



THE POWERHOUSE
Martial Arts and Athletics

Program Guide

Welcome aboard!

This guide is intended to serve you as a manual, in which you will find a lot of useful information about the program you are enrolled in and your membership. To have a good understanding of how everything works at The Powerhouse, and avoid possible confusion you are advised to read this guide in its entirety

Mission Statement

To Empower & Inspire People

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



Dojo Etiquette and Training Rules

All members are expected to read and comply with the **Dojo Etiquette and Training Rules**. These guides are usually emailed to members soon after enrollment. Please let us know if you have not received anything, or if you cannot your copy.

Parents, please remind or help your child with reading and following these guides.

And yourself, in case you have not yet read the **Parents' Guide** please take the time to read it now.

All parents are expected to read the Parents' Guide soon after enrollment as it contains important information!

'Focus of Training' and Weekly Email notifications

Not all classes come with the same content and focus of course. One class may be focused on Basic Skills, another on Sparring Skills, and another on Fitness. Make sure you read the Weekly Emails sent out every weekend ahead of time, so that you will be on the same page with everyone else, and well informed of what you will have on your plate when you come in.

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

What to do when you arrive

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

IMPORTANT: Please do NOT hang out outside the building when you arrive early. It is not safe and also causes problems with our neighbors. And, Parents, please keep your eyes on your children and ask them not to run around at the entrance or in the parking lot - it's not safe!! We don't have anyone supervising outside the training area

Goals Setting and Grading Requirements

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

Exams and Promotions

Through your training you will be promoted to higher ranks step by step, starting from white belt all the way to black belt, and beyond. Note that Black Belt, or *Shodan* in Japanese (literally meaning: the 1st step) is considered the BEGINNING of your mastery of Karate, and not the end of your journey. There are 10 degrees of black belt.

To take a shot at a promotion you will be expected to prepare and put yourself through formal exams. The higher the rank you test for the higher the expectations will be, and the more Training Hours you must have accumulated (since your last exam). For example, moving up from Yellow to orange belt (averaging about 2-3 sess/wk) may take only 3 months of training, but from brown to

black could take much longer. And from 1st degree to 2nd degree black belt no less than 12 months of training consistently will be required

Belt Exams are conducted at the end of each term: 3rd week of February, May, August and November. These dates may be adjusted however, if necessary. If there is a change of plans with respect to the exact date of exams everyone will be notified ahead of time.

When to get tested

You are expected to take your exams at the end of every term, unless you have been asked to "skip" an exam. Usually when you receive your Report Card/Test Results your "next goal" or "next exam date" is already set for you

Tip-tests and Black Stripes

Black Stripes are earned when you can show either:

- a) you have picked up the New Content introduced each term, or
- b) you have taken what you had learnt before to the next level (showing better performance)

You should see the Black Stripes (in between one promotion to the next) as your short term goals for each term, which is intended to help you with staying on top of your progress. Usually Tip-tests are conducted informally in class, not in a formal setting (like Belt Exams) and no reports will be given for them - only verbal feedback is given on the spot. When you pass a tip-test you will wear a Black Stripe on your belt. You should try to earn **2 stripes** each term. 1 stripe shows that you have been in class when new content was covered and can perform it at least partially.

You earn your 2nd stripe when you show that you have taken the new content to the next level showing clearly better performance. Usually black stripes are connected with KATA performance and/or any Special Contents introduced each term (e.g. footwork, or certain self defense skill). If you don't know what the "Special Content" of the term is you should ask and find out ahead of time

You need at least 1 stripe in order to qualify to take a shot at a promotion and take a Belt Exam. Ideally you should have earned 2 stripes however. There is no set timeframe from earning the black stripes. You may receive both stripes in the first month. Another person may get his 2nd stripe a week before the belt exams (if they happen to struggle with picking up the new content)



In case 2 months into each term you still don't have any stripes you should ask and see what it is you need to earn your stripes. It's your responsibility to stay on top of your training and requirements

Re-test and demotion:

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

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

Junior Ranks and Belt Colors: 4 to 7 years

White	white belt	<p>Examples:</p>  <p>Junior green</p>  <p>Junior high-green</p>
Junior yellow	white belt w/ one yellow stripe	
Junior high-Yellow	White belt w/ two yellow stripes	
Junior orange	white belt w/ one orange stripe	
Junior high-orange	White belt w/ two orange stripes	
Junior red	white belt w/ one red stripe	
Junior high-red	white belt w/ two red stripes	
Junior green	white belt w/ one green stripe	
Junior high-green	white belt w/ two green stripes	
Junior purple	white belt w/ one purple stripe	
Junior high-purple	white belt w/ two purple stripes	
Junior blue	white belt w/ one blue stripe	
Junior high-Blue	white belt w/ two blue stripes	
Junior brown	white belt w/ two brown stripe	
Junior high-brown	white belt w/ two brown stripes	
Junior Black Belt	white belt w/black stripe	

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

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

Top Students and Points: Green, Blue, and Red Cards

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

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

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

At the end of each term we count the total number of credits you've earned, and we find our Top 10 best performing students. One may be a beginner, a white belt, and still be recognized as a top student! With this credit system in place, after everyone gets the hang of how everything works, we hope that you will try that much harder to do your best each and every step of the way (not only in your exams!). We find one Top Student out of the L1 group, and one from the L2/3 group of kids (not adults)

>> In order to give everyone a chance to shine we will not recognize the same person two terms in a row. And even two terms later, those who have become Top Students in the past must show clear *improvement* in their performance to be recognized again.

Top Student Patch and Stars

The first time a you are recognized as a Top Student you will receive a Certificate, a **Best Student** Patch and a Gold Star, which you should wear on your uniform. Every time you become a Top Student again you will receive another "Star". Once you get your black belt you can wear your Stars on your black belt, with pride. You may be recognized up to 5 times through your training. Set your goal to be a "Five Star Student"

Top 10 students and Last Man Stands Competition

Best Students aside, we also recognize our **Top 10** students every term. Then our Top 10 will compete in a competition called 'Last Man Stands' at the end of each term. The winner will win a Prize!

Black Belt Club (BBC)

Members who are ready to set Black Belt as a goal may be invited to join BBC. BBC member's are trained more than others and receive more personal attention. They also are introduced to Advanced Karate and Self defense skills to better prepare for advance level exams starting early.

BBC members wear a special uniform, with patches on their arms. When you are ready to set black belt as a goal and train a little harder you should talk to your instructors and get more info

Equipment and Protective Gear

To participate in Sparring Sessions you **must** have the right equipment to keep yourself and your partners safe. You will need a pair of **Gloves, a Cup (male), Mouth Guard, and a Head gear**. Ladies may want to consider (not mandatory) getting a **Chest Protector** as well. For Fitness Kickboxing classes (pad-work) you will need a pair of **Gloves and Focus Mitts**.

You will not need Sparring Gear for all classes (and certainly not in the beginning stages of your training) but since you do need them for some classes -- especially Black Belt Club members - it may be easier for you if you get used to having your protective gear and focus mitts in your bag with you every time you come in. You can order what you need on our website www.the-Powerhouse.ca.

> It's not a good idea to go shopping somewhere else for these items as we often see wrong products picked up by members that will provide little protection, or they just cost you more!

YOUR class vs. ANY class

You are expected to attend the specific classes that you are registered for **ONLY**, as we need to know how many students we should expect in attendance in each class. Attending classes that are not yours will result in some sessions becoming over-crowded and difficult to manage. If you need to change the sessions you have selected feel free to inform us and if space is available we will change your class. If you need to have 'Freedom of Attendance' you must ask for this special privilege - to attend *any* class, anytime. In special cases this may be doable.

Classes vs. Programs

Your tuition is based on the *Program* you are enrolled in, and the number of sessions in your program, but not affected by the actual number of sessions you will attend. If you are enrolled based on 3 classes per week for example, some weeks you may end up attending only 1 or 2 classes (because of a holiday) or no class at all on Term Breaks.

YOUR MEMBERSHIP: DUES, CANCELLATION POLICY, etc.

Your membership Terms - IMPORTANT

Please take the time to read your copy of the Membership Registration form you filed out when you joined and particularly read our **Cancellation Policy** - and if you need to make any changes to your choice of membership (e.g. number of sessions or duration of your course) feel free to ask us ahead of time, strictly BEFORE the end of any Cancellation/Trial periods that your membership comes with. **We like to be able to trust that you will respect the business side of our operation, hoping that you will not ask us to make any exceptions. As we must be fair to all, and hold everyone to the same rules, and cannot afford to be blamed by other members for having different sets of rules for different members**

Fees and how they are collected

a) **Annual Membership Fee:** All members are charged their annual fees for each year on December 31st of the previous year -- Please make note of this in your calendar to make sure your account will not be thrown off. In the absence of a written request from you for cancellation before Dec 31st the annual fee for the coming year will be automatically collected year after year until you cancel

b) **Monthly dues:** your dues are charged based on the number of sessions and type of program you are enrolled in. Dues for each month are collected on the 20th of the **previous month**. Note that since we usually do not activate and charge your account immediately, on the first billing date you may see **more than one payment** clearing your account (plus any membership/initiation fee, if payable) in order to bring your account up to date. See your copy of the Registration Form if you are not sure how much you will be charged each month

c) **Grading Fees:** getting tested is NOT mandatory

- Kyu grade exams (colored belts before black): Kids: \$20 Adults: \$22.50
- Black Belt Exams for all members: \$65.00

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

d) **Fixed Billing:** Monthly billing may not be stopped from time to time because of absences. And with *Short Term* Month to Month memberships the agreement is that you will give us a minimum 60 day notice to cancel your membership and stop the billing

Absence Credit

If your membership comes with 'Absence Credit' the length of time you can get credited for must be mentioned on the Registration Form you filled out. Absence Credit is given for any periods of ONE WEEK OR LONGER only (not single sessions) and only if your *future* absences are reported to us ahead of time (by email). You do not need to email us every time you are going to miss a *single* class. Note that Credits have No Cash Value and may only be used upon **renewal** of your membership. No credit is given for Stat Holidays and Term Breaks

How to claim your 'Absence Credit'

Simply EMAIL your request to 'dojostudentservice@gmail.com' (NOT Powerhouseoffice@gmail.com) and expect a confirmation to be emailed back to you. Then save our confirmation, then print and hand it in when your membership is up for renewal

Making up for Missed Classes

Generally making up for missed classes is NOT permitted. In other words any sessions you happen to miss may not be carried over, to the following weeks. However, in case a **Statutory Holiday** lands on a day that you usually attend class, you may attend any other class to make up, but **ONLY** in the same week of the Stat Holiday.

School Closure and Term Breaks

We are closed on all Statutory Holidays, and also one week after every grading

Videos and Pictures - do we have your permission?

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

Effective Communication >> Email us first

Note that we heavily rely on communication with members by EMAIL, and trust that the email address you have given us is active and checked regularly. Please read all emails that you will receive from us, and keep yourself in the loop. We understand you are busy, so we try to keep our messages short and to the point containing only relevant and important information.

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

How to communicate with us

We will always be there to speak with you about any questions or concerns you may have. However, if a "talk" is not called for we'd rather deal with your inquiries by email. If you simply need to ask a question please write to us first, and we will respond within 24 hours. If it is necessary we will set up a time to talk face to face. But **please** avoid approaching the instructors in between classes initiating a potentially lengthy conversation, as our time between classes is very limited. Also we appreciate it if you can initiate any 'Admin Related' inquiry by EMAIL FIRST and if necessary we will set up a time to meet in person

Note that we strictly do NOT engage in any admin related inquiry the dojo floor (payments, renewals, cancellations, etc.)

School Contact:

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

Building and maintaining a healthy relationship - IMPORTANT!

It is highly likely that you will train at The Powerhouse for many months, if not years. So, it is important that we build and maintain healthy communication between us, so we can better understand how the training is working for you. We sincerely hope that you will not hold back, and will share any special requests or feedback you may have for us (positive or negative). And if/when you notice your motivation is going down feel free to talk to us. We are here to not only teach you technique and self defense, but also to coach and support you through this challenging journey. By teaming up we all will go much farther.

Thank you for taking the time to read this guide

DEDICATED TO YOUR SUCCESS

THE POWERHOUSE TEAM