



Welcome to the Full Circle Martial Arts Academy family!

Our mission at Full Circle Martial Arts Academy (FCMAA) is to cultivate healthy students in body, mind, and spirit by providing space to connect and train. We consider all of our students to be an integral part of our martial arts family.

We are pleased to present you with a copy of the FCMAA Student Handbook. This handbook has been written to serve as a guide for all students. Read it thoroughly and keep it in a handy place so you can refer to it regularly through your martial arts journey.

We look forward to working with you and growing our family and community.

Master Naomi Even-Aberle
Owner & Master Instructor

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OUR STORY

Mission

Our mission is to cultivate healthy students in body, mind, and spirit by providing space to connect and train.

Vision

We are community builders, mentors, and friends working to redefine the role of the martial arts as a tool for individual and community growth.

Values

More than just a martial arts gym, we view our role of building strong students as our way of contributing to a healthier community. Our values are reflected in every aspect of our organization. We strive to be: accessible, inclusive, responsive, and collaborative.

History

Full Circle Martial Arts Academy was founded in 2012 by Master Naomi Even-Aberle and Master Nik Aberle. We quickly outgrew our single mixed age class hosted at the Roosevelt Swim Center in Rapid City, SD. In 2014 we moved to our first official gym location and expanded our programming to better serve smaller class sizes, and more appropriate age ranges. In 2016 we expanded again and moved in with Barefoot Dance Studios, which started a wonderful two year collaboration between our martial arts training and their movement based programming. As we grew we expanded our programming and now we offer a robust program schedule including classes for all ages and skill levels. Our programs and teaching philosophies utilize the martial arts values of courtesy, integrity, self-control, perseverance, and indomitable spirit to guide the student's journey.

Instructors

We are a team of fun loving, dedicated martial artists who provide quality training for all ages and skill levels. We are committed to cultivating strong, confident, and healthy students by strengthening individual and community connections.

To ensure a safe, productive, and engaging training atmosphere, all of our instructors hold certifications in their designated class of instruction, are CPR & First Aid trained and certified. In addition, all instructors are thoroughly

background checked and vetted prior to running classes.

All instructors and volunteers receive continued yearly training that strengthens their skill sets, deepens their foundational knowledge, and develops responsive and age appropriate teaching techniques.

Lineage

FCMAA has a strong lineage of traditional martial arts and is under Strongheart Martial Arts Academy in Morris, MN. Strongheart is under the direction of 6th degree Master Instructor Nathan Schutz, Northern Minnesota and South Dakota Regional Director of the Greenquist Academy Association. We are a proud member of the Greenquist Academy Taekwondo Association under the direction of 8th degree Grand Master Eric Greenquist, Vice President of the United States Chang Moo Kwan Taekwondo Union (USCTU), and President of the Cchung Ryoung Hapkido Federation.

Greenquist Academy Taekwondo Association is a member of the USCTU, the third largest Martial Arts Association in the United States. Its headquarters are located in Moorhead, MN, and has over 8,000 members.

The USCTU is a member of the World Chang Moo Kwan, one of the 13 original schools of Taekwondo to come together to form a unified Taekwondo in the Kukkiwon. The Kukkiwon headquarters is located in Seoul, South Korea.

Facility

Full Circle Martial Arts Academy believes in building community through collaborations, and it is with this goal in mind that we have partnered with Barefoot Dance Studio, and Sol Yoga. Our gym is housed within the complex located at 412 Oshkosh Street between Barefoot Dance Studio and Sol Yoga. We are host to a dedicated training space, a multi-purpose classroom, lobby, restrooms, and independent parking lot.

EMERGENCY & SECURITY POLICIES

Emergency Procedures

Our facility posts an emergency plan in each room detailing procedures in handling emergencies such as fire, weather-related events, and medical crises.

Should an emergency occur, remember to stay calm, use common sense, and follow the Head Instructors directions and the posted instructions. In case of an emergency, evacuated instructors and students should assemble down the street in front of Dun Brother's Coffee (405 Canal St Suite 1500).

Student Drop Off & Pick Up

To ensure the safety of all minor students we have implemented the following drop off and pick up policies.

- Doors to the facility will be open approximately 30 minutes before the scheduled class time.
- All guardians are required to come into the facility to sign in/ sign out their child.
- All students should be dropped off and picked no more than 15 minutes before their class start time, and no less than 15 minutes after their class end time.
- Any student not picked up within their 15 minutes grace period will be charged \$2 per minute.
- Students will not be released to someone who is not their guardian, or who is not listed on the Drop Off & Pick-up Release Form.

Inclement Weather

From time to time we will be adversely impacted by inclement weather. Our official policy follows that of the Rapid City Public Schools. If Rapid City Public Schools are cancelled or let out early for weather, FCMAA classes will not be held. If any other weather circumstance should arise, FCMAA will do its best to notify all students of cancellations. We will update the online Live Gym Calendar, send out class emails, and post updates on our Facebook page. It is the responsibility of the guardian or student to check the Live Gym Calendar.

Bullying & Offensive Behavior

FCMAA is committed to providing a training environment that is free from all forms of discrimination, harassment, and bullying. FCMAA has a zero tolerance policy. Discriminatory, harassing, or bullying actions, words, jokes, or comments whether verbal or written will not be tolerated.

If any guardian or student experiences or witnesses what they believe to be discrimination, harassment, or bullying they should report it immediately to their Head Instructor. If the Head Instructor is unavailable they should immediately contact their Master Instructor.

All allegations of discrimination, harassment, or bullying will be promptly, fairly, and discreetly investigated. When the investigation is completed, guardians and students will be informed of the outcome of the investigation.

Anyone engaging in discrimination, harassment, or bullying will be subject to

disciplinary action, up to and including suspension from training.

Drug & Alcohol-Free Training Space

We are dedicated to providing a safe and drug/alcohol-free training space. Therefore, FCMAA prohibits the use, possession, transfer, dispensation, distribution, sale, or manufacture of illegal drugs or alcohol while on FCMAA property. All guardians and students are prohibited from being under the influence while at FCMAA facility. If you fail to comply with this policy, we will take disciplinary action, up to and including suspension from training.

Smoking & Tobacco Free Training Space

The use of smokeless tobacco or vapor/e-cigarettes is banned in all areas on FCMAA property. Disregarding this policy will result in disciplinary action, up to and including suspension from training.

Health & Student Safety

FCMAA wants all guardians and students to be healthy, safe, and feel supported. To help promote a healthy training space we require that all students who are sick, are kept at home. By staying home at the first sign of sickness, you are reducing the spread of illness to others.

If a student becomes sick while in class, we will determine if they are too sick to participate in the remainder of class. FCMAA will make every attempt to call the student's guardian for pick up. In the event of a serious illness or injury, if the guardian cannot be reached in time, the student may be transported to the nearest hospital or emergency care facility for immediate care and treatment.

TRAINING POLICIES

Registration & Enrollment

FCMAA provides classes and offers new student registration and enrollment year round. All new students are required to schedule and attend one free class trial prior to registration. During this free class, the student will be evaluated by the Master Instructor. If the student and the Master Instructor feel that the student is ready to start classes, a Registration Form must be filled out and turned in with the monthly tuition, a one-time registration fee, and the required equipment order.

**Master Instructor reserves the right to refuse training to any student based on*

*the evaluation**

Free class trials are scheduled based on enrollment availability within the requested class. If spaces are unavailable in the requested class, interested students can be placed on a Waitlist. Registration is not in effect until payment is received in full.

Waitlist

Guardian's wishing to be placed on the Waitlist must provide their full name, student's name, student's age, phone number, and an appropriate email address. When space opens up the Waitlisted guardians will be contacted starting with the first entry on the list. Each entry will be contacted by both phone and email. Each guardian has 72 hours to respond to the communication and schedule their free trial class. Class spots are filled on a first pay, first served basis. If no response is conveyed within 72 hours that guardian will be dropped from the Waitlist.

Payment

FCMAA implements an automatic withdrawal system for our monthly tuition payments. Monthly tuition will be charged to the card or account on file on the 5th of every month. If you notice multiple debits to your account, it is your responsibility to notify FCMAA. You are responsible for any outstanding balances on your account. If you do not have a card or account to put on file for automatic payments, you will be required to pay monthly tuition by cash or check quarterly with a \$5 processing fee.

Monthly tuition not received by the deadline will be considered late and there will be a \$10 late fee added onto the account. Accounts will be monitored on the 5th, 10th, 15th, and the last day of the month. If monthly tuition is still not paid by the review dates, a new \$10 late fee will be assessed for each review date.

- Registration fees, tuition payments, and testing fees are non-refundable.
- There will be no prorating or refunds given due to missed classes.
- The registration fee for new students will be \$15. The registration fee for families adding another student will be \$5 per new entry. This will be automatically withdrawn after registration.
- Any cancelled, disputed, or returned payment will incur an \$10 processing fee.

Monthly tuition is charged per student and based on the number of training hours per week. Monthly tuition is charged monthly, and sales tax is already included! We accept cards, bank transfers, check or cash payments. ACH transfers are free, and all cards incur a 3% card processing fee.

- 1 hour per week - \$60
- 2 hours per week - \$65
- 3 hours per week - \$70
- 4 hours per week - \$75
- 5 hours per week - \$80
- 6 hours per week - \$85
- 7 hours per week - \$90
- 8 hours per week - \$100
- 9 hours per week - \$105
- 10 hours per week - \$110

Family Discount: \$5 off for each additional immediate family member enrolled.

College Student Discount: \$10 off total monthly tuition.

Military Discount: \$10 off total monthly tuition.

Class Age Restrictions

All classes have a set age range that will be closely followed and monitored. Age range restrictions are organized to ensure that effective teaching strategies and gym interactions are developmentally appropriate and manageable for all students and instructors.

Any special request for enrollment outside of the listed class age range must be made prior to registration through the Master Instructor. All students requesting special enrollment must have actively participated in a class within their age range for a skill level review.

Attendance

Being present in class is important to the success of the student. Programs that follow a belting system especially depend on consistent attendance. Eligibility to test is dependent on class attendance. Students registered in a class following a belting system are allowed three (3) unexcused absences within a testing session (3 - 6 months). If you must miss a class please notify the office via text, email, or phone. Repeated absenteeism and/or tardiness may lead to disciplinary action, up to and including suspension from classes.

Equipment

All equipment must be purchased through FCMAA. Any equipment purchased outside of the academy will need to be approved by the Head Instructor prior to use in classes.

FCMAA will take equipment orders at the end of each month. All equipment orders placed must be paid in full and in advance before the final order is submitted. To place an order, speak with your Head Instructor for prices and sizing.

- All new students are required to purchase shin guards and a class specific uniform at the time of registration.
- All green belts and above are required to purchase and use gloves. Gloves are required for both Taekwondo and Hapkido classes.
- Kumdo students are required to purchase a jukdo and mokum at the time of registration.
- Kumdo students are required to purchase a uniform after their first belt test.
- Kumdo students are required to purchase armor after their 3rd gup test.

Communication

FCMAA cannot run smoothly and efficiently without good internal communication between guardians, students, and staff. Therefore, FCMAA has designated the following communications methods for providing updated and new information: class specific emails, our website www.fullcirclemaa.com, our monthly newsletter *Breaking News*, bulletin boards, and in class announcements/handouts. You are responsible for regularly reading the information disseminated by FCMAA through these methods.

Open Door Policy

FCMAA has an open door policy for all guardians and students. This means, literally, that every Head Instructors' door is open to everyone. The purpose of our open door policy is to encourage open communication, feedback, and discussion about any matter of importance to our martial arts family.

Whether you have a problem, a complaint, a suggestion, or an observation, we want to hear from you. By sharing, FCMAA is able to improve, to address complaints, and to foster a better understanding of our family's needs. Please reach out to your Head Instructor or Master Instructor with any questions or

concerns.

Holiday Benefits

Family time, relaxation, and holidays are important ingredients to becoming a balanced martial artist. FCMAA recognizes the following days as holidays for which we will not host classes:

- New Year's Eve
- Martin Luther King Jr. Day
- President's Day
- Spring Break Week (April)
- Memorial Day
- Independence Break Week
- Labor Day
- Native American Day
- Halloween
- Veterans Day
- Thanksgiving Break (November)
- Winter Break (December)

To help facilitate open communication and easy scheduling FCMAA will post the annual holiday schedule on our Live Gym Schedule located on our website: <https://www.fullcirclemaa.com/live-gym-schedule.html>

Parking

Limited free parking is available to FCMAA guardians and students. Spaces are available on a first-come, first served basis. Reserved parking spaces are available for individuals with disabilities.

Please drive safely while on FCMAA property. For safety reasons, cars parked illegally in unauthorized areas will be towed. Keep your valuables out of sight and lock your car. Parking is at your own risk. FCMAA is not responsible for any loss or harm to your car that occurs while it is parked in the lot.

If you believe your car has been vandalized, please contact the police and your Head Instructor.

Extended Training Breaks

Class spots cannot be guaranteed during times of high enrollment without guaranteed monthly tuition. Class spots are awarded on a first-come, first-pay

basis. We understand that people are busy, and have many hobbies and interests. However to provide quality martial arts education, extended training breaks from classes must be discussed with the Master Instructor prior to the start of the break.

Students taking a break will be required to provide a 15-day written notice and to pay 50% of their monthly tuition to hold the student's spot during the extended training break. If an additional break is required an extension must be requested. All extended break requests must be filled out 15-days prior to your upcoming monthly tuition payment. You will be responsible for the next payment if you do not give a 15-day written notice.

Class Withdrawal

If class attendance is no longer possible for you or your martial artist, you must fill out a class Withdrawal Form. The Withdrawal Form must be filled out 30-days prior to your upcoming monthly tuition payment. You will be responsible for the next payment if you do not give a 30-day written notice. Please be aware that no prorating or refunds will be issued due to withdrawing from classes. All automatic charges will stop after the 30-day written notice is received.

Any student who is gone for 1 month without communicating with their Head Instructor will be considered inactive and will lose their spot in the class. Any inactive student who wishes to continue training is required to re-register before re-enroll in classes in the future. Standard New Student Enrollment fees apply.

A STUDENT'S JOURNEY

Taekwondo

As it literally translates, *Tae* means "to strike with the foot", *Kwon* means "to strike with the hand", and *Do* means "the art of the way". Taken together, Taekwondo means "the art of kicking or punching." This system is the most advanced evolution of the Korean combat arts, with roots as old as the first century. Taekwondo is recognized as an Olympic sport and is famous for its kicking techniques.

Our Taekwondo programs provide classes for every member of the family. We promote an all-inclusive, fun, and engaging atmosphere where students learn self-confidence, perseverance, respect, and anti-bullying techniques all while making new friends. Our classes implement a unique fitness plan for each

student that helps them reach their goals by building healthy bodies, minds, and spirits.

Hapkido

Hapkido in Korean means “the way of harmony.” This system works with rather than against an opponent’s force. This martial art specializes in releases, sweeps, throws, joint locks, leverage, and pressure points and integrates Taekwondo striking.

Our Hapkido program provides a practical and inclusive approach to self-defense. This class is perfect for a student looking to learn basic and advanced techniques and philosophies in a safe environment. Hapkido at its core is a personal self-defense system and as a result, we tailor our curriculum to fit all body types and physical needs.

Kumdo & Kumbup

Literally translated, Kumdo means “the way of the sword.” This Korea martial art encompasses the education and training revolving around the use and philosophy of the sword.

Our Kumdo & Kumbup program provides a meditative sword practice that builds focus, clarity, and confidence in our students. This martial art form deals exclusively with sword work employing both sparring, forms, and partner drills to develop our students’ physical, mental, and emotional health.

A Guardian’s Role

Korean Martial Arts were originally developed for self-defense as well as for personal growth. Contemporary martial arts have taken these fundamental ideas and developed methods of applying the benefits of the martial arts to everyday life. Being a martial artist takes a great deal of concentration, dedication, sacrifice, and time. In order for students to be successful, guardians and FCMAA instructional staff must work together. A guardian’s and students role is important and these six guiding principles will help get you on the right path.

- **Commitment:** We expect guardians to be engaged and committed to their child’s training by: financing training, providing transportation, and helping them stay connected and aware of all gym information.
- **Communication:** We expect guardians to utilize constant and open

communication. All of the instructors are approachable and knowledgeable of student requirements. Ask questions, and pay attention to the details.

- **Involved:** We expect and encourage guardians to be involved in the gym and their child's training. Not sure where to get involved? Ask your Head Instructor.
- **Encouragement:** Guardians have a huge influence on their children and their encouragement may be the difference between success and failure. We encourage guardians to come observe classes, but they should not interact with their child during class time.
- **Diverse Training:** Every student learns differently, and we utilize a variety of teaching methods. Training martial art should be about each individual student achieving success as it pertains to that student. Have concerns or insights into how your child learns best? Share it with their Head Instructor.
- **Advancement:** The level of difficulty and the speed of progress are very much up to the student. The more work that is put into training the faster the student will improve. Helping convey this idea to your child helps reinforce a collective expectation for training.

Student Rules & Etiquette

One of the most fundamental aspects of martial arts is self-development, and at FCMAA we achieve this through establishing mutual respect and consistent discipline. Guardians and students need to be aware and follow our general rules and etiquette listed below. Keep in mind that this is a general list of rules and etiquette. More detailed information will be taught during class time.

- Inform the office/instructor of all class absences, tardiness, or sick leave.
- Students should be on time for all classes, testings, or seminars.
- All accessories (eg: jewelry, hats, jackets, and gum) are not allowed during class times.
- Students should come to class dressed and prepared with their training equipment (uniforms, belt, shin guards, gloves, water bottles, notebook, and other needed equipment).
- A student's uniforms should be in good and clean condition.
- Students should implement and pay attention to personal hygiene.
- Students should have clean, trimmed, and short fingernails and toenails.
- Students should demonstrate and practice positive attitudes.
- Be respectful to all students, assistants, and instructors.
- All students should utilize the address of "Sir" or "Ma'am" when addressing

the Head Instructor or other assistants.

- Students should always bow when entering or leaving the training area.
- Students should clean up after themselves.
- Shoes are not to be worn on the training mats.
- Students should address fellow students, helpers and instructors below the Master's level as Mr. or Miss, as appropriate.

Testing & Belt Ranks

Testing is a privilege, not a right. In order to be recommended and earn the right to test, certain requirements must be met. Guardians and students will be notified of recommendations with our recommendation packet. All testing dates are set annually and are located on our Live Gym Schedule. To achieve the next belt rank students must:

- Receive an instructor's recommendation.
- Shows maturity appropriate of current rank.
- Demonstrate a respectful attitude.
- Demonstrate proper etiquette.
- Knows and studies any required academic material.
- Possesses knowledge and demonstrates of the required material.
- Demonstrates the appropriate physical fitness level.
- Meets attendance requirements.
- Testing application and fee submitted by set deadline.

Each martial arts discipline (Taekwondo, Hapkido, Kumdo & Kumbup) has its own colored belt (gup) and black belt (poome or dan) ranks.

Taekwondo Colored Belt Ranks

White, Orange Stripe, Orange, Yellow, Green, Blue, Purple, Purple Trim, Brown, Red

Hapkido Colored Belt Ranks

White, Yellow, Green, Blue, Brown, Red

Kumdo & Kumbup Colored Belt Ranks

No Gup, 5th Gup, 4th Gup, 3rd Gup, 2nd Gup, 1st Gup