

United Kingdom Haidong Gumdo® Association

There is only one Haidong!

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Student Terms and Conditions



Cheong Yong

Blue Dragon Dojang

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Document Information

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Date Created:	September 2020
Last Updated:	Monday, 12th January 2025
<p>These Terms and Conditions are set out for all members/students and where applicable Parents and Guardians.</p>	
<p>The United Kingdom Haidong Gumdo® Association (UKHGA) and the registered dojang/school reserve the right to amend these terms and conditions as and when required.</p>	

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Introduction

Welcome to Cheong Yong, our school for learning Haidong Gumdo® and a warm welcome from the United Kingdom Haidong Gumdo® Association (UKHGA).

The aim of this document is to further professionalise Cheong Yong and set us apart from many other martial arts clubs ensuring there is clarity, understanding and transparency.

To ensure the smooth running of Cheong Yong it is expected that all members/students and where applicable their parents/guardians adhere to the Terms and Conditions laid out in this document.

If you have any questions about these Terms and Conditions then please talk to a member of the Cheong Yong team.

All information about prices, surcharges, fees and their values can be located in the **Training Fees Price List** document.

Lesson Classes

Cheong Yong runs regular lessons weekly for teaching Haidong Gumdo®. Details of these lessons can be located on the Facebook page for Cheong Yong. (A website is currently under development)

Try to turn up about 10 minutes earlier than the advertised start time to give yourself time to change and make sure you have something (non-alcoholic) to drink with you, preferably water.

Registration

Registration with Cheong Yong will only take place upon receipt of the following:

- a completed and signed student application form
- a signed Terms and Conditions form
- a signed GDPR consent form
- a signed registration fee form and also a **non-refundable registration EUHGA Membership fee and Insurance fee (see training fees price list)** payable by BACS using your surname as a reference
- the first monthly fees to be paid in full before your training starts

The registration membership fee and insurance fee are required to secure your place and **are non-refundable** even if you decide **not** to continue with registration here at Cheong Yong. These two fees are an annual fee that needs payment every year to ensure your continued membership and that adequate insurance is in place.

Once your training has started with us, **a minimum of one month's notice is required in writing by either party if there is a break with, or to cancel, training. Payment is still required for this notice period.** Cheong Yong reserves the right to cancel your membership if notice is not provided.

● About Cheong Yong (the club)

Instructor (Sa-Boemnim) Ben Sampson, runs Cheong Yong based in Leicester, Leicestershire.

Ben trained in Taekwondo as a youngster, but after many years away from martial arts he found his way to Haidong Gumdo® in 2017 when a friend from America was looking to continue their training. After many months of travelling to Cheltenham for regular training, Cheong Yong dojang was established in Leicester by SBN Rebecca Jones. When SBN Jones had to return to America following their PhD studies, Ben took over the dojang.

Cheong Yong teaches the unique and traditional Korean way of the sword, and is affiliated to the United Kingdom Haidong Gumdo® Association (UKHGA) and the European Haidong Gumdo® Association (EUHGA).

We often send out updates via social media messaging apps like Facebook Messenger, WhatsApp, Discord etc and have formal group chats with students or parents/guardians. We will ask you to provide us with up-to-date contact information and an email address for email communications purposes also.

The UKHGA have a very detailed website, www.haidonggumdo.co.uk, sharing information about Haidong Gumdo® with links to further websites for further information.

A Cheong Yong website is currently in development but we have a Facebook page and Instagram account.

Student well-being

To ensure all students drink regularly we ask you to provide a sports/water bottle and for it to be filled with water for each class they attend.

Sometimes, when we are lucky enough to have decent weather, classes may take place outside in the natural environment. Whilst Cheong Yong will try to provide as much notice as possible, please do take precautions on these occasions and apply the necessary sun cream protection for sunny sessions.

New Arrivals

Arriving for the first time at a class can be a difficult time for some students and for parents/guardians.

We feel it is important to make everyone feel as relaxed and as welcome as possible but please remember that Haidong Gumdo® is a martial art and a certain level of discipline is expected.

Instructors will assess overall fitness levels to ensure a correct pace is set. Regular water breaks incorporated into lesson plans will provide a natural break whilst learning the more technical aspects of your chosen art.

Whilst initially, parents/guardians are welcome to watch a class it must be done so with no interruptions to the instructor and talking kept to a level that does not disturb. Usually it is in the best interest for the student if there are no distractions for them, like a parent/guardian in the room.

Please talk to the instructor at the beginning or end of a class with any information you feel they need to know.

Personal Property and bringing personal items to the dojang (training hall)

Cheong Yong cannot be liable for the loss of, or damage to, any item belonging to the students or members of the public within the dojang (training hall), on the premises or carpark associated with the dojang(training hall). This particularly applies to clothing and training equipment as well as motor vehicles, the contents of motor vehicles, pushbikes or other push along or pedal powered items.

Training Fees and Charges

Our training year runs from 1st January through to 31st December.

For Haidong Gumdo® students, there is an **annual membership fee** that is payable each year to become a member of the EUHGA (European Haidong Gumdo® Association) of which Cheong Yong and the UKHGA (United Kingdom Haidong Gumdo® Association) is affiliated. The first renewal cost of membership for students who join outside of the annual renewal months of Jan/Feb will be calculated based on the remaining months until renewal.

All students are required to have insurance and this is a **separate annual fee**.

All of our Haidong Gumdo® insurance policies are currently through NAKMAS. Prices and fees are reviewed, and possibly increased, twice a year in both April and October to coincide with the minimum wage increase, the national living wage and take inflation into account.

Other factors that may introduce an increase in fees could include but not limited to:

- Training Hall Hire cost increases
- Change of Training Hall/Venue

The training fees and charges are in the **Training Fees Price List** document.

The fees allow students to attend classes (within their specific membership allowance) and **are based upon an annual cost** that is **payable monthly**. *The annual cost has been divided into 12 easy monthly payments.*

For most Bank Holidays, classes will still take place unless otherwise communicated to students with the exception that Cheong Yong will usually close:

- three weeks during the Christmas season

We will provide and communicate confirmation of exact dates each year.

Fees are payable one month in advance or on the first day of attendance. Payments accepted via BACS or standing order only. All fees must be paid by the 7th of each and every month. Each charging period will be for one calendar month. No refunds will be given in the event of absence due to illness, holiday or for any other reason. This is due to the student/s place being reserved and the dojang still being made available. We do not offer 'swaps' for other sessions that may fall on a Bank Holiday or at any other time.

Visiting and Training at other Dojangs and clubs

The world of Haidong Gumdo® is far reaching and there are many dojangs and clubs located around the globe. The UKHGA recognise that students may wish to visit and potentially train at these dojangs/clubs should they be on a business trip or holiday, but there are certain rules and guidelines that should be followed.

Should a student wish to train at another dojang on a more permanent basis then you must speak with your current master/instructor at your current dojang before approaching any other as a matter of courtesy and respect. *Students should not engage in regular training in more than one dojang or club of the same martial art or affiliation without the prior agreement of their dojang and master/instructor.*

For Haidong Gumdo® students, the guidelines as set out by the EUHGA (European Haidong Gumdo® Association) stipulate that you may visit and train in another dojang in any of the European countries provided that:

- the dojang / club you are visiting is also affiliated to the EUHGA (European Haidong Gumdo® Association).
- you have obtained express permission from the master/instructor of the dojang you are visiting and also from your own dojang master/instructor. Please ensure as a matter of courtesy that you approach your own master/instructor first as they should be the first point of contact and in turn will contact the dojang in question in the first instance.
- you are prepared to pay the necessary training fee required for the dojang you are visiting before you engage in any training and in the currency that is required.

The same rules above also apply to any Haidong Gumdo® student wishing to visit and train in other dojangs within the United Kingdom, in addition:

- The first visit where you train at a dojang the training fee for that session will be waived, but ensure that you do offer to make a payment to the dojang master/instructor as a sign of respect.
- Any payments need to be paid before any training is undertaken and the suggested minimum fee is £10 per hour.

For those Haidong Gumdo® students wishing to visit and train at a dojang further afield around the world then you must first speak with your own dojang master/instructor and they will advise the next course of action to take.

All Haidong Gumdo® students will be expected to be responsible, courteous and display etiquette at all times when visiting or training at other dojangs as you will not only be representing yourself but also your master/instructor, your dojang, your fellow students and the UKHGA.

Arrears

If there are outstanding fees at any time, Cheong Yong reserves the right to immediately terminate or suspend services for the student/s in question until such time as the position is rectified.

Any cost incurred as a result of termination or suspension will be eligible to be paid for by the student/s or if applicable the parent/guardian of the student/s.

Cheong Yong will apply the late payment surcharge (as a minimum) to be allocated to a student's fees for any unauthorised cancellation of a Direct Debit resulting in non-payment on the due date of advance fees.

Cancelled Direct Debits / Late Payments

If a Direct Debit is cancelled or a payment is received after the 7th of the month due date, a late payment surcharge will be applied each time this occurs.

Late Pick-up

In order to maintain the smooth running of the classes, please ensure that students are picked up on time from the dojang (training hall).

Please be here within 5 minutes of the advertised class end time.

Please note that should classes run over there is no additional training fee unless otherwise stated.

Safeguarding

Cheong Yong and the UKHGA take the safeguarding of all children very seriously. The designated welfare officer will enforce the necessary protocol if they feel any student's needs are not met.

We ask that all mobile phones/devices not be used whilst on the dojang (training hall) premises without the prior consent of the instructor taking the class.

We ask that cameras are not brought into the dojang (training hall) without prior consent of the instructor taking the class. Unless otherwise agreed, photography during classes will be taken using Cheong Yong / UKHGA equipment and used in accordance with our GDPR policy.

We ask that information about the students, Cheong Yong or the UKHGA is not posted about on any social network sites without prior written consent.

We ask that you check your social network privacy settings as it is your responsibility to check that your details and photos are not disclosed unnecessarily.

Collection of students (Children)

It is essential that you inform Cheong Yong and the instructor of a class if any other person is coming to collect your child.

If we have never met the person who is collecting a child then we **must** have:

- written confirmation from you as the parent/guardian
- the person collecting must bring photographic identification stating who they are – email photos are accepted or given passwords

It is our policy not to allow a child to leave unless authorisation from the parent/guardian has been given.

Infections and Illnesses

Any student who feels/appears unwell should not attend a class. We have a duty to protect all students, members and instructors and must make sure that any contagious illnesses are kept away.

If a student does not think they (or your child if applicable) will cope with the physical and mental expectations of a martial arts class with Cheong Yong then please stay/keep them home.

Cheong Yong and the instructor of the class must be informed of any student sickness or problems before attempting to attend and train at a class. Each case can then be considered on a strictly individual basis.

In the interest of other students, members and instructors, it will be necessary to exclude any student who has been diagnosed with certain contagious illnesses and diseases. The exclusion will remain in force, until under the UKHGA policies, we are sure the condition is cleared.

No refund will be given in the event of the student exclusion due to illness.

If a student becomes unwell whilst attending a class, every effort will be made to contact the emergency person specified on the student application form. Therefore, it is vital that we have up to date contact numbers at all times.

We ask all students or if applicable the parent/guardian of the student/s to adhere to Cheong Yong / UKHGA policies should a student become ill.

Medication

Students who are on long term medication e.g. Inhalers for asthma will need to have their medicines brought into classes with them at all times. If a student arrives without their medicines they will not be allowed to participate in the class until they have the correct medicine with them.

If a student requires any other medicine e.g. cough medicine, paracetamol etc. then please ensure this is taken before or after the class. Cheong Yong and any of its instructors will NOT administer medication. Cheong Yong does not provide any medication.

Zero tolerance policy

The Cheong Yong / UKHGA zero tolerance policy will not tolerate rude and/or abusive behaviour from students, members, parents or guardians/carers. Everyone has a duty to behave in an acceptable and appropriate manner.

The instructors at Cheong Yong work very hard and it is expected they are to be treated with the utmost respect. If any abuse, either verbal or physical is used, the person/s responsible will be asked to immediately leave the building and the police will be called. Your contract with Cheong Yong and the UKHGA will be terminated with immediate effect.

Complaints procedure

At Cheong Yong we will ensure that all students' needs are met, and that students are extremely happy with the service we provide. If a student or parent/guardian feels that there is a need for concern then we have a complaints procedure policy that you can ask to see.

It is paramount that our students and parents/guardians are happy with the service that we provide. If you have a query about anything at Cheong Yong then please feel free to discuss the matter with the instructors/owner.

Parking

Some of the dojangs (training hall venues) used by Cheong Yong are situated in residential areas and it is extremely important that consideration is given to the neighbours.

Please keep your speed and noise to a minimum when parking and/or picking/dropping off students.

Force Majeure

Cheong Yong is unable to offer any refunds or compensation for the closure or suspension of activities as a result of third party action (electricity, gas, water), elections, inclement weather, fire, flood or any other event beyond our control.

Data Protection Act 2018 (GDPR)

By signing acceptance of the Terms and Conditions in this document, you give Cheong Yong and the UKHGA express consent to retain and process information provided by you, the student or parent/guardian, in which directly relates to you/the student, for the sole purpose of training in martial arts.

There is a more detailed GDPR policy which details how we use the information you provide.

Such information will remain with Cheong Yong / UKHGA for up to six years.

By agreeing, **you also give us permission to:**

- take photos for use (if you have ticked Yes above) within and around the websites and Facebook pages for Cheong Yong / UKHGA and any other marketing material we produce
- share information with our insurance company, currently NAKMAS
- share information with our affiliations (UKHGA) for the purpose of seminars, gradings and other events

The UKHGA and Cheong Yong reserve the right to amend these terms and conditions as and when required.