



**Little
Dragons**
3 - 4 years old



**Mini
Ninjas**
5 - 7 years old



**Junior
Martial Arts**
8 - 11 years old



**Teen
Martial Arts**
12 years old plus

Taijutsu - Karate - Muay Thai - Brazilian Jiu Jitsu - Self defence

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ZKS Martial Arts

**Class operation handbook
for instructors and staff.**

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ZKS MA Mission Statement:

At ZKS Martial Arts, our mission is to cultivate a family-friendly, inclusive, and safe environment where individuals of all ages and backgrounds can embark on a transformative journey of martial arts education and personal development. We are dedicated to equipping our members with the knowledge, skills, and passion to continue their martial arts journey into adulthood, whether within or outside of ZKS Martial Arts.

Central to our philosophy is the belief in the power of martial arts not only as a physical discipline but also as a means to foster values of tolerance, respect, and mental well-being. We prioritize creating an atmosphere where every member feels welcomed, valued, and supported in their journey towards self-improvement.

While competition is not our primary focus, we recognize its importance in honing skills and building camaraderie. Therefore, we offer interclub competitions to aid in our members' growth, with an emphasis on sportsmanship and personal achievement rather than solely on winning.

Our grading process serves as a tool for education and motivation, emphasizing progression and determination. We firmly believe that every member has the potential to succeed, and no one "fails" as long as they make the effort to participate and grow.

Moreover, for those who aspire to contribute to the ZKS Martial Arts community beyond being members, we provide opportunities to join our leadership team and potentially pursue a career in teaching martial arts. We are committed to fostering a work environment that goes beyond mere employment but rather feels like an extended family where every team member is heard, valued, and empowered to contribute to the growth and direction of ZKS Martial Arts.

At ZKS Martial Arts, we strive to not only build skilled martial artists but also to nurture a community where everyone feels a sense of belonging and where personal and professional growth are intertwined. Together, we aim to create a positive impact that extends beyond our dojo walls, shaping the future of our members and our community.

Introduction

Welcome to ZKS Martial Arts. This handbook is designed to provide you the instructor or member of staff with the information necessary to successfully run your classes, manage your students, and provide the highest quality experience possible for your students and their parents.

Summary of a ZKS Martial Arts class

Arrival: Instructors should arrive 10-15 minutes before class to set up equipment and prepare for the session.

Safety: The safety of our students is our top priority. Instructors should make sure that all students are wearing the appropriate protective gear and that the training area is free of any hazards.

Warm-Up: All classes should start with a proper warm-up, including stretching and light cardio exercises to prepare the students for training.

Technique Training: Techniques should be taught, slowly, and with proper demonstration. Instructors should encourage students to ask questions and provide feedback on their performance.

Sparring: Sparring should be always supervised and students should be matched based on their skill level and size. Safety rules should be reviewed and enforced.

Cool Down: All classes should end with a proper cooldown, including stretching and light cardio exercises.

Clean Up: Instructors are responsible for cleaning up the training area and putting away equipment after class.

Expectations of instructors and staff in a class

Attendance: Instructors should keep track of attendance via the platform provided.

Progress Tracking: Instructors should regularly assess the progress of their students and provide feedback on their performance.

Discipline: Instructors should enforce discipline in class and deal with any misbehaviour fairly and respectfully.

Communication: Instructors should maintain open communication with their students and their parents or guardians to ensure that everyone is aware of class schedules, events, and other important information.

Conclusion:

By following these procedures and guidelines, you will provide a high-quality experience for your students and ensure that ZKS Martial Arts remains a safe, fun, and supportive environment for everyone. If you have any questions or concerns, please don't hesitate to reach out to your supervisor or the ZKS Martial Arts headquarters. The responsibilities of ZKS Martial Arts instructors may include, but are not limited to:

- Preparing lesson plans: Instructors should prepare lessons that are age-appropriate, engaging, and challenging for the students they are teaching. They should ensure that the lessons meet the educational objectives set out by ZKS Martial Arts.
 - Conducting classes: Instructors are responsible for conducting classes in a safe and positive environment, where students can learn and grow. They should be knowledgeable and skilled in the techniques they are teaching and be able to demonstrate and explain them effectively.
 - Maintaining a safe and positive learning environment: Instructors should maintain a safe and positive learning environment, ensuring that all students are treated fairly and respectfully. They should also enforce the discipline and behaviour policies set out by ZKS Martial Arts.
 - Building relationships with students: Instructors should strive to build positive relationships with their students, and be approachable and supportive. This can help create a strong sense of community within the class, and encourage students to participate and learn.
 - Evaluating students: Instructors should regularly evaluate the students in their classes, and provide feedback on their progress and areas for improvement.
 - Staying up-to-date with industry developments: Instructors should stay up-to-date with the latest developments in martial arts, and continuously improve their skills and knowledge.
- Overall, the responsibilities of ZKS Martial Arts instructors are to provide a high-quality, safe, and positive learning experience for their students.

Fire Escape Procedure

Fire Escape Procedure for ZKS Martial Arts can vary depending on the venue. Instructors should be aware of the meeting point with each venue. In case of fire, immediately raise the alarm by sounding the fire alarm or calling the fire department.

1. Evacuate the building calmly and quickly, ensuring that everyone is out of the building.
2. All students, staff, and instructors should evacuate the building through the nearest available exit and proceed to the designated meeting point.
3. Close all doors behind you as you leave the building to contain the fire.
4. Do not use elevators or escalators during the evacuation.
5. Do not stop to collect personal belongings or equipment.
6. Once outside the building, move away from the building and wait at the designated meeting point for a headcount and further instructions from the instructors or fire department.
7. In case of an emergency, the instructors should take charge and assist with the evacuation.
8. In case of a fire, do not attempt to put it out unless it is small and can be safely contained.
9. After the evacuation, do not re-enter the building until the fire department permits you to do so.
10. If someone is missing, report it immediately to the fire department or instructors.
11. If anyone is injured, seek medical assistance immediately.

This fire escape procedure should be practised regularly to ensure that everyone is familiar with the steps to take in case of a fire emergency.

Meeting point locations

- ZKSMA HQ: 111 - 113 Cambridge Street, Aylesbury Meeting Point: Outside Aldi Store on Cambridge Street
- Fairford Ley Centre Meeting Point: Outside Bright Start Nursery.
- Buckingham Park Community Centre Meeting Point: In front of the entrance of Buckingham Park Primary School.
- Wingrave Village Hall Meeting Point: in the corner of the car park near the playground.
- Nascot Wood Junior School Meeting Point: Car park outside the recital hall.
- Haddenham St Mary's School Meeting Point: Car park outside the school.

Mobile phone use by instructors and staff.

Mobile phone use for ZKS Martial Arts instructors and staff during class:

1. Mobile phones may be used by instructors for class administration purposes, such as taking attendance or sending out notifications to students.
2. Mobile phones may be used as timers to keep track of class duration and intervals.
3. Instructors may use mobile phones to play music during classes, provided that the music is appropriate for the class and does not distract from the training.
4. Instructors may use social media to post updates or photos related to their classes or events but should avoid using social media during class time.
5. Instructors should not use their mobile phones for personal calls or messages during class, except in case of an emergency.
6. Instructors should keep their mobile phones on silent or vibrate mode during class to avoid disrupting the class.
7. Instructors should not allow their mobile phone use to distract them from teaching and interacting with students.
8. Instructors should not take photos or videos of students without their consent.
9. Instructors should abide by all policies related to mobile phone use set by ZKS Martial Arts and should encourage their students to do the same.

By following these guidelines, instructors can ensure that mobile phone use is limited to necessary class administration and will not interfere with the learning environment.

Guidance for instructor's equipment for a class.

The equipment that a ZKS Martial Arts instructor may use in their class can be quite comprehensive, but here is a general list of equipment that is commonly used and what we would recommend that they have available in a martial arts class:

1. Instructor martial arts uniforms, also known as gi, are typically worn by instructors. They are designed to be durable and comfortable, and they usually include jackets and trousers. The instructor should wear their full uniform, so it is clear to students and parents they are part of the instructing team. Instructors and assistant instructors can run a class without their gi jacket and wear a ZKS Martial Arts hoodie. The instructor and assistant instructor should wear their awarded belt, they can also wear grip socks on the mats or can be barefoot. Instructors must set an example for students and wear the correct uniform.
2. First Aid kit: It is a must that an instructor has access to a first aid kit at a venue. If an instructor does not have access to a first kit at a venue then they must carry their first aid kit. An instructor is responsible for keeping their first aid kit both fully stocked and items within the expiry date.
3. Mats are essential for providing a safe training environment. They can help to prevent injuries from falls and provide a cushioned surface for sparring and other exercises. Classes can be operated without mats, however from a risk assessment the increased risk of injury is greatly increased and where possible mats should be used. The instructor must make the lesson plan based on the lack of mats and the age of the group.
4. Audio equipment: Depending on the size of the class and the training space, instructors may use audio equipment to play music to motivate class members.
5. Pads or kick shields are commonly used in striking-based martial arts such as boxing, kickboxing, and Muay Thai. They help students to develop their striking technique and power. If the instructor is covering any striking in their lesson plan it is important, that they make sure they have the correct equipment for the class. The instructor must make sure that the equipment is clean and in good working order and that when they are no longer used they are stored appropriately.
6. Cleaning and hygiene equipment: Depending on the venue or class location, it is recommended that the instructor have antibacterial wipes, tissue and a bin bag for waste in the unlikely event that a student needs to clean themselves or if someone vomits in class.
7. Ordered student stock: Some ZKS Martial Arts members can purchase items and expect to collect their order from the class. It is important to make sure you have the orders and that you have them ready to hand out in the class.
8. Charger: As instructors will use a device to take registers it is recommended to have means to charge the device in the unlikely event that they are low on power.

The specific equipment used in a martial arts class will depend on what is being taught, the level of the students, and the size and resources of the training facility. It is for the instructor to make sure they have all that is required equipment to keep members and themselves safe.

Arriving at the venue.

Instructors and staff should arrive 10-15 minutes before class to set up equipment and prepare for the session which includes a risk assessment and hall check.

A risk assessment is an evaluation of the potential risks to the health, safety and well-being of people using a space. A hall check is an inspection of the physical space to ensure it is safe and suitable for use. Both are important components of a martial arts training space.

Risk Assessment:

Identify hazards: Consider the potential risks to students, instructors, and visitors, such as trip hazards, electrical hazards, fire hazards, etc.

Evaluate the risk: Assess the likelihood and severity of harm from each hazard.

Decide on control measures: Identify ways to control or eliminate the hazards, such as by removing the hazard, providing warning signs, or making physical changes to the space.

Record findings: Document the risk assessment, including the hazards, identified, the control measures put in place, and any follow-up actions required.

Hall Check:

- Check the lighting: Ensure that the lighting is adequate for the activities taking place and that it is in good working order.
- Check the flooring: Ensure that the flooring is in good condition and that it is suitable for the activities taking place.
- Check the equipment: Ensure that all equipment is in good condition and that it is stored safely and securely.
- Check the first-aid kit: Ensure that a first-aid kit is readily accessible and fully stocked.
- Check the fire exits: Ensure that fire exits are marked and that they are free from obstruction.
- Check the fire alarms: Ensure that fire alarms are in good working order and that they are tested regularly.
- Check the heating and ventilation: Ensure that the heating and ventilation are in good working order and that the space is well-ventilated.

By conducting regular risk assessments and hall checks, ZKS Martial Arts can help ensure the safety and well-being of all students, instructors, and visitors, and provide a safe and suitable space for martial arts training.

Instructor's class preparation

Instructors should prepare for the session after their risk assessment and hall check to do the following.

Preregister checks:

- Select the correct class register and check the expected attendees.
- Check For new prospects that are expected to trial.
- Check any alert notes of members, especially new members.
- Check all members in the register with medical notes and ensure that you have accommodated any specific instructions.
- Check for any orders that are due to be collected and have orders ready to hand out.

Once an instructor has gathered all the student information from the preregister check then everything should now be in place to invite members into the class.

Admission to class:

Instructors are not responsible for members until they have invited the student into the building and have done their class register. It must be said that safeguarding members are always our top priority and if a young person is left unattended it is the utmost to ensure their safety. Please read the guidance on early class arrivals.

Guidance for when members arrive early:

Instructors should make sure that they allow entry to the class for members at the time class starts which is advertised on the timetable. Some members may arrive before the advertised class time. Here are some guidelines that a martial arts instructor should follow when managing early arrivals:

- It should be noted that NEW members are likely to arrive early, please take the take time to talk with the new student or parent as long as all preparation has been done before the class starts. We would recommend that you take a minute or two to allow them in before all the other members so that you have some time to address any questions. For more detailed guidance with new members please see "Welcoming new members".
- Other exceptions for allowing members early access to the venue:
 - (1) If a student is a child and is under 16 and they appear unaccompanied by an adult and there is no received confirmation that they are allowed to arrive or leave without an adult. We recommend that the instructor should consider this a safeguarding issue and allow early entry to the child student. The instructor should record this, and we can contact the parent and highlight the safeguarding concerns raised.
 - (2) If there are severe weather conditions, such as heavy rainfall, extremely cold or hot conditions. Members may arrive to class ill-prepared such as not having a coat or inappropriate outdoor shoes. We recommend that the instructor allow entry for the student immediately and ask them to wait in a designated area. This is also helpful for customer relations as parents can become extremely irritated if they are left to wait with their child for several minutes. We suggest that you make the student or parents aware that you are doing this considering the extreme weather conditions.
- Or if the student is due to support or assist the class then they should also be allowed early entry.

Locked door policy

ZKS Martial Arts classes for children implement a locked door policy to ensure the safety and security of its members. Here are some guidelines that a martial arts instructor should follow when implementing a locked door policy:

1. Determine who is authorized to enter the training area, such as students, instructors, and staff members. Visitors or guests should be accompanied by an authorized person and granted access on a case-by-case basis.
2. Control access to the building: Secure the building's entrances, such as with locked doors. All exterior doors should be locked when the school is closed, or if they are left open during a class so that an authorized person cannot gain access to the class.
3. Monitor access to the training area: Station a staff member or instructor at the entrance to the training area to monitor who enters and exits. Use the electronic register to keep track of who is always present in the training area. If the registration system is down make a written note of attendance.
4. Instructors must make sure everyone is aware of the importance of following the policy to maintain the safety and security of the school.
5. In the event of a fire, natural disaster, or another emergency and the need to leave the venue. Follow procedures for evacuating the building, contacting emergency services, and accounting for all staff, members, and spectators.

Admission checks:

- If someone is NOT on the register, they are not able to attend the class.
- If they are not on the assigned class register and have a new enquiry, they will need to complete the booking form.
- If someone is marked as "Waiting" on the register, they are not able to attend the class. This is due to class capacity and for the safety of the other class participants.
- New enquiries may have spectators, instructors must be aware of the current spectator policy.

When an Instructor is there to greet members they must be both welcoming and address every student upon entering the class. This is especially important to make new members as welcome as possible and cover the following information for the student and spectator.

Welcoming a new student:

- The instructors should introduce themselves and ask the new students what they would like to be called.
- An instructor should have already collected the relevant medical information. However, they should still ask about medical details.
- Find out the level of experience of the students and to cater them within the class.
- Make sure that the student has any required medication with them and has a water bottle.
- If possible introduce them to an assistant or another student to help integrate them into the class.
- Ask any questions the student or spectator may have before the class, however, time is constrained so it is best to refer them to the website or request they contact the office if they require more detail.
- Give the new student a quick orientation of where to put personal belongings and where the toilets are.

Be kind and considerate to the new students as they are coming to a new environment this can be intimidating and it is important to explain your class intentions and your expectations during the class. Do remember that the new student may have little to no experience with the class and will need constant guidance and support.

Welcoming all other students:

- The instructor should welcome EVERY student into the class with a polite demeanour.
- Make sure that members have the correct uniform in line with our uniform policy and have a drink of water.
- Members should arrive promptly to class and instructors may need to help direct them to where the student's belongings can be left.
- You may need to remind them of class rules and etiquette if they appear to have forgotten and to do this with fair and clear instructions.
- Direct members of where you expect them to wait and how you wish for them to behave before class is due to start.

Use considerate language and appropriate language for the class. Do remember that younger members may need you to repeat instructions multiple times and it is important that they feel ready and appear engaged. If a child appears flustered and rushed when they arrive please try to calm them down and help them have a good class

Students arriving late:

- Remember that young members are not responsible for their transport so lateness may not be their fault. It should also be noted that with young members even if they are late, instructors need to use considerate and appropriate language and help the young student to join the class. If a student is a child and can be seen unattended outside the venue then safeguarding is the priority and an instructor should immediately allow the student into the class.
- As we have a locked door policy and the class has started, an instructor can use their digression to let the student into class. If the instructor feels it will adversely impact the class and makes this decision to turn away the student, the instructor will need to make a note to explain why they did not allow the student to attend and the time they arrived late.
- If a student is repeatedly late then the instructor will need to make a note of the time of arrival. The office will contact the parents or student to explain any relevant policies and go through the options available for the student. We will remind them the instructor can and will turn away the student.
- If a student or a parent is unhappy or explains that timings are not working, then please ask them to contact the office via admin@zksma.co.uk or the Member's area message function so we have the time to work through a solution.

No-spectator policy guidelines:

A no-spectator policy is implemented by ZKS Martial Arts, for a few reasons, including safety, privacy, and maintaining a focused training environment. Here are some guidelines that the instructor should follow when implementing a no-spectator policy:

1. **Communicate the policy:** Communicate the no-spectator policy to all members and visitors. Explain the reasons for the policy and any procedures that must be followed for visitors to observe classes if allowed.
2. **Limit exceptions:** Only allow exceptions to the policy in cases where it is necessary, such as for parents or guardians of children who are attending classes that show a high level of distress on their first class.
3. **Accepted spectators:** In the case of spectating parents or guardians, have a designated viewing area for them to sit quietly. Politely remind the spectator that your role as instructor is the safety of the group and to ask any questions at the end of the class. Remind them that a locked door policy is in place while the class is operating, and they may need to wait for you if they wish to leave earlier than the class is due to end.
4. **Ensure privacy:** Ensure that students' privacy is protected by not allowing unauthorized individuals to observe classes. Any spectators are not permitted to film or take photos of the class. The instructor may feel that there are too many individuals that wish to spectate such as multiple family members or multiple new members trialling. The instructor reserves the right to kindly decline the request to spectate.

By implementing a no-spectator policy and following these guidelines, ZKS Martial Arts can ensure the safety and privacy of its members and maintain a focused training environment.

Student's preparation for class:

The instructor should have allowed entry to the class they allow entry to the class for members at the time class starts which is advertised on the timetable. Members will need to get themselves ready for the class and it is important to be mindful of the age of the group and manage them accordingly. Use considerate language and appropriate language for the class. Do remember that younger members may need you to repeat instructions multiple times. If a child appears flustered and rushed when they arrive, please try to calm them down and help them have a good class. We recommend that instructors remind members of the following based on their age:

- Remember that young members may not have the dexterity to take clothing items off. They may require some support and assistance. We would suggest that instructors help and support the young members, especially children in the Little Dragons and Mini Ninjas classes if they do the following.
- They are seen to try to be independent and may then request help from the instructor. This may also include if they appear to become highly distressed and may not be able to ask for support.
- Younger members will have a habit of not being aware of where they put their belongings. It is important to remind them to put their belongings together and in one place. They will also not keep their belongings separate from other members so do remind them when they are preparing for the class.
- Younger will and can drop belongings and go, these items can become trip hazards. Instructors must move items, or ideally ask the young student to move items to a safer location.
- Younger members may have items in their pockets, try to take "toys" into class or have jewellery on. Instructors should recommend that any items that they wish the student to keep safe to be placed in a shoe to help remind the student when they go to leave.
- Instructors should check students and their kits are clean and unsoiled. Instructors should also check that student's nails are kept short to avoid injuring themselves or other members.
- Instructors must make sure students remove all jewellery when attending class to avoid injuring themselves or other members.
- Instructors must enforce no shoes on the matted area of the dojo and only barefoot or ZKS gripped socks are allowed, but shoes **MUST** be worn when visiting the toilet.
- Members' belongings may not be labelled with their names so instructors may need to make members or parents aware that we do not take responsibility for personal belongings.
- Instructors should also check that members are correctly dressed for the class and that members follow the uniform policy.
- Instructors should allow members the opportunity to use the toilet before the class starts, this can help to avoid class interruptions.

Guidance on instructor involvement within the class.

Instructors should be involved in the class, especially to demonstrate how to do techniques and also be able to assist members. This does mean that physical contact will be required with the student. We have some guidelines that we recommend that staff do.

Working with children 3 – 11 years old

When working with 3-4-year-olds in martial arts training, it is important to be mindful of the level and type of physical contact that instructors use during techniques. Here are some guidelines for instructor bodily contact during techniques:

1. Keep contact to a minimum: With younger children, it is important to keep bodily contact to a minimum. This can help prevent any discomfort or awkwardness that a child may feel when interacting with an adult instructor.
2. Use verbal cues and demonstrations: Instead of relying on physical contact to guide children through techniques, use verbal cues and demonstrations to explain the proper form and technique. This can help children understand the technique without needing to physically manipulate them.
3. Seek student permission: It is important to seek permission before using any type of physical contact during techniques. This should be a last resort using a student and it is very important to explain the intentions of the technique and ask the student if they are happy to continue to support you. Ideally, this should not be necessary if an instructor has an assistant and they should be used for demonstration purposes
4. Use appropriate touch: If physical contact is necessary to guide a child through a technique, use appropriate touch such as a light touch on the shoulder or back. Avoid touching sensitive areas of the body, such as the chest or hips.
5. Be mindful of cultural considerations: It is important to be mindful of any cultural considerations regarding bodily contact. Some cultures may have specific guidelines or expectations regarding physical touch, and it is important to respect those norms.

Remember, safety and comfort should always be the top priorities when working with young children in martial arts training. By following these guidelines, you can help ensure that your instruction is respectful, effective, and appropriate for young children.

Working with children 11 – 16 years old

When working with 11-16-year-olds in martial arts training, instructors may need to use physical contact to guide students through techniques. However, it is important to be mindful of the level and type of physical contact that is used. Here are some guidelines for instructor bodily contact during techniques:

1. Use appropriate touch: If physical contact is necessary to guide a student through a technique, use appropriate touch such as a light touch on the shoulder or back. Avoid touching sensitive areas of the body, such as the chest or hips.
2. Explain the reason for the contact: Before using any type of physical contact, explain the reason for the contact to the student. This can help the student understand why the contact is necessary and can help prevent any discomfort or confusion.
3. Seek consent: It is important to seek consent before using any type of physical contact during techniques. Ask the student if it is okay to use physical touch to guide them through the technique. If the student is uncomfortable with any type of contact, respect their wishes and find alternative ways to teach the technique.
4. Use verbal cues and demonstrations: In addition to using physical contact, use verbal cues and demonstrations to explain the proper form and technique. This can help students understand the technique without needing to physically manipulate them.
5. Emphasize control and respect: It is important to emphasize control and respect during training. Encourage students to use proper control and technique when practising techniques with partners. Additionally, encourages good sportsmanship and respect for others.
6. Be mindful of cultural considerations: It is important to be mindful of any cultural considerations regarding bodily contact. Some cultures may have specific guidelines or expectations regarding physical touch, and it is important to respect those norms.

Remember, safety and comfort should always be the top priorities when working with students in martial arts training. By following these guidelines, you can help ensure that your instruction is respectful, effective, and appropriate for young adults.

Guidance toilet and drink requests.

ZKS Martial Arts instructors need to establish clear guidelines and procedures for taking or helping young children asking to use the toilet or asking for a drink during class:

- Remind all members to wear footwear when going to the toilet. Very young students will need to be reminded about washing their hands after using the toilet.
- When a very young student asks to go to the toilet, the instructor should permit them to go almost immediately. Please see the guidance for toilet use.
- When a very young student asks to go to the toilet, other young members may be prompted to want to go. It is best to only allow one person to go at any time.
- If a student wants to use the toilet very frequently, then make a record and discuss this with the parent or student to make sure they should seek medical advice.
- Instructors should allow members the opportunity to have water breaks. If a student asks for a drink the instructor should give permission when it does not impact the instructor offering instructions or disrupts an activity.
- Instructors should offer more drink breaks to the group if there is high-intensity content or if there is extreme heat in the room.

Guidance for instructors supporting children and their toilet use.

ZKS Martial Arts instructors need to establish clear guidelines and procedures for taking or helping young children to the toilet during class. Here are some guidelines that can be followed:

1. ZKS Martial Arts should ensure that they have obtained parental consent to assist young children in using the toilet if necessary. We obtain permission from parents agreeing to our ZKS Martial Arts Terms and conditions.
2. Instructors should identify a designated restroom location for their class and instruct students to ask for permission before leaving the training area.
3. If a child needs assistance, instructors should ask for a parent or guardian's help first, if possible. If a parent or guardian is not available, instructors should ask another instructor or assistant to accompany them to the restroom.
4. Instructors or assistant instructors should ensure that they do not enter the restroom with the child and that they wait outside the restroom for the child to return.
5. Instructors or assistant instructors should also ensure that they do not assist with any personal hygiene tasks, such as wiping, as this is the responsibility of the parent or guardian.
6. If a child needs to use the restroom frequently during class, instructors should encourage them to go before class starts and offer water breaks at appropriate intervals.
7. Instructors should ensure that they maintain appropriate boundaries and never touch a child in a way that could be interpreted as inappropriate.

By following these guidelines, instructors can ensure that young children are taken care of safely and appropriately during class. It is important to communicate these guidelines to parents and students at the beginning of the program to establish clear expectations and avoid any misunderstandings.

Guidance for instructors when a child is unwell.

If a child becomes sick during a ZKS Martial Arts class, the instructor should take immediate action to ensure the child's safety and well-being, as well as that of the other students. Here are some guidelines that can be followed:

1. If a child appears to be feeling unwell, the instructor should ask the child how they are feeling and if they need to take a break or leave the class.
2. If the child becomes sick during class, the instructor should take the child to a designated area away from the other students and call for a parent or guardian to come and take them home.
3. While waiting for the parent or guardian to arrive, the instructor should monitor the child's condition and offer any necessary assistance, such as water or tissues.
4. If the child requires medical attention, the instructor should call for emergency services. The instructor should also contact emergency contacts.
5. The instructor should also take steps to ensure that the area where the child was sick is cleaned and sanitized thoroughly to prevent the spread of any germs or viruses.
6. The instructor should communicate with the parents or guardians about the child's condition, any actions taken, and any recommendations for medical attention.
7. The instructor should also evaluate whether it is safe for the child to return to class once they have recovered from their illness.

Guidance for instructors when a child vomits.

If a child vomits during a ZKS Martial Arts class, the instructor should take immediate action to ensure the safety and well-being of the child and other students. Here are some guidelines that can be followed:

1. If a child vomits during class, the instructor should stop the class immediately and ask the other students to move away from the affected area.
2. The instructor should ask the child if they need medical attention and call for emergency services if necessary.
3. If the child does not require medical attention, the instructor should escort them to a designated area away from the other students, such as a restroom or an outdoor area.
4. The instructor should ensure that the child is safe and comfortable and offer any necessary assistance, such as water or tissues.
5. If the child's clothing is soiled and wet.
 1. if appropriate and does not expose the child to taking off the clothing. If they have any other clean dry clothing like a jacket, ask them to wear their clothing once the wet and soiled clothing has been removed.
 2. If they do not have any additional clothes and if you have access to any lost property, then use this as an alternative.
 3. Finally, if you have no access or spare clothing available then please use your judgement. In the worst case most first aid kits normally have an emergency foil blanket, but please make a note to have this replaced if it is used in the medical kit.
6. The instructor should clean the affected area thoroughly using appropriate cleaning supplies and disinfectant to prevent the spread of germs or viruses.
7. The instructor should communicate with the parents or guardians about the incident, any actions taken, and any recommendations for medical attention or further care.
8. The instructor should evaluate whether it is safe for the child to return to class once they have recovered from their illness.

By following these guidelines, instructors can ensure that the safety and well-being of all students are protected, and any potential health risks are minimized. It is also important to establish clear guidelines and procedures for dealing with illnesses during class and communicate these to parents and students at the beginning of the program.

Member's bad and inappropriate behaviour.

One of the most challenging aspects as an instructor or staff member is dealing with inappropriate behaviour from members. We must approach how we discipline members reasonably and fairly. We also need to be aware of unusual behaviour as possibly a safeguarding issue or an undiagnosed special educational need and this may need further investigation and support.

Below is some guidance on how to discipline young members and this be implemented with our "Members Agreement" which a parent or student will have agreed to when they sign up via the student's platform. If the behaviour does not improve then we can follow the procedures set out in the "Members Agreement" which instructors and staff should be aware of.

Behaviour guidance for 5 – 7-year-olds

Here are some guidelines that may be helpful for a ZKS Martial Arts instructor when disciplining children under 5:

1. Set clear expectations: Establish clear rules and expectations from the beginning. Make sure the children understand what behaviour is expected of them during class. Be consistent with enforcing these rules and your language is app.
2. Use positive reinforcement: Positive reinforcement is a great way to encourage good behaviour. Praise the children when they follow the rules and reward them for their efforts. This can be as simple as a high-five or a verbal compliment.
3. Redirect negative behaviour: Young children may not always understand why their behaviour is inappropriate. Instead of punishing them, try redirecting their attention to something positive. For example, if a child is hitting another child, redirect them to a punching bag or pad.
4. Use time-outs sparingly: Time-outs can be effective for young children, but they should be used sparingly. Make sure the child understands why they are in time-out and how they can improve their behaviour. Keep the time-out brief, and use it as a last resort.
5. Communicate with parents: Make sure to communicate with the parents about their child's behaviour during class. Let them know about any issues or concerns you may have, and work with them to come up with a plan to address the behaviour.
6. Stay calm and patient: Disciplining young children can be frustrating, but it's important to remain calm and patient. Remember that young children are still learning and developing their social and emotional skills.

Behaviour guidance for 7 – 11-year-olds

Here are some guidelines that may help discipline children between the ages of 7 and 11:

1. Establish clear expectations: Just like with younger children, it's important to set clear expectations for behaviour during class. Make sure the children understand what behaviour is expected of them and be consistent in enforcing these rules.
2. Use positive reinforcement: Positive reinforcement can be a powerful motivator for children in this age range. Praise them for following the rules and making an effort to improve. Use rewards and recognition to reinforce good behaviour.
3. Provide constructive feedback: If a child is misbehaving, provide constructive feedback on what they can do to improve. Use specific examples to help them understand what they did wrong and how they can make better choices in the future.
4. Use consequences appropriately: If a child continues to misbehave after being given feedback, consequences may be necessary. For example, you might ask them to take a break from class or temporarily suspend their participation. Make sure the consequence is appropriate for the behaviour and clearly explain the reason for it.
5. Communicate with parents: As with younger children, it's important to communicate with parents about their child's behaviour. Let them know about any issues or concerns you have and work with them to develop a plan to address the behaviour.
6. Be a positive role model: Children in this age range are often influenced by the behaviour of adults around them. Be a positive role model by modelling the behaviour you expect from them. Stay calm and patient, even in difficult situations.

Behaviour guidance for 11 – 16-year-olds

Here are some guidelines that may be helpful for a ZKS Martial Arts instructor when disciplining teenagers:

1. Treat them with respect: Teenagers often respond well to being treated like adults. Speak to them with respect and treat them as responsible individuals.
2. Listen to them: When a teenager is misbehaving, take the time to listen to their side of the story. They may have a valid reason for their behaviour, and it's important to understand their perspective.
3. Be clear about expectations: Make sure the teenagers understand what is expected of them in class. Be clear about the rules and consequences for breaking them.
4. Provide leadership opportunities: Many teenagers respond well to opportunities for leadership. Consider giving them responsibilities such as helping with demonstrations or leading warm-up exercises.
5. Use consequences appropriately: If a teenager breaks the rules, consequences may be necessary. Make sure the consequences are appropriate for the behaviour and clearly explain the reason for them.
6. Communicate with parents: As with younger children, it's important to communicate with parents about their teenager's behaviour. Let them know about any issues or concerns you have and work with them to develop a plan to address the behaviour.
7. Stay calm and patient: Disciplining teenagers can be challenging, but it's important to remain calm and patient. Remember that teenagers are still developing their social and emotional skills and may need guidance and support.

Overall, it's important to create a positive and supportive learning environment for children. By setting clear expectations, using positive reinforcement, providing constructive feedback, using consequences appropriately, communicating with parents, and being a positive role model, you can help create a positive experience for both the children, parents seeing positive changes in behaviour and the instructor.

Guidance on contact levels in the class.

As we offer an environment where we expect members to compete against one another we need to ensure safety at all times. When it comes to martial arts training, it is important to balance physical development and safety.

Guidance on contact levels for 5 – 7-year-olds

Here are some guidelines for the level of contact that is appropriate for children between 5-7 years of age:

1. **No contact or light contact:** Children at this age are still developing their motor skills and coordination. It is best to avoid heavy contact or sparring until they are more physically developed and have a better understanding of the techniques and the rules. This also includes NO headshots and shots below the belt level.
2. **Focus on skill development:** Instead of emphasizing sparring or contact, focus on developing the basic skills and techniques of martial arts. This can include things like footwork, punching and kicking techniques. This can also be covered in the format of a game rather than direct sparring.
3. **Encourage good sportsmanship:** Children at this age are still learning how to interact with others, so it is important to emphasize good sportsmanship and respect for others. This can include things like bowing and “high five and knuckles” with their training partner before and after practice, following the rules and showing appreciation for their partner's efforts. Instructors and staff should remind members of the rules **every time** that members are expected to spar.
4. **Use protective gear:** If there is any level of contact in training, it is important to use appropriate protective gear. Suggested equipment for this age group are gloves, and mouthguards to prevent injuries. If members do not have protective equipment then the instructor should not let the student participate for health and safety reasons. This also includes mouthguards that have not been fitted before use. It is worth speaking with the parent at the end of the lesson about making sure that they have the correct equipment or making a note for the admin team to follow up.
5. **Supervision and instruction:** It is important to have qualified instructors who can supervise the children and teach them the proper techniques and safety precautions. Additionally, instructors should ideally have each pair of members supervised during sparring.

Guidance on contact levels for Junior MA 7 – 11-year-olds

As children get older and more physically developed, they may be ready for more contact in their martial arts training. However, it is still important to balance physical development and safety. Here are some guidelines for the level of contact that is appropriate for children between 8 - and 11 years of age:

1. **Light contact:** Children at this age can typically handle some level of light contact, but it should always be done with appropriate protective gear. This can help prevent injuries and ensure that the training is safe and effective.
2. **Encourage good sportsmanship:** As with younger children, it is important to emphasize good sportsmanship and respect for others. This can include things like bowing and “high five and knuckles” with their training partner before and after practice, following the rules and showing appreciation for their partner's efforts. Instructors should remind members of the rules **every time** that members are expected to spar.
3. **Use supervision and instruction:** It is important to have instructors and staff supervise the children and teach them the proper techniques and safety precautions. Additionally, instructors should ideally have each pair of members supervised during sparring.
4. **Use protective gear:** If there is any level of contact in training, it is important to use appropriate protective gear. Suggested equipment for this age group are gloves, and mouthguards to prevent injuries. If members do not have protective equipment then the instructor should not let the student participate for health and safety reasons. This also includes mouthguards that have not been fitted before use. It is worth speaking with the parent at the end of the lesson about making sure that they have the correct equipment or making a note for the admin team to follow up.
5. **Gradually increase contact:** As children become more comfortable with contact, it may be appropriate to gradually increase the level of contact in their training. This should always be done with careful consideration for their physical development and skill level. **This also includes NO headshots and shots below the belt level.**

Remember, safety should always be the top priority in martial arts training for children. By following these guidelines, you can help ensure that your child has a positive and rewarding experience while developing their physical skills and discipline.

Guidance on contact levels for Teen MA 11 – 16-year-olds

As children enter adolescence and their physical development continues to progress, they may be ready for more intense martial arts training that includes contact. However, it is important to balance physical development and safety. Here are some guidelines for the level of contact that is appropriate for children between 11-16 years of age:

1. **Controlled contact:** At this age, children can typically handle more controlled contact, but it should always be done with appropriate protective gear. This should include gloves, mouthguards, and shin guards to prevent injuries. Headguards can be worn but instructors must remind members about contact level and the increased risk of injury, Instructors should remind students about headshots and that these are not included for the wellbeing of all members.
2. **Emphasize control and technique:** It is important to continue teaching children the importance of control and proper technique when practising contact drills. This can help prevent injuries and ensure that the training is safe and effective.
3. **Encourage good sportsmanship:** As with younger children, it is important to emphasize good sportsmanship and respect for others. This can include things like bowing and “high five and knuckles” with their training partner before and after practice, following the rules and showing appreciation for their partner's efforts. Instructors should remind members of the rules **every time** that members are expected to spar.
4. **Use supervision and instruction:** Instructors should encourage more experienced students to referee to ensure the safety of the other members and to provide support and encouragement.
5. **Gradually increase contact:** As children become more comfortable with contact, it may be appropriate to gradually increase the level of contact in their training. This should always be done with careful consideration for their physical development and skill level and should not exceed light and continuous. **This also includes NO headshots and shots below the belt level.**
6. **Sparring:** Independent Sparring (sparring without an instructor watching each round) can be introduced at this age, but it should always be done in a controlled environment with proper protective gear and overall class supervision. Independent Sparring should be done with respect for one's opponent and a focus on technique rather than aggression.
7. **Use protective gear:** It is important to use appropriate protective gear. Suggested equipment for this age group is gloves, shin guards and mouthguards to prevent injuries. If members do not have protective equipment then the instructor should not let the student participate for health and safety reasons. This also includes mouthguards that have not been fitted before use. It is worth speaking with the parent at the end of the lesson about making sure that they have the correct equipment or making a note for the admin team to follow up.

Remember, safety should always be the top priority in martial arts training for children. By following these guidelines, you can help ensure that your child has a positive and rewarding experience while developing their physical skills and discipline.

Regenerate response

Guidance on student uniform.

ZKS Martial Arts has a specific uniform policy for all students and staff to follow. Here are the key points of guidance for implementing the uniform policy for students and staff:

1. **Uniform:** Uniforms must be clean and in good condition. If a staff member can see that the uniform is dirty or damaged then it is important to raise concerns with the parent or student ideally before the class commences. We will also suggest making a note to track if it happens again.
 - New members: Suggested clothing is jogging bottoms and t-shirts and barefoot unless they have grip socks. If they have been attending for a minimum of 2 months it is important to remind the student or parent to invest in the uniform for the age group and before attending a mini-assessment or a ZKS MA event.
 - 3 – 4 year-olds: Suggested uniform should be just a club t-shirt and club grip socks.
 - 5 – 16-year-olds: The suggested uniform should be a gi with a coloured t-shirt to coordinate with their current belt.
 - Adult members: This should be based on the class type.
2. **Footwear:** socks are optional. Students may choose to wear socks with their uniforms, but they are not required and barefoot is acceptable. Only “ZKS MA” grip socks are allowed in classes.
3. **Hoodies and tops:** Some members and staff can wear hoodies that are part of the recognised uniform. For safety, they must not be worn when performing sparring and not be worn under uniform jackets.
4. **Recommended uniform:** White (Gi) karate or judo-style uniforms are preferred for students. Students are encouraged to wear ZKS MA white uniforms, as it is the traditional colour for martial arts uniforms. Staff and leadership team members can also wear black uniforms to help students and parents identify those in the class who are staff or volunteers.
5. **Belts:** Coloured belts indicate rank. Students and staff wear coloured belts to indicate their rank, based on the class type. Belts should be worn properly and at all times in the class.
 - Young members can and do struggle with keeping belts on

Overall, the ZKS Martial Arts uniform policy is designed to promote discipline, respect, and tradition within the training environment.

Guidance on distributing stock orders.

We allow members to purchase merchandise and equipment via the member's area. Instructors must track and record the collection of orders. We recommend that instructors do the following to make the process seamless.

1. Check orders on the system during class preparation and that you have them ready to hand out.
2. When handing out orders to members please keep any paperwork as another proof of collection. It is important that if you have handed the order to a younger student, you make sure the parent is aware that you have given it to the child. We would also suggest reminding the parent to clearly label items with the name of the child.
3. If you do not have the order and the parent is trying to locate it, then please leave a note on the system so we can investigate and source the order.
4. In the event the order is incorrect then items can be returned. Only if the item is unworn and comes with complete packaging. Take the item and make a note that the item needs to be replaced and with the size required.

Guidance on taking stock orders.

Parents and members will ask instructors to order items on their behalf and there are 2 options on how to do this. We will always ask instructors to recommend option 1.

1. Simple method.
 - Ask the parent to go to the member's area and go to the shop section. We recommend this option, and it is down to the parent or student to complete their order.
2. Placing an order on a student's behalf.
 - Go to the student on the system and find the student in the system.
 - Select "Order section"
 - Select "Contact" and this will take you through to the shop section.
 - Once you have selected the item this will then be added to the basket.
 - It is up to the student or parent to log into the member's area and complete the purchase. We will then process the order.

Guidance on stock order returns.

Parents and members will ask instructors to return items that they may recently purchased. We do allow uniform returns within 30 days of the purchase and we recommend that you follow this guidance to ensure that the parent or members get the deserved outcome from their purchase. We will always ask instructors to follow option 1.

1. An item is returned via the office being notified by the member first.
 - A new item is already generated and is ready to be collected or handed out. The item can only be given based on the instructions on the notes with the order form.
 - We can, of course, accommodate returns and exchanges for your ZKS Martial Arts uniform or products under the following conditions:
 1. The uniform or product must be **unworn** and in **brand-new condition**.
 2. It must be **unwashed**, ensuring that it retains its original state.
 3. The uniform or product must be accompanied by all its **original packaging**.
 4. Clear label on the package with the name, and member name and required new size or a refund.
2. An item is returned without office contact.
 - To accept an item that is being returned without the office being informed then we suggest that you ask them to contact the office first. If the member is adamant about returning it then you can accept it as long as the following
 1. The uniform or product was purchased within 30 days. To check this, go to the orders section in the member's profile
 2. The uniform or product must be **unworn** and in **brand-new condition**.
 3. It must be **unwashed**, ensuring that it retains its original state.
 4. The uniform or product must be accompanied by all its **original packaging**.
 5. Clear label on the package with the name, and member name and required new size or a refund.
 - You should make a note to state you have received a return and the member's request including the date.

If you fail to check the item being returned is not in the correct state, then ZKS MA reserves the right to pass on any losses if it is found that stock return guidance was not followed.

Guidance on taking event and course bookings.

Parents and members will ask instructors to book events or courses on their behalf and there are 2 options on how to do this. We will always ask instructors to recommend option 1.

1. Simple method.
 - Ask the parent to go to the member's area and go to the Event or Course section. We recommend this option, and it is down to the parent or student to complete their order.
2. Placing an order on a student's behalf.
 - Go to the student on the system and find the student in the system.
 - Select the "Events" or "Courses" tab under the member's profile.
 - Press "Select" for the chosen event or course and this will take you through to the add screen.
 - There will be two options to choose from, instructors should only ever select "Add to basket" and NOT "Add to Event".
 - It is up to the student or parent to log into the member's area and complete the purchase. We will then add them to the event or course.

Guidance on a non-booked student for an event or course.

Parents and members will and do turn up to events or courses when they have not been booked. Instructors should turn away members who have not been booked for an event or course. It should be explained that we have set limits on events or courses and we may not be able to accommodate student participation. That said, an instructor can add a student to the event or course in the suggested circumstances:

1. If a student is a child or children and has been left unattended at the event. Safeguarding is the priority and once the event or course is over the instructor will need to make a note of the unattended student. The administration team will contact the student or parents to arrange payment and explain any relevant policies.
2. If an instructor has space in the event or course and can easily accommodate the student. The instructor will need to make a note of the unattended student. The administration team will contact the student or parents to arrange payment.

Guidance on managing an unassigned student.

Dealing with an unassigned student in a class can be challenging and we have to always remember that the student's safety comes first. Here are some steps you can take:

1. Assess the situation: Find out why the student is unassigned to a particular class. It could be because they are a brand new student, an existing student not expected in that class and a student that has cancelled.
2. Communicate with the student or parent: Communicate with the student and explain the situation. Be clear and direct about the reasons why they are unassigned to the class. If they are a brand-new student they will need to be added to the member system. This can be done by the instructor or you can direct the student or parent to the booking form. It is incredibly important to make sure you have an emergency contact. If they are not on the system the instructor reserves the right to ask them to NOT attend the class. If the child student has already been dropped off and you have no contact information then you must safeguard them and allow them to attend. A note should be added to the system so that administration staff can speak with the student or parent.
3. Check the capacity: Determine if there is space available in the class for the unassigned student. If the class is full, it may not be possible to add the student, the instructor reserves the right to ask them to NOT attend the class A note should be added to the system so that administration staff can speak with the student or parent.
4. Provide guidance: If the student is interested in participating in the class in the future, a note should be added to the system so that administration to speak with the student or parent.
5. Follow-up: It is important that if the student continues to attend an unassigned class a note should be added to the system so that administration staff can speak with the student or parent.
- 6.

Remember, it is important to handle the situation with professionalism and empathy. By assessing the situation, checking the capacity, communicating with the student, providing guidance, and leaving the information for the administration team to follow up, you can help ensure that the student feels valued and supported, even if they are unable to participate in the class at present.

Guidance on lost property.

ZKS Martial Arts guides instructors on personal belongings and lost property to ensure that they can help students adhere to the policy and promote a safe and organized training environment. Here are some of the key points for instructor guidance:

1. Instructors should remind students of the personal belongings and lost property policy. Instructors should periodically remind students of the personal belongings and lost property policy and encourage them to label and store their belongings properly during class.
2. Instructors should monitor designated storage areas. Instructors should monitor designated storage areas, to ensure that students are storing their belongings properly and that there are no unattended or suspicious items.
3. Instructors should place the lost property in the designated lost property area. Log items that are labelled with student names, to ensure that lost items are documented and that found items can be returned to their rightful owner.
4. Instructors should encourage students to check the lost property area. Instructors should encourage students to check the lost property area if they have lost an item, as it may have been found and turned in by another student or staff member.
5. Instructors should emphasize the importance of responsibility. Instructors should emphasize the importance of taking responsibility for personal belongings and avoiding bringing valuable items to class.

Overall, ZKS Martial Arts instructors ensure and help students adhere to the personal belongings and lost property policy and promote a safe and organized training environment.

Guidance on a student's late pick-up.

Late pick-ups can be a challenging issue for instructors or coaches to deal with, as it can cause inconvenience and disruption to schedules and preparation for their next lesson. Here are some guidelines on how to handle a student's late pick-up:

1. Communicate expectations: At the beginning of the lesson, communicate your expectations regarding pick-up times to all members and their parents/guardians, especially newer members. Communicate the time that the program will end.
2. Contact the parent/guardian: If a student is not picked up at the designated time, contact the guardian immediately to inform them of the situation and to ask when they will arrive. Ensure that you have up-to-date contact information for all members in the event of an emergency. To avoid members having your contact details please ensure your number is hidden if you are using your mobile phone.
3. Provide supervision: If a student's parent or guardian cannot be reached or is delayed, ensure that the student is supervised and kept safe until the parent/guardian arrives.
4. Follow-up with the parent/guardian: When the student is picked up, politely with the parent/guardian discuss with them the late pick-up.
5. Document the late pick-up: It is important to document the late pick-up, including the time the student was picked up and any conversations with the guardian. This documentation can be used to track patterns of behaviour and to inform future policies.

Remember, while late pick-ups can be frustrating, it is important to handle the situation professionally and with empathy. By communicating expectations and consequences, providing supervision, and following up with the guardian, you can help ensure the safety and well-being of all members of the classes.

Guidance on taking student correspondence.

ZKS Martial Arts instructors need to take down information from members and parents and this should be done at the end of the class. Subjects that the instructor needs to make notes on:

- If a new student attends their first lesson. It is also important to give some short feedback about how they performed in their class.
- If a new student misses their first lesson. It is important to make a note to say they have not attended. Instructors must be aware of the missed class policy.
- If an injury occurs during class, a clear and concise record must be made.
- If an incident occurs in class relating to bad behaviour this needs to be followed up with parents.
- If a little dragon's student requests the next t-shirt.
- If a parent or student is having issues with accessing the member's area
- If a parent or student is requesting a class move.

Some subjects or enquiries are made to ZKS Martial Arts instructors from members and parents this should be passed on to the administration team:

- If a parent or student wishes to pause membership.
- If a parent or student is requesting to cancel membership.
- If a parent or student is requesting to increase membership.
- A complaint about ZKS MA operations or another student.
- Any matters that an instructor does not have the answer to.

A parent or student may say that they have tried to contact the administration team. Instructors can of course make a note to say that the parent requires a response and that they will be contacted within 48 hours. Instructors should make the parent or student aware that we are a small team and will be in touch. It is best to contact either by the notes function in the member area, by email to admin@zksma.co.uk or by leaving a voicemail to office line 01296 392630

A new student wishing to sign up after their trial

If a new student has completed a trial and wishes to sign up for classes, here are some guidelines that can help you set up and activate student membership:

1. **Interest from the new student:** Start by finding out at the end of the session if the new student enjoyed their trial and if they express an interest in joining by showing appreciation for their interest in the program.
2. **Provide information:** Provide the new student with all the necessary information regarding class schedules, fees, and other details that they need to know before signing up.
3. **Answer questions:** Be prepared to answer any questions the new student may have about the program, including the class content, the training philosophy, and the expectations for participants.
4. **Explain the enrolment process:** Explain the enrolment process, direct them to the online member's area and the direct debit form that needs to be completed. Explain any applicable joining fee and any additional equipment that will be required for them to continue in the lesson.
5. **Offer support:** Offer support to the new student throughout the enrolment process. This may include providing guidance on selecting the right classes or maybe even offering a tour of the training facility.
6. **Follow-up:** The new student status should change after the enrolment process is complete to ensure that they have a positive experience and to address any concerns they may have. If the status remains the same please leave a note on the system so that we can find out if they intend to sign up.

Remember, signing up for classes can be an exciting and sometimes intimidating experience for new members. By providing a warm welcome, offering information and support, and following up after the enrolment process, you can help ensure that the new student feels valued and comfortable about becoming part of ZKS Martial Arts.

Member's preparation for leaving class:

As an instructor, it's important to help members prepare for leaving class smoothly and efficiently. Here are some strategies that might be helpful:

1. Establish a clear routine: Create a routine that includes a clear ending activity that signals the end of class, such as bowing out or saying goodbye to fellow students. Be consistent with this routine to help members understand what is expected of them.
2. Provide a recap of the class: Before members leave, provide a quick recap of what was covered in class, including any key takeaways or important announcements. This helps members remember what they learned and reinforces the value of the class.
3. Encourage members to ask questions: Invite members to ask any final questions they may have before leaving. This shows that you care about their learning and allows them to clarify any confusion.
4. Allow time for equipment cleanup: If members use equipment during the class, provide time for them to clean it up before leaving. This encourages responsibility and helps maintain a clean and organized dojo.
5. Remind members of upcoming events: If there are any upcoming events or classes that members may be interested in attending, remind them before they leave. This helps keep them engaged and informed about future opportunities.
6. Remember that young members may not have the dexterity to put clothing items back on. They may require some support and assistance. We would suggest that instructors help and support the young members, especially children in the Little Dragons and Mini Ninjas classes if they do the following.
 - They are seen to try to be independent and may then request help from the instructor. This may also include if they appear to become highly distressed and may not be able to ask for support.
 - Younger members will have a habit of not being aware of where they put their belongings. It is important to remind them to gather their belongings together. They will also not keep their belongings separate from other members so do remind them to keep their belongings together while preparing to leave.
 - Younger will and can drop belongings and go, especially if they become distracted when going to leave.
 - Members' belongings may not be labelled with their names so instructors may need to make members or parents aware that we do not take responsibility for personal belongings.
 - Instructors should also check that members are correctly dressed to leave the class and that members have left with all their belongings.

Guidance on the handover of members at the end of class.

ZKS Martial Arts guides instructors on the handover of children to parents at the end of class to ensure that all children are released safely and securely. Here are some of the key points of the guidance:

1. Instructors should confirm the identity of the parent or guardian. Instructors should confirm the identity of the parent or guardian who is picking up the child, especially if they are not familiar with them.
2. Instructors should not release children to anyone without permission. Instructors should not release children to anyone who is not authorized by the parent or guardian to pick them up.
3. Instructors should communicate with parents or guardians. Instructors should communicate with parents or guardians to ensure that they are aware of the expected pick-up time and any changes to the class schedule.
4. Instructors should document any concerns. Instructors should document any concerns they have about the child's safety or well-being, including any suspicions of abuse or neglect, and report them to the designated safeguarding officer.
5. Instructors have a safeguarding responsibility. Instructors have a safeguarding responsibility to ensure the safety and well-being of all children under their care and should report any concerns or suspicions of abuse or neglect to the designated safeguarding officer.
6. Instructors should be aware of any medical conditions. Instructors should be aware of any medical conditions or allergies that the child may have, and ensure that the parent or guardian is aware of any necessary precautions.
7. Instructors should communicate with other instructors. Instructors should communicate with other instructors to ensure that they are aware of the pick-up arrangements for each child and to ensure that all children are accounted for.

Overall, ZKS Martial Arts guides instructors to ensure that all children are released safely and securely to authorized individuals and that instructors can fulfil their safeguarding responsibilities.

Leaving the venue.

Instructors should prepare to leave the venue once all members have been safely collected and have made sure that the venue is ready to be left or locked up.

Administration: Finalise any notes from the last class.

Equipment: Make sure that all equipment is packed away and stored in the correct area.

Lost property: Make sure that all lost property is stored in the correct area and notes are taken if labelled items.

Final venue checks: Make sure that any checks for the venue are completed.

Guidance for Managing Assistant Coaches

At ZKS Martial Arts, assistant coaches play a vital role in supporting the lead instructor and ensuring the smooth operation of classes. To effectively manage assistant coaches and delegate responsibilities, the lead instructor should adhere to the following guidelines:

1. Delegation of Duties:

- Assign specific duties and responsibilities to assistant coaches based on their capabilities and the needs of the class.
- Prioritize tasks that align with the assistant coach's strengths and experience, ensuring efficient use of their skills.

2. Briefing and Preparation:

- Before each class, provide assistant coaches with a brief overview of the lesson plan, including objectives, activities, and expectations.
- Explain any areas where assistance is needed, such as leading warm-up exercises, demonstrating techniques, or supporting new members.

3. Support and Training:

- Offer ongoing support and guidance to assistant coaches, helping them develop their skills and confidence in their role.
- Provide constructive feedback and encouragement, recognizing their contributions to the dojo community.

4. Emergency Procedures:

- Ensure assistant coaches are familiar with emergency procedures and know how to respond in case of injury, illness, or disruptive behaviour.
- Communicate roles and responsibilities during emergencies, including when the assistant coach may need to take over temporarily.

5. Supervision and Oversight:

- Maintain regular supervision and oversight of assistant coaches during classes, ensuring they are fulfilling their duties effectively.
- Step in to provide guidance or assistance as needed, particularly in complex or challenging situations.

6. Communication with Lead Instructor:

- Maintain open communication with the lead instructor throughout the class, providing updates on progress, challenges, and any issues that arise.
- Seek clarification or guidance from the lead instructor as needed, ensuring alignment with the overall objectives of the class.

7. End-of-Class Responsibilities:

- Assist with wrapping up the class, including getting members on the mats and ready to conclude the session.
- Collaborate with the lead instructor to ensure a smooth transition at the end of the lesson.

8. Respect Boundaries and Authority:

- Assistant coaches should respect the authority and leadership of the lead instructor, following their directions and instructions without question.
- Recognize the lead instructor's ultimate responsibility for the class and defer to their judgment in decision-making.

Delegation to Assistant Coaches:

1. Warm-Up and Class Preparation:

- Assistant coaches are responsible for leading warm-up exercises and preparing the class area before the lesson begins.
- They should ensure members are on the mats and ready to start while the lead instructor greets and meets parents and members.

2. Register and New Member Support:

- Assistant coaches can take the register but must do so in the presence of the lead instructor.
- They should assist new members, especially on their first lesson, explaining how the class is structured and providing support as needed.

3. Lesson Demonstration and Explanation:

- Assistant coaches should demonstrate techniques to the class as directed by the lead instructor.
- Before the lesson, the lead instructor should explain the lesson plan and expectations to the assistant coach to ensure clarity.

4. Injury or Disruptive Behaviour Management:

- In the event of an injury or disruptive behaviour requiring intervention, the assistant coach should take over if the lead instructor needs to manage the situation.
- They can also support injured or sick members while the lead instructor continues the lesson.

5. End of Lesson Responsibilities:

- Assistant coaches can get the group on the mats at the end of the lesson while the lead instructor prepares for the conclusion of the session.

Emergency Situations:

- In emergencies requiring the lead instructor's immediate attention, they may need to leave the assistant coach in charge temporarily.
- The lead instructor retains ultimate responsibility and should return as soon as possible to resume their duties.

By adhering to these guidelines and effectively delegating tasks to assistant coaches, instructors can ensure the smooth operation of classes and provide a rewarding experience for members at ZKS Martial Arts.

Guidelines for ZKS Martial Arts instructors offering private lessons to children.

12/07/2024 Introduction: Private lessons can be a valuable opportunity for personalized instruction and skill development for children at ZKS Martial Arts. As an instructor offering private lessons to children, it's essential to ensure a safe, professional, and enriching experience for both the student and yourself. Here are some guidelines to follow:

1. Obtain Parental Consent:
 - Before scheduling a private lesson with a child, obtain explicit consent from their parent or guardian. ZKS Martial Arts has a consent form available.
 - Communicate the purpose, duration, and content of the private lesson, as well as any associated fees or requirements.
2. Conduct Lessons in a Safe Environment:
 - Choose a suitable location for the private lesson within the dojo or another safe and supervised environment.
 - Ensure that the training area is free from hazards and obstacles that could pose a risk to the child's safety.
3. Maintain Professional Boundaries:
 - Maintain a professional demeanour at all times during the private lesson.
 - Avoid engaging in personal or inappropriate conversations and focus solely on martial arts instruction and skill development.
4. Adapt Teaching Methods:
 - Tailor your teaching methods and techniques to suit the child's age, skill level, and individual learning style.
 - Be patient, encouraging, and supportive, providing constructive feedback and guidance throughout the lesson.
5. Set Realistic Goals:
 - Collaborate with the child and their parent or guardian to establish realistic goals and objectives for the private lessons.
 - Break down complex techniques into manageable steps, gradually building upon the child's progress over time.
6. Incorporate Fun and Engagement:
 - Keep the private lessons engaging and enjoyable by incorporating fun activities, drills, and games.
 - Foster a positive and supportive learning environment that motivates the child to actively participate and improve their skills.
7. Respect Privacy and Confidentiality:
 - Respect the privacy and confidentiality of the child and their family at all times.
 - Refrain from discussing personal or sensitive information outside of the context of the private lesson, and only share information with authorized individuals as necessary.
8. Monitor Progress and Provide Feedback:
 - Regularly assess the child's progress and skill development throughout the private lessons.
 - Provide constructive feedback and guidance to help the child identify areas for improvement and celebrate their successes.
9. Report Any Concerns:
 - If you have any concerns about the child's well-being or safety during the private lesson, report them to the ZKS Martial Arts team leader immediately.
 - Trust your instincts and take action if you feel that a situation is potentially unsafe or inappropriate.

Conclusion: By following these guidelines, you can ensure that private lessons for children at ZKS Martial Arts are conducted in a safe, professional, and enriching manner. Your dedication to providing high-quality instruction and personalized attention contributes to the overall development and success of our young martial artists. Thank you for your commitment to excellence and the well-being of our students.