**Key Facts Disclosure Sheet**

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| **CLUB NAME AND IDENTIFICATION**  Our club is named MATRIX MARTIAL ARTS but may also be referred to as Matrix. The lead instructor is Jake Johnson. |
| **PROFIT STATEMENT**  Our club is run as a commercial entity and whilst our income may only be limited, we may use any profits for the further provisions of club equipment, training and drawings for directors / staff etc. |
| **LEGAL REGISTRATION**  Our club is registered as a private company limited by shares. Our company registration number is **11705704**. |
| **MATRIX MARTIAL ART STUDENT AUDIENCE**  Matrix Martial Arts Ltd provides classes to adults, young persons aged between 5 and 18 and Adults At Risk. |
| **COMPLAINTS AND DISPUTES**  Matrix Martial Arts Ltd has a complaints procedure in place and will always strive to provide the best service to its students and associated community members. Should you have a complaint about our conduct or service please contact us at www.matrixcombat@gmail.com and request to see our complaints procedure which will contain all the required information needed to make a complaint. All complaints are dealt with confidentially and are always followed up. |
| **INSURANCE PROVISONS**  **INSTRUCTOR INSURANCE**  Matrix Martial Arts Ltd always ensures that all instructors are fully insured. Our instructor uses specialist instructor insurance provided by BMABA. A copy of any relevant insurance documentation is available on request or may be viewed via BMABA.org/verify.  **STUDENT INSURANCE**  Matrix Martial Arts Ltd always takes our responsibility to safeguard members seriously. Accordingly, we always insure our students through BMABA for member to member liability. Cover will only exist where a student is in receipt of an insurance or membership certification from BMABA. |
| **DBS CHECK STATUS**  Matrix Martial Arts Ltd teaches adults and children and so all instructors hold an enhanced disclosure which has been deemed to be acceptable. Evidence of this check may be provided on request or is available from BMABA.org/verify etc. |
| **INSTRUCTOR GRADE REQUIREMENTS**  Matrix Martial Arts Ltd always ensures that our instructors are qualified to or above the minimum standard expected by our association. This is a Dan Grade/Black Belt for kickboxing. |
| **FIRST AID STATUS**  Matrix Martial Arts Ltd takes the safety of its members seriously. All instructors are first aid trained to an acceptable standard and sufficient emergency first aid equipment is present at all classes and on site at all times. A risk assessment and associated health and safety briefs are conducted prior to classes commencing. |
| **PROFESSIONAL ASSOCIATION MEMBERSHIP**  Matrix Martial Arts Ltd takes its responsibilities to run a professional class seriously. Accordingly, we are registered with BMABA. Our membership numbers are in the footer below and may be verified at any point by visiting bmaba.org/verify. Any associated membership certification is available on request or is viewable from bmaba.org/verify. |
| **FEES & CHARGES**  Matrix Martial Arts Ltd does not have any hidden costs or dishonest fee collections in place. All money is payable by electronic payment/standing order/direct debit/ etc] when due, and receipts will be issued.  Our club charges £25 registration fee to include association membership, insurance and this is payable on joining with us (at the same time as the first month of subscription fees). This fee is payable only once a year.  Grading fees are £25 per grading which includes belt, certificate and admission to the Lifetime Student Grading Register. This is payable per grading, which will usually take place approximately every quarter (although you may not be eligible to attend each grading and this is subject to instructor approval).  Classes are charged at £50 per calendar month for unlimited sessions and £30 per calendar month for one class per week.  You may discontinue training at any time on giving one months’ notice |
| **INDEPEDENCE STATUS**  Matrix Martial Arts is associated with a professional association to ensure our standards are some of the highest available, however we remain legally independent and are not submitted to any compulsory regulation or obligation under any of the above named associations.  Accordingly, it is our club’s responsibility to comply with local and national laws / regulations, and there is no re-course to our representing organisation in the event of any breach of law, regulation or protocol. We retain the right to be an independent club and govern ourselves by best practice whether we are inside or outside the membership / affiliation of any above named governing bodies. |
| **REPORTING OUR CLUB**  There is no single regulatory body for all styles of martial arts in the United Kingdom.  Accordingly, if you wish to report our club you are first of all asked to honour our complaints procedure (page 1) which will detail how you may raise any complaints with us, and what action we will take. This complaints procedure will also detail any specific organisation that we are associated with, and instructions on making a complaint to that body.  You may report us to our Association where applicable. Our Association is British Martial Arts and Boxing Association, however your complaint may not be properly investigated if you have not followed initial guidance on making a complaint as per our complaints procedure. If you wish to make a complaint please contact us at the email address above. |
| **ADDITIONAL CLUB NOTES OR KEY FACTS**  There is no additional key facts to disclose at this time. |

**This document was last updated on 3 Nov 2022**