



# **AIKIDO YUISHINKAI AUSTRALIA OFFICIAL GUIDELINES**

This document must be available at each dojo for instructors and students.

March 2004

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## 1 Introduction

This document delineates the organisational structure of Aikido Yuishinkai Australia and defines current operational practice with particular reference to administrative procedure, health and safety guidelines, and risk management.

As a martial art organisation we are responsible for ensuring a reasonable standard of care for all students. This document provides guidelines to establish a standard of care for implementation throughout all Aikido Yuishinkai Australia dojos.

### 1.1 Aikido Yuishinkai Purpose Statement

The purpose of Aikido Yuishinkai is to foster the wellbeing and health of its students, of the community, and of mankind in general, through activities such as:

- making available and teaching the philosophy and practice of Aikido Yuishinkai to its students and to interested members of the general public
- conducting and maintaining a program of activities for the advancement of Aikido Yuishinkai and for the harmonious fellowship and welfare of its students.

### 1.2 Aikido Yuishinkai Australia Purpose Statement

The purpose of the national organisation is to promote good communication and friendship among the dojos and to further the aims of Aikido Yuishinkai in Australia in accordance with the Aikido Yuishinkai Purpose Statement. Aikido Yuishinkai provides ongoing training opportunities and advice on all matters relating to Aikido and related arts.

## 2 Aikido Yuishinkai Australia Management Structure

The management structure of Aikido Yuishinkai is shown in the table below.

Aikido Yuishinkai Founder	Master Koretoshi Maruyama
Aikido Yuishinkai International, Chief Instructor	Michael Williams
Aikido Yuishinkai Australia, Chief Instructor	Michael Williams
Branch Dojos	Head Dojo Instructors Dojo Instructors Trainee Instructors <i>Secretary/Treasurer (optional)</i>

### **3 Roles, Qualifications and Responsibilities for Management and Teaching Staff**

Roles, qualifications and responsibilities for the following management and teaching staff are outlined below:

- Chief Instructor
- Head Dojo Instructor
- Dojo Instructor
- Trainee Instructors
- Secretary/Treasurer.

#### **3.1 Chief Instructor**

Chief Instructor is an officially designated position of Aikido Yuishinkai Australia, with appropriate roles and responsibilities. The Chief Instructor seeks to fulfil his roles and responsibilities through the management structures of the national or regional organisation. The Chief Instructor facilitates the provision of ongoing in-service to the Head Dojo Instructors and Instructors on syllabus content, teaching methodology, safety issues, dojo operation and administration requirements.

Responsibilities:

- a. Foster the growth and development of Aikido Yuishinkai Australia.
- b. Nominate all Recommended Dan levels for certification by Master Koretoshi Maruyama.
- c. Establish and maintain criteria for accreditation of Head Dojo Instructors and Dojo Instructors, and assess compliance.
- d. Appoint Head Dojo Instructors and Dojo Instructors.
- e. Provide ongoing Instructor development through seminars or through alternative arrangements made to satisfy this requirement and to assist in the maintenance of standards.
- f. Act in an advisory capacity to Instructors in all matters relating to Aikido Yuishinkai Australia.
- g. Maintain data files on all accredited Instructors.
- h. Maintain files on all correspondence with Aikido Yuishinkai Japan and branch dojos.
- i. Organise and host national seminars, taught by Aikido Yuishinkai Instructors, to provide training and development opportunities for all students of Aikido Yuishinkai Australia.
- j. Disseminate information to instructors and students to foster the growth and well being of Aikido Yuishinkai Australia.

### 3.2 Head Dojo Instructor

Head Dojo Instructor is an officially designated position of Aikido Yuishinkai Australia with appropriate roles and responsibilities. The Head Dojo Instructor implements and adheres to all guidelines and policies of the organisation.

#### Responsibilities:

- a. Manage and operate a Branch Dojo.
- b. Foster the aims of Aikido Yuishinkai Australia and provide for the development and well being of students.
- c. Ensure that the curriculum of Aikido Yuishinkai Australia is taught accurately.
- d. Ensure that legal and accounting advice is sought as required regarding the structure of the Dojo and maintain all necessary tax and accounting records.
- e. Ensure that all financial obligations are met in a trustworthy and reliable manner.
- f. Maintain current files for:
  - Correspondence
  - Kyu Gradings
  - Dan Gradings
  - Release and Indemnity Agreements
  - Finances
  - Attendance
  - Injuries/incidents
  - Student contact details.
- g. Support the organisation through the promotion of seminars, books, videos etc.
- h. Conduct gradings as required.
- i. Adhere to and comply with the Grading Fee Schedule.
- j. Forward dan grading applications and fees to the Chief Instructor.
- k. Ensure that the Release and Indemnity Agreement and Student Code of Conduct is provided to and signed by each student who trains at the Dojo. For students under the age of 18, the Release and Indemnity Agreement and Student Code of Conduct must be signed by a parent or guardian who is aware of the activity undertaken. These forms are to be retained on file.
- l. Ensure that the Release and Indemnity Agreement and Student Code of Conduct are implemented correctly (see Release and Indemnity Agreement section).
- m. Provide instruction on safety procedures to Dojo Instructors, Trainee Instructors and students as required.
- n. Implement a risk management program specific to the venue and the competency of students.
- o. For all activities, an adult who has the knowledge of and an ability to perform first aid procedures must be present.
- p. Ensure that the *General Health and Safety Guidelines* are followed.
- q. Ensure that only Instructors holding a current Instructor Accreditation Certificate conduct classes.
- r. Recommend Trainee Instructors for the Instructor Accreditation Certificate issued by the Chief Instructor.
- s. Ensure that instructor accreditation criteria are complied with. (See *Instructor Accreditation* section.)
- t. Maintain current membership in the insurance scheme adopted by Aikido Yuishinkai Australia, including public liability and professional indemnity. In addition, information regarding optional player accident insurance should be available to students. Ensure

that all provisions and conditions of the policy are complied with and provide evidence to Aikido Yuishinkai Australia of currency of cover.

- u. Provide supervision and support for new dojos at the request of the Chief Instructor.
- v. Comply with relevant State and Commonwealth laws and regulations.

### **3.3 Dojo Instructor**

Dojo instructors have the authority to instruct Aikido classes independently. When conducting classes independently, full authority is delegated by the Head Dojo Instructor to the Dojo Instructor to produce the desired outcomes. The Instructor is to implement and adhere to all guidelines and policies of the organisation.

A Dojo Instructor must hold a current Instructor Accreditation Certificate.

#### **Responsibilities:**

- a. Provide assistance to the Head Dojo Instructor to fulfil the responsibilities of that role. (see *Head Dojo Instructor* section above)

### **3.4 Trainee Instructors**

Trainee Instructors are senior students who assist the Head Dojo Instructor and Dojo Instructors. This role is limited to providing teaching assistance / other assistance under the authority, guidance and close supervision of the Head Dojo Instructor and/or Dojo Instructors. A Trainee Instructor is not authorised to take classes independently.

The Head Dojo Instructor provides recommendation for the promotion of a Trainee Instructor to become a Dojo Instructor when it is deemed that a Trainee Instructor has fulfilled the criteria for an Instructor Accreditation Certificate and when the Head Dojo Instructor is confident that the Trainee Instructor is able to conduct classes independently.

Trainee Instructors are senior students, 2<sup>nd</sup> kyu or above, who have demonstrated a commitment to the dojo, commitment to regular training, and a desire to help beginners through adopting a teaching role.

#### **Responsibilities:**

- a. To assist the Head Dojo Instructor and/or Dojo Instructor in the instruction of students.
- b. Assist with other dojo matters as requested by the Head Dojo Instructor and/or Dojo Instructor.

### **3.5 Secretary/Treasurer**

The positions of Secretary and Treasurer are optional positions that can be filled as required by the Branch Dojo.

## **4 Branch Dojo Operational Guidelines**

The Head Dojo Instructor is responsible for the day-to-day operation of the dojo in accordance with the responsibilities and the General Health and Safety Guidelines defined in this document. Full authority is delegated by Aikido Yuishinkai Australia to the Head Dojo Instructor to produce the desired outcomes. Other guidelines relating to the operation are listed below and must be followed.

The Chief Instructor has the authority to cancel instructor accreditation and/or dojo affiliation with Aikido Yuishinkai Australia if the responsibilities of Head Dojo Instructor are not fulfilled.

Any programs initiated outside of the traditional dojo setting, such as school seminars, should be referred to the Head Dojo Instructor and/or the Chief Instructor for approval prior to commencement.

#### **4.1 Risk Management**

Due to an increased focus on lawsuits and liability, risk management has become extremely important. A risk management plan provides a systematic approach for ensuring the most risk-free training environment in order to minimize occurrences of injury and loss. Through the use of policies and procedures, risk management may provide not only a systematic approach for maintaining a standard of care, but also an avenue for reviewing incidents and attempting to prevent future losses or injuries. The success of any organisational program depends on the participation of all members.

- Enter all injuries/incidents in the branch dojo files/logbook. The Head Dojo Instructor is responsible for these entries.
- Review the files/logbook on a regular basis in order to identify problem areas and update procedural strategy accordingly.
- Review safety guidelines on a regular basis.

#### **4.2 Opening a Branch Dojo**

Anyone intending to open a new dojo must have the approval of the Chief Instructor as well as an Instructor Accreditation Certificate

#### **4.3 Dan Gradings**

Head Dojo Instructors who conduct dan gradings complete the Application Form for Aikido Yuishinkai Yudansha and send it to the Chief Instructor with the grading fee. Fees should be sent as a bank draft in Japanese Yen made payable to Master Koretoshi Maruyama.

Head Dojo Instructors make two copies of the application form in addition to the original:

- forward one copy, with the original, to the Chief Instructor
- keep one copy for the dojo records.

All recommendations and fees for dan promotions are sent to Master Koretoshi Maruyama by the Chief Instructor of Aikido Yuishinkai Australia.

#### **4.4 Students from other styles**

Students joining Aikido Yuishinkai Australia from other styles of aikido, whether from an affiliated style or not, are acknowledged at their current level.

If a student does not have a recognised kyu or dan level, then the Head Dojo Instructor must use their own discretion to nominate a grade level based on the student's attitude, experience and ability. The student must fulfil the Aikido Yuishinkai grading criteria for their next grade.

#### **4.5 Visiting Instructors**

When visiting another dojo, an Instructor should not instruct unless invited by the host Instructor to assist or to take the class. The host instructor is the authority even if the visitor is more senior.

## **4.6 International Travel**

It is appropriate etiquette to obtain a letter of introduction from the Chief Instructor when travelling overseas and planning to visit an affiliated Aikido Yuishinkai dojo.

## **4.7 Open Door Policy**

An open door approach to problem solving, whereby lines of communication are open to students and instructors, is encouraged. This enables prompt and satisfactory resolutions to the problems that can and do arise in dojos from time to time. For everyday problems and issues, the first point of assistance is the Head Dojo Instructor. The Chief Instructor is available to students and instructors in the case of more complex issues. Contact details:

Michael Williams  
Chief Instructor Aikido Yuishinkai Australia  
PO Box 412  
Byron Bay NSW 2481  
Australia  
Phone: +679 931 6953 (Fiji)  
Email: [aikidofiji@hotmail.com](mailto:aikidofiji@hotmail.com)

## **4.8 Communications**

All communication regarding administrative matters between the Chief Instructor and the branch dojos should be directed to the Head Dojo Instructor of the relevant branch. Head Dojo Instructors must disseminate all information provided for students by the Chief Instructor in a timely and efficient manner.

Communication between dojos regarding administrative matters should be through the Head Dojo Instructors.

Each branch dojo must provide a current correspondence address to the Chief Instructor and other branch dojos.

## **5 Instructor Accreditation**

All Head Dojo Instructors and Dojo Instructors in Aikido Yuishinkai Australia must hold an Instructor Accreditation Certificate issued by the Chief Instructor of Aikido Yuishinkai Australia.

The Head Dojo Instructor recommends a Trainee Instructor for promotion to Dojo Instructor when it is deemed that a Trainee Instructor has fulfilled the criteria for an Instructor Accreditation Certificate and when the Head Dojo Instructor is confident that the Trainee Instructor is able to conduct classes independently.

The following criteria must be met in order to maintain instructor accreditation:

- a. Teach classes on a weekly basis
- b. Fulfil the responsibilities of Head Dojo Instructor and/or Dojo Instructor as detailed in these Guidelines.
- c. Follow these Guidelines.
- d. Have adequate knowledge and understanding of dojo administration, health and safety issues and the guidelines and policies of Aikido Yuishinkai Australia.
- e. Maintain communication with Chief Instructor of Aikido Yuishinkai Australia to stay abreast of the latest developments and information from Master Koretoshi Maruyama.
- f. Provide current contact details to Aikido Yuishinkai Australia and notify of any changes.

## 6 Health and Safety Guidelines

Student's safety and welfare is of paramount importance. With the exception of visiting instructors approved by Chief Instructor Aikido Yuishinkai Australia, **only Instructors holding a current Instructor Accreditation Certificate may conduct classes.**

The Head Dojo Instructor ensures that Instructors and students follow the safety guidelines listed below at all times. When a Dojo Instructor is conducting a class independently, the Head Dojo Instructor grants full authority to the Dojo Instructor to implement these guidelines. **All training programs and venues must have the approval of the Head Dojo Instructor.**

### 6.1 Venue

It is the responsibility of the Head Dojo Instructor (including visiting instructors) to ensure that the venue constitutes a safe training environment that permits compliance with the student guidelines.

Points to consider are:

- Adequate lighting
- Adequate ventilation
- Safety mats of a reasonable standard and in good repair, secured together so they do not separate during training.
- Adequate toilet/change room facilities
- Ensure that students are aware of any features, which may be hazardous during training.
- Instruct and supervise students in the correct use, transport, and storage of equipment (such as mats) to minimise the risk of accidents.
- Establish safety rules and emergency procedures for each venue, including procedures for obtaining medical aid.
- Implement a risk management program specific to the venue and the competency of students.
- Ensure that first aid equipment is available on site including surgical gloves to minimise risk of blood-borne pathogen transmission

### 6.2 Safety Guidelines

It is the responsibility of Instructors to ensure that students follow the safety guidelines listed below.

#### 6.2.1 General Safety Guidelines

- a. Advise students of safety risks and suggest appropriate ways to minimise injury risk during training.
- b. Ensure that the class syllabus is appropriate for the competency level of all students in attendance.
- c. Ensure that the student/instructor ratio is adequate for activities undertaken.
- d. Ensure that the number of students training is appropriate for the venue.
- e. Ensure that appropriate care is taken for students with disabilities, aged students and children.
- f. Ensure that children under 12 do not train with adult students and that they are isolated from adult students when training on the mat concurrently.

- g. Ensure students follow recommended safety procedures and dojo etiquette to minimise the risk of injury.
- h. Ensure an adult who has the knowledge of and ability to perform first aid procedures is present for all activities.
- i. In the case of an injury requiring transport to a medical facility, ensure that medical advice is sought prior to transporting student to avoid further injury.
- j. Ensure that skill development is progressive and sequential with adequate stretching, warm-up and warm-down activities.

### **6.2.2 Safety Guidelines-Prior to Training**

- a. Ensure that all students are aware of the dojo's safety policies before undertaking training. Make students aware that advice is available from all Instructors.
- b. Ensure that the Release and Indemnity Agreement and Student Code of Conduct are correctly implemented (see Release and Indemnity Agreement section)
- c. Ensure that students notify the Head Dojo Instructor/Instructor of any pre-existing medical condition or disability prior to training. For serious conditions a medical clearance must be obtained. Instructors must be aware of the contents of medical alerts worn by students, as it is not always possible to wear them during training.
- d. After serious injury or illness, students should not return to physical training until fully recovered. If there is any doubt, a medical clearance must be obtained.
- e. Students must not participate if they have injuries or conditions such as serious cuts or abrasions, rashes, boils or any contagious condition. Minor abrasions and cuts must be adequately dressed and covered prior to training.
- f. Ensure that students remove jewellery, watches and other ornaments that may cause injury prior to training.
- g. Ensure that long hair is secured.
- h. Ensure that fingernails and toenails are smooth and short.
- i. Ensure that students wear a training gi or other appropriate clothing and that it is in good repair.
- j. Ensure that weapons are in good repair and stored in an appropriate manner when not in use.
- k. Inform students that cleanliness of both clothing and person is essential.
- l. Inform students that they must not train under the influence of drugs or alcohol.

### **6.2.3 Safety Guidelines-During Training**

- a. Inform students that they may opt to decline to participate in any activity they feel uncomfortable with.
- b. Inform students that they should train at a level they feel comfortable with. Always attempt a technique/activity at the basic level before proceeding to a more advanced level.
- c. Partners should train at the level of the least experienced partner.
- d. Competency at rolling and break falling is developed over a long period of time. Partners should agree prior to training whether they are prepared to take a fall (ukemi). Proceed slowly.
- e. Students must take care to avoid collisions by being aware of other students on the mat.
- f. Students should train only in the specific technique demonstrated by the Instructor.
- g. Freestyle training should always be supervised by an Instructor.

- h. Students must report all accidents to the Instructor immediately. Exercise universal precautions in regard to blood-borne pathogens (see Preventative Health Measures below).
- i. Students must notify the Instructor if any medical condition becomes apparent during training that may affect safety.
- j. Students should pace themselves according to their level of fitness and competency.
- k. Students must avoid dehydration and over-exertion.

### **6.3 Preventative Measures for Blood-Borne Pathogen Transmission**

Below is the joint position statement on public policy from the International Federation of Sports Medicine (FIMS) and the World Health Organisation (WHO) for the prevention of blood-borne pathogen transmission.

#### **6.3.1 Specific Management and Preventive Measures for Sport Events**

Any risk of blood-borne pathogen transmission in sports is exceedingly small. However, all those involved with sports will help further reduce the risk of transmission by following guidelines that are both practical and simple to implement. A major component to these is common sense and adherence to basic principles of hygiene. Because the risk of blood-borne pathogen transmission in sports is confined to contact with blood, body fluids and other fluids containing blood, preventive measures should be focused on the recognition and immediate treatment of bleeding.

The following recommendations are designed to minimize the risk of blood-borne pathogen transmission in the context of athletic events and provide treatment guidelines for caregivers:

- Proper care for existing wounds is essential. Abrasions, cuts, or oozing wounds that may serve as a source of bleeding or as a portal of entry for blood-borne pathogens should be covered with an occlusive dressing that will withstand the demands of competition. Likewise, care providers with healing wounds or dermatitis should have these areas adequately covered to prevent transmission to or from a patient.
- Necessary equipment and/or supplies, important for compliance with universal precautions, should be available to caregivers. These supplies include latex or vinyl gloves, disinfectant, bleach (freshly prepared in a 1:10 dilution with tap water), antiseptic, designated receptacles for soiled equipment or uniforms (with separate waterproof bags or receptacles appropriately marked for uniforms and equipment contaminated with blood), bandages or dressings, and a container for appropriate disposal of needles, syringes, or scalpels.
- During the sports event, early recognition of bleeding is the responsibility of officials, athletes, and medical personnel. Participants with active bleeding should be removed from the event as soon as is practical. Bleeding must be controlled and the wound cleansed with soap and water or an antiseptic. The wound must be covered with an occlusive dressing that will withhold the demands of the activity. When bleeding is controlled and any wound properly covered, the player may return to competition. Any participant whose uniform is saturated with blood, regardless of source, must have that uniform changed before returning to competition. Athletes must be advised that it is their responsibility to report all wounds and injuries including those recognized before the sporting activity in a timely manner. In contact sports, it is the athlete's responsibility to wear appropriate equipment, including a mouth protector, at all times.
- The care provider managing an acute blood exposure must follow universal precautions. Appropriate gloves should be worn when direct contact with blood, body fluids, and other fluids containing blood is anticipated. Gloves should be changed after treating each individual and, as soon as practical after glove removal, hands should be washed with soap and water or antiseptic.

- Minor cuts or abrasions commonly occur during sport. These do not require interruption of play or removal of the participant from competition. Minor cuts and abrasions that are not bleeding should be cleansed and covered at the next scheduled break in play. Likewise, a small amount of blood staining a uniform does not necessitate removal of the participant or a uniform change.
- Lack of protective equipment should not delay emergency care for life-threatening injuries. Although HIV is not transmitted by saliva, medical personnel may prefer using airway devices. These devices should be made available whenever possible.
- Any equipment or area (e.g., wrestling mat) soiled with blood should be wiped immediately with paper towels or disposable cloths. The contaminated areas should be disinfected with a solution prepared daily of one part household bleach to ten parts water. The cleaned area should be dry before re-use. Gloves should be worn by persons cleaning equipment or collecting soiled linen.
- Post-event considerations should include re-evaluation of any wounds sustained during the sporting event. Further cleaning and dressing of the wound may be necessary. Also, blood-soiled uniforms or towels should be collected for eventual washing in hot water and detergent.
- Procedures performed in the training room are also governed by adherence to universal precautions. Gloves should be worn by care providers. Any blood body fluids or other fluids containing blood should be cleaned in a manner as described previously. Equipment handlers, laundry personnel and janitorial staff should be advised to wear gloves whenever contact with bloody equipment; clothing or other items is anticipated. Appropriate containers for the disposal of needles, syringes, or scalpels should be available.
- Many athletic contests and practices, especially at the community or scholastic level, occur without medical personnel in attendance. The above guidelines apply not only to physicians, athletic trainers, and physical therapists involved in the coverage of sports, but also to coaches and officials who may be present as the primary caregivers. All personnel involved with sport should be trained in basic first aid and infection control, including the preventive measures outlined.

For further information please contact the Australian Sport Medicine Federation on 02 6251 6944 or visit the International Federation of Sports Medicine website at:  
<http://www.fims.org/state.html>

The following additional guidelines are recommended by Aikido Yuishinkai Australia to further reduce the low risk of HIV and Hepatitis transmission during training:

- a. Be responsible: maintain strict personal hygiene.
- b. Fingernails and toenails should be smooth and short.
- c. Don't share cups.
- d. Use paper towels for drying and dispose of them in the bin.
- e. If a bleeding wound occurs during training, leave the mat and wash the wound with soap and water, apply antiseptic cream and a secure bandage. Keep the wound covered until you receive medical advice if necessary.
- f. Similarly clean and cover any existing lesion or open wound before training.
- g. If you notice that someone else has an open cut or sore, remind them of their obligation prior to training with that person.
- h. Clean any spill of blood on the floor covering immediately. Disinfectant is available in the change rooms.
- i. If you are assisting someone with a bleeding injury, wear surgical gloves, located in the change rooms. Wash your hands with soap and water after you remove the gloves.

- j. All used gloves, bloody dressings, rags and so on must be place in a leakproof plastic bag and disposed of carefully.
- k. If anyone's blood gets on your skin, leave the mat immediately and wash the blood off thoroughly with soap and hot water.
- l. The Australian Sport Medicine Federation recommends vaccination against Hepatitis B.

## **7 Release and Indemnity Agreement Information**

It is a prerequisite for training that students understand and agree that they are exposed to a degree of risk of injury implicit in the nature of training in a martial art. This is the purpose of the Release and Indemnity Agreement and Student Code of Conduct.

### **7.1 Release and Indemnity Agreement Implementation**

Aikido Yuishinkai Australia has sought professional legal advice to develop a Release and Indemnity Agreement and Student Code of Conduct to minimise litigation risk. The way in which the Release and Indemnity Agreement and Student Code of Conduct are implemented is an important legal matter and must be strictly adhered to. All dojos are required to implement the Release and Indemnity Agreement and Student Code of Conduct as follows:

- a. The verbal disclaimer and injury disclosure at the start of class (This is an informal, brief reminder)
- b. The written Release and Indemnity Agreement and Student Code of Conduct must be prominently displayed in the dojo.
- c. The Release and Indemnity Agreement and Student Code of Conduct must be signed once by all students prior to the commencement of training at the dojo (including all visitors) For students under the age of 18, the Release and Indemnity Agreement and Student Code of Conduct must be signed by an adult or guardian who is aware of the activity undertaken.
- d. A copy of the Release and Indemnity Agreement and Student Code of Conduct must be given to each student.
- e. From time to time, training or facilities may undergo change. Each dojo should re-evaluate the Release and Indemnity Agreement and Student Code of Conduct if changes occur and require students to re-sign the Release and Indemnity Agreement and Student Code of Conduct.
- f. The Release and Indemnity Agreement and Student Code of Conduct should be signed by each student for each venue.