**MARU MARTIAL ARTS**

**HANDBOOK**



Maru Martial Arts Handbook

**The Purpose of this handbook is to create a repeatable system that produces the result of a success club each semester**

**How To Use this Handbook**

This handbook serves as a reference guide and the guidebook for club success. This is meant to be a “living document” as club issues arises, members of the executive board and Hanshi will create new protocols and add them to the book for future executive boards

PLEASE READ THIS BOOK. THE INFORMATION WILL HELP YOU UNDERSTAND YOUR PLACE AND PARTICIPATION IN THE CLASS.

**This Handbook Was Organized By**

**Hanshi Donna Mathews**

**Loyola Ju-Jitsu Club Vice President**

**September 2024**

**\*Version 4**

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Ju-Jitsu Club Operating System

Step 1: **Schedule Start date for Loyola Ju-Jitsu Club classes with Hanshi as well as rest of fall semester**

**Club staff will meet with Maru Staff before class starts.**

 **Discuss schedule
 Advertising materials**

 **All new information needed**

 **Maru concerns**

**\*Note: Planning occurs in the summer**

* *Note:* Returning Members start earlier than recruitment of white belts
* *Planning includes:*

 *A) Meeting with Hanshi and club staff*

 *B) Scheduling for classes*

 *C) Activities Fair*

 *D) Club Dinner*

 *E) On-and-Off campus demonstrations*

 *F) Fundraisers*

*The Steps of Planning:*

1. *Look at the university calendar for when Loyola First Day of classes is and last day of classes*
2. *Get with Hanshi to Schedule promotions. Usually the date right before finals week beings for classes for belt promotions and club dinner.*
3. *Place into email with other important dates and demonstrations and send out to the club.*

Step 2**: Send email to returning members to have club dues and AJA dues in to first class + Enrollment Forms)**

 *Note: The email that will be sent out is provided. Copy and paste into a word document*

**Step 2A:** **Take Inventory of Closets before classes begin**
Get Inventory list from Hanshi.

 Inventory will include

1. Belt Count
2. Bamboo practice staff, Bo & Jo-Staffs
3. All Weapons (guns, fake knives, nuchucks ) (Trunk)
4. Three lockers
5. All sparing gear
6. Air Shields, Hand Pads
7. First Aid Supplies
8. Misc.

 Once Inventory is done: send to Hanshi via email.

Step 3: **Plan and arrange accordingly for the activities fair**

 **What to bring:**

 **A)** Business Cards

 B) Free advertising

 C) Email Sign-up sheet

 D) Video player for trailer

 E) Belts

 F) Weapons (No Guns)

 G) Banner - Banner goes on the front of the table.

**Step 4:** **New White belts come in; make sure you get the following done:**

Make sure the following steps are completed

1. Have students fill out a Basic contact information card with all personal information.
A. (Examples:(name, address, phone, e-mail address)
Other information: (Belt size, Gi size, AJA number, Book number, promotion dates, other as needed
B. Put all information on an index card an give to Hanshi
2. Enrollment forms
3. Payments (Club Fees, returning students) Within first 2 weeks
4. Waivers (Randori Waiver and Media Waiver)
5. Log Sheets
6. Index cards filled out with personal information. Give to Hanshi
7. Student Handbook (give list of new students to Hanshi so they can be sent out.
8. Spirit of Jujitsu purchased
9. Binders printed out
10. Collect Dues within first 3 weeks for new students.
11. AJA dues are due in November for returning students. $25.00 AJA dues not required for the first year by Maru. To attend AJA functions all students must have an AJA membership. Hanshi will let you know.

\*Note: Size up the students for a gi.

  **Cost for first semester:**   Gi’s (Gi Sizes and payments)

      -Class Fee=$ 50.00

      -AJA dues= $25.00 per year due after the first year.

 -Spirit of Ju-Jitsu can be bought in parts or as a whole

 T humb drive Market cost

 Part 1 $20.00 contains Blue and Green

 Adv. Green $10.00

 Purple $10.00

 Brown 3 $10.00

 Brown 2 $10.00

 Brown 1 $10.00

 Black belt packet $00.00

 Free updates as long as you are a member of the AJA

 Whole book at once $50.00 + thumb drive

 T-Shirts Market cost

 Tote bags Market cost

        -Gi Money and Gi Size= Note Gi's are a one-time purchase!

 **All uniform and equipment are priced at market price**

**Uniforms are not needed for first semester. All cost are based on the market pricing. We try to get the best price.**

 **A. Size 3= $**

                B. Size 4= $

                C. Size 5= $

                D. Size 6= $

        -Guy's Must have groin cup= $6

       - **(note this book saves you over $200 from buying other books)**

**Forms needed signed at the beginning of semester.**

**Ju-Jitsu Enrollment Form ( only needed the first semester. Needs to remain on file as long as student is enrolled in any Maru Martial Arts classes or for 2 years.**

**Media Waiver- Must be signed by all students and given to Hanshi. They will be kept on file forever.**

**Waivers: Must be signed by all students. All Waivers must remain or file as long as student is enrolled in all Maru Martial Arts courses plus two year.**

**Acknowledgement of risk- Must be signed every semester.**

**Randori Waiver: Must be signed only once and held for the time student is enrolled in any Maru Martial Arts classes plus 2 years after students leave.**

 **Note Once these steps are completed the white belt enrollment is completed.**

**Goal Once the white belt decides to stays; their dues is due within 3 weeks. No exceptions!**

**Step 5: The President has students fill out the personnel cards of the new white belts and hands a copy of them to Hanshi**
(Make sure they can be read)

**Step 6:** Financials

All dues are to be collected within 2 weeks for returning students and 3 weeks for new students. No exceptions

Turn in dues to \_\_\_\_

Get contracts from instructors

Plan fundraising options

Merchandise options

 **A. Plan the Dates**

 Find out finals week, 2 weeks before the semester begins. **Pick 3 Alternative dates, because they are needed in the next step.**

 **B Reserve the Room**

1. **Classes**
2. **Black Belt promotions**

 **C Plan club meeting**

 **Possible places:
 1. can be planed to be helded before class
 next to pool.
 2.Coffee shop
 3. Rooms do not need to be reserved for club meetings**

**Try to get a room at the FAC**

**Room Reservation is a hassle!** The sooner you get the date and time in the easier it is! If you can’t get a room at the FAC try getting the fourth floor programming room or Hopkins court lounge and etc. Same with other random activities.

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**Step 7. Put in for a date for Black belt promotions and the club dinner**

* The Black belt promotion steps are the following:

**The club president will reserve a room and make sure that there are two mats at that location, Sunday is the chosen day that is most preferred.
Hanshi will handle the rest of the details.**

**Black Belt Promotions**

 **Sometimes black belt promotions need to be done outside of the FAC.**

 **Get with Hanshi to reserve another room.**

 **A. These spaces are those most commonly chosen for holding events.
 Click on the each space on the Loyola website to see the images of
 setup and floorplan to get the idea of the room’s
 B. Contact Events Planning to help with getting chairs and other**

 **needed items to the space you choose.
 C. Event Services: 410-617-5077
 D. Places we have used before**

* **4th floor Program room ( This is a room we have used in the past)**
* **Hopkins Lounge ( This is a room we have used in the past)**

**Other Places that might be available.**

**McGuire Hall -
McGuie Hall is a ballroom style event space located in the College Center. It is an ideal space for large audience lectures, smaller band, and formal sit down meals. In house screens also provide a prefect opportunity for PowerPoint videos.**

**4th Floor Program Room ( This is a room we have used in the past)
One of our most popular settings for events of all types, the 4th Floor Program room is a beautiful space with lots of versatility. Located on the 4th floor of the College Center, the Program Room overlooks the campus with three walls of the fifteen foot windows. The beautiful hard wood ceiling and newly laid carpeting combine to give the space a classy and unique appeal. A space ideal for smaller sit down dining events or high class presentations, it is used daily for a wide variety of needs.**

**Hug Lounge and Refectory**

**The Hug Lounge and Refectory are both located on the ground floor of the Humanities Building, just off of th academic Quadrangle. Both rooms have the same old world Tudor charm that invite quiet conversation and classy celebrations, Perfect for intimate honorary functions, retirement parties and rehearsal dinner, the Hug Lounge and Refectory provide a cozy setting for distinguished events.**

**Sellinger Hall Atrium -**

**The Sellinger Atrium is located on the grond floor of out stunning Sellinger Building. The open and airy design is complimented with warm pine and solid stone walls. Creating an appealing spae tat is not to be found anywhere else on campus. This space is great for standing receptions or small dedications.**

**Outside Belt Promotion Stuff Needed Checklist**

**Hanshi will let you know what need to be done.**

1. **2 6X12 mats**
2. **2 guns ( Rubber guns and 2/wood ones)**
3. **3 Fake knives**
4. **The according belts for the promotion and belt sizes**
5. **2 Bo staffs
6. 2 clubs
7. Ask Hanshi**

**Step 8: Students hand in their written belt tests two weeks before their due date. Promotion may be postponed or cancelled if belt test are not handed in. Print them out do not e-mail.**

**Step 9: Students go to belt promotions**

 **Step: Send Reminder via email and in class announcements.**

**Step 10: Celebrate the ed of the semester with a club dinner.
 A. Find a place for the dinner
 B. See how many students are going
 C. Make reservations
 D. Reserve a van if needed
 E. Set a time and place to meet**

**Step 11: Wash, Rinse, repeat for each semester!**

**Maru Martial Arts Checklist**

**Every Semester**

1. **Enrollment forms are due each semester for everybody**

**A. (*Time Frame:* 2 weeks after semester starts)**

**2. Basic Introduction to Belt Structure**

**3. Hand out business cards**

**All belt requirments will be scheduled and run my sensei’s.
Black belts will be setup and run by Hunshi.**

**Basic Belt Promotion Checklist**

 ***Structure***

1. ***Learning:* Learning the practical moves**
2. ***Written Test:* Essential to psychological progression of Ju-jitsu; hand in before formal test**
3. ***Formal Test:* The physical culmination of the learning**

**Brown Belt (Sankyu) Checklist**

 **1. Gun training (Maru Martial Course)**

**President’s Checklist**

1. **Personnel Cards Filled Out**
2. **Brown Belt Forms- mail them out**

**Pre-Black Belt Checklist**

1. **Maru Martial Arts Ju-Jitsu Promotion Request Form Shodan**

 **Everything else is on the list**

How to Schedule and Hold Successful Ju-Jitsu Club Demonstrations

All demos will be judged and approved by Hanshi.
Demos are included in ways to accumulate needed hours.
Demos will be given time during regular classes.

**Pre-Demo Day**

 **Step 1: Networking**

 **Step 2: Confirming the Demonstration**

 **Step 3: Get a person to MC the demo**

**Location Logistics**

**Ask these 3 questions to be well prepared for the Ju-Jitsu Demonstration**

1. **How long will the demonstration be? (To cut the music and prepare)**
2. **What size stage to we have? (To evaluate our mat sizes)**
3. **Do we have speakers on that stage? (To evaluate if we need to bring our own.**

**Club Logistics**

 **Step 1: *Select Demonstration people***

**Step 2: *Select Demonstration moves***

**Step 3: *Train appropriate***

**Step 4: *Demonstration done***

**Equipment checklist**

1. **Mats**
2. **People**
3. **Video camera: To record the demonstration; make sure you have all video tapes**
4. **Table: Set up with information and Sign up sheets!**

**Demonstration Day**

 **Step 1: *Have an epic Introduction.* Emphasize what we do.**

**During the introduction set up the mats!**

 **Step 2: *Do The Demonstration.***

 **Step 3: *Have a specific call-to-action.* Give the audience a way to**

 **stay in contact with the Ju-Jitsu club**

 **A single call to action!**

 **Step 4: Make sure everyone is ready and set a time and meeting**

 **Place for them meet.**

**Post Demo Day**

 **Step 1: Send a thank you letter!**

 **Step 2: Ask for a Letter of Recommendation!**

 **A. It serves as evidence for having done it there**

 **B. Serves as fantastic testimonials for success**

**Beginning of the Semester Checklist**

**To be done within the first month**

* **New student Information cards filled out and collected**
* **Club Dues have been collected**
* **Club marketing plan ready to roll out i.e. Dates for Demonstrations have been planned in and discussed**
* **Schedules of the students have been handed in for planning purposes.**
* **1st club meeting**
* **Club fair**
* **Uniform and Books**

**List of People to Know**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* + **woman who (usually) sits behind the Student Activities desk. Ask her for Motor pool forms**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* + **woman who handles the Club dues and Hanshi’s contract. She will sign the contract if you ask her**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* + **director of Student Activities. Usually you won’t have to interact with him, unless there is a serious problem/concern regarding the Club.**
* **Club Moderator Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **??? @loyola.edu**

**Club Moderator. Need him to sign motorpool forms, room reservation forms, contract, etc. Works on the first floor of Knott Hall in Tech Services.**

* **Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
	+ **Person we coordinate our Club times with at the FAC. You contact him every semester to confirm our practice times, as well as when we need to borrow mats from the FAC for activities like black belt tests or demos.**

**FAC contact person Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of the FAC. Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Probably won’t have any contact with them unless there is a problem with the Club.**

**Phone Numbers and Contact Information
If you need an answer to a question text Hanshi first. She does not answer numbers she does not know.**

* Hanshi Donna Mathews: daltam666@gmail.com
	+ 410-790-1154
* Sensei Kevin: ktdougherty1@gmail.com
	+ 240-888-0471
* Sensei Thomas: tahsword@comcast.net
	+ 410-802-1766 (cell)

**Other outside instructors and special needs**

**Sensei Debbie Burk risingsunjujiysu@gmail.com**

* **General Loyola Phone: 410-617-2000**
* **Student Activities: 410-617-2713**
* **FAC: 410-617-5453**
* **Event Services: 410-617-5077**

**STUDENT SECTION**

**First class Reminders**

# Intro of sensei’s and black belts Hanshi, Meijin Donna Mathews. Head instructor and owner of Maru Martial Arts. Sensei Kevin Dougherty assistant instructor, Thomas Horn assistant instructor. Maru Martial Arts has been at Loyola since 1989.

**When you sign up for Ju-Jitsu you are also signing up for Self-defense classes. Ju-Jitsu is not an easy class. Give yourself a couple of weeks of classes to determine if you want to stay or not. There is also some form of written test, mat test, forms, weapons training and/or cultural studies reports due at each belt level. This is a certified Black Belt Course. It is certified through the American Ju-Jitsu Association.**

**The AJA is registered with the U.S. government as a 501 ( c ) ( 3 ) amateur athletic association. Making you membership tax deductible. Membership in the American Ju-Jitsu Association is strongly encouraged.. It is $20.00 per year. It covers your insurance inside and outside of the dojo. Your certifications are recognized by other certifying agencies. You dojo is Maru Martial Arts. Maru is an AJA certified dojo.**

**Don’t push yourself to keep up with the upper belts during drills and other training sessions. They have been doing this longer than you have.**

**White belts please do not resist during techniques you could get hurt**

**Ju-jitsu is a dangerous art if you get hurt let a black belt know**

**If you want to leave the room, let a black belt know**

**Class times (check the web page) Please be on time you will only get the hours that you are physically in class. We will be taking attendance.**

**When you arrive at class give your log sheet to the president of a black belt.**

**There are certain required hours per belt level. Check the download page for your level.**

**Download a Log sheets, and bring it to every class. You MUST have all requirements done alone with the total hours per belt**

**If you must be late, discuss it with your instructor. You must call your instructor to let them know that you will be late. E-mail, text or call your president. Hanshi at daltam666@gmail.com phone number Home 410-494-4962**

**Do not have someone else relay the message through another classmate. No call no credit.**

**You should know if you have a school function in time to let us know two day before.**

**There are other opportunities to make up hours. Extra hours can be gotten by training with an upper belt on your own time. They must be at least a purple belt and there must be no other classes scheduled in the training room # 207. Don’t forget to get you log sheet signed by your partner.**

**Change in locker room before coming into the dojo. No hats in dojo**

**You will need one book, one judo Gi, one binder, Equipment will be ordered around the early part of each semester.**

**Until you get a Gi, long pants are required by everyone. All females must wear a crew neck t-shirt. Nothing low cut. All males must wear groin protection. Males do no wear shirts under their Gi top.**

**Jewelry: Necklaces may be worn at your own risk. You may tape your earrings if you must wear them. All Jewelry is worn at your own risk. No eyebrow rings.**

**Download all Maru Martial Art rules of conduct and safety rules. Be aware of all mat and mirror safety procedures. Read bulletin board for dojo rules.**

**First Aid Kit is in the closet.**

**Books
You will need to go to the download page and make copies of the student handbook materials. There is an index page to tell you what to download and how to arrange it in your binder.**

**Binders are due by the 4th class.**

**Some downloads need to be signed and returned to sensei (Randori, video, wavers )**

**Web page -- http://www.marumartialarts.com All other information is on that site or in your text book.**

**There is a book and tape library that you may barrow from. Upper belts may also barrow other equipment once Ok’ed by Hanshi. They must be signed in and out. You may use them for one week at a time. Belt test will be put on hold is any item is not returned. Do not lend Maru items to anyone else. You are responsible for what you barrow. It you lose it you will replace it.**

**Promotional packets for testing will be sent out though e-mail. Check schedule page for due dates and promotions Fill out the forms and attaches all required work to it. Turn it in to your instructor by the due date on the form.**

**The Loyola Ju-Jitsu Club has a club constitution. The constitution is available by e-mail. Just e-mail your request to the club president. If you have any problems or concerns you may take it up with the board of directors or with Hanshi.**

**If you have a question ASK**

**Promotions**

**Promotions are held at the end of each semester. Special promotions can be made at the discretion of the Maru Martial Arts governing board.**

* **Not all that go up for promotion will pass. Class attendance, exams, attitude and abilities will be considered. This course is a 4 year year course. Failing any of the Exams will put you behind. Make sure you have reached the amount of hours required for each belt.**
* **All exams must be turned in before practical test may be given.**
* **Belt score sheets and log sheets need to be turned in with exams**
* **Exams need to be printed out before handing them in. ( No Digital )**
* **Exams are found on the Maru website. Marumartialarts.com**
* **Exams must have you name and belt rank on them**
* **Exams may be hand written but if they can’t be read they will not be graded.**
* **Passing grades for practical exam is 75% for blue through purple. 80% for all brown belt levels and 85% for black belt.**

**How to schedule and hold successful demonstrations!**

1. **At Loyola University Maryland**
2. **At other Universities**
3. **For Asian Culture Studies Demonstrations**
4. **Outside Demo’s**

**See Hanshi if you want to be part of the Demo team.**

**All Ju-Jitsu student are eligible to participate in all demos.**

**Estimated Cost of Full Four Year Program**

**Approximate Student cost for the first semester is around $50.00. A uniform is not required. If you decide to
continue, you need to get a uniform. A workbook can be bought in parts. Part 1 including blue belt and green belt is$20.00. Green belt. Advanced Green is $10.00 each. Purple is $10.00. All Brown Belts sections are $10.00 each. Teaching 101 is free because all students going for this rank must teach. The Total cost of the book is $70.00. All updates are free.**

**You may save by buying the full book for $50.00**

**Ju-Jitsu Uniform, can be ordered through class at a discounted price. Uniforms are priced by the size, and will last for all four years+ if you take care of them. They are single weave. Uniforms will be ordered one time each semester. We save on postage by having them delivered by a former student. If you miss the date you can get one on Amazon. White uniform until 1st brown then you can where black.**

**If you only take the classes and not do any of the other activities offered it is around a $130 per year year. + uniform and book**

**Classes run three days per week. There are 7 hours each week. 12 weeks equals a possible 84 hours. Class is about $1.55 per hour. You will not find a less expensive martial arts class anywhere.**

**Books are optional but you will need it.**

**Books cover everything needed for the program. Beginner to Advanced. Each technique has pictures and lines for notes**

**Class 50.00 a semester**

**Book 70.00 or you can buy it outright for 50.00**

**Uniform approx. Market value**

**AJA membership fee $25.00 yr after the first year.**

**Some Other costs include,**

* **Promotional AJA certificates (brown belt and up),**
* **tournaments,**
* **Club outings**
* **Seminars**
* **Ocean Trainings**

**At this time Maru Martial Arts pays for belts through brown belt. If prices go up further you will need to buy your belts. All embroidered black belts must be lorded at least two months to make sure that you have them for your test. They are around 50.00 through Amazon. With embroidery. Talk to Hanshi.**

**​**

**​**

**Required AJA National Certification**

**AJA Promotional Certificate for Kyu Ranks, brown 3, 2, & 1 is 8.00 and is required for certification**

**AJA Shodan Certificate for Black Belts is 30.00.**

**Instructor certificate is 20.00 (Not all students receive a teaching certificate)**

**​​**

**Optional Other Costs**

**A Good Black Belt (Black Belt needs to be bought and given to me before your exam)**

**No Satin Belts**

**Black Belt with Embroidery can be bought and embroidered at Amazon.**

**Black Pants once you become a Black Belt.**

**Sparring Gear, optional $ Going rate for basic ( Ask Hanshi )**

**Weapons, your choice to buy--you can borrow needed books and equipment from the club or you may buy your own weapon through our AWMA account.**

**Varies by weapon**

**School Patches, Maru and Loyola $5 Each. Patches are free with uniform. ( while they last )**

**School trips i.e. dinner, bowling, visits to other Dojo's for class etc. $25.00 and up**

**Hakama, blue for purple belt to ichkyu or black for shodan and above. ~$60.00**

**Tournaments and Seminars 20.00 and up**

**​**

**Students must be at least 18 years of age to receive a black belt**

 **Tournament's and seminars**

**Throughout the year there are outside activities that are held by different organizations. Most of them have a cost to participate. All students are welcome to take advantage of them. You will be informed of these as they O up.
All Tournaments and seminars have an extra cost. If you are an AJA member to fee is less. Sensei Debbie tries to have a seminar around March. It is highly recommended that you try to attend this one. Usually around $50.00. After the event the class goes out to enjoy a meal together.**

1. **Get a Van**
2. **Put out a signup sheet**
3. **Talk it up and get as many people as you can to go. Students do not need to be an AJA member to attend events that Sensei Debbie puts on. All belt ranks are welcome.**
4. **Have a time and meeting place and make sure everyone knows it.**

**Dojo Rules of conduct**

**Bow when entering or leaving the workout area, when approaching or withdrawing from an upper belt, when stepping onto or off of the mat, and at the beginning and end of class.**

**A traditional uniform is to be worn to all practice sessions upon receiving the rank of green belt. (If there is a problem see the head sensei.) Long pants are required by all and a crew neck t-shirt is required by females.**

**All students must belong to the American Ju-Jitsu Association, upon receiving their first colored belt. Membership is $2500 a year. This is to certify all belt ranks. There is a fee for belt ranks once you reach Brown Belt. Belt ranks are certified by the American Ju-Jitsu Association.**

**Promotions can be delayed if #2 and #3 are not followed.**

**All uniforms must be clean and in good condition. Please keep your bodies clean and nails trimmed.**

**Uniforms need to be washed when necessary.**

**Jewelry or sharp objects should not be worn during workouts. To do so is at your own risk. You may tape them.12**

**Students must not engage in idle talk or use inappropriate language while in the dojo.**

**Students must not chew gum or eat during workouts.**

**Students must always be courteous and helpful to each other.**

**Students must never use their skills, except in self-defense.**

**Students must learn and uphold the only two correct ways of sitting and the proper way of standing.**

 **12. Students should question what they do not understand, but**

 **answers are not debatable.**

**Promotions and promotion dates are at the discretion of the head instructor. A passing grade must be achieved to receive next rank. All exams must be in before practical exam will be given**

**Due to liabilities, protective gear must be worn at all times in accordance with activities. (All males must wear groin protection.)**

**Upper belts will not teach lower belts any techniques not listed on belt sheet, without permission from head instructor.**

**Rules must be followed during all martial art events.**

 **17. Equipment may be used by club members while they are in the classroom outside of class practice times. Equipment may not be taken from classroom without the permission of Maru Martial arts owners. Hanshi.**

**Rules that are continuously ignored will be addressed. Appropriate disciplinary action is for the safety of all.**

 **CODE OF CONDUCT AND Code of Conduct**

**Service: give unselfish service by helping and encouraging other students, participating in service projects and showing pride in the school by maintaining a clean and orderly place to train**

**Respect: students should not only show etiquette for the seniority system and honor senior members but show respect for self, other students, and human beings. You should show respect for others by following the 12 principles of the code of ethics, for respect must be given in order to be received.**

**Honesty: our personal, business, family lives will be conducted honestly. No lying, cheating, or stealing**

**Self-improvement: develop a habit of lifelong learning by studying books and tapes on success and self-improvement, and practicing the principles in daily life**

**Health: protect skills by avoiding harmful health practices such as smoking, drugs, and excessive use of alcohol**

**Loyalty: support the martial arts, instructors, school, and fellow students by work and action. Be sincere and honest in all relationships with others and maintain high moral principles in daily living.**

**Character: reflect honor and respect on the martial arts by living a clean and upstanding life**

**Control: beginners will mask emotions. Advanced students will control and discipline emotions and actions. Act, don't react**

**Courage: develop courage by opposing influences that can cause failure or defeat mentally, emotionally, spiritually, or physically**

**Sincerity: demonstrate sincerity by carrying the code outside the school and into personal life, not being two-faced or hypocritical**

**Discipline: the key ingredient for success in life is the discipline of the mind and body. Setting goals and making sure they are accomplished**

**Integrity: I will be sincere and honest in all relationships with others and maintain high moral principles in my daily living.**

**Code of Ethics**

**I will look for the good in all people, and make them feel worthwhile**

**I will always be in a positive frame of mind, and convey this feeling to every person I meet**

**I will devote so much time to the improvement of myself that I have no time to criticize others**

**If I have nothing good to say about a person, I will say nothing**

**I shall, continually, work at developing love, happiness, and loyalty, in my family, and acknowledge that no other success can compensate for failure in the home**

**I shall develop myself to the maximum of my potential, in all ways**

**I will always remain loyal to my country, and obey the laws of the land**

**I will be enthusiastic about the success of others, as I am about my own**

**I will forget the mistakes of the past, and press on to greater achievement in the future will maintain an attitude of open-mindedness toward another person's viewpoint, while still holding fast to that I know to be true and honest**

**I will maintain respect for those in authority, and demonstrate this respect at all times**

**I will become and remain highly goal-oriented throughout my life**

**Student Discipline or Expulsions**

**Maru Martial Arts is an established program at Loyola University. All course requirements, procedures and rules were brought together and approved by Loyola University, Maru Martial Arts and the American Ju-Jitsu Association.**

**Rules that are continuously ignored will be addressed. Appropriate disciplinary action is for the safety of all.**

**Students who continually disobey Maru Martial Art Codes will receive disciplinary action.
First offence -A meeting with the Hanshi to discuss the problem and come to an understanding. A verbal warning will be giving at this time.**

**Second offence - A meeting with the Maru Martial Arts owners to discuss the situation and go over the infraction. To come to an understanding and set down rules or requirements to be followed. Witten warning will be given. FAC staff will be given a copy of warning letter.**

**Third Offence - A meeting with Maru Martial Arts Owners and club staff to discuss the situation and go over infraction. At this time student will receive a 3 week expulsion form all Activities. Warning letter will be given. FAC staff will be given a copy of warning letter.**

**Fourth Offence - No warning. Student membership will be terminated. All privileges will stop. Student will not be allowed to return to class. Student will be banned from all future classes.
Student will receive letter confirming dismissal from club and all classes. Follow up letter will be sent to FAC Staff.**

**Student may appeal ruling to the Executive Board and receive a hearing by the Judicial Board. A request in writing must be given to the club president within 10 days of expulsion.**

**RULES FOR WEAPONS**

**The Ju-Jitsu club through Maru Martial Arts has permission to use and train with weapons. Please obey the rules so that we do not loose that privilege.**

 **Failure to follow these rules will result in your dismissal from the club.**

1. **All weapons except Guns and knifes may be borrowed by Maru Martial Art students. Make sure you sign them out with permission from Hanshi or other Maru instructors.**
2. **No one else is allowed to handle any weapon you have in your possession but you.**
3. **Weapons may be transported back and forth between class and home, dorm room in a case. Keep them out of site.**
4. **Weapons may not be brought to Loyola university classes. They must remain in your room out of site.**
5. **You may train with weapons for practice if you are alone in room. You are not allowed to train within Loyola Residence Halls or any other place on campus. Weapons may be stored in room but they are not to be use by anyone but you.**
6. **Weapons must be in a case when you transporting them and when you are not training.**
7. **Do not let anyone outside the club use or touch your weapon.**
8. **Keep your weapon in your room, in it's case and put away our of sight.**
9. **Weapons may be displayed on the Maru Ju-Jitsu club table during fair. No one is to touch them. They are only for display. There must be a case or bag for each weapon.**
10. **You may transport weapons in their case to and from class. Do not take them to your other classes.**

 **11. If you are asked by anyone about why we can have weapons, refer them**

 **to Hanshi. (410-790-1154) Text first
 Do not try to explain policy to them.**

 **12.If you have your own weapon you must inform Hanshi. All rules apply**

 **13.Hanshi or other Maru instructor must be notified of all weapon taken out**

 **of the FAC. Let Hanshi know what weapons will be uses during Demo’s.
 They must be in cases at all time when transporting.
 14.No guns are to be used in demo’s.**

 **15.No guns in dorm rooms or anywhere on campus except in ju-Jitsu class**

 **16.Students may train in class room using weapons (FAC room 207) outside
 of class times as long as there are no other students in area.**

 **17. Students may not use guns without the prescience of a certified instructor.**

 **Hanshi must be notified of any problems regarding weapons immediately 419-790-1154. Refer all questions about weapons to Hanshi. Do not discuss them with anyone. Put them away and call Hanshi**

**Humility and Self-Restraint**

**When first learning unfamiliar, yet effective defense techniques, a large number of students are intrigued: armed with enthusiasm, they seek further knowledge. Some try to advance too fast in their quest for defensive techniques, which actually hinders their progress. On the other hand, the enthusiastic student who works hard at one defense, and then goes on to another, is the student most likely to retain these techniques, and use them effectively, and without restraint in time of need. Yet, regardless of how one proceeds to quench his thirst for knowledge, it is only common that they have some daydream, picturing themselves applying what they have learned, perhaps to an immense neighborhood bully or a gang of ruffians, and of course, emerging the victor. However, the mastering of these techniques, though important from the physical standpoint, is not the true objective of the Budoshin Ju-Jitsuka! The physical techniques for preparedness develop confidence in a beginner, but as one studies the art in its deeper aspects, he will discover that self confidence is just a stepping stone to humility and self-restraint. When this spiritual attitude is attained, success in daily living is destined to prevail, and the true objective of Ju-Jitsu will have been obtained.**

**Evidence of humble attitudes can be found, not only in those having a knowledge of Ju-Jitsu, but among other athletic greats in their respective fields. If a survey was to be conducted among these athletes, as to the origin of their humble attitudes, they would would probably say that when the peak of their success was reached, they realized that their level of achievement was only the beginning of a new learning period. Many other levels may be attained. One realizes how little he really knows, and thus, rids himself of that "Know-It-All " attitude. This does not necessarily hold true in some competitive sports where there is team participation, but generally, applies to competition where the individual determines victory or defeat.**

**As a plea to the beginner, never use Ju-Jitsu aggressively, or provoke anyone to attack you, thinking that this would justify defending yourself. Use the knowledge conveyed to you only in unavoidable defense of yourself, your loved ones, and in defense of your country.**

**Never display your talents in public, just to be the center of attention. Such a display may only inform others what you do not know, or have not already learned. An enemy in the crowd may remember.**

**The Principles of the Martial Arts**

**Oriental martial arts mirror many of the beliefs and customs of the orient. More than merely combat techniques, most martial arts offer their practitioners a way of life based on Eastern philosophy. Martial arts can be best understood if the following aspects of Oriental thought are understood:**

**Belt: Before the 20th century, most belts were colorless, but since students were prohibited from washing their belts, the belts grew steadily darker through the years of accumulated sweat and soil. If the belt, or OBI in Japanese, becomes undone during practice, martial arts etiquette is observed. The wearer turns around, facing away from his partner, and while kneeling on one knee, reties his belt before, again, facing his partner.**

**Bowing: The importance of bowing is an important part of any martial arts training. It is an indication of courtesy and respect to the art, the dojo, the sensei, other students, and to yourself. There are many situations where you should bow. The ten basic ones are:**

**Bowing into and out of the dojo**

**Bowing onto and off the mat**

**Formal class bow-in and bow-out, at start and end of class**

**Bowing to partner before and after working out with him/her**

**Bowing to your sensei or black belt, after you received individual help or had a question answered while on or off of the mat**

**Bowing to a seated student, to indicate that you would like him/her to be your partner on the mat**

**Budo: Broad term, encompassing the Japanese phrase DO (way) arts. Unlike fighting systems before the 20th century, Budo was designed not necessarily to be used in warfare, but as a means of physical and spiritual perfection. Budo, from the mid-18th century, grew out of more deadly arts, called bujutsu (military arts), as a dispassionate, idealized discipline. Its goal is to free the mind of fear and consciousness of self. Budo requires continuous study of technique.**

**Ch'I: Ch'i manifests itself in the five elements of the universe to give substance to the world, but flows through the elements in the form of a life energy which, if understood, can be controlled. Ch'i is everywhere, it surrounds us and binds us.**

**Do: When it follows any particular style of the Japanese martial arts, this term means the "way" or more clearly, the way to enlightenment, self-realization, and understanding.**

**Dojo: Facility in which Budo is practiced.**

**Ju: Applied to combat, the principle of ju is one of adaptation, taking advantage of an opponent's method and force to defeat or neutralize his purpose. Martial arts chronicles confirm, through ju, a Chinese influence upon that school of thought in Japan which held the principle of nonresistance to be superior, not only in a moral sense, but in the practical reality of combat.**

**Ki: Japanese work meaning "spirit;" energy believed to be the source of life. It was generally held that this powerful source of energy could be tapped only if a man had stabilized that position of inner centralization in the hara. In China, this energy is known as Ch'i and in Japan KI. The coordinated energy of the hara could infuse a man with tremendous vitality and make him powerful in action, more so than the man who had developed muscular power alone KI or CH'I, is essentially a common property of all human beings. Learning to release and utilize Ki is where the difficulty lies.**

**Yin-Yang: The opposite forces that exist in harmony, complement each other, and are dependent on each other. Yin is characterized as the negative force of darkness, coldness, and emptiness; Yang as the positive force of light, warmth, and fullness. Yin-Yang represents the two primal, opposite forces; hard and soft, masculine and feminine. The binary list is endless. The configuration is enclosed in a circle, which is indicative of the cyclical evolution of nature. The transmutation of two opposites is represented by the dark area blending into the white. Harmony between these opposite attributes is shown by the equality of the two areas. The white dot in the dark area, and the dark dot in the white area show the interdependency of the two.**

**Zanshin: State of total awareness, cultivated in all martial arts. Zanshin is not a state achieved through analysis, but rather through experience and instinct.**

**Zen Discipline: that stresses meditation, and direct transmission of teachings from master to student. Zen, as it is known in Japan, was introduced by Buddhist monks returning from China, in the 13th century. Attracted by its austerity, many samurai sought to perfect themselves in its study. They hoped in this way to face battle and even death without expressing fear. The aim of Zen is complete control of the mind - to attain a state of enlightenment and a sense of detachment from the physical world. This is achieved by constant meditation and strict self-discipline. In relation to moral conduct, however, Zen had little or nothing to add to the code of loyalty and obedience that ruled the life of a samurai. Instead, it sustained them morally and philosophically. Morally, because Zen teaches one not to look backward once the course is decided upon; and philosophically, because it treats life and death indifferently.**

**Mushin: No mind, the ability to perform a technique automatically, without self-awareness. Subconscious thoughts become part of your conscious mind.**

**Constitution : Loyola Ju-Jitsu Club**

**Article l - Name**

 **Loyole Ju-Jitsu Club**

**Article ll - Purpose**

 **1. To excel in the area of competition, while promoting good sportsmanship.
2. To educate members in the art of Ju-Jitsu, self-defense, and martial-art *competition.*3. To build self-esteem and confidence through martial-arts training and
 peer support.**

**Article lll - Membership**

1. **Qualifications
1. All students, faculty,alumni, or staff of Loyola College and students of
 Maru
 Martial Arts.
2. Registration with Lifetime sports department or with an officer of the club.
3. Registration with the American Ju-Jitsu Association (AJA) This
 requirement
 is waived so long as the member registers during the next AJA**

 **registration time period.**

1. **Responsibilities
1. To attend the class regularly (average of one practice per week over a four (4) week period while practice is held). This is required in order to still be considered an active member. In-active or non-members require (4) weeks of regular attendance to become active members for the purpose of
 legislative (voting) rights. The regular attendance requirement is waived
 during Loyola College breaks, including, but not limited to summer
 vacation and summer breaks.**

**2. To conduct oneself in a courteous and respectful manner at all times.
3. To observe all safety regulations while training.
4. To use all training equipment according to the Maru Martial Arts rules
 of use and Lifetime sports regulations in the classroom and in the residents.
5. To follow all safety rules when using all equipment in classroom or
 residents.
6. To only use training in accordance with the philosophies of the Loyola
 Ju-Jitsu Club and Maru Martial Arts (Intentional misuse of training or
 equipment will not be tolerated. One warning will be issued and**

 **continued
 misuse will result in expulsion from the club. (Money is**

 **non-refundable)**

 **C. Rights
 1. The opportunity to travel and compete with other schools, clubs and
 organizations.
 2. The right to wear school colors and logos*.
 3. The right to vote in Executive board elections and legislative decisions.***

***Article lV - Meetings***

 ***1. There will be one meeting per semester, open to all interested active
 members, for the purpose of club regulation.***

 ***2. The officers will meet at least once a month during each semester, or as
 needed to fulfill their meetings their duties.***

 ***3. Regular meetings will be held each week for practice and training,***

 ***within
 the confines of Loyola College’s academic schedule.***

 ***4. Additional meetings and practices may be scheduled as needed.***

***Article V - Executive and Judicial Boards.***

1. ***Executive Board***

 ***1. The Executive Board consists of three elected positions (officers).
 President, Vice President and Treasure.
 2. The three elected positions are open to any undergraduate club
 member above, but not including, the rank of white belt and be an
 active member in good standing.
 3. Club officers will follow all AJA and Maru guidelines.
 4. Should an officer step down, or is not able to perform the required
 duties, a temporary appointment will be made by the Judicial Board.
 A new general election for the vacant position should be held as soon
 as possible.
 5. Officer responsibilities must conform to the Club Sports requirements.***

 ***B. Judicial Board
 1. All active club members, including advisors holding the rank of brown
 belt (3rd Kyu) or higher are members of the Judicial Board.
 2. The purpose of the Judicial Board is to preform judicial review with
 regards to club rules and regulations.
 3. Decisions are determined by a majority (greater than on half) of the
 Judicial Board casting a vote on the case.
 4. All judicial votes are open. Providing reasons for one’s judicial vote is
 encouraged.
 5. Ties are broken by head coach.
 6. All members of the Judicial Board have the right to review any case
 brought before the Judicial Board, and should be notified as soon as
 possible of any grievance or case. Board members have a (2) two weeks
 to return a decision.
 7. Board members may voluntarily remove themselves form the Judicial
 Board altogether, or on a case by case basis. No board member can be
 forced form the Judicial Board, so long as all eligibility requirements
 are met. Board members who remove themselves altogether forfeit the
 right to review cases. Eligible Board members may become active again
 simply by notifying the club President and the Coach.
 8. Appeals of decisions made by the Judicial Board are made to the
 appropriate Loyola College governing body.***

***Article Vl - Elections***

 ***1. All officer positions (Executive Board) will be elected by a pluarality
 (greater number) vote of club members, excluding the heading coach.
 2. General elections, as well as all other legislative votes are done by
 secret ballot.
 3. General elections will be held in February during a regular meeting, for
 term starting June 1 of the same year. Terms last for one (1) year.***

 ***There are no term limits, so long as eligibility requirements are met.
 4. Members who can not make the meeting when the election is held
 retain the right to vote by submitting the vote in a sealed envelope to
 the head coach prior to the election.
 5. Newly elected officials have the responsibility to ‘shadow’ the current
 officer in the same position in order to learn the procedures involved
 in the office.***

 ***6. Candidates may nominate themselves or be nominated by other
 members. Candidates can refuse nomination by another. Nominations
 should be made two (2) weeks prior to the election.
 7. Election dates and details will be decided by a plurality of the Judicial
 Board only.***

 ***8. Nominees have the right, and are encouraged to address the class as a
 whole before elections.
 9. In the event of a tie, and three or more candidates ran for the same
 election, a run-off vote will be held immediately following the general
 election.
 10. In the case of an even tie between both or among all candidates the
 head coach will cast to tie breaking vote.***

***Article Vll - Funds***

 ***1. Club funds may also be used to purchase equipment, buy team uniforms,
 ensure placing in and lodging for completions, and as otherwise decided
 upon the officers.
 2. The club officers may allocate club funds, but all expenditures are***

 ***subject
 to review by the Judicial Board, the club as a whole, and Loyola. A
 majority decision of the Judicial Board supersedes the Executive funding
 allocation. Likewise, a majority decision by the club members
 supersedes both the Judicial Board and the Executive board with reguard
 to funding allocations. All funding decisions must also conform to Loyola
 College club requirements.***

***Article Vlll - Committees***

 ***1. Committees, if needed, will be chosen by the officers to help with club
 functions.***

 ***2. Any conflict in committee allocation is resolved through judicial review.***

***Article Xl - Affiliations***

 ***1. The club will abide by the AJA rules which are to be found in the AJA
 Handbook.
 2. The club will also abide by the Maru Martial Arts Rules of Conduct.***

***Article X - Advisors***

 ***1. The advisor(s) will be chosen by the members of the club (majority
 decision)
 2. The responsibilities of the advisors are to be followed as described in
 the Loyola College Club Sports Handbook.***

***Article Xl - Coaches***

 ***A. Requirements
 1. Coach Requirement: AJA certified instructor of the rank of black belt***

 ***or higher)
 2. Assistant instructor requirements: The rank of brown belt or higher***

 ***with
 permission of head coach.
 3. The club must have at least one head coach***

 ***B. Appointment
 1. The head coach (the paid coach) must be approved by the Club Sports
 Director.
 2. The head coaches may assign other coaches and assistants (non paid)
 These assignments may be overruled by a two-thirds (2/3) majority
 of voting club members. Similarly, a coach or assistant may be instated
 by a two-thirds (2/3) majority decision of voting club members,
 regardless of the head coach’s decision.***

 ***C. Duties
 1. Coaching club in technical performance.
 2. Ensuring safety protocols are always observed.
 3. Help club organization
 4. Other duties as required by Loyola Club Sports.***

***Article Xll - Ratification***

 ***1. The constitution will be ratified by a majority vote of the members.
 2. The constitution must conform to AJA guidelines.***

***Article Xlll - Amendments***

 ***1. Amendments will arise through club meetings and classes and will be
 presented to the officers and advisors.
 2. Amendments must be approved by a two-thirds (2/3) majority vote of* the club members.
 3. If the amendment is approved, it will be presented to the Club Sports Director for ratification,
 4. The constitution must not include purposeful contradictions. Any
 amendment is subject to judicial review for the purpose of
 consistency. An inconsistent amendment will be sent back to both
 the writer for revision and the club for a new vote.
 5. Any contradiction currently found in the constitution will be resolved by
 a majority vote of the members. The club president will use Article to
 6. assign drafting duties to an individual of committee.**

**Article XlV - By Laws**

1. **By laws may be introduced by any club member, advisor, coach or
committee.**
2. **Bylaws will be enacted by a majority member vote.**
3. **Bylaws must be consistent with this constitution and each other.**