If a student is invited to be an assistant, then he/she must wear a red gi jacket indicating the position. Only CCKC approved assistants may wear a red gi jacket.

The characteristics and qualifications of an assistant are, but not limited to:

¹¹ The term “Lead Instructor” indicates the Black Belt giving direction to the class at that time. There may be several Black Belts and/or assistants participating in instruction but there is only one Lead Instructor per class session.

Remarkable and consistent effort in class.
Knowledgeable on Techniques and Katas
Christian Character and of good report in the class
Leadership
Verifiable Church attendance

Possible assistants are reviewed periodically by the CCKC Executive Instructional Team. There must be unanimous consent among the Executive Instructional Team for a student to receive assistant status. There is no set schedule for when assistants are promoted.

Review Boards

After a student has held a Review Belt Rank (Brown/Black) for six months, he/she may qualify for a Review Board Appointment. The purpose of the Review is for the student to execute every technique, kata, and weapon kata that is required on the Black belt test.¹² A thorough evaluation is given by the instructor(s) both verbally and in writing. This becomes a study tool in preparation for the actual Black Belt exam. Review Boards are by appointment and are \$45.

Black Belt Testing

Upon successful completion of all novice belt ranks and working out as a Review belt for no less than one year, a student may become eligible for a Black Belt Test. After approval from the Senior and Head Instructors, a Black belt test can be scheduled by appointment. The Black Belt test fee is \$150.00

Second Degree Black Belt Tracks

If a student desires to stay in the CCKC after receiving a Black belt, there are two tracks to choose from.

Track One - Second Degree - This Black belt track allows the student to work towards their Second degree Black Belt. He/she will learn new and advanced techniques, a new kata and weapon kata and are required to compete in three tournaments as a Black Belt. If the proper amount of attendance points are earned and the techniques, kata, weapon, and

¹² There is no sparring on the Review Board.

tournament criteria are met, the student may test for their Second degree after two years of training.

Track Two - Second Degree/Instructor Certification Track - This track includes all the elements mentioned in track one but also provides training for the black belt to be an instructor. This includes providing opportunities for teaching at different age groups, assisting with testing, learning about the developmental traits of different ages and how to teach to those, kata and weapon judging at tournaments, and much more. Students who complete a Second degree Black belt with Instructor Certification may have the opportunity to teach in or open a CCKC location.