



**JING YING**  
I N S T I T U T E

Student Handbook

A Kung Fu artist is prepared  
to...

Sweat blood,

Gasp for breath,

And struggle with pain.

Student Handbook



# JING YING

## INSTITUTE

1195 Baltimore Annapolis Blvd #6  
Arnold MD 21012

[www.JingYing.org](http://www.JingYing.org) 410-431-5200



Dear New Student,

Welcome to Jing Ying Institute of Kung Fu & Tai Chi. Translated from Chinese, *jing ying* means, “best of the best,” and at Jing Ying, we will help you be your best.

By choosing Jing Ying, you are choosing a carefully structured, proven program that ensures step-by-step progress. You are also choosing a tradition that has been passed down through generations.

By choosing Jing Ying, you’re choosing opportunities beyond the regular classroom experience -- opportunities for seminars with visiting masters, for competition at tournaments, for participating in demonstrations of martial arts skills, and for helping the community.

By choosing Jing Ying, you’re choosing more than a school, you’re choosing a family of martial arts practitioners who will encourage you at every step and help you achieve your goals.

These are only a few of the many reasons why your choice of Jing Ying Institute was a good one. As you progress, you’ll discover more and more of them. For now, though, the Jing Ying Institute family welcomes you. We’re all glad you’ve chosen *Jing Ying* -- the best of the best.

Sincerely,

Shifu Billy Greer and Shimu Nancy Greer  
Owners

## WHAT DO WE TEACH?

For thousands of years, the Chinese people have been practicing *kung fu*, with an emphasis on health, art and self-defense. In today's world, these same values are perhaps even more important. All too often our daily lives do not provide sufficient opportunity for regular exercise, for opportunities to learn to use our bodies properly and effectively, or to express ourselves physically. At the same time, we are faced not only with the ancient need to defend ourselves against attackers, but also with the more modern need to defend ourselves against stress and the demands of daily life. Practicing Kung Fu can help improve all these aspects of your life.

In addition to the obvious self-defense applications, we will help you develop concentration, courage and a sense of well-being. Physically, *kung fu* improves body coordination and increases flexibility and cardiovascular efficiency. In developing a good attitude, we emphasize respect, good manners, discipline, humility and helpfulness.

At Jing Ying we teach the Northern Shaolin system of Tian Shan Pai (天山派) and we have a direct lineage connection to the originators. We also teach *tai chi*, *tai chi* weapons, a variety of traditional weapons, and paired fighting sets. In addition, we teach effective self-defense techniques without encouraging aggression or violence.

## THE STUDENT CREED

Every class begins with the Student Creed.

**Chinese *Kung Fu* is my secret.**

**May God help me if I ever have to use my art.**

**Conscience is my guide.**

**Peace is my shelter.**

**Beauty and perfection are my life.**

## CHARACTERISTICS OF GOOD STUDENTS

**LOYALTY:** Good students are loyal to their art and their school. They support it and defend its reputation. They avoid any activity that reflects poorly on their school or on their fellow students.

**FRIENDLINESS:** Good students are always pleasant and congenial to their fellow students, to visitors and to the school staff. They do their utmost to avoid offending others.

**CHEERFULNESS:** Good students maintain a cheerful attitude throughout their training and they encourage others to do the same. They accept corrections and reverses in the same spirit as they do compliments and advances.

**COURTESY:** Good students respect the rights and feelings of others. They show the proper respect to senior students and to the staff. They consistently observe the courtesies that are traditional in their school.

**HUMILITY:** Good students are not boastful or arrogant. They cultivate a humble manner, recognizing that no one is perfect; that everyone, including themselves, can improve.

**HELPFULNESS:** Good students are always willing to assist their school and their fellow students. They help junior students whenever requested. They assist in their school's activities that do not interfere with their schooling or career.

**OBEDIENCE:** Good students follow directions cheerfully and without argument when directed to perform activities by their instructor.

**DEPENDABILITY:** Good students fulfill all their commitments. They attend all their classes. If they agree to participate in an activity, they can be depended upon to do it.

**CLEANLINESS:** Good students help maintain a pleasant atmosphere in their school by always keeping themselves and their school uniforms clean. They should avoid strong scents (including body odors, tobacco or perfumes). They also do their parts to help keep their school clean and tidy so it is always ready for visitors.

## CLASS ETIQUETTE

Our Head Instructor and owner, Billy Greer, is called *ShiFu*, which means “father teacher” in Chinese. All other instructors and black sashes, as well as those of higher rank than you, are addressed as *ShiXiong* (older brother) or *ShiJie* (older sister).

Always answer your instructor and the black sashes with, “Yes, Sir,” or “No, Sir” or with “Yes Ma’am,” or “No Ma’am,” as appropriate. As a student, your attitude should remain humble and respectful. Follow your teacher’s instructions immediately.

Always bow in the proper manner. This includes when you enter or leave the studio; when greeting, approaching or leaving *ShiFu*, your instructors and the black sashes; before and after you receive an instruction; before and after training with a partner; when greeting a schoolmate and any other time you think may be appropriate or polite.

Avoid coming to class late. If something unavoidable happens, stretch and warm up on the side and when you are ready, bow to the instructor and discretely join the class after they acknowledge you. If you need to bow out during the class, do so discreetly. Bow back in when you return.

A clean, proper uniform is required for class. Your t-shirt should be tucked in and you must always wear your sash. Wearing a watch or jewelry in class is not permitted.

Show respect to classmates whether they are senior or junior to you. Senior students should be kind, helpful and humble with junior students. Don’t interrupt anyone who is training.

Use both hands when shaking hands or receiving anything from *ShiFu*, the instructors or the black sashes.

Students must fulfill any commitments they have made to participate in activities or events.

You must remain training at all times during class. No running around, loud noises, unnecessary talking or roughhousing while in class. The classroom is for training only.

Always maintain high energy and an enthusiastic attitude in class and train to your fullest.

A training routine of at least two classes per week is recommended. You should arrive early to warm up and stretch, and stay afterwards to review. Mark your attendance on the back of your progress card and place it on the class clipboard before your class begins so it will be available for the instructor.

When practicing new techniques (especially with a partner), always start off slowly and gently. It is easy to add speed and power later, after the mechanics of a movement have been mastered. Always keep the safety of your partner in mind.

***At Jing Ying, we strive to be the best of the best. There is no such word as “can’t.”***

## GLOSSARY and CLASS PROTOCOL

At Jing Ying Institute, we offer you more than just the Chinese martial arts. You will also have the opportunity to learn about the Chinese language, culture, history and customs. Here you will find some of the words you may hear in class or at the school. To help you, we've included their pronunciations and their meanings.

### At the Beginning of Class

Chinese	Sounds Like	Means
<b>The teacher will say:</b>		
Ji he	jee heh	Line up
Xing li	shying lee	Bow
Tong xue men hao	Tong shway mun how	Students hello
<b>The students will say:</b>		
Shifu hao	Sher-fu how	Teacher hello
Shi xiong hao	Sher shyong how	Older brother hello
Shi jie hao	Sher jieh how	Older sister hello

### At the End of Class

Chinese	Sounds Like	Means
<b>The teacher will say:</b>		
Ji he	jee heh	Line up
Xing li	shying lee	Bow
Tong xue men zaijian	Tong shway mun dzeye jian	Students goodbye
<b>The students will say:</b>		
Xie xie Shifu	shyay shyay sher-fu	Thank you teacher
Xie xie Shi xiong	shyay shyay sher shyong	Thank you older brother
Xie xie Shi jie	shyay shyay sher jieh	Thank you older sister

## WEAPONS TRAINING

Weapons training is optional until you are an advanced level student. As a Red Sash, you must demonstrate a short weapon and a long weapon to test for Black Sash. To begin weapons training, see the office to obtain an **Application to Learn a Weapon**.

1. Weapons training is optional until you are an advanced level student. As a Red Sash, you must demonstrate a short weapon and a long weapon to test for Black Sash.
2. To participate in weapons training, a student must be enrolled in the Unlimited Program.
3. Only approved weapons are to be used in class and may be purchased from our pro-shop. You must own your own weapon. Please put your name or other identifying marks on it.
4. Do not use someone else's weapon without permission.
5. Instructors may dismiss students from weapons training if:
  - a. student does not use the weapon safely and properly.
  - b. student points the weapon at **Anyone**, from **Any distance**.
  - c. student does not follow proper etiquette for class training.
6. When training with a weapon, always be aware of other students around you and make sure you have room to perform your techniques safely.
7. Storage space is available if the student wishes to leave their weapon at the school. Please only store your weapons in designated areas.
8. With approval, beginner students may learn Short Staff only. Intermediate and Advanced Sashes must start with a short weapon. Options are Short Staff, Fan, or Broadsword.
9. After learning a short weapon, students may learn Long Staff or Straight Sword.
10. You must learn Long Staff before learning: Spear, Guan Dao, Three-section Staff, or Chain Whip.
11. You must learn Straight Sword before learning: Double Hook Swords.

Before advancing to the next weapon, students must demonstrate their proficiency. This can be done at a Jing Ying testing, a tournament, local demos, or other specified public venues.



## PROMOTION TO NEXT BELT LEVEL

In order to be promoted to the next level, you must complete several requirements.

1. You must **attend a pre-test** for evaluation where you will either be approved to test or advised of the skills which will require additional work before you can test.
2. You must complete all of the curriculum requirements and the required minimum number of classes for your level as indicated on your Progress Card before the testing date.
3. You must attend regular classes in the weeks before your test.
4. Complete Testing. You must demonstrate proficiency in the skills and forms required for your current level in a formal test before promotion to the next level.

Please note that students 12 and under in the adult classes do not have to perform self-defense techniques at testing but will be required to perform them at pre-testing. Children in Tigers or Dragons classes do not have to perform self-defense techniques at pre-testing or testing.

While testing requires approval from an instructor, pre-testing does not. If all of your skills and attendance requirements are checked off or will be checked off by the test date (usually the last Saturday of each month), you are eligible to pre-test. You do not need to get permission in advance and can just come to the pre-test if you think you are ready.

Because of limited time, the formal test is only a check of the minimum skills required for advancement. A student's attendance, attitude, training habits and performance in class will also be considered. If you are unsure if you are ready to pre-test, just come to the pre-test or have your progress card reviewed by your instructor. Pre-testing is generally held on the first Monday of each month and testing on the last Saturday.

In order to assure that you are added to the testing list and will have your promotion certificate and new sash available, your testing fee should be paid after the pre-test and no later than the 15th of the month in which you will be testing.

At testing, you must wear a complete uniform in good condition including your sash. Intermediate level students must also bring their full sparring gear. You should also bring food, drinks or other refreshments to share for the celebration after the test. Feel free to invite friends or relatives to see the test. If you have never tested before (or just want a review), request a copy of our testing guidelines when you pre-test.

*For e-mail reminders of pre-test and testing schedules as well as announcements, schedule changes and special events, please join the Jing Ying e-mail list.  
Go to: <http://sports.groups.yahoo.com/group/Jing-Ying/>  
or send a blank e-mail message to: [Jing-Ying-subscribe@yahoogroups.com](mailto:Jing-Ying-subscribe@yahoogroups.com)*

## WHITE SASH CURRICULUM

Form:	1/2 Chu Ji Quan (Primary Fist)
Kicks:	Front Snap Kick
Self-Defense:	Techniques 1-3
Class/Card Techniques:	Techniques 1-20 Shield and Pad Training
Will Power:	Horse Stance -- 30 seconds Bow Stance -- 30 seconds
Time Frame:	2 months -- minimum

## YELLOW SASH CURRICULUM

Form:	Complete Chu Ji Quan (Primary Fist)
Kicks:	Front Thrust Kick
Self-Defense:	Techniques 1-3
Class/Card Techniques:	Techniques 1-20 Shield and Pad Training Sparring Drills
Will Power:	Horse Stance -- 45 seconds Bow Stance -- 45 seconds Empty Stance -- 30 seconds
Time Frame:	3 months – minimum

## BLUE SASH CURRICULUM

Form:	Long Quan (Dragon Fist)
Kicks:	Roundhouse
Self-Defense:	Techniques 1-3
Class/Card Techniques:	Techniques 1-20 Shield and Pad Training Blocking Drills Sparring Drills & Step Sparring (Free Sparring is optional)
Will Power:	Horse Stance -- 1 minute Bow Stance -- 1 minute Empty Stance -- 45 seconds
Weapons Training Choices:	Fan, Short Staff, Broadsword
Time Frame:	4 months -- minimum

*Dragons (Kid's Kung Fu Program) may test to Blue Elite after learning ½ of Long Quan.*

## GREEN SASH CURRICULUM

Form:	Zhong Ji Quan (Intermediate Fist)
Kicks:	Side Kick
Class/Card Techniques:	Techniques 1-20 Shield and Pad Training Blocking Drills Free Sparring
Will Power:	Horse Stance -- 1 minute 30 seconds Bow Stance -- 1 minute 30 seconds Empty Stance -- 1 minute
Weapons Training Choices:	Short weapons or Long Staff (see Weapon Training for prerequisites).
Time Frame:	4 months – minimum

*Dragons (Kid's Kung Fu Program) may test to Green Elite after learning ½ of Zhong Ji Quan.*

## PURPLE SASH CURRICULUM

Form:	ShaoLin Quan (Shaolin Fist)
Kicks:	Inside and Outside Crescent Kicks
Class/Card Techniques:	Techniques 1-20 Shield and Pad Training Blocking Drills Free Sparring
Will Power:	Horse Stance -- 2 minutes Bow Stance -- 2 minutes Empty Stance -- 1 minute 30 seconds
Weapons Training Choices:	Any Weapon (See Weapon Training for pre-requisites)
Time Frame:	5 months -- minimum
<b>Note:</b>	<b><i>There are two tests from Purple Sash to Brown Sash, which must be at consecutive testings.</i></b>

## BROWN SASH CURRICULUM

Form:	Gong Li Quan (Power Development Fist)
Kicks:	Back Kick
Class/Card Techniques:	Techniques 1-20 Shield and Pad Training Blocking Drills Free Sparring
Will Power:	Horse Stance -- 3 minutes Bow Stance -- 3 minutes Empty Stance -- 2 minutes One Leg Stance -- 1 minute
Weapons Training Choices:	Any Weapon (See Weapon Training for pre-requisites)
Time Frame:	5 months -- minimum
<b>Note:</b>	<b><i>There are two tests from Brown Sash to Red Sash, which must be at consecutive tests.</i></b>

## RED SASH CURRICULUM

Form:	ShiEr Tui (12 Kicks)
Kicks:	Kicking Combination
Class/Card Techniques:	Techniques 1-20 Shield and Pad Training Blocking Drills Free Sparring with one opponent Free Sparring with two opponents
Will Power:	Horse Stance -- 4 minutes Bow Stance -- 4 minutes Empty Stance -- 3 minutes One Leg Stance -- 2 minutes
Weapons Training Requirement:	The student must demonstrate one long weapon and one short weapon.
Long Weapon Choices:	Long Staff, Spear
Short Weapon Choices:	Short Staff, Broadsword, Straight Sword, Fan
Open Weapon Choices:	Chain Whip, Double Daggers, Double Hooks, 3-Section Staff, Long-tassel Straight sword
Time Frame:	12 months -- minimum
<i>Note:</i>	<b><i>There is a minimum of nine tests from Red Sash to Black Sash, though at the discretion of the Board of Examiners, as many as 12 tests may be required. The last three tests must be in consecutive months.</i></b>

## BLACK SASH -- 1st DEGREE CURRICULUM

Form:	Lian Huan Tui (Continuous Linking Kicks)
Sparring:	Techniques 1-20 Shield and Pad Training Blocking Drills Free Sparring with One Opponent Free Sparring with Two Opponents
Weapons Training Requirements:	The student must choose one long weapon and one short weapon on which he/she will be tested. Choices must be different from the weapons chosen for the Red Sash curriculum.
Long Weapon Choices:	Long Staff, Spear, Guan Dao
Short Weapon Choices:	Short Staff, Broadsword, Straight Sword, Fan
Open Weapon Choices:	Chain Whip, Double Daggers, Double Hook Swords, 3-Section Staff, Long-tassel Straight Sword
Internal:	Tai Chi
Time Frame:	18-24 months
<i>Note:</i>	<b><i>There is a minimum of six tests over a year from 1st Degree Black Sash to 2nd Degree Black Sash, though at the discretion of the Board of Examiners, as many as 12 tests may be required. The first three tests are quarterly with additional quarterly tests added as needed. The final three tests must be in consecutive months.</i></b>

## BLACK SASH -- 2nd DEGREE CURRICULUM \*

Form:	Open. Please consult with Shifu.
Sparring:	Techniques 1-20 Shield and Pad Training Blocking Drills Free Sparring with One Opponent Free Sparring with Two Opponents
Weapons Training Requirements:	The student must choose one long weapon and one short weapon on which he/she will be tested. Choices must be different from the weapons chosen for previous sash levels.
Long Weapon Choices:	Long Staff, Spear, Guan Dao
Short Weapon Choices:	Short Staff, Broadsword, Straight Sword
Open Weapon Choices:	Fan, Chain Whip, Double Daggers, Double Hook Swords 3-Section Staff, Long-tassel Straight Sword
Internal:	Tai Chi. Tai Chi Sword
Special Training Options:	Full Contact Sparring System QinNa Instructor Training
Time Frame:	24-36 months
<b>Note:</b>	<b><i>There is a minimum of six tests from 2nd Degree Black Sash to 3rd Degree Black Sash, though at the discretion of the Board of Examiners, as many as 12 tests may be required. The first three tests are quarterly with additional quarterly tests added as needed. The final three tests must be in consecutive months.</i></b>

**\* SPECIAL NOTE:** The program described here that takes a student from 2nd Degree Black Sash to 3rd Degree Black Sash is a suggestion. There is a greater degree of flexibility here. Students at this level should consult closely with the Chief Instructor to develop the program that best suits the student's needs and interests.

## APPENDIX

<b>General</b>		
English	Pin Yin	Chinese
Hello	Ni Hao	你好
Good Bye	Zai Jian	再见
Thank you	Xie Xie	谢谢
You're welcome	Bu Ke Qi	不客气
Kung Fu	Gong Fu	功夫
Wushu	Wu Shu	武术
Tai Chi Chuan	Tai Ji Quan	太极拳
Good	Hao	好
Bad	Bu Hao	不好
Chi Kung	Qi Gong	气功

<b>Numbers</b>		
English	Pin Yin	Chinese
1	Yi	一
2	Er	二
3	San	三
4	Si	四
5	Wu	五
6	Liu	六
7	Qi	七
8	Ba	八
9	Jiu	九
10	Shi	十



<b>Classroom</b>		
<b>English</b>	<b>Pin Yin</b>	<b>Chinese</b>
Line Up	Ji He	集合
Attention	Li Zheng	立正
Ready	Yu Bei	预备
Bow	Xing Li	行礼
Begin	Kai Shi	开始
Master (father) Teacher	Shi Fu	师父
Older Brother	Shi Xiong	师兄
Older Sister	Shi Jie	师姐
Go for it!	Jia You	加油
Hai!	Hai	嗨

<b>Forms</b>		
<b>English</b>	<b>Pin Yin</b>	<b>Chinese</b>
Primary Fist	ChuJi Quan	初级拳
Dragon Fist	Long Quan	龙拳
Intermediate Fist	ZhongJi Quan	中级拳
Shaolin Fist	ShaoLin Quan	少林拳
Power Development Fist	GongLi Quan	功力拳
Eight Extremities Fist	BaJi Quan	八極拳
12 Kicks	ShiEr Tui	十二腿
Continuous Linking Kicks	LianHuan Tui	连环腿
Little Red Fist	XiaoHong Quan	小红拳

<b>Kicks</b>		
English	Pin Yin	Chinese
Snap Kick	LiaoYin Tui	撩阴腿
Thrust Kick	Qian Ti	前踢
Roundhouse Kick	Bai Tui	摆腿
Side Kick	Ce Ti Tui	侧踢腿
Back Kick	Hou Ti Tui	后踢腿
Inside Crescent Kick	LiHe Tui	里合腿
Outside Crescent Kick	WaiBai Tui	外摆腿
Kick Combination	LianHuan Tui	连环腿

<b>Hand Technique</b>		
English	Pin Yin	Chinese
Straight Punch	Zhi Quan	直拳
Palm Strike	Li Zhang	立掌
Back Fist (Side)	Bian Quan	鞭拳
Back Fist (Down)	Gua Quan	挂拳
Spear Hand	Cha Zhang	插掌
Hook Hand	Gou Shou	勾手

<b>Weapons</b>		
English	Pin Yin	Chinese
Staff	Gun	棍
Broadsword	Dao	刀
Sword	Jian	剑
Spear	Qiang	枪

<b>Stances</b>		
English	Pin Yin	Chinese
Horse stance	Ma Bu	马步
Bow Stance	Gong Bu	弓步
Empty Stance	Xu Bu	虚步
Back Stance	Hou Gong Bu	后弓步
60/40 Stance	Si Liu Bu	四六步
One Leg Stance	Du Li Shi	独立式
Drop Stance	Pu Bu	仆步
Sit Stance	Zuo Pan	坐盘

## Pronunciation of Finals

“a”	Like <b>a</b> in father
“ai”	Like <b>i</b> in <b>bite</b>
“ao”	Like <b>ow</b> in cow
“an”	Like <b>an</b> in man
“ang”	Like <b>ang</b> in bang
“e”	Like <b>ur</b> in fur
“en”	Like <b>un</b> in under
“eng”	Like <b>ung</b> in dung
“i”	After <b>z, ch, sh,</b> or <b>r,</b> like <b>er</b> in wonder
“i”	Like <b>ea</b> in tea
“ia”	Like <b>ja</b> in German <b>ja</b>
“iao”	Like <b>eow</b> in meow
“ie”	Like <b>ye</b> in yes
“iu”	Like <b>yo</b> in yoyo
“ian”	Like <b>yen</b> in <b>yen</b>
“in”	Like <b>in</b> in bin
“iang”	Like <b>yang</b> in yang
“ing”	Like <b>ing</b> in ring
“iong”	Like <b>ung</b> in Jung
“o”	Like <b>ore</b> in more
“ou”	Like <b>o</b> in go
“ong”	Like <b>ung</b> in Jung
“u”	Like <b>oo</b> in moo
“ua”	Like <b>ua</b> in suave
“uo”	Like <b>war</b> in war
“uai”	Like <b>wi</b> in swipe
“ui”	Like <b>weigh</b> in weigh
“uan”	Like <b>wan</b> in wangle
“un”	Like <b>won</b> in wondrous
“uang”	Like <b>w-ong</b> in <b>wrong</b> without the ‘r’
“ue”	Like <b>eu</b> in pneumatic plus air said quickly
“er”	Like <b>err</b> making the ‘r’ retroflex

## Pronunciation

“b”	Like <b>b</b> in bore
‘d’	Like <b>d</b> in door
‘g’	Like <b>g</b> in guard
‘z’	Like <b>ds</b> in adds
‘zh’	Like <b>j</b> in jelly
‘j’	Like <b>g</b> in genius
‘p’	Like <b>p</b> in poor
‘t’	Like <b>t</b> in tore
‘k’	Like <b>c</b> in card
‘c’	Like <b>ts</b> in it’s
‘ch’	Like <b>ch</b> in chilly
‘q’	Like <b>ch</b> in chew
‘m’	Like <b>m</b> in me
‘n’	Like <b>n</b> in need
‘ng’	Like <b>ng</b> in sing
‘sh’	Like <b>sh</b> in shy
‘r’	Like <b>r</b> in ray
‘s’	Like <b>s</b> in say
‘x’	Like <b>sh</b> in sheet
‘f’	Like <b>f</b> in fan
‘h’	Like <b>h</b> in her
‘l’	Like <b>l</b> in lie
‘w’	Like <b>w</b> in way
‘y’	Like <b>y</b> in yell

## STUDENT/PARENT OBLIGATIONS

Students should always strive to be virtuous and uphold the ideals of Jing Ying Institute in all aspects of their lives and be an example for others. Never engage in behavior that would reflect poorly on the reputation of Jing Ying or your fellow students.

Parents and siblings of students are responsible for cleaning up the areas they use. Please make sure personal belongings are not left in the changing area, storage area, or observation areas after your class is over. Be sure that any toys or equipment you use are put away neatly before you leave and make sure bottles, wrappers and other trash are disposed of properly.

While parents and siblings of students are welcome to observe classes at any time, they must remain seated in the observation area. They must stay away from training areas and cannot use any equipment. Children must be supervised at all times. Tigers and Dragons cannot use training equipment unless directed to do so by an instructor as part of a class. Other students may use our equipment but must remember that classes in session and advanced students have priority.

Students should arrive early so they are ready when class starts. Ready means your uniform is on with your shirt tucked in and your sash tied, you have marked attendance on your progress card and the card is on the clipboard for your class. Students are welcome to stay after their class is over to review and practice what they have learned.

Students are not to spar without supervision by an instructor nor without proper gear. Sparring is an opportunity to practice and develop skills and is not a competition. You are always responsible for the safety of your sparring partner. Students can be dismissed for being overly aggressive.

Students should not teach forms or self-defense techniques to non-students and should not teach new skills to existing students unless specifically asked to do so by an instructor.

Students are expected to fulfill their financial obligations on time. It is the student's obligation to attend classes and refunds are not issued for missed days. Extensions of your membership may be provided only if a documented medical condition or injury causes you to miss more than two weeks. If you know you will be away for vacation, business trips, or for any other reason, let us know **in writing** and **in advance** and your membership can be extended in one month increments for up to three months in a year. Paying your tuition promptly helps us meet our obligations to pay rent, utilities, insurance, payroll, equipment and the other costs associated with running a martial arts studio and making classes available for your training.

Remember that Jing Ying is YOUR school. The more you contribute by training hard, participating in activities or demonstrations and maintaining the ideals of Jing Ying, the more you help us remain the "best of the best!"