

BOB JONES MARTIAL ARTS

BLACK BELT REGISTRATION AGREEMENT

Version 6.1 – AS AT JULY 2012

PREFACE

The main purpose of this agreement is to offer a degree of protection to the Founder (Bob Jones), the organisation, instructors and the students.

This protection is defined by what and how we operate our business. If anyone was to step outside these guidelines, then they will be aware that they do so at their own discretion and personal liability.

This documentation has been established since January 2001, and is a strict requirement across all States of Australia, New Zealand, Israel, Spain, Germany and now in the USA-Mexico.

Our Head Office is located in Melbourne, Australia and welcomes input regarding the ongoing processes necessary for the continuing professionalism of our organisation.

Enquiries can be directed to BJMA Manager at Head Office on (03) 8401 4863 (between 9.30AM-4.30PM EST) or via email, info@bobjones.com.au.

TRAINING FOR STRENGTH TOGETHER.

BOB JONES - FOUNDER

SECTION 1 - DOCUMENT CONTENTS

The contents of this document outlines:

- what is involved in being registered as a BJMA Black Belt
- what instructors receive after being accepted in this capacity
- what the expectations of registered instructors will be
- what registered instructors can expect from the BJMA

SECTION 2 - REGISTRATION

For the purposes of this document, the term 'Black Belt' also refers to similar status 1st Degree or Level 1 Instructor in any given Bob Jones Martial Arts system.

Registration is a **COMPULSORY** requirement for you to teach any of the following BJMA - Self Defence & Fitness Programs:

- **Zen Do Kai Martial Arts**
including Kidz Kara-te
- **BJC Kick-Boxing - Muay Thai**
including Kidz Kick-Boxing - Muay Thai
- **Fighting Fit Freestyle**
including Kidz Fit, Fite Fit & Fighting Fit Kickboxing
- **BJC Arnis-Eskrima-Kali**
Requires pre-requisite of having **completed** an Instructors Course
- **BJMA - PROGRESSIVE KRAV MAGA**
Requires pre-requisite of having **completed** an Instructors Course
- **BJMA - SYSTEMA**
Requires pre-requisite of having **completed** an Instructors Course

SECTION 2A - COST OF REGISTRATION

The cost to register as a BJMA Black Belt is:

- 1 Year: \$99AUD
- 3 Years: \$259AUD

SECTION 2B - WHAT REGISTRATION INCLUDES

Being a Registered Black Belt Instructor provides you with the following:

1. **Official BJMA Photo ID card**
2. **Use of the BJMA trading names and logos**
Relevant to your club registration application
3. **Access training supplies at discount rates with Fighting Fit trading as Clubshop International**
4. **Authority to USE and ISSUE Official BJMA Grading Materials**
As a authorised representative of the BJMA you will be formally and "legally" (in a sense) grading students on behalf of the BJMA and can purchase Belts, Singlets, T-Shirts, Certificates and Grading Sheets as required and relevant to the BJMA Self Defence and Fitness Programs you have registered for.
5. **Affiliation and registration to the WKA**
(World Karate Association & World Kickboxing Association) with issue of Official Certification



SECTION 2C - YOUR ROLE

We have recently added a section on the BJMA Instruction Registration form that requests for you to identify/define your role within your club or group of clubs.

The role once more commonly known as 'Family Head' has become a little vague and we would like to be in a position to formally acknowledge uplines and understand the dynamics of a club or group of clubs.

We are also requesting that ALL Black Belts (Shodan-Ho) and above be encouraged to register their status as an 'Assistant Instructor' enabling us to communicate more regularly with these members offering them increased benefits of being attached to our organisation. As potentially the next generation of instructors, it is essential that we know who these people are and who is mentoring them to the next level.

Please complete this section with reference to the following:

1. HEAD INSTRUCTOR

The Head Instructor is the person who is either in charge of:

- a club; and/or
- group of clubs

If you are not the Head Instructor of your club, please state who your upline instructor is on the relevant section of the BJMA Instructor Registration form.

This position is the same as that of a 'Family Head'.

The Head Instructor's next direct upline will be regarded as the 'State Manager' or in those states organised by a committee or otherwise, at this time, will be regarded as 'Soke Bob Jones'.

2. CLUB INSTRUCTOR

The Club Instructor is the person who is in charge of conducting classes at the Club.

If you are no longer aligned with your **original instructor** your Head Instructor will be your 'State Manager'.

In those states that are organised by committee or otherwise, at this time, your Head Instructor will be regarded as 'Soke Bob Jones'.

3. ASSISTANT INSTRUCTOR

An Assistant Instructor is a person(s) that has attained the grade of Black Belt (Shodan-Ho, 1st Degree Black Singlet or equivalent) and under the supervision/guidance of a Head or Club instructor **assists** with the teaching of classes.

This position is age irrelevant. As prefaced, we would like to encourage all students that are working towards becoming an instructor to register so that we can provide them with correspondence materials.

This status also does not have any responsibility for 'Club Association Fees'.

SECTION 3 - INSTRUCTOR AGREEMENT

This agreement is made between the **Black Belt Instructor And Bob Jones Martial Arts (BJMA)**

SECTION 3A - INSTRUCTOR RESPONSIBILITY

It is agreed that as an instructor and authorised representative of BJMA you shall, **as a minimum** to teach in accordance to prescribed training programs & syllabus requirements as prescribed by BJMA:

- Have attained the minimum level of **1st Degree Black Belt** or equivalent in an approved BJMA - Self Defence & Fitness Program as listed in SECTION 2.
- Present themselves in an honest and professional manner
- Maintain and promote a high standard of martial arts within themselves and their students
- **Abide by the prescribed rules/policies & regulations** as set out by BJMA through the relevant National Steering Committees, State Steering Committees, State Heads or any Regional Coordinators of the Organisation
- **Keep up to date, read and understand** current policies and practices as specified by BJMA and if necessary, seek out further clarification
- Undergo any prescribed **training programs** as determined by BJMA (Such programs would be made available to instructors in their local areas or States or Country)

AUSTRALASIAN HEAD OFFICE

Unit 6/26-38 Miller Street
Epping, Victoria, 3076 - AUSTRALIA
Telephone: +61 3 8401 4864
Facsimile: +61 3 8401 4862

- Participate wherever possible at **training days/seminars/training camps/courses/gradings** for the purposes of keeping up to date with technical material.
 - Keep **First Aid qualifications** up to date
 - Keep current **Public Liability** or **Errors & Omissions** Insurance
 - Keep current Professional Indemnity Insurance
(It is highly recommended that all students be insured for Student Accident Insurance as part of their club student membership where possible.)
 - Ensure that all **student membership forms and relevant State membership fees** are forwarded to BJMA Head Office **by the end of each month**
 - Understand and agree, that **all members signed through that instructor**, on behalf of BJMA, shall at all times **belong to BJMA**
 - Agree to sign a receipt, as proof that he/she has received the **necessary documents** as outlined as necessary as part of Instructor Registration
 - Encourage and ensure that all students are dressed in standard BJMA uniforms/attire** whilst training (It is expected that by the time a student attempts his or her first formal grading, that the student be attired with the appropriate uniform for rank – Standard/Black/Sempai etc.)
 - Ensure that students are kept informed** of events and functions as promoted by BJMA through their local regions and States
 - Provide and use only prescribed BJMA grading sheets and grading certificates** obtained from Clubshop International – applicable 10% commissions from grading fees are included in the cost @ time of purchase. (Photocopies of the Grading Examination Sheet or Certificates are not allowed)
 - Carry on the running of their club(s) in a professional ordered manner in relation to class conduct and appropriate administration
 - Ensure that appropriate **club financial statements/records** are maintained and whatever required documentations be forwarded to the BJMA Head Office. Please refer to **Section 3B – BJMA Student Registration** (Records of financial obligations to BJMA from the Instructor should be kept for record purposes. Any submission of monies to BJMA must accompany a statement as to what the monies paid is for explicitly)
 - Ensure that the **appropriate financial obligations to BJMA** are met and forwarded within recommended time frames. In all regions, financial obligations consist of the *forwarding of all new and renewal membership fees to the BJMA Head Office.*
- Changes will continue to be negotiated with instructors and all parties concerned and implemented organisation-wide.
(Memberships being forwarded on a monthly basis)
- Ensure that the **instructors contact details** including *mail address, phone numbers and email address* are provided to the BJMA Head Office
 - Ensure that all **club training details** and changes are provided to the BJMA Head Office.
 - Ensure that any **promotional material** used either, *printed or electronic* carries the appropriate Corporate name & logo's associated with the martial arts system promoted, including the BJMA website address and the BJMA Head Office address and phone number.
(Local Instructor details including name, contact details and Web address can obviously be used. The expectation is the National/International flavour of the organisation must be promoted at all times, as there is benefit to all concerned. Therefore, New Zealand for example should have their NZ Web Address as well as the main BJMA site)
 - Consult with State Heads and/or Regional Heads** regarding the appropriateness of the establishment of a new club and/or the appropriateness of the instructor, for this should be a requirement of that State Head/Regional Co-ordinator

SECTION 3B - BJMA CLUB ASSOCIATION FEE & CATEGORIES

This fee is to be paid monthly at the beginning of each month; however the instructor can choose to pay the fee in a lump sum either quarterly, half yearly or annually.

Lump sum payment must be made in advance and there are no discounts for lump sum fees.

To establish the **Club Association Fee** to be paid to the BJMA Head Office, a BJMA club establishes their category based on **the number of sanctioned BJMA Classes*** taught at that venue each week and that are advertised via our media outlets (i.e. website)

CATEGORY 1 PART TIME- A, \$45AUD PER MONTH

Conduct **1 or 2 classes per week**; including teaching private students, small groups or general public from home and/or training facility.

The maximum number of registered student members (under Black) is a total of 75.

CATEGORY 2 PART TIME - B, \$90AUD PER MONTH

Conduct **3 or 4 classes per week**; including teaching private students, small groups or general public from home and/or training facility. These classes may be located in more than one area.

The maximum number of registered student members (under Black) is a total of 150.

CATEGORY 3 PROFESSIONAL, \$180AUD PER MONTH

Conduct **5 or more classes per week**; including teaching private students, small groups or general public from more than one area or from a centrally based full-time facility.

Professional Clubs at this level have over 150 registered student members.

Payment of the Club Association Fee can be paid via credit card, cheque or EFT as described on the BJMA Instructor Registration Form.

NB. *Classes refer to any one of our BJMA systems being taught on a given day, afternoon or night.

FOR EXAMPLE: On the same afternoon, you may be conducting a BJC Kidz Thai-Boxing class followed by a BJC Muay Thai class thus doing a total of two classes per week

SECTION 3C - BJMA STUDENT REGISTRATION

The BJMA still requires ALL students to be registered with our head office on an annual basis.

Membership forms (purchased from Clubshop International) need to be completed and returned to our office for processing.

Our staff will enter the data on to our membership database and return:

- Personalised welcome letter from our founder, Soke Bob Jones
- Carbon copy membership form (blue) – if not already given to student
- Membership Card for chosen system(s)
- Advertising materials & discount voucher

Data is used to understand the student base and where other potential marketing opportunities may exist.

Student registration is no longer paid on a 'per student' basis providing instructors with a flexible approach to club promotion and growth. That is, *insurance and training fees* could be rolled into one monthly payment providing a **'NO JOINING FEE'** promotional campaign **OR** a membership could be charged at a club level as an annual administration fee going towards insurance, equipment, fuel reimbursements etc.

Your students will be acknowledged official BJMA members under the **CLUB ASSOCIATION FEE.**

SECTION 4 - RESPONSIBILITIES OF BJMA

It is agreed that BJMA shall provide:

- information/support & assistance** to Instructors as needed
- a central office** for the administration of the organisation
- instructors with **up to date changes** to curriculum/policy/administration changes
- regular information** regarding events/functions and new materials etc.
- on-going development & research** into the martial arts with regard to technical material and other information that may enhance the syllabus content
- grading forums** for standards monitoring
- records of student memberships** upon request
- referrals to instructors** from all forms of enquiries and or other advertising
- an up to date **Club Directory**
- a Register/Database of all currently **registered BJMA instructors and students**
- a presence on the **Internet**
- a **discount on retail** Clubshop International stock items to all registered BJMA instructors
- training/information forums** for Instructors for their further development and the development of students

It is also agreed that BJMA may terminate this agreement with the said instructor should it believe that the said instructor not be complying or adhering with or to the agreed terms and expectations.

In such cases, the instructor shall not be eligible to any of the benefits or services of the BJMA organisation, including the use of any corporate names, logo's or training manuals or any other intellectual property of BJMA, or access to discount rates established for Insurances.

Having read and understood the requirements and expectations as outlined in the **"BJMA Registration & Agreement"** document, agree to the responsibilities and expectations described therein.