



SHUSWAP DOJO

(CEDAR HEIGHTS COMMUNITY CENTRE)

CODE
OF
ETHICS
&
CONDUCT

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1 INTRODUCTION

1.1 Duty of Care

The Shuswap Dojo has a duty of care to teach the Shorei-Kan Okinawan Goju Ryu style of Karate in the best possible safe environment for students to learn, instructors to teach and parents/visitors to watch. To discharge this responsibility, we abide by a Code of Ethics and Conduct.

The **Code of Ethics** is the set of overarching principles based on the core values of Shorei-Kan (the House of Politeness and Respect). The **Code of Conduct** is the set of rules that we follow to support those values, and which provides the framework for the operation of the Dojo.

1.2 Purpose

The purpose of this document is to describe the Code of Ethics and Conduct of the Shuswap Dojo, a member of the Shorei-Kai Canada Karate Association. The Code of Conduct is divided in three parts: students, instructors and parents/visitors.

1.3 Adherence

All persons involved with the Shuswap Dojo must adhere to their respective Code of Conduct contained in this document. We encourage you to read this important document and discuss with your child (as applicable). We are committed to apply those rules to facilitate the orderly running of our classes and promote the safety of our students.

2 CODE OF ETHICS

2.1 Introduction

The Dojo Kun is the set of foundational Karate principles. Master Funakoshi (Father of modern karate) developed those principles. The Dojo Kun varies for different styles of Karate, but the basic themes are the same. Our Code of Ethics is based on those principles.

2.2 Dojo Kun

The Shorei-Kan Code of Ethics is shown below and promote the values of respect, character, patience, loyalty, sincerity and effort.



Hitotsu – Reisetsu O Toetobu Beshi

One – Be Always Courteous And Humble.

Hitotsu – Wa No Kokore O yashinau Beshi

One – Cultivate A Peaceful Mind

Hitotsu – Nintai Surukoto O Manabu Beshi

One – Learn To Be Patient.

Hitotsu – Shjojin Ne Tessu Beshi

One – Strive Hard To Be A Better Person.

Hitotsu – Kokoro To Waza No Ichi Ni Tsutomu Beshi

One – Try To Develop Your Spirit And The Techniques Of Karate In The Same Level.

Hitotsu – Karate-do No Shinjo O Seikatsu Ni Ikasu Beshi

One – Apply The Principles Of Karate In Your Daily Life.

3 CODE OF CONDUCT FOR STUDENTS

#	TOPIC	RULE
1	ABSENCE	If you know ahead of time that you will be absent from class (such as trips, school outings, etc.), inform your instructor.
2	BEHAVIOR	<p>Display proper behavior during class and conduct yourself in a respectable manner paying strict attention to the instructions being given.</p> <p>The Dojo must be a safe place for students to develop skills, learn valuable lessons, build character and have fun. We recognize that students, especially children, can be adversely affected by the behavior of others.</p> <p>Any student who exhibits behavior that, in the judgement of the Chief Instructor, is a danger to other students or instructors, or causes excessive disruption to the orderly conduct of classes, will not be allowed to continue training until it is determined that the danger/disruption is no longer present.</p>
3	BE ON TIME	<p>Arrive at the Dojo 5 to 10 minutes before class starts. Use this time to check-in with the instructor taking attendance, put shoes away, use the restroom, stretch out and get mentally prepared for the class.</p> <p>If you arrive after class has begun, do 10 push-ups, kneel and wait for permission to join the class. Once permission is granted, join the class in the back row.</p>
4	CHAIRS	Do not sit on the chairs; they are for parents and visitors.
5	DOGI (uniform)	Only white dogis are worn at the Dojo. Wear a clean dogi in good state of repair, with the Shorei-Kan crest affixed on the left breast.
6	EMERGENCY	If you experience a health issue or get injured during class, immediately inform an instructor.
7	ENTERING THE DOJO	<p>Bow to the Shomen (front of the Dojo) when entering and leaving the Dojo.</p> <p>Upon entering the Dojo, remove your shoes (and socks) and neatly place them on the carpet, side by side, toes facing the wall.</p>

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#	TOPIC	RULE
8	FEES	Pay your student fees on time. If experiencing financial difficulties, discuss with the Chief Instructor.
9	HAIR	Students with long hair must have their hair secured in a manner that does not interfere with practicing.
10	HOW TO ADDRESS INSTRUCTORS	Always address the instructors by their proper titles: <ul style="list-style-type: none"> ➤ Black Belts: Sensei. ➤ Brown Belts (senior students): Sempai.
11	LANGUAGE	No profanity, rowdy behavior. Vulgarity, rudeness and bullying will not be tolerated.
12	NO GUM	No candy or gum chewing during class as it creates a choking hazard.
13	NO RUNNING AROUND	As you are expected to practice your subjects once you arrive at the Dojo, there will be no running around before class, during the water break or after class.
14	NO TALKING	No talking when an instructor is talking or demonstrating a technique. If you have a question, raise your hand.
15	OFFER TO HELP	Make yourself available for Dojo duties before and after classes (such as mats set-up and storage, cleaning floors, cleaning mirrors, etc.).
16	PARTNER	Every time you get a new partner for an exercise, bow. Every time you switch partners, bow to the old partner before moving on to the next. Treat your partner courteously, with respect and with proper attitude. Always challenge your partner to a degree that is beneficial to his or her abilities. Be courteous and helpful to your fellow students. Students must be respectful of each other regardless of rank.
17	PRACTICE	You are expected to practice at home to complement your in-class training. The Dojo website contains a wealth of information such as curriculum for each belt,

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#	TOPIC	RULE
		seven Home Training Guides, videos of some subjects and English-Japanese terminology posters: https://www.shoreikankarateshuswap.ca/documentation
18	RESPECT	Show courtesy and respect to all instructors and fellow students.
19	SICK	If suffering from a cold, flu or other infection which may be transmittable, DO NOT ATTEND CLASS .
20	TESTING	To be considered ready for testing: <ul style="list-style-type: none"> ➤ Regular class attendance (minimum 75%). ➤ Meet minimum time between testing: <ul style="list-style-type: none"> ○ 3 months/1 session for white belts. ○ 6 months/2 sessions for green & brown belts. ➤ Demonstrate knowledge of the applicable subjects. ➤ Display proper attitude and behaviour. ➤ Arrive to class on time. ➤ Wear a clean dogi with crest. ➤ Student fees are paid-up. <p>Those criteria are used as a guide. There are circumstances depending on age, prior experience, attitude and ability which allow some students to progress at different rates.</p>
21	TRAINING	Strive to train and perform to the best of your abilities.
22	TWO HANDS	As a sign of respect, always use two hands to give or receive an object (such as test sheets, new belt, weapon, etc.).
23	WALLS	Do not lean against the walls or posts.
24	WATCHES	For your personal safety and that of others, remove all jewelry, wristbands and watches before class. If the body piercing cannot be removed, it must be covered in some manner to prevent inadvertent grabbing during training.
25	YOUR NAME IS CALLED	When your name is called, acknowledge by saying “Hai (yes) Sensei” or “Hai Sempai”.

4 CODE OF CONDUCT FOR INSTRUCTORS

#	TOPIC	RULE
1	BLACK BELTS	Abide by the Being a Black Belt document.
2	EMERGENCY	If a student experiences a health issue or is injured at the Dojo, we maintain an emergency contact list (which includes student medical information such as allergies). A Black Belt instructor will first contact the parents/guardians; if no answer, we will then contact the secondary contact person(s).
3	RESPONSIBILITIES	Perform assigned responsibilities as detailed in the Dojo Responsibilities document.
4	SAFEGUARDING	Abide by the Policy to Safeguard Students document.
5	STUDENTS	Follow the Student Code of Conduct where applicable.

5 CODE OF CONDUCT FOR PARENTS/VISITORS

#	TOPIC	RULE
1	CLASSES	<p>Family members and friends are welcome to sit-in during classes; your interest and presence is most encouraging for the students.</p> <p>Let the instructors handle the teaching and conduct in class. Parents or visitors must refrain from interfering in the students' training during class. The instructors will handle behavior issues in gradations with concern and care.</p>
2	CONCERNS	If you have any concerns, please discuss the issue with your child's instructor or the Chief Instructor before or after classes.
3	EMERGENCY INFORMATION	If you change contact information or your child has a new or a change in his/her medical condition, inform us so we can update our emergency contact list.
4	NOISE	In order for the students and instructors to focus on the subjects being taught and to maximize the training during classes, we ask that noise be kept to a minimum, especially during the opening and closing ceremonies.
5	PICK-UP	Let us know if you are going to be late picking up your child after class. For safety reasons, we will not release your child until we know that there is someone to pick him/her up. Students will remain in the Dojo while waiting for their parents.
6	PICTURES	Pictures and videos taken by parents at the Dojo are for private use only unless provided to the Dojo for publication on the Dojo and/or Cedar Heights Community Association websites.
7	RESPECT	<p>From time to time, Dojo procedures or policies need to be updated or developed to address new or evolving internal or external situations facing the operation of the Dojo (such as COVID-19); those decisions are made in the best interest of all members of the Dojo family.</p> <p>Whilst some parents may not agree with those decisions, common courtesy of respecting such</p>

		decisions is expected. Any abusive or disparaging remarks resulting from such decisions, in verbal or written form, towards any of the instructors (who are all volunteers) will not be tolerated. At the discretion of the Chief Instructor, the student and parent (as applicable) will be temporarily or permanently suspended from the Dojo.
8	SHOES	Remove your shoes upon entering the Dojo.
9	SIBLINGS	If you bring other siblings to watch, keep them under control so as not to disrupt the classes in progress.

6 CONCLUSION

Understanding and observance of our Code of Ethics and Conduct is as much a part of the training as learning techniques. It also contributes to the overall development of the students and to the smooth running of the Dojo.

Any questions on this document are to be addressed to the Chief Instructor.

This document will be revised as needed.

Jean-Luc Desgroseilliers

Chief Instruction