



**MARTIAL ARTS**

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**OF WEST END INC**

**Student Guide**

Welcome to Martial Arts of West End

## Your Journey Into The Martial Arts

The world-wide popularity of the martial arts and their endurance for over twenty centuries is due to the tangible benefits martial arts students derive from them. Through proper training, one can achieve any or all of the following.

HARMONY OF MIND AND BODY

PHYSICAL AND MENTAL DISCIPLINE

SELF CONTROL

SELF CONFIDENCE

REDUCTION OF STRESS

SUPERIOR PHYSICAL CONDITION

THE ABILITY TO DEFEND ONESELF UNARMED

In today's competitive, results oriented, demanding and often hectic world, the need cannot be overstated for preparing oneself to cope with the daily pressures of life. However, keep in mind that these accomplishments will be achieved slowly and steadily. It takes time to break old, bad habits and to develop new skills, confidence, a sharper mind and a more fit body.

**STRENGTH:** Strength does not come easily, but it can be developed and improved if you concentrate on it. As students of the martial arts, we should all concentrate on developing our physical and mental strength.

**PHYSICAL:** To increase physical strength, you must exercise regularly and strive for slow and gradual gain. Calisthenics including those done in your classes, progressive resistance training and weight training are some ways to increase your physical strength.

**MENTAL:** Mentally, you must develop the power to resist stress and fear in order to be able to sustain or resist an attack. Moral courage, as well as your degree of concentration and intensity, are also forms of mental strength.

**STAMINA:** Stamina refers to physical and mental endurance. Well developed endurance gives you the power to withstand hardship and stress. To endure is to persevere; to remain constant to a goal or purpose regardless of obstacles or problems that may occur.

**PHYSICAL STAMINA:** To improve your physical stamina or endurance you must perform aerobic exercise regularly and raise your heart rate 75% of its maximum. Maintain this level for a minimum of 20 minutes, 3 to 4 times per week, and you will make progress toward improving your stamina and cardiovascular endurance. The following are some examples of excellent aerobic exercises: Martial Arts including Kickboxing, Fast walking, Running, Cycling, Swimming and Cross Country Skiing.

**MENTAL STAMINA:** In the martial arts, mental stamina is a great advantage. It's the slight edge that may allow you to out-last opponent or challenge. Well developed mental stamina will help you learn to look at obstacles and problems as challenges. It will permit you to overcome these challenges and accomplish your goals.

**NUTRITION:** Put good things into your body and you'll see good results. Fill your body with junk food and garbage, and it won't perform with the proper intensity necessary to reach Black Belt level skills and confidence. Poor eating habits result in lack of energy, depression and moodiness, as well as excess body fat. Proper eating habits provide you with more energy to perform better at martial arts, work and other activities that you enjoy. Putting the right "fuel" into your tank will help you maintain a positive and enthusiastic outlook on life. Energy is provided in the form of calories and these come from the foods you eat. Basically, foods are made up of three groups: Carbohydrates, Proteins and Fats. High energy, "clean burning" calories come from foods in the complex carbohydrate and protein groups. Good complex carbohydrates come from fruits, vegetables, pasta, rice, and whole grains. Good sources of protein are chicken,

turkey, fish, beans and nuts. Try to limit your consumption of red meats (such as beef) and other high-fat foods. Limited fat intake is desired to achieve a quality fitness level. Also try to avoid foods high in sodium and sugar. Sweets such as candy bars, cakes, and soda tend to give you a short boost of energy followed by depression and/or fatigue. It is also important to drink plenty of water (8 to 10 glasses per day) to replenish your body with the fluids you burn off (drink extra water after heavy workouts). By regularly drinking water you will avoid dehydration and should feel an increase in your energy level. Needless to say, smoking, consumption of alcohol, and the use of drugs are totally discouraged. They inhibit your progress.

## **THE BLACK BELT SUCCESS SYSTEM**

Our system is designed to see everyone make gradual, steady progress toward optimal physical and mental development. This progress is measured through a built-in goal system and incentive program with structured belt levels. The steps to Black Belt is referred to as THE BLACK BELT SUCCESS SYSTEM. In the beginning phases, the belts represent short term goals that are obtained by learning basic forms, techniques and poomses (forms), and following general guidelines. As you gain knowledge you should also gain confidence in your ability to achieve your goals. Gradually, you will learn to set more difficult, long term goals. As you climb the ladder toward Black Belt, your knowledge and skill will increase as well as your capacity to concentrate and learn. These higher levels of development require pursuit of a stronger mind and a more fit body, along with an increase in regular practice and class attendance.

There is a \$400.00 testing fee for Black Belts.

## **BUILDING YOURSELF FROM THE INSIDE OUT**

Properly incorporated into your daily routine, your martial arts training will help you maintain a positive outlook on life. You will develop many skills that will help you achieve success in your goals. There are seven keys that can unlock the doors to success for each of us. They are desire, visualization, certainty, relaxation, focused attention, strong self image and repetition. Your martial arts training will employ each of these keys. You must build the desire to set goals for yourself, visualize these goals in your mind, be certain that you will achieve them, relax

and focus your energy on your goals, maintain confidence in your ability to succeed and try repeatedly until you do. The person who is willing to try, to do, and finally to accomplish will be successful. The discipline, control, perseverance and hard work that are required to master the martial arts will result in enormous satisfaction for a job well-done to the best of your ability.. The martial arts are a demanding but rewarding task to master. Work hard, learn the skills well and apply them only for good, and they will provide you with life long benefits. Always keep in mind that your responsibility as a martial artist is to develop yourself in a positive manner, physically, mentally and spiritually.

## **Welcome to Martial Arts of West End**

Congratulations on your decision to take the challenge towards personal excellence! The purpose of this booklet is to make your start with our school easy and comfortable. Included are class times, people to call for information and rules and structure of the school.

### **ATTENDANCE**

Attendance is the key to progress. A minimum of two classes per week are required to gain the benefits of Martial Arts of West End offers.

### **ATTENDANCE PROCEDURE**

It is your responsibility to check in on the iPad before every class. The iPads are located on the wall just after you enter the main training area. Tap the search screen and start typing your name. Choose yourself and follow the prompts. You will then be given credit for that class. Please remember that advancement through the ranks is highly dependent on your attendance.

## **GENERAL CONDUCT**

Maintain a high standard of professional hygiene.

You, your uniform, and your gear must arrive to class clean and dry. Shower and launder your uniform regularly after every class. Our hygiene rules are not only a matter of courtesy, but a matter of health and safety. Dirty uniforms are gross and nobody wants to train with somebody who has a smelly uniform, or could spread skin diseases. So please keep yourself and uniform clean.

Never walk on the mat with shoes. Feet must be bare and clean when on the mat, with the exception of specific training shoes that are only worn on the mat.

## **CLASSES/CLASS TIMES**

**Be on time for classes.** This means arrive 10 to 15 minutes early to prepare yourself. This can be done on the side of the main training floor or in the back training area. This is a good opportunity to prepare yourself to have your best class. If you arrive late place one knee on the edge of the mat. This will let the instructor know you would like to join class. The instructor will place you in the class where appropriate. Late comers will be permitted to train at the Instructor's discretion.

**Please refer to your schedule for class times.** We highly recommend you attend class at a rate of two to three times per week. We also recommend you attend class on consistent days and times each week to make your attendance with our school part of your weekly schedule. If for some reason you are not able to attend class we ask you call the school and inform the Staff.

**Respect classes in progress.** Do not speak while the Instructor is addressing the class. Do not go onto the mat if a class is in session. We ask that all people in the training area actively participate in the bowing in and bowing out of class. This is to ensure and to keep discipline and respect throughout the whole school.

## **Bowing in to Class**

The highest ranking student in the class will lead the class through the Bowing in of the class to formally begin the class.

Attention / Charyut

Bow to the flags / Kukiyeoh, Kyung nyeh

Bow to the Instructor / Master / Kyobumnim or Sabumnim keh Kyung nyeh

Resight the Code

Be Honest and Always Stand for Justice

Respect and Help Each Other

Be loyal and Courteous

MUDO!

## **PARENTS DROPPING OFF THEIR CHILDREN**

Parents dropping off children should do so ten minutes prior to the class and pick them up within ten minutes of class ending. The school becomes very busy around class times and we can not be responsible for watching unattended children.

## **THE BELTS**

Students in martial arts show their progress in the art by the color of the belt they wear. Each color belt is a step toward the goal of Black Belt. This is determined by several factors: Class attendance, understanding of the curriculum and individual abilities. Requirements for each belt differ for kids, teens and adults.

The progression towards BLACK BELT goes as follows -- white, yellow, green, purple, blue, blue / brown stripe, brown, brown / red stripe, red ,red / black stripe, deputy, then Black Belt.

10 and under-- white, yellow / white stripe, yellow, green / white stripe,green, purple /white stripe, purple, blue / white stripe, blue, blue / brown stripe, brown, brown / red stripe, red ,red / black stripe, deputy, then Black Belt.

# TIPPING & BELT PROMOTION

## **What is Testing?**

The purpose of martial arts testing is to test yourself, measure your progress, improve your technique, and build self-confidence. Testing is scheduled every 10 weeks. Our goal is for each student to test each cycle. Testing is \$50. You may register online after you have earned 3 tips on your belt! The link to register is sent out via email, posted on all of our Facebook Pages and at the front desk on our iPad.

## **What is Required of a student to be “Eligible”?**

Eligibility consists of several things.

- First: Students must come and participate in class at least twice a week.
- Second: Students must learn the curriculum for their next color belt level.
- Last: Students must earn 3 tips to test for their next belt level.

At this point the student must register for the next available testing.

To register follow the link on the facebook event post or the one in the email that will be sent to you or us the iPad at the front desk to register as well as our web page in the student section. (This page has a pass code) There is a \$50 testing fee due at the time of registration.

- Please note that:  
Your attendance is all tracked when you check in for class on the iPad located on the wall as you enter the Dojang

## **How do I earn a tip? When does it happen? What do I need to know?**

### **WHITE BELTS:**

WHITE TIP - Stepping side kick and 10 various punches per the curriculum.

YELLOW TIP - 18 various kicks per the curriculum.

GREEN TIP - 10 various blocks and 10 various elbow strikes per the curriculum.

### **COLOR BELTS:**

WHITE TIP - Breaking technique plus overall effort in class

YELLOW TIP - Poomse per curriculum plus overall focus in class

GREEN TIP - Self Defense Techniques per curriculum plus leadership towards children and adults

### **We follow a 10 Week Cycle for our Curriculum:**

We award WHITE tips after 11 class attendances and in Weeks 5 and 6.

We award YELLOW tips after 13 class attendances and in Weeks 6 and 7.

We award GREEN tips after 15 class attendances and in Weeks 7,8, and 9.

Also Tips can be awarded at the instructor's discretion and at any other times.

### **How does it happen?**

Earning a tip can happen at any time in class by being asked to show your proficiency on that material (your breaking technique, your poomse, your self defense). Instructors will award tip tape at the end of your belt to signify you have earned your tip. Self defense proficiency is based on your belt level. For example, a white belt will not be expected to know the self defense material at the same level as a Deputy Black Belt.

**Weeks 9 and 10 are REVIEW WEEKS** and are important to attend EVEN IF YOU ALREADY HAVE ALL YOUR TIPS because it will reinforce what you will be responsible during testing. So plan to come to class and have fun.

### **What is expected on testing day?**

1. On testing day, all students will perform basic kicks, punches and blocks per the curriculum, and follow the learned dojang etiquette.
2. You will also recite the School Oath. The rest is very much like a class.
3. The most important thing during a test is martial arts etiquette and a positive attitude. You may be nervous. Everybody is at one time or another even staff! Don't sweat it! You will demonstrate your techniques, your forms, your kicks, and punches during testing.

Most importantly, it is a CELEBRATION and a Special Day to invite friends and family to witness all you have achieved!

## **What happens during future testing?**

During future testing you will demonstrate not only the new material for the level in which you are testing, but also all the material you have learned before. As you move up through the belt levels, you acquire a large number of techniques, gradually becoming more proficient in the earlier ones as you review them each time.

## **What is the value of testing?**

1. Testing is designed to take students out of their comfort zones and helps to build self esteem and self confidence.
2. Testing is a unique experience which will allow students to learn about themselves and grow as they achieve goals while setting new ones.
3. Each testing is a once in a lifetime experience whether you're a white belt just starting out or a black belt, etc. who is watching and helping other students at various levels to achieve their goals. No testing is the same.

## **Black Belt Testing**

Black Belt Testing will happen One time per year followed by a Tea Ceremony. The physical part of the test will be approximately 4 hours. 9 to 1pm on a Saturday. Please see the yearly schedule for all the details.

The Tea Ceremony will be 3 to 4 weeks after Black Belt Testing. This is where the students that passed black belt testing would be honored. The students will receive their official certification and black belt at the event. The event is also a potluck dinner and celebration.

# Rank Testing Pre-Qualifications

(After you are a 1<sup>st</sup> degree Black Belt)

- **2nd degree:** Two years continuous training after receiving black belt and required testing curriculum
- **3rd degree:** Three years continuous training after receiving 2nd degree black belt and required testing curriculum. A letter of recommendation from a first degree black belt.
- **4th degree:** Four years continuous trying after receiving your third degree black belt and required testing curriculum. A letter of recommendation from a second degree active student and 4 letters of recommendation from active first degree black belts.
- **5th degree:** 5 years continuous training after receiving your fourth degree black belt and required physical testing. A letter of recommendation from a third degree black belt, a recommendation from a second degree black belt and first degree black belt.
- **6th degree through 10th degree black belt:** A minimum of 5 years between ranks. A letter of recommendation from an Instructor of higher or equal rank. 3 letters of recommendation from students of third degree and above.
- **8th degree** - 50 years and older. A minimum of 5 years between ranks. A letter of recommendation from an Instructor of higher or equal rank. 3 letters of recommendation from students of third degree and above.
- **9th degree** - 60 years and older. A minimum of 5 years between ranks. A letter of recommendation from an Instructor of higher or equal rank. 3 letters of recommendation from students of third degree and above.

# **Black Belt Testing Requirements**

## **Black Belt Exam Part I**

### **1. STRENGTH, FLEXIBILITY AND ENDURANCE REQUIREMENTS FOR BLACK BELT**

Push ups – Mountain climbers – Sit ups – Jumping Jacks  
– Riding stance punching

### **2. BASIC KICKS AND KICKING COMBINATIONS**

Roundhouse back side kick  
Pick ax front kick

### **3. SELF DEFENSE DEMONSTRATION**

### **4. PERFORM ALL FORMS UP TO YOUR LEVEL.**

## **Black Belt Exam Part II**

### **1. CONTROL SPARRING**

### **2. WEAPON FORM (If required at your level)**

### **3. SELF DEFENSE WITH MULTIPLE ATTACKERS**

### **4. CONTROL SPARRING AGAINST 2 OR 3 OPPONENTS**

### **5. BREAKING**

Black Belts Candidates one at a time will report, “My name is John Doe, Sir!  
60 second Speech based on Black Belt essay. All speeches are closed with  
the statement; I am a dedicated Martial Artist making a difference in my  
community Sir!”

## **PAYMENTS**

We take payments in full or students who wish to budget their programs will make automatic bank payments.

All Evening students will make monthly payments.

If you are part of our after school or summer camp program you will make weekly payments.

Please direct any billing matters to the school at the front office or email to [reception@mawestend.com](mailto:reception@mawestend.com).

Please note that late payments will result in late charges and could interrupt your training. We highly suggest students arrange for automatic bank payments to avoid this.

## **DRESS**

Student uniform consists of 4 different colors.

Beginners - A white uniform with a belt.

Intermediate - A **BLUE** uniform and belt.

Advanced - A **RED** uniform and belt.

Black Belts - A Black uniform and belt.

Instructors - A Gray uniform and belt.

Masters - A White, Black or Gray uniform and belt.

## **VIEWING CLASSES**

Parents are encouraged to watch classes. All we ask is that you respect the class by remaining quiet and that if you are bringing younger children with you that you keep them quiet and under control. We have two viewing areas in the lobby or in the main training arena on the benches in the back.

## **EXTRA HELP**

If for any reason you fall behind and need extra help see a Team Member (staff/Instructors). Achieving goals at MAWE is one of the most vital instruments used in building our student's confidence. Communications, teamwork and action are essential for the benefits to be obtained.

## **HOLIDAY SCHEDULE**

The schedule will be modified for the holidays. Notification of all holiday schedules are posted on the Wall next to the iPads we use for checking in for classes in the main training area just inside the door. We are closed New Years Day, Memorial Day, 4th of July, Labor Day, Thanksgiving Day and Christmas.

*(Again please see the scheduled post for the specifics)*

## **VACATIONS or EXTENDED ABSENCES**

If you will be missing class for vacation or illness for a period of more than one week, please notify the Front Office reception@mawestend.com. This way we know to not send unnecessary miss you emails and texts.

## **BIRTHDAY PARTIES**

The school is available for birthday parties on Saturdays. A "Martial Arts Party" includes a class, games and prizes. The entire party is 1 1/2 hours and also includes a Free second class for all the guests. Please call for pricing. And we can do several different themes depending on what you are looking to do.

## **SPARRING**

Students are allowed to start sparring once they are a yellow belt. Students are required to wear proper safety equipment when sparring in classes.

## **LOST AND FOUND**

If you have left something behind, we put it in the lost and found. Please see the front office or your instructor and they will try to help you locate it. All items are held for 8 weeks before being discarded.

## **FAMILY MEMBERSHIPS**

Substantial discounts are available for family training. 3 or more family members will train for FREE.

## **VIP Pass**

New students will receive 4 guest passes, named VIP Pass shortly after enrollment. These are for you to pass out to friends that you feel would benefit from our program. As a token of our appreciation you receive a FREE testing for recommending our school to others.

## **SPECIAL MERCHANDISE ORDERS**

To order supplies not in stock, please see the person at the front counter. Special orders take about 7 days to come in. We can place orders from all the major martial arts suppliers.

## E-MAILS

Please give the school your email address. Several times a week we will keep you up to date on events and important training information, as well as post on our Facebook Pages. We have several groups please make sure to join the groups that fit the program you are in.

Martial Arts of West End - [Main Page](#)

Martial Arts of West End - [Students - group](#)

Martial Arts of West End - [After School Program / Summer Camp - group](#)

## IMPORTANT CONTACT INFORMATION

School 804-673-5200

Fax 8904-288-5425

School email address [reception@mawestend.com](mailto:reception@mawestend.com)

### **Facebook Student Pages**

Martial Arts of West End - Main Page

Martial Arts of West End Students - group

Martial Arts of West End After school Program - group

Martial Arts of West End Summer Camp - group

Please ask to join the pages that pertain to you. This is another way we can keep updated on all Events as well as your curriculum (like poomse and self defence).

Please feel free to ask questions on the page as well.

# Proper Protocol

## Acting Like A Black Belt

Our school is a BLACK BELT SCHOOL meaning it's our goal to guide every student to that level.

One of the most important ways we begin this journey is through courtesy and respect. We practice this by:

1. When students enter the school they should Bow and greet the person behind the counter with a "Hello Sir" or "Hello Ma'am"
2. We show respect to the school and instructors by "Bowing" when entering and leaving the workout area.
3. When you arrive please sit in the back of the room as not to disturb a class in session.
4. If you arrive late for class, please wait at the edge of the mat on one knee until the instructor acknowledges you and call you onto the workout area.
5. If the instructor is talking and wants you to have a seat he will announce the command "Have a seat". Students then sit legs crossed, hands on knees, back straight, chin up and eyes on the instructor.
6. You will notice that instructors are referred to by their last names. This is just another way we practice courtesy and respect.

## Set Your Goal and Track Your Progress!

Belt Rank	Date Began	Date of Graduation	Special Awards
White	_____	_____	_____
Yellow	_____	_____	_____
Green	_____	_____	_____
Purple	_____	_____	_____
Blue	_____	_____	_____
Blue / Brown stripe	_____	_____	_____
Brown	_____	_____	_____
Brown / Red Stripe	_____	_____	_____
Red	_____	_____	_____
Red / Black Stripe	_____	_____	_____
Deputy Black	_____	_____	_____
Black Belt	_____	_____	_____
2nd Dan	_____	_____	_____
3rd Dan	_____	_____	_____
4th Dan	_____	_____	_____
Master	_____	_____	_____

*Excellence is an art won by training and habituation.*

*We do not act rightly because we have virtue or excellence, but we  
rather have those because we have acted rightly.*

*We are what we repeatedly do.*

*Excellence, then, is not an act but a habit. Aristotle*