Dear Students and Parents,

Welcome to Elite Martial Arts! We are honored that you have chosen to join our ATA Family. Together we can change the world—one Black Belt at a time!

Our students are very important to us and we will do whatever we can to help you reach your goals through Martial Arts. If you have questions, feel free to ask. Parents, we ask you to be actively involved in your child’s Martial Arts education so you can support them and reinforce the lessons they are learning in class at home. Elite Martial Arts prides itself on producing not just students who can punch and kick, but who are also a positive influence in their various communities: neighborhoods, schools, churches, work places, etc. The discipline and respect you learn through Martial Arts must be shown not only in class but in every area of your life.

We encourage you to read through this handbook carefully so you understand the rules and expectations of our academy. If anything isn’t clear or if you have any questions—about anything—as always, feel free to ask! We welcome the opportunity to talk with you whenever we’re available or by appointment, if necessary.

Good luck on your journey to Black Belt and beyond!

Mr. and Mrs. Bedford
STUDENT OATH’S
Each class starts and ends with the appropriate Oath.

Tiny Tiger Oath
I Promise,
To Be A Good Person,
With Knowledge In The Mind,
Honesty In The Heart,
Strength In The Body,
To Make Good Friends,
And To Be A Black Belt Leader!

Songahm Spirit

As ATA Event Or Class Begins:
“Sir/Ma’am:
I Will Practice In The Spirit Of Taekwondo,
With Courtesy For Fellow Students,
Loyalty For My Instructors,
And Respect For My Juniors And Seniors,
...Sir/Ma’am”

As ATA Event Or Class Ends:
“Sir/Ma’am:
I Shall Live With Perseverance In The Spirit Of Taekwondo,
Having Honor With Others,
Integrity Within Myself,
And Self-Control In My Actions,
...Sir/Ma’am”
DAYS OF CLOSING

HOLIDAYS

January 1, 2015 – New Year’s Day  
May 25, 2015 – Memorial Day  
July 4, 2015 – Independence Day  
September 7, 2015 – Labor Day  
November 25 – 28, 2015 – Thanksgiving  
December 20, 2015 – January 2, 2016 – Christmas and New Year

TOURNAMENTS

February 6 – 7, 2015 – Kansas City, MO (B)  
March 11 – 14, 2015 – Spring Nationals, Las Vegas (AA)  
April 3 – 4, 2015 – Columbia, MO (B)  
May 29 – 30, 2015 – Kansas City, MO (Districts)  
July 8 – 12, 2015 – World Championships, Little Rock (AAA)  
October 21 – 25, 2015 – Fall Nationals, Orlando (AA)

(All other tournament closings will be determined as posted)

Please also note when Johnson County Community College is closed due to weather conditions, we will also not have classes that day.
RULES AND ETIQUETTE

1. Students should bow each time they enter and exit the school and say “Hello Sir/Hello Ma’am” or “Goodbye Sir/Goodbye Ma’am.”
2. Students must ask for permission to enter the training floor.
3. Students unavoidably tardy for class should raise their hand at the edge of the training floor, wait to be recognized by the instructor and ask permission to join the class.
4. Students should be lined up before class starts with all their required safety gear and appropriate training equipment.
5. All safety gear and training equipment must be properly labeled with the students name or initials. Any items left at the school will be put in the lost and found until it is donated or thrown away at the end of each testing cycle.
6. Students should respond “Yes/No, Sir”, or “Yes/No, Ma’am”, as appropriate, in all conversations with fellow students, parents, and instructors.
7. Students should stand respectfully and bow whenever greeting an instructor, in or out of the classroom.
8. Students and parents should address instructors by Mr. and Mrs. and their last name, regardless of any personal or family relationship. In the same manner, all Instructors will refer to parents by Mr. and Mrs. and their last name.
9. The senior student among students of the same rank is the one who achieved the rank first. If the rank was earned at the same time, seniority may be determined by length of time in Martial Arts or by chronological age. An instructor may also prefer to rotate the senior position.
10. Students will line up with Sr. ranks first and go all the way thru Jr. Ranks.
11. Students must always wear a clean uniform free of odor and stains to every class and testing along with their belt tied correctly.
12. All students in the room when the “Songahm Spirit” pledge is recited, must stand at attention and recite the pledge with the group.
13. Hair should be short or pulled back; no unapproved headbands or sweatbands are to be worn in regular Martial Arts classes.
14. There will be no smoking, use of tobacco products, or consumption of alcohol in the school at any time or at any time while in uniform.
15. There will be no use of profanity on the school premises or at any ATA function, class, or activity.
16. There will be no food, drink, or gum consumed on the training floor.
17. Permission of the student’s instructor is required before a student may attend another ATA school or another Martial Arts school.
18. High-ranking visitors to the class should be greeted with appropriate respect; if class is in session, it should immediately be interrupted for this salutation.
19. Students should turn to the right, away from the instructor, when adjusting their uniform or belt.
20. Students will not wear shoes on the workout floor.
21. Men are not required to wear a t-shirt under their uniform; however, it is required for women. All shirts worn under the uniform must be white.
22. No jewelry, other than a wedding ring, will be worn with the uniform.
23. Full Uniforms must be worn Monday thru Thursday in class which includes White ATA Uniform, White Competitor/Instructor Uniform, Black Leadership Uniform, Red Leadership Uniform, or White ATA Combat Uniform. Your White ATA Uniform or White Competitor/Instructor Uniform must be worn at testings. Any ATA t-shirt may be worn on Fridays and Saturdays.
24. Only current summer uniforms may be worn in class during summer uniform Months; Memorial Day to Labor Day.
25. Students, parents, and guests will not converse with any person involved in a class session without the permission of the instructor.
26. Students may not leave class early unless approved by the instructor before class has started.
27. Complaints, infractions, or violations of the moral or ethical standards of the ATA should be reported in the proper order: student, to instructor, to regional officer, to national officer, to president.
ATA Uniform - Proper Placement of Patches

Below are the patches your child will receive and their placement on the uniform. We recommend lining up the patches for placement while the student is wearing the uniform before sewing them in place. That way the patches will appear in the correct location when the uniform is worn. *All patches should be sewn onto the uniform and do not use bleach on uniforms with patches since it will discolor them.*

ATA Shield Patch- The ATA Shield is worn on the student’s right side of the uniform.

Program Patches- These patches are worn on the top of each sleeve, just below the shoulder seam (approximately 1/4 inch below the shoulder seam). Place the center point of the patch on the crease that runs down the arm.

  Black Belt Club Patch- This patch is worn by all students in the Black Belt Club Program and is placed on the left sleeve

  Leadership Patch- The Leadership is worn by all students in the Leadership Program and is placed on the right sleeve.

Check out the example of the proper placement for each patch. Below is what your child’s uniform will look like once they earn their patches.
ELITE BELT REWARDS

In addition to monthly themes, our system includes unique “Elite Rewards”. Kids are rewarded special belt clips. The different colored clips are rewarded for a student’s outstanding performance at Martial Arts, school, home or tournament. By encouraging good behavior, instructors inspire their students to earn Elite Rewards which are placed on their Color Belt. Once students receive a certain number of Elite Rewards, they will turn them in for the prizes below:

Level 1 – 5 Orange Rewards = ATA Tattoo
Level 2 – 5 Orange Rewards = Kicker Tattoo
Level 3 – 10 Yellow Rewards = ATA Strong Comic Book
Level 4 – 20 Green Rewards = Color Belt Keychain
Level 5 – 20 Purple Rewards = ATA Cinch Bag
Level 6 – 20 Blue Rewards = ATA Sports Bottle
Level 7 – 20 Red Rewards = ATA Strong Sling Bag

Each time your child performs a good deed, you can fill out a reward sheet. One reward will be handed out per reward sheet. A student can earn 1 reward per class. The student is responsible for their belt rewards; if they lose one, they will have to earn another reward to replace it.
Below are some things students can earn rewards for:

- Excellent or Improved Midterm or Report Card
- Going Above and Beyond What is Expected
- Acts of Courage or Bravery
- Participation in Extra-Curricular Activities
- Completion of a Season of Sports
- Special Awards and Accomishments
- Demonstrate the Word Of The Cycle
- Write a Paper on the Word Of The Cycle
- Demonstrate a Positive Attitude Toward School
- Accept Responsibility at Home
- Doing Chores Without Being Reminded
- Demonstrate Respect Toward Others

There are 3 ways to submit a Belt Reward:
1. We have a printable Reward sheet that you can print, fill out, and turn in to the front desk. Click Here!
2. There is a digital version that you can save to your computer desktop, fill it out, and send via email attachment. Click Here!
3. You can also pick up a Reward Sheet from the front desk.

Once we receive a reward sheet, we will review it and then present it to your child at the end of their regular scheduled class. There is a day turnaround from when rewards are turned in and when your child will receive it.
COLOR BELT TESTING REQUIREMENTS AND EXPECTATIONS

✓ You must earn all 3 Knowledge Stripes to be eligible to test
  o Yellow- Memorization of form
  o Blue - Demonstration of form at belt level
  o Green- Permission to test from instructor
✓ You must meet your attendance requirement of 12 classes per testing cycle and Leadership students must have 5 Leadership classes to be eligible to test for 2 rank steps.
✓ You must be current with your ATA Membership and Tuition.
✓ You must get permission from your instructor.

To ensure rank integrity, students age 7 and older in the Karate For Kids (K4K) and Adult classes must keep the following standards. If a student fails to keep these standards at testing, they might not earn their new rank. Requirements for any rank apply to all higher ranks. Students will earn junior ranks prior to age 7

There are two ranks for each color belt: a recommended rank and a decided rank. Decided rank is displayed as a black stripe on the right tip of the belt.

Students should demonstrate a good attitude and effort at all times.
**White belt:** Students must demonstrate MEMORIZATION of required physical skills, form, and self-defense.

**Orange belt:** Students must demonstrate good FOCUS in their material by looking at their target at all times and by maintaining proper distance from partners.

**Yellow belt:** Students must demonstrate PROPER TECHNIQUE, including chambering, direction of technique, and stance.

**Camo belt:** Students must demonstrate good body control and BALANCE, including correct body and hand position, control of power, and pivoting.

**Green belt:** Students must demonstrate adequate SPEED in their techniques through flexibility and strength.

**Purple belt:** Students must demonstrate POWER of technique at all times through speed, penetration, and the use of proper striking areas.

**Blue belt:** Students must demonstrate RHYTHM AND PRESENTATION in their techniques and footwork while maintaining balance, speed, and power.

**Brown belt:** Students must perform all techniques with speed and power. Stances must be correct. Techniques must be thrown to proper target areas. AUTOMATIC REFLEX (action without pause) should be apparent in their forms and sparring.

**Red belt:** Students must demonstrate a proficiency in each of the belt attributes.
REFERRAL PRIZE

The best compliment you can show your instructor is to refer a friend.

If you refer a friend and they join our ATA Elite Family, you can earn $25 in ATA Bucks. This can be used towards Tuition, Training Equipment, Events, and Private Lessons.