



Application to run an Official Instructors Course in BJMA Krav Maga

Proposed date for course: _____

Name of course host: _____

Preferred course facilitator/trainer: _____

Proposed address of venue for course: _____

Host details

Mobile number: _____ email: _____

Postal address: _____

Suburb: _____ Post Code: _____

State: _____ Country: _____

Terms and conditions

As part of this application you will need to agree to the following and sign this application.

I understand that to run this course I need to be a current and financial member of the BJMA. Participants of this course and the facilitator will be covered under my club insurance. The venue will be suitable and safe for this course.

I will act in a professional manner to represent BJMA and BJMA Krav Maga. I understand that I will be responsible for all expenses incurred. I abide by all record keeping requirement and will give full disclosure of records and financial transaction pertaining to this course as requested by the BJMA and the BJMA Krav Maga Technical Review Committee.

Full Name:

Witness Name:

Signature:

Witness Signature:

Date:

Date:



Financial Break Down

Course income - charges for participants. Instructor certification \$500. General participant \$200. Current instructors updating skills \$200. General participants grading \$200.

Course costs – Instructor payment, instructor travel expenses (flights or fuel), accommodation (most instructors are willing to stay at a private home at no cost), meals (meals can be supplied by the host, where meals are not supplied an allowance of \$25 per meal should be made directly to the instructor (maximum \$75 per 24 hours). Cost of official BJMA certificates, patches, and t-shirts (where applicable). 10% of gross income amount to BJMA.

Profit share- where the **Gross profit** is over \$800 it is to be split 50% to host gym/organiser, 25% to course instructor/s, 25% to BJMA.

Venue rental (if applicable) and advertising expenses will be covered by the host and not included in the cost break downs.

Payment Schedule (Nov 2017 - June 2018)

1 trainer

1 Day \$500 (3 to 6 hours)

2 Days (weekend, 6 to 12 hours) \$800

2 trainers

1 Day \$800 (\$400 each)

2 Days \$1200 (\$600 each)

All travel expenses (flights or fuel) where applicable. Accommodation (if required), meals or \$75 meal allowance each day.

Example of cost break down

Based on average courses run during 2017

4 x instructor cert @\$500 =\$2000, 6 x general participant @\$200=\$1200

total Gross income =\$3200

- BJC Payments; 10% BJC (of \$3200) =\$320

total BJC Payment=\$320

- Club shop payments; Instructor Cert and t-shirt expenses @ \$60x4=\$240,

Participant cert and patches (where applicable) \$25x6=\$125

total Clubshop Payment=\$365

-Trainer expenses (based on long distance flights, 1 trainer and paid accommodation)

Return flights \$800, Accommodation \$260 (2 nights, Fri & Sat)

Total trainer expenses = \$1060

-Trainers fee \$800 + meal allowance \$150

Total trainer payment =\$950

Profit/Loss

Income **\$3200** - BJC costs **\$320** – clubshop **\$365** - trainer expenses **\$1060**- trainer's payment **\$950** = Profit to host gym **\$505**



Course costing and payment distribution notice

Note: a template in excel spreadsheet format is available.

This form needs to be completed with a copy going to each of the following

BJMA TRC

Course Facilitator

BJMA Head office.

Income

Instructor certification; number of participants ____x\$500 = \$ ____

General participant certification; number of participants ____x\$200 = \$ ____

Total income = \$ ____

Outgoings

BJC Commissions; Total income \$ ____ @10%= \$ ____ (a)

Instructor fee (or instructors fee) \$ ____ (b)

Instructor flight Expenses (organised & paid by host) \$ ____

Instructor travel, fuel expenses (if applicable) \$ ____ (c)

Meal allowance \$ ____ (d)

Instructor accommodation fee (organised & paid by host) \$ ____

Instructor certification participants (Certificate, patch and instructor shirts)

Number of participants ____x\$ ____ = \$ ____ (f)

General participants (Certificate and if applicable, grade patch)

Number of participants ____x\$ ____ = \$ ____ (g)

Total expenses = \$ ____

Profit/Loss = \$ ____

Profit Share

If over \$800 profit then please complete the following for a profit split.

Profit = \$ ____ - \$800 = ____ / 2 = \$ ____ (k) / 2 = \$ ____ (m)
(to host) (to BJC and to course instructor)

Payment break down

BJC (a)\$ ____ + (m)\$ ____ = \$ ____

Clubshop (f)\$ ____ + (g)\$ ____ = \$ ____

Course instructor (b)\$ ____ + (c)\$ ____ + (d)\$ ____ + (m)\$ ____ = \$ ____

Host \$800 + (k)\$ ____ = \$ ____



BJMA Krav Maga instructor certification course

Course participation guidelines

The course participants are divided into two classifications **(GP) general participants** and **(IC) Instructor Certification**. These two groups have different prerequisites for participation.

(GP) general participants – Anyone who is over 16 years of age, who is a current member of BJMA.

(IC) Instructor Certification- Must be over 18 years and hold the minimum rank of 1st Degree in Krav Maga or 1st Degree in another BJMA system or equivalent martial arts system. They must apply for acceptance into the course on the official application documentation, this needs to be received by the TRC at least 7 business days prior to the course commencement.

Course participants will receive

(GP) Upon completion of the general course, participants will receive a **certificate of participation**. In some circumstances this course may be used by an instructor to grade a student/participant up a module level. (Not 1st Degree)

(IC) Instructor Certification- Upon completion, the participant will receive a **certificate of attainment**, an instructor's t-shirt and be able to teach as an assistant instructor, directly under the direct supervision of a registered instructor.

- a) If a participant is not currently 1st degree in BJMA Krav Maga they will receive their ranking patch and certificate. They can also purchase an official BJMA Krav Maga black belt, personalised with their name and rank.

To become a registered instructor, to teach unsupervised and/or to open a club:

To teach BJMA Krav Maga an applicant must

- have completed the Instructor Certification course
- be over 18 years old
- hold the rank of 1st degree, or above, in BJMA Krav Maga
- be a registered and financial member of BJMA
- have completed a BJMA Instructor Registration and complied with all requirements.

*Note: upon approval as a registered BJMA Krav Maga Instructor you will have access to the BJMA Krav Maga instructors web site, instructional video's, current teaching syllabus, instructors closed Facebook group.