

STUDENT HANDBOOK





Who Are We?

Welcome, future ninja!

Welcome to Newbury Park Martial Arts Center (NPMAC)! We are delighted to have you join our family! We have proudly been serving the community for over a decade and look forward to you experiencing all we have to offer!

NPMAC and the Quest network of To-Shin Do schools offers the benefits of the martial arts and mind sciences as taught by Black Belt Hall of Fame master instructor Stephen K. Hayes. Our To-Shin Do training focuses on the technologies that will allow you to evolve into a *tatsujin* - a fully actualized human being operating effectively in all areas of life.

As with NPMAC, each Quest school is a place to explore and cultivate new skills and powers along with fresh ways of thinking. We specialize in "*the art of winning.*"

Newbury Park Martial Arts Center is an up-lifting place in which to spend time with friends and family members who share your commitment to personal advancement. Your instructors are dedicated to helping you discover your own insights into personal power, resourcefulness, broad vision, peace of mind, and happiness.

Life-enhancing benefits for you!

- Spirit of adventure
- Increased focus and effectiveness
- Invigorating personal challenge
- Skills of personal discipline
- Good health and fitness
- Increased energy
- More options for successful choices in life
- Practical self-defense skills
- Sense of peace and security
- Heightened sense of self-confidence
- Network of new and interesting friends
- Improved ability to communicate clearly and directly
- Momentum of achievement in all you do
- Family closeness...
 - ...for couples - or parents training with children
- *...and it's a lot of fun getting to feel so good!*

The ability to handle situations of stress and crisis effectively and successfully is a skill, and *you can learn this skill.* We look forward to working with you as your success coach as you proceed to ***discover, learn, live and become!***

The following pages will give you an idea of what lies ahead for you as a student. You want to know what to expect in your first 9 months of Earth training. Like all other institutes of higher learning, we provide a detailed syllabus of what you will learn and a predicted timetable for accomplishment. Take a few moments to read through and familiarize yourself with the information you will need to know as our newest member.



Discover. Learn. Live. Become.

What Is To-Shin Do?

To-Shin Do martial arts training leads to the ability to live life fully, fearlessly, and freely. Ours is a thorough system of personal preparation for handling the kinds of conflict that can surprise us in the course of daily life. To-Shin techniques are based on ancient well-tested systems of protector discipline handed down by nine historical Japanese warrior families. At the same time, our training offers a very modern approach to handling the kind of threats and confrontations most likely in our contemporary culture. To-Shin Do is practical, intelligent self-defense!

To-Shin Do provides you with:

- ◆ A personal development program/ junior character education program
- ◆ A method for overcoming psychological intimidation or bullying
- ◆ Self defense using grappling, throwing, choking and joint-locking
- ◆ Offensive and defensive striking, kicking, and punching
- ◆ Modern defense using stick, blade, cord, and projectile weapons
- ◆ Strategies for successfully handling multiple assailants and surprise attacks
- ◆ A scientific system for learning and applying goal setting and achieving
- ◆ A fun, safe, family atmosphere

Beyond the basic training that leads to Black Belt in To-Shin Do is a collection of optional advanced courses including:

- ◆ Methods for survival in hostile environments
- ◆ Security protection for dignitaries
- ◆ How to instruct classes and run a school
- ◆ Classical Japanese weapons
- ◆ Meditation

To-Shin Do has three important roots from Japan's ancient cultural heritage

刀 *TO - the sword*

From the *nin-po* combat methods of the legendary ninja phantom warriors born of Mt. Togakure and cultivated in the wooded mountains and marshes of shadowy Iga, comes the core of our physical protection techniques and strategies. To-Shin Do martial arts practice is a great way to reduce stress and increase strength, endurance, and flexibility, while fostering a sense of peace, security, and control in life.

心 *SHIN - the focused spirit of intention*

From the *kuji* intention-channeling training of the *shugenja* mountain spirit seekers of Mt. Yoshino, comes the essence of our program for the discovery and development of the nine key qualities that characterize a fully actualized human being. We can achieve a more focused and disciplined understanding of the cause and effect dynamics that lead to success and fulfillment in life.

道 *DO - the path to mastery*

The NPMAC Personal Development Program/ Character Education Program is recognized by educators throughout the country as an effective way to cultivate our unlimited physical, mental, emotional and physical potentials. NPMAC students are successful and actively help to make our world a better place! Your program director will point you to our interactive website to access this valuable tool.

Why Are We Called To-Shin Do?



***NIN*- Important Symbolism Behind the To-Shin Do® Name**

The Japanese written character for *nin* of Japan's *ninja* stealth warriors and their martial art of *ninjutsu* can also be pronounced *shinobi*. It is translated as “stealth, endurance, perseverance, or putting-up-with”. *Nin* communicates the kind of strength required to keep our eyes on the grander goal. We know what we need, and we are willing to do whatever it takes to get it. We are not diverted, even when tempted to take on the petty affronts and insults tossed in our path from those who fear or envy us.

- ◆ The top part of the Japanese letter character for *nin* is pronounced “**toh**” which means “sword” or actually “blade edge” - **To** represents the martial arts *technology* we study to perfect
- ◆ The bottom part is pronounced “**sheen**”, and means “heart” - **Shin** represents the resolute spirit we need to win when negative forces attempt to drive us to defeat

Together as one single character for *nin*, the To-Shin ideal reminds us of the miraculous power of knowledge and intention combined to result in spirited intelligence in action.



Discover. Learn. Live. Become.

How Do I Use the Personal Development System/ Junior Character Education Program?

Congratulations on having access to the finest personal development program in America! NPMAC has *the* premier personal development program for our students, and it is at your fingertips!

You want to be proactive in your training; you enjoy seeing the benefits of the NPMAC dojo off the mat; you demand excellence. NPMAC's Personal Development program exceeds your expectations.

Do you understand the symbolism of the Quest logo used at Newbury Park Martial Arts Center? This important symbol signifies stepping outside your comfort zone. Our personal development instruction gently guides you so that you may discover new qualities about yourself and apply proper goal setting and achieving to your life.

Each month NPMAC presents our personal development program theme, broken down into easy to apply weekly technologies- as a powerful way to begin each class. These age old principles are time tested, priceless and form the foundation for modern psychology. Learn about strategic thinking, taking command of life and experiencing abundance just to name a few.

Our children's personal development program/ character education program produces results. Active lessons are provided to help assist Mom and Dad in reinforcing lessons experienced on the mat. In addition, our blog provides an outlet for parents to apply and share how the benefits of our premier training enhances one's life. Enjoy the NPMAC Personal Development Program® and discover the art of winning!

- Every class begins with our Ninja Personal Development topic of the week
- Our bulletin board offers a valuable information center to keep you informed
- The 'Personal Development' tab on our website is a one stop area for adult students, junior students and parents.
- Adults can participate in the Personal Development blog, sharing the impact of the lessons presented monthly
- Junior students may download our Character Education worksheets and complete at the end of the month for dojo rewards (see your instructor for details on turning in the dojo worksheet projects). You will find the worksheets fun, educational and a great way to connect with your kids!
- The Ninja Parents Scroll a collection of bits and pieces for healthy, well balanced and happy parenting.
- Every student explores our 14-Point Code for Powerful Living
- Every class ends with our three part student creed
- Students can access the Stephen K. Hayes Online Community and pose questions to the most experienced martial artists and educators in the country



Student Creed

I believe in myself. I am confident. I can accomplish my goals.
I believe in what I study. I am disciplined. I am ready to learn and advance.
I believe in my teachers. I show respect to all who help me progress.

14-Point Code for Powerful Living



I protect life and health,
I avoid violence whenever possible



I respect the property and space of all,
I avoid taking what has not been offered



I develop significant relationships,
I avoid abusing others for selfish gain.



I thoughtfully express the truth,
I avoid the confusion of dishonest words.



I cultivate a positive attitude, a healthy body and a clear mind,
I avoid whatever would reduce my physical or mental well-being.



I communicate health, happiness and peace of mind to everyone I meet,
I avoid violent, disturbing, and unduly critical speech.



I promote harmony and positive momentum to bring the best in everyone,
I avoid causing alienation, doubt, and division among others.



I encourage all to speak purposefully from the heart,
I avoid the dull contentment of gossip and small talk.



I am as enthusiastic about others fulfillment as I am about my own,
I avoid treating others' successes as the cause of my lacks.



I promote the enjoyment of life, and encourage others with my smile,
I avoid setting myself against the world.



I promote the search for personal realization of truth,
I avoid the seductive comforts of narrow-mindedness.



I accomplish what must be done in a timely and effective way,
I avoid putting off doing that which will benefit me and my world today.



I strive to be so strong that nothing can disturb my peace of mind,
I avoid the negative effects of worry, doubt, and regret.



I work to build love, happiness, and loyalty among all members of my family,
I avoid putting temporary personal benefit ahead of the welfare of those I love.

NEWBURY PARK MARTIAL ARTS CENTER



Discover. Learn. Live. Become.

How Do I Progress in To-Shin Do?

A series of colored belts indicates your progress in To-Shin Do training. Each element helps you to discover a way of feeling and a way of moving. The yellow (earth), blue (water), red (fire), green (wind), and brown (void) belt colors reflect the 5 elements of our martial technology.

- You begin with 3 initiate belts starting with White Belt, awarded as you move through the 9 month Level 1 Foundations of Self-Protection course (earth realm).
- Once you enter the Level 2 Advanced Personal Protection training course with a Blue & White-stripe Belt, there are 12 *kyu* “class” grades leading to Black Belt. It usually takes 3 to 4 months to earn each colored belt, so it usually takes around four years or more to earn 1st Degree Black Belt.
- Once you enter Black Belt Master level training, there are then 10 *dan* “degree” levels of study

To-Shin Do belt ranks include:

- White Belt - your first belt in Level 1 “Foundations of Self-Protection”
- Two Yellow Belt “Earth *ground-holding* element” stages in Level 1 “Foundations of Self-Protection”
- Three Blue Belt “Water *tactical-positioning* element” stages in Level 2 Advanced Self-Protection (like grades 1-3 of Primary Elementary School)
- Three Red Belt “Fire *intention-intercepting* element” stages in Level 2 Advanced Self-Protection (like grades 4-6 of Secondary Elementary School)
- Three Green Belt “Wind *effortless-capture* element” stages in Level 3 “Path of the Protector” (like grades 7-9 of Middle School)
- Three Brown Belt “Formless *creative-integration* element” stages in Level 3 Path of the Protector (like grades 10-12 of High School)
- Two Black Belt “Practitioner” stages, 1st & 2nd Degrees (like High School Grad, & Associate Degree)
- Two Black-&Bronze Belt *To-shi* “Senior practitioner” stages, 3rd & 4th Degrees (like Martial Arts B.A. & M.A)
- Two Black-&Silver Belt *To-shi Shi-han* “Master practitioner” stages, 5th & 6th Degrees (like Martial Arts Ph.D.)
- Two Black-&Gold Belt *To-shi Han-shi* “Senior master” stages, 7th & 8th Degrees (like Martial Arts Professor)
- Two Bronze-Maroon Belt *To-shi Mei-jin* “Grandmaster” stages, 9th & 10th Degrees (like Martial Arts “Dean”)
- Silver Belt “*An-shu*’s Hombu Councilor” stage (“Martial Arts Board of Regents”)
- Gold Belt *An-shu* “Headmaster” stage (“Martial Arts Chancellor”)

What Is The Scientific Method NPMAC Uses To Teach Goal Setting And Achieving?

As a new Level 1 Foundations of Self-Protection student, concentrate on learning the techniques taught as *solutions* to the most common assault threats, training your body in the *mechanics* of how to make success happen, and training your mind to *expect success*.

In the 3rd week of each month of training, you will be tested on the lessons you have learned and practiced that month. This is like a progress report. If, as a result of your monthly test, you receive a:

- **Black stripe** at the end of your belt - you are ready to move to the next section of training
- **Blue stripe** at the end of your belt - instructors will work with you to get your skills and knowledge to the level where you can replace the blue stripe with black and advance onward
- **Total classes per month** usually average between 6 and 8 per month

During your third month of training in your current belt, you will be pre-tested in preparation for your belt graduation, (which typically takes place at the end of your third month) once you have handed in your testing application an any applicable fee (youth students will need to turn in “**Intent to Promote**” sheet). You will receive a:

- **Red stripe** at the end of your belt. You will be tested on the total material covered in that belt thus far. If you successfully pass the test and have all paper work turned in, you will receive a **Red stripe** on your belt, you will be invited to a graduation celebration to demonstrate your techniques and receive a new belt and diploma.
- **All of your friends will be cheering for you!**

“How often do I test for belts?” Our objective is for you to progress successfully from one belt to the next *every three months*; however, this is not always possible or the best thing for you. You may need to take an additional month if necessary to be sure that you have successfully gained the skills expected at your belt level.

“What does it take to pass the test for my next belt?” Be able to demonstrate that you know the material, understand it, and can perform it effectively to produce results. Bear in mind that you are learning and growing on *many levels*. It is not a good idea to judge or compare yourself to others, or wonder whether you are skilled enough to “win a fight against all attackers.” Personal mastery takes time to develop.

“What would lead to me not passing the test?” If you have not gotten all your questions answered yet, you may find some gaps in your abilities. Though you may know what the material is, if you do not understand it or cannot perform it effectively, it would be a good idea to work at your current level until more confidence and skill are developed. Again, it takes time to develop mastery.



Discover. Learn. Live. Become.

What Do Teachers Look For As Test-Passing Quality In A Test?

Obviously, you need to know what the techniques are and how to do them properly. Beyond knowledge, with every move you make, be sure that you demonstrate that you understand and consistently apply the following 12 qualities:

1. **Sho-shin HEART** - Grasp the importance of the **3-Part Student Creed** (“How to be successful”) and the **14-point Mindful Action Code** (“Our fighting skills make the world *safer*, not more dangerous!”)
2. **Chi-shiki KNOWLEDGE – Know technique & kata details** – You understand the purpose and principles so well that even if you leave standard form, you control the situation and take it where you want it to go
3. **Sei-kaku PRECISION** - **Correct, confident, strong, and effective** techniques – power and precision
4. **Nagare COORDINATION** - **Flowing momentum** moves your body as a unit to knockdown or takedown
5. **Shu-chu FOCUS** - **Use eyes and mind and sensitivity** to connect to the big picture to judge the problem and make the right decision under pressure
6. **Kamae BASE** - **Good flexed-knee foundation** for balance and mobility, with shoulders over hips
7. **Kuzushi BALANCE CONTROL** - **Hips, shoulders, and legs aligned** to throw off adversary’s balance without giving up your own; he in effect “allows you to defeat him”
8. **Ukemi BREAK-FALL SKILLS** – **Roll with the punches** with skillful break-falls for a safe training experience
9. **Ma-ai GAP** - **Use appropriate intervals of timing and distancing and positioning** to keep your attacker off-balance and off-line mentally and physically and in perfect position for you to strike
10. **Ki-ai SPIRIT** - **Strong command shout** - “**Stop it! No! Hold it!**” or “**Hey!**” – with every defensive action
11. **Shu-toku MASTERY** - **Safe control yet highly spirited practice** for highest possible safety and realism
12. **Zan-shin FINISH** - “**Fighting Spirit**” **winning mental focus** all through the technique and the completing concentration that follows the ending - no fooling, fumbling, or fading away - this is *real!*

How Do I Begin?

Use the standard NPMAC start-up routine at the beginning of each class to give a reassuring structure to your training every time you enter the dojo. Your warrior spirit ancestors started their daily training with a similar ceremony for generations, and now you are making progress in your life with just the same focus and dedication. Isn't that inspiring?

- Pick up your attendance record card from the rack.
- Line up by seniority at the edge of the training floor and assume "Ready" shoulder-width footing with arms straight down and fists in front of your thighs and your eyes forward. Prepare for training!
- Use the minutes at the edge of the training floor before class to center yourself physically and mentally for what you are about to begin. Breathe deeply. Get centered. Wake up! Focus! Energize!
- At the start-up signal, run onto the floor in a line of 9 students per line. Make it precise, dignified, and *fast!*
- Teachers stand at the front of class facing students.
- Student at far right in front row calls out in Japanese, "Sensei ni rei!" *Sen-say nee ray* ("Student and Teacher salute")
- Pull feet together, hands at sides of thighs, and bend forward from the hips in Japanese-style salute
- At opening, recite in Japanese: *Onegai shimas' Oh-neh-gah-ee shee-mahs'* ("Please assist me!")
- Straighten to standing "Attention" posture with feet together and hands at sides of your thighs
- Resume shoulder-width stance, fists in front of thighs, in "Ready" posture
- The class will wrap up with a recitation of our 3 parts of the To-Shin Do Student Creed
- At the end of class, pull feet together, hands at sides of thighs, and bend forward from the hips in Japanese-style salute and recite in Japanese: *Domo arigato gozaimas' Doh-moh ah-ree-gah-toh go-zah-ee-mahs'* ("Thank you!")
- At completion of class, salute fellow students and teachers with a handshake and spirited high five as you leave the floor quickly to make room for the next class



Discover. Learn. Live. Become.

How Can I Maintain Respectful Training?

Dojo Etiquette for Safe and Spirited Training

Codes of warrior dignity etiquette are a traditional part of martial arts training in Asia. Generally, just remember to conduct yourself with cheerful alertness and appreciation for the art you study and the teachers who share their secrets with you. The following suggestions will help you be more at home as a new member of the NPMAC *dojo*:

1. The bow salute is a sign of respect in the martial arts. To assist you in appreciating safe training, it is customary to bow to the teacher and the training space when you enter or leave the *dojo*, and at the beginning and end of a technique with training partners.
2. You may address any teacher as “*Sensei*” (pronounced *sen-say*), “Sir” or “Ma’am”, or by family name (“Mr. ___” or “Ms. ___”).
3. Use time before class to warm up, stretch, and focus on the spirit of what is to come.
4. Be aware of the significance of your presence in the *dojo* every time you bow in salute and enter the training area. Be appreciative of the fact that you are a part of your *dojo*'s long historical legacy. Doesn't it feel great to be a part of something so meaningful?
5. Wear an NPMAC T-shirt under your *do-gi* training suit jacket. To avoid any possible controversy, never wear shirts with logos or lettering unrelated to the *dojo*. *Kyahan* leg-wraps can hold your pants legs over heavy socks, and Japanese split-toe *tabi*.
6. Be alert. Keep safety in mind. Do not chew gum. Do not wear rings, watches, or jewelry in training. Tie back long hair for safety. When not actively training in class, stand in the Natural Ready Posture, or sit on the floor with your legs folded in front of or beneath you. Never lean on walls. Never lie with your legs sprawled out on the floor.
7. Do not distract yourself or others with unnecessary talking. Pay careful attention to your teacher's instructions. Concentrate on what you are learning. Train diligently to develop your skills. You are encouraged to ask questions as needed, but avoid using up class time telling stories or diverting the lesson with “*Yeah, but, what if...*” scenarios different from the point the instructor has been assigned to teach you in that class lesson.
8. Keep effective learning and safety in mind always. The *dojo* is a place for practice and study, not struggle or rivalry. Never force a technique on your partner beyond safe training limits. Never resist a technique beyond reasonable limits. Never replace an assigned technique to “fool” your partner. Always wear appropriate safety armor for fight simulation with a partner. There is *absolutely no need* to injure yourself or others to get ahead. You can progress in a healthy manner *only* when “Safety is #1”. Of course any form of “horseplay” is *totally inappropriate* in or out of class.
9. Be responsible for the security of your own valuables while training. The *dojo* has clothing storage areas for your convenience, but we cannot be responsible for your personal belongings. Lock important items in your car. Be sure to *write your name* on all training gear articles so that others will not mistake your items for theirs.

Never leave personal articles or training gear at Newbury Park Martial Arts Center over night.
10. Your attendance card is your record of training required for testing each month. Pick up your card before entering the class. Pass your card to the senior student in class as you line up. The senior student will give the cards to the instructors for that class.



Who Is Our Founder?

To-Shin Do® Founded By Most Inspiring Teachers

NPMAC and the SKH Quest network of schools are under the direction of An-shu Stephen K. Hayes, international adventurer and author of 18 books. He was born in Wilmington, Delaware, in 1949, and grew up in Dayton, Ohio. He has lived in and traveled throughout North America, Europe, Japan, the Arctic, China, Tibet, Nepal, and India. He is a husband and a father of two adult daughters.

Stephen K. Hayes' Martial Arts Biography

- 1967 - Began formal training in martial arts
- 1971 - Graduated with Black Belt from Miami University in Oxford, Ohio
- 1978 - Awarded instructor license in Togakure Ryu ninja martial arts in Japan
- 1985 - Inducted as member of Black Belt Hall of Fame
- 1990 - Included in international edition of "Who's Who"
- 1991 - Ordained as teacher of Japanese esoteric meditation mind sciences
- 1991 - Appointed personal security escort for Dalai Lama, Nobel Peace Prize laureate
- 1993 - Awarded 10th Degree Black Belt by grandmaster Masaaki Hatsumi of Japan
- 1996 - Founded SKH Quest Center To-Shin Do® martial arts school network
- 1998 - Black Belt Yearbook calls Stephen K. Hayes "*a legend in the martial arts*"
- 2003 - Founded SKH Quest To-Shin Do® Distance Learning DVD training program
- 2007 - Black Belt Magazine calls Stephen K. Hayes "*one of the ten most influential living martial artists in the world today*"

An-shu Rumiko Urata Hayes was born in Kumamoto, Japan, graduated from Sophia University in Tokyo, and earned her master instructor title from grandmaster Masaaki Hatsumi in Japan. She often travels with her husband to teach classes at their network of SKH Quest To-Shin Do Affiliate schools around the USA.

Every SKH Quest Affiliate School is under the professional direction of qualified Black Belt Instructors certified through the SKH Quest Instructor College. Highly qualified colored-belt Trainers also instruct at various classes throughout the week.