



**THE POWERHOUSE**  
Martial Arts and Athletics

## Program Guide

***Welcome aboard!***

This guide is intended to serve you as a manual, in which you will find a lot of useful information about the program you are enrolled in, as well as your membership. To have a good understanding of how everything works with your program, and avoid possible confusion, we expect every student and all parents to take the time to read this manual in its entirety. The more you learn about your program the more will get out of it.

### **The powerhouse Mission Statement**

#### **To Empower People**

The Powerhouse is committed to instilling in every student the desire to aim for their full potential, to live with purpose and stay strong, for life



## Dojo Etiquette and Training Rules

All members are expected to read and comply with the **Dojo Etiquette and Training Rules**. You can find these guides here [www.the-powerhouse.ca](http://www.the-powerhouse.ca)

### 'Focus of Training' and the "Weekly Emails"

After joining, your email will be added to our email list and periodically you will receive a message informing you of the theme of the classes coming up, or you may be emailed to notify you of things like special events, exam dates, etc. Please make sure to read these notifications when you receive them, and stay in the loop

In case EMAIL is not a reliable form of communication for you please let us know

### What to do when you arrive

You should arrive before your session is scheduled to start. A few minutes before your class is scheduled to begin please step into the dojo's training area quietly and wait until you are called to "line up". While waiting and another class is in progress please try to keep the noise down

**IMPORTANT:** Please do NOT hang out outside the building when you arrive early. It is not safe and also causes problems with our neighbors. Parents, please keep an eye on your children and make sure they don't run in and out of the building, or up and down the stairs when in the building.

NOTE: We don't have anyone supervising outside the training area (in hallways, or).

Please also note that parents of **L1** groups (4-7 yrs old) must always stay in or close to the dojo when children are in attendance, so in case they need you we can find easily find you

## Goals Setting and Grading Requirements

Goal Setting is an important part of our training, and it's built into all our programs. Of course Goal Setting is a valuable skill for everyone to have, but particularly in this case it helps you with getting the most of your training, so, you are advised to set your long and short term goals at the beginning of each term consistently – and to ask for help if you need help setting your goals

## Exams and Promotions

Through your training you will be promoted to higher ranks step by step, starting from white belt all the way to black belt, and beyond. Keep in mind that Black Belt (shodan) is considered as the **BEGINNING** of your *mastery* of Karate, and not the end of your journey. There are 10 degrees of black belt (1<sup>st</sup> dan, to 10<sup>th</sup> dan)

For each belt promotion you will need to pass an exam for the level you are aiming for. The higher the rank that you test for the higher the expectations will be, and the more Training Hours you must have accumulated since your last exam. For example, for the average student, moving up from Yellow to Orange Belt (with an ave attendance rate of 2-3 sess/wk) it may take about 3 months (1 term). But from brown to black could take much longer. To advance from 1st degree to

2nd degree black belt you must have been training for at least 24 months since your black belt exam. For 3<sup>rd</sup> dan: 3 years training is required. For 4<sup>th</sup> dan: 4 years. And....

Belt Exams are conducted at the end of each term

### When to get tested

You are expected to prepare and take your exams at the end of every term, unless you have been asked to "skip" an exam.

### Tip-tests and Black Stripes

Between one exam to the next you will have mid-term exams, also referred to as Tip-Test in which you will be asked the "Kata of the term".

**For the 1<sup>st</sup> stripe:** you must show that you have learned the routine (Kata)

**For the 1<sup>st</sup> stripe:** you must show that you've taken your Kata to the next level, and are ready or almost ready to register for a belt exam. Feedback will be given casually after every Tip-test

Note: You must have earned at least ONE BLACK STRIPE in order to qualify to take an exam

You should be ready for a Tip-test about the middle of each term

### Re-test and demotion

If you stop training for more than 3 months you may be asked to go through a formal exam upon your return so we can assess your skill/fitness level to make sure they match the belt color you are wearing. The longer you stay away from training the higher the chances of you being demoted to a lower rank

*"Karate is like hot water. If you do not apply heat to it constantly, it becomes cold water again"* Master Funakoshi



### Junior Ranks and Belt Colors: 4 to 7 years

White	white belt	Examples:   Junior green   Junior high-green
Junior yellow	white belt w/ one yellow stripe	
Junior high-Yellow	White belt w/ two yellow stripes	
Junior orange	white belt w/ one orange stripe	
Junior high-orange	White belt w/ two orange stripes	
Junior red	white belt w/ one red stripe	
Junior high-red	white belt w/ two red stripes	
Junior green	white belt w/ one green stripe	
Junior high-green	white belt w/ two green stripes	
Junior purple	white belt w/ one purple stripe	
Junior high-purple	white belt w/ two purple stripes	
Junior blue	white belt w/ one blue stripe	
Junior high-Blue	white belt w/ two blue stripes	



Junior brown	white belt w/ two brown stripe
Junior high-brown	white belt w/ two brown stripes
Junior Black Belt	white belt w/black stripe

## Ranks and Belt Colors: Kids and Adult Programs: 8 years +

WHITE (novice) 10 <sup>th</sup> kyu	white belt	<b>Examples:</b>   Red Belt   High Red
High white / Junior Black	White belt with black stripe	
<b>YELLOW BELT - 9th Kyu</b>	<b>SOLID YELLOW BELT</b>	
High Yellow	Yellow belt with black stripe	
<b>ORANGE BELT - 8th kyu</b>	<b>SOLID ORANGE BELT</b>	
High Orange	Orange belt with black stripe	
<b>RED BELT - 7th kyu</b>	<b>SOLID RED BELT</b>	
High Red	Red belt with black stripe	
<b>GREEN BELT - 6th kyu</b>	<b>SOLID GREEN BELT</b>	
High Green	Green belt with black stripe	
<b>PURPLE BELT - 5th kyu</b>	<b>SOLID PURPLE BELT</b>	
High purple	Purple belt with black stripe	
<b>BLUE BELT - 4th kyu</b>	<b>SOLID BLUE BELT</b>	
High Blue	Blue belt with black stripe	
<b>BROWN BELT - 3rd kyu</b>	<b>SOLID BROWN BELT</b>	
2.5 kyu	Brown Belt with a black stripe running through the belt	
2nd kyu	Brown Belt with black stripe + 1 brown stripe	
1.5 kyu	Brown Belt with a black stripe + 2 brown stripes	
1st kyu	Brown Belt with a black stripe + 3 brown stripes	
Shodan - 1 <sup>st</sup> degree Black Belt	<b>SOLID BLACK BELT</b>	1st to 10th dan

### Top Students and Points: Green, Blue and Red stripes

As a part of the Confidence Building System we have in place at The Powerhouse we use every opportunity to recognize everyone's efforts, and especially of those who clearly try *harder*, and generally perform better than others.

Students earn "points" as they go through their training. Credits are earned in a number of ways, good etiquette, outstanding technical performance, winning in competitions, good sportsmanship, etc. On the other hand they may lose credit if they show poor Practice Habits; misbehaving in class, being late for class often, not having the right uniform on, or if they break our Training Rules

**Green Card = 1 point**   **Blue Card = 2 point**   **Red Card = minus 1 point**

At the end of each term we count the number of points students have earned, and we find our TOP TEN, best performing students for the term. Even a beginner has a chance of being in the top 10. Then our top 10 students will enter a competition (called: Last Man Standing) and the winner will win a prize.

## Top Student of the term: Patch and Stars

We look into not just technique and fitness, but also etiquette, discipline and sportsmanship one shows through each term, and will recognize one person who will be our "Top Student".

The first time a students are recognized as a Top Student they will receive a Certificate, and a Best Student Patch and a Gold Star, which they will wear on their uniform. For the second to fifth time one is recognized as a Top Student they will receive another "Star"

## Black Belt Club (BBC)

Members who are ready to set Black Belt as a goal may be invited to join BBC. BBC members attend additional special classes, in which they will start working on advanced skills sooner than later, to maximize their chance of achieving their black belt

BBC members wear a special patches on their arms. (When you are ready to set black belt as a goal and train a little harder you should talk to your instructors and ask for more info)

## Equipment and Protective Gear - mandatory

To participate in free Sparring Sessions you **must** have the right equipment to keep yourself and your partners safe.

**Mandatory:** Gloves and Foot-pads

**Optional but recommended:** A Cup, Mouth Guard, Head gear and Chest Protector

For **Fitness Kickboxing** classes you will need a pair of **Gloves** and also a pair of **Focus Mitts**

*> It would be a good idea if you asked us to get the right equipment for you, to make sure you don't buy something that is not ideal, and sometime too expensive*

## YOUR class vs. ANY class

You are expected to attend only classes you are registered for. Attending classes that are not yours will result in some sessions becoming over-crowded and difficult to manage. If you need to change the sessions you have selected feel free to inform us and if space is available we will change your class.

## Classes vs. Programs

Your tuition is based on the *Program* you are enrolled in. You are not charged per session, and your dues will not change based on the number of sessions you happen to attend. If you are enrolled based on 2 classes per week for example, some weeks you may end up attending only 1 class (because of stat holidays) or no class at all, on weeks that we are closed (e.g. Term Break every 3 months, 1 week off).

## **YOUR MEMBERSHIP: CANCELLATION POLICY, etc.**

### **Your membership Terms - IMPORTANT**

Please take the time to read your Membership Terms and particularly read our **Cancellation Policy**. In case you need to make any changes to your membership (e.g. number of sessions or duration of your course) you must inform us before the end of the FIRST MONTH.

**We hope that you will respect the business side of the dojo as we have to hold everyone to the same rules. We cannot afford to be blamed for having different sets of rules, for different members. So, please don't expect an exception to be made in your case.**

### **Fees and how they are collected**

a) **Annual Membership Fee:** All members are charged their annual fees for each year on December 31st of the previous year -- Please make note of this in your calendar to make sure your account will not be thrown off. In the absence of a written request from you to cancel before Dec 31st the annual fee for the coming year will be automatically collected year after year without further notice, until you cancel. Failing to attend your classes does not mean that your course is canceled

b) **Monthly dues:** your dues are charged based on the number of sessions and the type of program you are enrolled in. Dues for each month are collected between 20-30<sup>th</sup> of each month, for the coming month (in advance)

c) **Grading Fees:** Grading Fees are not included in your tuition (dues)

- Kyu grade exams (colored belts before black: \$32.50
- Black Belt Exams for all members: \$75.00

c) **NSF charge:** a \$25.00 NSF fee is charged by our billing agency, which we will have to pass to you if you happen to bounce a payment

d) **Fixed Billing:** We do not stop and restart the billing from time to time because of absences, (going away in the summer for example)

### **Absence Credit**

With 12-24 month memberships you may bank the classes you may end up missing, up to 2 months per year. Absence Credit is given for any periods of ONE WEEK OR LONGER (not single sessions) and only if your *future* absences are reported to us ahead of time (by email). You do not need to email us every time you are going to miss a *single* class.

Credits have No Cash Value and may only be used upon **renewal** of your membership to stretch your course at the end. No credit is given for Stat Holidays and Term Breaks (Team Breaks are one week after every exam, at the end of each term)

### **How to get your 'Absence Credit'**

You should EMAIL your request to '[dojostudentservice@gmail.com](mailto:dojostudentservice@gmail.com)' and expect a confirmation to be emailed back to you. Then save your credits, and email them to us when your course expires

## Making up for Missed Classes

Generally making up for missed classes is NOT permitted (sometimes classes could become overcrowded if students have freedom of attendance). In other words any sessions you happen to miss may not be carried over, to the following weeks. However, in case a **Statutory Holiday** lands on a day that you usually attend class, you may attend any other class in the same week

## School Closure and Term Breaks

We are closed on all Statutory Holidays, and also one week after every grading (term break)

## NOTICE regarding videos and pictures

From time to time we take videos or pictures of the students in attendance during training. We may use these videos/pictures on our website, on our facebook page, or use them in our marketing materials or flyers. **If you don't want us to use a picture or video that you or your child appear in please feel free to let us know**

## Effective Communication >> Email us first

We heavily rely on communication with members by EMAIL. So we trust the email address you have given us will remain active and will be checked regularly. We trust that you will read all emails that you will receive from us, and respond when a response is called for, within a reasonable timeframe. We understand you are busy, so generally our messages will be short and to the point containing only relevant and important information that you should be aware of

**To make sure you receive our emails please take time NOW to add our email addresses (below) to your address book and in case you change your email address please let us know**

## How to communicate with us

We will always be there to speak with you about any questions or concerns you may have. However, if a "talk" is not called for we'd rather deal with your inquiries by **email**. If you simply need to ask a question please write to us first. If it's necessary we will set up a time to talk face to face. Please refrain from approaching the instructors in between classes initiating a potentially lengthy conversation, as our time between classes is very limited. Also we appreciate it if you can initiate any 'Admin Related' inquiry by EMAIL FIRST and if necessary we will set up a time to meet in person. **Instructors will NOT engage in any discussion regarding fees, payments, renewals, cancellations, etc. on the dojo's floor**

## School Contact:

- for **Program Related** inquiries: **Sensei Ramin** at [PowerhouseOffice@gmail.com](mailto:PowerhouseOffice@gmail.com)
- for **Admin Related** inquiries: **Ellie** at [DojoStudentService@gmail.com](mailto:DojoStudentService@gmail.com)
- to report your future **Absences and ask for Credit please write to Ellie** [dojostudentservice@gmail.com](mailto:dojostudentservice@gmail.com) and remember to mention the period you will be away
- if necessary to **speak with someone directly please call 604-812-3656**

### **Lost or Stolen**

We cannot accept responsibility for any items lost or being stolen in our building. The dojo is generally a safe place, however, you are advised to lock up all your belongings and avoid bringing anything valuable to class with you

### **Building and maintaining a healthy relationship - IMPORTANT!**

It is highly likely that you (or your child) will train at The Powerhouse for a number of years. So, it's important that we build and maintain healthy communication between us, so we can better understand how everything is working for you. We sincerely hope that you will not hold back, and will share any special requests or feedback you may have for us (positive or negative). And if/when you notice your motivation (or your child's) is going down feel free to talk to us. We are here to not only teach you technique, but also to coach and support you through this challenging journey. Working as a team, we will go much farther together.

Thank you for taking the time to read this guide

***Dedicated to Your Success***

*The Powerhouse Team*