

SOLIS ORTUS CLUB POLICY



Note:

Solis Ortus holds the right to make changes to the policy as it is still in Draft version.

1. OBJECTIVE

The objective of the Solis Ortus Club policy is to set guidelines, rules and principles for the dojo.

These guidelines will ensure that:

- all students know the rules of what is expected of a karate student
- the etiquette of the dojo, and
- to ensure that the parents will understand what is expected from their children in this regard.

2. MISSION

The mission of Solis Ortus is:

- to develop an appreciation for karate as an art and a sport
- to improve physical condition, mental discipline and emotional calmness
- to develop a sense of responsibility for oneself and others, and
- to learn self-defence and personal safety.

3. PROCEDURES FOR NEW STUDENTS

- All students fill in a Registration form. All fields need to be filled in correctly to avoid any miscommunication regarding the student. If the student has any medical history or any present conditions; Solis Ortus needs to be informed accurately. If there is a current medical problem it is requested that a letter from the doctor is seen and the student is able to train with the permission of the doctor.
- Registration fees are payable at Registration and is used to register the student to JKA Head Quarters in Japan. When registered the student will receive a Life Book. You cannot grade if you do not have a Life Book. After grading, the student will receive a JKA Grading stamp.
- Each student must get a Solis Ortus Manual to be updated and aware of all the club rules; terminology and the Grading Curriculum to the various belt groups.
- Each student must also get a Solis Ortus badge for their Gi (Karate uniform)
- All new students will start with basic techniques as stipulated in the Grading Curriculum. All techniques are trained precisely for each grade. Specific techniques are trained according to their age range and ability.
- The SA JKA style is in line with the International JKA curriculum per belt per age range.
- Students are given 2 classes before they can register to ensure that the student is suitable for this activity and will benefit from taking part.

4. SPECIAL NEEDS

Solis Ortus recognises the differing needs of all students. We are committed to promoting policies and procedures which aim to ensure that every child is given the opportunity to develop physically, mentally, socially and spiritually, as well as in self-esteem.

We aim to give every child a chance to try and develop skills in karate working in co-operation with parents where necessary.

- Our aim is to respect every student, including those with special needs.
- We aim to help and teach each child to achieve as much training as possible.
- At all times we will operate in partnership with parents to ensure the best possible attention is given to the children.
- Each child's progress will be monitored and parents will be kept informed.

- Parents will be encouraged to stay within the Karate Dojo to assist the child.

5. PAYMENTS

Payment Arrangements

- Registration for new members (once a year)
- Registration for existing members (once a year)
- Payments to be made before the 5th of each month
- Yearly fees
- Quarterly
- 12 months
- 11 Months (option is not available to new students)

There are 4 payment structures and are as follows:

- **Yearly registration fees**
 - ✓ Current students of Solis Ortus must pay their registration fees not later than 7 February of that year
 - ✓ If new students join Solis Ortus within the same time period of the deadline for payment on registration fees as for current students; fees must be paid not later than 7 February of that year
 - ✓ All new students must pay their registration fees not later than 1 week after joining Solis Ortus.
- **Monthly fees**
 - ✓ Monthly fees are payable not later than the 5th of a month.
 - ✓ **All payment must be made into the following bank accounts. Note there are different account numbers for Menlyn Students and Faerie Glen Students.**

✓ **Menlyn Students**

Solis Ortus (Pty) Ltd
ABSA
Cheque Account
Menlyn
4082770760
632005

Faerie Glen Students

S.O. Maxims (Pty) Ltd
ABSA Bank
Cheque Account
The Grove
4090699170
632005

Reference: *[Solis Ortus Account code]*

✓ **The Faerie Glen account will also be used for Competitions, Gasshukus and Gradings.**

- ✓ Statements are sent on a monthly basis, except if there are payments outstanding you will receive a statement more regularly.
- ✓ If you do not receive your statement at all, kindly let Sensei Eugene know.
- ✓ If there are any uncertainties regarding the statements, please do not hesitate to contact Sensei Eugene.

- **Grading fees**

- ✓ There are 2 gradings per year and grading fees are payable as indicated
- ✓ No late fees are accepted
- ✓ Refer to SO Grading policy for further information

- **Competition fees** – Refer to Competition policy

6. SAFETY

Solis Ortus strive to put safety first in karate and will teach the kids accordingly. Solis Ortus will ensure that all possible precautions are taken to ensure the safety of the student and that parents can be reassured and feel confident to leave their children for training.

Solis Ortus will ensure that:

- All children are supervised by the Instructor(s) at all times and will always be within sight of an adult;

- The layout of activities allows children and adults to move around safely and freely;
- Smoking is prohibited at all time in the Dojo;
- A stocked first aid box is available at all times;
- Fire extinguishers are checked, and all Instructors must know how to use them;
- If a student is not picked up in time after class, an Instructor will wait with the student until the parent;
- All karate equipment is in a good condition to benefit the student and will be repaired or discarded if damaged or broken.

7. DOJO ETIQUETTE

As JKA is a fairly traditional style a certain amount of Dojo etiquette is asked of ALL students.

Everyone must bow (rei) on entering and leaving the Dojo and to Sensei when he explains anything. The reason is more for the sake of good discipline and to install respect for your fellow students with whom you train.

Each training session begins with a thorough warm-up to prevent strains and pulled muscles, to loosen up joints, and improve flexibility. Towards the end of the session there are some strength and stamina building exercises, and to close, the students have time to interact with each other in a fun way.

- Students should treat their Art and Dojo with respect.
- Students should observe the training schedule and should not be late for training.
- SIGN IN by using the fingerprint machine, each time you come to class.
- Take off your shoes before you enter the Dojo. Pack your shoes neatly outside the dojo whilst training.
- Upon entering the Dojo, show respect by bowing and saying 'Oss'. If you are late and the class has begun, kneel in the seiza position on a corner on the mats and await acknowledgement from the Sensei.
- When the Sensei enters the Dojo, students should face him and bow.
- There should be no idle talking in the Dojo - it is disrespectful.
- When the class begins, line up smartly, with juniors to the left, in straight lines looking to your right and to your front.
- When a Sempai gives you some advice listen carefully and sincerely. Do not forget to show that you have heard and understood the advice. Bow & say 'Oss'.

- Always bow with appreciation and respect.
- When you observe the training in the Dojo, kneel in seiza or stand quietly. Never lean against walls or slouch as this shows disrespect.
- Should your Gi come undone while in class, etiquette requires that you turn away from the front of the Dojo, and fix your Gi quickly. Your uniform should be clean and tears repaired.
- If you do not feel well in class, raise your hand, to get the instructors attention. Never leave the Dojo without permission.
- Keep your nails short to prevent injury to other karateka.
- Jewellery and makeup should not be worn in the Dojo. Any rings that cannot be removed must be taped up to prevent injury.
- If beginners and coloured belts have any questions they should ask a senior.
- Bow upon leaving the Dojo. Remember that karate always begins and ends with courtesy.
- The Instructor and all other Sandans and above are referred to as “Sensei” on and off the floor. The five maxims should be adhered to at all times.
- Greet the Instructor and other high ranking students with a correct bow. A sloppy bow or bowing while seated would be considered rude.
- Formally introduce guests to the Instructor. Guests are subject to the rules and regulations of the dojo. Students are accountable for the behaviour of their guests.
- No food or drink is allowed on the dojo floor. Individual water bottles may be kept to the side of the dojo for use during breaks and after class.
- Students need to show respect to a more senior class.

8. CODE OF PRACTICE FOR PARENTS

Parents provide good support and encouragement to their children whilst participating in the.

Solis Ortus encourage parents to become more involved in the children’s karate training, to understand what they are doing and to help them in their practice; and to provide good support and encouragement to their children whilst participating in the karate.

- Encourage your child to learn the rules and work within them.
- Discourage unfair play and arguing with Instructors.

- Respect the rights, dignity and worth of all participants/instructors /coaches/staff/parents and carers regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in Karate.
- Set a good example by recognising fair play and applauding the good performances of all.
- Never punish or belittle a child for losing or making mistakes.
- Publicly accept officials' and coaches' judgements.
- Support your child's involvement and help them to enjoy their Karate.
- Use correct and proper language at all times.
- Leave the coaching to the coaches.
- Don't come onto the mats uninvited.
- Please make sure mobile phones are turned off during your child's session.
- Noise in the waiting area distracts from the class in progress both for the Instructors and also for the students. Please keep conversation low and if younger children become too noisy, please take them out of the dojo.
- Accompanying children must be supervised at all times and not left unattended.
- Please drop off and collect your child in a timely manner.

9. ACTIVITIES

Solis Ortus has many activities during the year and wants to encourage all students and parents to take part in it. These events are there to create unity in the Club but also to build teamwork and healthy competition amongst the students.

Activities are as follows:

- Parent meetings
- Open day
- Socials
- Breast Cancer awareness month in October
- Camps – 1 night sleepover
- Gasshuku – 14 years and above
- Coen Memorial – internal friendly competition

- JKA training events (brown belt and above)
- Gradings – 2 per year (June & November)
- Yearend function
- **Other activities:**
 - ✓ Theme days will be announced every 2nd or 3rd month and will form part of the dojo calendar on the website

10. BAD BEHAVIOUR

To discipline kids is one of the hardest parts especially if they are not your own. Solis Ortus wants to keep the students safe while doing karate but sometimes bad behaviour from students disturbs the class flow and needs to be disciplined. The only way to do that in a constructive manner is to let the student sit out in a corner, while the other students do their activities. By sitting out and not participating sometimes helps the student to think over the matter and wants to be part of the group. This way teaches the student discipline.

When teaching karate, particularly to juniors we sometimes run into problems with discipline. Most people assume that you can hand out physical exercise as a good disincentive to poor behaviour; however we have several (*usually male*) students that enjoy doing push-ups etc. If the problem is serious and involves only a single student then having them sit out works very well.

It is Solis Ortus' aim to ensure parents that their children will be handled with respect. Solis Ortus also understands the principle of "better to reward good behaviour than to discipline bad behaviour." Sometimes students will be disrespectful or intentionally disruptive in class and therefore need to be disciplined.

The following bad behaviour will not be tolerated:

TYPE OF BEHAVIOUR	RESULT
a) Noisy behaviour, foul language, or loud talking is not permitted in the Dojo b) Back chatting c) Rude behaviour against a Sensei d) Tale telling	If a student do not have respect for fellow students they will sit out for the rest of the activity
e) No pushing other students around in class f) No falling on the mats in-between exercises	Kids will run up and down until the Sensei in charge will invite them back to class
g) No bullying in class will be tolerated - Bullying is not a "rite of passage" but a serious threat to student safety and well-being	Any behaviour of this sort is very serious – the student will get 3 warnings. If the student keeps on with this behaviour Sensei Eugene will ask the parent to take

	the student out of the club.
h) No violent behaviour of any student will be tolerated	Students will sit out together and sort themselves out. The 2 students will get 3 warnings. If they cannot come to a conclusion, the Instructor or Sensei Eugene will speak to the parent in this regard. If there is no improvement in this regard, Sensei Eugene will ask the parent to take the student out of the club.
i) Fighting between students	Students will sit out together and sort themselves out. If they cannot come to a conclusion, the Instructor or Sensei Eugene will speak to the parent in this regard.
j) Stealing	If a student is guilty of stealing he or she will be expelled from the club.

11. REWARDS

Karate has 5 principals, maxims that describe the integrity of a student. The aim of Solis Ortus is to improve each student towards these principals and as a Club be on par with it.

JKA students are encouraged to observe the five Maxims of Karate in their training. Thus their skills will be enhanced and the training relatively free of unnecessary injuries.

The 5 maxims of karate are:

1. Seek perfection of character (CHARACTER)
2. Be faithful (SINCERITY)
3. Endeavour (EFFORT)
4. Respect others (ETIQUETTE)
5. Refrain from violent behaviour (SELF CONTROL)

Solis Ortus believes in good etiquette and good behaviour of his students and will reward them accordingly. These awards will be at the end of the year at the Yearend Function.

Other rewards

Solis Ortus will reward the students every second week with a MAXIM Sticker as a motivation and also to help the students to improve their karate principals during the year.

12. CLUB TIMES

Magister Hall, Garsfontein Dojo	
Monday and Wednesday	
Class	Time slot
Junior Beginners (White and Yellow Belts)	16:30 - 17:30
Junior Intermediary (Orange to Blue Belts)	17:15 - 18:15
Junior Advanced (Purple to Junior Brown)	18:00 - 19:00
Senior Beginners (White to Purple Belts)	18:00 - 19:00
Senior Advanced (Senior Brown and Up)	18:45 - 20:15

NG Church Hall, Faerie Glen Dojo	
Tuesday and Thursday	
Class	Time slot
Junior Beginners (White and Yellow Belts)	16:30 - 17:30
Junior Intermediary (Orange to Blue Belts)	17:15 - 18:15
Senior Intermediary (White to Blue Belts)	17:15 - 18:15
Advanced (Purple and Up)	18:00 - 19:00

Competition Class, Magister Dojo	
Fridays - Competitors Only	
Class	Time slot
All Belts	16:00 - 18:00

Holiday Practice Schedule	
During the holidays, our time-table changes slightly	
Magister Hall	
Monday and Wednesday	
Class	Time slot
White to Red Belts	17:00 - 18:00
Brown to Black Belts	18:00 - 19:00

Please note that during holidays there will be no classes at the NG Church Hall, Faerie Glen Dojo.

13. CONCLUSION

Solis Ortus instated the policy to ensure that all rules and regulations of the Club is communicated in an orderly manner and to provide parents with information regarding their children.

Solis Ortus will always strive to be professional and show courtesy to the parents.

Signed: Sensei Eugene Oosthuizen [*5th Dan SA JKA*]