

# Krav Maga Anchorage

## Policies & Procedures

These policies are designed to maintain a safe, respectful, and professional training environment for all students, instructors, and visitors. Participation in any class, program, or training activity constitutes agreement to the policies outlined below.

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### 1. Training Culture

At **Krav Maga Anchorage**, we are committed to maintaining a safe, respectful, and focused training environment for all participants.

Our school is built on the principles of:

- Respect
- Discipline
- Personal responsibility
- Continuous improvement

All students share responsibility in maintaining a positive and supportive training atmosphere.

Students are expected to:

- Show respect to instructors, staff, and fellow students
  - Follow instructor direction and safety guidelines
  - Train with focus, discipline, and effort
  - Support a positive and encouraging training environment
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### 2. Training Policies & School Rules

#### 2.1 Class Check-In Requirement

All students must sign in using the check-in system before stepping onto the training mats.

This policy ensures accurate attendance records, safety tracking, and class participation management.

Students without a completed check-in may be asked to sign in before participating.

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#### 2.2 Training Area Footwear

Outdoor shoes are not permitted on the training floor.

Students may train:

- Barefoot
- In socks
- In clean indoor athletic shoes

Outdoor footwear must remain in designated areas.

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### **2.3 Respect and Conduct**

All students must treat instructors, staff, and fellow students with respect and courtesy at all times.

Disruptive, unsafe, or disrespectful behavior may result in removal from class or further disciplinary action.

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### **2.4 Safety Guidelines**

Students must follow all instructor directions and safety guidelines during training.

Techniques should only be practiced as instructed.

Unsafe behavior may result in removal from an activity or class.

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### **2.5 Personal Space and Awareness**

Students must remain aware of their surroundings and maintain appropriate distance from training partners to help prevent injury

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### **2.6 Facility Cleanliness**

Students are responsible for helping maintain a clean training environment by:

- Returning equipment after use
  - Disposing of trash properly
  - Cleaning spills immediately
  - Reporting any facility concerns to staff
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### **2.7 Restroom Footwear Policy**

For hygiene and safety purposes, the following restroom policies apply:

- Bare feet are not permitted in restroom areas.
- Indoor training shoes may not be worn inside the restroom.
- Facility-provided slippers must be worn when entering restroom areas.
- Slippers must be returned to the designated location after use.

We appreciate your cooperation in helping maintain a clean and sanitary environment for all members.

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## **2.8 Punctuality**

Students should arrive on time and prepared for training.

Late arrivals may miss important warm-ups or safety instructions.

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## **2.9 Electronics**

Phones and personal electronic devices must remain **off the training floor** unless authorized by an instructor.

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## **2.10 Hygiene and Health**

For the safety of all participants, students must:

- Maintain personal hygiene
  - Keep fingernails and toenails trimmed
  - Wear clean training attire
  - Avoid attending class when sick or contagious
  - Cover any open wounds
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## **2.11 Instructor Authority**

Instructors reserve the right to modify participation or remove a student from an activity if safety, behavior, or conduct concerns arise.

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## **2.12 Active Membership Requirement**

Students must maintain an active membership, class pass, or valid enrollment with current payment in order to participate in classes.

Students with inactive memberships or unresolved balances may be asked to update their account prior to participating in training.

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# **3. Dress Code & Hygiene Policy**

## **3.1 General Requirements**

Clothing must be clean, modest, and appropriate for physical activity.

Krav Maga Anchorage uniforms are required for regular classes unless otherwise permitted.

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### 3.2 Tops

Permitted tops include:

- Compression shirts
- Athletic training shirts
- Full-coverage training tank tops

The following are **not permitted**:

- Low-cut tops
- Crop tops
- Sheer materials

Shirts must remain secure during training movements.

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### 3.3 Bottoms

Acceptable training attire includes:

- Athletic pants
- Leggings
- Mid-thigh length athletic shorts or longer

Clothing with **zippers, metal components, or sharp materials** that could damage mats or cause injury is not permitted.

Clothing with metal components or sharp materials is not allowed.

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### 3.4 Jewelry and Accessories

For safety reasons, students must remove:

- Jewelry
- Watches
- Loose accessories

Long hair should be secured before training.

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### 3.5 Personal Hygiene

Students must maintain proper hygiene, including:

- Clean workout attire
  - Trimmed nails
  - Clean feet or socks when training barefoot
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## 4. Private Training Scheduling & Cancellation Policy

### 4.1 Confirmation Requirement

All private training sessions must be **confirmed at least 24 hours in advance** to hold the scheduled training time.

If confirmation is not received, the session time may be released.

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### 4.2 Cancellations and No-Shows

Sessions cancelled with **less than 24 hours' notice**, cancelled after the scheduled start time, or missed without notice may be considered **used or forfeited**.

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### 4.3 Appointment Reminders

Automated email and/or text reminders may be sent as a courtesy.

Clients remain responsible for managing and confirming their scheduled appointments regardless of reminder delivery.

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### 4.4 Exceptions

Exceptions may be considered for:

- Medical emergencies
- Significant extenuating circumstances

All exceptions are at **management discretion**.

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### 4.5 Policy Application

This policy applies to:

- Private lesson packages
  - Recurring coaching plans
  - Elite memberships
  - Reserved training times
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## 5. Membership, Billing & Payment Policy

### 5.1 Active Membership Requirement

Students must maintain an **active membership, signed agreement, and valid payment method on file** in order to participate in training.

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## 5.2 Automatic Billing

Membership dues are processed automatically using the payment method on file according to the member's billing schedule.

Members are responsible for maintaining a valid payment method.

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## 5.3 Declined Payments

If a payment is declined, the member will be notified and asked to update their payment method.

The balance must be resolved before the next class in order to continue participation.

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## 5.4 Multiple Payment Declines

If payments decline multiple times, membership access may be **temporarily suspended** until the account balance is brought current.

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## 5.5 Family Plan Policy

Family plans are structured as follows:

- The **first member pays the standard membership rate.**
- Each additional family member receives 30% off the equal or lesser membership value.

Family plan discounts apply while:

- The primary membership remains active
  - All accounts remain current and in good standing
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## 5.6 Late Fees

A **\$5 late fee may be applied** if a payment method is declined.

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## 6. Facility Discretion & Participation Policy

Krav Maga Anchorage reserves the right to modify participation, deny access to training, or terminate membership if a participant's behavior is:

- Unsafe
- Disruptive
- Inconsistent with the standards of the training environment

This policy exists to protect the safety, integrity, and culture of the school.

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## 7. Participation Eligibility & Safety

Participation in training activities at Krav Maga Anchorage requires that students follow instructor direction and safety guidelines at all times.

Krav Maga Anchorage reserves the right to modify, limit, or deny participation in any class, program, or activity if a student's behavior, conduct, health condition, or failure to follow policies presents a safety concern to themselves or others.

This policy exists to maintain a safe training environment for all participants.

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## 8. Policy Enforcement & Compliance

Krav Maga Anchorage reserves the right to enforce all policies and procedures outlined in this document.

Failure to follow facility policies may result in corrective action including, but not limited to:

- verbal reminders
- temporary removal from class
- suspension of training privileges
- termination of membership

These policies exist to maintain a respectful, safe, and professional training environment for all students.

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## 9. Policy Updates

Krav Maga Anchorage may update these Policies & Procedures periodically to support the continued safety, operation, and standards of the facility.

Continued participation in training constitutes acceptance of the most current Policies & Procedures.

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## Acknowledgment

By participating in training at **Krav Maga Anchorage**, students and parents/guardians acknowledge that they have read, understand, and agree to follow these policies.

Participant Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian (if minor): \_\_\_\_\_