

Solihull



www.solihulltkd.co.uk

Solihull T.A.G.B

Tae Kwon Do Club

Return to training Information

Good news at last, we have a date to return to face-to-face physical training. This will hopefully be on Tuesday 29th June. To comply with the guidelines and the fact that the classes have been on-line for the last year there will be a few changes.

It is unknown how quickly the current restrictions will change so I have created an Action and Procedures Plan which all students must read and sign up to agree to continue training.

This last year has given me time to reflect on how the club runs and therefore I would like to implement a few changes as follows:

Training Times

- Training times will remain the same Tuesday and Thursday nights
- Classes will be slightly shorter to allow for cleaning between classes so rather than 1hr they will be reduced to 55minutes.
- There will be two sessions per night:
 - 7:00 to 7:55 – Beginner / Intermediate Class
 - 8:00 to 8:55 – Advanced Class

Training Sessions

With current restrictions I have had to implement the following guidelines for the classes:

- the class sizes are limited to 20 students plus classroom assistants per session.
- The procedure will be to contact me by text or email to check availability and only pay once a place has been allocated to you.
- The spaces in the class will be allocated on a first come first served basis at the instructor's discretion.
- If you miss a session do not expect to turn up on a different day to make it up as with current restrictions that will not be possible.
- If you have not booked to train, then it will not be possible to allow you to train. Please do not expect to just turn up and train as you will be disappointed.
- If you do not pay your place will be reallocated.
- Reservations will be for a month at a time; however, you can define a recurring reservation.
- Payment for the month must be paid in advance during the first week of the month. If payment is not received in the first week of the month, then the any spaces you have reserved will be lost.
- All payments must be made electronically into the club account. The use of cash has been temporarily suspended.
- The school has requested that there are no spectators allowed in the school.
- All students must have left the school 15minutes after the class finishes.
- No changing facilities will be available at the school, therefore please come changed.

I am hoping these restrictions on class sizes could be relaxed in future and I will be reviewing this once the current situation eases completely.

Training equipment

As before to create a unified atmosphere, everyone must train in a white dobuk. I understand that some students may have grown over the last year and so there will be a grace period of one month where students whose uniforms do not fit can train in appropriate clothing, however they will be expected to purchase a suit within this month. If after the month has elapsed, they have not obtained the correct uniform then training could be denied at the club's discretion.

Training Fees

Training fees have not changed since I took over the club in 2010, but due to the last year and the increase in hall hire fees over the years it has become necessary to change the fee structure slightly.

- A training session is defined as class, so each week there are 4 sessions.
- Training fees will either be for one or two training sessions per week only.
- Paying for one session once per week and then training for both sessions in a night will not be permitted.
- Training fees are broken down in the following table, showing total cost of members to train:

Monthly Cost of training		
Family Members training	One session per week	Two sessions per week
1	£25	£35
2	£45	£65
3	£60	£90
4	£70	£110

License Fees

I understand that times have been hard and so I am giving a restarting period of 1 month where people who do not have a current license can train. However, at the end of the month the license must be obtained, or you will no longer be allowed to train. The license fee has not changed and is still £38 per year.

Unfortunately, there is no discount for family members and this license must be renewed each year. As your instructor, I will ensure that you are notified of its renewal in plenty of time for it to provide continual cover. If it is not paid and the license expires before it is paid, there is a penalty and the renewal fees become £43. All students without current licenses will have to complete a restarting license form to ensure the expiry fee is not charged.

Training attitude

This is something new and has come about after the last year. In the past I have taught people who although talented lack motivation to train and as such ruin the experience for themselves and more importantly for others in the class. In future I want to ensure that everyone in the class enjoys the experience of training and to this extent if students are disruptive or shows signs of not wanting to participate then they will be notified of such. If this continues to persist, then they will be asked to change their attitude or they will be advised to leave the club. This action will not be taken without discussion with the student, parent or guardian and will again be at the discretion of the club.

Can I please ask you to look through the following pages that detail our club rules and the action plan for getting us back to training? The last page contains a confirmation that I would ask all student to return to me electronically, a photo will be sufficient. This must be done before training can commence so that all the steps the club is going through to ensure everyone's safety is fully understood.

I appreciate that this a lot of information, but I want to ensure we can get back to training in class again and more importantly that we all enjoy it. I am passionate about teaching Tae kwon Do which is why I have given on-line classes for free over the last year, so you did not miss out during lock-down. If this last year has shown me anything is that we should all make the most of the opportunities we have when they are available to us, so I want to make Solihull Tae Kwon Do club an enjoyable experience for everyone involved.

If you have any questions, please do not hesitate to contact me.

Thank you,
Mark

Solihull TAGB Tae Kwon Do club

www.solihulltkd.co.uk

info@solihulltkd.co.uk

07588 686 429



Solihull T.A.G.B *Tae Kwon Do Club*

Club Rules

Rules and conditions

1. All students must complete and sign the relevant membership application forms prior to commencing training.
2. All students must be in possession of a TAGB licence after four weeks of training.
3. Subscriptions to be paid in the first week of every month, with the build up of arrears not being accepted.
4. One month's prior notice must be given for adjustment of fees owing to holidays, etc. (any adjustment in fees is at the Instructor's discretion).
5. Any student not attending lessons and not paying fees for a continuous period of 3 months must talk to the instructor prior to recommence training.
6. No smoking, eating, drinking or wearing of jewellery, (rings, etc.) is permitted during training or in the Dojang.
7. No smoking is permitted whilst wearing a Dobok regardless of the place (Dojang, tournament, demonstration etc.).
8. Your belt must be removed if eating or drinking whilst you are wearing your Dobok.
9. A TAGB Dobok must be worn during training in the Dojang. The wearing of tracksuits, club suits or other clothing is not permitted unless prior permission has been obtained from the Instructor.
10. The most senior member present will commence training sessions promptly until the Instructor arrives.
11. Misuse of the art will result in disciplinary action.
12. Grading will depend on a student's attitude, attendance and the Instructor's discretion as well as technical ability.
13. No student may change TAGB schools without obtaining prior permission from both Instructors concerned, and fully completing a transfer form.
14. The club reserves the right to terminate membership should a student's behaviour be deemed as unreasonable, disrespectful or detrimental to another student's progress.

Conduct in the Dojang

1. Bow upon entering and leaving the gym.
2. Bow to the Instructor at a proper distance.
3. Exchange greetings between students.
4. Bow to the Instructor upon forming a line before training.
5. Bow to the Instructor upon forming a line prior to dismissal.
6. Bow before leaving the Dojang.

SOLIHULL TAGB TAE KWON-DO CLUB



Covid-19

Action and Procedures Plan

SOLIHULL TAGB TAE KWON-DO CLUB

Covid-19 Action and Procedures Plan

CLUB VENUE:	Greswold Primary School, Buryfield Road, Solihull, B91 2AZ
CLUB DAYS:	Tuesdays and Thursdays
CLUB TIMES:	Training times: 7pm-9pm

PLAN COMPLETED BY (Name):	Mark Shuter
DATE OF COMPLETION:	3rd June 2021

- This Covid-19 Action and Procedures Plan forms the basis of the control measures that Solihull TAGB Tae Kwon-Do Club is putting in place to protect its Students/Spectators/Parents/Guardians and Instructors from the Covid-19 hazard.
- This Plan will be reviewed regularly to ensure the control measures are being adhered to and are effective in use.
- We will also take note of any changes in UK Government advice

Review Dates & Signature		
3 rd June 2021 : Mark Shuter		

Things you may need to buy or prepare		
Product	Specification	Check
Social distancing signage & any additional signage	As required	✓
Warning tape	Black/yellow type - as needed	✓
Hand Sanitiser gel/rub	Must have 60% Alcohol	✓
Detergent/disinfectant	Must contain 1000ppm Chlorine	(To be supplied by Venue)
Wipes for equipment	Must contain 60% Alcohol or 1000ppm Chlorine	✓
Additional items for the club First Aid Kit	Masks & Gloves	✓
Mop for floor	Required	(To be supplied by Venue)
Contactless payment machine	If required	N/A
Member briefing	Copy of this completed Implementation Plan	✓

SOLIHULL TAGB TAE KWON-DO CLUB

Covid-19 Action and Procedures Plan

- This Covid-19 Action and Procedures Plan forms the basis of the control measures that Solihull TAGB Tae Kwon-Do Club is putting in place to protect its Students/Spectators/Parents/Guardians and Instructors from the Covid-19 hazard.
- Everyone planning to attend our Taekwondo Activity should review this document carefully and adhere to all the measures contained within this plan.

PLAN EDITION DATE:	3rd June 2021
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BEFORE PEOPLE COME TO THE CLUB		
Club information about new Controls Measures and changes to the Club operation		
Control Measures	Effect on Club participants	Check
Any changes to the days the club will train?	No change to club training days at Greswold Primary School on Tuesdays and Thursdays	✓
Any changes to session times?	<p>Yes. Lesson times are as follows (with at least 10 min changeover time between each group, to allow for surface cleaning/spraying):</p> <p><u>Tuesdays:</u> Beginners Class : 7pm-7.50pm Senior Class : 8pm-8.50pm</p> <p><u>Thursdays:</u> Beginners Class : 7pm-7.50pm Senior Class : 8pm-8.50pm</p>	✓ (to be reviewed according to attendance numbers)

Extra measures/precautions to take, before attending each training session?	Yes – Please check your temperature before leaving home. If you have a high temperature, or are displaying any symptoms of Covid-19, you MUST NOT attend training under any circumstances. You must remain home, follow government advice, contact NHS 111 online for advice and guidance, and isolate accordingly. It is also important to immediately inform the instructor if you develop any of these symptoms within 14 days of your last training session.	✓
Any changes to who can be in the training hall during classes?	Only 20 students, 1 Instructor in the hall, and no Spectators (in the corridor, outside the hall, for safeguarding purposes) allowed at each group session. This has been worked out in accordance with current government guidelines and BTC (British Taekwondo Council) safe social distancing training guidelines.	✓
Any extra measures for members with higher risk and/ or with underlying health conditions?	Students/members who may be at higher risk, or who may have underlying health conditions, have a responsibility to inform the Instructor and MUST let them know of any concerns, to discuss and assess the best way forward to continue their training. After discussion, it is ultimately, the decision of the student/parent/guardian as to whether they feel safe and comfortable to train at the club.	✓
What if my TAGB Licence has expired?	Members must ALWAYS have an up-to-date licence to train. Therefore, any lapsed licences would need renewing and must be completed after 4 weeks of restart. New students will be required to apply for their licences, after their initial free trial.	✓
What should/can I wear?	Arrive at the venue in your dobok/training attire, and leave in your dobok/training attire, avoid bringing excess layers of clothing where possible, to reduce contact and minimise chances of transmission.	✓
Can I bring a bag?	Yes, if you need to - but ensure it is wiped down thoroughly before coming to training and kept away from everyone else's bags whilst in the venue.	✓

Should I bring my own hand sanitiser and wipes	Sanitiser WILL be available at the venue/club as you arrive, and sanitising of hands and feet will be compulsory before commencing training. However, you may bring your own sanitiser and wipes to minimise risk, if you should so wish.	✓
Should I bring my own First Aid kit?	The club First Aid Kit will be fully equipped and available (as is always the case)	✓
Do we need to wear Masks?	Masks are not compulsory for students during training sessions (as per government guidelines), as we can maintain safe social distancing. However, students over the age of 11 (before and after training)/parents/guardians must wear face masks at ALL times whilst on the premises, but must be either disposed of properly at home, or washed (if re-usable) after each use. The latest government guidance regarding the wearing of masks should be followed at all times, so please be aware that the situation may be subject to change.	✓
Can I bring my own water bottle?	Members must bring their own water bottles/drinks and must not share.	✓
Do I need to bring my own pads/equipment?	Yes (if you have it) – equipment must be thoroughly cleaned at home, before and after training, to minimise the risk of transmission.	✓
Can I change at the venue?	No – please arrive and leave in your dobok/training attire.	✓
Can I wash/shower at the venue?	No – please ensure that your hands and feet are properly washed and cleaned at home, before attending training.	✓
Can I pay in cash?	No – Electronic forms of payment only (bank transfer, DD or standing order) to minimise contamination.	✓

TRAVELLING TO / FROM THE CLUB

Club information about new Controls Measures and changes to Arrival & Departure

Control Measures	Effect on Club participants	Check
How should I get to the venue now (walk/car/bike/public transport)?	People should follow government guidelines when travelling to the classes.	✓
Is there a specific drop off and pickup point?	<p>All students, with their accompanying parent/guardian are required to arrive on time, at the entrance/drop off point, which will be via the FIRE EXIT DOOR, AT THE REAR OF THE HALL (not the School Main Entrance). Students ONLY should proceed into the actual training hall, whilst accompanying adult/family members are requested to wait in their cars during the lesson.</p> <p>If dropping off students then social distancing, in line with government regulation must be always adhered to.</p> <p>In line with school policies, no spectators are allowed inside the school and any person wanting to discuss anything with the instructor, must be done through via electronic means, i.e. email, text or phone.</p> <p>After training has finished, students/parents/guardians should leave in a timely manner, to allow for cleaning and changeover of groups.</p>	✓
Where do we park if we are driving?	School car park in front of main gate.	✓
What if my lift is late?	Stay in the hall with the Instructor until your parent/guardian arrives.	✓

ENTRY / EXIT AND USE OF THE VENUE

Control Measures in place at the Venue		
Control Measures	Effect on Club participants	Check
Are there any control measures on entry to the venue?	Upon entrance to the venue ALL students will be temperature checked by (non-contact) infrared digital thermometer. There will also be a hand sanitiser station, containing recommended 80% Alcohol 'WHO formula' hand sanitiser rub, which each person MUST use to sanitise their hands (unless they have brought their own).	✓
Are there any control measures inside the venue layout?	Signage will be placed around the venue at intervals to remind students/parents/guardians of our socially distant rules and to help encourage good practise and hygiene. Personal items and belongings must be kept neatly in your designated area. All students must adhere to current government guidelines inside the venue. All students/spectators/guardians must leave in an appropriately swift manner, in order to allow time for the Instructor to clean surfaces, before the next group arrive.	✓
Is there a special process for emergency evacuation?	Back Fire Door Exit will always be accessible, in case of emergency. (Fire exits locations and emergency routes, are displayed in the venue).	✓
Are there any control measures inside the venue toilets?	ALL members are advised to go to the toilet before they leave home. If you absolutely must visit the toilet whilst at the venue.	✓

	<p>* The unisex toilets will be available, but users must adhere to the one person at a time restriction. The disabled toilet is to be used by disabled guests only. Avoid unnecessary touching of bannisters, doors and surfaces etc, and to help contain the amount of area to be cleaned in-between lessons*</p> <p>During training, if students need to use the toilet, they must put their shoes on, and sanitise their hands, before leaving the training hall, and must proceed to the disabled toilet, via the foyer/corridor. After visiting the toilet and washing and drying hands thoroughly, students will be asked to take off their footwear on return to the training hall, and to sanitise their hands and feet again before re-commencing training.</p>	
Is water available in the venue?	<p>Please ensure you bring your own water bottles.</p> <p>Fresh drinking water will not be accessible within the venue.</p>	✓
<p>What happens when we leave the venue?</p> <p>Is there a separate exit to the way I came in?</p>	<p>All students must sanitise their hands before leaving via the hall REAR FIRE EXIT DOOR in an appropriately swift manner, to allow time for the instructor to clean surfaces, before the next group arrive.</p> <p>Appropriate social distancing to be maintained at all times.</p>	✓

TAE KWON-DO TRAINING HALL MEASURES

Control Measures we will use in the Tae kwon-do Club during the Session		
Control Measures	Effect on Club participants	Check
Have Instructors been shown the Risk Assessment, and Action and Procedures Plan?	All Instructors and students will have access to an electronic copy of our Risk Assessment and will also be asked to sign to confirm that they have read and understood this Action and Procedures Plan.	✓

Will the club have a First Aid Kit	The club will ensure it has an up-to-date, well stocked First Aid Kit at all sessions (regardless of Covid-19 measures) Containing plasters, tape, scissors, sling, towel, hand sanitiser, kitchen roll, anti-septic wipes, disposable rubber gloves and a face mask.	✓
What should I do with my shoes and bag?	Keep them away from other people's belongings, in the designated area.	✓
Is hand sanitiser available for members use?	Yes – the club will provide hand sanitiser, and everyone should sanitise their hands as they enter and leave the Taekwondo training hall.	✓
How often will the floors be cleaned?	The floor will be spot cleaned during sessions where sweat or other bodily fluids are apparent that could contain the virus, and spots will be sprayed with anti-bacterial product, between sessions. Full and thorough clean of the training hall floor at the end of the whole evening's training sessions.	Venue will also continue to carry out their own regular weekly cleaning
Will there be any taped/marked areas I should know about?	All students, Instructors and spectators should be respectful of social distancing wherever possible. There will be visible indications of where to stand, sit, put footwear etc.	✓
Is the training equipment clean? How often will equipment be cleaned? Will you provide disinfectant/antibacterial wipes to clean equipment etc?	Shared equipment should be thoroughly disinfected & cleaned before and after sessions to minimise the risk of transmission. Wipes will be provided as and when required.	✓
What about waste materials that might be infected? (e.g.: tissues, PPE etc)	A bin will be provided. Secure disposal at the end of the evening will be observed and disposed of by the Instructor.	✓

Will Track & Trace apply to the class?	The Instructor will keep a record of everyone attending each class (compulsory), and spectators will be required to record their name, time-in/time-out and contact number on a designated register, for Covid-19 track and trace purposes. If any participant is subsequently confirmed to have the virus, they should contact the club for the list of people who they may have been in contact with and inform the local authorities	✓
What if things change before the next class?	The club should review the most recent government guidance and update the Risk Assessment, and Action and Procedures Plan accordingly. They should reissue this plan to all participants, each time there is a significant change to the lockdown rules that could impact on the safety of everyone.	✓

TAE KWON-DO TRAINING		
Information on how we will practise Tae kwon-do during the Class		
Control Measures	Effect on Club participants	Check
Tae kwon-do specific activities	<p>Social distancing to be followed wherever possible.</p> <p>Visual signs and markings to be present if possible.</p> <p>Non-contact activities that can be undertaken include: patterns, line work, drills, step sparring.</p> <p>Currently the BTC/Combat Sport Framework has differences for adults and under 18s. To reduce the complexity, the club will adhere to the rules defined for adults.</p>	✓



Solihull TAGB Tae Kwon-do Club

Covid-19 Return to Training Agreement

ALL STUDENTS/PARENTS/GUARDIANS:

Please ensure that you have fully read and understood the all the Solihull TAGB Tae Kwon-Do Club Covid-19 Return to Training documents before signing.

Name of Student:

I confirm that I

(please print name in BLOCK CAPITALS. *Parent or Guardian if under 18)

have fully read and understood, the Solihull TAGB Tae Kwon-do Club Covid-19 Return to Training documents and agree to abide by these agreements.

Signature: (*Parent or Guardian if under 18)

Date:

Required Training Sessions (Currently limited to a maximum of 2 sessions)

			Tuesday	Thursday
Beginners/Intermediate class	(7pm-8pm)	Up to Blue tag	<input type="checkbox"/>	<input type="checkbox"/>
Advanced	(8pm-9pm)	Blue Belt and upwards	<input type="checkbox"/>	<input type="checkbox"/>
Family members to train	<input type="checkbox"/>			

Family Member names:

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