



ACADEMY OF HISTORICAL ARTS

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## Code of Conduct

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# 1 General Introduction

The Academy of Historical Arts requires of its members a high level of behaviour, commitment and conduct. This document will list the responsibilities of each level of membership within the Academy, and members of each level are expected to consistently meet the standards of behaviour and conduct contained within. Any severe breaches of this code of conduct may result in disciplinary proceedings as per the Academy's Disciplinary Procedure document.

## 2 Responsibilities of Members

All members of the Academy of Historical Arts are expected to:

- constantly strive for personal improvement;
- behave and act in a professional manner;
- conduct themselves with self discipline;
- keep an open mind to learning, not to be closed minded and become set in one way of doing things;
- help make a safe environment in which members may meet and practice;
- bear in mind that discussion and communication should not be offensive or objectionable to any other person;
- respect one another during and outwith classes and events;
- treat the Academy's instructors and ranking members with the respect due to their positions;
- deal with personal differences in a mature fashion, without turning small issues into major drama;
- deal with disagreements with an instructor outside of class times;
- never hinder the education of another member;
- follow the rules and regulations set out in the Academy's documentation;
- arrive for classes, meetings and events in a timely fashion;
- come to lessons prepared by: bringing any requested equipment, wearing long hair tied back, going to the bathroom before lessons start, bringing personal bottles of water, bringing a notebook and pen;
- touch no weapons without prior instruction to do so;
- hold all weapons in the correct manner while receiving instruction;
- not be disruptive in lessons;
- follow all instruction regardless of personal opinion on the matter (unless there are exceptionally strong reasons why this should not be the case);
- stay on-task during lessons and not distract other members;
- leave outside issues outside the training hall;

- allow the instructor to speak without trying to add one's own points of view to the teaching;
- help with fundraising for the Academy;
- look after and respect group equipment;
- look after and respect private equipment owned by other members;
- follow the dress code and wear the Academy uniform to Academy events;
- pitch in and help with group activities, no one is exempt from this (except for medical reasons);
- be aware of and respect the fact that Academy headquarters is also a private residence and is located in an area of private residences;
- not misuse or abuse any martial training;
- uphold the good name of the Academy and Triquetra Services.

### 3 Further Responsibilities of Instructors and Ranking Members

All instructors and ranking members of the Academy of Historical Arts are furthermore expected to:

- disclose any conflicts of interest that might impair ability or judgement;
- lead by personal example and act as role models;
- keep safety as first priority, professionalism and education as second priorities;
- provide as high a level of instruction as possible;
- always act in a professional manner and never to abuse rank or position in the Academy;
- foster a safe and comfortable environment;
- maintain control of their classes when teaching;
- show the proper respect to other instructors and ranking members;
- begin and end classes in the manner prescribed by the Academy;
- bring notebook, pen, folder and teaching certification to meetings;
- attend High Council meetings as often as possible;
- read any information sent out before High Council meetings in order to properly prepare for the meetings;
- sign and obey a non-disclosure agreement;
- be intimately aware of the rules and regulations of the Academy;
- help with fundraising for the Academy through grant applications;
- be non-judgemental and to consider every issue carefully before reaching a decision;
- act as ambassadors for the Academy;
- always act in the best interests of the Academy.

## 4 Further Responsibilities of Administrators

All members of the Academy of Historical Arts who hold an administrative position are furthermore expected to:

- disclose any conflicts of interest that might impair ability or judgement;
- adhere strictly to the Data Privacy policy;
- sign and obey a non-disclosure act;
- remain organised;
- complete and deal with forms and paperwork in a timely fashion;
- facilitate communication between different strata of Academy membership;
- perform all jobs as competently as possible;
- show initiative;
- step down from other administrative positions in other student societies, while still a student;
- liaise with external bodies where necessary in a professional manner;
- act as ambassadors for the Academy;
- always act in the best interests of the Academy.