Karate Student Handbook

Beginner Belt Guide to the Martial Arts

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Membership

All memberships are in effect for a 6-month period. Contracts renew automatically. Students can prevent automatic renewal by submitting a written notice found at the Dojo within 30 days of the contract’s expiration.

In the event that you are no longer able to continue with classes:

— Determine when your membership expires
— Put in notice so that the contract does not automatically renew

Once you are enrolled, a discount is available for immediate family members who wish to enroll. Please call the studio or see a staff member for more information.

Calendar

Visit mydojos.info/calendar for the student calendar covering special events, testing dates, the schedule for add-on classes, and dates the studio is closed during the year.

TIP

Check the events board and web calendar for fun family activities, belt testing and holidays that may effect your classes.
Special Events

Tournament Competition

Although tournaments are not mandatory, they are an excellent way to put your hard earned skills to the test and to develop more self-confidence in a competitive environment. Every year, there are several tournaments in Iowa and Arizona, as well as national competitions.

School-Hosted Events

The school hosts several fun events throughout the year. See a staff member at the front desk and check the school calendar and event board for information on these and other activities:

Annual Family Picnic

Birthday Parties

Parents' Nights Out

Group Events
Holidays

The studio is generally closed for the following:

- Spring Break
- Memorial Day
- July 4th
- Labor Day
- Thanksgiving
- Christmas & New Year’s (2 weeks)

School Closings for Bad Weather

We want you all to stay safe! If there is bad weather, please use your judgment on whether to travel to attend class.

— **Phone.** If the studio closes or the schedule changes due to weather, there will be an outgoing message on voicemail at the studio’s phone number.
[Ankeny—515-963-9989; Johnston—515-446-3630]
  ➢ If the studio is open and the weather is questionable, please be patient as we may not be able to answer every phone call.

— **Facebook.** We post any closures or schedule changes on our Facebook page.
Attendance

If you miss classes and are at risk of not completing the minimum required number for an upcoming TIP Test or Belt Exam, please discuss the situation with your instructor.

Options to make up missed classes may include:
— Attend extra classes the next week
— Schedule a private class
— Attend a booster class

Great attendance means you will have enough time to learn the curriculum and are likely to do well on belt exams. When you excel in class and on exams, you feel great about yourself and have more confidence.

Parents & family can help a student visualize the rewards they will earn later for the work they are doing now.

If your training is not consistent, you can expect an email or call. We want to help you be prepared for testing. If you are feeling behind or frustrated, please talk to an instructor so they can help you get back on track. **Team up, never give up!**
Attendance Card

Please have your attendance card in your hand at the beginning of class for your instructor or coach to collect. If you do not turn in your card, the class will not count towards the required number of classes to advance to the next cycle.

— **Location.** At the beginning of the week, your card will be in Box #1. Once you have attended a class that week, the card will be in Box #2.

— **If unable to find.** Please alert a staff member that you cannot find your card, and they will assist.

  - If you are not able to talk to a staff member, please wait patiently at the edge of the mat until an instructor or coach comes over. Explain to them that you did not find your card, and they will assist.

Late to Class

We expect you to be lined up and ready to start class on time. If you are late, please do not join class. **Wait patiently at the edge of the mat with your attendance card in hand.** An instructor or coach will collect your card and direct you.

Success is the sum of small efforts repeated day in and day out.  

~ Robert Collier
Student Planner

Please refer to your class schedule for class times. The class schedule is subject to change at any time.

We recommend that you attend classes on the same days and times each week so it becomes a part of your weekly schedule.

Fill in your class times below:

### BEGINNER BELT CLASS SCHEDULE

<table>
<thead>
<tr>
<th>CLASSES</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spar Day</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ages 7-12</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Teen &amp; Adult</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sparring</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Fill in your TIP Test & Belt Exam dates below:

White Belt

TIP Test 1:
TIP Test 2:
Belt Exam—testing for YELLOW:

Yellow Belt

TIP Test 1:
TIP Test 2:
Belt Exam—testing for ORANGE:

Orange Belt

TIP Test 1:
TIP Test 2:
Belt Exam—testing for PURPLE:

Move up to Intermediate level!

I plan to test for my Black Belt in (month) of (year)
Protocol and Rules

To maintain safety at the studio and to ensure a positive and respectful environment, please follow these guidelines:
## Attendance
- Attend class consistently every week.
- Have your attendance card in hand at the beginning of class for your instructor to collect.
- If late, wait at the edge of the mat for an instructor to approach. Ask permission to join.
- Training when injured is not recommended. Modify movements if necessary.

## Respect
- An attitude of respect towards instructors and other students is expected.
- Greet instructors and staff members when you enter the school.
- Perform a courtesy bow when entering and leaving the floor and studio.
- The start/end of class will include a mutual courtesy bow between students and instructors.
- Do not interrupt a class in progress.
- Address the instructor appropriately: Sir or Ma’am
- Show courtesy and respect to other students regardless of age or rank.
- Raise your hand if you have a question.

## Positive Attitude
- Encourage other students in class.
- Spectators should support the students through verbal motivation and clapping.

## Uniform
- Your Gi should be clean and wrinkle free.
- Your belt must be tied correctly and secure.
- If you forget your belt, line up at the end of the line.
- Never wash your belt.
- Patches must be placed in appropriate places.
- Remove all jewelry before class starts.
- If you wear a T-shirt under your Gi top, tuck it in so that it does not hang past your uniform.
Class Instructions

Common instructions during class are listed below.

When an instructor or coach asks you to do something, reply with “Yes, Sir!” or “Yes, Ma’am!”

<table>
<thead>
<tr>
<th>Instructor Says</th>
<th>Student’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>“Attention!”</td>
<td>“Attention, Sir!”</td>
</tr>
<tr>
<td>“Take a Knee!”</td>
<td>“Take a Knee, Sir!”</td>
</tr>
<tr>
<td>“Eyes on who?”</td>
<td>“Eyes on you, Sir!”</td>
</tr>
<tr>
<td>“What do we say to a challenge?”</td>
<td>“Bring it on!”</td>
</tr>
<tr>
<td>“Last one!”</td>
<td>“Best one, Sir!”</td>
</tr>
</tbody>
</table>

Karate Vocabulary

<table>
<thead>
<tr>
<th>Dojo</th>
<th>A training facility for martial arts.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kata</td>
<td>Prescribed sequences of techniques performed with specific rhythm and timing.</td>
</tr>
<tr>
<td>Kiai</td>
<td>A short, loud shout accompanying a sharp, strong technique. Helps release air from the lungs and relax the upper body so that the technique is more effective.</td>
</tr>
<tr>
<td>Gi</td>
<td>A karate uniform.</td>
</tr>
<tr>
<td>Karate</td>
<td>Japanese words that mean &quot;Empty Hand&quot;</td>
</tr>
<tr>
<td>Kenpo</td>
<td>Japanese word meaning &quot;Law of the Fist&quot;</td>
</tr>
</tbody>
</table>

You don't have to be great to start, but you have to start to be great. ~ Zig Ziglar
Visitor Guidelines

To maintain safety at the studio and to ensure a positive and respectful environment, please follow the guidelines below.

12 Secrets of Being a Black Belt Parent

**Secret #1:** Black Belt Parents never interact with their children during class, unless asked by the instructor.

They realize that watching a martial arts class is just like observing their child in school, and the instructor is the only person in charge. Interrupting or interacting with their child would be disrespectful to the instructor and distracting to other students.

**Secret #2:** Black Belt parents bring something quiet to do during class.

They know that talking is disruptive to the class and to the other parents who are reading or working quietly. If Black Belt Parents want to socialize, they go outside until class is over. Black belt parents do not stand or wait by the door, front counters or anywhere that prevents traffic flow.

**Secret #3:** Black Belt Parents supervise their future Black Belts and little ones during older sibling classes so that they do not disturb classes.

Crying, screaming or rowdy children can be a major distraction to class. Black Belt Parents know this and always take overly enthusiastic little ones outside.
**Secret #4:** Black Belt Parents stay to watch their children during class. If necessary to drop off and pick up a student, they do so promptly.

They realize that staff members are not responsible for kids left unattended. If a child MUST unavoidably be left for extra time, Black Belt Parents always alert the staff and make sure the child knows where to sit quietly and wait.

**Secret #5:** Black Belt Parents know and practice all school rules and policies.

They follow and enforce these rules with their children. When Mom and Dad follow the school rules and regulations, then their child is more likely to follow their example. This starts at the front door, where everyone is to bow and greet the instructors when entering and leaving the school.

**Secret #6:** Black Belt Parents pay attention to what their children are learning in class and reinforce their positive behavior at home.

They realize that as parents, they are an important part of the school’s team and help their children improve by working with the instructors and staying informed.

**Secret #7:** Black Belt Parents know that their child is an individual who will progress at their own rate.

They never compare a child to a sibling or other students. They encourage and support each child’s progress and help them to set and achieve realistic goals.
**Secret #8:** Black Belt Parents remember why their child joined karate in the first place, not just to memorize forms, but to improve themselves as people.

Black Belt Parents are never harsh or pushy with instructors about how fast their child is learning. Black Belt Parents take a moment to see how their child is improving as a whole person, realizing that rank is just a part of the big picture.

**Secret #9:** Black Belt Parents know that if they have a concern about their child’s training or progress, or about the school, they should go directly to the instructor and not complain to other parents.

Black Belt Parents never start or participate in gossip. In fact, they do their best to stop it.

**Secret #10:** Black Belt Parents are encouraging to all students in the school during class, tests and demonstrations.

They know that through their example their children will learn to encourage and support everyone at the school.

**Secret #11:** Black Belt Parents always make sure that they and their children show respect and courtesy when attending tournaments or any other martial arts functions.

They especially avoid confrontations with judges and other parents. Showing respect and courtesy is a great way to teach their children to be good sports, whether they win or lose. If they do have a concern, they respectfully take it to the tournament director or to an event staff member.
Secret #12: Black Belt Parents always help their children set goals both in and out of martial arts class.

Black Belt Parents explain the 4 part process of setting and achieving goals (Set a Goal, Write it Down, Make a Plan, Take Action). Black Belt Parents know that goal setting will help their child develop perseverance and self-discipline which they need to follow-through on their commitments and to achieve great personal success.

Arrivals
- Parents & family are strongly encouraged to stay and watch students during class
- Arrive **10 minutes before class starts**

Drop-Offs
- If dropping off or picking up, please arrive **10 minutes before class starts/ends**
- We are not responsible for unattended children

TIP
Please respect the instructors by remaining quiet during class. Keep cell phones on vibrate mode. If you are bringing younger children with you, please ensure that they remain quiet and do not disrupt classes.
Benefits of Martial Arts Training

Martial arts have been popular world-wide for over 20 centuries because of the many benefits martial arts students gain.

10 Life-Long Benefits of Karate

⭐ Build Self-Confidence
⭐ Develop Physical & Mental Discipline
⭐ Earn Rewards of Hard Work
⭐ Improve Concentration
⭐ Improve Coordination
⭐ Work to Achieve Long & Short-Term Goals
⭐ Improve Fitness
⭐ Learn Self-Defense Techniques
⭐ Have Fun & Reduce Stress
⭐ Develop Self-Control
Journey to Black Belt

Students of Dojos Family Martial Arts show their progress by the color belt they wear. Every student’s goal is to earn their Black Belt.

Martial arts is not about fighting; it’s about building character.  

~Bo Bennett
Achievement Levels

Our system is designed for students to make gradual, steady progress toward optimum physical and mental development.

Progress is measured through our belt system, with goals and incentives built-in. Each time a student earns a new belt, they are one step closer to being a Black Belt.

Dojos BEGINNER Belt Levels

| WHITE | YELLOW | ORANGE |

The complete belt ranking system is posted at the dojo.

A lot of times people look at the negative side of what they feel they can't do. I always look on the positive side of what I can do.

~Chuck Norris
Black Belt Excellence

The martial arts are demanding but rewarding. Work hard, learn the skills well and apply them only for good, and there will be life-long benefits. As a martial artist, it is your responsibility to develop yourself in a positive manner, physically, mentally and spiritually.

Beginner Belt Creed

*I intend to develop myself in a positive manner and avoid anything that will reduce my mental growth or my physical health!*

Being a champion means working hard. Putting in the effort is a choice you make every day.

5 Qualities of a Champion

- **Focus**
- **Accuracy**
- **Speed**
- **Power**
- **Intensity**
What are some of the traits of a Black Belt?

— They never give up!
— They believe in themselves!
— They see the good in others!
— They continually prepare and train to reach their end goal!
— They are driven to succeed!
— They cope with pain and move past fear to improve themselves!
— They often leave their comfort zone!
— They have a positive outlook!

Earning a Black Belt is an impressive accomplishment that demonstrates:

A Black Belt is a White Belt who never gave up!
Testing

TIP Testing (*Training Incentive Program*)

TIP testing is a "checkpoint" in your training. Instructors have the chance to see how well you are learning the material and give feedback on areas for improvement before to prepare for your next belt exam. Take note of these comments and start setting your goals immediately.

There are 2 TIP tests between belt exams. Students earn a stripe on their belt for successfully passing their TIP test.

Belt Exams

There are 4 Belt Exams per year. Please check dates and times and plan ahead. Your belt exam is a huge event in your martial arts training. We encourage you to invite friends and family to attend this awesome event. On belt exams, you showcase your martial arts abilities. You perform basics and demonstrate katas and self-defense techniques. You may be asked to recite student creeds and are expected to be a team player and cheer each other on.
Color Belt Exams are generally held in:

— January
— April
— July
— October

Black Belt Exams are generally held in:

— April
— October
### Beginner Basics

<table>
<thead>
<tr>
<th><strong>Blocks</strong></th>
<th><strong>Strikes</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Upward block</td>
<td>Straight punch</td>
</tr>
<tr>
<td>Inward block</td>
<td>Vertical punch</td>
</tr>
<tr>
<td>Extended outward block</td>
<td>Backfist</td>
</tr>
<tr>
<td>Downward block</td>
<td>Hooking backfist</td>
</tr>
<tr>
<td>Chamber block</td>
<td>Inward hammerfist</td>
</tr>
<tr>
<td>Push-down block</td>
<td>Outward hammerfist</td>
</tr>
<tr>
<td>Inward parry block</td>
<td>Downward hammerfist</td>
</tr>
<tr>
<td>Outward parry block</td>
<td>Back hammerfist</td>
</tr>
<tr>
<td></td>
<td>Forward hammerfist</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Kicks</strong></th>
<th><strong>Stances</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Front kick</td>
<td>Horse stance</td>
</tr>
<tr>
<td>Side kick</td>
<td>Meditating horse stance</td>
</tr>
<tr>
<td>Roundhouse kick</td>
<td>Neutral bow</td>
</tr>
<tr>
<td>Back kick</td>
<td>Forward bow</td>
</tr>
<tr>
<td>Chicken kick</td>
<td>Reverse bow</td>
</tr>
<tr>
<td>Hook kick</td>
<td>Cat stance</td>
</tr>
<tr>
<td>Rear knee</td>
<td>Front twist stance</td>
</tr>
<tr>
<td></td>
<td>Rear twist stance</td>
</tr>
<tr>
<td></td>
<td>In-place twist stance</td>
</tr>
</tbody>
</table>
Parent/Teacher Approval

One of our main objectives is to develop well rounded students, not only in martial arts but in life as well. Before a student is awarded their new belt, they must be doing their best at home and school. Approval from their teachers and parent(s) may be required to receive their new belt.

Personal Development

Building Yourself from the Inside Out

When martial arts training becomes part of your daily routine, you maintain a positive outlook on life and develop skills that help you be successful.

In martial arts training, you employ 7 keys that unlock the doors to success:

- **Desire** Build the desire to set goals.
- **Visualization** Visualize these goals in your mind.
- **Certainty** Be certain that you will achieve them.
- **Relaxation** Relax and open your mind.
- **Focused Attention** Focus your energies on your goals.
- **Strong Self Image** Maintain confidence in your ability to succeed.
- **Repetition** Try repeatedly until you succeed.

*I fear not the man who has practiced 10,000 kicks once, but I fear the man who has practiced one kick 10,000 times.*

~Bruce Lee
Add-On Classes

Kenpo XT  Fridays @ 5:30pm

During this 1-hour class you will learn high-flying martial arts kicks, tricks, flashy katas and weapons katas. Show off your awesome new skills at belt exams and Black Belt graduations!

If you are interested in joining our Kenpo XT team, please see your instructor or a staff member for information on adding the class to your membership.
Black Belt Club (BBC)

Tuesdays @ 4:50pm (Youth)
Tuesdays @ 7:50pm (Teens & Adults)

If you want to accelerate your training and learn about martial arts weapons, you should consider the Black Belt Club. Students in BBC are in it for one reason—to learn, excel and be their best. BBC class is held every other week. The classes are designed to give advanced training in weapons and other skills taught at the higher levels. If you practice the skills taught, you will advance much easier when you reach higher belt levels where those skills are required for advancement.

To learn more about BBC membership, please see your instructor or a staff member.
The karate uniform is known as a Gi.

Pronounced “Gee”, using the "G" sound as in the word "GOOD".

<table>
<thead>
<tr>
<th>White</th>
<th>Beginner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black</td>
<td>Intermediate</td>
</tr>
<tr>
<td>Red</td>
<td>Advanced</td>
</tr>
<tr>
<td>Blue</td>
<td>Black Belts</td>
</tr>
</tbody>
</table>

For beginner belts (white through orange belts), you are required to wear a full Gi in class and when representing the school at demonstrations or tournaments (unless otherwise instructed). Take pride in your school and appearance, and never wear a stained or wrinkled uniform. Students may not mix Gi colors (e.g., a white top with black pants).

**Patches**
See the student website for information on school patches and where to place the patches on the uniform: mydojos.info/equipment.

**Sparring**
Required equipment listed below must be worn during all sparring classes or you will be not allowed to participate.
<table>
<thead>
<tr>
<th>Required</th>
<th>Optional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cup (groin protection for males)</td>
<td>Shin guards</td>
</tr>
<tr>
<td>Head gear</td>
<td>Face shield</td>
</tr>
<tr>
<td>Mouth guard</td>
<td></td>
</tr>
<tr>
<td>Hand guards</td>
<td></td>
</tr>
<tr>
<td>Rib guard</td>
<td></td>
</tr>
<tr>
<td>Foot pads</td>
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</table>

**Our Dojo**

WiFi access is available at Dojos Family Martial Arts for the benefit of students and their families.

We ask that you follow these guidelines when visiting the studio:

— Park only in designated areas
— Do not enter areas owned by nearby businesses
— Enter the studio only during designated class times (or for special events)
— Do not enter any areas of the studio designated for employees-only
— Keep noise down so as not to disturb classes
— Place phones on vibrate mode
— Go outside the studio to talk on your cell phone
— Ask permission to use any equipment
The Pro Shop is available for your convenience to purchase your uniform, patches, gear and martial arts weapons. The merchandise that you see at the studio is a small portion of what is available. Ask your instructor for a free catalog.

We strongly encourage you to purchase all of your gear from the Pro Shop to support your school!

We are not responsible for lost or stolen items. If you left something behind, Lost & Found items are located in the bottom right cubby on the north side of the studio. It fills up quickly and we run out of storage space, so we occasionally must donate the items.

Expensive items such as electronic games, cell phones, iPods, glasses, cameras, etc., should not be placed in the Lost & Found cubby. If found, please give those items to a staff member for safe-keeping. Those items will not be donated unless left unclaimed for an extended period and after the staff has done everything possible to locate the owner.

You need balance. That's why I like martial arts: it always tells you how to control your body, your mind, your heart. Balance. Balance can keep the world's peace. I think that's a very good thing.  

~Jet Li
**Frequently Asked Questions**

**Q:** What happens if I don't attend the minimum number of classes prior to a belt exam?

**A:** Please talk to your instructor or call the studio if you anticipate that you will not meet the requirements. We will work with you to help you get back on track.

**Q:** Time off?

**A:** We do not recommend taking time off from training. Students who leave the program tend to feel behind and become frustrated when they return. It is important to train consistency to see steady progress.

**Q:** What is the policy regarding closing the studio?

**A:** The studio is closed for certain holidays and instructor training (check the online calendar regularly). If the studio closes because of bad weather, there will be an outgoing message on voicemail. We also post announcements via Facebook.

**Q:** How soon can I start sparring?

**A:** You may begin sparring as early as yellow and orange belt.
Q: What if I have an injury?

A: Please discuss any injuries with your instructor. Training while injured is not recommended. If you do train while injured, it is important to modify exercises so that you do not aggravate the injury.

Q: How would I become an instructor?

A: Talk to your instructor or a staff member about the school’s leadership programs:

S.W.A.T. – Special Winning Attitude Team

S.T.O.R.M. – Special Team of Role Models

LEADERSHIP – Elite Leadership Team

Q: What style of martial arts is this?

A: American Kenpo Karate is a style of martial arts originally codified by Ed Parker. Training includes self-defense techniques, katas/forms, sparring, and martial arts weapons.

I am not going to show you my art. I am going to share it with you. If I show it to you it becomes an exhibition, and in time it will be pushed so far into the back of your mind that it is lost. But by sharing it with you, you will not only retain it forever, but I too will improve.

~Master Ed Parker, American Kenpo karate
Q: What types of weapons do you teach?

A: See examples below.

- Tonfa
- Bo Staff
- Arnis Sticks
- Nunchuks
- Sai
- Bokken
- Kamas
### Contact Information and Websites

<table>
<thead>
<tr>
<th>Studio</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ankeny Studio</strong></td>
<td>Dojos Family Martial Arts</td>
<td><strong>515-963-9989</strong></td>
</tr>
<tr>
<td></td>
<td>2401 SE Tones Dr. Suite 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ankeny, Iowa 50021</td>
<td></td>
</tr>
<tr>
<td><strong>Johnston Studio</strong></td>
<td>Dojos Family Martial Arts</td>
<td><strong>515-446-3630</strong></td>
</tr>
<tr>
<td></td>
<td>8805 Chamberry Blvd</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Johnston, Iowa 50131</td>
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**Email**: ankeny@mydojos.com

**General Website**: mydojos.com

**Student Website & Web Calendar**: mydojos.info

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