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## Training Etiquette Policy

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March 2025

To be reviewed March 2029

## **In-person Training Etiquette**

The training etiquette policy at Saber Academy reinforces the values of the student code of conduct. The training etiquette policy includes the following:

1. Bow at the entrance when entering and leaving the training space.
2. Seek permission from the instructor before entering and leaving the training mat.
3. Bow before and after speaking to the instructor and use his/her correct title.
4. Students should be mindful of others training and refrain from loud conversation, excessive laughter and running around the room. Be aware of the next class starting. Be respectful, show some consideration to your fellow students. Treat them as you would want to be treated.
5. Uniforms must be worn and should be clean at all times. If you need to modify your uniform speak to your instructor. This also applies to things such as the wearing of shoes, due to injury etc. Students should be aware of their personal hygiene.
6. Respect club equipment.
7. Respect the club venue.
8. Student safety must be respected at all times.

## **Online Training Etiquette**

When participating in online training sessions with Saber Academy, please observe the following guidelines:

1. Join the online session 5 minutes before the scheduled start time.
2. Ensure your camera is on and positioned to show your full training space.
3. Mute your microphone when not speaking to minimize background noise.
4. Dress in appropriate training attire as you would for in-person sessions.
5. Clear your training space of hazards and ensure adequate room for safe movement.
6. Remain attentive and focused during the session, avoiding distractions.
7. Use the designated features (chat, raise hand, etc.) to communicate with the instructor.
8. Request permission before leaving the session early.
9. Treat the online training environment with the same respect as you would the physical training space.
10. Report any technical difficulties to the instructor or support team promptly.