

SHIKISHIMAKAN CODE OF CONDUCT

All persons participating in a class or course conducted by **Global Language and Culture** (ABN: 78 813 914 597) must agree to be bound by this **Shikishimakan Code of Conduct**. **Global Language and Culture** reserves the right to make amendments or additions to this **Code of Conduct** at any time. By signing the attached contact, you are agreeing to be bound by this **Code** and all requirements and responsibilities covered by this entire document.

SSK is an eclectic system that incorporates traditional Japanese martial arts training with Japanese language and culture education. 敷島 (**Shikishima**) is a less-known Japanese word that refers to "Japan" and 館 (**Kan**) simply means "Hall." A natural translation for 敷島館 (**Shikishimakan**) to suit the purposes of this system might be "**Academy of Japanese Culture**." **Shikishimakan** is the property of **Global Language and Culture**. The following **Code** includes an outline of the origins and nature of the system, health and safety, etiquette, conduct, fees, costs, and conditions of training. The student application form is attached to this document and immediately follows the **Code of Conduct**. The remainder of this document will hereafter refer to **Shikishimakan** and **Global Language and Culture** as **SSK** and **GLC** respectively.

ORIGINS AND NATURE OF SSK:

SSK is an evolving eclectic system combining **Jūjutsu**-influenced **Karate** with **laidō** and Japanese language and culture and has contributed to the lives of students since its founding in 2002. Mainly targeting primary and high school students, **SSK** focuses more on reinforcing etiquette and respect than competition. Modern urban self-defence training complements the traditional Japanese forms but sparring contact is kept light to non-contact. While training might evolve, the **dōjō** (studio/training area) structure and etiquette requirements are retained. **SSK** grading examinations are based on both proficiency in Japanese language and familiarity with Japanese culture as well as martial arts ability. Attitude and effort are also taken into account when considering a student of **SSK** for grading. Tasks and tests through which students display values such as citizenship, leadership, mentoring, diligence, and community service are also built into **SSK**.

Mr. Stephen Grant **Sensei**, founder and Head Instructor of **SSK**, was awarded his black belt in Japan in both **Karate** and **laidō**. Qualified and experienced as a secondary teacher of Japanese, History, and ESL. His **Level One Martial Arts Coaching Accreditation** through the **Martial Arts Industry Association (MAIA)** also allows him to teach martial arts in NSW schools. Grant **Sensei** has taught in NSW and Japan to both primary and secondary classes in both the private and public sector as well as Newcastle TAFE, WEA and a number of tuition centres in Newcastle. During an almost 10 year stay in Japan, Grant **Sensei** worked alongside teachers of **Kendō**, **Jūdō**, **Karate**, **laidō**, **Shodō** (brush calligraphy) and **Sadō** (tea ceremony). While not considering himself to be a master of any single traditional art, Grant **Sensei** presents his unique eclectic system as a well-rounded programme aimed at raising Australian social and academic standards at both individual and national levels.

Grant **Sensei** promotes a **Samurai** ideal of cultured warriors with an appreciation for the arts and literature – which distinguishes them from ordinary fighters. **Mika Grant Sensei**, wife of the founder and a native Japanese speaker, assists in delivery of non-martial aspects of **SSK**. **Mika Sensei** is an experienced Japanese teacher with formal certification in food preparation to enable her to demonstrate aspects of Japanese cooking to Australian students. She also holds a 2nd **Dan** in **Shodō** and practices **Sadō**.

KEY OBJECTIVES OF SSK:

1. Provide martial arts and Japanese language & culture instruction in a safe, non-threatening environment.
2. Develop physical & mental tools for improving personal safety and security as well as promoting healthy lifestyles.
3. Promote academic learning as a means by which to both improve self and benefit society.
4. Develop positive self-esteem, self-confidence, & self-discipline, and encourage, support and respect others.
5. Encourage leadership through the hierarchical **dōjō** structure based on the traditional Japanese vertical society.
6. Create expertise in confrontation management while reinforcing the need to avoid conflict wherever possible.
7. Pro-active crime prevention through increased awareness and positive social attitudes.
8. Develop healthy citizenship values and raise the national profile in the world community from the local level.
9. Promote an attitude of deference to the positions of others through traditional Japanese **dōjō** protocol.
10. Nurturing positive attitudes toward the international community, particularly toward Japan.

THE DŌJŌ KUN (CREED) OF SSK:

- | | |
|-------------------------------------|------------------------------------|
| 1. Honour your country | 6. Be fair and seek justice |
| 2. Honour your parents | 7. Be honest with self and others |
| 3. Honour your teachers and seniors | 8. Be diligent and work hard |
| 4. Respect and care for others | 9. Avoid unnecessary confrontation |
| 5. Respect yourself | 10. Work for peace |

PARTICIPANT UNDERSTANDING: (MARTIAL ARTS STUDY CAN BE DANGEROUS)

SSK is a contact martial art that involves physical contact with one or more other practitioners in ways designed to simulate as closely as possible combat scenarios and self-defence options available to a practitioner when confronted with physical aggression. As in any other physically demanding recreational activity, there is always a risk of injury. Any person participating in a **SSK** class or event conducted by **GLC** does so with the full understanding that, whilst it is the policy of **GLC** to minimise this risk, the nature of contact physical activity prevents its total elimination. Persons participating in **SSK** classes conducted by **GLC** do so of their own volition and at their own risk.

SHIKISHIMAKAN CODE OF CONDUCT (as of December 11, 2010)

MARTIAL ARTS INSTRUCTOR QUALIFICATIONS

All Instructors will be bound by this 'Code of Conduct' and that of MAIA. All unsupervised martial arts instructors:

1. must have current National Coaching Accreditation Scheme (NCAS) or National Martial Arts Instructor Accreditation Scheme (NMAS) accreditation.
2. are bound by the MAIA "Instructors Code of Ethics."
3. must have current WorkCover approved Senior First Aid certification.
4. must have in place appropriate public liability and professional indemnity insurance.

HEALTH & SAFETY

1. Instructors will ensure that the **dōjō** is clear of any dangerous and/or sharp objects that may provide a risk of injury with details documented and reported to institution renting the premises for **SSK** purposes.
2. Persons must advise the instructor if suffering from any injury or medical condition, either permanent or temporary, which may be adversely affected by certain types of training. Examples of this may include blood pressure problems and cardiac disorders, neck and back injuries, diabetes and asthma.
3. If requested by the instructor, persons with the above or like conditions must show this **Code of Conduct** to their physician and secure a medical certificate clearly stating that the person is able to participate in **GLC** classes.
4. Persons with a bleeding injury must cease training immediately and receive appropriate first aid. Rejoining the training session will not be allowed until the wound is dressed and the instructor has deemed that this is safe and appropriate. Instructors will have access at all times to a fully equipped first aid kit.
5. Any blood spill must be reported to the instructor and all people are to avoid the area of the spill until the instructor has indicated that the area is now safe to enter. Only persons authorised by **GLC** must deal with such a situation.
6. Persons administering first aid to a person suffering a cut or bleeding injury must wear protective gloves.
7. During training, persons must not wear accessories including (but not restricted to) jewellery, watches, body, face, or head piercing, necklaces, bracelets, rings, chains, spectacles and/or bands. Long hair must be tied up neatly.
8. All participants must maintain self-control at all times and maintain all care in the application of any technique.
9. Any person participating in training who exhibits behaviour that in the judgement of the instructor is a danger to other participants, shall not be allowed to continue training until the instructor determines the danger is no longer present.
10. No drink bottles, clothing, or Personal Protective Equipment (PPE) such as mouthguards should be shared.
11. Persons must not train if suffering from the flu or other viral infection that may be passed on to others.
12. Persons must not attend training under the influence of alcohol or illegal drugs and smoking is not allowed in the **dōjō**.
13. Persons training must give proper attention to personal hygiene and exhibit clean grooming; and ensure that fingernails and toenails are trimmed and clean. Long fingernails must be taped.
14. No person is allowed to teach martial arts techniques or knowledge without explicit written permission from **GLC** and students must **never** use breaking techniques (striking at boards, bricks etc)
15. Students must complete a questionnaire stating medical condition and background of the prospective student.

BASIC LIST OF DŌJŌ ETIQUETTE & ETHICS

1. Persons will bow in the appropriate manner upon entering and leaving the **dōjō**. Bowing must be done correctly and seriously. Juniors must bow lower to seniors or teachers and hold their bow until the senior member straightens up. Bowing is also carried out *in the direction* of **shōmen** (designated front of the room) and *in the direction* of the **Katana (bokutō)** for in **laidō**. The act of bowing *in the direction* of inanimate objects may offend certain individuals as an expression of animism or idolatry. However, Christian practitioners of **SSK**, for example, are able to interpret these practices as opportunities to thank God in the same way grace is said with the eyes lowered *in the direction* of the food but prayers are raised to God above. Similarly, **seiza**-style (formal sitting position) meditation, intended as a time to relax and mentally prepare for training, can be utilised by Christians to pray. The external appearances of the traditions can therefore be maintained without compromise of belief. The least these traditions should provide to any member is reinforcement of the need to daily nurture an attitude of respect and gratefulness.
2. Shoes must be taken off before entering the **dōjō** and placed neatly as directed by the instructor.
3. Persons must not chew or eat during training times.
4. Participants must be punctual, preferably early, so that they are ready to train when class commences - with all equipment necessary for training. Latecomers must sit in the **seiza** position at the side of the **dōjō** until the instructor indicates that he or she may join the class.
5. Drinks (including water) must **not** be consumed whilst in the main training area of the **dōjō**.
6. Mobile phones must be turned off during training. Mobile phones inadvertently left on during training may not be answered. Any person who is "on-call" for work may seek approval from the instructor prior to the commencement of class to leave their phone on.
7. Students must move quickly but with care whenever a direction is given by an instructor. Instructions should be followed with a positive attitude.
8. Students must line up in order (of rank) quickly and correctly as soon as the instruction has been given. Non-members have no grade and are junior to all members.

SHIKISHIMAKAN CODE OF CONDUCT (as of December 11, 2010)

9. Participants must realise that martial arts demand a certain level of order and obedience to the traditions. Those not willing to treat the traditions of **SSK** with the appropriate level of respect should not pursue the art.
10. **Seiza** must be performed wherever required unless injury or illness prevents this practice. In cases of illness or injury, the student will sit in the manner closest to **seiza**.
11. Persons must always be courteous and helpful to each other. Junior students should be eager to assist seniors or teacher with reasonable requests, keeping in mind that in the traditional Japanese **dōjō** junior grades do the cleaning of floors and tidying up.
12. Physical contact between persons who are training must be appropriate to the situation and necessary for the skill development of those persons.
13. Sexual harassment, defined as where a person is subjected to unwanted or uninvited sexual behaviour, will not be tolerated. Bullying, another form of harassment, will also not be tolerated.
14. Any form of discrimination based on sex, ethnic origin, language, colour, or other form of differentiation will not be tolerated.
15. Grievances or complaints must be expressed privately to the instructor and presented to the instructor in writing.
16. When approaching another **dōjō** member, wait for an appropriate moment and interrupt with the expression, "**Sumimasen.**" This means "Excuse me."
17. People must **not** chatter during training or ask questions during explanations. Questions should be reserved for a time provided by the instructor and chatter for free time. A key feature of **SSK** is learning through repetition and listening to others.
18. Inappropriate topics of discussion and language, loud speech and yelling (other than **kiai** and other appropriate traditional verbal utterances), running, horseplay, and rudeness are not allowed.
19. Possession of illegal items or offensive materials such as pornography is not allowed in the **dōjō**.
20. Visits to the toilet should be made before or after training. Where otherwise necessary during training, students must wait for an appropriate moment and then bow in the direction of **shōmen** before moving off to the toilet.
21. Instructions will be issued in both English and Japanese; sometimes only one of these two languages. Students are expected to learn these gradually through gradual exposure and immersion in the **dōjō** culture.
22. The highest graded student present may be required to call out Japanese commands at the beginning and end of sessions.
23. Teachers are addressed as **Sensei** and seniors as **Sempai**. When two or more people of the same title are present, you must follow the name of the person you are addressing with **Sensei** and **Sempai** respectively. Example: Jones **Sensei** or John **Sempai**.
24. A student must not request to (or) be taught techniques or knowledge required beyond those required by his or her grade and must not attempt these until he or she has reached that **SSK** grade.
25. Payments (regardless of whether per session or per monthly) should be handed (with both hands and a bow) to the instructor in the issued payment envelope **before** training on the appropriate day of training. Exact payment is required each time. The envelope will later be returned to the student with a receipt for the transaction.

UNIFORMS, WEAPONS & TRAINING EQUIPMENT

1. All members must wear a black **dōgi** (Karate uniform) of **zubon** (pants), **uwagi** (top) and **obi** (belt) during **all** theory and training sessions. Uniforms must be free of all logos or markings unless deemed acceptable by **GLC** for **SSK** training. For extra warmth or covering (especially in the case of females), a black T-shirt with no designs or printing may be worn under the **uwagi**. Non-members must not wear clothing which is fitted with zips, buttons or similar hard objects. Approved school sports uniform must be worn if training as a school sports day activity. Girls must **not** wear skirts of any description for training.
2. **Obi** and patches (suiting grade) must be worn from the training day following receipt from the instructor.
3. **Dōgi** are to be washed and pressed (except for **obi**, which is never washed) and ready for each training session.
4. Persons inappropriately attired for training on without necessary equipment will not be allowed to train.
5. Students must purchase their own PPE for sparring. From 8th **Kyū** until Blue Belt the only PPE required are forearm guards.
6. Total PPE required for sparring and blocking are (forearm, shin/instep, mouth, torso, head, & groin) guards and protectors and gloves.
7. Students must keep **PPE** in a clean and hygienic condition and not share **PPE** or uniforms with others. Where items such as body/chest guards or head guards are rented or loaned by the instructor, these items would be cleaned and maintained by the **SSK** instructor. Students simply need to look after the items while in their care. It must be noted that provision for rentals and loans, however, are not guaranteed at this stage. Care needs to be exercised with **PPE** as many are made of fabric which will absorb perspiration and blood.
8. For weapons training aspects, a **bokutō** (wooden katana) is required for each student from the grade of brown belt in order to commence laidō aspects of training. This item must be purchased by students passing the grading examination for Brown Belt.
9. Students must purchase necessary extra or replacement equipment including (but not restricted to) stationery and uniforms. No person must touch the equipment of another without the permission of the owner.
10. Persons must bring a towel and filled water bottle to each training session.
12. Equipment must be transported inconspicuously in a bag and placed neatly in the allocated areas in the **dōjō**.

SHIKISHIMAKAN CODE OF CONDUCT (as of December 11, 2010)

SPARRING CONDITIONS

1. Contact sparring is **not** mandatory and any student not wishing to participate, for any reason, should advise the instructor. Alternate training drills would then be arranged for that student.
2. Sparring rounds must be **no longer** than 2 minutes with a 1-minute break between rounds. Total sparring time (breaks included) must not exceed 24 minutes. The maximum number of rounds permitted in one training session no more than 8 rounds.
3. Free sparring must always be supervised by an accredited instructor and PPE must be worn during any free sparring.

MEMBERSHIP

1. **SSK** Membership allows the student to take advantage of any instructional services within the **SSK** system (suitable to the student's **SSK** grade), such as private and group tuition. Extra cost training sessions may be available upon application and approval of Head Instructor.
2. Membership enables members to sit for **SSK** examinations and receive **GLC**-recognised grades.
3. Joining fees cover insurance premiums and administrative costs to cover **SSK** activities.
4. Members are bound by the **Code of Conduct** and must adhere to all related conditions and terms. Membership can be cancelled at the discretion of **GLC** for failure to comply with **any** area of the **Code**. **GLC** reserves the right to revoke grades, entitlements, or privileges awarded to any person who breaches this **Code** or is convicted of any criminal offence. Breaches may also result in a student being denied the opportunity to grade or even suspension or expulsion from **SSK** activities at the discretion of **GLC**.
5. **GLC** reserves the right to accept or reject membership at its discretion.

GRADING CONDITIONS

1. Gradings are held monthly except in cases where holidays, breaks and other activities interfere with the schedule.
2. Gradings are conducted during normal training times and students not grading will do theory work for most of the time.
3. Grading is subject to instructor approval. Based on factors such as attendance, lateness, attitude, preparedness, presentation, and focus, the instructor may request to see school reports in order to check a student's school behaviour and attitude.
4. To secure grading under the **SSK** syllabus a person must be a current financial member of **SSK**.
5. No previous experience, learning, grade, or membership will be recognised by **SSK**.

GRADING SYSTEM

1. The first grading may be attempted after completion of one month of training (deemed **regular** by the instructor). If successful, the student will be awarded the rank of 8th **Kyū** and Australian and Japanese flag patches received on the grading day must be sewn on to the right and left sleeves of the uniform ready for the next training session.
2. Students attempting a grading must have spent a **minimum** time in regular training for each grade. The minimum waiting periods are as follows:

-White (8 th Kyū) to Yellow (7 th Kyū)	1 month	-Blue (4 th Kyū) to Purple (3 rd Kyū)	5 months
-Yellow (7 th Kyū) to Orange (6 th Kyū)	2 months	-Purple (3 rd Kyū) to Brown (2 nd Kyū)	6 months
-Orange (6 th Kyū) to Green (5 th Kyū)	3 months	-Brown (2 nd Kyū) to Red (1 st Kyū)	7 months
-Green (5 th Kyū) to Blue (4 th Kyū)	4 months	-Red (1 st Kyū) to Black (Shodan)	8 months
3. All **Dan** gradings (from **Shodan** upward) require the writing of an essay and are at least 12 months apart.
4. In addition to academic and physical aspects of training, social skills will be assessed through such as activities as (but not restricted to) public speaking, leadership, teaching, and community service.
5. The number of black stripes on a belt represents the number of months a person has been on a particular belt. The person with fewer stripes on the same colour belt is considered the junior grade. This is similar in the case of white stripes on a black belt.
6. Gradings test knowledge and skills in Japanese language (spoken and written) and culture. Culture may include Japanese tea ceremony, calligraphy, flower arrangement, history, and society as well as Asian geography and religion. Japanese proverbs must be memorised so that the student can say them without faltering and explain not only the translation but also expound on the meaning and application of each in English.
7. During gradings all present must sit quietly unless asked to participate and then only to the extent requested by the instructor.
8. Exact grading requirements for the next grade are provided to potential candidates after successful completion of each grading. These outlines are not to be shared with any student, or allowed to become knowledge of any student on a lower grade.

MEMBERSHIP & EQUIPMENT COSTS AND TRAINING, & GRADING FEES

1. A non-refundable initial full membership (joining fee) costs **\$60.00** and entitles the student to membership until renewal of membership on **February 1** the following year. This joining fee covers insurance and administration costs and provides the student with a new black uniform as well as course materials. Casual membership carries no cost to the student but excludes the student from certain aspects of training and Shikishimakan activities such as gradings.
2. Continuing membership costs **\$30.00** per year, renewable by **February 1** every year. Failure to pay by this time will result in membership being cancelled and the member must reapply at a cost of **\$40.00** (without any extras such as items received with initial membership). It would be also at the discretion of the instructor as to whether the member should be reinstated to the grade held before membership cancellation in cases of reapplication for membership. Persons encountering financial difficulty should contact the instructor as soon as possible.
3. Training fees are charged at **\$10.00** per member per general class session or:
-\$60.00 per month where the student attends two general sessions per week.
-\$80.00 per month where the student attends three or more general sessions per week (where available).
The above per month figures include training days that do not take place due to holidays and/or cancellations due to events taking place at schools through which sports martial arts sessions have been arranged. Proportionate refunds are only redeemable for cancellations outside of these times made on the part of GLC.
4. Monthly payments will not be received for the month of January. Any training made available during January will be charged at the per session rate. All other monthly payments must be made from the first day of training each month. Failure to pay by this time will return the student to a per session fee.
5. Examinations for all belts cost **\$10.00** each to Red Belt unless the student makes arrangement to obtain a belt elsewhere before the grading. Grading fees for students obtaining a belt (which must be presented to the instructor at the time of paying grading fees) will cost **\$5.00** up to Red Belt. Fees cover administration and issue of relevant certificates, belts and patches issued upon successful completion of each grade. Candidates attempting grades **Black Belt** or higher must pay a non-refundable **\$50.00** fee per grading and a **\$20.00** registration fee - only after the candidate passes that grading.
6. Grading fees must be paid no later than 2 weeks **before** grading and are **NOT** refundable where the candidate is unsuccessful. This guarantees the presentation of belts, certificates, and patches soon after the grading results are released.
7. WorkCover approved Senior First Aid certification is required for gradings for **Dan** gradings. Original documentation must be presented to the instructor with the grading fee. This certification must be maintained and updated and not allowed to expire while training with **SSK**.
8. For theory aspects of training students must purchase and bring to every session the following:

-1 x A4 notebook	-Correction tape (not fluid)
-1 x A4 clear sheet folder	-Lead pencils and erasers
-Black (or blue) & red pen	-Scissors, glue, and rule
9. Prices and conditions listed above are subject to change and are modified by special arrangements made with particular groups or individuals. These changes will be noted in the Preference of Payment Form.