



GKR
KARATE



SECTION 7: Dojo management procedures

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7.1 Instructor Responsibilities

To become an accredited GKR Karate Instructor is an honour and a privilege. This privilege carries important responsibilities.

1. Keep up your own training

Studies have shown that teaching others improves our own abilities. This means that by teaching people karate, talking about correct technique and picking up mistakes in others, you are embedding the details to the techniques further into your own subconscious. Many instructors have told how their own karate jumped to a new level once they had started teaching.

The progression from student to teacher in martial arts is a natural one. Some people make this progression very early while others may not gain the confidence to move on until after many years of training. Regardless of when this progression takes place, the biggest trap an instructor (of any martial art) can fall into is to forget they are still a student and become 'purely' an instructor.

Once you begin teaching, it is important to understand that you never stop being a student. Remember first and foremost you are a martial artist, and that dedication to being a martial artist and true karate-ka, along with your enthusiasm towards your training was more than likely why you became an instructor to start with.

Not only is it important to GKR that our instructors continue their own training, it is imperative that they attend a weekly senior class with the Senior Regional Instructor.

There are a number of reasons why this is so important:

- You can only pass on the enthusiasm to train hard and grade when you have it yourself.
- To keep up to date with new training techniques, combinations etc.
- Primarily, students learn more by watching you than by listening to you. If your techniques gain poor habits, your students will more than likely pick these up.
- To keep up to date with the finer details of GKR's curriculum.

- By attending senior class, you will keep up to date on forthcoming events and seminars. You will be able to collect stock and certificates, flyers, registration cards etc.

- By attending senior class you will be able to learn about teaching techniques that will see you become a better instructor to your students.

2. Teach to the GKR Format

Although this has already been mentioned in the Introduction to this manual, it cannot be stressed enough how important it is to teach to the GKR format. The GKR format was formalised by Kancho Robert Sullivan in order to gain the best possible results from the time we have with our students. It is worth noting that if you are not teaching GKR's format, you are not really teaching Go-Kan-Ryu Karate. You are in fact (although not consciously) teaching a different style of martial art under the GKR banner. Therefore, it is an absolute requirement that all GKR classes are taught by the GKR format. Any instructor not following the format risks losing their privilege to teach Go-Kan-Ryu Karate.

3. Uphold the values and philosophies of GKR Karate

The GKR Instructors' Code of Conduct explains in detail GKR's values, as well as the importance of upholding these values. As a GKR instructor, you should appreciate the absolute importance of endorsing GKR's philosophies, as all instructors are directly representing Kancho Robert Sullivan.

7.2 Pre-Class Checklist

Hall check procedures

- Always be at class 30 minutes before start time.
- Be sure to switch off the alarm (if applicable). If this is forgotten, any security call-out fee may be the responsibility of the instructor.
- Do a basic hall check. If there is anything out of the ordinary eg broken window, door open etc, make a note of this and call your Senior Instructor immediately after class to let them know. They will contact the hall provider and inform them of this the following morning.

Sempai and students

- Talk with your Sempai regarding your plans for the class and what part they will take in this.
- Always encourage students to be at class at least 15 minutes early. This is a chance for them to ask questions, warm up properly and practise before the class starts.
- If new students arrive, give them a beginner's introductory talk. (see Section 1)
- After the beginner's introductory talk, have your most personable student(s) spend a few minutes talking with them, or perhaps running over the class etiquette and bow in procedures again.

Paperwork and merchandise

- Have attendance sheet out and the top sections filled in such as dojo, date, instructor and class.
- Have your instructor photo and flyer board out.
- Have all flyers for forthcoming events out ready.
- Have all merchandise out ready. This is also so other students see that GKR can supply merchandise.
- Sign in students and check cards for gradings that are due as students come in.

7.3 Class Procedures

Bow in and start of class procedures

- Always bow in on time, class time is limited and every minute counts.
- If any students arrive late, you have two options. The first is to have your sempai sign them in while you start the class. After signing in they stand to the side of the class in heiko-dachi waiting to be bowed in. Alternatively, have your sempai start the class and you go and sign them in. Ask them why they are late and remind them of the importance of getting to class on time.



After class procedures

- Be sure to end early classes with games and cool down.
- Be sure to end late classes with a cool down.
- Go through after class promotions.
- Speak with beginners (if any) regarding how they went and give them First Class handout.
- Check training fee totals and fill in bottom part of Attendance Sheet.
- Have sempai or higher grade check totals and co-sign bottom section.
- Check that all doors and windows are locked.
- Reactivate the alarm in hall.
- Important: if any student is waiting to be picked up after class, be sure to always wait with them before leaving, even if the student insists they are OK to wait by themselves. DO NOT, under any circumstance, leave a child alone to be picked up.
- All accidents must be reported to your senior instructor. We have a responsibility to our insurance provider to keep accurate reports of any accidents that arise in the dojo, however big or small.

7.4 Handling of Class Fees

Training fee procedures

- Please be sure to page in class figures straight after class.
- Make sure all monies match Attendance Sheet.
- If any money is left over, recount training fees, equipment sales and grading fees.
- Ensure the training fees are passed into your Senior Instructor within the allocated time. All training fees for that week should be passed in no later than the Sunday evening. If something arises where you are unable to get your training fees in on time, be sure to call your Senior Instructor to organise an alternative collection.



Lost or stolen training fees

- All class fees remain under your control and responsibility until they have been passed into your Senior Instructor.
- Any lost or stolen class fees are the responsibility of the instructor to replace.
- In the event of stolen class fees, a police report must be filed and handed into your senior instructor.
- Above all, please keep the class fees in a safe place, especially while the class is running. Do not leave any fees etc unattended on your desk. Although it's preferred to trust everyone, there have been many cases of class fees going missing during class time.