



Handbook for New Genesis Instructors



Introduction

The purpose of this handbook is to provide you with a clear understanding of what the requirements of your role as an instructor would be with Genesis Martial Arts.

For Genesis Martial Arts to remain a premier Martial Arts Association we set ourselves high standards and goals. We seek dedicated and professional individuals to become a part of our team of Instructors.

If you are reading this Handbook then you may already be an “**Assistant Instructor**” and are helping your main Instructor to run classes. You may be interested in becoming an instructor, teaching your own classes in the near future or you might not have even considered it at this moment in time. However, by reading this handbook you will have a clearer understanding of what options are available to you and how Genesis Martial Arts can support and help you in achieving your goals.

As you already know, assisting in the running a class is a great way to gain experience and the knowledge required to plan and structure a class so you can present it professionally and with confidence.

There are three options for becoming an instructor with Genesis Martial Arts.

The first option is as a general instructor who will provide cover for any of the other Genesis classes as when required. The second option is as an Instructor who runs a class for Genesis. This means that Genesis pays the Instructor an hourly fee and also pays for the rental of the venue. The third option is where the instructor runs their own classes and is responsible for paying the rental of the hall etc personally.

Whichever option suits you, our Instructors have decades of combined experience to guide and support you so that you can deliver focused and well-structured classes which are adaptable and enjoyable for all participants.

The Goal

Genesis Martial Arts is committed to offering a quality service to all our members, be they Instructors, students or parents of our students. We strive to provide the best martial arts instruction, customer service, communication, products and events. We would expect you to adopt the same approach.

Leading By Example

What is the difference between running a class for Genesis and running a class for yourself?

As a Genesis Instructor you are paid per class to teach timetabled classes for Genesis Martial Arts. Genesis pays the rent for your venue and your Insurance, DBS, First Aid and Child protection and Safeguarding qualifications.

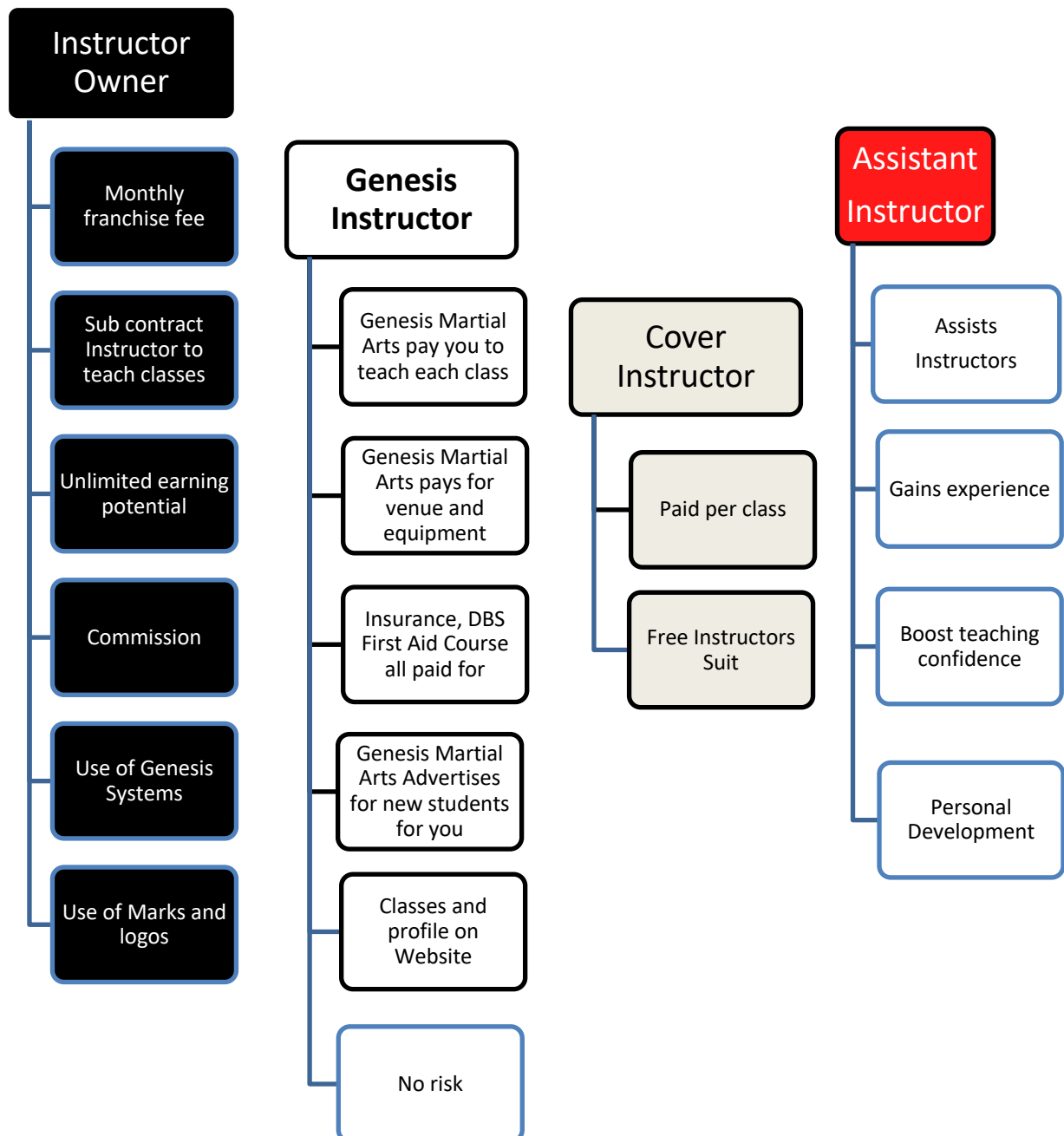
When running your own class, Genesis will charge you a monthly franchise fee and you will be responsible for paying your venue fees and any other costs. However, you have the opportunity to earn more money than as a Genesis Instructor as you will make your money on monthly subscriptions rather than being paid an hourly rate.

There are no teaching requirements to becoming a franchise owner as you will employ qualified Instructors to teach classes for you. The only requirement is that you will need to be DBS checked and you will be a sole trader, trading under your own name.

What if you can't commit or don't have the time? No problem, because as a standard Genesis Instructor we will add you to our team of Instructors so you can provide cover and/or support to existing clubs as and when you are available or called upon.

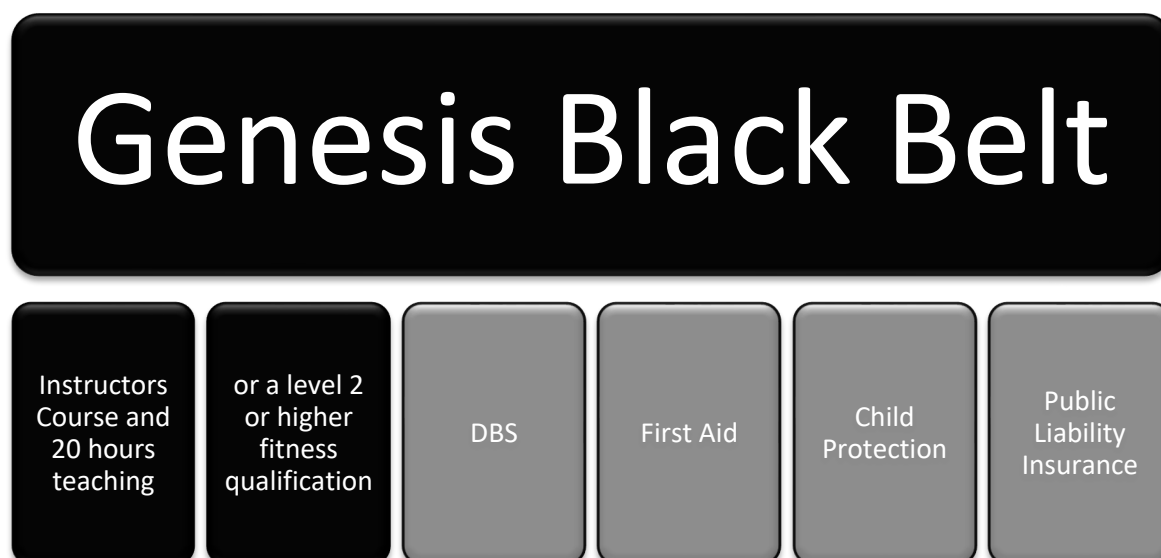
As an Instructor you can start your own class at any time. Please speak to your main Instructor for support and guidance on how to get started.

Structure



Paths to teaching

If you are already a Genesis Black Belt the chart below sets out the additional requirements needed to become an Instructor. The first element (in black) is the teaching qualification. You can achieve this by completing the Instructors course and teaching for approximately 20 hours in classes. Alternatively, a group exercise qualification would also satisfy the requirement. Either option will provide you with the skills to lead a class.



Disclosure and Barring service (DBS)

All Instructors over 16 are required to have a criminal records check. We need to carry one out on you to assess your suitability for working with our students.

First Aid

To keep our students safe, you will need to have a valid emergency first aid certificate. This can be taken with Genesis and/or externally.

Safeguarding and Child Protection

A child protection course will teach you how to spot warning signs that children or vulnerable adults in our classes may be subjected to harm. You will learn good practice and how to handle a situation professionally, what is acceptable and pitfalls and how to report concerns.

Public Liability Insurance

Public Liability Insurance covers legal costs if a legal claim is brought against you, as we all know accidents happen. Insurance provides the protection you need. You do not need to be insured if you are assisting in a class as the main Instructor

will have insurance. However, when you are ready to teach and have met all other requirements, insurance is available through Genesis Martial Arts.

If you are an external coach all you need to do is set out your teaching experience. The chart below shows how smoothly you can transition to coach for Genesis if you already have coaching experience. Any of the requirements in black will be suitable. Providing proof of experience will give us a clear understanding of your ability. i.e. how long you have been coaching; what level of athlete you have produced; what age ranges are you used to coaching and what class lengths are you comfortable coaching.



If you already have the requirements in grey then you are set to go. If not we can help you to achieve them.

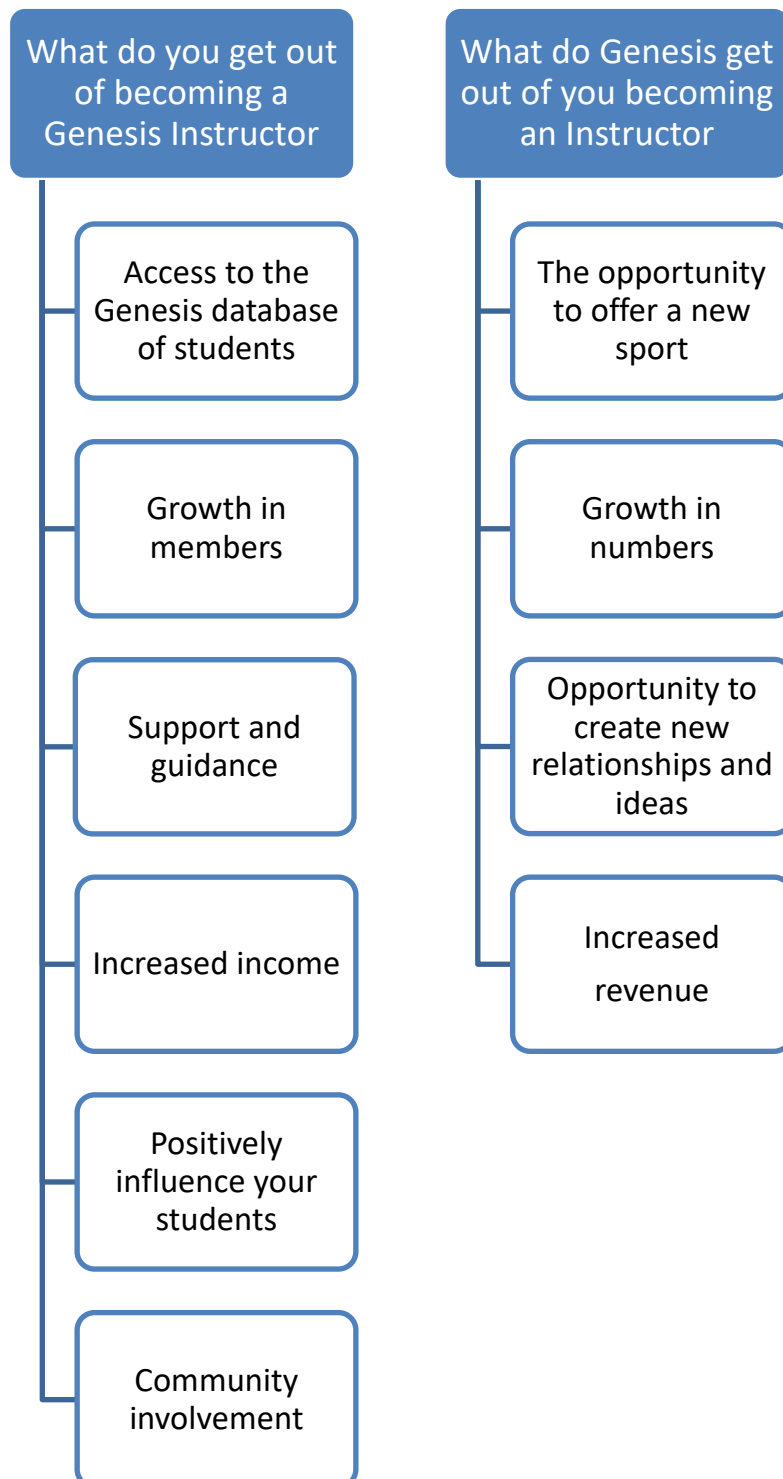
Do you want to coach but lack experience?

Do you already coach but lack confidence?

Have you come back to coaching after being away?

That's ok we can help you with that. If you attend our in house Instructors course and are supervised teaching classes for approximately 20 hours that will satisfy the teaching requirement (in the chart in black above).

Genesis Martial Arts can provide you with training opportunities to help you grow your confidence and experience in coaching classes yourself. This is what Instructing with Genesis can offer you.



Understanding Genesis Instructors Roles

Junior Instructors

The minimum age for a Junior Instructor is 14 years old. There is no minimum grade (Belt) but it is desirable to have a green belt or higher. A Junior Instructor will assist the instructor in making a class run more smoothly. They should be able to demonstrate basic technique, correct stances and guards, and be able to show students how to tie their belts correctly.

If you are interested in becoming a Junior Instructor, please let your instructor know so that they assess where best you can assist Genesis and how they support you in becoming a brilliant instructor personally.

Assistant Instructors

All students holding Black Belts may be considered as Assistant Instructors and should let their main Instructor know that they are interested in coaching. Your instructor can then arrange for you to take the Genesis Instructors Course(s) and exam, a child protection and safeguarding course and a First Aid course. Once all three courses have been passed, you will be formally recognised as an Assistant Instructor. This will be subject to a criminal records background check via the Disclosure and Barring Service (DBS).

Responsibilities will be identical to those of a Junior Instructor, plus you will be teaching elements of a class (e.g. a warm up, cool down, stretching, syllabus or similar).

Instructor






To progress to Instructor level, you will have already assisted in classes for at least 20 hours. You will then need to prepare and teach 1 class under the supervision of a Genesis Martial Arts Instructor other than your main Instructor. They will assess your progress and give you feedback. Upon successful completion you will be ready to teach.

You will also need to have completed an instructors agreement with your Senior Instructor to confirm terms and conditions of your appointment.

Senior Instructor







Once an Instructor has successfully trained his or her own students to a Black Belt level they will be appointed as a Senior Instructor. The goal then is to guide their Black Belt student(s) to run a Genesis class and to progress them further in their understanding of martial arts and personal development.

All Instructors must teach in accordance with the guidelines set out in the Instructors training course and must have completed all sections of the course. Basic Instructor requirements are as follows.

-  The Genesis Instructor's certificate.
-  An emergency first aid certificate.
-  An accredited safeguarding course certificate for teaching children and vulnerable adults.
-  A Criminal records background check via the Disclosure and Barring Service (DBS). Any convictions will be reviewed by the Genesis Board and may affect your appointment.
-  Indemnity Insurance must be taken out through Genesis Martial Arts.

External Instructors

External Instructors with coaching and instructing experience in other martial arts, sports or fitness fields may also be appointed where they have the following.

-  A minimum level 2 coaching qualification or minimum of 1 year's coaching
-  Demonstrate their ability to teach observed by a Genesis Martial Arts Instructor.
-  An emergency first aid certificate.
-  An accredited safeguarding course certificate for teaching children and vulnerable adults.
-  A Criminal records background check via the Disclosure and Barring Service (DBS). Any convictions will be reviewed by the Genesis Board and may affect your appointment.
-  Indemnity Insurance must be taken out through Genesis Martial Arts.

Opening a New Class

To set up a new class, you need to consider the following.

Venue

What is the cost for hiring the venue?

How many people can the venue hold?

Does the venue have suitable facilities? i.e. (WC, showers, refreshments)

Is it available at suitable teaching times?

Is there parking available? (Free or charging)

Can it be reached by public transport?

Are there any other Martial Arts classes held in the same venue – if so, what styles and would you be competing with them?

As an instructor you will be required to consider all these matters and weigh up the viability of opening a new class in the venue. Any of the above or lack thereof may impact on the success of your venture.

Advertising

Prior to opening your new club, you should advertise it for a minimum of 2-3 months before it opens. Genesis Martial Arts will provide you with a page on our website for your new club and add your club to our Google Maps listing. We can also set up Google AdWords or other advertising for you. This will ensure your club appears in any Google search carried out for kickboxing, martial arts or similar in your club's area. Facebook and instagram directed marketing have proven to be the most successful forms of advertising for other clubs. An account with an advertising budget should be set up as soon as possible. Genesis will be able to guide you if you are new to this.

Students

What age group are you looking at teaching?

If teaching young children, you should not look to teach more than ten without assistance to keep control of the class.

Is it going to be a mixed class with both children and adults?

With a mixed class (because of child protection rules) where possible consider having a female coach/assistant if a male Instructor or a male coach/assistant if a female Instructor.

Helpers over 16 years old will also need to be DBS checked, and a copy of this needs to be held by Genesis Martial Arts.

(For insurance reasons, the youngest age for students is 4 and oldest is 65)

Equipment

Students should be advised that they will need to purchase their own safety equipment as soon as possible after joining. i.e. Boxing gloves a skipping rope and focus pads. Also a head guard, foot pads, shin protectors, a gum shield, chest guard (ladies) and a groin guard (for men) as soon as they are ready to begin sparring.

In Genesis Martial Arts we will not loan equipment to students for hygiene reasons (e.g. boxing gloves, focus pads or any other sparring equipment). In line with this, students are discouraged from lending/swapping equipment with other students.

Paperwork

Ensure your paperwork is in order. There is nothing worse than a student asking you for a form and you not having it. Be prepared and professional.

Speak to your main Instructor about creating your own Starter packs. We already have templates you can use which include membership forms, licence renewal forms, standing order forms and copies of the Syllabus.

With all these things in place you should be able to start your new club. The planning and running of the class is the new Instructors responsibility although you are not on your own. Genesis Instructors are available to answer all your queries and concerns. We are here to share our experiences with you, to provide guidance, information and support to make running your class easier.

To help you, why not arrange for another Instructor or Black Belt to come and support you for the first few weeks teaching.

Membership packages

We currently offer 4 membership packages consisting of Standard, Silver, Gold and platinum. Each package consists of the following.

Standard Membership £80.

Genesis Gi, One year licence, Lifetime membership.

Silver Membership £150 (approx. saving £16.98)

Genesis Gi, One year licence, Lifetime membership. Plus Boxing Gloves, Focus Mitts and Skipping Rope.

Gold Membership £190 (approx. saving £21.96)

Genesis Gi, One year licence, Lifetime membership. Plus Boxing Gloves, Dipped foam Footpads, Head Guard, Shin Guards, groin guard & gum shield

Platinum £550 One off annual payment (approx. saving £130)

Genesis Gi, One year licence, Lifetime membership
12 months of classes. £130 saving off including annual fee and membership fee

Note. No other equipment included

Paying Fees

Please ensure all monthly training fees are made via Standing Order or Direct Debit to aid you in monitoring payments and to ensure that payments are received on time regularly. This cannot be guaranteed with cash payments. Instructors are encourage to sponsor students so that they may attend without paying at their own discretion.

Standard training fees are £50 a month for 1 student.

For 2 students from the same family the fee is £40 per student. E.g x 2 students £80, x 3 students its £120 x 4 students it is £160 etc.

Over Payments

In the event that for whatever reason an over payment is made by a student, please ensure that repayment is carried out as quickly as reasonably possible.

Student Transfers



As students can train across various different classed students and payments should only be transferred from one Instructor to another where a student will

no longer be attending their original class or where they have requested a change to a different Instructor and both Instructors have been notified.





Plan, Do, Review

Coaching varies - between sport, age and stage of development of participants and what participants want from sport - whether it is having fun, socialising, getting fit or competing. So there is no 'one-size fits all' approach. However, all good coaching breaks down into three stages: Plan, Do, Review.


Plan

-  Students participating in your class should be able to see that the session has been well prepared and planned.
-  Give clear, concise instructions and explanations. Provide key teaching point information so that techniques and activities are understood and implemented safely and quickly.

Do

-  Always demonstrate a positive, encouraging approach whilst teaching.
-  Provide constructive feedback. Point out where a student can improve rather than where they are going wrong. In communicating your wishes ensure that your instructions are accompanied with a demonstration.
-  Carry out a risk assessment before every class. Your teaching environment must be safe, with fire exits free. Any equipment, tables or chairs must be removed from your training environment or made safe before classes commence. Also ensure that your students do not block emergency exits with their bags.
-  Ensure that there are enough Instructors and adult helpers so that the session is safely supervised and participants receive sufficient individual attention where necessary. In the event of excessive spilt class size the class into two groups. One group can use the area while the other group sits out or exercises. Alternate between the two groups.

Review

-  From time to time as the Instructor you should ask for feedback on how the session was received. This information will help the coach evaluate

the session, judge how effective it was and decide what potentially needs to be done next time to make the session better.

Health and Safety

Prior to commencing teaching a class, an Instructor should carry out a Risk Assessment of the venue and record and if necessary, report any concerns. It is essential that Instructors identify hazards within the training area prior to commencing any class. One of the most common issues in class is students spilling drinks. Make sure spills are cleaned up immediately and students are aware that they need to tell you if they spill their drink. Examples of other Health and Safety issues may include, blocked fire exits, equipment causing obstruction or trip hazards.

Where possible any risks or obstructions should be removed prior to commencing a class. If you are unhappy with teaching in an environment, do not start the class. If an incident occurs during the class, stop the class until it is resolved.

Martial Arts are a combat sport. It is physically demanding and sparring is an important part of training. To minimise risks of injury it is important that sparring is controlled. As an Instructor it is your role to control the contact level used and to ensure that all students participating in sparring wear full protective equipment.

Ensure students are supervised at all times whilst training. Do not get distracted or neglect students.

DBS checks (formally CRB)

We carry out Disclosure and Barring Service (DBS) checks on all of our Instructors so that we can ensure they are suitable to represent Genesis Martial Arts and be trusted to look after our students be they children or vulnerable adults.

In the event any offences being identified by the DBS check, Genesis will arrange a meeting with the individual Instructor to discuss the circumstances surrounding the situation and will consider if they will continue to support that individual being an Instructor or whether it is in our student's interest that we cut ties with that individual.

Accidents at your club

If there is an accident at your club, ensure that first aid is administered by a qualified first aider and that if you are in a sports centre, you know what their procedure is for handling accidents and injuries. Accidents should also be recorded as quickly as it is reasonably possible to do so on Zoho (the Genesis database). Please include as much information as you can, such as advice you have given injured parties, whether you advised them to make a hospital visit and take photos of any immediate injuries where appropriate.

Students Responsibility

The student (and for children, a parent or guardian) is responsible for taking all reasonable precautions to protect both themselves, and others, when training at any of Genesis Marital Arts Classes. They are to read and abide by all safety notices and signs and to comply with all Genesis Martial Arts rules and procedures as communicated by Instructors.

We must accept that children are less aware of hazards than adults and appropriate safety controls must be implemented. Students, parents or guardians who by their actions or non-actions put themselves or others at risk under the Health and Safety Act should not be permitted to remain on the premises.

Class H&S Inspections

All Genesis classes are subject to yearly H&S inspections and should be completed within a 4 weeks period and recorded on Zoho.

Genesis Directors Health & Safety Responsibilities

To assist you in your role as our Instructor, Genesis Martial Arts is committed to making your club a success.



We will ensure you know how to implement our health and safety policy. We will investigate all accidents or dangerous occurrences and take the necessary action to avoid reoccurrences.



Respond to all reports or complaints from students and parents on health and safety or welfare matters, they shall decide the necessary action to be taken and reply in writing to the student or Instructor concerned.



We shall be responsible for ensuring that all new Instructors receive induction training.

Instructors Code of Conduct

Instructor Code of Conduct

Position of Trust and Power

A relationship between an Instructor/helper and a student cannot be a relationship between equals.

Confidentially

Confidential or personal information about a student or her/his family for their own or others advantage (including that of partners, friends, relatives, or other organisations). Never use information to imitate, humiliate, or embarrass the student.

Propriety and Behaviour

Remember that you are a role model and under constant scrutiny. Please do not act in a manner that parents would see you as unfit to teach their children.

Dress and Appearance

Instructors and helpers should ensure that they are dressed decently, safely and appropriately for the tasks they undertake. Those who dress or appear in a manner which could be considered as inappropriate could leave themselves vulnerable to criticism or allegation.

Gifts

Instructors/helpers must not accept gifts that might be construed as a bribe by others or the giver to expect preferential treatment.

Infatuations

We need to be aware that students can become attracted to Instructors/helpers which is not uncommon, or develop a heterosexual or homosexual infatuation. If an Instructor /helper has become aware that a student may be infatuated with themselves, they should discuss this at the earliest opportunity with a Senior Instructor a safeguarding Officer.

Social contact

Instructors/helpers should not establish social contact with students for the purpose of securing friendship or to pursue or strengthen a relationship.

Physical contact

We have occasions when it is entirely appropriate and proper for Instructors/helpers to have physical contact with student, but it is crucial that this is done in a professional manner. A no touch approach is impractical for

most staff but touching may in some circumstances be inappropriate. When physical contact is made with students, it should be in response to their needs at the time, limited duration and appropriate given their age, stage of development, gender, ethnicity and background. Before making any physical contact with a student, instructors should ask the student if they mind making physical contact with to aid them in correctly performing a technique. Instructor's should then only proceed to make contact if the student says yes it is ok to do so.

Physical and other Activities that require Physical Contact

In case some contact may be needed due to the nature of the sport. This should be the minimum time necessary to complete the activity and needs to take place in an open environment.

Shower and changing

Young people are entitled to respect and privacy when changing clothes or taking a shower. It is best practice for Instructors to ensure that they are never alone with student's especially in changing rooms or toilets.

Behaviour management

Students have a right to be treated with respect and dignity. Equally, Instructors /helpers should not use any form of degrading treatment to punish a student. They must not use sarcasm, demeaning or an insensitive comment towards a student as this is not acceptable in any situation.

Care, control and physical intervention

Instructors /helpers may legitimately intervene to prevent a student from committing a criminal offence, injuring themselves, causing damage to property, engaging prejudicial to good and maintain good order and discipline.

Sexual Contact with Young People

Sexual relationships with children and young people either in or out of school: Avoid any form of communication with a child or young person which could be interpreted as sexually suggestive or a provocative i.e. messages on social media, texts or phone calls.

One to one

Instructors must avoid meeting with students in remote, secluded areas, ensure there is visual access and/or an open door in one to one situations; inform other Instructors /helpers of the meeting beforehand, assess the needs they present

and avoid use of engaged or equivalent signs wherever possible. Such signs may create an opportunity for secrecy or the interpretation of secrecy.

Transporting Students

Whenever possible and practical it is advisable that transport is undertaken other than in a private vehicle, with at least one adult additional to driver acting as an escort.

First aid and Administration of medication

All Genesis Instructors should receive appropriate training before administering first aid or medication. Students may need medication during lessons. If circumstances arise where students need medication regularly, a health plan may be drawn up to ensure the safety and the protection of the students and the Genesis' Instructors/helpers. With the permission of the parents of the students, the student should be encouraged to administer their medication themselves. If the Instructor/helper becomes concerned or uncertain about the amount or type of medication being given to a student then this should be discussed with a Senior Instructor at the earliest opportunity. Whenever possible, it is ensured that another adult is present, or aware of the action being taken. Parents should always be informed when first aid is administered.

Photography, Video

Instructors need to be aware of the potential for these aspects of teaching to be misused for pornographic or grooming purposes. Using images of children for publicity purposes will require consent from their parents or legal guardian. Images should not be displayed on websites, in publications or in a public place without the parents/guardian's consent. Any images must be stored in a safe place and only used by those authorised to do so.

Student in distress

Always tell a Senior Instructor if you have offered comfort to a distressed student. Record when and how you offered comfort to a distressed student. This could give rise to concern.

Presentation

Your image and presentation reflect on Genesis Martial Arts. You represent Genesis Martial Arts at all times, not just whilst teaching. Students, parents and the general public will not make a distinction or allowance for the fact that you are currently off duty.










Appropriate Genesis uniforms must be worn by Instructors and students at all times to create a good image of Genesis Martial Arts.

Dress Code




As you are in close contact with students you must pay close attention to personal hygiene. This includes shaving, combing hair, regular showering and dental hygiene for example. In the interests of health and safety, jewellery should not be worn when teaching any Genesis Martial Arts lessons. This is particularly important in relation to body piercings, which represent a serious hazard when teaching techniques.

Be a vital part of your team:

Always

-  Professional at all times.
-  Be positive towards your students.
-  Motivate!
-  Be available to students 15 minutes before the class starts.
-  Start classes on time.
-  Wear correct Genesis uniform and always be well presented.
-  Be well prepared and anticipate potential problems.
-  Support your junior Instructors and be loyal to senior Instructors alike.
-  Be purposeful, helpful and seek solutions to problems.

Avoid

-  Starting classes late.
-  Swearing and inappropriate language
-  Leaving jobs unfinished or for somebody else.






Criticising or making negative comments about students and other Instructors.

Student Complaints

However hard you try there may be times when things go wrong. If they do, acknowledge the mistake and seek to put it right as soon as possible. The way that you deal with a complaint will leave a lasting impression on that particular student or parent and usually the twenty other people they tell about it!

Use customer feedback positively - mistakes are the best way to learn.

In the event you receive a complaint:

-  Deal with it immediately. If you can't, ensure the complainant is left in the hands of someone who can.
-  Be patient, sympathetic and understanding. Remember that although Students or parents may not always be correct, we must take their concerns seriously!
-  Be willing to accept responsibility for the problem. Never blame a colleague or 'the policy'.
-  Agree a solution with the student and check that they are happy with it.
-  Be polite and courteous at all times and thank them for their comments 'which will help us improve our service'.

Genesis Martial Arts Instructor Contract

In signing this contract you are agree to adhere to all the terms and conditions and health and safety requirements set out by Genesis Martial Arts

Instructor Name

Starting date	Hourly rate
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Your Class Location

Class age group or level	Start time	End time
Class age group or level	Start time	End time
Class age group or level	Start time	End time

Probation period from	Probation period till
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Your senior Instructor is

Monitoring Review date	Final review date
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Signed (Instructor)	Date
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Signed (Senior Instructor)	Date
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Terms & conditions for new Instructors

- 1) Your appointment is subject to a probation period of 6 months. During this period your performance will be reviewed at 3 months and at 6 months. Performance will be assessed by your senior Instructor based on areas such as class growth, student retention; quality of students produced and graded, health and safety record, attitude and student feedback.
- 2) After successful completion of the 6 months period your appointment will become permanent.
- 3) As a Genesis Martial Arts Instructor you may also be expected to be in attendance for other Genesis Martial Arts social and training events for which you may not be paid.
- 4) You are responsible for the planning Implementation and growth of your class and the Genesis brand.
- 5) Any payments will be as agreed with your senior Instructor.
- 6) In the event that you are required to cover for another Instructor the cover hourly rate is £30 per hour.
- 7) You are required to adhere to the conditions set out in this contact and any rental agreements in place for the rental of the venue.
- 8) Genesis Martial Arts will provide public liability insurance, criminal records background check via the Disclosure and Barring Service (DBS), first aid, health and safety and Instructor training to you.
- 9) Your senior Instructor will make payment of all your hall fees and will be your main contact for all matters Genesis Martial Arts. Other Instructors are also available.
- 10) Genesis Martial Arts will provide you with Genesis branded clothing. Including an Instructors suit to teach in, a polo leisure shirt, a standard Genesis T-shirt and a white official shirt and hoodie for your personal use. You will be required to wear your Instructors suit whilst teaching and any other Genesis branding clothing at Genesis events when appropriate.
- 11) All clothing is expected to last a minimum of two years. Any replacements required within this timescale will be required to be paid for by you.
- 12) All Genesis Martial Arts goods such as hoodies, t-shirts, training suits, boxing gloves, and focus pads can be provided to you by your Senior Instructor on receipt of payment.
- 13) All license, membership, grading and course applications must be submitted via your senior instructor along with payment for processing in a timely manner.

- 14) As a Genesis Martial Arts Instructor you are self-employed and are responsible for making payments of your own National Insurance and Tax to HMRC. **You will need to provide details of how you intend make payment to HMRC by your 3 months review.** You will also be required to provide confirmation that your tax bill has been paid annually.
- 15) Genesis Martial Arts will provide you with information assistance and knowledge to run a successful class. However, where a class fails to make a profit for a sustained period Genesis Directors may remove an Instructor and install another with written notice.

Restrictions

- 16) For child protection purposes Instructors must ensure that whenever possible they are not alone with any individual student under the age of 18.
- 17) Although the planning and running of the class (including venue and timing) is your responsibility the students remain Genesis Martial Arts Members.
- 18) You are prohibited to teach group martial arts outside of the Genesis banner and your contracted hours without the prior knowledge of the Genesis Martial Arts Director in writing.
- 19) Genesis Martial Arts merchandise, syllabus, logos and likeness are not to be duplicated, displayed or used in any way without the prior knowledge of the Genesis Director.
- 20) You are not permitted to share or forward the personal information of any Genesis Martial Arts students past or present to any third parties other than to your line Instructor for administration. Any information retained shall be destroyed.
- 21) Instructors must follow the Genesis pricing policy. Discounts for training fees and equipment may only be available for direct family members and must be first agreed by Directors in writing, to avoid discrepancies between student fees between classes.
- 22) It is a disciplinary offence for any Instructor to have a relationship with any student who is under 21 years of age.

Holidays, sickness or class cancellations

- 23) Annual Leave: If you require leave for any purpose you need to provide Genesis with a minimum 1 months' notice to get class cover. In the event that too short a notice is given and cover cannot be provided the class may be cancelled and you will not be paid for your absence. Leave may also be granted where sufficient leave has not been accrued provided the minimum notice is provided for class cover to be organised although leave will be unpaid.
- 24) Sickness: In the event of sickness, the instructor is responsible for arranging cover for their class. In the event that cover cannot be provided the Instructor will be required to notify all usual attendees of that class and cancel the class.

- 25) Class cancellations: Classes should only be cancelled when the hall provider cancels a booking. Cancellation of a class is an absolute last resort and Genesis Martial Arts students should be given as much notice as possible. Students should inform in writing, via email and via social media and provided with details of alternative classes to train on the cancellation night. Any Instructor that cancels classes without sufficient notice, reason and with any regularity may not get paid and could be subject to disciplinary action.
- 26) Bank Holidays: Most Genesis classes will not run during the Bank holidays - as decided by the individual Instructor. Genesis lessons will be closed over the Christmas period and resume promptly in the New Year.

Improvement Notices

- 27) An Improvement notice may be served on an Instructor where they fail to perform their duties to the standard that is considered acceptable by Genesis Martial Arts. Where shortcomings have been identified, your Senior Instructor will identify them in writing and work with you to achieve the required improvement.

Disciplinary Procedure







- 28) In the event Genesis Martial Arts loses the ability to rent a venue due to the actions of an Instructor, that individual may be dismissed from instructing until such time as the Genesis Directors deem them suitable to teach again.
- 29) Any disciplinary or grievance issue will be addressed by Genesis Martial Arts Directors with the outcome recorded for reference.
- 30) Anyone found guilty of any discrimination will be asked to leave the Association.
- 31) Any Instructor who deliberately acts in such a way as to jeopardise his or her own, or their students safety will be subject to disciplinary action.
- 32) Failure to make HMRC payments may result in loss of club.
- 33) Genesis reserves the right to revoke your status as an Instructor at any time.

Notice Period

- 34) You are required to give 4 weeks' notice of your termination of your contract in writing to Genesis Directors and are subject to 4 weeks' notice in writing from Genesis Martial Arts.
- 35) All Genesis Martial Arts Students are registered and insured by Genesis Martial Arts. Students remain students and may remain as such in the event an Instructor leaves. Genesis Martial Arts may seek legal advice against any Instructors that leave Genesis Martial Arts or cease paying their monthly fees while continuing to benefit from using our branding.

Disciplinary Rules and Appeals Policy

1. General Policy

- 1.1 This disciplinary procedure applies to Directors and Associates of the Genesis Martial Arts Association (hereafter “The Association”)
- 1.2 The Procedure is designed to establish the facts quickly and to deal fairly and consistently with disciplinary issues. No action will be taken under the procedure without a thorough consideration of all facts of the case.
- 1.3 At every stage any person under consideration will have the opportunity to state their case and to be represented and or accompanied, if they wish, at the hearing by a colleague or union representative.
- 1.4 Anyone found to have breached disciplinary rules has the right to appeal against any penalty imposed.
- 1.5 Action will be taken under this procedure in all disciplinary cases, including:
 -  Misconduct, for example: lateness or unauthorised absence.
 -  Poor work performance, for example: not doing work diligently or to the best of their ability and not keeping proper records.
 -  Capability, for example: persistent or repeated health problems, a long-term medical condition affecting the individual’s ability to do their work, or lack of skills.
 -  Harassment or victimisation.
 -  Gross misconduct, for example: dishonesty, physical or verbal abuse, drunk at work.
 -  Any misappropriation of Association funds (including failure to pay due fees) (All members of the Association should be aware of the staff policies in the Instructor Handbook)

2. Policy Scope

- 2.1 This procedure applies to all Directors of the Genesis Martial Arts Association.
- 2.2 This procedure applies to all Associates of the Genesis Martial Arts Association. Associates are individuals who run their own Genesis Martial Arts branded club under the overall banner of Genesis Martial Arts.
- 2.3 This procedure does not apply to anyone employed by a Director or Associate Member of Genesis Martial Arts. Each club within the Association is responsible for the discipline of their own employees. However where an employee’s conduct is in breach of the Association’s rules of conduct then the club owner may be subject to this procedure.

3. Procedures for a) Misconduct, b) Poor Work Performance c) Capability

- 3.1 The result of the disciplinary review may be that no disciplinary action will be taken.
- 3.2 However, if any member of the Association fails to meet the required standard of conduct, or work performance, or is incapable of carrying out duties, the following procedure will be followed.
- i. Verbal Warning – A verbal warning will be the first stage in the procedure. This will set out steps that need to be taken to improve the person's behaviour or work performance together with any training to be provided and a date for review. A note of the warning will be retained by Genesis Martial Arts.
 - ii. Written Warning - If a member of staff fails to reach the required standard after a verbal warning, within the agreed time-scale, the next stage is a written warning stating that unless conduct or work performance improves in accordance with agreed criteria within the required time scale, or that steps are followed to remedy incapability to carry out duties, a Final Warning and dismissal could result. A copy of the warning will be kept by Genesis Martial Arts.
 - iii. Final Warning – If the required standard of conduct or performance is still not achieved a Final Written Warning, that dismissal will result if there is no improvement within required time scale, will be issued. A copy of the warning will be kept by Genesis Martial Arts.
 - iv. Dismissal – Association Members will be dismissed after due notice has been given if; despite adequate warning according to the procedure above, their conduct or work performance does not meet the required standard.
- 3.3 The System of warnings is intended to ensure that the individual understands the nature of the complaint and given time to improve their conduct or performance to the required standard. The time the warning is kept on file will be decided by the Chair of the disciplinary hearing but will not normally be longer than one year.
- 3.4 Examples of misconduct which would be dealt with under this procedure are: unsatisfactory time-keeping, unsatisfactory attendance, unsatisfactory performance standards, verbal abuse, refusal to comply with any reasonable request, unauthorised absence, misrepresenting Genesis Martial Arts Ltd, whilst representing Genesis Martial Arts Ltd acting in an inappropriate manner, failure to comply with Genesis Martial Arts Health and Safety policies. (These examples are not exhaustive).
- 3.5 If the conduct warrants a more serious penalty an immediate Final Written Warning may be issued.

4. Procedures for Gross Misconduct

- 4.1 Gross misconduct consists of conduct which is a fundamental breach of the relationship of trust and confidence between the Genesis Martial Arts Association and the members. Gross misconduct includes very serious breaches of discipline such as theft, fraud, misappropriation of Association funds or property, falsification of records, deliberate damage to or unauthorised use of equipment, assault, grossly impaired responsibility or non-performance due to alcohol or misuse of drugs, harassment or discrimination, blatant disregard of health and Safety policies, Relationships with students 21 years or under. (These examples are not exhaustive).
- 4.2 In cases of gross misconduct the individual may be suspended until an investigation of the incident has taken place. If on completion of the investigation gross misconduct is seen to have occurred the individual may be summarily dismissed without warning.
- 4.3 An individual may be subject to summary dismissal as the result of conviction for any criminal offence, which has a bearing on, or affects Genesis Martial Arts.
- 4.4 The examples given are not exhaustive and the Genesis Martial Arts Association reserves the right to dismiss summarily in any case of gross misconduct.

5. Disciplinary Interviews

- 5.1 Individuals will be invited in writing to any disciplinary interview. The invitation will contain enough information for the individual to understand either the performance concerns or what that are alleged to have done wrong, and the possible consequences of the interview.
- 5.2 Individuals have the right to have a colleague present at a disciplinary interview, either as an observer or to represent them. If the chosen person is not available at the time specified by the Genesis Martial Arts, the individual can postpone the interview to a reasonable time within five working days of the proposed date. Where a disciplinary interview could result in dismissal the individual will be informed of this possibility in the letter giving details of the time and place of the interview. The companion will be allowed to address the panel to put and sum up the individuals case, respond on behalf of the individual to any views expressed and confer with the individual during the meeting. The companion does not have the right to answer questions on behalf of the individual, address the panel if the individual does not wish them to, or prevent the panel from explaining their case.
- 5.3 The individual will be clearly advised that the interview is part of the disciplinary procedure and will be given details of the way in which their conduct or performance fails to meet the required standard in writing and in advance. Individuals will always be invited to give an explanation and will have opportunity to state their case.
- 5.4 The individual will be informed in writing of the decision of Genesis Martial Arts within five working days of the interview.
- 5.5 If the individual is not able to attend the meeting, they should notify a member of the panel with the reason for non-attendance as soon as possible. Where there are




extenuating circumstances, another date will usually be set for the meeting. Where there is no valid reason for non-attendance, or the individual is persistently unwilling or unable to attend, they may be advised that a decision will be made in their absence on the evidence available, should they fail to attend a rearranged meeting without good reason.

6. Disciplinary Letters

- 6.1 Formal disciplinary action against an individual will always be recorded and confirmed to the individual in writing. The period required for improvement will be stated, as will the life of the warning. The chair of the disciplinary hearing is responsible for recording the details of the disciplinary action and keeping a record for Genesis Martial Arts.

7. Right to Appeal




- 7.1 An individual who is dissatisfied with any disciplinary decision may appeal in writing within five working days of the decision being given. The letter should be addressed to Genesis Martial Arts Directors who will then arrange an Appeal Hearing. It should include the basis of the appeal, which could be.

-  They think the finding or penalty is unfair
-  New evidence has come to light
-  They think the disciplinary process was incorrectly applied

8. Disciplinary Hearing Panel

- 8.1 Any Director of the Genesis Martial Arts Association may call for the invocation of this procedure. A Panel consisting of three Directors will be set up, with one Director being appointed as Chair of the Panel. The Panel Chairman will inform the individual who is the subject of the procedure that the panel has been formed and the reason. A date will then be agreed for the review.

- 8.2 Should an Appeal be requested then another Panel will be created, with different Directors to the original. The individual has the right to be accompanied at the Appeal meeting. The decision of the Appeal meeting will be confirmed in writing and will be either to:

-  Uphold the original decision
-  Allow the appeal entirely
-  Vary the conditions attached to the original sanction

The conclusion of the Appeal review constitutes the completion of the Disciplinary procedure and therefore the decision is final.