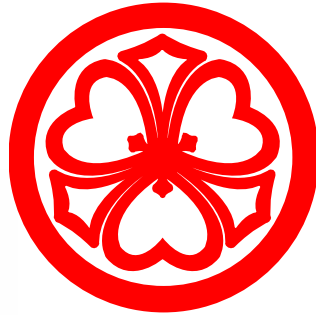




# The Dojo

Eastern Arts for Daily Living



General Student Handbook

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# Introduction

Welcome to The Dojo, and congratulations on your decision to take the challenge towards personal excellence. The purpose of this handbook is to make your start with our school easy and comfortable and assist you in learning the rules and structure of the school.

As a participating member, you will find yourself in a unique training environment. Our primary goal is to help each student achieve and realize their full potential as a martial artist and as a person. Additional skills and benefits may result from the experience of training, such as:

- Greater calmness
- Increased self confidence
- Mental and emotional control
- Meditation
- Increased compassion for others
- Self discipline
- Physical fitness
- Increased ability to work with others
- Self Assertiveness

The Dojo (Tucson Genbu-Kai) was founded in 1987 by Navid Kharazzi and continued by myself and is very successful at producing effective and well trained martial artists. We are a traditional martial arts school with the goal to develop one's self-confidence, self-discipline, concentration, and respect of all things through ancient martial arts philosophies and training methods.

The ancient fighting traditions are not without a sense of mystery and wonder. The underlying principle is that there is always something to learn. The martial artist, regardless of age or experience, always considers himself / herself a student. This is why it is something that will last a lifetime. Martial arts study is as individual as the person studying. It is meant to affect every aspect of a person's day to day life. The martial arts change as you change; there is ALWAYS something new to learn. However, there must be educators in place who carry this same philosophy and who can make these necessary adjustments to the countless potential students who all have their own unique strengths and weaknesses.

The Dojo combines experienced and motivating instructors, a positive, functional environment and a traditional martial arts curriculum to give you a martial arts experience second to none. As your teacher, I will do my best to see that you realize and achieve your full potential as a martial artist and as a person.

*We spend a lifetime learning and developing to be better human beings and leaders.*

*The main purpose of martial arts training is to develop the moral character of the individual so that he or she can reach their full potential as compassionate human beings and productive members of society. – Shihan Fumio Demura*

Sincerely,

*Doug Corlew*

## ***What Makes “The Dojo” Different***

The Martial Arts which students learn here are highly effective. What is taught here will serve you well should you ever have to use it. The training environment here is one of cooperation and courtesy. Long range consideration of the value of learning self defense skills makes sense. Remember, you must not only have an intellectual appreciation and understanding, you must also develop the moves to a functional level before progressing to more advanced training.

This takes patience and self discipline. Immediate gratification must be put aside in order to progress to the more advanced levels of training. This is where some students fail. They lack patience and self discipline. Remember, each new level brings an even larger reward. Do not neglect to add up all the direct and indirect benefits of the many skills you will develop through consistent, dedicated training.

Our programs are for everyone, regardless of size, age, or gender. Anyone can practice these arts, they are activities you can enjoy and advance in for the rest of your life. We give individual attention to each student, helping them move towards their goals. It is important to impart on each student the values of respect, responsibility, scholarship, perseverance, and focus.

Training in martial arts over years cultivates both physical and spiritual strength. Thus these traditional defensive arts contribute to building character, fostering a sense of social responsibility, and to the healthy development of the body and mind.

Our helpful and patient instructors make learning our martial arts lessons and programs easy, safe, and fun.

## ***Instructors***

All of our instructors are carefully chosen: First, for their ability in the Art, and equally important, for their dedication and proficiency in teaching. There are various studios and types of martial arts throughout the world. Some are highly respected and others are of questionable merit. For this reason, we ensure our best black belts are completely reliable and qualified to teach the best methods possible.

Being able to teach children and beginning students is one thing, but what happens when they become teachers themselves...what do they then learn and who from? The Dojo, guarantees that not only will the student receive the best possible education, but their instructors and their instructor's instructors will always receive continued, intense education for as long as they are involved. Our promise is to always be our best.

## Dojo Kun (Precepts)

As a student and representative of The Dojo, it is your responsibility to help us provide a friendly and respectful environment to diligently study, demonstrate and teach traditional martial arts. The following precepts, all equally important, are simple guidelines to training and life:

Hitotsu ... Rei setsu o omon zuru koto.  
Be courteous in your manners.

Hitotsu ... Tadashii kokoro o motte seiken to suru koto.  
Have a strong sense of justice.

Hitotsu ... Kageki naru gen do kooi o tsutsushimu koto.  
Be responsible for your words and actions.

Hitotsu ... Ai shinji te wasuru koto.  
Respect one another.

Hitotsu ... Kyu do no seishin o okota zaru koto.  
Martial Arts is the way of the spirit to give you courage and ambition to reach your goals as part of your life.

## Dojo Rules and Responsibilities

Accepting responsibilities helps to promote a healthy relationship between you and your fellow students. Parents and students must familiarize themselves with the rules and regulations of the dojo. The rules are not for inconvenience, but for the safety and the overall wellness of the dojo.

### Always

- Strive to be on time for class.
- Students shall maintain themselves and their equipment: "Gi's", (uniforms), shin pads, gloves etc. in a clean, well kept and odor free manner and encourage others to do so as well.
  - Only clean approved Gi's are to be worn.
  - Official logo chest patches are permitted on the left chest pocket area of the uniform.
  - Rips or tears on the Gi must be mended promptly.
  - Consistently disheveled uniforms and equipment reflect a lackadaisical attitude towards fellow members and the Dojo.
  - Always respect your equipment, and that of others;
  - Never step over a weapon when it is lying on the ground.
  - Do not handle other students' weapons without permission.
  - Take good care of training equipment.
- Maintain personal cleanliness at all times and keep your finger and toe nails trimmed.
- Do not leave shoes, clothing, or jackets in the middle of the floor. Place them under your chair or in your gear bag.
- Shoes are not permitted on the Dojo training floor.
- No food, gum or beverages likewise will be permitted. No eating in the Dojo. No smoking is permitted anywhere on the premises.
- Refrain from profanity or horseplay.
- Conduct yourselves, inside and outside of the Dojo, in such a way as to not reflect poorly on The Dojo. Most assuredly, students shall not use the techniques studied in class to intentionally injure any person, except where their life or the lives of their loved ones are imminently in danger.
- Help to maintain a clean floor for everyone to enjoy. Sweep/mop floor at the end of every class in preparation for the next class.
- Respect the camaraderie shared at The Dojo and do not undermine it with unsupportive, discouraging or malicious behavior.
- Refrain from idle gossip and disparaging remarks about other students, schools or styles of Martial Arts.

## ***During Practice***

- Unnecessary talking during class should be kept to a minimum; class time is limited, and should be used for training-related activities only. If you have questions about a particular technique, feel free to ask the instructor or senior student.
- It is disrespectful to adjust your uniform or tie on your belt facing a black belt...or anyone for that matter, or facing the front of the dojo. Do not let your belt touch the floor
- Do not remove any part of your Do-Gi during training without being told to do so. Also, if you must adjust your Gi at any time during training, do so quickly and quietly while facing the rear of the room.
- Make sure to show respect and give your full attention to the instructor while in class. You have made a commitment to learn, and your instructor has made a commitment to help you learn with the best of his or her ability. Injuries can also be the result of not paying attention and poor concentration.
- Questions are allowed, encouraged, and expected. Arguing with instructors or upper belts will not be tolerated.
- The entire class should come immediately attention and bow when a senior instructor comes onto the floor.
- To prevent possible injury, students shall not wear jewelry, watches or other sharp adornments during class. Prescription eyeglasses are permitted, however, during Kumite, (Freefighting), their removal, or the use of contact lenses, is strongly recommended, as are the use of Shin Pads, Gloves, Breast and Groin Cups.
- Students shall answer their Instructor's or seniors questions or instructions with a loud "Hai" and proceed with an immediate reaction to his/ her command. A slow or indifferent response is discourteous.
- At times during class, students will be permitted to "Sit and Relax", meaning relax from 'Seiza' formal position and sit in 'Anza' ("Indian" style), relaxed position. During these times, refrain from fidgeting, chatting or otherwise disturbing an ongoing class or lecture.
- Students shall not leave class unless permission is granted. If an emergency arises and you must leave immediately, do so in a respectful manner and explain your exit to the instructor as soon as possible.
- Avoid the use of excessive perfume or cologne during training as some people may have allergic reactions.
- Control your temper. Be gracious and forgiving towards each other.
- No jewelry may be worn while training (wedding rings, earrings, etc.).
- No free sparring without the supervision of an instructor.
- No training will be allowed while under the influence of any substance which causes impaired judgment.
- Limit your training to moves and techniques you have been shown how to practice correctly and that are in your level. It is easy to develop bad habits by training incorrectly.
- No use of equipment you have not been authorized to use.
- Control your counter, there should be no contact so as to avoid injuries
- Listen carefully when the instructor is giving directions.
- When practicing in the school or anywhere else, remember that injury prevention is your responsibility. Don't train in areas where there are things to fall into or stumble over. Always warm up with simple exercises before you begin training. Make sure that your training partner has a clear idea of what you both will be doing. Confusion between training partners can result in problems. Respect the fact that martial art training does include some risk of injury. Work hard to minimize that risk.
- When you practice kicks or punches on the air, keep the power level very low. Remember, when you punch or kick the air, it's your joints and ligaments that stop that force and speed.
- Always stay cool headed when you practice. If you or your training partner starts to get uptight, step back and take a break!
- Be aware of your surroundings to ensure your personal safety and the safety of others.

**If you observe a student not following these rules, politely remind them of the correct behavior.**

# Dojo Procedures

## ***Entering The Dojo And Recording Attendance***

1. Remove your shoes inside the entrance and place them neatly on the racks provided.
2. Bow as you enter the main dojo area.
3. Sign both the daily registration record and your personal attendance record to ensure you are given proper credit for your attendance. This is your responsibility and minimum attendance requirements are mandatory for grading to the next level.
4. Use the bathroom and ensure your personal hygiene is maintained to a high standard.
5. Change into your approved gi.
6. Bow to Shomen (front of dojo) as you enter the dojo training area.
7. Politely greet Sensei, other instructors and classmates with a bow.
8. Begin preparations for class by quietly warming up on your own or with a partner.

## ***Late For Class***

- 1-6. Steps 1-6 are the same as above
7. Sit in seiza at the edge of the dojo training area, bow to Shomen from the seiza position (see Opening Class section below)
8. Stand in YOI and wait for the instructor to invite you to join the class. You will be instructed to either join the class immediately or warm up first.
9. If you are required to warm up first, do so quietly at the back of the class.
10. You are to join the class by lining up at the very back regardless of your rank. Only proceed to your ranked position if requested or upon returning from the next break.

## ***Opening Class***

1. Class is brought to attention; the instructor will say KYOTSUKE or SHUGO which means to line up.
2. Students will line up in a straight line according to belt rank facing the front of the room. All belts will line up in descending rank order beginning at the right of the room as you face front, maintaining equal distance from the person on your right and left. Additional rows may be necessary depending on the size of the Dojo.
3. Once in position the student is to stand at attention with the arms straight down in front with hands in a fist and the feet in a HEIKO DACHI, shoulder width stance with toes pointing straight.
4. The instruction SEIZA will follow meaning to go into a kneeling position; back straight and hands open, resting on their upper thigh. Heads shall be faced straight forward in a strong yet humble manner. **Wait for person on right to kneel before you kneel.**
5. The instructor will say MOKUSO - 'Meditate'



The purpose of Moku-so is to cleanse the intellect and set the proper frame of mind. When performing moku-so, the hands are brought together to form an oval in front of the abdomen. The fingers of the left hand overlap the fingers of the right hand, and the tips of the thumbs are brought together with light pressure. The eyes are closed halfway and deep breathing is performed.

- The mind should be cleared of thoughts, but kept fully alert.
  - The eyes should remain slightly open. When the eyes are fully open or closed, the mind tends to remain active, thus making it difficult to correctly perform moku-so. It is said that moku-so should be performed with the eyes of Buddha: half closed, but all-seeing.
  - The breathing should be slow, deep, and continuous. Exhale through the nose with the tongue touching the palate as if making a low hum while exhaling.
  - Throughout the cycles of breathing, the pressures between the thumb-tips should not change; neither should the thumbs become misaligned.
  - Prepare for the training ahead.
6. The instructor will say MOKUSO YAME, finish meditation – open the eyes.
  7. Perform kneeling bows on command; (See section ‘How to Bow’)
    - FIRST BOW: The instructor will turn towards the front and say SHINZEN NI REI (place of honor in the dojo), or SHOMEN NI, REI (front) - Bow to the front and wait for person on right to rise before you do.
    - SECOND BOW: The instructor will turn towards the students and the senior student will say SENSEI NI, REI – Bow while saying the words ONEGAI SHIMASU which loosely translates to ‘Please Teach Me!’
    - THIRD BOW: The senior student will say SEMPai NI, REI - If Black belts are in attendance, they turn and face the colored belts and the two groups bow to each other while saying ONEGAI SHIMASU.
    - FOURTH BOW: The senior student will say OTAGAI NI, REI –bow to each other while saying ONEGAI SHIMASU.
  8. Rise up in order of rank – wait until the instructor rises, then rise in order from Black to White belts.
  9. REI – bow from standing position – bow by keeping your back straight, hands at your sides chin tucked in and bend at the waist about 45 degrees, while saying ONEGAI SHIMASU
  10. Class begins

## ***Closing Class***

- 1-7. Steps 1-6 are the same for ending class as is starting class
11. Perform kneeling bows on command;
  - FIRST BOW: The instructor will turn towards the front and say SHINZEN NI REI (place of honor in the dojo), or SHOMEN NI, REI (front) - Bow to the front and wait for person on right to rise before you do.
  - The instructor will turn towards the students and the senior student recite the five verses of the Dojo Kun (school oath), and all students will recite each verse after him/ her.
  - SECOND BOW: The senior student will say SENSEI NI, REI – Bow while saying the words ARIGATO GOZAIMASHITA which loosely translates to ‘Please Teach Me!’
  - THIRD BOW: The senior student will say SEMPai NI, REI - If Black belts are in attendance, they turn and face the colored belts and the two groups bow to each other while saying ARIGATO GOZAIMASHITA.
  - FOURTH BOW: The senior student will say OTAGAI NI, REI –bow to each other while saying ARIGATO GOZAIMASHITA.
12. Rise up in order of rank – wait until the instructor rises, then rise in order from Black to White belts.
13. REI – bow from standing position – bow by keeping your back straight, hands at your sides chin tucked in and bend at the waist about 45 degrees, while saying ARIGATO GOZAIMASHITA

14. Class ends, students shall all help in the clean up of the Dojo floor and training area.

## **Dojo Etiquette**

### ***Simple Observances***

The observance and demonstration of proper etiquette is an integral part of your training and helps create an environment that is respectable and enjoyable for all concerned.

- Address the instructors as 'Sensei' or 'Sensei + name' in or out of dojo.
- Other Black belts (Yudansha) and instructors are to be called 'Sempai' or 'Sempai + name'.
- Greet Sensei, other instructors, and classmates with a bow on your arrival at the dojo.
- Greet Sensei when he enters the dojo.
- Acknowledge or respond to an instruction with the word 'Hai (yes) Sensei/Sempai'
- Take the initiative in sweeping/mopping the floor at the end of each class.
- Students are required to train diligently both in and out of the dojo.
- When entering and leaving the training area, all students will face the main room and perform a short bow showing respect for the school, the instructors and other students.

### ***Kohai / Sempai***

KOHAI - A junior (at work, school, dojo); younger graduate.

SEMPAI - A senior (at work, school, dojo); superior; elder; older graduate; progenitor.

Anytime two martial artists practice together, there is a kohai (junior) and sempai (senior). Most of the time, since we strive to develop the teaching discipline, the participants may be of different grades. The sempai is by design the leader and teacher of the pair and their job is to properly guide the practice. If there is confusion about what is right, they will decide how a given technique is to be performed. Since there are any numbers of ways for any given technique to be done, the kohai will accept for that practice the opinion of the sempai. The kohai should never bring disharmony to the practice by stating the technique is done differently by someone else. Karate is a martial art form and many ways are correct.

When working with a partner it is the responsibility of sempai to be aware of the ability of kohai so that no injuries occur. The sempai never has the right to assume the disposition of "lord and master", and such attitudes are discouraged.

*Shikinoo chui shiihii shiru kurasuru.* 'Let's live helping each other in this world' ~Okinawan proverb

## ***Bowing***

### **Why Do We Bow in the Martial Arts?**

by Jane Hallander

In most martial arts there is great importance placed on ones salutation (or greeting) to the school, the teachers and fellow students. In fact, bowing serves a very important purpose. Besides showing respect for your teachers and classmates, bowing says to the rest of the school that you are willing to accept the serious responsibilities associated with learning a martial art.

Bowing traces its roots to ancient Taoism, where the teacher was considered the same as the head of a family. He had a special responsibility to his students - to guide them and teach them, as if they were his own flesh and blood. Conversely, his students owed him total respect, as if they were his natural children. In Taoism, students cherished what their teacher did for them. Bowing to one another was a special way to acknowledge the bond between teacher and student.

Students should bow when entering the school as well as before stepping onto or leaving the mat or floor. The school is a special place, where students learn many important things. So, students always treat the school with proper respect.

In the old days, another way to show respect and responsibility, besides bowing, was to help keep the school clean.

We owe respect to our instructors and to the arts they teach. Bowing is one way to show them that we want to learn and that we respect them as the *heads* of our martial arts families.

A certain humbleness and responsibility to learning is necessary if one is to become a true student of the martial arts. Bowing shows that you accept the responsibility to work and practice hard and that you have the humbleness to admit there is always more to learn.

Bowing reminds us to leave our egos and self-importance outside. Inside, we are no better than anyone else - no matter what our belt color may be.

### **When to Bow and What to Say**

**Bow when you enter the dojo and training area. Bow before you exit the dojo and training area.**

By bowing when you enter the dojo and training area, you are stating that the daily routine ends here, and now you are concentrating exclusively on practice. Similarly, with you bow upon leaving, you are stating that the physical lessons are completed for the day.

- When entering the dojo and training area you say "*onagai shimasu*".
- When leaving the dojo or bowing to the instructor after class you say "*arigato gozaimashita*".

**Bow at the beginning of class. Bow at the end of class.**

At the beginning and end of the class, all bow to the shomen (the front wall of the workout area, an area that often signifies respect to our heritage of karate and respect to the direct line to your Black Belt instructors, to you). The students also bow to the sensei (instructor), as a showing of gratitude for the opportunity to learn Karate. Then all bow together, signifying the students respect for each other.

**Bow to each other before and after sparring. Bow to each other before and after a partner training drill.**

The partners bow together (and often shake hands), showing that they respect each other regardless of age or any personal differences. This also indicates to each other that they are alert and will pay attention to their techniques, so that the partner will not be endangered.

- When beginning an exercise with a new partner or bowing to the instructor before class you say "*onagai shimasu*".
- When finishing an exercise with a partner you say "*arigato gozaimashita*".

**Bow before and after performing a kata.**

The traditional opening and bow, or closing and bow, symbolize the dignity and respect that a karatekas must show in the practice of his or her martial arts.

- When bowing before and after performing a kata you say nothing at all.

**How to Bow**

**The Standing Bow (ritsu-rei)**

Ritsu-rei is the bow executed from the standing position. Standing in heisoku dachi, bow by bending at the waist to angle the upper body forward. Keep the body relaxed while maintaining good posture with the back and neck aligned.

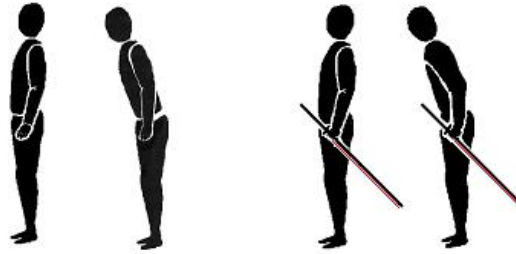
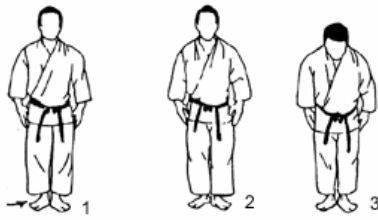
A standard bow is executed with the upper body angled at 15-degrees. Objects to the front are kept in view; however, do not bend the neck to look directly forward.

A formal bow is executed with the upper body angled at 30 degrees. The eyes remain fixed and follow down to the floor as the bow is performed. This bow is used when entering and exiting the dojo, and in other occasions where greater formality is required.

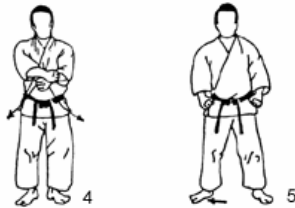
When bowing with the Shinai:

The shinai is held in the *tei-to* position (See *Kamae*). With the shinai in the *tei-to* position, perform *ritsu-rei* in the same manner as previously outlined. Keep the grasp of the shinai relaxed and do not change the position or angle of the shinai as the bow is executed.

Yoi position	Slide right foot to left, Heisoku dachi	Bend upper body forward keeping your back straight, hands at your sides chin tucked in and bend at the waist about 45 degrees.	Return to upright position	Slide right foot back to Yoi position



Mushinkan Kendo no Shiori - Mark Uchida - December 2001 ©



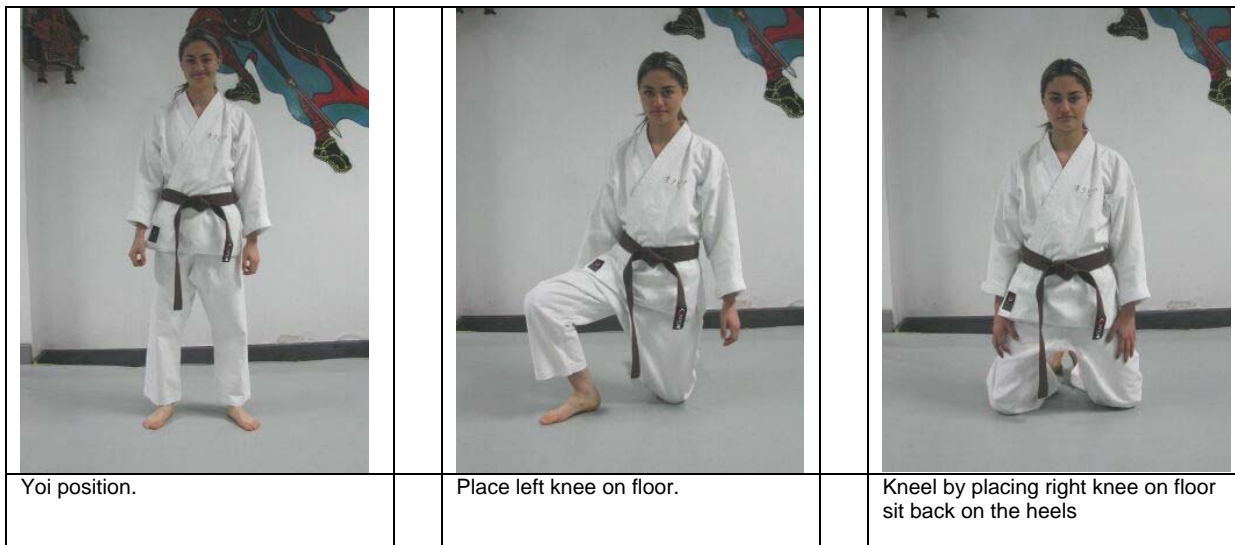
### The Kneeling Bow (Za Rei)







Za-rei is the bowing from seiza. Like ritsu-rei, za-rei has many levels of formality that are applied to its execution.





#### Main Points

- When bowing, the back and neck should remain aligned, keeping correct upper body posture.
- As the upper body bows down, the eyes remain fix and the gaze follows down to the floor.
- The hips should not rise when the upper body bows downward.
- Exhale as the bow is performed.

The following outlines the basics of za-rei.



		
<p>feet should be together and pointed back so that the two big toes are side by side to each other</p>	<p>Keep a straight posture. The hands are placed on top of the thighs close to the waist with the hands opened and fingers pointed slightly towards each other and covering the inner thighs. The elbows are tucked in and kept to the sides of the body.</p>	<p>Place your left hand on the floor in front of you</p>
		
<p>then place your right hand beside your left hand so the index fingers and thumbs touch lightly. As the bow deepens, merge the hands together, creating a triangle with the index fingers and thumbs.</p>	<p>Lean forward, head reaching toward hands. Keep your back straight and bow by bending at the waist until your elbows touch the floor and your head is about 6 inches from your hands. Maintain your weight on your heels and keep from raising your hips.</p> <p>At the deepest point of the bow, the back is parallel with the floor. The hands are flat on the floor with the triangular opening, between the index fingers and thumbs, directly below the nose.</p>	<p>After holding the bow for a moment, raise the upper body back to the upright posture. At the same time, slide both hands back to their original position. Return to upright position</p>

				
<p>Place right hand on right thigh</p>		<p>Return to upright position Place left hand on left thigh</p>		<p>To rise up from the kneeling position first step up with the right foot into a left kneeling position with the left foot raised up on to the toes.</p>
				
<p>Then step up with the left foot together with the arms and hands straight down by the sides.</p>				

## ***Cleaning (Souji)***

A proper Japanese-style martial arts dojo is considered special and is well cared for by its users. In many styles it is traditional to conduct a ritual cleaning of the dojo at the end of each training session (called souji, which translates from Japanese as "cleaning"). Besides the obvious hygienic benefits of regular cleaning it also serves to reinforce the fact that dojo are supposed to be supported and managed by the student body, not the school's instructional staff. This attitude has become lost in many modern, commercial dojo.

At The Dojo, it is done after class, to clean the area in preparation for the next group. Daily cleaning will utilize a dust mop over the workout area. Occasionally damp rags will be used to give them a more thorough cleaning.

## **Changing Rooms:**

There are separate changing rooms for males and females where you may change into your uniform. If you need to change, please allow enough time before the scheduled class time. All bags and shoes are to be placed in the "cubbies" in the changing rooms. Please do not leave any personal belongings in the school for any extended period of time. The staff or studio is not responsible for any lost or stolen items left in the dojo.

## **Making Progress**

Your attitude about your martial arts training will have everything to do with how much you enjoy your training and make progress. Each student makes their own contribution to the “spirit” of the school. Your demeanor within the school is important! Conduct yourself with respect and compassion for yourself and others. Expect the same.

You must make training enjoyable or you will not keep at it. You must also make it a high priority in your life or your training will take a back seat to other things and before long, you will have given up on your goals of fitness, self discipline calmness and learning self defense.

You must make training in martial arts fit in with the rest of your life. Family responsibilities and your job or education needs must come first. Don’t push these priorities aside for martial arts or you will soon “burn out.”

To make consistent progress, be realistic about how many classes you can attend per week. Make it a priority and then take action. Many students mistake their “ideal situation” for what is realistically possible. Perhaps at some time in your life it was possible for you to train eight hours a week. Now it may be possible for you to train only two hours a week. This may be less than your ideal situation, but still very result producing if you use that time wisely and consistently. Don’t waste time trying to turn back the clock. Work with the actual circumstances of your life. Many students of this school have made excellent progress even though they could only attend one class a week. Train at home too!

Be patient! Set goals, and then do what needs to be done to reach them.

Be flexible. If things don’t go exactly as you planned and predicted, adapt and shift gears to fit the new reality and continue on.

Remember the story of the Tortoise and the Hare? Keep on training and the benefits and skill will come!

Finally, you must make a real commitment with yourself for learning, personal change, performance and training. You will need to make that commitment and then remake it, reaffirm it and continue to make it real. Otherwise, your commitment and your goals will fade and disappear. Take your goals and aspirations seriously. Your life must be important to you; act like it!

## ***Respect and Discipline***

Within the traditions of any Martial Arts, respect for the Instructors is of paramount importance. All instructions and recommendations must be followed immediately. The success and safety of every student depends on this discipline. Students need to be respectful to their instructors and instructors be courteous to the students and guide them properly.

Self respect begins with self honesty. Acknowledge your good qualities and your faults. Work to improve. Treat yourself as though your time is worth something and that the content of your life is of value.

To show respect and courtesy to others will only support your self image if you truly have self respect.

Many people today acknowledge the fact that they lack discipline in their lives and they need it. Discipline means having order in ones life. It means living by prescribed conduct. It means having self control.

If you wish to develop your potential as a person and to learn and progress in the development of real skills, you must grow beyond the television mentality of being a passive observer and expecting the world to resolve itself in 30 or 60 minutes. You must be an active participant in your life.

Learning Martial Arts will place demands on your patience. You will need to muster your courage and determination.

You must not only follow the discipline of the school, but you must develop self discipline as well.

## ***Meditation***

Classes begin and end with meditation. Meditation is used to:

- Focus attention
- Increase calmness
- Develop physical and emotional control necessary for correct training
- Increase discipline
- Improve attitude
- Develop a sense of “connectedness” within yourself

Meditating can also help reduce stress outside of the school. Take the time to center yourself occasionally throughout the day, and let go of some of the stress you carry by meditating. This will allow you to realize and increase the benefits of your martial arts training and maximize your progress.

Body posture is important. Make sure when you are meditating that you are in a comfortable position with your spine straight, allowing you to breathe easily. Take long, slow breaths. Breathing should be done low in the diaphragm. Each time you exhale, relax your muscles and allow yourself to settle, realizing a lower center of balance.

Focus your attention on your lower abdominal area, approximately two inches below your navel. Much stress is kept here. In Zen meditation, it is thought to be the physical and spiritual center of the body.

Instead of trying to empty your mind, try and become aware of each breathe. Follow the air as you inhale and imagine it filling up your lungs. Exhale and relax. Focusing on your breathing will allow you to become more in tune and aware of your own body and surrounding environment. If random thoughts enter your mind, do not get upset, simply let them go and return your attention to your breathing.

## ***Ranking***

The following are the various ranking systems associated with the martial arts taught at The Dojo, more details on individual arts are found in the art specific handbooks:

### **Karate**

<b>Rank</b>		<b>Adults</b>	<b>Juniors</b>
Kyu Kyu	9th	White belt	Yellow Belt
Hachi Kyu	8th	White belt with one black stripe	Yellow Belt with one black stripe
Shichi Kyu	7th	White belt with two black stripes	Yellow Belt with two black stripes
Roku Kyu	6th	Green Belt	Purple Belt
Go Kyu	5th	Green Belt	Purple Belt with one white stripe
Yon Kyu	4th	Green Belt	Purple Belt with two white stripes
San Kyu	3rd	Brown belt	Blue Belt
Ni Kyu	2nd	Brown belt	Blue Belt with one white stripe
Ichi Kyu	1st	Brown belt	Blue Belt with two white stripes
Shodan Ho	1st Black probationary period	Black belt	Red Belt
Shodan	1st Black	Black belt specialized with your name embroidered	Red Belt specialized with your name embroidered

## Kobudo

Rank		Belt Color
Roku Kyu	6th	Green Belt
Go Kyu	5th	Green Belt
Yon Kyu	4th	Green Belt
San Kyu	3rd	Brown belt
Ni Kyu	2nd	Brown belt
Ichi Kyu	1st	Brown belt
Shodan	1st Black belt	Black belt

## Jujitsu

Rank		Belt Color
Kyu Kyu	9th	White Belt
Hachi Kyu	8th	White Belt
Shichi Kyu	7th	Orange Belt
Roku Kyu	6th	Green Belt
Go Kyu	5th	Blue Belt
Yon Kyu	4th	Purple Belt
San Kyu	3rd	Brown Belt
Ni Kyu	2nd	Brown Belt
Ichi Kyu	1st	Brown Belt
Shodan	1st Black belt	Black Belt

## Kendo

Rank	Belt Color
Rokkyu to Nikyu	There are no belts or sashes. All Students wear the same uniform for all ranks.
Ikkyu	See Kendo Handbook for specifics.
Shodan	

### ***Practicing at Home:***

Practicing at home is vital for the student to progress in martial arts training. 80% of what a person learns is directly attributed to the amount of time a student spends taking what they learned in class and practicing it at home. All you need is a little space and as little as 15 minutes a day. Not having enough space or time is no excuse not to practice! Some of the activities, such as stretching and balancing, can be done while you are watching TV! Remember the saying, "practice makes perfect." If you are not sure about any of these activities please ask your instructor. Practice takes discipline and in order for it to be effective, you must develop a habit of practicing. Start today and monitor your progress for 21 days straight, by then you should have developed a habit of practicing.

### ***Shiai/Takai***

Contests (Shiai) are the most recognizable part of Martial arts, and, for some Martial Artist, it is the primary focus of their training. Martial arts contests are conducted within specified age and weight categories, and often within specific belt categories. Most Martial arts competitions follow either the standard rules. In contest Martial arts, the goal is to beat your partner, who in this instance is your opponent.

There are two general ways to approach Martial arts competition and preparation for it. Neither is wrong, but a Martial Artist should have a clear understanding of which one he or she wants to follow, and should explain this to the Sensei (teacher) as well.

**Training for Competition:** This is the mentality of the Martial Artist trying to win championships and improve themselves at competitive Martial arts. Specifically, the Martial Artist focuses on improving those skills which are applicable to competition. While this is a difficult and not a well-rounded approach to Martial arts, it is, to a certain extent, necessary for external successes in Martial arts competition.

**Competing for Training:** This is the mentality of the Martial Artist who competes in order to develop a well-rounded base of Martial arts skill and experience. Competitions can help a Martial Artist understand aspects of Martial arts which can be much more difficult to master in a classroom setting. This is a great focus for most Martial Artist, but can be a bit distracting to the serious competitor.

## **Cross Training**

Cross training can be divided into two categories: Cross training for the physical mechanics of Martial arts, and cross training to improve the understanding of Martial arts.

**Physical Activities:** Simply put, this is training your body outside of the Dojo to improve your ability to do Martial arts. This process can be of great benefit to any Martial Artist, and is a necessity for those wishing to train for championships. Some of the more beneficial activities to improve Martial arts are as follows:

- Running/Walking - Improves wind (aerobic conditioning), posture, and leg strength.
- Weight Training/Calisthenics - Improves strength, muscular endurance, and posture.
- Yoga/Stretching - Improves flexibility/balance.
- Basketball - Improves endurance, coordination, and balance.
- Gymnastics - Improves flexibility, muscular strength, posture and balance.
- Dance (Ballet, Modern, Jazz) - Improves posture, grace, strength, endurance, aerobic conditioning, flexibility, explosiveness and balance.

Of course, this is just a short list. Any physical activity which makes the Martial Artist's body stronger, more supple, more efficient, or longer lasting will improve their ability to do Martial arts, just as Martial arts will improve their ability to do all of these other activities.

**Supplemental Training:** Supplemental training is training in other martial arts or combative sports in order to improve Martial arts skills, reach a better understanding of Martial arts, gain an appreciation of other martial arts, or add techniques not normally or often taught in class. **Studying many styles at once is not recommended, especially for the beginner; 'It is hard enough to catch a chicken let alone 10 chickens!'**

The concentration areas of some specific styles are as follows:

- Karate/Tae Kwon Do/Kick Boxing - These styles teach kicks and punches, as well as blocks of kicks and punches.
- Aikido/Hap Ki Do/Japanese Judo, Ju Jitsu - These styles teach joint locks, take-downs, and control holds, mostly from standing.
- Brazillian Ju Jitsu/Shoot Fighting/Open Style Grappling - These styles teach joint locks and submissions, mostly from groundwork.

This is a woefully inadequate list, and does not even include weapons styles. Training in these can be of great benefit to your Martial arts, but there are some courtesies and precautions you should always follow:

- Always tell your instructor you want to try another style and be specific about the circumstances. In addition to being courteous, there might be some information you need to know before you go in.
- Always obtain the invitation/permission of the instructor of the school you are going to, letting them know who you are and why you are there.
- Always wear a White Belt when visiting a different style martial art.
- You are there to learn, so listen, follow instructions, and be very respectful.
- Try watching a class before participating, so you will know what to expect.

***You can do things outside of Martial arts to improve Martial arts, but it is important to remember that the best way to improve your Martial arts is to practice Martial arts whenever you can.***

## ***Helpful Hints for the Martial Artist***

These helpful hints are just a few things that our instructors have discovered in their martial journeys. Remember, that many of these topics had to be learned the hard way, which is what is intended. But, the few examples that are given here are simply to remind the student that there are ancient traditions and etiquette that must be observed to get the foot in certain doors and to get certain questions answered. Please remember that your Sensei has a plan for you. There is a lifetime of information to be learned, therefore, you will be taught advanced topics when you are ready.

- Being the “uke” is the most important and fruitful activity in the dojo.
- Train hard...don't fake it.
- Learn from whom you are training...even if they are not a black belt or are of lesser rank.
- There are no stupid questions.
- There are many answers to the simplest question.
- Do not be pre-occupied with rank.
- Bow...a lot.
- When you are ready to learn it, sensei will teach it.
- There is more to learn than you can know...don't rush it.

## **Required Training Equipment**

### ***Uniforms***

The Gi and Obi is the uniform worn for training in Karate, Kobudo and Jujitsu. The kendo uniform is comprised of the keiko-gi and hakama. These garments are well suited for the functional demands of kendo and specific on how to wear it are outlined in the Kendo Hanbook.

The Gi consists of a jacket (uwagi) and trousers (zubon) made of white cotton or canvas and a belt (obi), the color of which indicates the rank of the student.



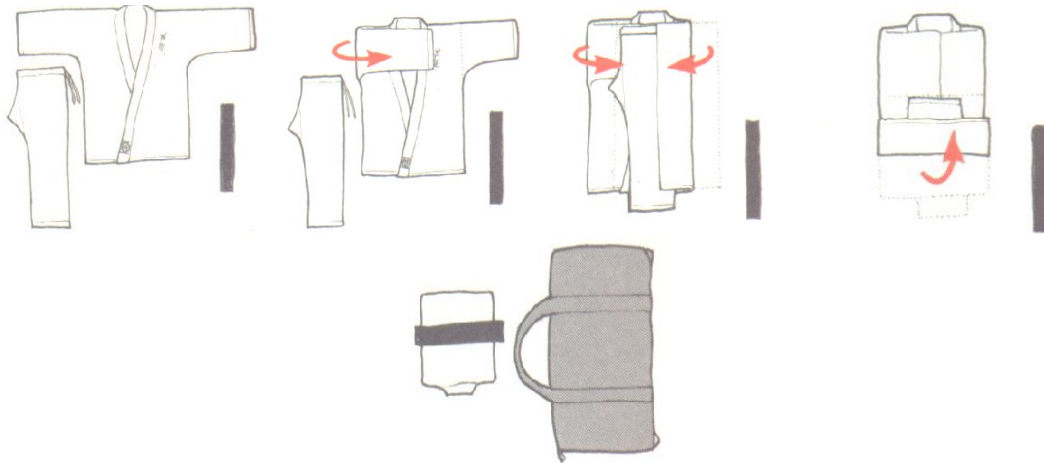
***How to Wear the Gi***

The belt worn indicates the rank of the student according to the standard ranking system adopted by the style.



***How to tie the Obi***

After a while a student's gi may become worn from regular training and washing. Parts of the gi may also become discolored from vigorous workouts. The belt (obi) will also become ragged from being tied and untied, and from being tucked on.



**How to fold the Gi**

Although one washes ones gi, the belt is never washed. Every class that you take, every drop of sweat, every little tear or abrasion is part of what goes into each student's unique experience. It is something to be remembered, but not clung to. Therefore no experience is washed away. The belt must tell its own story.

### **Purchasing Uniforms and Equipment**

In addition to being able to purchase uniforms and training equipment directly through the dojo, there are also several local and online retailers that provide quality merchandise. The following is only a representative listing; more sources may be available. Feel free to speak to your instructor or senior students for their recommendations, or experience with specific vendors:

#### **Clothing, Weapons & Related Supplies**

- Tokon [www.tokon.com](http://www.tokon.com)
- E-Bogu [www.e-bogu.com](http://www.e-bogu.com)
- Century Martial Arts [www.centuryfitness.com/](http://www.centuryfitness.com/)

#### **Bokken and Shinai**

- E-Bogu [www.e-bogu.com](http://www.e-bogu.com)

#### **Training Books and Videos**

- Amazon [www.amazon.com](http://www.amazon.com)
- Budovideos.com [www.budovideos.com](http://www.budovideos.com)
- Black Belt [www.blackbeltmag.com](http://www.blackbeltmag.com)

Videos and Books are meant to be used as supplements to regular class practice.

## **Membership**

Membership in a dojo requires more than dues. Membership in a dojo is earned, not bought. Each member needs to:

- Maintain the physical dojo each class by either cleaning, organizing, checking supplies or planning projects which help some of the listed above.
- Help and inform new (er) members of our methods, history and needs of the dojo.
- Develop ways to share our methods (more students, outreach, demonstrations etc.)
- These “chores” are part of training. If you cannot find some way to help then you are not looking.
- The reward for doing these things consistently is..... membership.

Just ask yourself when the last time you did any of this at all let alone on a daily basis. We are all busy but if we value our training and really want a full time dojo we must work for it.

## Payment of Fees

- All fees for the month are due promptly by the 1st of each month.
- Fees are to be handed into the payment box.
- All checks and payments are to be made payable to The Dojo.
- All fees are non-refundable once accepted.
- A \$35 NSF fee will be charged on all returned checks and payments.
- Fee schedule is subject to change.
- Grading exams, belts and certificates are NOT included in your regular membership fees. Separate fees will apply.
- Separate Fees may apply for participation in tournaments, clinics, classes and events which are not part of our regular schedule.

## Class Schedule

- Please refer to your schedule for class times. We highly recommend you attend class at a rate of two times a week.
- Parents dropping off their children should do so ten minutes prior to the beginning of the class and should walk their children into the facility to check all bulletin boards for important notices. When picking your child up after class, please come into the school to pick up your child so that the instructors can inform you of any important notices or comments about your child's training.
- The school will also be closed during major national holidays such as Easter, Labor Day, Thanksgiving, Christmas and New Years.

Class Schedule						
Mon	Tue	Wed	Thu	Fri	Sat	Sun
	Tai Chi 10:00 - 11:00am (Susan Fahs) (Starts 11 Sep)		Tai Chi 10:00 - 11:00am (Susan Fahs) (Starts 11 Sep)		Youth Karate 9:15 - 10:00 (Doug Corlew)	
Adult Beg Karate 5:30 - 6:30 (Doug Corlew)	Youth Karate 5:30 - 6:15 (Doug Corlew)	Adult Beg Karate 5:30 - 6:30 (Jesse Jackson)	Youth Karate 5:30 - 6:15 (Doug Corlew)		Open Kata Class 10:00 - 10:30	
MMA/Hiraido Jujitsu 7:00 - 8:30 (Mark Cann)	Adult Karate 6:30 - 7:30 (Doug Corlew)	Kobudo (Weapons) 6:30 - 7:15	Adult Karate 6:30 - 7:30 (Doug Corlew)	MMA/Hiraido Jujitsu 7:00 - 8:30 (Mark Cann)	Adult Bed & Int Karate 10:30 - 11:30 (Doug Corlew)	
	Kendo 7:30 - 9:00 (Paul Gattone)	Self-Defense/Tuite 7:15 - 8:00	Kendo 7:30 - 9:00 (Paul Gattone)		Competition Class Sparring/Kata 11:30 - 12:15 (Doug Corlew)	
		MMA/Hiraido Jujitsu 8:00 - 9:30 (Mark Cann)			Iaido 12:30 - 1:30 (Starts 18 Aug)	

## **Private Lessons**

Private lessons are an intensive one-on-one training session with an instructor, where you can work on new techniques or techniques you are having a challenge with. Private lessons are a great way to get good fast. The investment for a 30 minute private lesson with any instructor is \$30 per ½ hour and if you buy a block of 4 private lessons it is only \$20 per ½ hour.

## General Terminology used in Classes

Japanese	English	Japanese	English
Ichi	1	Seirutsu	Line Up Straight
Ni	2	Seiton	Line Straight
San	3	Seiza	Kneel Down
Shi	4	Sempai	Senior
Go	5	Sensei	Instructor
Roku	6	Shinza	The Shrine
Shichi	7	Shomen	The Front
Hachi	8	Shugo	Assemble
Ku	9	Tate	Stand
Ju	10	Tori	Person Performing Technique
Ju-ichi	11	Uke	Person Receiving Technique
Ju ni	12	Yame	Stop
Ni-ju	20	Yoi	Ready
San-ju	30	Ushiro	Back
Yon-ju	40	Migi	Right
Hyaku	100	Hidari	Left
Arigato Gozaimashita	Thank You Very Much		
Chudan	Middle Level		
Doitashimashita	Welcome		
Dojo	Training Hall		
Gedan	Lower Level		
Gi	Uniform		
Gomen Nasai	I'm Sorry		
Hai	Yes		
Hajime	Begin		
Hara / Tanden	Center Of Gravity		
Jodan	Upper Level		
Jujitsu	gentle/yielding art		
Kaisan	Dismissed		
Kamae	Get Ready		
Karate	Empty Hand		
Kata	Forms		
Kendo	Way of the sword		
Ki	Internal Energy		
Kiai	Yell From Abdomen		
Kihon	Basics		
Kime	Focus		
Kobudo	Weapons Art		
Kohai	Junior		
Kumite	Sparring		
Kyotsuke	Attention		
Mokuso	Meditate		
Obi	Belt		
Onegaishimasu	Please Teach Or Help Me		
Otigai Ni	Each Other		
Rei	Bow		