



Following the government's announcement that Bristol and North Somerset will be in Tier 3 from 2<sup>nd</sup> December, we have been forced to make changes to our original seminar and grading plans. Nailsea School is now closed, so the grading has moved to Backwell Parish Hall and Backwell WI hall outside area. More details about the venues below.

## DATE

Sunday 6<sup>th</sup> December 2020

## VENUES

The two venues we are using are next door to each other. The full addresses are:

- Backwell Parish Hall, Station Road, Backwell, Bristol, BS48 3QW
- Backwell WI Hall (outdoor area), Station Road, Backwell, Bristol, BS48 3QW

Parking is limited, in particular because the WI car park will be out of action due to us using this outdoor space for the Group A training and grading. There is a small layby near to the WI Hall. The Parish Hall car park can be used, but please keep in mind that as there are two training sessions you may be blocked in. Nearby residential roads are free to park on but please park considerately – you will be representing Bristol Karate Academy and we don't want to receive any complaints.

## HOW THE DAY WILL WORK: GROUP A & GROUP B SPLIT

For many of you, training times will have changed, so please make sure you know which group you are in and turn up to the correct venue, at the correct time. If you haven't yet booked and would like to train there are limited spaces available in the Group A training session. Due to the circumstances, we are unable to organise a separate brown and black belt class. Those that booked into both will be contacted about a refund for one of their two sessions.

For those that have booked, you will have been allocated a group based on your age, grade and whether you will be training and/or travelling with a family member. Unless someone withdraws from Group B we are unable to accommodate the switching from one group to another.

There will be no changing facilities. Both groups will be able to use the toilet facilities in Backwell Parish Hall but you are strongly encouraged to use the toilet at home before you arrive.

### Group A

**Venue:** Backwell WI (outdoor area)

**Seminar:** 12.00-1.00pm

**Grading:** 1.15-1.45pm

Group A will be training outside and those grading will also be grading outside. Weather currently looks dry but cool. As a Group A participant you should wear your karate suit with belt and may also wear your Bristol Karate Academy jacket or another top that will keep you warm. You may grade with a jacket/jumper on or just in your gi, depending on how warm you are. As you are outside, you will need trainers. The surface is tarmac.

### Group B

**Venue:** Backwell Parish Hall

**Seminar:** 2.15-3.15pm

**Grading:** 3.30-4.00pm

As everyone in Group B is under 18, training is allowed to take place indoors at Backwell Parish Hall. You should therefore wear your karate suit as usual, but also remember to wear clean training shoes, as per our current pandemic training rules.

## HOW THE GRADING WILL RUN ON THE DAY

- Members must stay socially distanced from each other while waiting to grade.
- Members will be called up in small groups to grade. As soon as a group has finished their exam they will be told the result of their grading and they should leave. Please maintain social distancing at all times. We expect to return your grading books straight away, but we will let you know on the day.
- We will have belts available for those that wish to buy them. If you do, pick one up and then please pay for it by making a bank transfer to 30-62-96, 70401968. Belts cost £5.
- Parents should be nearby and be ready to pick up their children when they've finished. If an Under 18's parent is not within sight, that Under 18 should contact a parent/guardian to pick them up. Please stay until a responsible adult arrives.

## STAYING COVID-SAFE

The grading will follow the Bristol Karate Academy 'return to training guidance', found at [bristolkarateacademy.com](http://bristolkarateacademy.com) and on your Bristol Karate Academy member area.

This includes:

- Self-assessments by members for COVID-19 symptoms before booking and arriving.
- Temperature checks on arrival.
- Hand sanitising when you arrive and when you leave.
- Maintaining social distancing at all times.
- Bring your own drink and avoid sharing it with others.
- You **must** wear shoes for this training session.
- You must bring a face covering. While children under the age of 11 are exempt under Public Health England rules, KUGB rules state that you must wear a face covering for socially distanced Kumite.

All members must read the 'return to training' guidance before booking a place.

We're currently restricted for space, so training and grading spaces are significantly limited.

To minimise numbers in the training hall, spectators will not be allowed either during the training session or grading.

## I WISH TO GRADE. WHAT DO I NEED TO KNOW?

- You must have received permission to grade. **If you wish to grade and do not yet have permission** or are not sure if you have permission, please read the guidance below on grading eligibility.
- You must book in advance. The date for registering to grade has now passed. If you are hoping to grade then please get in touch.
- You must have a KUGB licence that is up-to-date on the day of the grading. **If you don't have one or it is out-of-date you must apply or renew now.**
- Those grading must have handed in your Red KUGB grading record book (complete with KUGB licence inside) by 29<sup>th</sup> November. If you cannot bring your red book to a face-to-face class and are local to Backwell you can hand deliver it to 1 Slades Court, Backwell, Bristol, BS48 3LJ. If not, please get in touch as soon as possible by emailing [hello@bristolkarateacademy.com](mailto:hello@bristolkarateacademy.com)

## REGISTRATION IS STILL OPEN

Registration for the event is still open, although spaces are limited. Book by going to [bookwhen.com/karateevents](https://bookwhen.com/karateevents). You can pay by credit/debit card or PayPal. However you wish to pay, click the PayPal button on the form. You do not need to set up a PayPal account to pay for your space. Visit the form from a laptop instead of a phone and you'll see the option to pay by card without being asked to set up a PayPal account. All bookings are subject to our booking terms and conditions, at the end of this guide.

Seminar and grading (novice to 2 <sup>nd</sup> Kyu)	£25 per person
Single class ticket	£10.95 per person

## GRADING ELIGIBILITY FOR ACADEMY MEMBERS

You can log in to your Bristol Karate Academy Member Area to check how you're tracking in the run up to your grading. Log in by visiting [www.bristolkarateacademy.com/members](http://www.bristolkarateacademy.com/members) and go to the 'My Grading' page.

Your 'My Grading' page will show how many sessions you've completed (the minimum between kyu gradings is 26), whether you have permission to grade and any specific guidance in order to help you prepare. If you are expecting to grade and have completed the minimum number of training sessions but haven't yet received permission, please get in touch as soon as possible so we can chat through arranging a pre-grading assessment with you.

There are several different grading permission status levels shown on your 'My Grading' page:

- **Not yet assessed:** This means you'll need to attend a pre-grading session or in some cases agree a date for your next grading with your instructor.
- **Not yet ready:** This means that at the point you were assessed there's more you need to do to get ready for your grading. It doesn't necessarily mean that you will not be able to grade – work with your instructor to get ready in the run up to your grading date.
- **On track – keep working hard:** Although this means you do not yet have permission to grade, you are almost there and we would hope you would be able to take your grading if you keep making improvements in time.
- **Yes:** You have full permission to grade. Book your grading and make sure you complete the minimum number of sessions before the grading day.

If you have any queries about why your grading status is at a particular level then please get in touch, either at training or by emailing [hello@bristolkarateacademy.com](mailto:hello@bristolkarateacademy.com).

## PHOTOGRAPHY AND FILMING

Bristol Karate Academy reserves the right to take photographs and videos on the day and by choosing to take part in the event you accept that you may appear in photos that may be used in the future for advertising or promotion by the Academy, its Chief Instructor or by any other people we authorise. If you wish to be obscured in the photos so you are not identifiable then please let us know.

Only Bristol Karate Academy-accredited helpers may take photos or videos. For safeguarding reasons, no other photography is allowed, other than photos with the instructors during the seminar breaks.

## BOOKING TERMS & CONDITIONS

Your booking is subject to the event booking terms and conditions, shown below.

### Making a booking

- Bookings must be made online, at [bookwhen.com/karateevents](https://bookwhen.com/karateevents)
- **Bookings for the grading are accepted on the understanding that you provide a KUGB grading record book (complete with up-to-date KUGB licence) by 29<sup>th</sup> November. Bristol Karate Academy reserves the right to cancel any bookings where a grading record book isn't provided by the deadline.**
- To book a space you must provide a name, age and grade for each person in your booking. There is a minimum age of 8 for non-Bristol Karate Academy members.
- Any information you supply as part of the booking process may be shared with NHS Test and Trace if we are asked to do so.
- To comply with safety rules, there will be a maximum number of attendees in each class, meaning that the event may be sold out for some grades before it is for others.
- While Bristol Karate Academy has never refused a booking request, it reserves the right to cancel your booking. If your booking is cancelled you will be entitled to a full refund.
- By making a booking, you confirm that you are at least 18 years of age, have read and understand the terms and conditions in full and are competent to execute this agreement.

### Health and wellbeing

- You are medically fit to participate in an activity that can be physically demanding.
- You have read, understood and agree to the Bristol Karate Academy 'return to indoor training' guidance that specifically relates to training during the coronavirus pandemic.
- Training is at the risk of the participant and Bristol Karate Academy, while taking reasonable care for all participants, shall not be held responsible for any injury or illness that may be caused as a result of demonstrations or training.

### Photography and video

- You consent and agree that Bristol Karate Academy and its authorised agents have your permission for the capture of still images (photographs), moving images (film/video) and audio recordings of the participant during the event, including live streaming.
- You accept that the use may be in a number of media, including but not limited to print, digital and electronic use by Bristol Karate Academy and/or by agents authorised by Bristol Karate Academy.
- You hereby grant Bristol Karate Academy and/or agents authorised by Bristol Karate Academy a licence to use material(s) contributed by you for educational and/or marketing purposes via print-based methods, web-based methods or other digital methods.
- If you do not wish to be identifiable in any of the photos then please let us know and we can obscure you from any pictures.

### Non-attendance and refund policy

- As we only have limited space it's vital that you only book if you can attend. In the event that you cannot attend, you must cancel your space using the link provided in your booking confirmation email.
- Cancellations received by 11.59pm on Sunday 29<sup>th</sup> November 2020 will receive a full refund.
- No refunds will be given for cancellations on or after Monday 30<sup>th</sup> November 2020.
- Refunds will be processed as quickly as possible and not later than 14 days after the request was received.