



# Aikido Kenkyu Kai NSW Incorporated

Aikido Kenyukai International

## West Ryde Dojo

Welcome to West Ryde Dojo,

We are delighted to have you train with us.

We are a member of the Martial Arts Industry Association (MAIA) and abide by the MAIA National Code of Practice. Before you join us on the mats we require that you fill-out three important forms. These are:

- an Application form
- a Martial Arts Contract
- a Pre-participation questionnaire

In over twenty years of training in NSW, we have never had a serious injury. However, as with any physical activity, the risk of injury cannot be eliminated. By completing the attached forms, you are acknowledging the inherent risks involved in participating in a martial art.

You will also find attached a copy of the *Aikido Kenkyu Kai NSW Incorporated "Code of Conduct"* which applies to all members. A copy of the *Martial Arts Industry Association "Instructors Code of Ethics"*, which binds all our accredited instructors, is available on the MAIA website, [www.maia.com.au](http://www.maia.com.au).

Please take the time to read the information attached and fill-out each of these forms, noting the forms must be signed in front of a witness in the dojo. If you have any questions, please don't hesitate to ask one of the instructors.

Thank you

**Jeff Standen**  
Instructor (5<sup>th</sup> Dan)

**John Porter**  
Instructor (4<sup>th</sup> Dan)





# Aikido Kenkyukai NSW Incorporated

Aikido Kenkyukai International

## APPLICATION FORM

### 1. APPLICANT'S DETAILS:

Family Name: .....  
Given Names: .....  
Preferred Name: .....  
Address: .....  
Postcode: ..... Ph (home): ..... Ph (work): .....  
Phone (mobile): .....  
Email: .....@.....  
Date of Birth. .... / .... / .....  
Occupation: .....  
Name of Employer: .....

### 2. HEALTH DECLARATION:

(a) Are you prescribed drugs, which may impair reaction time or judgement?

**YES / NO**

If yes, what drugs: .....

(b) Have you suffered any incapacity requiring medical attention in the past 12 months?

**YES / NO**

If yes, give details .....

(c) Name and identify any physical impairments, injuries or medical conditions that currently affect you: .....

(d) Are you aware of any health problem/s that you have that, in the interests of your safety, the club should be advised of?

**YES / NO**

If yes please describe .....

**3. MARTIAL ARTS HISTORY**

Have you studied martial arts before?

**YES / NO**

If yes, please state particulars of:

Style: ..... Grade Achieved: .....

Number of years studied: ..... Name of your instructor: .....

**4. EXCLUSION OF APPLICANT**

Have you ever been excluded from Martial Arts in the past by a medical practitioner, or any other person, or entity, or a Martial Arts Club?

**YES / NO** If yes, give details: .....

**5. DECLARATION OF UNDERSTANDING**

**Martial Arts Is Dangerous**

I have read and understood the terms of the Martial Arts Contract or if I did not understand the terms of the Contract I requested an independent person to explain them to me.

**Signed** (*Applicant*): .....

**Dated this** ..... **day of** ..... **20**.....

**in the presence of** (*witness signature*): .....

Witness Name and Address: .....

.....

**6. GUARDIAN'S CONSENT: (for all persons under 18 years)**

I hereby certify and decree that all the information contained in the declarations above is true and accurate.

Guardian Signature: .....

Relationship to Applicant: .....

Address in full: .....



# Aikido Kenkyukai NSW Incorporated

Aikido Kenkyukai International

## Martial Arts Contract

### MARTIAL ARTS IS DANGEROUS

The following conditions must be read carefully:

#### 1. Interpretation

"the Applicant" means the individual who signs this Contract and agrees to be bound by its terms and includes a guardian of that individual if the individual is under 18 years of age.

#### 2. Acceptance

I, .....  
(full name)

of .....  
(residential address)

I, .....  
(full name of Guardian if applicant under 18 years of age)

of .....  
(residential address of Guardian)

the Applicant, hereby agree to be bound by the terms of this Contract with *Aikido Kenkyukai NSW Incorporated* and the persons named and described in Schedule 1, hereinafter jointly and severally referred to as "the providers". The providers agree to permit me to use their premises and facilities for Martial Arts, to instruct me in Martial Arts and related activities ("the service") upon and subject to the following terms and conditions:

##### (a) Club Fees

The Applicant will pay on demand the prescribed or stated fees for the service. Such fees may be notified to the Applicant by letter or memorandum or by notice displayed in the provider's premises or premises occupied by the provider or verbally.

##### (b) Medical Conditions

The Applicant warrants that he or she has not at any time suffered any blackout, seizure, convulsion, fainting or dizzy spells and is not presently receiving treatment for any illness, disorder or injury which would render it unsafe for the Applicant to take part in Martial Arts.

##### (c) Exclusion of Applicant

The Applicant warrants that he or she has not at any time been excluded from Martial Arts by a medical practitioner or any person or entity including a Martial Arts Club.

**(d) Rights of a Consumer**

If the Trade Practices Act 1974 or similar state laws apply to this agreement then certain terms and rights may be implied into this contract which operate for the benefit of the Applicant. Under the provision of that legislation, those terms and rights, and any liability of the supplier flowing from them, cannot be excluded, restricted or modified by any provision of the contract.

**PLEASE NOTE THE FOLLOWING:**

If the Trade Practices Act 1974 or similar state laws operates so as to prevent the exclusion, restriction or modification of warranties otherwise implied by those laws then the liability of the offerer for breach of those warranties is limited to:

- (i) the re-supply of the Martial Arts instruction and related activities; or
- (ii) the payment of the cost of having the Martial Arts and related activities supplied again.

**(e) Waiver and Indemnity**

In all other cases and except where inconsistent with the above, the Applicant for him/herself, his/her executors, administrators, dependents and other personal representatives, hereby absolves and indemnifies the providers and all their servants, agents, employees and other students or persons under the providers control (the "indemnified") from all liability arising for injury or damage (including but not limited to the Applicant's person, whether fatal or otherwise, property and personal belongings) in connection with the applicants participation in Martial Arts provided by the indemnified, or in connection with Martial Arts or in anyway caused by, or arising out of, any activity carried on by the indemnified.

I, the Applicant, have been advised and understand that the practice of martial arts is potentially dangerous.

I, the Applicant, agree to occupy and use the premises of *Aikido Kenkyukai NSW Incorporated* at risk to myself and release to full extent permitted by law *Aikido Kenkyukai NSW Incorporated*, and its agents, servants, contractors and employees from all claims and demands of every kind in of or resulting from any accident or damage to property or injury or death to myself while undertaking training in martial arts with *Aikido Kenkyukai NSW Incorporated*.

**(f) Martial Arts done at Applicant's own Risk**

Any person training Martial Arts, or in activities connected with Martial Arts or participating in any activity carried on by this Club are only allowed to do so on the distinct understanding that they do so entirely at their own risk.

**(g) Martial Arts not to be taught by Applicant**

The Applicant agrees that he/she is in no way qualified or authorized to teach *Aikido Kenkyukai style* martial arts publicly or privately in any way whatsoever for personal, monetary or any form of gain whatsoever unless with the written authorization of *Aikido Kenkyukai NSW Incorporated*.

### **Agreement to abide by the Club Rules**

I, the Applicant, agree that I will abide by the *Aikido Kenkyukai NSW Incorporated* Class

Code of Conduct and agree and acknowledge that any failure to abide by rules of the Code of Conduct may result in my expulsion from the Club.

#### **(i) Acceptance**

Performance of the provider's obligations under the contract may be effected by any one or more of the providers either jointly or severally.

#### **(j) Governing Law**

Any agreement entered into pursuant to this acceptance is to be governed by the laws of the State of New South Wales, and the Courts of New South Wales shall have exclusive jurisdiction to entertain any action in respect of any such agreement.

#### **(k) Statement of Understanding**

I, the Applicant have read, or have had read to me the above conditions and having understood the same, I consent to the activities proposed.

**Signed** (*Applicant*): .....

**Dated this** ..... **day of** ..... **20**.....

**in the presence of** (*signature of witness*):.. .....

**Witness Name & address:** .....

.....  
[This contract **must** be signed by a guardian if the Applicant is under the age of 18.]

### **SCHEDULE 1**

In addition to *Aikido Kenkyukai NSW Incorporated*, the providers in respect of this agreement include:

- (a) The staff, instructors, venue providers, including but not limited to:
  - (i) *World Ju-Jitsu Australia and West Ryde Family Fitness and Self-Defence Academy*;
  - (ii) *Aikido Kenkyukai NSW Incorporated*;
  - (iii) *Jeff Standen, John Porter, and all Accredited Instructors of Aikido Kenkyukai NSW Incorporated, being currently accredited through either:*
    - *the National Coaching Accreditation Scheme (administered by the Australian Sports Commission); or*
    - *the National Martial Arts Instructors Accreditation Scheme (administered by the Martial Arts Industry Association); or*
    - *the Australian National Training Authority (ANTA) diploma that qualifies a trainer under the Vocational Education and Training Accreditation Act 1990.*



# Aikido Kenkyu Kai NSW Incorporated

## Aikido Kenkyukai International

### PRE-PARTICIPATION QUESTIONNAIRE

All information on this sheet is confidential.

Access to this sheet is limited to Instructors & First Aid Officers of Aikido Kenkyu Kai NSW Inc.

#### Personal Details

Surname  Given Name(s)

Address   
number street town postcode

Phone:(hm)  wk  mob

Sex M ☐ F ☐ Date of Birth

Occupation

#### Emergency Contact

Surname  Given Name(s)

Phone:(hm)  wk  mob

Relationship to Student

#### Health Care Details (Optional)

Medicare Number  Private Health Care? Yes ☐ No ☐

Private Doctor  Phone

Can the Doctor be contacted at all times? Yes ☐ No ☐   
after hours contact

Private Dentist  Phone

Can the Dentist be contacted at all times? Yes ☐ No ☐   
after hours contact

Any other relevant information?

#### Other Commitments

Do you participate in other sports?	Do you attend other groups / activities (eg scouts venturers, youth groups etc)	Please list any other regular commitments (eg part time work , music lessons etc)
Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<small>If yes, please list each activity, duration and number of sessions per week</small>		
<input type="text"/>		
<small>activity</small>	<small>duration of each session</small>	<small>number of times / week</small>

## Medical Details

Blood Group  Do you object to transfusions? Yes ☐ No ☐

Have you received medical clearance from a Doctor to train Aikido this season? Yes ☐ No ☐

Do you take any regular medications? Yes ☐ No ☐ If yes please list

### Have you ever had....

Epilepsy	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hepatitis A	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hepatitis B	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Diabetes	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Heart Problems	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Heart Murmur	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Hernia / Ulcer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

*If Yes, please give details*

### Concussion

Have you ever had concussion? Yes ☐ No ☐

How many times?

Give approx. dates

Do you wear any specific protective gear? Yes ☐ No ☐

*If Yes, please give details*

### Vision

#### Do you wear:

Glasses?

Yes ☐ No ☐

Hard Contact lenses?

Yes ☐ No ☐

Soft Contact lenses?

Yes ☐ No ☐

### Teeth

Do you wear a mouthguard?

Yes ☐ No ☐

*type?*

### Asthma

Do you suffer from asthma?

Yes ☐ No ☐

Do you take any medications for asthma?

Yes ☐ No ☐

Do you bring your medication to training?

Yes ☐ No ☐

### Vaccinations

#### Have you been vaccinated against:

Hepatitis A Yes ☐ No ☐

Hepatitis B Yes ☐ No ☐

Tetanus Yes ☐ No ☐

Other Yes ☐ No ☐

*If other, please specify*

HIV status (optional)

### Allergies

Are you allergic to:

Tape Yes ☐ No ☐

Ice Yes ☐ No ☐

Medications Yes ☐ No ☐

Other Yes ☐ No ☐

*If yes for any, please specify;*

## Injury Details

Have you been injured in the last 12 months? Yes ☐ No ☐

*If yes please list*

Do you wear any protective equipment? Yes ☐ No ☐

*If yes please list*

Have you sustained a fracture or dislocation in the last 3 years?

Yes ☐ No ☐

*If yes please list*

Are there any past injuries still effecting your performance? (eg pain or stiffness)

Yes ☐ No ☐

*If yes please list*

Do you require specific taping/ padding for a previous injury?

Yes ☐ No ☐

*If yes please list*

Have you ever had a head, neck or spinal injury?

Yes ☐ No ☐

*If yes please list*

## Declaration / signature

To the best of my knowledge all the information contained on this sheet is correct (if under 18 years of age, please have a parent or legal guardian sign)

Signature:

Date:





# Aikido Kenkyukai NSW Incorporated

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Aikido Kenkyukai International

## Code of Conduct

### **A.1 Objectives**

*Aikido Kenkyukai NSW Incorporated* has as its key objectives:

1. Providing instruction in a safe environment in the martial art of Aikido.
2. Developing the mental and physical tools for improving personal safety and security.
3. Promotion of good health and vitality.
4. Development of positive self-esteem and self-confidence.
5. Development of a person as a positive role model in the community.
6. Creating expertise in confrontation management.
7. Pro-active crime prevention through increased awareness and positive attitudes.
8. Developing healthy community attitudes and values.

All persons participating in a class or course conducted by *Aikido Kenkyukai NSW Incorporated* must agree to be bound by this Code of Conduct. *Aikido Kenkyukai NSW Incorporated* reserves the right to make amendments or additions to this Code of Conduct at any time.

### **A.2 Participant Understanding**

1. Aikido is a contact martial art, meaning it involves physical contact with one or more other practitioners in ways designed to simulate as closely as possible the self-defence options available to a practitioner when confronted with physical aggression and/or threatening behaviour. As in any other physically demanding recreational activity, there is always a risk of injury. Any person participating in a class conducted by *Aikido Kenkyukai NSW Incorporated* does so with the full understanding that whilst it is the policy of *Aikido Kenkyukai NSW Incorporated* to minimise this risk, the nature of contact physical activity prevents its total elimination. Persons participating in a class conducted by *Aikido Kenkyukai NSW Incorporated* do so of their own volition and at their own risk.
2. All students must be a financial member of *Aikido Kenkyukai NSW Incorporated*, prior to participation in any activities.
3. Membership of *Aikido Kenkyukai NSW Incorporated* requires a person to agree to be bound by this Code of Conduct.

### **A.3 Instructor Qualifications**

1. All unsupervised Instructors must have either a current National Coaching Accreditation Scheme (NCAS) accreditation, or National Martial Arts Instructor Accreditation Scheme (NIAS) accreditation, or an Australian National Training Authority (ANTA) diploma that qualifies a trainer under the Vocational Education and Training Accreditation Act 1990.
2. All unsupervised Instructors are bound by the "*Instructors Code of Ethics*" of the Martial Arts Industry Association.
3. All unsupervised Instructors must have current WorkCover approved Senior First Aid certification.
4. All unsupervised Instructors must have in place appropriate public liability and professional indemnity insurance.
5. All Instructors will be bound by this *Code of Conduct* and the *National Code of Practice for Martial Arts Instructors*.

### **A.4 Safety**

1. Instructors will ensure that the training area is clear of any dangerous and/or sharp objects that may provide a risk of injury.
2. Instructors will have access at all times to a fully equipped first aid kit.
3. Persons must not wear jewellery or watches during training. Earrings and other body piercing should be removed or taped.
4. All persons participating in training agree to maintain self-control at all times and maintain all care in the application of any technique.
5. All persons whilst in the dojo, whether participating or not, agree to obey the instructions and directions of the Instructor.
6. Any person who, in training, exhibits behaviour that, in the judgement of the Instructor, is a danger to other participants, shall not be allowed to continue training until the Instructor determines the danger is no longer present.

### **A.5 Training Area Etiquette**

1. Persons will bow in the appropriate manner upon entering and leaving the Dojo (training area).
2. Shoes must be taken off before entering onto the training mats unless the shoes are special martial arts footwear approved by the Instructor (see "Uniforms & Training Gear" below).
3. Persons must be punctual, preferably early, so that they are ready to train when class commences. If arriving late, a person must wait at the back of the dojo until the Instructor indicates that a person may join the class.
4. Persons must not chew gum whilst training.
5. Food and/or drink (including water) must not be consumed whilst on the training mats.
6. Mobile phones must be turned off during training. Mobile phones inadvertently left on during training may not be answered.
7. Any person who is "on-call" for work, or other purpose may seek approval from the Instructor prior to the commencement of class to leave his or her mobile phone on.

### **A.6 Uniforms & Training Gear**

All Persons must wear the following approved clothing during all training sessions:

1. **Uniform:** A plain white (or unbleached) traditional Japanese martial arts "*Gi*", which includes pants, a top and an appropriate belt. Other types of clothing may be acceptable only if approved by the Instructor.
2. **Footwear:** Training is normally done in bare feet. Students must ensure their feet are clean before entering the dojo. Special martial arts training footwear may only be worn if approved by the instructor prior to training.
3. **Belts:** Ungraded and Kyu graded students shall wear a white *gi* belt, (with the exception of the children's classes where coloured belts may be worn). Dan graded students shall wear a black belt and either a black or dark blue *hakama*. All students must wear the appropriately coloured belt for their grading.
4. **Female students:** In the interests of discrete appearance, female students should also wear a t-shirt or sports-top/ bra underneath their *gi*.
5. Persons inappropriately attired will not be allowed to train.
6. In addition to the general uniform requirements, it is recommended students bring a towel and full water bottle to each training session.

### **A.7 Sickness or Injury**

1. Persons must not train if they are suffering from the flu or any other infection that may be passed on to other persons.
2. Persons must advise the Instructor if suffering from any injury or medical condition, either permanent or temporary (including recent), which may be adversely affected by certain types of training. Some examples of this may include blood pressure problems and cardiac disorders, neck and back injuries, diabetes and asthma or after effects of recent illness or injuries.
3. If requested by the Instructor, persons with the above or like conditions must show this Code of Conduct to their physician and secure a medical certificate clearly stating that the person is able to participate in classes conducted by *Aikido Kenkyukai NSW Incorporated* and whether there are any restrictions or conditions applicable.

### **A.8 Other Health Issues**

1. Persons must not attend training under the influence of alcohol or illegal drugs.
2. Smoking is not allowed in the dojo.
3. Persons training must give proper attention to personal hygiene and exhibit clean grooming; and ensure that fingernails and toenails are trimmed and clean.
4. Persons with a cut or bleeding injury must cease training immediately and receive appropriate first aid. Rejoining the training session will not be allowed until the Instructor has deemed that is safe to do so.
5. Any blood on the training mats or any other part of the dojo, must be cleaned up immediately. All precautions must be taken to ensure contact is not made with any blood, or other body fluids.
6. Persons administering first aid to a person suffering a cut or bleeding injury must wear protective gloves.

### **A.9 Training Area Ethics**

1. Persons must always be courteous and helpful to each other.
2. Students should bow to each other before and after commencing a new technique.
3. Physical contact between persons who are training must be appropriate to the situation and necessary for the skill development of those persons.
4. Sexual harassment, defined as being "*where a person is subjected to unwanted or uninvited sexual behaviour*", will not be tolerated.

5. Any form of discrimination based on sex, ethnic origin, language, colour, or other form of differentiation will not be tolerated.

#### **A.10 Grading Conditions**

1. Opportunity to grade under the *Aikido Kenkyukai International* syllabus occurs approximately two times per calendar year. A person may only grade at these times subject to the final determination of the Instructor.
2. Grading fees must be paid prior to the grading.
3. In assessing a person's readiness to grade, the Instructor takes into consideration such factors as: consistency of attendance; attitude; focus; and attention during training sessions, as much as a person's knowledge of the *Aikido Kenkyukai International* syllabus to the point he or she wishes to grade.
4. To secure grading under the *Aikido Kenkyukai International* syllabus a person must be a current financial member of *Aikido Kenkyukai NSW Incorporated*.
5. *Aikido Kenkyukai NSW Incorporated* reserves the right to revoke the grading of any person who breaches this Code of Conduct or is convicted of any criminal offence.

#### **A.11 Training Session Restrictions**

1. Persons will initially be required to practice more basic forms of training, including rolling and break-falling, until such time as their skill level warrants involvement in more advanced training sessions.
2. A person's participation in training sessions will depend upon the Instructors assessment of their competence. Students will not be directed to train beyond their level of competence. Beginner students may be asked to practice only part of an advanced technique, until such time as the Instructor determines their competence warrants their involvement in the full activity.
3. Students should not undertake any techniques unless approved by the Instructor.