



The CLUB CODE

Code of Conducts, Rules & Procedures

Inner Circle Academy Rules and operations

Inner Circle Academy and its members are required to obey the laws of the land. This includes federal and state Legislation, Regulations, Directives and Standards derived from legislation. This also extends to instructions and regulations set down by the venue owners, who themselves are subject to State and Federal legislation.

The club and its members have a duty of care to all participants to provide a safe and healthy training environment and anyone entering the dojo must follow the rules at all times.

Inner Circle Academy provides Self Defence and Martial Arts services to its participants and there are implicit risks associated with this. As such, Inner Circle Academy operating rules & operating procedures often go beyond what is legally required. Club rules and etiquette are not just product of martial arts traditions, they also encapsulate additional safety protocols.

Inner Circle Academy commits to providing high quality tuition and ongoing development of its participants including its instructors.

Protocols - There are multiple code sets, rules and etiquettes to observe which to the uninitiate may seem excessive. Inner Circle Academy uses a system of 9 Protocols to simplify understanding of expectations, codify and regulate behaviours. If you breach any of Inner Circle Academy protocols you are expected to self declare and work through together, a way back to redemption.

This is the honourable way and you will be respected for your honesty and commitment to your future self.

Application forms and Memberships

First Night - You must complete an Interim Agreement form, before you can train. It is your responsibility to complete this form accurately. This is NOT a membership form and you are not covered by player to player insurance under this agreement. The club has appropriate insurance which you can access only if this form is complete. The Interim agreement is an Assumption of Risk form and details any issues you might need to make the club aware of and is accompanied by a realistic statement of risk based on a 30 year history of training,

On your first trial visit, you must complete a AJJA application form. You can not go on the mat until you have completed this. You do not have to pay on your first or second night. You pay nothing and sign no agreements until you are finished your free trial. There is zero obligation to continue after your free trial.

Inner Circle Academy Application – you must fill out an Application Form on or about your 3rd attendance.

Once you have completed the form and either paid the prescribed fees or entered into a fee plan, then you can train

Inner Circle Academy Agreement. You must fill out this form on or about your 3rd attendance. It is very important that you read and understand this agreement as it describes clearly your obligations and risks.

AJJA. When it is time for you to join the AJJA you will need to complete a form and supply a photo. AJJA membership is mandatory when you get to an intermediate competency level. You will need additional player to player insurance to participate in some activities

AJJA grading book is for students grading past Senior Blue Belt or Junior Purple Belt. It is an Inner Circle Academy requirement that you join AJJA and maintain your AJJA Grading book if you:

- Train at a venue other than an ICA venue
- Sit a grading higher than Senior Blue.
- Perform in a Demonstration Team
- Attend AJJA Seminars

Other Memberships and Affiliations

MAIA – Inner circle Academy is affiliated with the Martial Arts Association Australia

WJF - Inner circle Academy is affiliated with the World Ju Jitsu Federation Australia – Separate memberships are required for advanced practitioners

Assumption of Risk

Expect minor injuries and some pain. No training or sport goes without some risk and some injury. From my experience, Self Defence & Martial Arts including Ju-Jitsu, is reasonably safe. All the same, we still get some knocks and bruises from time to time.

We take extra special care to not move students onto levels where they might get serious injury until they are ready and can handle the physical side well. If you have seen us training juniors and beginners, you will know how careful we are. BUT, being realistic, at some time in your training you will get a throw that doesn't land right or a lock that goes on too hard or a sprain or muscle pain you didn't expect.

If you do get hurt in training, see your instructor immediately. Inner Circle Academy instructors are very experienced in first aid and we can help get you on track as fast as possible.

Don't give up because of a minor injury, but let us know. Even if you can't train in class, there are things you can do to help your recovery and practice parts of your Self Defence & Martial Arts curriculum without contact.

The Use of Self Defence & Martial Arts techniques

You are only allowed to use techniques that you learn in the dojo & under the supervision of an instructor.

The only exemption is if you are defending yourself or the defenceless and even then you are only allowed to use reasonable force.

You are not allowed to use techniques that you learn for revenge, bullying or excessively in any circumstance.

These techniques aren't for play or showing off.

You should not practice at home until you have been given clearance by your instructor

Cross training

Inner Circle Academy members are not only permitted to cross training they are encouraged, however the main proviso is that the cross training does not interfere with their attendance in any way at Inner Circle Academy training and that you advise your sensei. You do not need to get permission although prior discussion is an expected courtesy.

Inner Circle Academy will help you find a dojo suitable to extend your training that suits your intended outcomes.

Inner Circle Academy may even organise cross training on your behalf where we think there are gaps in your skill sets.

Child Protection Policy Inner Circle Academy is subject to Queensland Child Safety Standards as punished by the Queensland Family and Child Commission (QFCC)

Our Commitment We adhere to Queensland's Child and Youth Safe Standards. Keeping children safe is more important than any other Code Protocol or Policy.

Rules for Staff/Volunteers - mandatory for working with children - Blue Cards, annual Child Safe Training (internal), reference checks, Trainer training/induction, log book of training under supervision. (= Black stripe on belt & mandatory before Black belt training). A blue card is mandatory for all adult Blu belts whether working with children or not. Adults can not sit their purple belt until a blue Card check is successfully recorded.

Complaint Handling All concerns logged and investigated. Serious issues reported to QFCC/Police within 24 hours.

Crisis Response "n emergencies: We will 1) Call 000, 2) Isolate the child, 3) Notify parents, 4) Document details

Annual Review Child Safe are updated every January. Members notified of changes

For full Policy, Child Safe Standards & ICA Trainer Training, see inner Circle Academy Website

Teaching others

You may help to teach anyone in the dojo where you are 2 grades above the student grade. This must be under the supervision of a black belt. You are not permitted to teach Inner Circle Academy curriculum to anyone outside of the dojo unless you have express permission, or you are supervised by Inner Circle Academy black belt, or you have achieved the rank of black belt.

Inner Circle Academy takes a very dim view of students training at home or at school or showing Inner Circle Academy techniques to other clubs without the context of a safe dojo and rigorous training environment. To be clear, Inner Circle Academy does not claim to own the techniques however we do firmly believe (from 3 decades of experience) that students inexperienced in unsupervised instruction can cause devastating outcomes when teaching outside of Inner Circle black belt supervision.

Some techniques are clearly dangerous and more so when done wrong. (Because they work)

There are certain techniques, such as Kata and some specific self defence techniques that are permitted to be taught to anyone, anytime, but these will be identified as they are taught.

Inner Circle Academy does hold intellectual property over the training system and associated documentation including the curriculum.

When you have achieved the rank of black belt Inner Circle Academy will give you a full copy of the curriculum and allow you to start off your own branch or you may leave Inner Circle Academy and start your own school with your own curriculum with the full support of Inner Circle Academy. Inner Circle Academy will help you with your curriculum and other important parts of starting your own dojo if you wish.

Or you can continue to train as an instructor at any Inner Circle Academy dojo(s).

Expected Training Frequency.

Training once a week consistently is the best way to build skills and stay engaged this will give you long term reliable skills. This is the way our brains work. We get an engagement buzz every time we subconsciously realise that we have learned a new skill or built on an existing skill. Our brains use consistency and desensitization to consolidate valuable skills.

Training any less than this and you may find yourself stagnating and your progress will become slow. You might find it difficult to complete gradings and see other students skip past you in rank. When this happens you will I think your training is boring.

Your brain has lost its engagement buzz. And it is all your own doing! The training regimen did not change, Inner Circle Academy outcomes did not change.

Your attitude changed!

You put more value on staying at home than you have on learning a valuable skills set that will serve you in immeasurable ways for your entire life. "You" are the only person who can change your attitude and you absolutely can change it at any time you like.

Statistics say if you start training twice a month or less there is a 50% chance that you will quit.

If you do not train for 2 months there is a 50% chance you will quit. For those who quit, or take a break for more than 2 months, there is a slight chance you might return, usually 5% to 10% and those students who return are usually extremely good lifelong students. Because of this, students taking a break or have quit are always welcome to return no matter what.

Taking a break

Inner Circle Academy students occasionally stop their training or reduce their training for various reasons. Students are students for life and are always welcome back. Even if we are full, you get priority and we will fit you in somewhere, somehow.

If you quit please hang on to your uniform and belt. You have earned your belt. Your senseis have put an enormous amount of effort work and thought into your training. Your senseis have worked for years, sometimes decades, training multiple times a week, usually 800- 1000 hours per year, to make it possible to transmit skills and knowledge to you. Your fellow students have worked tirelessly to help you in your training and given you their time and body to help you learn your techniques.

Your Belt

There are two circumstances where you may give your belt back, the first being when you have been given a promotion and you donate your belt back to the club for another student to wear. Inner Circle Academy considers recycling belts this way to be an honourable gesture, and to receive such a belt is a compliment.

The other circumstances in which you may give your belt back is when you are receiving a lower ranked belt. This only happens when you have violated one of Inner Circle Academy's protocols and you have agreed in a reduction of rank as penance. This is also considered an honourable gesture as it recognises the value of the work given to you by your instructors and fellow students as training partners.

Gradings

Gradings are held 4 times a year. They are always on Saturdays, always a set number of weeks after the beginning of a school term and always the best way to give your engagement a boost.

Beginner grades may grade multiple times in one grading, intermediate grades may take one or two gradings to achieve their next rank and advanced grades may take multiple gradings. Advanced students usually attend gradings to help beginner graders and are given a customised grading curriculum that can be achieved over an extended period. Saturday gradings are the absolute best and easiest way for your senseis to grade you. It is much more difficult to grade in class and takes away from other students training. Please make a commitment to attend at least 2 gradings per year.

Certificates are usually issued on the first week of the term and belts the week after.

If you do not attend the certificate ceremony you will need to wait until the next one.

Club uniform

Graded Students: are expected to bring with them to training a full Inner Circle Academy Gi .

A Inner Circle Academy Gi is white with one Inner Circle Academy badge on the bottom of the outer lapel.

No other badges may be worn

Most of the training can be done in Gi Pants and a plain t-shirt.

The preferred t-shirt colour is Red, however you can also wear black or white.

The t-shirt must have no logos, decals, words or patches. Do not purchase expensive t-shirts as they may get torn or stretched.

It is a good idea to carry a spare. You will use your Gi Jacket when there is heavy mat work or throws that require additional protection.

New Students: If you are brand new you can wear comfortable loose fitting t-shirt and track suit or similar pants. NOT SHORTS. The knees will get scuffed so do not wear expensive pants. The t-shirt can be any colour, with or without branding or logos but a plain white t-shirt is preferred.

Un-graded students, after your first lesson, if you decide to continue, you are required to wear the minimum un-graded uniform

(plain white t-shirt and black track suit pants – if possible) and a red or a white belt as directed by the instructor.

Ungraded students are allowed 1 month's grace to get an approved Inner Circle Academy Gi

- You are not allowed to grade until you have an approved gi.
 - Inner Circle Academy has some red or white belts available to loan until you can get your own.
 - don't buy new or expensive clothes specifically for training as they will get damaged
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Other Clubs: Graded students of other forms of martial arts are welcome on a once off or casual only basis and they may wear their own uniform. They must wear a white belt unless invited to do otherwise by the instructor

* If they intend to attend on a regular basis they will be required to wear an Inner Circle Academy Gi and join Inner Circle Academy and AJJA (one month's grace allowed)

* Un-graded students of other forms of martial arts intending to attend on a regular basis will be required to wear the minimum un-graded uniform (plain white t-shirt and black track suit pants) and a red or a white belt after their first lesson and are subject to the same rules as if they were a new member.

Casual - (when not in Gi) is an Inner Circle Academy polo.

The casual uniform is worn when attending seminars, training, demonstrations or any other time when representing Inner Circle Academy but not participation in actual martial art (eg arriving, leaving).

Kata In The Park & Taijiquan (Tai Chi) – Relaxed uniform requirements

As we practice individual Katas only and there is no contact, no throws holds etc you can therefore wear Gi pants or track suit pants, Club t-shirt, or plain Red Black or White t-shirt, hat, sandals and sun-block.

Don't forget water and towel. You are allowed to bring your friends and family and they can wear loose fitting clothing, NO SKIRTS.

Adults, parents and friends are also welcome to join in while in the dojo when practicing katas including Tai Chi and Qigong (Tai Chi warm ups) There is no charge, no obligation to join the Inner Circle Academy and you can even wear your shoes on the mat. You should fill in an AJJA membership form but you are not required to join the AJJA.

Things to bring to training

- Water bottle (mandatory)
- towel (optional)
- Curriculum
- Open mind – ready for learning
- Self discipline and attitude ready for training
- Training fees
- Training uniform

Leave all of your egos, angers, grudges and daily baggage at the door. It will happily wait for your return.

Etiquette

Dojo Etiquette is not only for respect it is also for safety Learn the dojo etiquette and follow it diligently.

To neglect items in etiquette and self discipline is considered an insult not only to that person, but to the art and most importantly, yourself.

Bowing: HOW

- Bow from the hips keeping your back straight.
- When bowing to a training partner whatever grade, keep your eyes up.
- When doing formal bows or bowing to an instructor, keep your eyes down. Always bow just a little lower than the higher graded student.
- For an Inner Circle Academy Bow (Taijiquan style) make a fist with your right hand and cover it softly with a straight left hand, place your hands 20 cm in front of your heart, elbows out.
- A Japanese bow, keep your hands on the top of your thigh (as if they are in your front pocket)
- Never rise from a bow before a higher graded student
- For seated bows and laido students have slightly different bows depending on the style practiced

Bowing: WHEN

- Informal Bow when entering or leaving the training hall (dojo)
- Formal Bows at the beginning of training and at the end of training
- Informal Bow when entering or leaving the mat during training
- Informal bow when greeting another student or choosing a training partner.
- Informal bow to your partner before and after an exercise.
- Informal bow when you receive or pass on a weapon.
- Informal bow to an instructor after receiving instruction
- Bow when you are bowed to.
- Informal bow when receiving an award, commendation or certificate.

Bowing: OTHER

Some martial arts have their own special bowing rituals and different methods of bowing. Inner Circle Academy forms a circle of students at the end of the lesson, in no particular order. Other martial arts such as Japanese Ju jitsu, line up in ranks and have rigid rituals. Instructors from other martial arts such as Kali and Tai Chi have their own bowing etiquette. The type of bow is not as important as the respect and thanks that goes with it. Always try to

adjust to and copy a visiting or host instructor's bowing etiquette, however if you forget or find it too complicated use the Inner Circle Academy fist/peace bow.

Other etiquette:

- Remove your shoes before entering a mat or training area.
- When you arrive at training, you are to change quickly and stand at the edge of the mat, until the instructor acknowledges you and bows you on the mat.
- Always be neat and tidy. Arrive with your gi folded neatly and fold your gi before you leave.
- When you are on the mat, no talking excepting if it relates to the particular exercise you are working on.
- Never speak back to a higher rank. Arguing with the instructor or a higher rank will not be tolerated.
- The instructor's word is final. When the instructor is speaking, remain quiet and ask questions when they are finished. Never speak over the top of the instructor or the supervisors. Supervisors are the instructor's representative and their word is also final, unless overridden by the instructor.
- Your curriculum is a special part of your art. Treat it with respect. It does not get left on the mat or walked on, this is an insult to the writer.
- Always assist your training partner if they are finding it hard to understand, or execute a technique.
- Always be alert while on the mat. Yawning, slouching and leaning on walls shows disrespect. Be aware of what is going on around you as you may be attacked at any time.
- Treat others as you would like to be treated regardless of how they treat you.

Dojo etiquette inherently includes the following items of personal hygiene, expected behaviour, safety, self discipline and even training at home!

Personal Hygiene

- You must be clean with hands washed and a clean uniform
 - Nails to be kept trim and neat. - Includes toenails. Explicit permission is required is to wear long nails, and even with permission, you are still liable for any damage you cause to yourself or others.
 - All jewellery to be removed before you enter the mat area. (or covered) Explicit permission is required is to wear any covered or uncovered jewellery, and even with permission, you are still liable for any damage you cause to yourself or others
 - Cuts and sores to be covered.
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Expected Behaviour

Act on instructors' instructions immediately and completely. Instructors have a duty of care to all students. We are students of a potentially dangerous activity and we use weapons from time to time. Instructors will not tolerate belligerence or recalcitrance of any kind. Students who repeatedly ignore instructions are putting themselves and fellow students at risk and will be asked to leave the club.

No playing on equipment before, during or after training.

You aren't insured.

No playing or running around after class unless organized and supervised by one of the instructors. Instructors have a duty of care to all students. This extends to after the class right up until the time the student leaves the premises. It is therefore the instructor's discretion to authorize any after lesson activities. Instructors are only allowed to authorize activities if they are prepared to personally supervise it or be responsible for appropriate supervision.

Start on Time - Be at the dojo at half an hour before training starts to help set up. If it is a shared venue, respect the other users. (They paid for the mat time just like us so be very quiet and respectful of their time and privacy). Pay your training fees at the beginning of training not at the end. If you can't get to training half an hour before the start on a regular basis, please advise your instructor.

Substances - There is to be no smoking, drinking or eating on the mat area. The training hall is also a smoke and drug free zone. The drinking of alcohol and the use of illegal substances before training will not be tolerated. You will be asked to sit out the lesson.

Breakages: You are responsible for the repair or replacement of all property damage accidental or otherwise, caused by yourself.

Self Discipline

Discipline is a core attribute to Self Defence & Martial Arts. If you can not demonstrate due discipline during a training should seriously consider whether to continue studying any martial art.

Tantrums, sook attacks and hissy fits will not be tolerated This includes "loosing your temper". If you can not muster up enough self discipline to control your temper, again, it is doubtful whether you will have enough self discipline to succeed as a Self Defence & Martial Arts student.

- Self Defence & Martial Arts techniques are not to be shown to those people not authorised to receive them.
 - Never show techniques from a higher grade without the consent of the instructor. This may in some cases confuse a junior student and impede their development.
 - All exercises are to be done slowly & without panic. An exercise can only be done quickly with the instructors permission and when they are present.
 - Always display a positive attitude. Never show failure or disappointment.
 - Never refuse to train with a partner selected by an instructor or higher graded student
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Safety

- When you feel a lock or hold applied, do not tense up and do not jerk away. Relax and tap out. Tap out to let your partner know that the technique works.
 - Do not fall for a thrower. They must first unbalance you and then throw, never fall.
 - When learning a new exercise, do so slowly an develop a sensitivity to the body movements and positioning.
 - Do not fool around in class. Do a technique or exercise properly and with focus, never attempt an exercise or technique in a half hearted manner.
 - You must notify the instructor of any injuries or conditions that can affect your training. This includes injuries that happen outside of training as well as those received during training. Inform the instructor immediately.
 - If you are unsure of any instructions or of what it is you are required to do at any given point, ASK. It is your responsibility to ensure you understand what you are to do.
 - Training at home: You are encouraged to practice your individual katas every day. DON'T do hard techniques at home. You do not have an instructor to help you out or give first aid if your uke cops it !!!!!
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Travelling

When you are visiting another dojo, club or at a seminar or demonstration, you have an additional Code of Conduct to adhere too. The AWAY CODE

Rain and other weather events

Inner Circle Academy will remain open as per usual unless it becomes too dangerous to get to the dojo. In which case, everyone likely to train that night will receive a text message.

*In all of the scenarios listed below, the situation is carefully monitored through either the CMB or BoM and in the rare event that a class is cancelled you will receive a text message. If you don't receive a text message, training is on. If class sizes are reduced because of lesser attendances due to adverse events, Inner Circle academy commits to providing the best quality session no matter how few participants attend. This effort and commitment is rewarded.

Rain - Rain vs JuJutsu is always a no contest. JuJutsu will always win. Unless it is dangerous, the dojos will be open Afternoon storms usually pass by training time, even if it's still raining training will still be on. Bring Umbrella MBRC advises of dangerous storms events and unless the CMB expressly stipulates the instructor team be there no matter what. If it is a small class, we may do gradings or weapons work. For most, training is more important than some minor discomfort and wetness.

Severe Storm Events - CMB advises of dangerous storms events and unless the CMB expressly stipulates the instructor team be there no matter what.*

Floods & Road closures - Check to see if any of your local roads are flooded before you leave.

www.moretonbay.qld.gov.au/Services/Roads/Weather-Impacted-Roads

If its flooded forget it! - The class may still be on .as local members may not be subject to your road closures.

Because our Dojos are shared public infrastructure, the MBRC occasionally commandeer the hall as an evacuation centre.*

Cyclone – Cyclones in Queensland are reasonably predictable and well tracked. Unless a cyclone is heading straight at one of the dojos, AND in a time frame that may cause danger, training is on. The Bureau of Meteorology Issues appropriate warnings and advice in relation to cyclones. During cyclone threats, the BoM will be Monitored* www.bom.gov.au/qld/warnings

Heat- If you are suffering any sort of heat related illness, you shouldn't be training. That being said. your mugger, bully or robber doesn't care how hot it is. They still do their stuff.

Our dojos are all air cooled or air conditioned. On super hot days, we change training to have less contact, less throws and less energetic training. It's still all valuable training.

On hot days you can wear lighter clothes. If you want you can wear shorts. Try to make them longer than knee length, but we won't be doing much ground work.

Because we are situated in a coastal moderate climate area, Inner Circle Academy has never had to cancel training because of heat. Should we experience dangerous heat wave conditions and receive official advice to cancel a class, you will receive a text message. *

Notes for hot day training: Bring a towel and also bring your own water bottle. We have increased regular drink breaks on hot nights.

Heat stress is not a heat related illness, but it is serious and if you have it, you'll probably know. If you don't get any relief from air con during the day, if you feel very fatigued or sleepy after a hot day, get hydrated, stay cool and don't exert yourself. If you get any other symptoms get medical advice

Cold - Wear extra cloths. Wear your gi top, warm undershirt, socks etc. Training will be changed to suit with lots of heavy work to keep you warm. This is a great time to train.

Bushfire Always check to see if any of your local roads are impacted before you leave. Never take risks during bushfires. Always have a bushfire response plan. If roads are not impacted around the area of the Bushfire, classes may still be on. You just may not be able to attend.

<https://www.moretonbay.qld.gov.au/.../Weather-Impacted-Roads>

MBRC occasionally commandeer the hall as an evacuation centre.*

Natural disasters & Internal Dojo Failures – Each event will be evaluated on a case-by-case basis. Advice will be sought from official sources only. MBRC occasionally commandeer the hall as an evacuation centre.

In the event of an unexpected disaster or unrecoverable failure you will receive a text message. If you don't receive a text message, training is on.

Please don't let "might be's" steal your time

Other Codes of Conduct and Practice.

Dojo Code is a simplified set of conduct rules which govern behaviours in the dojo

Away Code is a simplified set of conduct rules which govern behaviours in while traveling as a martial artist.

Protocols are a set of value statements and principles to help guide conduct and resolve behaviours that may be problematic to optimum contribution to the club.

Public Health Policy The Health and Safety of members and their families is of utmost importance. Inner Circle Academy strictly follows Health Directives of the Queensland Government.

Mission Vision and Values Inner Circle Academy has a written Mission Vision and Values statement. All students should read this document and become familiar with it as it will help guide in making decisions and progress in the academy.

Rules change

These rules may change from time to time. An up-to-date copy will be available on the Academy's website