

# Shodan Martial Arts Academy Handbook

Discipline Respect Courtesy

2019-2020

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# Shodan Academy



Dear Parent and Student,

Thank you for choosing Shodan Karate Academy!

Shodan Karate Academy is a family oriented martial arts studio that promotes confidence, respect, self defense and physical fitness in a fun atmosphere. In order to provide you with the best service, we offer small classes that are very affordable without compromising the quality of instruction we provide. We are a proud member of the USA National Karate-Do Federation (USANKF) and the Shotokan Karate USA.

Our Academy teaches and practices Shotokan Karate Style. (松濤館) Shotokan is a traditional form of Japanese Karate-do widely practiced in the United States. The name itself means "the sound that pine trees make when the wind blows through their needles.

Shotokan is a style of Japanese Karate where the motions tend to be linear and fast. The repertoire of techniques includes various punches, blocks, and kicks, most of which are technically simple but very powerful if performed correctly. In general, Shotokan practice has three main components: basic techniques, kata, and sparring.

Our Head Instructor and Coach is Sensei Ricardo who is originally from Valencia, Venezuela. Ricardo is now a US Citizen and a former member of the US National Karate Team. Ricardo has been practicing Karate for more than 35 years and has taught Karate for over 22 years. Throughout his competitive career, he has obtained many National and International recognitions and awards including: Becoming a member of the US National Karate Team in 2011, named second in the US in 2011 and 4 National Venezuelan Championships for 4 consecutive years. Sensei Ricardo is a 5<sup>th</sup> degree black belt in Shotokan Karate which is considered "Master in Training". Ricardo has been married to his wife, Michelle, for 13 years. Michelle is the Director of our dojo and handles all of our finance, scheduling, payments, communications and marketing for the dojo. They have a 11 year old son, Alexander, who is on the competition team and a 4 year old daughter Mia who takes classes at the dojo.

Our teaching staff is made up of high rank instructors and students who have demonstrated great success in Karate. All instructors at our dojo have a minimum of 6 years of class time, a First Dan - Black Belt, coaching, and assistant teaching time before they are allowed to teach. They have all obtained different state, zone, and national titles. Being national champions in their age/division shows the level of commitment they have towards excellence. *All of our staff (over 18) have passed an Indiana State Police background check.*

SENPAI NYA - 2<sup>nd</sup> Dan Belt-2 X National Champion-USA Team Member 2019- Licensed Referee

SENPAI LINCOLN- 2<sup>nd</sup> Dan Black Belt- Licensed Referee

SENPAI CAMERON- Black Belt- Licensed Referee-4xNational Champion-Licensed Referee

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## **Absence and Illnesses**

We want to do everything possible to keep our students and their family members, as well as, our staff from getting ill. Therefore, please make note of our attendance and absence policy below.

***If your child has had been ill and/or missed school, please refrain from bringing them to class.***  
***Students must be fever free for 24 hours in order to participate in class.***

We do allow students to make up any classes they miss due to illness and/or absence within the month it is missed. If you missed classes towards the end of the month or would like information on when to make up a class, you can simply let us know and we will give you information on what night(s) would be best to use as a makeup.

## **Zero Tolerance Policy**

Shodan Academy focuses on quality. Our main goal is to help parents develop healthy and respectful kids that are good role models for our community. With that said, we want all of our students, staff, and family members to have confidence in the fact that we have a zero tolerance policy in place for bullying or harassment of any kind. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion or any other distinguishing characteristics. This also includes association with a person or group with one or more of the above mentioned characteristics, whether actual or perceived. We welcome all students and their families at our dojo. At Shodan Academy we are proud of our diversity in both our student population and staff.

Please understand the following will not be tolerated. We reserve the right to ask **anyone** in the dojo not adhering to these rules to leave and not return to class.

- Any and all hateful language
- A student, staff, or visitor's religious preference is their business and will not be mocked or slandered.
- Racist remarks of any kind
- Making fun of or hurting another student, staff or family members feelings on purpose
- Harassing (sexually, online, or verbally) another student, family member, or staff member
- Using threatening language at or against another student, family member, or staff member

Students and their families share in the responsibility for helping to create a safe environment by not engaging in or contributing to bullying, harassment, treating everyone with respect, and being sensitive as to how others might perceive their actions or words. Any student, staff or family member who observes an act of bullying or harassment should report the incidents to a staff member in a timely manner.

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## Fees and Schedule Information

Below is information regarding the cost of our classes per month as well as half hour and hour private lessons with some of our instructors. We are currently offering a \$10 sibling/parent discount on regular classes. Depending on the time of month you enroll, your bill will be due either on the 1<sup>st</sup> or on the 15<sup>th</sup>.

### Class times:

- \*Ages 4-7.5: Tuesday at 6:15
- \*Ages 7.5-11: Tuesday/Thursday at 6:15
- \*Ages 11.5-Adult: Tuesday/Thursday at 7:15
- \*Competition Team: Wednesday at 6:15

### Regular Pricing per month:

- \*\$99/month (1 day/week)
- \*\$139/month (2 days/week)

- \*Classes are one hour in length
- \*Uniforms are \$59
- \*Belt testing is typically 3 times a year for beginners and costs \$55 per test.

We do have a late fee policy at the dojo which allows for a 3 day grace period for payments to be made. This means a payment must be made within the 3 days of the due date (ex: due on the 1<sup>st</sup> must be made by the 4<sup>th</sup> or considered late). A \$5 late fee will be assessed on all late payments and automatically added to the invoice.

## Private Lesson Rates per Student (add \$15 for each additional student)

Current instructor prices for private lessons are as follows: Ricardo: \$75/hour (\$45 half), Senpai Nya, Senpai Lincoln and Senpai Cameron: \$20/hour (\$12/half). There is a dojo surcharge on each private lesson of \$7 per hour and \$5 per half hour. We encourage everyone to read our private lesson FAQ online at <https://www.shodanacademy.com/privatelessonfaq>.

## General Dojo Rules

1. Non-registered students should not be on the mats or equipment at any time.
2. Doorways must remain clear before, during and after class.
3. Our waiting areas are very small so we ask that you do not allow other children to play in these areas during classes.
4. No Food or Drink: We understand students sometimes need a snack in between classes or you have other children who are in tow that also need a snack. However, we ask that full meals and/or messy food not be brought into the dojo. There are seats at the front of the GP for use if you need to eat a meal. This is to avoid any allergy related issues as well.  
**\*Food and/or drink are never permitted on the mats!**
5. Please be courteous of other parents and their need for seating.

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## **Student drop off and pick up**

Student drop off/pick up: Students should not be dropped off more than 10 minutes before their scheduled class. They should also be picked up within 10 minutes of their class ending. Per GP rules, students under the age of 12 should not be allowed to walk to and from class alone. With this said, students who leave the dojo without being accompanied by another adult, parent, or guardian are not the responsibility of Shodan Academy.

## **Viewing Classes and Belt Tests**

Anyone with *permission* from the student's parents are welcome to view classes at our dojo. With that being said, we do not suggest allowing anyone new to come and view a belt test. This is not the time. Students are often nervous, scared, and there are times they do not pass a test. This can be overwhelming and cause them to have a bad experience.

\*We do not allow anyone to view classes, belt tests, or private lessons that do not have a registered student at the dojo unless we have permission from a Shodan Parent.

## **Personal Belongings**

Please label all of the student's personal belongings, including equipment and bags. Lost and found is available at the front desk of the GP. Please be advised that they only keep items for 30 days then they are donated to local charities.

## **Electronic Devices**

Electronic devices are not allowed in the dojo by students unless it is being used to contact parents for pick up or homework. Electronic devices are also not to be used in between classes.

## **Photography Release**

Permission is granted to Shodan Academy to use and publish for editorial, advertising, social media, or promotional purposes all photographs, video, and digital images of Shodan Academy Students. If you wish for your child's name not be used, please declare this in writing to the office staff so it can be added to your file. Release of image is on your registration form.

## **Preparing for Class**

We ask that students arrive at the dojo ready for class. There are locker rooms at the front of the GP that students and parents can use to get dressed for class. All bags, shoes and personal belongings should be kept under chairs or against the wall and out of the way of foot traffic. This is for the safety of everyone at the dojo.

## **Cleanliness**

We ask that students come to the dojo with clean feet and uniforms. The mats are used multiple times a week and we want to maintain as sanitary environment as possible. Please make sure shoes that are muddy are not worn into the dojo. Again, this is for the safety and health of all of our students.

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## **What to expect your first week of class**

1. Please be on time for class
2. The waiting area of the dojo is crowded before and after classes. Please be patient as the seats and rooms clear out for the next class.
3. If your child has a uniform and belt, please have them dressed. If not, please ensure they have on comfortable workout clothes.
4. Please make sure your child has gotten a drink and used the restroom before class. The instructors will allow restroom usage in an emergency but students are not allowed to get drinks.
5. All new students join classes along with all of the other students. This is normal. Many times new students are then taken to another room to learn privately with another instructor. Kids pick up on Karate very quickly and do not fall behind from being the “new kid”.
6. You do not have to stay in the dojo during class but we do ask that you please stay in the building. If you need to leave for whatever reason, regardless of where you’re going (even in the building), please let your instructor or the office staff know in the event of an emergency and we need to contact you. You are welcome to use the facility during the hour of class time but please stop by the front desk and purchase a day guest pass first.
7. We make every attempt to keep an instructor in one class each week. However, there are times when instructors change teaching times or have a sub for the day. So, it’s possible that your child’s instructor could change from week to week if needed. This is totally normal and good for both the instructor to meet as many students as possible and good for the child to get to know the instructors and their different teaching styles.

## **Notifications**

We encourage all of our families to make sure they’re receiving our emails and they’re not going into their junk or spam folders. We also post information on Social Media almost daily so this is a good way to get notifications about our dojo, pictures of our classes, competition team, weather related closings, schedules, or just interesting sports related tidbits and videos. Our website, [www.shodanacademy.com](http://www.shodanacademy.com), also has an EVENTS tab. This is updated with any changes to schedules, belt test dates, and tournament information just to name a few.

We want all students and their families to have the best experience possible at our dojo. Please do not hesitate to contact us at any time if you have questions or concerns.

Thank you again for choosing Shodan Academy!

### **Shodan Martial Arts Academy**

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