



英國中華國術學院
Chinese Kuoshu Institute

Etiquette and Rules of Conduct

Protocol for Training in the Guan (館) Training Hall

Upon entering the 'Guan' (館) or Training Hall the student must salute at the entrance. If an Instructor (Blue Tunic), Master Instructor (Red Tunic) or Grandmaster is present they should then salute the most senior Instructor. If the Instructor is not present they should salute the Instructor upon his or her entry to the Guan.

If the class has already begun before the student enters, the student should salute at the entrance and then wait inside the entrance for the Instructor's acknowledgment, providing the student with permission to join the class. At which point the student should salute the Instructor and then prepare to join the class.

When class is to officially begin, the Instructor will signal the most senior student. The most senior student will then clap his hands and give the command 'Pai' (排), at which point all students in the Guan will stop what they are doing and arrange themselves in lines (in order of seniority), facing the Instructor in the 'ready' 'Zhu Yi Li' (注意力) position and awaiting further instruction. Students will line up according to grade and seniority: the most senior student will be on the head instructors right.

The most senior grade will give the command 'Yu Bei' (預備) to be ready and then 'Jing Li' (敬禮) to salute. Students will again salute Instructor. The Instructor will then command students to repeat the Student Code. The most senior grade will give the command 'Yu Bei' to be ready and then 'Jing Li' to salute. Students will again salute Instructor. At this time the instructor will conduct warm-up exercises, and then proceed with the rest of the class.

- During class, proper respect and discipline must be maintained at all times and etiquette and rules of conduct followed by all members. The chain of command of ranks must be followed at all times.
- Should the Master instructor enter the Guan, the presiding Instructor (or highest grade), will call the class to attention, have them turn and face the Master Instructor, and salute. The Master Instructor will acknowledge the salute and command the Instructor to resume their training or instruct the class on what they are to do next.
- If it should be necessary for a student to leave the Guan before the class is over, the student must get permission from the presiding Instructor or

- group Instructor if training in groups, unless permission had been received prior to the class beginning.
- Should a student wish to direct a question to the Instructor, must not do so directly, but approaches the senior member. If the senior member is unable to help him, he may ask an Instructor, but the Master Instructor should never be approached directly. A chain of command is established, and problems dealt with at the level where they properly belong. Proper etiquette should be observed at all times.
 - There should be no unnecessary noise. Students must remain silent at all times unless instructed otherwise. Students seated at the sidelines should remain still so as not to disturb those training.
 - No one is permitted to chew gum or smoke in the Guan. There shall be no food or drinks in the Guan. Consider the Guan as a sacred place where the martial arts is taught.
 - While seated on the floor, students should keep proper posture conducive to good health, with hands in fists, forearms resting on the thighs, back straight, head erect, and legs folded with the right leg on the outside of the left. No student should lean against anything when sitting or standing.
 - Students should exercise care to keep their uniform clean and pressed at all times. Students would take care to pay respect to their own bodies and keep themselves clean. Fingernails and toenails should be clipped and kept short to help prevent injuries to oneself and other members. No metal of any sort, except eye glasses or a wedding ring, should be worn during class.
 - The Guan must always be kept clean and empty of any distracting items. Members should, without having to be asked, help keep the Guan clean. All personal belongings should be kept to the back of the Guan. Every student is responsible for his/her own valuables. Mobile telephones should be switched off.
 - Before and after exercises, with the permission of the Instructor, the participants should bow, turn 180 degrees to their right, adjust their uniforms and belts, turn to the right 180 degrees, salute to the Instructor or fellow student he is working with. Never turn your back on an Instructor unless you are told to do so during an exercise.
 - Warm-up exercises before training and loosening-up exercises after training must be practiced by every participant in order to prepare the body and mind. Failure to do these exercises could result in pulled muscles and a lack of concentration on the part of the participant. When training, one must be in proper physical condition and focus his concentration. If he fails to do this, serious injury could result.
 - At the end of class, students will again line up according to rank and seniority. The commands are the same as during the opening ceremony except when the students stand for meditation.
 - The Guan is a place of learning. It is where individuals come, not only to learn how to defend themselves physically, but mentally as well. It is the goal of the martial arts to help develop the total person. Members of a Guan are like a family. They help each other learn from their experiences both in and out of the Guan. Members should be proud to be accepted as part of this family. This pride should be reflected, not only in how they

- conduct themselves while in the Guan but, outside the Guan, in their normal daily activities.
- Never ask to learn advanced techniques or the next Form. The instructor will teach you what you are qualified to learn at your level. It is disrespectful to ask for additional training when you may not yet have perfected what you are presently working on.

Protocol for Addressing Students, Instructors and Master Instructors

- All members should be addressed by their last names. Even children should be addressed in this manner. If we call the child (or adult) Mr, then we are teaching them respect. Respect for both themselves and for others. This will be carried over into their private lives which will reflect their respect for others and their martial arts training.
- Instructors (Blue Tunics) should be addressed by their last name, followed by their title 'Jiao Shi' (教師): 'Seaton Jiao Shi', for example.
- Master Instructors (Red Tunics) and Visiting Instructors should be addressed by their last name, followed by their title 'Shi Fu' (師甫): 'Nelson-Cole Shi Fu, for example. Or simply 'Shi Fu' if not addressing them as part of a group.
- Instructors and Master Instructors who have been appointed to coach a National Team are distinguished by the title 'Jiao Lian' (教練), which they may use at international events.
- Instructors and Masters Instructors who have been appointed to referee or judge at international events are distinguished by the title 'Cai Pan' (裁判), which they may use at international events.
- Masters Instructors (6th Degree or above) should **always**, whether in or out of the Guan, be addressed by title.
- Master Instructors should be referred to by their direct students by title only 'Shi Ye' (師爺).
- The Grandmaster the direct teacher of the students' teacher and head of the style must be addressed by his disciples as 'Shi Ye' and their students as 'Shi Ye Ye' (師爺爺).
- Masters and the Grandmaster should **never** be addressed by their first names by students - it is a sign of disrespect.
- Masters may give their disciples special permission to use their disciple name or first names, but only in private.
- Masters family members, who are also students, may refer to their Master by their first name, in private; but **never** in the presence of the Grandmaster, other Masters or higher ranking Masters.

Protocol for Social Activities

When not in training martial arts tournaments and events are often conducted. There is also a specific protocol to be adhered to at such events.

- When at dining events the students must allow the Grandmaster to be seated first in the prime position on the prime table, and the senior disciple is to show the Grandmaster to his seat.
- 'Shi Liang' (the Grandmasters wife) is to sit to the left of the Grandmaster. In such a case where the 'Shi Liang' is not in attendance then the most senior disciple is to sit to the left of the Grandmaster. When 'Shi Liang' is in attendance then the senior disciple is to sit to the right of the Grandmaster. All other disciples are to sit in order of rank next to or near each other with the most senior closest to the Grandmaster.
- The students and disciples must not start to eat or drink until the Grandmaster has begun or has given his permission to begin.
- The students should also not begin to eat or drink until the Grandmaster and their Master and/or higher ranking Master has begun to eat or drink.
- When drinking tea with a Master, the most senior student should make the tea and the most junior should pour the tea. Tea should be poured to the Masters and then to other students present in order of grade and seniority.

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