New Life Jiu-Jitsu Student and Parent Handbook

Policies Code of Conduct Class Etiquette Health and Safety

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This handbook explains the standards that help keep training safe, respectful, clean, and consistent. Every adult student and every parent or legal guardian of a minor student is responsible for reviewing these policies and helping the student follow them.

Effective September 2026

1 Enrollment and Membership

Enrollment

Enrollment is complete when the academy has received a completed registration form, signed waiver and acknowledgments, and the required tuition or payment arrangement. Introductory classes are scheduled by appointment. Participation is subject to instructor approval and available class capacity.

Training at Another Academy

Students must disclose active enrollment or regular training at another martial arts academy. Cross-training, drop-ins, and outside academy participation require prior approval.

Accurate Information

Families must promptly update phone numbers, email addresses, emergency contacts, medical information, custody or pickup restrictions, and other information that affects student safety or communication.

2 Tuition and Billing

Monthly Tuition

Tuition is billed monthly and is due on the first day of the month. Enrollment is month-to-month unless a separate written agreement states otherwise. Tuition reserves the student’s place in the program and is not prorated for late starts, absences, holidays, or voluntarily missed classes.

Payment Status

Accounts must remain current for continued participation. A student may be held out of class when tuition or required fees remain unpaid. Families should communicate billing concerns before the due date.

Changes and Cancellation

Requests to change or discontinue enrollment must be submitted in writing before the next billing cycle. Verbal notice to an instructor does not replace written notice. Previously paid tuition is nonrefundable except when required by law or approved in writing by the academy.

Location Specific Terms

Texas families complete the academy’s designated electronic billing process. Kohala families follow the payment instructions provided by the Kohala program. Program add-ons, competition training, uniforms, equipment, memberships, travel, and tournament fees may be charged separately.

3 Attendance and Class Participation

Attendance

Consistent attendance supports learning, safety, teamwork, and promotion readiness. Families should notify the academy before an absence whenever possible. Persistent absences or inconsistent training may affect promotion or competition eligibility.

Arrival and Late Entry

Students should arrive at least five minutes before class. A late student must wait off the mat until invited to join by the Professor or Coach.

Make Up Classes

Make-up classes are not guaranteed and must be approved in advance. They are subject to space, schedule, program level, and location-specific rules. Missed classes do not create tuition credits or carry forward unless an approved written medical exception applies.

Leaving the Mat

Minor students may not leave the mat or training area without permission from an instructor. Students should use the restroom before class when possible and must notify an instructor if they feel ill, injured, or unable to continue.

4 Uniform and Training Gear

Approved Uniform

Students must wear a clean, properly fitted, academy-approved Gameness Sports gi and approved academy rash guard. Outside gis, rash guards, unapproved patches, colors, and brands are not permitted unless an instructor gives written approval.

Rash Guards and Undershirts

Students should wear the official academy rash guard. Until one is obtained, girls may wear a plain white or black undershirt beneath the gi. Boys may not wear an undershirt unless it is the official academy rash guard.

Uniform Readiness

Every student must have a clean uniform ready for each class. A wet, unwashed, stained, damaged, or strong-smelling uniform is not permitted. Ongoing uniform problems may require the purchase of an additional uniform.

Changing and Storage

Students should arrive and depart in their gi unless an instructor directs otherwise. Bags, footwear, water bottles, and personal items belong in designated areas. The academy is not responsible for lost or damaged personal property.

5 Hygiene Cleanliness and Health

Personal Hygiene

Students must arrive with a clean body, clean hands and feet, short clean fingernails and toenails, and securely tied long hair. Students who have attended school, worked, exercised, or perspired heavily should shower before class.

Jewelry and Footwear

Remove jewelry, watches, earrings, necklaces, bracelets, rings, anklets, and removable piercings before training. Bare feet are required on the mats. Footwear must be worn whenever a student leaves the mat.

Skin Conditions and Illness

Do not attend with fever, vomiting, diarrhea, a contagious illness, visible rash, draining wound, ringworm, staph, impetigo, or another suspected contagious condition. Open cuts must be securely covered. A medical clearance may be required before return.

Mat and Facility Cleanliness

Students must use the designated hand and foot cleaning area when directed. No footwear, food, gum, electronics, or glass containers are allowed on the mats. Water is permitted only in designated areas.

6 Code of Conduct

Respect

Treat instructors, students, families, staff, visitors, and the facility with respect. Bullying, threats, fighting outside supervised training, harassment, discrimination, foul language, poor sportsmanship, and disruptive conduct are not permitted.

Safety and Self Control

Follow instructions immediately. Use only techniques authorized for the class and apply them with control. Stop immediately when a partner taps, verbally submits, or an instructor calls stop. Report injuries and unsafe conditions at once.

Academy Representation

Students represent New Life Jiu-Jitsu through their conduct in class, at events, online, and in the community. Conduct that endangers others or seriously harms the academy, team, or facility may affect participation.

7 Class Etiquette

Mat Courtesy

Bow when entering and leaving the mat and acknowledge the Professor and instructors. Address black belt instructors as Professor and non-black belt instructors as Coach.

During Instruction

Sit or stand with attentive posture, keep talking to a minimum, and focus on the class subject. Do not lean on walls or wall pads or place personal items on them.

Training Partners

Train cooperatively, respect size and experience differences, and follow the instructor’s pairing decisions. Do not coach other students unless an instructor asks you to help.

8 Discipline and Removal

Progressive Correction

When appropriate, instructors may use a verbal reminder, a brief seated reset on the training area, or a timeout away from the training area. A parent or guardian may be contacted when behavior continues or creates a safety concern.

Serious or Repeated Conduct

The academy may restrict, suspend, or end participation for unsafe behavior, bullying, harassment, dishonesty, repeated disruption, refusal to follow instructions, policy violations, or nonpayment. Serious safety concerns may result in immediate removal.

9 Parents Guardians and Spectators

Class Environment

Parents and spectators must remain in designated areas and avoid distracting students. Do not enter the mat area or coach, correct, signal to, or call out to students during class.

Supervision and Pickup

A parent or guardian remains responsible for a minor before check-in and immediately after release from class. Notify staff of authorized pickup persons, custody restrictions, late pickup, or any change that affects release of the child.

Communication

Questions about instruction, conduct, promotion, or another student should be discussed privately with an instructor outside class time. Academy updates may be delivered by email, text, the team app, or another designated channel.

10 Competition Team Expectations

Eligibility

Competition participation requires instructor approval. Students should ordinarily have at least three months of consistent training and attend at least three classes per week before competing, unless an instructor approves an exception.

Commitment

Competitors must meet expectations for attendance, attitude, effort, preparation, weight management, required memberships, registration deadlines, and approved team uniforms or patches. Missing required practices may affect eligibility.

Family Responsibility

Families are responsible for tournament registration, memberships, travel, lodging, meals, approved gear, and related costs unless a written sponsorship arrangement states otherwise.

11 Photography Video and Privacy

Media Choice

The registration form provides a separate choice to grant or decline permission for identifiable photographs or video to be used for academy websites, social media, advertising, or promotion. Declining promotional media permission does not affect enrollment.

Incidental Event Images

Public tournaments, seminars, team events, and shared facilities may be photographed or recorded by third parties outside the academy’s control. Families should notify staff of privacy or safety concerns.

12 Acknowledgment

Agreement

By signing the registration form, the adult student or parent or legal guardian confirms receipt of this handbook and agrees to follow the policies and help any minor participant do the same. The academy may revise policies for safety, operations, legal compliance, or program needs and will communicate material changes.

Handbook acknowledgment language used on the registration form

I acknowledge that I received or was given access to the New Life Jiu-Jitsu Student and Parent Handbook. I have read and understand the policies and agree to follow them and ensure that my child, if applicable, follows them.

This handbook is an operational policy document. The liability waiver and consent agreement is contained in the applicable location registration form.