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# Handbook

for New Students and Parents



# Structure



Structure is to obey what is right and follow the rules. Students must learn how to recognize and respect authority. The instructors are the main authorities in the school. It's their duty to set and enforce the school rules; it's the students' obligation to follow them.

## Mastery Rules

Upon arriving at the school, students and parents must bow at the door with a strong "Hello, sir. Hello, ma'am." Students must then place their bags and shoes in the appropriate place, get their attendance card, and line up to prepare for class.

- ✦ Students must bow to the instructor, whether it be during class or otherwise.
- ✦ Students must always arrive 5 minutes before class and leave no more than 10 minutes after the class finishes.
- ✦ If a student is late for class, he/she must ask permission to join the class.
- ✦ No shoes are allowed on the mat, unless authorized by an instructor.
- ✦ If students need to fix their uniforms or belts, they must ask permission and turn to the back of the class to make necessary adjustments.
- ✦ Only students or guests participating in class are allowed on the mat.
- ✦ Students must memorize the Student Creed and apply it to their daily lives.
- ✦ Students are allowed to use the restroom before and after class. If there is an urgent need during class, they must ask instructor permission.
- ✦ Students, parents, and guests should refrain from talking during class without the instructor's permission.
- ✦ When leaving the school, students and parents must bow at the door with a strong "Goodbye, sir. Goodbye, ma'am."
- ✦ Students should always answer, "Yes, sir/ma'am," when it's appropriate, showing courtesy and respect.

## Uniform and Equipment

A student's appearance is a reflection of his/her self-esteem. Students must care for how they look, keeping their uniform clean, pressed, and odor-free. It's every student's responsibility to keep his/her equipment in good condition.

- ✦ Putting a student's initials on his/her equipment will prevent any items from being lost.
- ✦ XMA uniforms may be worn by Leadership students only.
- ✦ Students may wear approved Mastery T-shirts and pants during designated days.
- ✦ Students may wear a white T-shirt underneath their uniform.
- ✦ Students are required to have appropriate equipment for their class and rank level.

# ***Reasons for Requiring the Use of Mastery-Approved Safety Gear***



## ***Reason #1 - Safety***

Students begin learning early in their martial arts' experience that the techniques they are taught in class are for defense only. At the same time, a student must practice the techniques under full power in order to develop the physical and mental benefits we teach. Proper safety equipment creates peace of mind for a student to apply his/her full strength and power without fear of injury. This also allows students to train with partners successfully without concern for accidental contact or injury. Students who begin using their full safety equipment as a white belt are far better prepared for intermediate training at camo belt and higher. For hygiene purposes, new gear is a requirement - used, borrowed, or otherwise second-hand gear is not allowed in class.

## ***Reason #2 - Responsibility***

A student's safety gear becomes an important part of their martial arts' training. Learning to care for their equipment, storing it, and transporting it properly are all actions necessary for teaching greater responsibility for their belongings - how many parents repeatedly tell their children to pick up their clothes, or put away a backpack after school? By taking personal responsibility for their own equipment, a student is learning how to become better organized and take more initiative instead of waiting for someone to do it for them.

## ***Reason #3 - Uniformity***

The first three ranks are about learning the structure of martial arts - about what it means to be a martial artist. The white, yellow, and orange belt student is expected to learn and practice the discipline of the academy. This includes proper procedures for entering and leaving the academy, preparing for class and lining up . . . how to show respect for their juniors and seniors . . . how to apply their life skills in everyday life, and what it means to be a valuable part of the Mastery program. This structure extends to the uniform and training equipment that a student uses. Everyone in the school is on the same team and so a common bond is strengthened when our students use the same gear required by Mastery Martial Arts®.

## ***Reason #4 - Commitment***

The way to reach a goal is to make oneself 100% committed to the process of achievement. Becoming a Black Belt is a lifetime accomplishment, and the initial investment required to have your own set of safety and training equipment is a sign of commitment on the part of both the parent and the child. Goals we set . . . are goals we get!







Emotion is a decision; it's having fun with everything we do. Parents who show enthusiasm for their children's efforts during class help make their experience in martial arts' training very special. Thumbs up, clapping, and cheering are considered normal parts of class. In martial arts we use our body motion to create emotion. Mastery Martial Arts teaches students to put emotion in every move so they create the habit of doing everything in life 100%. They must have a positive attitude and always be motivated. We have a special system to keep them motivated and help them follow through with their goals.

In the Mastery Reward System, we have developed a program based on traditional martial arts for children and adults to learn and practice life skills, as well as technical martial arts' skills. The monitoring method we use involves the Mastery Patch and the Mastery Stars.

To earn their Victory Patch, students must invite a friend, sibling, or parent to take class with them. This way, they are motivated to practice leadership. The Mastery Stars – which are placed on the Mastery Patch – are awarded to students for their achievements at Mastery, at home, and at school. These achievements may include:

- 👉 Improvement in behavior
- 👉 Enhanced confidence
- 👉 Following directions immediately
- 👉 Excellent grades
- 👉 Black Belt attitude
- 👉 Leadership
- 👉 Tournament participation

Practicing the Mastery Life Skills: Discipline, Belief, Honesty, Respect, Communication, Self-Esteem.

The Mastery Patch and Mastery Stars are key components of the Mastery Reward System, which has proven to be a valuable instrument in developing good habits in our students.

# ***9 Daily Activities to Make Your Child's Experience at Mastery Martial Arts special***

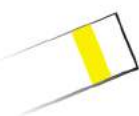


- 1.** Be your child's audience and support. Your very presence during class raises your child's self-esteem and confidence.
- 2.** All performances by students should receive the loudest and craziest cheers. BE WILD! This is a magical moment for them. Your cheers anchor your child to SUCCESS and all the rewards of setting and accomplishing their goals.
- 3.** Be sure to focus on your child's positive development throughout his/her training. Make sure you tell your child how proud you are of him/her after every class.
- 4.** SMILE! It's contagious!
- 5.** Be grateful for the magical person you brought into this world.
- 6.** Every class is an opportunity to applaud your child's self-discipline, his/her courage for participating, and individual effort. Remember, it is your child's attitude, not aptitude, which determines the quality of his/her effort.
- 7.** Be alert to magical moments; they will occur.
- 8.** When your child looks over to you during class, give him/her a thumbs up, a wink or a smile. Let him/her know how proud you are of them!
- 9.** Congratulate yourself for making the right decision in giving your child the gift of martial arts, a vehicle to lifelong success.


# Mastery Stripe System




There are 6 stripes total. Three colored stripes represent the MASTERY LIFE SKILLS PROGRAM, and three BLACK STRIPES, represent the MASTERY PHYSICAL PROGRESS:




**YELLOW STRIPE:** Will be received in the 1st week of the cycle. It means PRACTICING LIFE SKILLS. Students must turn in the Life Skills sheet for the cycle with components about how they showed the Life Skill outside of martial arts, like at home, at school, or work.




**1st BLACK STRIPE:** Awarded during the 2nd week of the cycle. Students must show that they are LEARNING the curriculum, not necessarily memorizing it. Students must be able to follow the instructor.




**BLUE STRIPE:** Is awarded during the 3th week of training. A Blue Stripe means CONSISTENT ATTITUDE: Consistency in coming to classes; consistency with attitude in classes.




**2nd BLACK STRIPE:** Is awarded during the 4th week of the cycle. Students must demonstrate that they are PRACTICING the curriculum. Students will make mistakes at this point because instructors demonstrate and allow the students to do it on their own to gain experience, have enjoyment, build their confidence by repetition, and build muscle memory.



**RED STRIPE:** Is awarded during the 5th week of training. Red Stripes are directly involved with the Intent to Promote Letter, which must be turned in during that week. Students must bring the Intent to Promote Letter and register for promotion to receive their Red Stripe.



**3rd BLACK STRIPE:** Is awarded during the 6th week of the cycle. Students must be able to perform the curriculum according to their own individual abilities. At this point, they must show that they can do it on their own. They must demonstrate knowledge of the curriculum. Instructors will verbalize what is expected; students must perform.



**GREEN STRIPE:** Is awarded to the students who are CANDIDATES to the next program. This is awarded after the instructor does a progress check with the parents or the adult student.

Abilities vary between students, and the instructors have the total authority to designate who gets a stripe and when they get it. Students should never ask for their stripes. It's a privilege to receive them from your instructor.

# Knowledge



Knowledge is demonstrated when students apply what they have been practicing in class to their everyday lives. Mastery students should be on their best behavior always.

As students improve their martial arts' techniques, they also learn values. These values – if acknowledged and applied correctly - will possibly prevent them from having to use their physical skills. If a student learns how to greet people, make eye contact, speak properly, show confidence, and demonstrate exceptional social skills, they may never need to use their self-defense skills.

## ***Belt promotions***

At Mastery Martial Arts we reward our students primarily for their knowledge of life skills, rather than their physical prowess. These are, after all, the skills that will make them winners in life. The belt promotion is one of the most rewarding experiences that martial arts has to offer! Below are some common questions about belt promotions.

### ***Why should students promote?***

Just like school children advance to the next grade level as a reward for their accomplishments, in martial arts their efforts are rewarded by advancing to the next belt rank. All students who meet the requirements should always promote. Not promoting is likely to result in a sense of failure and may diminish the students' self-esteem.

### ***What is the significance of changing belts?***

Most people respond to positive reinforcement, and that's exactly what receiving a new belt is! Belt promotions teach our students to be goal-oriented and help them see their progress. This results in a rise and strengthening of their self-esteem.

### ***Why are belt promotions held every two months?***

Adults and children need to have constant and consistent supervision. The two-month time frame creates a sense of urgency to achieve the goal of learning the curriculum and practicing the Mastery Life Skills. People often tend to postpone or procrastinate; that's why the two-month time limit is so important: it gives our students direction and keeps them in check.







## ***If my child has been misbehaving, should he/she still promote?***

Every student's Intent to Promote Form must be submitted at least two weeks before the promotion date; this way, the instructors have time to work with the student to resolve any pending issues. If the issue is not resolved, the student should not promote. Instructors and parents should come up with a mutual agreement on what actions to take.

## ***What are promotion fees?***

Promotion fees are required before every belt promotion and are not included in the regular tuition. Mastery is responsible for providing students with their new belt and official Mastery rank certificate. Students are encouraged to complete their belt promotion registration in advance, receiving significant discounts for purchasing pre-paid promotion cards. Gift certificates earned through the Mastery Referral Program can be used to cover promotion fees.

## ***Mastery Life Skills***

We do not reward mere memorization. It's the attitude and the practice of the Mastery Life Skills that are most important. If a child needs additional help in learning the curriculum, a private lesson should be scheduled immediately at no charge.

Parents can show their children their support by asking what they learned in class, complimenting their effort (not their abilities), and watching their classes at least once a week (this way they can witness their children's' improvement).

**PRE-PAID PROMOTIONS**

Name: \_\_\_\_\_ Academy: \_\_\_\_\_

Authorized By: \_\_\_\_\_ Date Issued: \_\_\_\_\_

  
Signature \_\_\_\_\_  
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Amount Paid:  
\* Non-refundable; no cash value  
\* Not responsible for lost or stolen cards  
\* Non-transferable; must be used by person named above.

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4  
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***To be a Mastery parent is to support your Mastery school in creating the best atmosphere for your child to grow.***

***Here are some guidelines on how to be a Mastery parent.***

1. Mastery parents support their children during class by offering signs of approval - such as cheering, applauding, smiling, showing “thumbs up” – when they see them doing their best. They refrain from reprimanding or criticizing their children during class and allow the instructors to be the ones to make any corrections, when necessary.
2. Mastery parents follow and enforce all Mastery rules and policies, thus enhancing the discipline of the school. When the parents follow the rules and regulations, the children are likely to follow their example. This starts at the front door by always bowing and greeting the instructors, students, and their families upon entering or leaving the academy, showing courtesy, respect, confidence, and discipline.
3. Mastery parents make sure that their future Little Dragons (younger siblings who are not yet students) are quiet and well-behaved during class, so as not to create any distractions.
4. Mastery parents understand how important it is to be a part of their children's experience. They know that watching their children's class – or, even better, participating in it - will broaden their understanding of the lessons taught at Mastery so that they can practice with them at home.
5. Mastery parents avoid disrupting classes by abstaining from socializing during class and remembering to switch their phones to silent mode upon entering their Mastery academy. When Mastery parents must use their phone or talk to another parent during class, they kindly step outside.
6. Mastery parents bring their children 5 to 10 minutes before class starts and avoid leaving them by themselves after their class is over. If a student unavoidably must wait longer to be picked up, Mastery parents make sure to alert an instructor.

7. Mastery parents understand that each child is an individual who will progress at his/her own pace. They avoid comparing their child to their siblings or to other students, and encourage them to set realistic goals to achieve them.



8. Mastery parents keep the reasons present as to why they enrolled their children in a Mastery program in the first place. They are aware that memorization is only a small part of the big picture. When it comes to their children's performance, Mastery parents trust the instructor's judgment on what should be expected from them.

9. Mastery parents know that when they have a concern about their child's training, or about the academy, they must go directly to the instructors. The Mastery team will address their concern and do their best to help.

10. Mastery parents make sure that their children have eaten before coming to class. They know that food is not allowed inside the school (except on special celebrations).

11. Mastery parents show encouragement for all students during class, promotions, and demonstrations. They know that, through their example, their children will also learn to be supportive of their peers.

12. Mastery parents show courtesy and respect when attending tournaments and other martial arts' functions and make sure that their children follow their example. If they do have a concern, they respectfully take it to their instructors to avoid any confrontation with judges or other parents.

13. Mastery parents constantly help their children to set goals. They know that goal-setting will help their children develop the perseverance and self-discipline needed to achieve personal success.

# ***Student Creed***



1. I will develop myself in a positive manner and avoid anything that could reduce my mental growth or my physical health.
2. I will develop self-discipline in order to bring out the best in myself and others.
3. I will use common sense before self-defense and never be abusive or offensive.
4. We are a Black Belt Leadership School, we are dedicated, we are motivated, we are on a quest to be our best!

## ***Class Ending***

I am a dedicated student of the martial arts  
and I will live by the principles of a Black Belt.

***Modesty***

***Courtesy***

***Integrity***

***Self-Control***

***Perseverance***

***Indomitable Spirit***