

Kazokudai Karate

ONE FAMILY.ONE JOURNEY

Membership Handbook

Version 2026.08

Welcome to Your Journey

Everything you need to know about becoming part of the Kazokudai Karate family.

Whether you're taking your very first steps into karate or continuing a lifelong passion, this handbook has been designed to guide you through every stage of your journey. Inside, you'll discover how our dojo works, what to expect from your training, the opportunities available to you, and the values that make Kazokudai Karate such a special place to learn, grow and belong.

We hope this handbook becomes a helpful guide throughout your time with us. If you ever have any questions, our instructor team will always be happy to help.

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"Success in karate isn't measured by the colour of your belt, but by the character you build along the way."

Welcome to Kazokudai Karate..



On behalf of everyone at the club, we would like to extend a warm welcome and thank you for choosing to be part of our karate family.

This handbook explains how our membership works and sets out the expectations of both the club and our members.

Our goal is to provide a friendly, professional and transparent experience for every member.

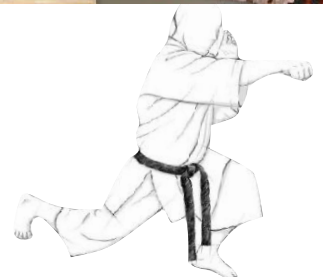
Built on strong values and traditional martial arts principles, Kazokudai Karate provides a friendly, supportive, and disciplined environment where children and adults alike can enjoy the many physical, mental, and personal benefits that come from training in the ancient art of karate.

We are committed to delivering the highest standards of coaching, customer service, and value for every member. Our classes are large enough to create an energetic and motivating atmosphere, yet small enough to ensure every student receives individual attention and support when needed.

Your commitment, together with the support of parents and families, plays an important role in every student's development. In return, we promise to continue providing high-quality instruction, a welcoming community, and a club that you can be proud to belong to. Our goal is to ensure your karate journey is enjoyable, rewarding, and one that exceeds your expectations.



SHOTOKAN KARATE



A Message from Sensei Bianca

Welcome to Kazokudai Karate.

Whether you're just beginning your karate journey or returning to training, I'm delighted you've chosen to be part of our dojo.

When someone joins Kazokudai, my hope is that they become part of something much bigger than a karate club. I want our dojo to be a place where you feel welcome, where you enjoy coming to train, and where you're encouraged to challenge yourself and celebrate your progress, no matter how big or small.

Karate has an incredible way of bringing people together. It teaches us discipline, respect, resilience and confidence, but it also creates friendships, shared experiences and memories that can last a lifetime. That's something I've always wanted Kazokudai to be known for.

As you read through this handbook, you'll learn about how we train, what we believe in and why we do things the way we do. Everything has been put in place to help create a positive, supportive and professional environment where every student has the opportunity to reach their full potential.

Thank you for choosing to train with us. My team and I look forward to supporting you throughout your karate journey, and I hope Kazokudai becomes a place where you always feel challenged, encouraged and proud to belong.

See you in the dojo.

Oss!

Sensei Bianca Webb

Chief Instructor

(5th Dan JKA)



Our Story:



Every dojo has a story, and this is ours.

Kazokudai Karate was established in 2016 with a simple vision: to create a dojo where students could learn traditional JKA Shotokan Karate in a welcoming, supportive and professional environment.

From the very beginning, we wanted Kazokudai to be more than just a place to train. We wanted it to be somewhere people looked forward to coming each week—a place where children, adults and families could learn together, support one another and enjoy the journey, whatever their individual goals.

The name **Kazokudai** reflects that vision. It is inspired by the Japanese word Kazoku, meaning family, because creating a strong sense of community has always been at the heart of everything we do.

What began as a small after-school club has grown into a thriving dojo with its own purpose-built training facility in Leicestershire. While we've grown over the years, the values we started with have remained exactly the same.

Today, we're proud to welcome students of all ages and abilities. Some train to improve their fitness, some enjoy competing, some dream of earning their black belt, and others simply enjoy being part of our dojo community. Whatever your reason for joining us, you'll always receive the same encouragement, support and high standard of instruction.

As our dojo continues to grow, one thing will never change—our commitment to helping every student enjoy their karate journey and become the very best version of themselves.



Why we do what we do:

Every karate journey begins with a single step through our dojo doors.

For some, that first step is about learning self-defence. For others, it's about building confidence, improving fitness, finding a new challenge, or simply becoming part of something positive. Whatever the reason, every student begins with the same opportunity—to discover what they are capable of.

People often ask what makes Kazokudai Karate different, and the answer is actually quite simple.

We believe karate has the power to change lives.

Of course, we're here to teach traditional JKA Shotokan Karate, and we are passionate about helping every student develop exceptional technique, strong character and a lifelong appreciation of karate. But for us, karate has always been about much more than punches, kicks and kata.

Every person who walks through our doors arrives with their own goals, challenges and aspirations. Some come to build confidence, some to improve their fitness, some to prepare for competition, and others simply to find a welcoming community where they feel they belong. Whatever brings them here, our commitment is always the same—to support, encourage and guide every student throughout their journey.

That's why we never measure success by belts or medals alone.

We celebrate a student's very first training session just as much as their first black belt. We celebrate every grading, every competition, every personal breakthrough, and every moment when a student finds the confidence to persevere through something they once believed they couldn't do.

Everything we do is centred around helping our students become the very best version of themselves—not only as karateka, but as people. Through traditional training, we hope to develop qualities that extend far beyond the dojo: confidence, resilience, discipline, respect and humility.

If a student leaves each training session standing a little taller, feeling a little more confident, showing a little more respect, and looking forward to returning to

**Because at Kazokudai Karate we don't just teach karate.
We help people discover what they're capable of.**



What makes Kazokudai different:

Every dojo has its own character, its own culture and its own way of doing things.

At Kazokudai Karate, we've never set out to be the biggest club or to compare ourselves with others. Instead, we've focused on creating the kind of dojo that we'd all want to train in ourselves—a place where people feel welcome, supported and encouraged to become the very best version of themselves.

One thing you'll probably notice quite quickly is that we don't rush things. Whether it's learning a new technique or preparing for a grading, we'd much rather see a student take a little longer and build strong foundations than move on before they're ready. We believe good karate takes time, and there's no substitute for patience, consistency and hard work.

You'll also find that we celebrate all kinds of achievements, not just belts and medals. Of course, those are exciting milestones, but we're just as proud of the quieter moments too. A child finding the confidence to speak up in class, a student finally mastering a technique they've been working on, or someone walking through the dojo doors after a difficult week—those achievements deserve celebrating just as equally.

Another thing that's important to us is that nobody feels like they're just another number. Every student has their own journey, their own goals and their own reasons for training. As a team, we take the time to get to know our students because we believe that's how people grow in confidence, enjoy their training and become part of our dojo family for years to come.

You'll soon discover that learning never stops—not for our students and not for us. As instructors, we continue to train, attend courses and develop our own knowledge because we believe our students deserve the very best we can offer.

Above all, we want Kazokudai to be remembered for more than just karate. We hope you'll look back on your time with us and remember the people you've met, the friendships you've built, the confidence you've gained and the memories you've created along the way.

To us, that's what makes Kazokudai Karate special.



More than just Karate:

When people first join Kazokudai Karate, they often think they're coming to learn how to punch, kick and block. Of course, you'll learn all of those things, but I hope you'll soon discover that karate has so much more to offer.

Over the years, we have had the privilege of seeing karate change lives in ways that have nothing to do with winning medals or earning black belts. We have watched shy children grow into confident young adults, seen students overcome challenges they never thought possible, and watched complete strangers become lifelong friends.

That's what makes karate so special.

Yes, we want our students to develop strong karate techniques and achieve their personal goals, but just as importantly, we want them to develop confidence, respect, discipline, resilience and the belief that they are capable of achieving more than they ever imagined.

One thing you'll quickly discover about Kazokudai is that we don't compare students with one another. Every person who walks through our doors has their own journey, their own challenges and their own goals. Our role is to support each individual and help them become the very best version of themselves.

We also believe that progress should never be rushed. Good karate takes time, patience and consistent practice. That's why we focus on building strong foundations and helping every student enjoy the learning process. The belts will come—but it's the person you become along the way that matters most.

If, years from now, you leave our dojo with greater confidence, stronger values, lifelong friendships and memories you'll treasure, then we'll know we've done our job well.

Because at Kazokudai Karate, we're not just teaching karate—we're helping people grow.



Enjoy your Karate Journey:

If there's one piece of advice we'd give to every new member and parent, it's this—enjoy the journey.

Karate is a little different to many other activities. Progress isn't measured by how quickly you move through the belts or how many competitions you enter. Instead, it's about developing strong foundations, building confidence, and improving a little bit with every training session.

There will be times when progress feels quick, and there will be times when it feels slower. That's completely normal. Every student learns differently, and everyone develops at their own pace. One of the things we love most about karate is that every journey is unique.

Regular training plays a big part in that journey. Every session builds on the one before it, helping students develop their skills, confidence and understanding over time. We understand that life gets busy, but attending training sessions consistently gives every student the best opportunity to enjoy their training and reach their full potential.

For our younger students, parents are an important part of the journey too. Your encouragement, support and commitment make a real difference. By working together, we can help every student grow in confidence, enjoy their karate and achieve their own personal best.

We hope that, as the months and years go by, you'll look back and realise that some of the most memorable moments weren't the gradings or competitions—they were the friendships made, the confidence gained, and the challenges overcome along the way.

After all, that's what the karate journey is really about.



Understanding Gradings:

One of the questions we're asked most often is, "When will the next grading be?" It's a great question, and it's completely understandable. For many students, earning a new belt is an exciting milestone and a chance to celebrate the progress they've made.

At Kazokudai Karate, we see gradings as an opportunity for students to demonstrate the skills, knowledge and understanding they've developed through regular training. A grading isn't about being perfect; it's about showing that you're ready to progress to the next stage of your karate journey.

Every student develops at their own pace, so there isn't a set timescale for moving through the grades. Our role as instructors is to make sure that when a student is invited to grade, they have the best possible opportunity to succeed and enjoy the experience.

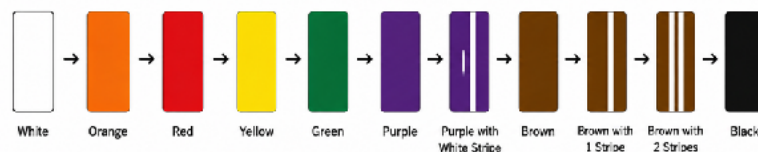
Progressing Through the Grades

Students begin their karate journey wearing a white belt and progress through the coloured belt grades as they develop their knowledge, skills and understanding of the syllabus.

Each grade represents an important milestone and is recognition of the hard work, commitment and progress a student has made.

Every grade has its own syllabus and expectations, and students are only invited to grade when the instructor team believes they are ready.

OUR BELT PROGRESSION



How Our Gradings Work

We normally hold **three grading examinations each year**, usually during **March, June/July**, and **November/December**.

Students are invited to grade by the instructor team when we believe they are ready to progress. Throughout the year, we continually assess each student's development during normal classes, considering not only their technical ability but also their overall readiness.

When deciding whether a student is ready to grade, we consider:

- Regular attendance and consistency.
- Technical ability and understanding of the syllabus.
- Effort and attitude during training.
- Dojo etiquette and behaviour.
- Confidence and overall readiness.

Grading Invitations

Receiving an invitation to grade is an achievement in itself. It means the instructor team believes the student is ready to demonstrate what they have learnt and has the best opportunity to achieve a successful result.



If You're Unable to Attend

Because we only hold three grading examinations each year, it's important that students make every effort to attend their allocated grading.

If a student is unable to attend due to illness or another unavoidable circumstance, they will normally be invited to grade at the next scheduled grading examination, which is usually around four months later. Unfortunately, we are unable to arrange alternative grading dates or individual grading examinations outside of the scheduled grading programme.

If You're Not Invited to Grade

Sometimes a student may not be invited to the next grading, and that's perfectly okay. Every student develops at their own pace, and occasionally a little more time is needed to build confidence or strengthen certain areas of the syllabus. This isn't a setback—it's simply part of the learning process. Our instructors will always support students and help them work towards their next grading with confidence.

At Kazokudai Karate, we'd much rather see a student grade when they're truly ready than ask them to attempt a grading before they have the confidence and skills to enjoy the experience.

Getting the Most from Your Training

As you progress through your karate journey, you'll discover that consistent training plays one of the biggest roles in your development.

From **Yellow Belt** onwards, we encourage students to increase the frequency of their training where possible. As the syllabus becomes more advanced, attending more than one training session per week provides valuable additional practice, develops confidence and helps students build the technical knowledge, fitness and understanding needed to progress through the higher grades.

Training more frequently also allows students to refine techniques, receive more individual feedback and build the consistency that is essential for long-term progress.

While attending one session per week provides an excellent foundation, many students find that increasing their training significantly enhances both their enjoyment and their development.

Brown Belt and Beyond

Achieving a brown belt is a significant milestone in any karate student's journey. At this stage, the expectations become higher, and students are encouraged to further develop both their technical ability and their understanding of karate.

For this reason, students are required to complete a minimum of **six months' training** between achieving their brown belt and being considered for their next grading.

Dan grade examinations (Black Belt and above) are organised by **JKA England** and are only conducted at the official **JKA England International Courses**, which are held twice each year. Students will only be recommended to test when the instructor team believes they are fully prepared and meet the required JKA England standards.



Did you know?

Reaching Black Belt isn't the end of the journey – it's the beginning of a new stage of learning.

In Japanese, **Shodan (1st Dan)** means "first step", recognising that a student has mastered the fundamentals and is ready to continue developing their karate for many years to come.



Dojo Etiquette & Expectations:

One of the things that makes traditional karate so special is the respect shown within the dojo. These customs have been part of karate for many years and help create the safe, disciplined and welcoming environment that we're proud of at Kazokudai Karate.

The following **etiquette and expectations** apply to ALL students, parents and visitors, helping us maintain the positive training environment that everyone enjoys.

Respect the Dojo

The dojo is a place of learning, and we ask everyone to treat it with the respect it deserves.

- Please remove your footwear before entering the dojo.
- Food and drink are not permitted on the training area during training sessions.
- Offensive or inappropriate language is not acceptable.
- Please help us keep the dojo clean and tidy at all times.

Entering the Dojo

Students should bow when entering and leaving the dojo as a sign of respect for their instructors, fellow students and the traditions of karate.

Before stepping onto the mats, students must ensure that their feet have been cleaned using their own antibacterial wet wipes or another suitable method before entering the training area.

Arriving for your training session

We encourage all students to arrive in good time for their training session. Arriving a few minutes early allows students to prepare mentally for training and helps the session begin promptly.

If you arrive after the session has started, please complete **10 push-ups** before waiting in **Seiza** (kneeling position). When the instructor invites you to join the session, bow and join promptly in the position indicated.

During the Session

Students are expected to give their full attention to the instructor throughout the training session.

When an instruction is given, students should acknowledge it with "**Oss**" where appropriate and bow when instructed.

Listening carefully, showing respect and giving your best effort helps create a positive learning environment for everyone.

Personal Presentation

Taking pride in your appearance and arriving prepared for training is an important part of karate.

Please remember to bring your own antibacterial wet wipes to every session. They are considered an essential part of your training equipment and should be used to clean your feet before stepping onto the dojo mats. This simple routine helps us maintain the high standards of cleanliness and hygiene that we expect within our dojo.

Please ensure that:

- Fingernails and toenails are kept short and clean.
- Long hair is tied back and kept away from the face.
- Your gi (karate uniform) is clean and in good condition.
- All jewellery is removed before training for safety reasons.



GOOD TO KNOW!



DON'T FORGET YOUR WET WIPES!

Please bring your **own** antibacterial wet wipes to **every** lesson.

Before stepping onto the dojo mats, all students are expected to clean their feet. This simple habit helps us maintain a **clean, hygienic training environment** and shows **respect** for the dojo and everyone who trains in it.



TOP TIP: Keep a packet of wet wipes in your karate bag so you're always prepared for training.

Attendance

If you know you're going to arrive late, please let a member of the instructor team know where possible. This helps us prepare for your arrival and ensures you can join the session safely and with minimal disruption.

If you need to leave a session early, please speak to an instructor before the session begins so that arrangements can be made.

Parents & Spectators

Parents and family members are always welcome to watch the training sessions, as we enjoy having families involved in our dojo community.

To help us provide the best possible learning environment, we kindly ask that:

- Mobile phones are switched to silent.
- Students are not to be distracted during the training session.
- Parents do not enter the training area while a training session is in progress unless invited to do so by an instructor.
- If younger siblings are attending, please help us ensure they remain settled and avoid excessive noise or disruption. We understand that young children can sometimes become restless, but excessive noise can make it difficult for both students and instructors to concentrate during the session.
- If a younger child becomes upset or unsettled, we kindly ask that they are taken outside the dojo for a few moments until they're ready to return.

Thank you for helping us create a positive, respectful and focused training environment where every student has the opportunity to learn and enjoy their karate.

Unable to Attend

We understand that holidays, illness and family commitments are all part of life, and occasionally missing a training session is unavoidable.

If you're unable to attend, we appreciate you letting a member of the instructor team know whenever possible. It helps us keep accurate attendance records and, if a student has been absent for a while, allows us to check in and make sure everything is okay.

If you're feeling unwell, please stay at home and return to training once you've fully recovered. If you're carrying a minor injury but are still able to train, please let an instructor know before the session begins so that we can adapt the training where appropriate.

Respect for Our Instructor Team

Our instructors and volunteers give their time and energy to help every student enjoy their karate journey. We ask that they are treated with courtesy and respect at all times.

We're always happy to answer questions before or after the session, so if there's anything you'd like to discuss, please don't hesitate to speak to a member of the instructor team.

A Final Thought

At Kazokudai, dojo etiquette is about much more than following a set of rules. It's about showing respect—for yourself, your fellow students, your instructors and the dojo itself.

These small traditions have been part of karate for generations and help create the safe, welcoming and professional environment that we're proud of today. By following them, every student plays a part in protecting the culture of our dojo and ensuring that Kazokudai remains a place where everyone can learn, grow and enjoy their karate journey.

Thank you for helping us maintain the standards that make Kazokudai Karate such a



Training Safely - Injury and Illness:

We are committed to providing a training environment that is safe, enjoyable and appropriate for every member, allowing everyone to train with confidence. At Kazokudai Karate, the health, safety and wellbeing of our members will always come first.

If you or your child are feeling unwell, have a contagious illness, or are experiencing symptoms such as a fever, sickness, diarrhoea, a persistent cough, sore throat, cold or flu-like symptoms, we kindly ask that you remain at home until you have fully recovered. While it can be disappointing to miss a training session, staying at home when you're unwell helps prevent illness from spreading throughout the dojo and protects the health of your fellow members, instructors and their families.

If a student attends the dojo while clearly unwell, a member of the instructor team may ask them not to participate in the session and to return home until they have recovered. This decision will always be made with the health, safety and wellbeing of all members in mind.

If you arrive at the dojo with an injury or medical condition that may affect your training, please let a member of the instructor team know before the session begins. In many cases, we can adapt your training to allow you to continue safely and comfortably.

Please never feel under pressure to train through an injury. Taking the time to recover properly is often the quickest route back to full training, and your long-term health will always be more important than missing a session or delaying a grading.

If your medical information changes during your membership, please notify the Kazokudai Karate administration team as soon as possible so that our records remain accurate and up to date.

By working together, showing consideration for one another and communicating openly, we can help ensure that every member enjoys a safe, healthy and rewarding karate journey.



Your Karate Kit:

When you first begin your karate journey, you don't need lots of equipment. In fact, all you'll need is your karate uniform (gi) and your belt. As you progress through the grades, we'll let you know when additional equipment is needed.

Your Karate Uniform (Gi)

Your karate uniform is an important part of your training and should always be worn with pride. Keeping your gi clean, tidy and well-presented demonstrates respect for yourself, your fellow students and the traditions of karate.

Please ensure that:

- Your gi is clean and in good condition.
- Your belt is worn correctly and reflects your current grade.
- The official **Kazokudai Karate club badge** is sewn onto the **left chest** of your gi and is clearly visible during training.
- Jewellery is removed before training.
- Fingernails and toenails are kept short and clean.
- Long hair is tied back where necessary.

Club badges are available from the instructor team if you need to purchase or replace one.

Your training equipment

As students progress through the grades, additional equipment will be required.

- **White to Red Belt** – Karate gi and belt.
- **Yellow Belt onwards** – Kumite mitts (Sparring).
- **Brown Belt onwards** – Kumite mitts and a mouth guard.

The instructor team will always let you know when it's time to purchase additional equipment, so there's no need to buy everything at the beginning of your karate journey.

Keeping Everything Together

Every student is asked to bring a pack of **wet wipes** to every training session to clean their feet before stepping onto the mats.

Many of our members choose to keep their wet wipes, mitts, belt and other karate equipment together in a **Kazokudai mitt bag**, making it easy to bring everything they need to each session.

Club badges, mitt bags, kumite mitts and other training equipment are all available to purchase through our online shop Kazokudai Karate. www.kazokudaikarate.com

If you're ever unsure about what equipment is needed, please speak to a member of the instructor team—we're always happy to help.



SPARRING BUNDLE



Courses & Competitions

More Than Weekly Training

While our regular training sessions are at the heart of everything we do, they're only one part of the Kazokudai experience.

Throughout the year, we organise and support a variety of events, including club competitions, regional and national courses, seminars, summer camps and social events. These provide fantastic opportunities to develop your karate, meet new people, challenge yourself and create lasting memories with your fellow members.

One of the great things about karate is that your journey can be as individual as you are.

For some students, attending their weekly training sessions is everything they need. Others enjoy taking part in courses, competitions or special events to further develop their skills and experience different aspects of karate. There is no right or wrong path—what matters most is that you enjoy your training.

Courses

Throughout the year, we encourage our students to attend courses whenever possible.

Courses provide an excellent opportunity to train with different instructors, learn new ideas, develop existing skills and train alongside karateka from other clubs. They also help students gain a broader understanding of traditional JKA Shotokan Karate.

We regularly support and attend JKA England regional and national courses, as well as hosting a number of our own events throughout the year.

Competitions

Competitions are an exciting way for students to challenge themselves, develop confidence and put their training into practice. While winning medals is always rewarding, we believe the greatest benefits come from the experience itself—learning to perform under pressure, showing good sportsmanship and continuing to grow as a karateka.

Competition is entirely optional, and there is never any expectation for students to compete. Whether you choose to compete or simply enjoy training in the dojo each week, every student's karate journey is equally valued.

If you're interested in taking part in a competition or course, please speak to a member of the instructor team. We'll always be happy to guide you and help you decide when the time is right.

Whether you choose to attend one event a year or every opportunity available, we hope you'll enjoy being part of everything Kazokudai has to offer. Some of the strongest friendships and most memorable moments are often made both inside and outside the dojo.



Keeping You Informed:

We work hard to keep our members informed about everything happening at Kazokudai Karate, from grading dates and competitions to courses, timetable changes, club events and important dojo announcements.

Our monthly newsletter is a great way to keep up to date with recent achievements, upcoming events, important announcements and everything happening across the dojo.

To help you stay up to date, we regularly communicate with our members through:

- Our monthly newsletter
- Our members' WhatsApp group
- Email
- Our website
- Social media
- Notices displayed at the dojo

We encourage all members and parents to check these communication channels regularly so that important information isn't missed.

Please ensure that your contact details are kept up to date and notify the administration team if your email address or telephone number changes.

Good communication helps our dojo run smoothly and ensures that every member has the opportunity to make the most of their karate journey. We encourage all members and parents to stay connected and, if you're ever unsure about anything, please don't hesitate to speak to a member of the instructor team—we're always happy to help.



Parents, Members & Parking:

Whether you're training, watching a training session or simply collecting a family member, we want every visit to Kazokudai Karate to be safe, enjoyable and welcoming. Creating a positive environment is everyone's responsibility, and with a little consideration from us all, we can ensure every member has the best possible experience.

The following guidance helps us provide the best possible experience for our members, families and visitors, while ensuring the dojo continues to operate safely and respectfully for everyone.

Watching the training sessions

Parents, family members and visitors are always welcome to watch our training sessions. Your encouragement and support play an important role in every student's karate journey.

To help create the best possible training environment, we kindly ask that you observe the following:

- Please keep mobile phones on silent. If you need to take or make a call, we kindly ask that you do so outside the dojo.
- Games, videos and other electronic devices should be kept on silent or used with headphones to avoid distracting students and instructors.
- Younger siblings are welcome but should be supervised at all times. Please help us minimise excessive noise, as this can distract students and instructors during training.
- To help students remain focused, we kindly ask that conversations with students or instructors are kept until after the session has finished unless urgent assistance is required.
- The training area may only be entered with permission from a member of the instructor team or a member of staff.
- Staff-only areas are restricted to authorised personnel.
- Once your training session has finished, we kindly ask that members and spectators leave the dojo promptly. This allows us to prepare safely for the following training session and manage the arrival of members.

Parking & Arrival

To help keep everyone safe and maintain a positive relationship with our local community, we kindly ask all members and visitors to use the dojo car park whenever possible.

Please avoid stopping or parking on the surrounding roads to drop off or collect students, even a brief stop outside the dojo can create unnecessary congestion, reduce visibility for other road users and make it more difficult for members to enter and leave the dojo safely, so we kindly ask that all drop-offs and collections take place using the dojo car park.

At busy times, we operate a simple one-way system to help traffic flow efficiently:

- **Enter via New Street**
- **Exit via West Street**

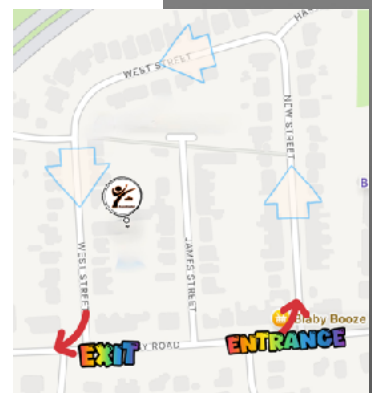
Following this route helps improve safety, reduces congestion and makes arrival and departure easier for everyone.

Working Together

By using the dojo car park, following our one-way system and showing consideration for our neighbours, you're helping us provide a safer experience for everyone who visits Kazokudai Karate.

Together, we can reduce congestion, improve road safety and continue to be a respectful part of our local community.

Thank you for helping us protect the welcoming environment that makes Kazokudai Karate such a special place to train.



Keeping Everyone Safe:

Creating a safe, welcoming and enjoyable environment is a shared responsibility. By working together, we can ensure that every member and visitor enjoys a positive experience at Kazokudai Karate.

The following guidance has been put in place to help us maintain a safe environment for everyone.

Safeguarding

The safety and wellbeing of our members is one of our highest priorities.

To support this commitment:

- All instructors and relevant members of staff hold an enhanced DBS check where appropriate.
- Kazokudai Karate has a Safeguarding Policy, which is reviewed regularly.
- Risk assessments are carried out and reviewed regularly to help maintain a safe training environment. Please see our Safeguarding policy for more information.

Photography & Video

We understand that parents and family members enjoy capturing special moments during their child's karate journey. To help protect the privacy and wellbeing of all our members, we kindly ask that you follow the guidance below:

- Please obtain permission from a member of the instructor team before taking photographs or videos inside the dojo.
- Photographs or videos should only include your own child.
- If other members are unintentionally captured in the background, these images or videos must not be shared on social media or any public platform.
- Some of our members have the right to privacy and, in some cases, this is required for safeguarding or legal reasons. We therefore ask that everyone's privacy is respected at all times.

Supervision of Children

For the safety and wellbeing of everyone who visits the dojo, children under the age of **5** must be supervised by a responsible adult at all times while they are on the premises.

Children under the age of **13** must be dropped off and collected by a parent, guardian or responsible adult.

Our instructors and members of staff are responsible for delivering training sessions and are not able to supervise children before training sessions begin or after they have finished. Parents and guardians remain responsible for their children outside of training times.

If a child is causing disruption that affects the safety or learning experience of others, a member of the instructor team may ask the parent or guardian to assist or, where necessary, remove the child from the training area until they have settled.

Our Safeguarding Policy is available to view in the dojo foyer and can also be downloaded from our website.

If you have any questions or concerns regarding the safety or wellbeing of a member, please speak to a member of the instructor team in confidence.

Safeguarding is everyone's responsibility. If you see something that doesn't seem right or have any concerns, please speak to a member of the instructor team. We will always take your concerns seriously and treat them with sensitivity and respect.

**GOOD TO KNOW**

**PLEASE HELP US
PROTECT EVERYONE'S PRIVACY.**

Before taking photographs or videos inside the dojo, please ask a member of the instructor team for permission.

Not every family wishes their child to appear in photographs or videos, so we appreciate your support in helping us respect everyone's privacy.



Additional Coaching:

While our regular training sessions remain the foundation of every student's karate journey, we understand that there are times when additional coaching can make a real difference.

Whether you're preparing for a grading or competition, returning after a break, looking to refine a particular technique, or simply wanting to accelerate your progress, our additional coaching sessions provide focused, personalised instruction to help you achieve your goals.

Additional coaching is designed to complement your regular training session attendance, not replace it. Students gain the greatest benefit by combining personalised coaching with consistent participation in their weekly sessions.

Private Coaching

Private coaching provides dedicated one-to-one coaching with an instructor, allowing each session to be tailored to the individual student's goals, ability and pace of learning.

These sessions are ideal for students wishing to refine their technique, improve their kata or kumite, build confidence, overcome specific challenges or receive personalised guidance to support their development.

Good to Know

- **One** student per session.
- Sessions are 60 minutes in duration.
- Available by appointment only.
- A minimum of **24 hours' notice** is required to cancel or rearrange a booking.
- Current prices and booking information can be found in the accompanying **Fees Structure** document.

Small Group Coaching

Small Group Coaching offers the same focused instruction in a small, personalised environment for **two students** training together.

These sessions are ideal for siblings, friends or training partners of a similar grade who are working towards shared goals, such as preparing for a grading, improving kata or kumite, or developing specific areas of their karate.

Good to Know

- Maximum of **two** students per session.
- Students should be of a similar grade or working towards a common goal.
- Sessions are 60 minutes in duration.
- Available by appointment only.
- A minimum of **24 hours' notice** is required to cancel or rearrange a booking.
- Current prices and booking information can be found in the accompanying **Fees Structure** document.

If you're unsure which option would be most suitable, please speak to a member of the instructor team. We'll be happy to recommend the best coaching option for you or your child.

ADDITIONAL COACHING OPPORTUNITIES
Focused coaching. Personalised support. Stronger progress.

PRIVATE COACHING
One-to-one coaching to suit the pace of the student.
• One student per session
• 60 minute sessions
• By appointment only
• 24 hours' notice required to cancel or rearrange
• One hour, three hour or six hour sessions

SMALL GROUP COACHING
Focused coaching for a small group of two.
• Maximum of two students per session
• Similar or shared goals or common goal
• By appointment only
• 24 hours' notice required to cancel or rearrange
• One hour, three hour or six hour sessions

For more options, visit us right now!
Speak to a member of the instructor team and let us help you discover the best coaching option for you or your child.

Follow your goals **Accelerate your progress** **Build confidence and skill**

Growing Our Karate Family:

Over the years, many of our members have joined Kazokudai Karate because they were encouraged by a friend, family member or colleague to give karate a try. We believe there's no greater compliment than when one of our members recommends Kazokudai Karate to someone they know.

If you've enjoyed your experience with us and know someone who may benefit from training, we'd love you to invite them to join us. Whether they're looking to build confidence, improve their fitness, learn self-defence or simply become part of a welcoming community, we'd be delighted to welcome them to the dojo.

From time to time, we run **member referral rewards** as a way of thanking those who help grow our Kazokudai family. Details of any current referral programme will always be shared with our members.

Every new member who joins Kazokudai becomes part of our dojo family, and we're incredibly proud that so many of our members first discovered us through a personal recommendation. Thank you for helping us continue to build a positive, welcoming community where students of all ages can enjoy their karate journey together.

If you'd like to recommend someone, simply speak to a member of the instructor team. We'll be happy to help them take the first step on their karate journey.



Membership Information:

By becoming a member of Kazokudai Karate, you're joining a community that is committed to helping every student enjoy their karate journey and reach their full potential.

This section explains how your membership works and provides the information you'll need throughout your time with us. While some of the information covers the practical side of membership, everything has been put in place to help our dojo operate smoothly, fairly and consistently for all members.

If you have any questions about your training, gradings or general dojo activities, please don't hesitate to speak to a member of the instructor team—we're always happy to help.

Membership Administration

To help us manage memberships efficiently and ensure all requests are processed accurately, we ask that all membership administration requests are submitted by email to the Kazokudai Karate administration team at admin@kazokudai.co.uk.

This includes requests relating to:

- Changes to your training plan
- Membership suspensions
- Membership cancellations
- Changes to your personal details
- Other membership administration matters

Having a clear written record helps us ensure that all requests are handled accurately, consistently and efficiently.

Your Membership Details

To help us maintain accurate membership, safeguarding and insurance records, it is important that your personal information is kept up to date.

Please notify the administration team as soon as possible if any of the following information changes:

- Home address
- Telephone number
- Email address
- Emergency contact details
- Relevant medical information
- Any other information that may affect your membership or training

Keeping your membership details up to date helps us communicate important club information, ensures we can contact you quickly in an emergency and enables us to provide the best possible support throughout your membership.

GREAT BENEFITS OF KARATE FOR CHILDREN:

- 1.) GETTING ACTIVE
- 2.) DISCIPLINE MATTERS
- 3.) CONFIDENCE
- 4.) SELF DEFENCE
- 5.) LIFE SKILLS
- 6.) FUN



Privacy & Personal Information:

At Kazokudai Karate, we take your privacy seriously and are committed to protecting your personal information.

When you become a member, we collect certain information to help us administer your membership, communicate with you, deliver our karate programmes safely and meet our legal, insurance and safeguarding responsibilities.

The information we may hold includes:

- Your name, address and contact details.
- Emergency contact information.
- Relevant medical information.
- Membership and attendance records.
- Grading history and achievements.
- Payment and membership administration records.
- Photographs or videos where appropriate permission has been given.

Your information is used only for legitimate dojo purposes, including administering your membership, communicating important information, managing gradings and events, maintaining safeguarding records, responding to medical emergencies and meeting our legal obligations.

We take appropriate steps to protect your personal information and only authorised members of the instructor and administration team have access to it where necessary.

We never sell your personal information or share it with third parties for marketing purposes.

In certain circumstances, information may be shared where necessary, such as with:

- Japan Karate Association England for membership or grading administration.
- Emergency services or medical professionals in the event of an emergency.
- Legal or regulatory authorities where required by law.

To help us keep our records accurate, please let us know as soon as possible if any of your personal details change, including your address, telephone number, email address, emergency contact details or relevant medical information.

If you have any questions about how your personal information is used or wish to update your records, please contact the Kazokudai Karate administration team at **admin@kazokudai.co.uk**.



GOOD TO KNOW

Your privacy is important to us.

We only collect the information we need to manage your membership safely and efficiently. Your personal information is kept secure and will never be sold or shared for marketing purposes.

Training Fees & Payments:

Training Fees

Training fees are paid by monthly Direct Debit and are calculated across a **48-week training year**. The total annual training fee is divided into equal monthly payments, making your membership payment the same each month throughout the year.

Payments are collected in advance and are spread evenly across the year, rather than being based on the number of training sessions **available or attended** in any particular month.

As your monthly payment secures your place within your chosen training programme rather than individual training sessions, training fees are not adjusted for holidays or sessions that are missed.

Training fees remain unchanged during planned dojo closures, including Bank Holidays, Christmas and Summer holidays and instructor training, as well as unforeseen closures such as severe weather or emergency circumstances.

We offer a range of membership options, including family discounts and additional training plans. Details of our current training plans, membership options and fees are available in the accompanying "**Fees Structure**" document, which forms part of your membership information.

Payment Information

Direct Debit payments are collected **in advance** on your agreed collection date (currently the **1st, 5th or 15th** of each month).

Please ensure that sufficient funds are available in your account on your collection date to avoid failed payments.

If a Direct Debit payment is unsuccessful, we will contact you to arrange payment of the outstanding balance. Repeated failed Direct Debit collections may incur an administration charge of **up to £5.00 per failed payment** to cover the additional processing and administration costs incurred by the dojo. Full details can be found in our **Failed Direct Debit Policy**.

If you're experiencing financial difficulties or anticipate a problem with an upcoming payment, please contact the Kazokudai Karate administration team as soon as possible. We'll always do our best to discuss the situation with you and, where possible, work together to find a suitable solution before the issue becomes more difficult to resolve.

If you wish to change your training plan or have any questions regarding your membership payments, please contact the Kazokudai Karate administration team by email at admin@kazokudai.co.uk.

Please note that cancelling your Direct Debit instruction does not cancel your membership. Membership cancellations must be submitted in accordance with our Cancellation Policy, and all applicable notice periods and outstanding fees will still apply.



Suspension of Membership:

We understand that, from time to time, exceptional circumstances may temporarily prevent a member from training. In situations such as an injury or illness requiring an extended period away from training, or other exceptional circumstances, a temporary suspension of membership may be considered.

Membership suspension is intended for exceptional circumstances and is **not** available for holidays, work commitments or other planned absences.

Approving a membership suspension does not affect a member's place within the dojo, and we look forward to welcoming them back when they are ready to return.

All suspension requests are considered on an individual basis and are granted solely at the discretion of Kazokudai Karate.

- The maximum suspension period is **three months**.
 - Unless otherwise agreed, Direct Debit payments will automatically resume at the end of the agreed suspension period.
 - Requests for a membership suspension should be made by contacting the dojo as soon as possible.
- If you believe your circumstances may qualify for a temporary suspension, please contact the Kazokudai Karate administration team by email.

We are happy to discuss your situation and advise you accordingly.

Suspension by Kazokudai Karate

In certain circumstances, Kazokudai Karate may temporarily suspend a member's training.

This may include situations where:

- Membership fees remain outstanding and no communication has been received from the member.
- A member fails to comply with the Membership Terms & Conditions or relevant club policies.
- Suspension is considered necessary to protect the safety, wellbeing or best interests of the dojo, its members or instructors.

Wherever possible, we will always seek to resolve any issues through open communication before a suspension is applied.

Please note that suspension of training **does not cancel membership**. Any applicable membership fees, notice periods or outstanding balances will continue to apply unless the membership has been formally cancelled in accordance with the Kazokudai Karate Cancellation Policy.

We always aim to be fair and transparent in the way we manage memberships and payments. The following information explains how refunds are managed at Kazokudai Karate.

Training Sessions

Training fees secure your allocated place within your chosen training programme and are not based on attendance. For this reason, refunds or credits are not available for missed training sessions.

Non-attendance does not alter a member's payment obligations under their membership agreement.

Where possible, and entirely at the discretion of Kazokudai Karate, members may be offered the opportunity to attend an alternative training session, subject to availability. This is offered as a courtesy and cannot be guaranteed.

Grading Fees

Grading fees are used to register students for their grading examination, prepare grading documentation, order belts and certificates where applicable, and cover the associated administration costs.

Once a grading application has been processed, grading fees become non-refundable. If a student is unable to attend their grading after this point, the grading fee cannot be refunded, as the associated administration and grading costs have already been incurred.

General Refunds

Training fees, annual membership fees, grading fees and any other payments made to Kazokudai Karate are non-refundable, except where required by law.

Membership Cancellation:

While we hope every member enjoys a long and rewarding journey with Kazokudai Karate, we understand that circumstances can sometimes change.

How to Cancel Your Membership

Should you decide to cancel your membership, we require **30 calendar days' written notice**.

Written notice must be submitted by email to the Kazokudai Karate administration team at admin@kazokudai.co.uk.

The administration team will acknowledge receipt of your cancellation request by email. If you do not receive an acknowledgement within **three working days**, please contact the dojo to ensure your email has been received.

Your **30-calendar-day notice period** begins on the day your cancellation email is received by the administration team. The notice period cannot be backdated.

Enquiries about cancelling a membership, discussions regarding a member's future training, verbal conversations with instructors, assistant instructors, volunteers or other members, text messages, social media messages, or messages sent via third parties do **not** constitute formal notice of cancellation.

During the notice period, your membership remains active, and you are welcome to continue attending your allocated training sessions until your membership ends.

As training fees are collected monthly in advance, a scheduled Direct Debit may still be collected during the notice period. This payment covers your remaining membership period and is not refundable.

Your membership will end **30 calendar days after your cancellation email is received**, regardless of your monthly Direct Debit collection date.

If your circumstances are temporary, a **Membership Suspension** may be a more appropriate option than cancelling your membership. Please refer to the **Membership Suspension** section of this handbook for further information.

Membership Cancellation by Kazokudai Karate

Kazokudai Karate reserves the right to suspend or cancel a membership where a member:

- Breaches dojo etiquette or club rules.
- Behaves in a manner considered inappropriate.
- Acts in a way that is not in the best interests of the dojo, its members or its reputation.

To ensure training places remain available for active members, Kazokudai Karate may also cancel the membership of any member who has not attended training for **three consecutive months** and has not contacted the dojo to discuss their absence.

Any payments made prior to cancellation remain non-refundable. Should a former member wish to return to training in the future, a rejoining fee may apply.



EXAMPLE - 30DAY NOTICE:

27 June – Cancellation request received

5 July – Monthly Direct Debit collected

27 July – 30-day notice period ends

After 27 July – Membership ends and Direct Debit is cancelled

You are welcome to continue training throughout the entire notice period.

Failed Direct Debit Policy:

Purpose

This policy explains how Kazokudai Karate manages failed Direct Debit payments. It has been introduced to ensure membership payments are administered fairly, consistently and transparently while recognising that genuine payment difficulties can occasionally arise.

Our aim is always to work with our members wherever possible. We therefore encourage anyone experiencing financial difficulties to contact us as soon as possible so that we can discuss the situation before it becomes more difficult to resolve.

Direct Debit Payments

Training fees are collected by Direct Debit in advance on your agreed collection date (currently the 1st, 5th or 15th of each month).

Members are responsible for ensuring that sufficient funds are available in their nominated bank account on the agreed collection date.

Failed Payments

If a Direct Debit payment is unsuccessful, the Kazokudai Karate administration team will contact you to advise that payment has failed and arrange payment of the outstanding balance. We kindly ask that any outstanding balance is settled as soon as reasonably possible.

Administration Charge

A failed Direct Debit results in additional administration and banking costs for the dojo.

Where Direct Debit payments repeatedly fail, Kazokudai Karate reserves the right to apply an administration charge of **up to £5.00 per failed payment** to help cover these additional costs.

This charge is not intended as a penalty but reflects the additional administration involved in managing failed collections.

Kazokudai Karate reserves the right to waive this charge where appropriate.

Financial Difficulties

We understand that unexpected financial circumstances can arise.

If you anticipate difficulty making a payment, please contact the Kazokudai Karate administration team as soon as possible.

We'll always do our best to discuss the situation with you and, where possible, work together to find a suitable solution before the issue becomes more difficult to resolve.

Early communication gives us the best opportunity to help.

Outstanding Membership Fees

Membership fees remain payable until your membership has been cancelled in accordance with the Kazokudai Karate Cancellation Policy.

Cancelling your Direct Debit instruction with your bank does not cancel your membership.

Members remain responsible for any outstanding fees due during the applicable notice period.

Persistent Non-Payment

Where repeated attempts to recover outstanding membership fees have been unsuccessful and no satisfactory arrangements have been made, Kazokudai Karate reserves the right to:

- Suspend the member from training.
- Recover any outstanding membership fees owed.
- Decline future membership applications where appropriate.

Any action taken will always be reasonable, proportionate and in accordance with our membership terms and conditions.

Staying Connected:

Whether you're looking for the latest club news, ordering equipment or getting in touch with us, we're here to help.

Training Enquiries

If you have any questions about your training, gradings, competitions, courses or your karate journey, please speak to a member of the instructor team before or after your training session. We'll always be happy to answer your questions and offer guidance.

General Enquiries

✉ kazokudaik@gmail.com

☎ 07522 015783

Membership Administration

For membership-related enquiries, including:

- Updating your personal information
- Membership changes
- Training plan changes
- Payment enquiries
- Membership suspensions
- Membership cancellations

Please contact our administration team:

✉ admin@kazokudai.co.uk

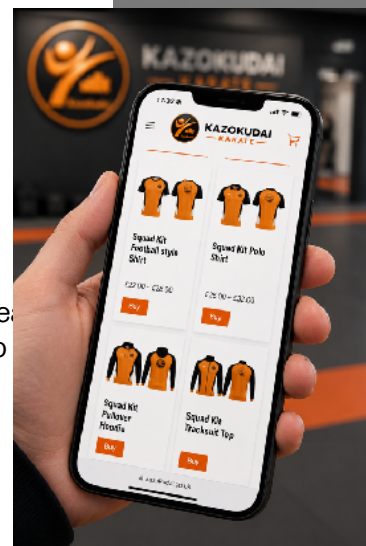
To ensure your request is handled efficiently, we ask that all membership administration requests are submitted by email.

Online Shop

Our online shop makes it easy to purchase many of the items you'll need throughout your karate journey, including:

- Karate uniforms (Gi)
- Club badges
- Kumite equipment
- Mitt bags
- Club clothing
- Training equipment
- Club merchandise

If you're ever unsure which equipment is suitable for you or your child, please speak to a member of the instructor team before placing an order. We'll always be happy to help. www.kazokudaikarate.com



Follow Us

Stay up to date with the latest news, competition results, events, grading information and club announcements by following Kazokudai Karate on our social media channels.

Contact Us

For training enquiries, please speak to a member of the instructor team.

For membership administration, including membership changes, suspensions and cancellations, please contact our administration team at:

admin@kazokudai.co.uk

For all other general enquiries, please visit our website or speak to a member of the instructor team.

Follow us on:

Facebook -



Instagram -



YouTube -



Karate is more than learning techniques or earning belts. It's about developing confidence, building character, creating lifelong friendships and continually striving to become the best version of yourself.

We're delighted you've chosen to begin your journey with Kazokudai Karate, and we look forward to supporting you every step of the way.

See you in the dojo.

Questions?

We're always happy to help.

admin@kazokudai.co.uk

www.kazokudaikarate.com





YOUR JOURNEY STARTS HERE

Thank you for choosing Kazokudai Karate.

Every journey begins with a single step.

Every black belt was once a beginner.

Every confident student once walked through our doors feeling nervous.

Every achievement started with the decision to keep going.

Whatever your goals may be, we're honoured to be part of your journey.

We look forward to welcoming you into the dojo.

WELCOME TO THE **KAZOKUDAI** FAMILY
ONE FAMILY. ONE JOURNEY.

