

CODE OF CONDUCT POLICY 2023

ASÉ TAEKWONDO (TKD) CLUB

Please read below carefully.

ASÉ Taekwondo (TKD) is a Membership Club that respects the five tenets of Taekwondo, these are:

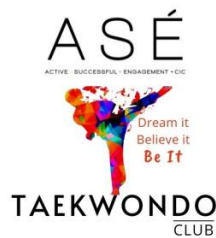
- Courtesy
- Integrity
- Perseverance
- Self-control
- Indomitable spirit

All parents/carers and families are expected to **Respect, Embrace** and **Demonstrate** these tenets.

We believe in upholding these principles in all aspects of our club activities and interactions. By being a Member of *ASÉ Taekwondo Club*, all parents/carers and children are expected to embrace and demonstrate these tenets. They form the foundation of our club's values and contribute to creating a positive and supportive environment for all.

We are proud to be a diverse, inclusive and multi-cultural club. Respect towards others is paramount. As Members, your conduct at home, school, work, competitions and in the community should reflect the values of the club.

We ask parents/carers and siblings to also conduct themselves according to these values. Our expectations of parents/carers and siblings is that they also conduct themselves according to these values. Failure to do so, will result in the prompt cancellation of your Membership.



Please remember Taekwondo is a martial art and a full-contact combat sport, and therefore by its very nature there is always a risk of some minor injury. Training is disciplined and challenging but also enjoyable, even fun!

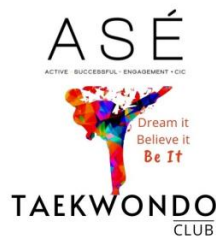
At our Taekwondo Club, we strive to create **a safe, respectful, and inclusive** environment for all Members. This Code of Conduct Policy outlines the expectations and standards of behaviour for all individuals associated with our club, including students, parents/carers, Coaches, visitors and our Staff Members/volunteers.

By participating as Members of our Taekwondo club activities, you agree to adhere to the following guidelines.

Punctuality and Attendance:

1. **Punctuality is very important! Arrive on time from 12pm - 12.15pm the latest.** Be punctual for all training sessions, competitions, and club events.
2. **Late arrivals: Deadline is 15 mins.** Students arriving after 12.15pm will be marked **Late** in the Register. There will be no admittance to sessions after 12.30pm.
3. Any late Arrivals after 12.30pm *must* queue up outside the *Dojang* and wait until invited inside by the Coach or a Taekwondo Staff Team Member. Any late arrivals after 12.30pm will not be allowed to join the session. Instead, the student will be instructed to take a seat and observe the session.
4. Please, *do not* attend if your child has symptoms of C-19, or a sickness bug.
5. If your child is unable to attend, as a courtesy, you are required to please notify the Staff Team on the same day via the *Taekwondo Whats App Group* or text Taekwondo number: 07518 777128 and please give the reason.
6. Regular attendance is extremely important for your child's personal development. Attendance is a criteria, which impacts each students' progress and their personal growth. We encourage you to make a commitment for your child to regularly attend with consistent participation in club activities.

7. **Grading Best Practice:** Each Student must attend a minimum of 8 sessions in the 12-week period, to qualify to be entered for Grading or to participate in other Club activities.
8. All Students are required to arrive to each session wearing a clean uniform with the belt tied, correctly.
9. All Students *must* bring a bottle of water.
10. Upon arrival, all students must line up and wait outside the *Dojang* to be called in for the Register to be taken.
11. Please *do not* enter the hall until you are asked to by the Coach or the Staff Team.
12. **The safety of all Students is our priority.** All Students *must* be marked in the *Attendance Register* in line with our Fire, Health and Safety policy.
13. All Students are required to Bow on entering and exiting the *Dojang*.
14. Student to inform Coach at the beginning of the session if they have any injuries.
15. Students are to wear all protective equipment appropriate for the session.
16. Students are required to follow the instructions of the Coach.
17. DO NOT leave any litter in the *Dojang* and please help to clear away at the end of the session.
18. Parents/carers and siblings are not allowed in the *Dojang* to spectate. Permission is at the absolute discretion of the Coach leading the session. Taekwondo is exciting, but please refrain from calling out or giving advice not sanctioned by the Coach.
19. Please note session start/end times may change from time to time.
20. We ask that parents/carers inform us of changes in their children, positive or areas to be developed, as they occur so that we can respond accordingly.
21. We respect family values and/or teachings. When parents/carers of our younger students take the same approach with the Code of Conduct Policy of *ASE Taekwondo Club* the results are often inspiring!



All parent/carers are required to drop students off outside the *Dojang*. To avoid congestion, it is no longer permissible to wait in the hallway, or foyer. As requested by South Fulham Arts & Community Centre (SEACC).

22. **End of Session/Collection Time:** All parents/carers please return at end of session to collect your child. In order for you to assist in maintaining the safety of all the children. It is no longer permissible to enter the Dojang.
23. **Please wait outside and the student will be sent out to you. The end of session is very busy, and our aim is to ensure your child's safety.**
24. It is important to always inform us if you have made any changes or arrangements for someone else to collect your child so that we are aware. Please text us and provide the full name and relationship to your child and your contact number in advance.
25. **Please note: Safeguarding is everyone's responsibility.**

IMPORTANT: The Head Coach will terminate Student's Membership if a Student, or a Member of their family does not conduct themselves in accordance with the Club's Code of Conduct Policy for respectful behaviour.

NON-ATTENDANCE POLICY: Any absences including holiday - Your space will be reserved for 3 weeks only and then the space will be offered to another young person.

FEES: Please note that it is a policy of the club to keep the fees low so that as many families as possible can join, benefit from this opportunity and enjoy this experience. For this reason, where fees apply, non-payment of fees puts the whole club in jeopardy. Chasing fees is embarrassing and wastes time. Please ensure you pay the fees on time. We do not accept cash. All Fees are to be paid into the ASÉ bank account details provided.



WELFARE: We take our role as Coaches, Mentors, and an extended family support group very seriously. The welfare of all our members regardless of age is very important to *ASÉ's Taekwondo Club*. If you have a concern that relates to welfare or safeguarding, please do not hesitate to discuss it with a Staff Team member.

Respect and Courtesy:

1. Treat all individuals with respect, regardless of their age, gender, race, ethnicity, religion, or physical abilities.
2. Use appropriate language and avoid derogatory, offensive, or discriminatory remarks.
3. Show respect towards Coaches, instructors, fellow students, and club staff/volunteers at all times.

Integrity and Sportsmanship:

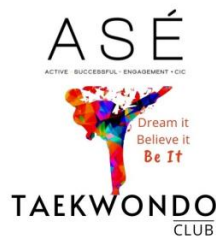
1. Display integrity by adhering to the rules and regulations of Taekwondo and promoting fair play.
2. Demonstrate good sportsmanship by accepting both victories and defeats with grace and humility.
3. Refrain from engaging in any form of cheating, dishonesty, or unsportsmanlike behaviour.

Discipline and Self-Control:

1. Maintain self-discipline during training sessions, competitions, and club activities.
2. Control your emotions and avoid aggressive or violent behaviour.
3. Follow instructions from Coaches and instructors promptly and without question.

Personal Hygiene and Safety:

1. Arrive at training sessions with a clean uniform, your neatly tied belt, and trimmed nails to ensure the safety and comfort of all participants.



2. Report any injuries or health concerns to the Coach or instructor before participating in activities.

Equipment and Facilities:

1. Respect our club's equipment and training facilities by using them appropriately and responsibly.
2. Parents/guardians should support their child's involvement in Taekwondo and encourage positive behaviour.
3. Please avoid interfering with Coaching or instructing during training sessions or competitions.

Confidentiality and Privacy:

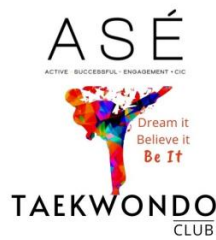
1. Respect the privacy and confidentiality of fellow club Members, Coaches, and instructors.
2. Refrain from sharing sensitive or personal information without consent.

Safeguarding

1. *ASÉ Taekwondo Club* is committed to promoting the welfare of Children and Adults. We operate under the guidelines of our Safeguarding Policy and adhere to procedures and policies of LBHF and Partners.
2. **Please note: Safeguarding is everyone's responsibility.**

Code Violations and Disciplinary Action:

1. Any violation, of this Code of Conduct Policy, may result in disciplinary action, which may include warnings, suspension, or termination of Membership.
2. The club's disciplinary process will be fair, transparent, and conducted in accordance with the fairness, values, principles and justice.



Membership Cancellation and Refusal of Entry:

ASÉ Taekwondo Club are Members of the *British Taekwondo Association*, which is a National Governing Body for Sport of Taekwondo in Great Britain. All Students are required to be Registered Members.

The Taekwondo Club reserves the right to cancel any Membership and refuse entry to any session, without prior notice or explanation, if deemed necessary for the safety, well-being, or integrity of the club and its Members. In such cases, you will be notified in writing that your Membership has been cancelled with immediate effect.

IMPORTANT: Please read the above information, which represents ASÉ Taekwondo Club's Code of Conduct Agreement.

By signing below, I confirm that I have read, understood, and agree. I acknowledge my child/children and I will respect the Taekwondo Club's Code of Conduct Policy.