

# CG MARTIAL ARTS ACADEMY



## STUDENT HANDBOOK



[www.CGMartialArts.com](http://www.CGMartialArts.com)

### ATTENDANCE

To be successful at our school, we recommend that you attend class at least 2 times a week to get the maximum benefits of training. Being present for class is crucial in your journey to becoming a Black Belt. Make sure that when you step into the training hall that your mind and body are present. Shut off all outside distractions and focus on class. If you are unable to attend a class, please contact your Instructor.

### CLASS SCHEDULE

Please refer to our website, or your city's SIC catalog, for class dates and times. Try to arrive ten minutes before your class begins, you are responsible for showing up on time! When your class is finished, please gather your belongings and exit quickly/quietly so that the next class may begin on time.

### VIEWING CLASS

Parents are encouraged to watch classes, the only exception is our Lil' Dragons classes held in Surprise due to the size of the classroom. Our only request is that you respect the classes by remaining quiet. Put cell phones on vibrate, if you have to answer your phone please step outside of the training hall. If you bring younger children we ask that you please keep them quiet and under control. Your child is here to learn, try not to hinder that process and allow them to have the best opportunity possible to do so.

### CLASS TUITION

Payments are done on a month to month basis. We believe that our intense passion and knowledge of martial arts is more than enough to keep you coming back for more.

Tuition fees are due by the 25<sup>th</sup> of each month for the following month. Please turn in payments in a timely manner, your monthly payments keep our doors open! If tuition is unpaid after the first week of the month, the student will not be eligible to participate until they are paid for. If you are unable to make a payment please let the Instructor know in advance and they will do their best to work with you.

### TESTING

Students typically test every 1-3 months. Your Instructor will inform you who is eligible to test and when, this information is also available on the calendar on our website. Your Instructor will do everything possible to get you ready for your test, the biggest factor that we cannot control is whether or not you are practicing.

#### **Tiger Martial Arts, Tong Che Bahk Do, and Haidong Gumdo Testing Fees**

-\$40 per student and \$30 for each additional family member testing in that same month.

-\$30 per student for Black Belt rank/geup testing fee

-\$400 per student for Black Belt testing and \$350 per student if a family member is testing at the same time.

#### **Lil' Dragons Testing Fees**

-\$20 per student

-\$75 per student for Black Belt testing

Color belt testing fees must be turned in to your Instructor by the 20<sup>th</sup> of the month you're testing in and Black Belt testing fees are due at least one month before the date of your test. If you are unable to afford your testing fee, please speak to your Instructor and they will do their best to work with you.

## **TYING YOUR UNIFORM**

1. Put the uniform on.
2. Put the right side inside the left and tie, just as you would your shoes.
3. Put the left side over the right and tie, just as you would your shoes.

## **PATCH/PIN PLACEMENT**

1. Flag patches can be sewn or ironed on over the left chest (over the heart). Do not overlap the lapel.
2. Tiger patch can be sewn or ironed on over the right chest (opposite the heart). Do not overlap lapel.
3. Instructor patches can be sewn or ironed on over the right chest (opposite the heart). If a flag patch is worn on the opposite side, the top of both patches must be even and level with each other.
4. School or Federation pins may be worn on the uniform top. They should be placed center on the lapel where both sides meet. These may be purchased extra from your Instructor.

**\*\*Pin patches to the uniform while being worn so that they are not sewn or ironed on crooked\*\***

## **TYING YOUR BELT**

1. Find the center of your belt and place it beneath your belly button.
2. Wrap the left side around bringing it to the front.
3. Wrap the right side around and on top of the opposite side, bringing it to the front.
4. Tuck the left side underneath the belt from bottom to top.
5. Pull both ends to tighten.
6. Flip the left side over.
7. Place the right side on top and pull through.
8. When finished, both ends should be even and the knot should resemble an arrow pointing to the left.

**\*\*Two-tone belts must be worn with the lower ranking color on top. For Tong Che Bahk Do Black Belts, the name must be on the left. For Haidong Gumdo Black Belts, the name must be on the right. \*\***

## **CLASSROOM ETIQUETTE**

- Bow when entering or leaving.
- No food or drinks inside, water is okay. No student may chew gum in the classroom!
- No talking when the instructor is speaking, and no foul language in the training hall.
- Do not interrupt a class in progress.
- Turn off your cell phone or put it on vibrate, do not answer a call during class, take it outside!
- Respect your uniform and the hard work it takes to earn your ranks, keep your uniform clean and odor free. If your uniform or belt comes loose during training, turn to the rear and quickly fix it. If your belt comes undone, quickly fold it up and place it beside you and out of the way. Never let your uniform or belt drag on the ground, the utmost care should be taken when handling your uniform. Tuck in any undershirts in to your pants.
- Maintain the highest level of personal hygiene and keep your nails trimmed at all times.
- No jewelry may be worn while training.
- No horseplay, respect your time in the training hall, do not waste it.
- Always be respectful and mind your manners. Be sure to always answer the instructor with, "Yes Sir/Ma'am!" or, "No Sir/Ma'am!" Do not ever back talk your Instructor.
- Students seated on the floor must remain cross-legged or kneeling and when standing do not cross your arms or place them on your hips.
- Never say, "I can't."
- If the Instructor is not in the school and walks in, the highest ranking student will call the class to attention to bow towards the Instructor.
- A student trying to master martial arts techniques should maintain an open mind and should not be jealous or easily agitated.
- Have fun!!!