# Khegai Taekwondo Club

## Club Terms and Conditions

***Club email:*** *ana@khegaitaekwondo.com*
***Club telephone:*** *01223 910776*

***Version:*** *1.0*
***Effective date:*** *To be completed*

These Terms and Conditions explain the arrangements for attending Khegai Taekwondo Club. Students or guardians should read them carefully before registering a child.

### 1. Registration and membership

1.1. All students must be registered before taking part in regular classes.

1.2. The student or guardian must complete the registration and consent forms.

1.3. The student or guardian must provide accurate and up-to-date contact and emergency information.

1.4. The student or guardian must inform the club of any changes to the student's medical needs, emergency contacts or other information relevant to safe participation.

1.5. Membership and participation are subject to these Terms and Conditions and the club's relevant policies.

### 2. Class fees and payments

2.1. Class fees and payment arrangements will be communicated to parents before enrolment.

**Membership / class fee:** £_____

**Payment frequency:** monthly

**Payment due date:** before 25th of every month

2.2. Payments will initially be made by bank transfer.

2.3. Payment details will be provided directly by the club.

2.4. The student or guardian should contact the club promptly if they have difficulty making a payment or believe a payment has been recorded incorrectly.

2.5. Any changes to fees will be communicated to the student or guardian in advance.

## 3. Attendance and punctuality

3.1. Students should arrive on time and be ready to participate at the scheduled start of class.

3.2. The student or guardian should inform the club if the student will be absent, where reasonably possible.

3.3. Students arriving late may be asked to wait until it is safe to join the training session.

3.4. Regular attendance is encouraged to support students' progress, confidence and development.

3.5. The club does not guarantee that missed classes can be made up or refunded. Any agreed arrangements will be communicated to parents.

## 4. Cancellations and missed classes

4.1. The student or guardian should notify the club as soon as possible if the student cannot attend.

4.2. If the club must cancel a class, the student or guardian will be informed as soon as reasonably possible.

4.3. Where a class is cancelled by the club, the club will explain whether a replacement class, credit or refund is available.

4.4. Any cancellation or refund arrangements will be applied fairly and in accordance with applicable consumer law.

## 5. Health, fitness and safe participation

5.1. The student or guardian must provide relevant information about the student’s medical conditions, allergies, injuries, medication or other health needs that may affect safe participation.

5.2. Health information must be provided using the club's separate Medical and Health Information Form.

5.3. The student or guardian must inform the club if the student’s health or circumstances change.

5.4. Students should not attend training if they are unwell, have an injury that makes participation unsafe or may put other participants at risk.

5.5. The instructor may modify an activity, ask a student to rest or stop their participation if there is a reasonable safety concern.

5.6. Students must follow the instructor's safety instructions and use equipment appropriately.

## 6. Clothing and equipment

6.1. Students should wear suitable clothing for Taekwondo training.

6.2. Any required uniform or protective equipment will be explained by the club.

6.3. Students must not wear jewellery, watches or other items that could cause injury during training.

6.4. Fingernails and toenails should be kept short enough to avoid accidental injury.

6.5. The student or guardian should ensure personal equipment and a water bottle are brought to the training.

## 7. Behaviour and respect

7.1. All students are expected to behave respectfully towards instructors, other students, parents and venue staff.

7.2. Bullying, discrimination, harassment, intimidation, fighting outside supervised training activities or deliberate unsafe behaviour will not be accepted.

7.3. Students must follow instructions and treat club equipment and the venue with care.

7.4. Students or guardians are expected to communicate respectfully with instructors and other families.

7.5. Concerns about behaviour will be addressed fairly and in accordance with the club's Code of Conduct and Safeguarding and Child Protection Policy.

7.6. Serious or repeated behaviour that creates a safety risk may result in a student being temporarily removed from a class or their membership being reviewed. The student or guardian will normally be informed and given an opportunity to discuss the matter.

## 8. Supervision and collection of children

8.1. Guardians must ensure that their child is brought to and collected from classes safely.

8.2. The club's responsibility for supervising a child applies during the agreed class period and within the agreed training arrangements.

8.3. Guardians must provide details of people authorised to collect their child, where applicable.

8.4. Any changes to collection arrangements must be communicated to the club by the guardian.

8.5. Guardians should not assume that the club provides supervision before or after the scheduled class unless this has been expressly agreed.

8.6. Children must not leave the training area or venue during a class without the instructor's permission.

## 9. Safeguarding and child protection

9.1. The welfare and safety of children are a priority at Khegai Taekwondo Club.

9.2. The club follows its Safeguarding and Child Protection Policy.

9.3. Any safeguarding concerns will be handled in accordance with that policy and relevant safeguarding procedures.

9.4. Guardians and students should raise safeguarding concerns with the Club Safeguarding Lead or use the alternative reporting route described in the safeguarding policy.

## 10. Accidents and emergencies

10.1. The club will take reasonable steps to provide a safe training environment.

10.2. In the event of an accident or emergency, the instructor will follow the club's Emergency and First Aid Procedure.

10.3. Guardians or emergency contacts may be contacted where necessary.

10.4. Where urgent medical assistance is needed, the club may contact emergency services.

10.5. The student or guardian must ensure that emergency contact details are kept up to date.

## 11. Photography and video

11.1. Photography and filming will be managed in accordance with the club's Photography and Filming Policy.

11.2. Separate permission will be requested for different uses of a child's photographs or videos.

11.3. Permission is voluntary and is not a condition of membership or participation.

11.4. Parents may change or withdraw permission by contacting the club.

## 12. Personal information and privacy

12.1. Personal information will be handled in accordance with the club's Data Protection Policy and Privacy Notice.

12.2. Parents should provide accurate information and inform the club of relevant changes.

12.3. Information will be accessed only by authorised people who need it for their role or for an appropriate safeguarding, safety or administrative purpose.

12.4. Joining a parent WhatsApp group, if one is offered, is optional. Parents will be informed about the privacy implications and offered an alternative way to receive important communications.

## 13. Grading, progress and competitions

13.1. The instructor will advise students when they may be ready to take part in grading or other Taekwondo opportunities.

13.2. Progress and grading eligibility may depend on attendance, development, technical ability, conduct and the relevant grading requirements.

13.3. Grading, competition, uniform and other additional costs will be communicated separately where applicable.

13.4. Participation in competitions, demonstrations or events outside regular classes will be subject to separate arrangements and any additional permissions required.

## 14. Temporary suspension or ending membership

14.1. The student or guardian may end the student’s membership by notifying the club in writing or by email.

14.2. Any outstanding fees or payment arrangements will be discussed and handled fairly.

14.3. The club may review, suspend or end membership where there are serious or repeated breaches of these Terms and Conditions, safeguarding concerns or behaviour that creates an unacceptable risk to others.

14.4. Where appropriate, the club will discuss concerns with parents before making a decision.

14.5. Any decision will take account of the student’s welfare, safety and the circumstances involved.

## 15. Changes to these Terms and Conditions

15.2. The student or guardian will be informed of significant changes before they take effect.

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15.3. The latest version will be made available to parents.

## 16. Contact details

For questions about membership, payments, attendance, safety or these Terms and Conditions, please contact:

**Khegai Taekwondo Club**

Email: ana@khegaitaekwondo.com

Telephone: 01223 910776

## 17. Student / guardian acknowledgement

I confirm that I have read and understood the Khegai Taekwondo Club Terms and Conditions.

I understand that I can contact the club if I have any questions about these arrangements.

**Student's full name: _____**

**Parent or legal guardian's full name: _____**

**Signature: _____**

**Date: _____**