

**Rules of the club**

Revised 19/05/2021

Bow before entering or leaving the Dojang.

No eating or drinking in the Dojang at any time.

No shoes to be worn in the Dojang at any time.

No jewellery may be worn during classes.

Students should never leave class without advanced permission.

Never lose your temper in the Dojang – especially during sparring.

Never lean on walls or spread out on the floor unless while exercising.

Students must always ensure to demonstrate a high level of hygiene.

No running or playing in the dojang unless instructed to as part of the class.

No talking during class except to ask a question.

Before asking a question, raise your right hand to attract Instructor's attention.

Address the Instructor as Sir/Ma'am or Mr/Ms using the Instructor's surname.

Students should behave in a disciplined manner at all times.

Respect all members of a senior grade.

While adjusting your uniform or belt, do not face your Instructor.

Any student who is late must get the Instructors permission to join the class.

Students should strive to exemplify the five tenets of Tae Kwon-Do.

In order to grade or compete, students must attend at least 75% of lessons.

Club membership is based on a four-week period regardless of attendance.

Fees cover 48 weeks of training annually; clubs close for 2 weeks in summer / 2 weeks in winter.

Fees are non-refundable and collected 1<sup>st</sup> of every month via Standing Order.

All other payments (uniforms, competitions, equipment, etc) must be via bank transfer.

Do not be late for the start of class (5 minutes early is ideal).

All children under 12 years must be accompanied by an adult spectator (covid permitting).

TAGB licence must be purchased after the first lesson.

TAGB uniform (dobok) must be worn within eight weeks.

No other training suits – clean and pressed TAGB standard white dobok only.

TAGB grading syllabus book must be purchased after three months.

TAGB sparring safety equipment must be purchased after 12 months.

All equipment must be purchased from your TAGB instructor only.

***Failure to adhere to these rules may result in exclusion from the club.***



## Privacy policy.

### Introduction

This privacy policy sets out how we use and protect any information that you give to us when you become a member of the TAGB. We are committed to ensuring that your privacy is protected, and we will never release your personal details to any third party without your express consent. When you complete an application to join a TAGB club, certain personal information is collected from you. You can be assured that it will only be used in accordance with this privacy policy.

### What information we will collect:

- Forename and Surname
- Date of Birth
- Photograph
- Current Address
- Contact telephone numbers
- Contact email address
- Gender
- Medical Conditions
- Next of Kin name and emergency contact details.

### Why we need the information we gather

We require this information to administer your membership and to provide the products and services you have requested from us and provide you with an efficient service for the following reasons:

- Internal record keeping
- Sending membership fee notices to you
- Recording financial transaction to your membership fee account
- Contacting you with relevant club and Association correspondence
- Maintaining a record of any recognised competitions you may take part in
- Maintaining a record of your grade status and related grading examinations
- Confirming your grade to other Associations or International Bodies if they request confirmation of your grade for any competitions you have entered with them
- Sharing personal details with the British Taekwondo Council (The United Kingdom National Governing Body for Tae kwon-do) for membership and insurance purposes only.

The TAGB will retain your personal information on our membership database for the duration of your membership, and for a period of 12 months after your membership has expired. We take your privacy seriously and all such information is held on secure servers. The TAGB complies with all applicable Data Protection Regulations. We may change and update this policy from time to time and will notify you accordingly. This policy is effective from 20/05/2018

#### *Notes:*

- 1) *Under GDPR you have the right to view all data we hold on you. Access to this information can be obtained from your TAGB Instructor.*
- 2) *Under GDPR you have the right to complain to the Information Commissioner's Office (ICO) if you think there is a problem in the way your data is being handled*