

MEMBERSHIP GUIDELINES



TEAM TAEKWONDO FITNESS CENTRE
MATT (Murat) ERYUREK
Head Instructor
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Effective October 2008 – October 2009

OUR CLUB AND TEAM

BACKGROUND:

Team Taekwondo has been in operation since 1992. Head Instructor Matt Murat Eryurek (5th Dan Black Belt) Team Taekwondo is affiliated to Taekwondo Australia. Murat Eryurek has represented Australia and Victoria and achieved 4 times national, 3 times University National, 7 State titles, NCAS, World Taekwondo Federation, 5th Dan Black Belt and Taekwondo Australia Certified Master Instructor.

In 1994 Team Taekwondo commenced classes in the Coburg area. It started at Coburg Town Hall and moved into Coburg Leisure Centre in 1995. In 2004 Team Taekwondo progressed into its own place on the corner of Sydney Rd and Bell St.

With over 172 members we outgrew our location. We leaped into a more spacious and appropriate club - only 300 meters south of 377 Sydney Rd Coburg on top of Vinnie's Fruit Stall.

Our members range from as young as 3 years to mature adults. We are a very diverse club, catering for various fitness levels, whether it is purely for fitness or competitions. Taekwondo is a recognised Olympic sport, as we expand so will our athletes. We want to provide this opportunity for them.

VISION:

To be the best Taekwondo school in Australia and to raise Elite athletes who represent Australia, their club and families.

CLUB LOCATIONS

1. Level 1/ 377 Sydney Road Coburg 3058

ACHIEVEMENTS IN THE PAST 12 MONTHS

COMPETITION	GOLD	SILVER	BRONZE
MTC Tournament	6	3	2
Singapore Open	2	3	2
MTC Tournament	4	5	8
Tasmanian Open	9	6	3
Victorian Poomse		2	2
Victorian Sparring	7	5	4
Australian Sparring	5	1	3
TOTAL	33	25	24

INSTRUCTORS:

Matt (Murat) Eryurek – Head Instructor 5th Black Belt / Practising since 1978.

Sue Vlahos - 3rd Dan Black Belt

Pinar Yurdakul - 3rd Dan Black Belt

James Irving - 2nd Dan Black Belt

Tamer Genc - 1st Dan Black Belt

SUPPORTING COACHES:

Andreas Tisserra - 2nd Dan Black Belt

Jai Manahoran - 2nd Dan Black Belt

Kaan Kahraman - - 2nd Dan Black Belt



WE MUST ALL OBIDE BY THE CLUB GUIDELINES

Code of Behaviour:

Respect the rights, dignity and worth of every Team Taekwondo player.

Within the context of the activity treat everyone equally regardless of sex, disability, ethnic origin or religion.

Be professional and accept responsibility for your actions.

Display high standards in your language, manner, punctuality (for your safety) and presentation.

Display control, respect, dignity and professionalism to all involved with Taekwondo this includes opponents, coaches, officials, administrators, parents and spectators.

Operate within the rules and spirit of your sport.

Refrain from any form of personal abuse and harassment towards other students and coaches.

This includes verbal, physical, emotional, sexual and racial abuse.

Be a positive role model for your sport and athletes.

Cooperate with your coach, team-mates and opponents. Without them, there would be no competition.

Show appreciation for coaches, officials and administrators. Without them you would not be able to participate.

All members must comply with Team Taekwondo rules.

Parents remember that children participate in sport primarily for THEIR enjoyment.

To parents and participants, we ask you to kindly refrain from criticizing or exhibiting frustrations toward coaches, players and others during class times. This distraction will only have a negative impact on your **child** as well as other children's overall experience.

Issue Resolution Process:

1. If you disagree, the player should approach their coach at the end of class.
2. Where the first point fails then the player (parent/guardian) should make an appointment with the coach to discuss the issue.

If the issue resolution process fails, Team Taekwondo memberships may be suspended on the final decision of Head instructor.

Let's work together to provide a positive experience for each and every player.

Coaching Guidelines:

Coaches must abide by the following guidelines:

- Pass knowledge onto students
- Ensure we provide duty of care
- Provide support
- Be responsible
- Provide encouragement to the members
- Positive role model
- Ensure premise is/premises are fit to teach – that is, safety
- Do not physically strike students for disciplinary reasons Restrain from physically disciplining members
- Coaches appropriate verbal cues will be used when discipline is required Display loyalty to Team Taekwondo
- Are permitted to discipline members
- Should use positive body language, verbal encouragement and praise

Parent/ Spectator Guidelines:

Parents/Spectators (must):

- Shall Not interfere with coaching instructions
- Are not allowed to coach during class time
- Must ensure that members arrive and depart punctually
- Should provide a positive environment
- Are not stand or sit against the walls/pathway along the mats/training area.

Member Guidelines:

Members must:

- Demonstrate a high level of responsibility and sportsperson-like/sportmanship conduct
- (Must) respect coaches, other members and visiting spectators
- Display loyalty to Team Taekwondo
- Respect decisions and instructions of coaches, officials and Taekwondo Australia members

- (Should) behave in such a way as to ensure a friendly and positive learning environment
- Present themselves in a clean and tidy manner
- Wear no other club logo or badges on their uniforms other than Team Taekwondo
- Encouragement is accepted and negativity is not tolerated
- (To) arrive punctually to class
- It is not acceptable to change class times without Team Taekwondo approval

Club Rules:

The following are the club rules:

- For safety reasons, refrain from talking around training area during classes (that is, in Coburg, the reception area and Moorabbin, doorway)
- Turn off mobile phones
- Club is not responsible for unsupervised children
- Children not participating in class should not be left behind unattended
- Payment is required at the time of purchase
- No chewing gum
- No excessive jewellery
- **Do not step onto mat with shoes**

Payment Guidelines:

Team Taekwondo prides itself on fair, reasonable and family attractive charges. These prices will only be kept fair, reasonable and family attractive if all abide by the rules set. Our prices are costed around 11 months training program.

Monthly Payments per Student are designed for Players that train twice a week in a normal allocated class time. They are for students with a Full year training commitment. Payment must be provided prior to forthcoming month. Players must pay via direct debit only. No cash or cheque payment will be accepted from the 15th January 2008 till 15th November 2008. Monthly structure will be calculated on an eleven month training schedule. Cancellation of direct debit must be advised in writing 2 weeks prior, otherwise direct debit payments will continue.

Quarterly Payments per Student are designed for Players that train twice a week in a normal allocated class time. They are for students with a Full year training commitment. Payment must be provided prior to forthcoming quarter. Players can opt to pay direct debit, cash or cheque. Quarterly structure will be calculated on an eleven month training schedule. Cancellation of direct debit must be advised in writing 2 weeks prior to new quarter, otherwise direct debit payments will continue.

Casual Payments are applicable for students that want to train on a casual basis only. No prepayment or absence notification is required. These students will not be guaranteed class allocations. Monthly and Term students will have first preference. Payment needs to be made before the Player attends the class.

Where Players attend other "normal" classes (note this does not include classes where there are other set fees) need to pay the casual fee unless otherwise stated.

Absence notification is required for members that are intending of stopping or holidaying due to other commitments. This notification must be provided 2 weeks prior, otherwise lapses in monthly payment will not be permitted. Same ruling will apply to quarterly direct debit members. Absence notification requests will only be granted 28 days once a year. Otherwise we will require members to make casual payments only.

Non abiding members will be directed to pay casual payments only. Casual payment rules will be applicable.

If Payment is not made prior to the commencement of class, Team Taekwondo reserves the right to ask students to sit out class until payment is made.

Direct Debiting

Monthly - On the 15th of Each Month till 15th November the accepted and agreed amount will be direct debited.

Quarterly – 15th Jan/ 27th March/ 3rd July/ 2nd October 2007/2008 the accepted and agreed amount will be direct debited.

2008 a new direct debit renewal form and Team Taekwondo, Taekwondo Australia must be completed.

Privacy Policy

Team Taekwondo will act in accordance of the Privacy Act 1988. To see full policy and responsibilities please see <http://www.privacy.gov.au/act/privacyact/>.

If your drawing is returned or dishonoured by your financial institution, [re-draw after a nominated period, 3 days will be reattempted, After 3 unsatisfactory attempts Team Taekwondo reserves the right to cancel membership till reasonable explanation and action is provided]. Any transaction fees payable by us in respect of the above will [to cover banking fee \$30 will be added to your monthly account / bill].



Direct Debit Request (DDR)

TEAM TAEKWONDO FITNESS CENTRE

Postal Address: Level 1/ 377 Sydney Road Coburg 3058

No Credit Cards Accepted

Direct Debit Request

I/We request you [] to arrange for funds to be debited from my/our nominated account at the financial institution shown below according to the schedule specified below.

Name

Address

Signature(s)

If debiting from a joint bank account, both signatures are required

Date

Name and Branch of Financial Institution

BSB No.

In terms of the Direct Debit Request arrangements made between us and signed by you, we undertake to periodically debit your nominated account for the agreed amount for [Team Taekwondo fee].

Drawing arrangements

- The first drawing under this Direct Debit arrangement will occur [immediately / within x days / on a nominated day].
- If any drawing falls due on a non-business day, it will be debited to your account on [the next business day following / the previous business day proceeding] the scheduled drawing date.
- We will give you at least 14 days notice [in writing] when changes to the initial terms of the arrangement are made. This notice will state [may include the new amount, frequency, next drawing date] and any other changes to the initial terms.
- If you wish to discuss any changes to the initial terms, please ring or email Team Taekwondo.

Your rights

Changes to the arrangement

If you want to make changes to the drawing arrangements, please ring or email Team Taekwondo. These changes may include:

- deferring the drawing; or
- altering the schedule; or
- stopping an individual debit; or
- suspending the DDR; or
- Cancelling the DDR completely.

Enquiries

Direct all enquiries to us, rather than to your financial institution, and these should be made at least [14] working days prior to the next scheduled drawing date. All communication addressed to us should include your [Full Name, agreed debit rate & account number etc].

All personal customer information held by us will be kept confidential except that information provided to our financial institution to initiate the drawing to your nominated account.

Disputes

- If you believe that a drawing has been initiated incorrectly, we encourage you to take the matter up directly with us by contacting [explain how they can dispute this, e.g. call our complaints line on 0408437111 during business hours].
- If you do not receive a satisfactory response from us to your dispute, contact your financial institution who will respond to you with an answer to your claim:
- within 5 business days (for claims lodged within 12 months of the disputed drawing); or
- within 30 business days (for claims lodged more than 12 months after the disputed drawing)
- You will receive a refund of the drawing amount if we can not substantiate the reason for the drawing.

Note: Your financial institution will ask you to contact us to resolve your disputed drawing prior to involving them.

Your commitment to us

It is your responsibility to ensure that:

- your nominated account can accept direct debits (your financial institution can confirm this); and
- that on the drawing date there is sufficient cleared funds in the nominated account; and
- that you advise us if the nominated account is transferred or closed.

If your drawing is returned or dishonoured by your financial institution, [re-draw after a nominated period, 3 days will be reattempted, After 3 unsatisfactory attempts Team Taekwondo reserves the right to cancel membership till reasonable explanation and action is provided]. Any transaction fees payable by us in respect of the above will [to cover banking fee \$30 will be added to your monthly account / bill].

2008/2009 Price List:

Monthly Fee	\$50	1 Player Per Family
Take a further 10% off all families with 2 or more children		
Direct debit on the 15 th of each Month.		
Monthly Fee	\$137.50	1 Player Per Family
Take a further 10% off all families with 2 or more children		
Payment Debited or Cash required		
Quarter 4: 2nd October 2008		
Quarter 1: 15th Jan 2009		
Quarter 2: 7th April 2009		
Quarter 3: 3rd July 2009		
Additional Taekwondo Class	\$5	Per Member per family no discounts apply
Our prices are costed around 2 classes a week based on 11 months training program.		
Casual Fee	\$15	Per Member per family no discounts apply
Fight Class	\$5	Per Member per family no discounts apply
Poomse Class	\$5	Per Member per family no discounts apply

Guidelines for Team Taekwondo Membership

Fat Burner Fitness	\$8	Per Member per family no discounts apply
Pilates	\$80	8 Week Course
	\$15	Casual Class fee Applies
Team Taekwondo prides itself on fair, reasonable and family attractive fees. These prices will only be kept fair, reasonable and family attractive if all abide by the rules set. Our prices are costed around 11 months training program. Please do not request further discounting.		

External Representation Guidelines:

External representation involves: travelling to tournaments, weigh ins, demonstrations and tournaments.

Members who are representing Team Taekwondo must have their dobok with a club logo.

All members must abide by all code of behaviour and club guidelines

When representing the club they must wear the endorsed club uniform

Grading Eligibility Guidelines:

There is a minimum of 25 classes that must be completed before the coach will consider the member eligible for grading. Please note that it is up to the coach's discretion.

GRADING BELT "Little Dragons" 3-5 years

			PRICES
White	-	Orange 1	\$ 50
Orange 1	-	Orange 2	\$ 50
Orange 2	-	Orange 3	\$ 50

GRADING BELT 5 years+

			PRICES
White	-	Yellow 1	\$ 50
Yellow 1	-	Yellow 2	\$ 60
Yellow 2	-	Yellow 3	\$ 60
Yellow 3	-	Blue 1	\$ 60
Blue 1	-	Blue 2	\$ 70
Blue 2	-	Blue 3	\$ 70
Blue 3	-	Red 1	\$ 80
Red 1	-	Red 2	\$ 90
Red 2	-	Red 3	\$ 90
Red 3	-	Cho - Dan Bo	\$ 100

***Includes Grading,
Belt & Promotion
Certificate***

GRADING BELT Black Belt Onwards

			PRICES
Cho - Dan Bo or Senior Red 3	-	Black Belt 1	\$ 180
		Black Belt 2	\$ 220
		Black Belt 3	\$ 290
		Black Belt 4	\$ 390

***Includes Grading, Belt.
Does not Include
Kukkiwon Diploma. Price
on Application (based on
AUS Currency).***

Issue Escalation Process:

Issue resolution:

1. If you disagree, the player should approach their coach at the end of class.
2. Where the first point fails then the parent/guardian should make an appointment with the coach to discuss the issue.

If issue resolution process fails, Team Taekwondo memberships may be suspended on the final decision of Head instructor.

Team Taekwondo Blood Spillage Policy

Policy Objective

Team Taekwondo is strongly committed to ensuring a healthy and safe environment.

Policy

All open cuts and abrasions must be reported and treated immediately.

All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious.

Equipment and surfaces must be cleaned immediately if soiling or spills occur.

When cleaning up blood spill –

- Gloves must be worn;
- If the blood spill is large, confine and contain the spill (that is, try not to let it run everywhere);
- Remove the bulk of the blood with absorbent material e.g. paper towels;
- Place the paper towels in a sealed plastic bag and dispose with normal garbage.
- Clean the spill site with detergent solution;
- Wipe the site with disposable towels soaked in a 1:10 solution of bleach.
- Routine washing procedures using hot water and detergents are adequate for decontamination
- Cold water only to release the blood prior to a normal hot detergent wash.
- Household gloves can be used for this task. The gloves should be washed in detergent after
- Use, or discarded if they are peeled, cracked, discoloured, torn, punctured or have other evidence of deterioration.

Action to be taken by those attending a blood spill.

1. Those attending to bleeding Players should wear non utility gloves that is, disposable latex or vinyl gloves which must **never** be reused.
2. Gloves must be changed and discarded as soon as they are torn or punctured **after** contact with each Player
3. Hands must be washed after removal and disposal of gloves.
4. When skin is penetrated or broken, first aid should be administered immediately
5. Bloodstained clothes should be changed for clean ones once the wound has been treated. They should be handled with rubber gloves and treated as above.
6. If bleeding cannot be controlled and the wound securely covered, the Player must not continue
7. All contaminated clothing and equipment must be replaced prior to the Player being allowed to resume.

8. Where blood gets on the skin, irrespective of whether there are cuts or abrasions wash well with soap and water.
9. Where there is an additional concern of infection, medical advice should be sought.

REASONING

To ensure safe procedures are followed when dealing with blood spills.

Authority

Team Taekwondo

Application

All Team Taekwondo Members, Coaches, Players, and Parents

Effective from October 2007

Review date October 2008

Team Taekwondo Pregnancy Policy

Pregnancy Policy

Team Taekwondo is committed to providing a safe and enjoyable environment for all its members, including pregnant players. Team Taekwondo encourages all pregnant players to discuss their decision to continue playing during their pregnancy with their medical practitioner.

Policy Guidelines

A Pregnant Player Should:

- Be aware that her own health, and the well being of her unborn child, is of utmost importance in her decision about whether to continue playing sport
- Obtain expert medical advice as to the risks associated with playing sport when pregnant. She should ensure she understands this advice and where necessary question the advice until she is sure she understands the risks taken in participating in activities with Team Taekwondo
- Have regular antenatal reviews with her doctor, including ongoing review of her exercise participation
- Take into account her changed physical condition, use common sense and not take unnecessary risks
- Remember that the ultimate decision to participate in Taekwondo will always be hers, whilst having regard to all the circumstances

- A Sports Administrator Should:
 - Evaluate the precautions she/ he can take to avoid harm to all players, including pregnant players
 - Develop protocols and procedures to communicate with players regarding participation in Taekwondo during pregnancy, including: providing players with the opportunity to advise of their pregnancy; adding pregnancy advice and risk information to registration forms and prominent places where participants may view it (Note: legal advice about the form and wording of documents should be obtained)
 - Be aware of Commonwealth, State and Territory anti-discrimination legislation
 - Seek professional advice, (including medical and/ or legal,) if a situation arises where it is not clear what steps should be taken in a given circumstance
 - Ensure that the organisation's insurance (including public liability and player injury insurance) is up to date and that it provides appropriate cover
 - Promote adherence to the rules of the game
 - Create a playing environment that is reasonably safe for all players
- A Coach Should:
 - Take reasonable measures to ensure that all athletes are aware of the issues related to participation in Taekwondo during pregnancy
- Respect and support the player's right to make her own decisions in relation to her participation or non participation in Taekwondo whilst pregnant
- With the agreement of the player, advise the pertinent team/ club association/ member organisation officials that you are coaching a pregnant player

NOTE: *Coaches, trainers and others who give pregnant athletes advice on how to train during their pregnancy must be very careful that they are not placing themselves in the position of medical experts. They should not speak outside their scope of knowledge as they could face legal action for negligent advice. A consultative approach between athlete, coach and medical expert is recommended.*

Team Taekwondo Infectious Diseases Policy

(a) The object of this policy is to:

- i. Set out the basis for procedures which must be adopted by players, teams and officials in order to prevent the spread of Infectious diseases, namely HIV (AIDS) and Hepatitis B & C within the sport of Taekwondo.
- ii. Detail the responsibilities of Players and Coaches relating to the possible transmission of infectious diseases
- iii. Educate Players and Coaches on the subject of diseases transmitted through the exchange of blood or other bodily fluids; provide the method for determining whether a breach of this policy has occurred;

(b) This policy applies to:

- (i) all Team Taekwondo Players involved in the activities with Team Taekwondo
- (ii) Coaches
- (iii) Parents

Responsibilities of Players

(a) It is the Players responsibility to maintain strict personal hygiene as this is the best method of controlling the spread of these diseases.

(b) It is strongly recommended that all Players, involved in Team Taekwondo activities and playing under adult rules be vaccinated against Hepatitis B.

(c) All participants with prior evidence of these diseases should obtain confidential advice and clearance to participate from a doctor prior to participation in Team Taekwondo activities.

(d) No Player shall participate in any Team Taekwondo activity or continue to participate in any game for so long as such Player:

- i. is bleeding; or
- ii. has blood on any part of his/her person or uniform

(e) A Player shall immediately upon a direction by an Coach leave the playing arena where such a Coach is of the opinion that the Player is bleeding or has blood on any part of his/her person or uniform. Upon being directed to leave the playing arena, a Player shall not return or take any further part in any Team Taekwondo activity until and unless:

- i. the cause of any such bleeding has been abated and the bleeding has stopped;
- ii. the injury is securely covered to the extent that no blood shall emanate there from; any blood stained article of uniform has been removed and replaced; and
- iii. any blood on any part of a Player's person has been thoroughly cleansed and removed.

Responsibility of Team Taekwondo

- (a) Those handling bleeding players must wear disposable rubber or plastic gloves. Resuscitation bags or disposable mouth to mouth devices must be available.
- (b) It is the Club's responsibilities to ensure that the dressing rooms be clean and tidy. Particular attention should be paid to hand-basins, toilets and showers. Adequate soap, paper hand-towels, brooms, refuse disposal bins and disinfectants, must be available at all times.
- (c) The practices of spitting and urinating in team areas is not permitted
- (d) All clothing, equipment and surfaces contaminated by blood must be treated as potentially infectious. Household bleach in a 1:10 solution may be used to wash contaminated areas and white clothing should be soaked in 1:10 solution bleach for 30 minutes before washing. Bleach should be rinsed off after use. Coloured clothing should be soaked in disinfectant for 30 minutes then washed at high temperature on a long cycle.
- (e) Sharing of towels and drink containers must not occur.
- (f) In all training areas, open cuts and abrasions must be reported to the coach/official and be treated immediately.
- (g) Clubs should undertake education programs to advice players and officials of this policy.
- (h) No Club shall allow any Player to participate in any Baseball game or continue to participate in any game for so long as such Player:
 - i. is bleeding; or
 - ii. has blood on any part of his/her person or uniform

Amendment of this Policy

- (a) This Policy will be reviewed regularly and updated accordingly. Team Taekwondo may amend this policy at any time, such amendment to take effect upon notification to the affiliated
- (b) It is strongly recommended that all Coaches be informed of this policy and adopt and implement its commonsense recommendations.



Team Taekwondo Path to Poomse & Sparring Success

- A Player must reach Yellow 3. In Sparring players must be above 7 years of age.
- All Team Taekwondo players must obtain permission and guidance from their class coach to enter this program.
- All players must attend compulsory pre Team Taekwondo Victorian Poomse & Sparring sessions. These sessions are run 6 weeks in advance of each event.
- All players must attend 2 club events prior to the entering any State Championships. This will allow players to road test skills and body conditioning.
- Representing our Club - All players must ensure that the do-bok worn on the day contains Team Taekwondo club logo and wear Club Vest on the day of the event and weigh ins.



Club logo



Club Vest

- If you are sparring – what protective gear do I need? Is it compulsory? YES!

All Protective Gear standards are set by AOC, WTF and Taekwondo Australia for the protection of all
No Short Cuts permitted. For all up to date Protective Gear standards see www.tkdvic.com.au



Boys Only



Hand Guard



Head Guard



Body Guard



Arm Guard



Leg Guard



Mouth Guard

