



## ***General Etiquette***

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1. Respect the dojo, its instructors, and your fellow students: they make your training possible.
2. When entering the dojo, remove your shoes and leave them neatly on the shoe rack.
3. If a class is in session, move and talk quietly so as not to disturb it.
4. Bow when stepping on and stepping off of the mat.
5. Volunteer your services to keep the dojo clean. If you see something that needs cleaning, simply do it. If you cannot, tell someone who can.
6. Do not eat, drink or chew gum within the dojo.
7. Pick up after yourself in the changing room, registration area, and office area.
8. Remove all jewelry before practice; it can be hazardous to yourself and others.
9. Keep your toe- and fingernails trimmed properly.
10. Observe strict rules of personal hygiene, and keep your *gi* (uniform) clean at all times. Do not walk around with your *gi* or clothing undone.
11. Always remain aware of fire safety and security. Be conscious of who enters and leaves the dojo, and for what purpose. When moving through the dojo, do so with awareness and care.
12. Strive to maintain a serious yet cordial atmosphere in the dojo. (“Practice with fierce joy!”)

## ***Etiquette in Onshinkan Dojo***

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1. If you cannot make your usual classes for one week or more, call or email the dojo office to let us know.
2. Do not wait to be asked to pay your dues on time.
3. If you have trouble paying your dues in a given month, let the dojo office know as soon as possible so a payment plan can be arranged.
4. Please arrive for class at least 15-30 minutes before its scheduled start.
5. If you are early for training, use that time to clean the dojo and to practice.
6. If Zen Meditation classes are in progress when you enter the training area, please go about your business quietly. When you are done changing, sit quietly in the observation area until *zazen* is done, which should be at least 15 minutes before class starts.
7. If you are late to class, change quickly, bow and sit in *seiza* on the edge of the mat until your sensei gives you permission to join class. If you know ahead of time you're going to be late, call before class and let the instructor know.
8. If you need to leave class early, tell your instructor before class, and when the time comes, let the instructor know before you leave the mat.

## ***Etiquette Toward Other Students***

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1. Treat others as you wish to be treated.
2. Be the first to offer assistance to your fellow students in any way during training.
3. Consider it an honor to train with your fellow students and to take *ukemi* for them – no matter what their level.
4. Take it upon yourself to know each student, and to offer encouragement when needed.
5. Help beginners to become familiar with the dojo.
6. Practice always with sensitivity toward your and your partner's capabilities and limitations.



7. Respect your sempai (senior-ranked students), for they have gone before you. Respect your kohai (junior-ranked students), for they are coming after you.
8. When a sempai is instructing you, treat them with the same respect you would treat your sensei.

### ***Etiquette in Training***

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The following are rules of etiquette to be observed when practicing:

1. Five minutes before the scheduled start of class, line up (highest rank closest to the entrance) and sit quietly practicing internal training.
2. When your sempai calls out "Shomen ni rei!" (bow to the front), bow. When your sempai calls out "Sensei ni rei!" (bow to the teacher), bow and say "Onegaishimasu!" (please be so kind [as to teach]).
3. Bow to your instructor when called upon to assist in demonstrating a technique; bow again and sit down when done.
4. Bow when the instructor has finished demonstrating and directs the class to practice.
5. When your instructor claps at any time during training, sit down in straight lines.
6. When sitting in line, do not sit crooked or slumped over. Try to sit in seiza, or in a cross-legged position with your back straight. If you need to change posture, bow and then change unobtrusively.
7. Should your instructor advise you on a technique during practice, if possible sit down in seiza to receive the instruction, and afterwards, thank him or her and bow.
8. Do not talk when your instructor is instructing or lecturing.
9. If you need to leave the training area during class for any reason, bow and thank your partner, and then ask your instructor's permission to be excused.
10. Bow to your partner when beginning or ending practice with that person.
11. When practicing, tap loudly with your hand if you feel excessive pain; this is a signal for your partner to stop, and is faster than saying "ouch" or "stop". Do the same when being pinned – get a stretch but try to tap *before* you feel too much pain.
12. If a senior student is teaching class, remember that your sensei assigned them to do so. Accord them the same respect you would your sensei. While they are teaching, you should refer to them as "sensei" (the call-in will also be "Sensei ni rei"). This is true even if they're the same or lower rank as you. While they're teaching, they are sensei. Remember everyone has different styles. Respect that! (If your sensei is present and asks a senior student to start the class and do warm-ups, the call-in will be "Sempai ni rei!").
13. Observe rules of safety at all times.
14. Report any injuries to your instructor immediately.
15. Do not teach Aikido techniques to non-students without permission. This is to prevent misuse and injury.
16. Do not stand around talking; while in class you should always be practicing or observing.
17. Practice only Aikido when on the mat – no wrestling or horsing around.
18. At the end of class, your sempai will again call out "Shomen ni rei!" and "Sensei ni rei!". As you bow to your sensei, say "Domo arigato gozaimashita" (thank you very much). Your sempai will then call out "Hotaga ni rei!" (bow to your fellow students). At this point, you should bow to each person with whom you practiced during that class.



### ***Etiquette in Promotion Testing***

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The following are rules of etiquette to be followed when you take a promotion test:

1. Sometimes a test is scheduled in advance for several ranks; sometimes a student will be tested individually. If you think you're eligible to test, feel free to ask your instructor. Be prepared to follow their recommendation, whether it's to test soon or wait.
2. Be certain that you are familiar with the techniques and exercises for which you are responsible. Remember that all tests are cumulative.
3. You are responsible for learning your techniques. Do not rely solely on class practice, but work on your techniques before or after classes as well. Any senior student should be willing – and able – to help you polish your technique.
4. Be certain that you have fulfilled all other requirements for your test, such as minimum time and training hours required, as well as camp and seminar attendance.
5. Be certain that you have filled out all appropriate applications and have paid your test fee and annual dues. If you are behind in your dojo dues, settle your account before applying to test.
6. If you have any physical problems the day of your test, be sure to tell your test committee before the test begins.
7. When your name is called to test, answer "Hai!" clearly and move to the proper place. If several names are called, line up in the order you are called. The first person called will be closest to the test committee. Sit down, bow to the shomen, and wait calmly.
8. Black belt candidates or candidates testing by themselves should also bow to the test committee. Candidates testing in a group do not need to.
9. Follow the directions of the test committee without hesitation.
10. When your uke is called to assist in your test, bow in unison with him or her (and the rest of the group) to the shomen. Turn and bow (in unison) to your uke, then stand up. When your uke is dismissed, sit in seiza facing him or her and bow, then await further instructions or the next uke.
11. When demonstrating technique, do not hesitate or pause. If you make a mistake, finish the technique if possible or at least move away and take a defensive stance.
12. Do not stop or give up. Do not groan, shake your head, or stomp your feet. Move cleanly and quickly.
13. If the test committee stops your test to advise you, sit in seiza facing them and listen carefully. Thank them and bow when they are finished.
14. At the conclusion of your test, bow to your last uke, then to the shomen, and finally to the test committee.
15. Maintain your composure and bearing as you walk to your seat. Do not sit with poor posture or lie down, even if you are very tired. Should you feel ill, you may ask to leave the mat. Otherwise, sit calmly and regain your breath.
16. When others are testing, offer to take ukemi for them. Be ready to be called upon to help in administering the test in any way.
17. If you are called to be uke and there is only one person in line, line up to their left (away from the test committee). If there are several people in line, line up behind your nage.
18. When you are uke during a test, remember that you're there to help that person show their best effort. Provide good, clean, energetic attacks and move freely on your feet. Do not challenge or resist unduly. Maintain a positive attitude and bearing, even if you're tired. And be ready!