



Student Handbook

Long Island Aikikai
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Mission Statement

To provide a safe, fun, and inclusive environment for people from all walks of life to practice the martial art of Aikido.

History of Aikido

Aikido is considered a relatively young traditional Japanese martial art. Founded in the early 1900's by Morihei Ueshiba, often referred to as O-Sensei (The prefix "O" meaning "great", and "Sensei" meaning "teacher"), it was developed from the older art of Daito-ryu Aiki-Jujutsu revived by Sokaku Takeda. The kanji for 合気道 is often translated as the way of harmonizing energy.

Until his death in 1969, Morihei Ueshiba had many students who subscribed to different styles depending on when they studied under him. Many of them were ranked in other martial arts, and eventually several organizations were born, each with a distinct style. His son, Kisshomaru Ueshiba took over the Aikikai foundation after his father's passing, which has its headquarters based in Tokyo. The current Doshu (head of the Aikikai) is the grandson of O-Sensei, Moriteru Ueshiba.

History of the Long Island Aikikai

The Long Island Aikikai was founded in 1964 by Edward Hagihara, who is a founding member of the New York Aikikai. After many years of subletting from several different locations, the dojo settled in its permanent location in Bay Shore on Long Island.

It is currently run by Adam Pilipshen and Josephine Fan.

History of Edward Hagihara, 8th Dan Shihan

Hagihara Sensei has dedicated almost 60 years of his life to the art of Aikido. He began his Aikido training in Manhattan New York in the late 1950's under Yasuo Ohara. After playing an instrumental role in the formation of the original New York Aikikai (circa 1961) as one of the seven founding members, Hagihara Sensei returned to Japan to train with the masters at the old Hombu Dojo. Hagihara Sensei's stay at Hombu Dojo was encapsulated by the private teachings and spiritual guidance of O'Sensei, who personally commanded Hagihara Sensei to "go and teach my Aikido". In 1964, Hagihara Sensei returned to New York to open the first Aikido Dojo on Long Island. As the longest running instructor in the US, Hagihara Sensei is still active and teaching regularly, Hagihara Sensei stays true to focusing on relaxation and Ki, continuing to be a source of inspiration to many.

History of Adam Pilipshen, 5th Dan Shidoin

Adam developed an interest in martial arts early on in his life. He began formally practicing martial arts at the age of 16 with the study of Jiu-jitsu, which quickly changed into an interest in Aikido. At the age of 19 he began training with Hagihara Shihan and shortly thereafter became one of only two uchi deshi (apprentice) ever to serve under Sensei. Training intensively and never missing a day of practice, Adam became Hagihara Sensei's fastest promoted student. Today, Adam serves as the Dojochō of the Long Island Aikikai and oversees all aspects of the organization. Adam believes that Aikido is a way towards mental and physical improvement. To him each movement should embody the brilliance of Aikido's principles in both form and function and he continues to train everyday in pursuit of this elusive goal.

Our Relationship With The Aikikai Foundation

Up until the end of 2019, the Long Island Aikikai was a part of the United States Aikido Federation. In 2020, the LIA became directly affiliated under Hombu dojo, and all promotions are conducted directly through them.

Promotion Requirements

To be Announced

Tuition Policy and Schedule

Tuition Policy

1. Annual registration is to be paid by all adult Aikido students and junior Aikido students with rank – except visiting or temporary students. Unless the student is new or returning, annual registration is due before March 31st to avoid any late fees. For all others, annual registration is due at the time of (re)enrollment.
2. Tuition is to be paid by the 1st of the month in which they are due. Except for new or returning students, any tuition received after the 10th of the month in which they are due are subject to a \$15 late fee.
3. Tuition is collected each month using an automatic payment system. Students have a choice of using VISA, MasterCard, or American Express.
4. Check and cash payments are available to students on a minimum of a 2-month in advance basis. Those that pay their tuition 6 months in advance will receive a 10% discount. This discount can not be used for additional adult family members or combined with other promotional offers. Although the LI Aikikai has no long term contracts, those that wish to cancel or postpone their education, must give 30 days written notice to the school.
5. There are no refunds for tuition once a student has studied one or more days during any month. Exceptions may be made for injuries or illnesses on an individual basis. In such cases, the member must contact the LI Aikikai directly.
6. Aikido students interested in attending Iaido and/or weapons classes, in addition to regular Aikido classes, can do so for an additional \$15/month. Student must be enrolled in this plan prior to the start of a given month, otherwise normal fees apply.
7. Visitors, and those delinquent with annual registration or monthly tuition, will not be considered for promotion.

Tuition Schedule

Annual Registration (paid yearly)	\$60.00
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Adult Monthly Dues	\$100.00
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Junior (13 – 17)	\$100.00
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Add Iaido/Advanced Weapons Classes	\$15.00
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Daily Mat Fee (for visitors and non-members)	\$20.00
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Iaido Fee Schedule

Iaido Program	\$50.00
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Class Schedule

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
6:30 am	Aikido	Aikido	Aikido	Aikido			
9:00 am						Aikido	Aikido
10:15 am						Study Group	
11:15 am							Open Mat
7:00 pm	Aikido	Aikido	Aikido	Aikido	Aikido		
8:00 pm	Open Mat	Open Mat	Open Mat	Open Mat	Open Mat		

Iaido Class Schedule

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
7:00 pm	Iaido			Iaido			

Holiday Closures

New Year's Day*
 Easter Sunday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Christmas Eve
 Christmas Day
 New Year's Eve*

*The Long Island Aikikai holds annual Etsunengeiko and New Year's Eve party in lieu of normally scheduled classes.

Cleaning Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning	Dust/sweep/wash training room Sweep lobby and stairs	Clean downstairs (sweep & mop tile, clean changing rooms, clean bathroom)	Dust/sweep/wash training room		Clean upstairs bathroom		Clean upstairs bathroom
Night			Clean upstairs bathroom	Dust/sweep/wash training room	Clean downstairs (sweep & mop tile, Clean changing rooms, clean bathroom)	Dust/sweep /wash training room	

Equipment

Gi - The white training uniform used by students of Karate and Jujutsu related arts including Judo, Japanese Jujutsu, Brazilian Jujitsu, and Aikido. White and off-white colors are available for sale at the Long Island Aikikai, or you can purchase your own from sources online. Washing it in hot water and then tumbled in high heat in the dryer will cause the uniform to shrink, so make sure when picking a size, you allot for the shrinkage.

Belt - The Long Island Aikikai utilizes colored belts for the safety of students--however, when visiting other schools, you should wear a white belt if you have not yet received a black belt. There are superstitions surrounding the washing of the belt but we recommend belts, just like gi and hakama, be washed for hygiene purposes. Our belt color system is as follows:

Unranked/6th Kyu - White

5th Kyu - Yellow

4th Kyu - Yellow

3rd Kyu - Blue

2nd Kyu - Brown

1st Kyu - Brown

Shodan+ - Black Belt

Hakama - They come in black or navy blue, and a myriad of materials. Please pay special attention to their care instructions as to not to lose the pleats.

Jo - Short staff.

Tanto - Knife

Bokuto (Bokken) - Wooden katana style sword.

General Dojo Guidelines

1. Bowing in Asian culture is a sign of greeting and farewell. When entering and leaving the dojo and mat area, it is proper to bow in the direction of the Kamiza. However, if you have any issues due to religion, please let the instructor know and it will be accommodated.
2. At the beginning of class, the instructor will bow to you and you will hear students say "Onegaishimasu," meaning "Please" with the implication of "Please teach me." At the end, you will hear "Domo Arigato Gozaimashita," meaning "Thank you very much." It is proper to say these at those times.
3. Sign in at the front desk before the start of class. Please use the sign in program provided. Your ID card should be in the box next to the tablet, organized alphabetically by last name. If you can't find your ID card or you believe it has been lost, please contact the dojo-cho for a replacement.
4. Shoes should be worn in all areas except on the mat area and the hang-out area. Many students choose to keep a pair of flip flops or slippers for this very purpose.
5. Please be on time for class. You should be lined up at least 5 minutes before the start of class. If you happen to be late, and class is already in session, change into your uniform, then wait quietly by the edge of the mat until the instructor grants you permission to join practice. Once class starts, if you need to leave the mat, please let your partner and the instructor know.
6. Other than your normal training instruments (i.e. weapons), please do not bring other items with you onto the mat. Remove watches, rings and other jewelry before practice. This is for your safety, your partner's safety, and to make sure you don't lose/break things that are important to you. Food or beverages are not allowed in the training area and should be left outside of the room.
7. While on the mat, do not lean against the walls or sit with your legs outstretched. Avoid sitting with your back -or feet- facing the Kamiza, peers, or teacher. The bottom of the feet is considered "dirty" and therefore pointing it at anyone is thought of as disrespectful. We understand seiza is a difficult position to maintain, so after bowing, you can sit cross legged.
8. Keep your training uniform and yourself, clean, in good shape, and free of offensive odors. Nails should be cut short and long hair should be tied up.
9. While the Dojo's cleanliness and presentation to visitors is not everyone's responsibility. We greatly appreciate it if members in attendance could assist in the dojo's cleaning following the posted schedule.

10. To ensure the stability of the dojo, please pay your tuition before the 10th of the month.

Health and Safety

1. If you have any medical conditions or injuries, please let the dojo-cho, your instructor and your partners know. If you still choose to practice, use a rubber band or tape around the limb that is injured so the instructors and your partners can have a visual reminder of your injury.
2. If you have been injured on the mat, immediately stop practice and inform your instructor. There is a first aid kit located in the dojo. If you don't know where it is, ask a dojo member to point you to it. If you feel the injury requires immediate medical attention, let the instructor know and they can either call an ambulance (if necessary), or have someone take you to seek medical attention. We recommend that you see a medical professional any time you have sustained an injury, and that you take the appropriate time to rest so that your injury heals and you can practice at your peak condition.
3. Since Aikido includes joint locks and pins, tap early and tap often. You should also say the word "tap" if you are worried your partner may not hear you tapping the mat. If you are applying a lock or a pin on your partner, you should make special note of immediately stopping when they tap. If anyone does not respect the tap, do whatever you can to extricate yourself from the situation and let the instructor know immediately.
4. If you are ill with a contagious disease (such as the cold, flu, mononucleosis, fungal infections etc.) please stay home. A day of class isn't worth getting everyone else sick, including those who might be caretakers of family with compromised immune systems, the very young, and the very old.
5. This is a contact sport and involves strenuous activities in which there may be blood/wounds/saliva. We recommend all students be up to date with vaccines and yearly blood-work. Please be aware your practice may be suspended until you are well (or the illness is under control) if you have an infection that poses a significant health risk for other practitioners. Some possible and contagious diseases spread via contact sports are:
 - a. The common cold
 - b. Influenza
 - c. MRSA/Other Staph Infections
 - d. Streptococcus
 - e. Hepatitis A, B, C, and D
 - f. Herpes
 - g. Measles
 - h. Chicken Pox
 - i. Noro Virus
 - j. HIV
 - k. Mononucleosis
 - l. Athlete's foot/Ringworm (Tinea sp.)
 - m. Scabies
 - n. Lice
6. Disinfect and cover/tape up all open wounds. If you find you are bleeding, after disinfecting and bandaging up the wound, make sure you clean up any blood that may be on the mat.
7. If you feel dizzy, nauseous, or in any way unwell, stop practice immediately and inform your partner and instructor. If you need water, let your partner and instructor know. Health and safety are our first priority, and we want all students to enjoy and feel comfortable during their practice.
8. For your own personal hygiene, we recommend washing your hands thoroughly before and after class, and showers after every class. While we clean the mats with bleach a few times a week, it is still possible to be affected by ringworms, pinworms, athlete's foot, etc. Keeping up with personal hygiene is a very important step in the prevention of fungal and parasitic infections.

Code of Ethics and Conduct

1. Prejudice and discrimination against any members due to race, gender, sexual orientation, religion, political leanings, country of origin, age, physical disability, and/or mental health are not tolerated. Any members found

to be engaging in actions that promote these behaviors will have their membership suspended, and, at the dojo-cho's discretion, terminated.

2. Sexual harassment of any kind is not tolerated. If a member reports sexual harassment by any other member of the dojo, the proper steps, including those to the authorities, will be taken. Sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when either: The conduct is made as a term or condition of an individual's employment, education, living environment or participation in a community.”
3. We reserve the right to terminate a membership based on criminal history.
4. Any actions pending a police investigation will trigger an immediate suspension of membership in the interest of preventing more victims until the situation has been resolved. An internal investigation will also occur, and regardless of whether the accused is found guilty by legal definition, should the owners of the dojo feel there is sufficient evidence, will have their membership terminated.
5. Everyone has a right to enjoy their practice and it is everyone's responsibility to ensure training is conducted in a fun and safe manner. If you are getting frustrated with your partner and do not believe you can practice with them in a kind and compassionate manner, please inform the instructor and pairings will be changed. We encourage peaceful conflict resolution through communication, but understand sometimes that may be difficult to do.
6. Our instructors are only here to teach you Aikido and keep you safe from harm on the mat. We do not advocate or recommend deifying or treating them as gurus for life or otherwise, since the hierarchical structure of Aikido can easily be used as a vehicle to take advantage. If any instructor or any member asks you to do something you do not feel comfortable doing, you are in your right to refuse, and we ask that you report it to us. If it is criminal in nature, we also urge you to go to the authorities. Off the mat, we are peers and do not expect or wish to be catered based on rank or position.
7. While we can control what occurs in our dojo, please note that other dojos may not hold the same policies. Part of our dedication here is that if you visit another dojo where you are subjected to any form of harassment or abuse, we will stand behind you and support you in holding them accountable.

Who to Contact If You Have An Issue

If you run into any issues during your practice or with another student/instructor, please contact the dojo using the contact information at the front of this book. You can also contact the Josephine Fan at jofanx@gmail.com. The contents of the conversation will remain private unless you give permission to share. We seek to provide a safe, comfortable environment for students to practice in.

Grievance Procedure

1. Please send an email to either the Dojochō or Josephine Fan detailing your grievance using the contact information at the front of this handbook. An online anonymous form is currently in the works and will be rolled out as soon as possible. Your written grievance should include the following:
 - a. What transpired, as best as you can remember. The relevant parties and anyone else privy to the situation at the time it occurred.
 - b. Date/dates where the situation occurred. Whether or not it is still ongoing and/or has escalated.
 - c. Please rate the situation based on this scale below
 - 1. It could be nothing, but I wanted to report it in case it isn't.
 - 2. The person did something that made me uncomfortable. If it were repeated, I'd consider it serious.
 - 3. The person did something definitely inappropriate (or has been doing #2 repeatedly) and it should be dealt with.
 - 4. The person did something seriously bad.
 - 5. The person did something that requires police involvement.
 - d. What you would like to see as a resolution.

- e. Either the dojocho or Josephine Fan will contact you within 24 hours of receiving your grievance report and will work with you to find a suitable course of action. We will *not* require you to interact with the person you have accused.
- 2. The accused will be spoken to (depending on the severity and if the person making the report should wish for it) and given a chance to respond to the report.
- 3. Please note that reports of repeated infractions at lower levels will become equivalent to higher levels.
- 4. If an action at the scale of 3 is repeated or the action is higher than a 3, the dojo will utilize an independent mediation company to come to the proper solution, to avoid inherent biases the dojo may have.
- 5. If the situation is criminal we urge you to contact law enforcement and make a police report, and will provide support should you desire it. We will conduct our own internal review and provide as much assistance to law enforcement as possible during the investigation period.