



Martial Arts America “Student Handbook”



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Table of Contents



2	Welcome to Martial Arts America
3	Our Statement of “Purpose” and “Core Values”
5	Our “Value Statement”
6	Our “Commitment and Philosophy”
7	The “Promise”
10	The Importance of the Martial Arts America “Belt System”
11	Earning your Black Belt
13	Getting your White Belt – White Belts Skills
14	Getting your White Belt – White Belts Knowledge
15	Earning your Gold Belt
16	Graduation
17	Class Plans and Structure
18	Importance of regular attendance and Safety Gear
19	Basic Skills Test
20	Guest Pass Program
21	Character traits in Motion
24	“Academic Black Belts”
26	Martial Arts America Programs – “7 Schools in one location”
29	My child doesn’t stick with anything
31	What to do when they say; “I want to Quit”



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WELCOME

To Martial Arts America
We are happy that you are part of our family!

Welcome to Martial Arts America! You have made a great decision by enrolling in one of our martial arts programs. Your family has now become a part of a special team of martial arts professionals dedicated toward excellence in martial arts and in life!

The purpose of this “*Student Handbook*” is to provide you, our students and families, with quick and easy access to answers for many of the questions that you might ask. Please take the time to read through each page of the book, it will answer many of your questions.

Once again, welcome to Martial Arts America! Please feel free to contact us at anytime with your questions or concerns.

Sincerely,

Scott Krenz

9th Degree
Black Belt
Chief Master Instructor

John Wallace

5th Degree
Black Belt

Shane Omen

5th Degree
Black Belt



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“Our Statement of Purpose”

Building great people... One Black Belt at a time.

Building a better world ... One family at a time.

Building tomorrows leaders ... TODAY!

“Our Core Values”

Grow Yourself ... *Make learning a priority*

Listen to educational programs, read books, watch movies. Law of the Lid, if you are not growing yourself you cannot build others.

Build Others ... *Focus on the positive.*

Look for ways to build the people around you. Every encounter you have should involve looking for ways to grow and add to the quality of life of the other person.

Be a Leader ... *Everyday, in every way, in everything you do!*

We strive to be our very best in teaching martial arts, developing leadership skills in others, in teaching personal protection skills, self-defense, business ethics and practices. We lead by example.

TODAY ... *Do it now! Today and every day!*



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Our Value Statements

We treat everyone with dignity and respect... WE are a family!

We are dedicated to the ongoing education of each guest and team member

We have FUN at Martial Arts America

We provide a clean and safe environment for our students, families and team members

We embrace each person's gifts, talents and passion

We communicate openly, clearly and honestly

We embrace relationships that connect us with our students, families and the community

We strive for excellence in everything we do as individuals and as a company

We embrace, celebrate and reward A+ team members

We support balance in life for everyone

*We positively challenge and support each other to do and be our very best –
EVERY DAY!*



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Our Commitment and Philosophy

We are committed to teaching life skills & character education in all of our classes.

We use the structure of the traditional martial arts to create a powerful positive environment and culture. Every one of our professional team of instructors is committed to helping each and every student reach and exceed their goals.



We teach from written lesson plans so each class is created with a purpose and mission. Some of the many themes we focus on in classes include:

Building confidence, self-esteem, focus, concentration, discipline, respect, and a positive attitude.

Be sure to read the book “*Building Great Kids*” to learn more about what we do here at Martial Arts America and how we do it.

The “Tenets of Tae Kwon do” form a foundation for much of what we do;

Courtesy – Integrity – Perseverance – Self-Control & Indomitable Spirit



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The Pledge/Promise

Parents;

Please review the “MAA Pledge/Promise” with your children and let us know if you have any questions or concerns.



Note to teachers and school personnel;

Please contact us as soon as possible if there is any question, problem or concern involving any of our students. We are committed to Building Great Kids... One Child at a Time!

Every student under the age of 18 who takes martial arts lessons at Martial Arts America is required to make this very important promise or commitment. It is a commitment not to misuse their martial arts skills or techniques.

“The Promise” is built on a foundation of respect, self-control and self-discipline.

Each student will be required to make this promise to their parents or guardians and the Instructors at the school. Once you have reviewed the promise with your child/children be sure to have them go up to their instructor at their next class and shake their hand and say:

“ I promise to obey the rule!”

Martial Art training is not a game or a toy.

Our goal at Martial Arts America is to empower our students with the knowledge and skills to live a safe and happy life. Our program is built on a foundation of teaching respect, courtesy, honesty, focus, self-control, persistence, self-discipline, a positive attitude and making positive choices.

We are not teaching you how to fight...just the opposite we are teaching you how NOT to fight. We will instill you with the confidence, self-esteem and skills to stay happy and safe without having to fight.

Your martial arts techniques and skills must stay at Martial Arts America. You are NOT to use any of your techniques on your mom, dad, brothers, sisters, the dog or cat, the furniture or any of your friends. It is especially important that you not use your skills on other children. We do not hit other kids.



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You cannot even show your martial arts skills or techniques to your friends or other kids without first getting permission. Only your parents or guardians can give you permission to show your skills.

If you want to practice your skills outside of the school, you must ask permission every time before practicing. Again only your parents or guardians can give you permission.

No one has the right to hurt you.



You will be learning two types of self-defense skills. You will be learning “Kids Stuff” self-defense. This will help you stay safe and happy at school. This will include skills for dealing with other kids who are being aggressive or trying to bully you. You will learn how to stay safe without having to hit other kids. You will learn to be strong, confident and assertive so you can stand up for yourself because no one has the right to hurt you.

You will also be learning “Safe Kids” skills and techniques to help you deal with bigger kids or adults who are trying to hurt you or take you away.

No one has the right to hurt you, show you things they shouldn’t show you, touch you in certain places or try to take you away. In these cases you will learn to do whatever it takes to be safe and stay safe. Our primary goal will be to build your self-esteem to the highest level possible, so you will have the confidence to stand up for yourself and NOT be a victim.

Do you understand the rule?

Yes Sir/Ma’am!

Taking Responsibility for your choices.

Here is what will happen if you CHOOSE to break the rule. This is important to understand that you are the only person that can choose to break the rule. You must learn to take responsibility for your decisions and actions. Only you can choose to make your hand or feet do something. Never try to blame something you choose to do on some one else. It doesn’t matter what the other person did. Do not say “But so and so did this to



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me” It doesn’t matter. It’s up to you how you respond and you must take responsibility for your choices. When you choose to break the rule, you are also choosing to accept the consequences.

Remember the exception to this rule is protecting your self. You will never be in trouble for using your skills to stay safe or stop someone from hurting you.

If you choose to break the rule, your parents or guardian will bring you in to talk with your instructor. If they decide you broke the rule, one of two things will happen;

1. You will have to do about a million jumping-jacks, which will take you about a month to do.
- Or
2. You will be excused from martial arts classes and you will not be allowed to take classes again.

Do you understand what happens if you choose to break the rule?

Yes Sir/Ma’am!

Do you promise to obey the rule?

Yes Sir/Ma’am!

Now you must say the following to your parents or guardians and shake their hands.

“I promise to obey the rule!”

Now you are ready to start studying martial arts.

Remember to tell your instructor the next time you see them: *“I promise to obey the rule!”*



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The Importance of the *Belt System*

At Martial Arts America we use a traditional belt ranking system for all of our programs. The following is a list of the belt ranks for our basic traditional Tae Kwon do classes:

Basic Students - White, Gold, Orange and Green
 Intermediate - Purple, Purple/Blue, Blue, Blue/Red, Red and Red/Brown
 Advanced - Brown, Brown/Black and Black

The Belt Ranking Program is an integral part of the “Black Belt Success System.”

Know what you want	– Set your goals
Have a plan	– What will it take to reach your goals
And great coaches	– We provide powerful positive role models for our students
Take consistent action	– Work hard everyday to move one step closer to your goals
Review your progress	– Stay on your path. Never let challenges or other people stop you
Renew your goals	– Commit to reaching your goals no matter what happens.



Students learn to set goals and work hard to reach their goals. They understand that any goal worth achieving takes hard work and commitment. They learn to set goals in every part of their lives including school, work and sports.



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What is a Black Belt?

The “Black Belt” is the long-term goal for all of our students

A “Black Belt” is a person, young or older, who sets goals, makes commitments and works diligently to reach their goals.



A “Black Belt” is a person who is committed to doing their very best in every area of their life.

A “Black Belt” is a person who is dedicated to becoming the very best person they can be.

A “Black Belt” is all this and much, much more.

Many people when they think about a Black Belt, it conjures up images of great fighters or warriors with amazing skills who can defeat multitudes of fighters or defeat an attacker with a single strike. Or they have an image of an old wise man who has all of the answers to life. Unfortunately, none of these urban legends or images are accurate.

Another question that comes up quite often is: *“Once I get my Black Belt, do I have to get my hands and feet registered as lethal weapons?”*



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This is just another of many urban legends or myths surrounding the Black belt.

Quite simply put the Black Belt is symbol. Many people believe once you have earned your Black Belt you are now an expert or can teach others but these also are very far from the truth. The rank of Black Belt actually represents an advanced beginner, someone who is now ready to learn and grow as a person and a martial artist. Many of the misconceptions and urban myths are created or propagated in the media and movies.

Earning a Black Belt is an extraordinary accomplishment.

Very few people in the world have the attitude or discipline to commit them selves to and complete their Black Belt training. For those who do, there is a great deal of reward and pride in reaching the goal of Black Belt. The knowledge, skills and growth that are developed during the training for Black Belt are life changing. This knowledge and the life skills including increased confidence, concentration, self-discipline, persistence and a positive attitude and outlook on life will help that person live a happy and fulfilling life.

Being a Black Belt is not the end of the journey but rather a wonderful new beginning.

Be sure to read the book; “Being a Black Belt” to learn more about the journey to Black Belt.



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Earning your “*White Belt*”

Your first goal in your martial arts training will be to get your “White Belt.” This will be achieved by attending 5 classes and learning the skills and knowledge listed below and on the following page:

“White Belt” Basic Skills

Attention Stance – Stand tall. eyes up, hands flat & tight at sides

Listening position – left knee up, eyes up, back straight, both hands on left knee

Proper bow – Hands at sides, eyes up, bend at waist to 45°

Horse Riding Stance – feet shoulder width apart, knees bent, back straight, eyes forward

Proper fist – Fingers curl in first, thumbs on the front of fist

Middle Punch – Proper tight fist, other hand at hip, eyes forward, punch to one target, breath

High Block – Chamber across/palm up, hand rises first, angled blocking position, palm away

Guard Stance – Hands up, proper foot position, knees bent, eyes forward

Jab/cross – Straight out and back, one target, twist hand with punches, pivot on cross, breath



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“White Belt” Basic Knowledge Requirements

Why do we bow? –
Show respect for our selves and others

Hands up shows? –
Good focus and Concentration

Eyes on who? –
On You Sir/Ma’am

Why do we breath with every technique? –
Relax, focus & increase speed

**Flying Dragons ONLY – “Flying Dragon
Salute”**

**What are the
Tenets of Tae Kwon do?**
Courtesy, Integrity, Perseverance, Self-
control, Indomitable Spirit



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Getting to “Gold Belt”

Earning your Gold Belt will take between 7 and 10 weeks. Each belt after that will take at least 12 weeks to earn.

Belt Promotion Review Week – (Week #11)

During week #11 of each 12-week training cycle you will go through a special review and test on the material from that cycle/term. You will need to pass on all of the skills in order to graduate to your next belt. If there is something you do not know or understand be sure to ask your instructors for extra help.

Anything that has not been mastered by the students will be reviewed until all of the students reach a mastery level of knowledge, understanding and skill. If a student is not able to master all of the skills by the end of the class they will be invited back for an additional class during the week for additional help.



If you have any questions about this process please talk to your instructors before or after classes.



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Graduation Night

Graduation will be held at the school for all of the students that are graduating a few days after the testing is complete. Be sure to pick up your Graduation Announcement letter at the school during week #10.

Graduation is a time of celebration! Invite all of your family and friends to come and watch you demonstrate all of the new skills and techniques you have learned. Don't forget to invite your teachers from school. They will be very excited to see the new ways you are working to build your ***Focus, Concentration, Discipline, Respect and Positive Attitude.***

Be sure to bring your cameras and video cameras to record the events of the night. Instructors will be available after the graduation to have their pictures taken with you. Also bring enough chairs for your family and guests to sit on. It is a very busy and fun night so we don't have enough chairs for everyone.



Please try to pay your graduation fee prior to graduation night. When you arrive at graduation, you will need to check in at the front desk. You will be presented with your new belt and lots of other materials you will need for your next belt including your new curriculum announcements and the materials/books from the ***"Building Great Character Program."*** Take your new belt out on to the floor and one of the instructors will tie it on you. This is a great time for parents to get a great picture!



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Class Plans and Structure

All classes are taught from written pre-planned class plans to insure each student has the greatest opportunity to learn and master the material as quickly as possible. The first thirty minutes of each class will be focused on teaching the skills you will need to know and master for your next belt. The next 15 minutes of the class will be divided into two sections.

1. Students that have not yet passed their “Basic Skills Test” will work with an instructor to master all of the basic skills in order to pass the test. This usually takes from 2 – 5 months to develop the knowledge and skills. See the section on the “Basic Skills Test” to learn more.
2. Students that have passed the Basic Skills will go to a different part of the classroom and will work on more advanced material that requires greater focus and concentration. All of this material will be part of the student’s future Black Belt test. The material is divided into four sections;
 - a. Traditional Tae Kwon do Empty Hand Forms
 - b. Traditional Okinawan Kobudo Bo staff training
 - c. Single stick Filipino Kali/Escrima training
 - d. Double stick Filipino Kali/Escrima training

The last five minutes of each class will focus on fun high intensity skill and confidence building drills for all students.



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The Importance of Regular Attendance

We recommend that each student attend 2 or 3 classes per week.

It is important for parents and students to plan ahead each week so they can maintain regular attendance. Students can attend additional classes during the week if they miss classes in a previous week or plan to miss classes in the future.

If you are unable to attend for a week or more please let your instructor know so we can schedule one or two private lessons to make up for missed time.

Safety Gear

Safety gear is required at Martial Arts America. Remember to bring all of your safety gear to every class. If there is any safety gear that you do not have yet, please purchase it from your instructor at your next class.

Please remember all gear must be purchased at Martial Arts America.

(Flying Dragons only need hand pads, - Basic students need; hand pads, foot pads and shin guards.)



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Basic Skills Testing

You will be working on a group of “Basic Skills” during the second half of each regular class to help you “master” your basic skills.

You can find a list of the “Basic Skills” curriculum in the library of the website www.BuildingGreatCharacter.com

Be sure to print a copy of this page so you can practice your skills and be ready for your in-class skills review. To pass this review/test you will need to show excellent skills and knowledge. You must demonstrate the proper stances, starting positions/chambers and ending positions of each of the techniques. You must also know the proper part of the hand or arm that your using to block or strike.

You will also need to demonstrate outstanding *Black Belt* focus, concentration and intensity. The instructors want to know that you are ready for additional focus and concentration challenges when you move into the next level of your training.

At Home Training

Training at home is very important to helping you learn and grow as quickly as possible. But remember to ask permission every time before you practice anywhere outside of Martial Arts America. Students who practice at home always do better in class!

Once you pass the “Basic Skills Test” you are eligible to wear Black pants and begin to work on your more advanced skills that include Okinawan Kobudo and Filipino Kali/Escrima training.



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Guest Pass Program

We want more people just like you and your children in our school and our classes!

We are committed to changing the world one student at a time. Martial Arts America is a very special place indeed. We are dedicated to helping every student reach their goals in school, martial arts and life.



You already know the value of our classes. Now it is time to share your love and passion for the martial arts with your friends. On the student page of the website there is a link for a "Guest Pass." Note; all guest passes are good for an entire family. Please feel free to print out as many of the Guest Passes as you like and give them to your friends. Be sure to write your name on each one before you share them.

Guest Pass Rewards

For each of your person/family that enrolls after their free trial classes you will receive a \$25.00 Gift Card for Martial Arts America. You can use the gift cards to purchase any clothing, equipment, supplies or weapons.



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“Character Traits in Motion” - CTIM

“*Character Traits in Motion*” are - “Powerful Affirmations” expressed through words and actions with powerful emotion and conviction!

The “*Character Traits in Motion*” are designed and built to demonstrate knowledge and understanding of each of the life and character skills that we are learning through the book series “The Traits of a Champion.”

Here are a few samples of our “*Character Traits in Motion*”

What is “Confidence?”

When I (right index finger points to right eye)
 Believe in Me (both thumbs point to your chest)
 and I say –
 Yes I Can - (pumping fist at side of body)
 Yes I can - (pumping fist at side of body)
 YES I CAN! – (pumping fist at side of body)

What is “Responsibility?”

No excuses – (arms cross in front of the face and snap down on 45 degrees to the sides)
 Learn from your mistakes – (right index finger to the side of the head)
 Do your very best - (Snap to attention stance)
 Lead by example – (turn 45 degrees arms snap to hips – stand straight and tall)



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What is “Perseverance?”

It means - No excuses! - (arms cross in front of face and snap down to both sides)
 I (point to yourself with right hand)- Never Give up (right arm across the chest)
 Never give up (left arm across the chest)
 NEVER GIVE UP! (Both arms punch down in front of your body)

What does a leader do?

I lead by example – (stand straight and tall with hands at hips- eyes focused forward)
 With energy – (enthusiastically running in place)
 Excitement – (arms shoot up and shake)
 & Enthusiasm! – (hands to hips lean back with huge smile and positive body language)



What is Excellence?

Do your best – (Knife chop into the palm)
 Be your best – (Snap to attention stance)
 Giiiiiiiiive your best – (enthusiastically running in place)
 EVERYTIME! – (Snap to attention stance)



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What are goals?

Goals are Dreams... that are written down! – (arms circle above the head – followed by right hand writing motion on left palm)

See your future – (both hands open and forming a circle as they move away from the face)

Be your future – (snap to guard/fighting/kicking stance – with loud yell)

Focus NOW! – (Snap to attention stance)

What is Courage?

When you Step up – (Take one big step forward)

Confront your fears – (Arms cross in front of face)

Never give up – (Arms snap down to sides of body at 45 degrees)

Do your very best! – (Snap to attention stance)



What is Concentration?

It's when you - Focus your Eyes – (right index finger points toward your eyes)

Focus your mind – (both hands open and forming a circle as they move away from the face)

Focus your body – (Snap to attention stance)

RIGHT NOW! – (Strong bow)



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