

Return to Training Guidelines

**Date: 18th August 2020  
Version: 1.0  
Author: Anna Nutt  
Note: These guidelines are subject to amendment in line with government and governing body guidelines.  
  
  
Welcome Back SuttonTkd!**

We have produced the following ‘question and answer’ guide with a view to making the transition back to training relatively straightforward. If you have any further questions, please contact us using the details below.  
  
Anna Nutt – 07732 595319  
Richard Nutt – 07976 561203

Email: [suttontkd@tiscali.co.uk](mailto:suttontkd@tiscali.co.uk)  
  
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**Question & Answer Guide**

* **When are the clubs reopening?**  
    
  **Four Oaks Club – open from Wednesday 16th September**   
  7pm Class: Beginner and intermediate   
  8pm Class: Senior   
   **Walmley Club - open from Thursday 17th September**   
  5pm Class: Mr Pugh (Junior class open to all grades)  
  6pm Class: Beginner and intermediate 7pm Class: Senior  
    
  **Please find a session time(s) that suits you and follow the procedure outlined further below to book your place.**  
    
  **NOTE:** At this stage, Streetly Club will not be reopening until further notice, as we wish to re-open on a gradual basis in the interests of safety. Streetly students should ideally train on a Wednesday or Thursday instead. The way all clubs operate is subject to review and change as we see fit.
* **What will class sizes look like?**  
    
  Class sizes will be smaller, in line with government guidelines for 2-metre social distancing and the requirements laid out by the various training venues. For maximum safety, we are planning on opening with smaller numbers than the venues recommend and will build class sizes where appropriate. Class sizes will be as follows:  
    
  Four Oaks Club: **28** student spaces per class   
  Walmley Club: **25** student spaces per class
* **How do I book a session and what is the cost?**

Training sessions must be pre-booked in order that we can maintain an accurate register for monitoring purposes.

**As there are only a limited number of spaces available, we will operate on a first-come, first-served basis.** Students can register for either one or two classes a week (for a minimum of one month or as a permanent slot) by texting/calling **Anna on 07732 595319**. Alternatively, students can email us at [suttontkd@tiscali.co.uk](mailto:suttontkd@tiscali.co.uk). We will contact you by text to confirm that your space has been booked.

As per the usual administration method, classes must be paid four weeks in advance by direct debit or cash please.   
  
**The direct debit details for setting-up payments are as follows:**  
Bank: Lloyds Bank

Account Name: Sutton Schools of Tae Kwon-Do  
Sort-code: 30-98-37  
Account number: 3330 8668

Payment frequency: please set as monthly (not 4-weekly) as this allows for club holidays at Christmas and summer.  
  
  
 **Based on reduced class sizes, we have amended the monthly training fees (payable 4-weekly in advance) as follows:**

|  |  |  |
| --- | --- | --- |
| **Number of Students Training:** | **One lesson per week:** | **Two lessons a week:** |
| Single student | **£26** | **£44** |
| Family of 2 students | **£52** | **£75** |

Note: There are further discounts available for third and fourth family members training. Please contact Anna for more details if you wish to book for three or more members. Family members must be living at the same address.  
  
Missed training sessions cannot be refunded. However, if there is an available slot on an alternative training night, it is possible to make up for a missed session. If you wish to make a regular change to your session time, please advise Anna at least 24 hours in advance of the new session time.

* **How will lessons work?**  
    
  We have worked closely with each centre manager to produce a risk assessment to minimise all risks whilst training. We have also liaised with our governing body (Amateur Martial Association) and other local instructors to produce clear guidelines on best practice in the dojang. We expect all students to follow the guidelines below:
* Spectators will not be allowed in any classes. Parents will drop their children off at the agreed entry point.
* Students should arrive at the training venue a few minutes before the lesson is due to commence. Please wait in your car until an instructor opens the club entry point or observe the 2-metre rule in the outside waiting areas.
* An instructor or allocated person will invite individuals into the centre separately. Students should wash their hands at home prior to leaving for training and will be required to use hand sanitiser gel upon arrival.
* Students will be allocated a marker and should not move from the marker in order to ensure adherence to the 2-metre rule. Families from the same household in a bubble are permitted to stand at closer proximity and make contact.
* The lessons will remain fun but must adhere to safe distancing; avoiding any form of contact. In this respect instructors will no longer be lending out sparring kit. Pads will not be used during the first month of training – to be reviewed.
* Students will be given drink breaks but will be advised to collect water bottles in small numbers; fully complying with social distancing rules.
* Windows and doors will be left open where possible in order to maintain fresh air levels during training.
* Students will be dismissed from the dojang via a separate door and all students under the age of 18 (unless advised otherwise) must be collected by their parent/ carer. Students will be dismissed on an individual basis. Parents must kindly observe 2-metre social distancing rules in the outside waiting area/ car park**. Please show patience when classes are changing over, as it will take a few more minutes to ensure all the relevant cleaning and dismissal procedures are in place and as a result lesson time may be reduced slightly.**
* **Will I be able to go to the toilet?**  
    
  The disabled toilet ONLY will be available for use by students. Ideally students should go to the toilet prior to leaving home and avoid using the toilet whilst training, where possible. The correct hand-cleaning materials will be readily available where necessary. There should be no queuing for the toilet.
* **What should students wear when training?**

Students should wear a clean suit and belt (or suit trousers and white T-shirt) and wash their suit in-between each training session. Trainers or martial art footwear is compulsory – students must **NOT** be in bare feet at any point. If Junior students are unable to tie their belt, we recommend that they do not bring it to the session as we will be unable to tie students’ belts. **Masks are not required but can be used if a student chooses to wear one.** Students are kindly requested not to bring any kit into the dojang as well as minimal personal items – e.g. water bottle, inhaler and car keys.

* **Will gradings continue?**

Gradings will recommence at the end of 2020, subject to training continuing with minimal interruptions. The grading syllabus will be amended to reflect no-contact activities and more focus will be given to linework, patterns and exercises. Each colour belt group will be advised of specific changes that affect them.

* **What happens if I am ill?**  
    
  If students/ parents are displaying Covid-19 symptoms prior to training, then they should not attend.  
    
  If anyone shows any signs of Covid-19 during lessons, then they should leave immediately and seek medical advice and follow government guidelines for testing and isolating. It is essential that you advise club instructors if you have tested positive for Covid-19 at any point following a training session, as everyone training at the lesson will be required to self-isolate for 2 weeks, including the instructors present.  
    
  A club register will be maintained in order to facilitate communications in this respect, where necessary.
* **Has my instructor got up-to-date emergency contact details & medical information for me?**  
    
  If your emergency contact details have changed, including home address and name/ contact number for your point of contact, please advise your club instructor well in advance of the session. We also maintain a medical concerns database – if you need to advise of any further illnesses, please do so in advance.
* **Is my training licence in date?**  
  Please ensure that your training licence is in-date as students cannot train without a valid licence. Licences cost £25 per annum and should be renewed via a club instructor two weeks prior to the commencement of training.
* **What should I do if I have any concerns?**  
    
  If you have any personal concerns about any aspect of this document, please speak to the club instructors in advance of attending a training session. If you attend a session and have a concern about any aspect of your own or the group’s safety, please speak to an instructor at an appropriate point. We acknowledge that this is a new process for all of us and our safety policies may develop over time, in accordance with new government guidelines.