



# Welcome to Kuk Sool Won of Salford

We're excited to have you become a member of our team. We aren't just a martial arts school, we're a community. By joining us, you have begun an exciting journey into a comprehensive system of martial arts, but you have also become part of a group of fantastic people who like to train hard but have fun doing it.

This handbook contains information about our school and how your journey in Kuk Sool Won will unfold. It covers progression, what is expected from you, and how we can help you along the way. As part of our community, we ask that you (or parents of younger students) take the time to familiarise yourself with the content in this booklet.

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# Facilities and Services

## Overview

Our classes are held at Oasis Academy Media City, and we are usually based in their drama studio, but can sometimes be based in their theatre instead.

Both rooms benefit from a sprung wooden floor and good lighting, as well as providing a spacious area for students to practice in. The site is also equipped with CCTV cameras for peace of mind.

## Toilets & Changing Rooms

The venue has gendered toilets on both the ground floor, just down the corridor from the room we train in, and first floor, by the stairs after entering the main building, with plenty of cubicles and sinks available. Changing rooms are also available, located near the sports hall.

In the event that the changing rooms happen to be locked, there is plenty of room in the toilet cubicles to get changed.

## Waiting Area

For safeguarding and insurance purposes, as well as to minimise distractions for students, only actively training students are allowed into the practice area. Parents and spectators must seat themselves at the tables outside of the room.

However, we operate an open door policy. The door to the training area is always propped fully open, and parents and spectators are welcome to pop their head in from time to time to have a quick peek. We do ask you to keep this to a minimum though, so as not to disturb the class too much.

## Car Park

There is a secure car park located at the venue which is free of charge to use. The entrance to the car park can be found on Broadway.

# Safeguarding Our Members & Families

## Secure Building

The venue is only accessible through the main entrance, which has automatic sliding doors that must be buzzed open by a member of staff at the reception desk. Once in the foyer, access to the main building is through an electronically locked door, which must also be buzzed open by a staff member. This ensures no one can gain unauthorised access to the building.

Additionally, the entire site is monitored by CCTV, with cameras being placed at key vantage points throughout the site to ensure the safety of everyone on the premises. The CCTV system is in operation 24/7.

## Our Team

All members of our instructor team are enhanced DBS checked, fully insured and licensed to teach by the World Kuk Sool Association (WKSA). In addition, instructors undergo Safeguarding training and we have a designated safeguarding lead within the school.

## Our Policies & Procedures

All of our Safeguarding policies and procedures can be found on our website at <https://kswsalford.co.uk/safeguarding> and can be viewed and downloaded from there. Also located on that page of the website are the details of the designated safeguarding lead for the school as well as contact information for the safeguarding officers within the WKSA. You will also find links to the official WKSA safeguarding policies and procedures on the same page.

If you have any concerns about the safeguarding or welfare of one of our members, you should bring this to the attention of a senior instructor immediately. We will endeavour to act in the best interests of anyone involved to ensure everyone is kept safe.

# Instructor Team, Contact Details, Payment Information, and Grievances

## Instructor Team

Our instructor team consists of a senior instructor and several assistant instructors. It may also include junior instructors when we begin to train advanced students to become instructors. Detailed information about each instructor can be found on our website at <https://kswsalford.co.uk/instructors>. All instructors should only be addressed by their rank title or as "Sir" or "Ma'am".

The main instructor team is as follows:

- **Senior Instructor:** KSN Sean Williams
- **Assistant Instructors:** JKN Gavin Carre & JKN Holly Williams
- **Junior Instructor:** Emily Kelsall

## Contact Details

**Telephone:** 07799 424337

The majority of communication will take place through our WhatsApp community and associated groups, so please ensure you save this number in your phone and have WhatsApp installed on your device.

**Email:** [info@kswsalford.co.uk](mailto:info@kswsalford.co.uk)

We may occasionally send emails out to our students and parents which will contain important updates and information, so please ensure you add the above email address to your safe senders list.

## Payment Information

All payments for class fees are collected via direct debit through GoCardless. Payments are taken on a monthly basis, on the first day of the month. If you wish to change your training plan or have a change in circumstances, please speak to KSN Sean.

You can cancel your direct debit anytime, either yourself through your bank, or by asking us to do so for you.

**You must provide 7 days notice before your next payment collection date to allow sufficient time for the cancellation. Failure to do so will result in the next payment collection still occurring and this will be non-refundable. If this happens, you will be permitted to attend the classes for that month as a goodwill gesture from us.**

## Grievances & Complaints

Whilst we endeavour to provide our students with the best possible training and tuition in a friendly and relaxed environment, we acknowledge that there may occasionally be issues that arise. We have an open door policy when it comes to grievances and complaints, and request that you speak to us as soon as possible to prevent problems from persisting unspoken of or festering into the loss of a valuable member of our community.

If you have any concerns, issues, or queries please speak to an instructor immediately, and we will attempt to resolve the matter as quickly as possible.

## Schedule of Classes

### Monday

**17:40-18:30:** Kids Class, Ages 6-12

**18:30-19:30:** Adults & Youth Class, Ages 13+

### Thursday

**17:40-18:30:** Kids Class, Ages 6-12

**18:30-19:30:** Adults & Youth Class, Ages 13+

# Your Uniform

## Doh Bohk

Your Doh Book will comprise of jacket, pants, and your white belt. You must ensure your uniform is always kept clean and in good repair. The nature of any martial arts training requires you to often work in close proximity to other students, so regular laundering and good personal hygiene are essential. You must wear your full uniform to each class. On hot days, we will allow the removal of jackets, so long as the student is wearing a Kuk Sool t-shirt.

You can find a guide on how to tie your belt on our website at <https://kswsalford.co.uk/student-resources/how-to-tie-your-belt> or you can ask an instructor to show you how before class.

## Uniform Patches

Official WKSAs patches are the perfect way to complete your uniform and really look the part, as well as being a requirement for competing in WKSAs tournaments and seminars. Patches come in a set of 7, and are all fabric so will last the duration of your time as a coloured belt.

We offer a full set of WKSAs patches, and offer an additional professional fitting service to save you the hassle of sewing them on yourself. If you opt for the fitting service, then in the unlikely event that a patch comes off, we will repair it free of charge.

**Full Set of Patches with Fitting Service: £55**

**Full Set of Patches Only: £42**

If you plan to fit the patches yourself, we strongly recommend that you avoid iron-on adhesives as these will not last under our training conditions.

Please speak to an instructor if you wish to purchase a set of patches.

# Rules of Conduct

## Students

- Martial arts etiquette ("Yea Eue") is our MOST important technique, and should be observed by all students and instructors at all times.
- Always bow (standing bow) when entering or leaving the practice area, and say "Kuk Sool" as you bow. This can be done in the doorway to the training room, and should be performed facing into the room whether you are entering or leaving.
- Only students are allowed into the practice area during class time.
- Always practice to the best of your ability.
- Never ask to be taught a new technique or form. This decision lies solely with the instructors, and will be based on how diligently and consistently you practice what you already know.
- Always address instructors by their rank title, if you do not know it then use "Sir" or "Ma'am". Always show respect to instructor and fellow students during training.
- No jewellery should be worn during class. No food should be brought into the practice area.
- Ensure your uniform is neat and tidy.
- If you have a question for your instructor, NEVER call them over to you, always go to them. When an instructor is demonstrating a form or technique, or addressing the class, you should stand to attention.

## Parents

1. Do not enter the practice area during class time.
2. Do not coach your child. This is the responsibility of the instructor team.
3. Please take disruptive siblings away from the waiting area to minimise disruption to the class.
4. Always show proper respect to the school, to the students, and to the instructors.



# Etiquette

## Understanding Etiquette

Etiquette is the system of behaviour that governs everything we do, not just in class, but throughout our daily lives; it is respect for those around you that goes beyond what is normally expected.

As a student of Kuk Sool, it is expected that you will be polite, considerate and helpful to our instructors, classmates and visitors to the school. Your instructors will also expect that you behave in the same way when outside of class, adopting the same system of respect and behaviour at home, in school/work or out and about in your daily lives.

## How Do We Practice Etiquette?

### In Kuk Sool

1. By following the rules of conduct detailed earlier in this booklet.
2. Be polite and courteous to all students or visitors to the school.
3. Always greet instructors with a "Hello Sir/Ma'am" and a bow.
4. Always be on time for your class. Apologise for any lateness.

### At Home

1. Always show respect to parents and family members.
2. Help out with jobs or chores around the house, even those you were not asked to do.
3. Always give 100% at school, in your studies or at work.

## Respect and the Rank System

The rank system is very important in Kuk Sool Won and as such it should be shown the greatest level of respect. Each rank takes significant time, effort and commitment to achieve; each full colour belt takes a minimum of 6 months, and each rank of Black Belt takes a minimum of 4 years. Some of the instructor team have been training for over a decade, practicing 6-7 times per week.

All students and visitors to the school - including parents - should address Black Belts and Instructors by their rank title. If you have forgotten or do not know it, call them "Sir" or "Ma'am" and ensure you learn their title, you can ask them and they will be more than happy to help you.

## Parents

We ask that you support us in enforcing rules of etiquette in the school. Respect in Kuk Sool Won will benefit students outside of class and stay with them throughout their lives. Children will often follow the lead set by their parents and a simple "Hello Sir/Ma'am" on entering will set a nice example.

# Introduction to Kuk Sool Won

## Our Syllabus

Kuk Sool Won is a systematic study of all traditional fighting arts, which together comprise the martial arts history of Korea. As a martial arts system, Kuk Sool Won is extremely well organised and seeks to integrate and explore the entire spectrum of established Asian fighting arts and body conditioning techniques, as well as mental development and traditional weapons training. The following list includes some of the elements of Kuk Sool Won:

### Hand Techniques

- Closed and open hand striking methods, including: palm, fist, wrist, finger, and specialised hand training techniques
- Pressure point striking
- Striking with arm and shoulder
- Blocking and parrying

### Leg Techniques

- Fundamental kicks, including: front, axe, inside, outside, & more
- Advanced kicks, including: jumping, spinning, combination and double leg
- Pressure point kicking
- Specialty kicking

### Throwing & Grappling

- Throws include: body throws, projection throws, hip throws, leg throws
- Pressure point grappling
- Grappling defence
- Wrestling techniques
- Ground fighting

### Joint Lock Techniques

- Restraining methods
- Joint breaking techniques
- Combination joint locking
- Control and redirection techniques
- Arresting and pain-compliance techniques

### Falling & Acrobatics

- Body conditioning and agility techniques
- Body protection techniques
- Acrobatics for defence and offence

## **Body Conditioning**

- Overall stretching and flexibility training
- Cardiovascular conditioning
- Muscle toning
- Ligament and tendon strengthening
- Joint flexibility and bone conditioning

## **Animal Style Techniques**

- Techniques based on the movements/characteristics of certain "martial" animals, such as:
  - Tiger
  - Dragon
  - Crane
  - Praying Mantis
  - Snake
  - Bear
  - Eagle

## **Traditional Korean Weapons**

- Sword: short & long, single or double, straight or inverted
- Staff: short, middle & long, single or double
- Jointed Staff: double or triple
- Spear
- Rope
- Cane
- Fan
- Bow & Arrow

## **Meditation & Breathing**

- Various breath control techniques
- Meditation and breathing postures
- Concentration techniques

In addition to the physical training, mental development is of equal importance in Kuk Sool Won and helps to instill self-confidence and self-discipline, a calm self-assurance, and the psychological and spiritual values which are traditionally associated with the character of a martial artist.

Whilst Kuk Sool Won, as it is practiced today, is relatively new, its roots stretch far and deep into the very beginnings of the Korean people. This early history and the ancient traditions upon which this art is founded should be considered as equally important as the physical techniques themselves, for it is only from the understanding and appreciation of these classical roots that one is able to grow as a student of the martial arts.

# Testing Syllabus & Colour Belt Testing

## Testing Syllabus

Kuk Sool Won has an extensive and varied syllabus; in order to progress, students must demonstrate a thorough and confident understanding of the relevant syllabus for each rank. Whether a student is ready to test for a new rank or not is up to the instructor team, and progress through the ranks is entirely at their discretion. Copies of the official WKSA syllabus can be found on our website at <https://kswsalford.co.uk/student-resources/testing-requirements>.

## Colour Belt Testing

There are 11 ranks leading up to Black Belt in Kuk Sool Won. School testings are held every 3 months, in March, June, September and December. Grading invitations are distributed 3-4 weeks in advance.

In order to be eligible for testing, you must meet the following criteria as a bare minimum standard:

- Have good attendance
- Have rank appropriate knowledge of Korean terminology
- Be able to perform all hand strikes and kicks at the required level
- Understand and demonstrate proficiency in your Forms, Techniques, and Weapons
- Be familiar with the Kuk Sool Won pledge, available on our website at <https://kswsalford.co.uk/about/kuk-sool-won-pledge> or in official WKSA textbooks
- Have attended at least 1 WKSA tournament or seminar
- Be fit/strong enough to test
- Be prepared to push yourself past your normal limits

To continue being eligible to test as you progress through the ranks, in addition to knowing the required syllabus, an increased level of technical skill and proficiency will be required.

**Eligibility to test is not guaranteed by progression through the syllabus, it is earned through consistent practice and improvement.**

**The school testing fee is £30.**

## **Black Belt Testing**

To promote to Black Belt, students will need to remember and be able to demonstrate 6 empty hand forms, up to 231 techniques, 15 staff control techniques, 5 sword cutting techniques, and a range of hand strikes, kicking and breathing techniques.

Kuk Sool Won has 4 different textbooks which contain all of the relevant syllabus knowledge as well as the complete history & theory of the art. Textbooks 1 & 2 are available to colour belts, with textbook 1 being recommended reading for all students starting out as a white belt.

Black Belt candidates must complete their first and final testings at a national grading. These take place during tournament weekends, in front of senior masters and with hundreds of students from other schools around the country.

### **What Does It Cost?**

At the first national test, there is a one off fee to WKSA which varies depending on the rank being tested for. You would then also be required to test at least 4 times incurring the normal school testing fee.

Black Belt is not the end of the journey, it is the beginning. Along with the new rank and title comes exciting new syllabus material such as sword and long staff forms, new techniques and sparring sets. This also opens up the possibilities to become an assistant instructor, judge at testings and tournaments and compete for the Grand Champion award, the ultimate prize for the skilled practitioner.

# Tournaments

## About

Tournaments are a crucial part of your journey in Kuk Sool. The level of focus needed to stand and compete against fellow practitioners will help to elevate your training.

Tournaments are a friendly, family-oriented event where students of the same rank, age and experience compete together in up to 6 categories in front of Black Belt and Master Level judges. Any student wishing to enter tournament must enter forms and techniques as a minimum, entering additional events is optional.

## Tournament Events

- Empty hand forms
- Self defence techniques
- Sparring
- Staff (Brown Belt and above)
- Sword (Black Belt and above)
- Board Breaking (Black Belt and above)

The 3 main domestic tournaments are:

- Scottish tournament: last weekend in May
- European tournament: first weekend in June
- UK tournament: last weekend in November

# Leadership Programme

## Becoming A Junior Instructor

When students reach Brown Belt, they have the option to become a junior instructor. This entails coming along to a class each week outside of their own training, where they will help teach students. Junior instructors will receive training in how to teach effectively, including clear communication, leading by example and how to demonstrate new material.

You do not truly know something unless you can teach it, and the same applies to Kuk Sool. The experience gained from becoming a junior instructor will further develop your understanding of the art.