

Case Study: KYA Karate Club

KYA Karate Club is an independent family run club offering self-defence classes to its members. An interview with KYA's owner, Ernie has provided the following information.

Ernie is a martial arts enthusiast and after reaching his Dan status in 2005, decided to start his own club. The club now has approximately 200 members of all ages and abilities spread around the local area. Ernie runs training sessions most evenings using church halls in Burnley, Preston, and Carlisle.

Each member carries a membership card (example 1), which is date stamped every time they attend a training session. Their attendance is also recorded in Ernie's attendance ledger (example 2). Members pay a small fee, which is currently £3, for attending any session. This money is used primarily for the hire of the halls and Ernie's expenses for running the club. He also stocks and sells karate suits in a variety of sizes, and grade belts (white, yellow, orange, green, blue, purple, brown and black) to supplement this. He keeps all of his records on paper, but uses his laptop to make forms which allow him to keep accurate records of attendance, member details, etc. With his membership numbers growing at an increasing rate, he is finding it more and more difficult to keep his records up to date. Ernie has a card system (example 3) for recording his member's personal details and achievements to date.

He usually holds grading sessions twice a year for members who he feels are ready to progress to the next grade and who have attended the minimum number of training sessions required. At least a week prior to the grading event, members who are grading have to pay a grading fee, which is currently £20, and give Ernie their karate licence (a small document which holds a photograph of the member and a signed declaration that they promise to uphold the true spirit of Karate, etc). During the grading session, each member is assessed against pre-defined criteria by a panel of Dan grades and is awarded an average mark based on their performance. On completion of the grading session, each successful grader is awarded a certificate, their licence is updated, and they have the opportunity to buy the belt applicable to their new grade.

Ernie's membership is increased throughout the year by recommendations from existing members, but he has found that printing leaflets and posters that his members take to school/college/work to advertise the clubs and to offer a free training session to anyone, is a very successful way of attracting new members. He has done this several times over the last few years.

Example 1: Membership Card

Melanie Kellet

Mem. No: P06

- 9 MAR 2007	11 JUL 2007	10 OCT 2007
16-3-07	18 JUL 2007	17 OCT 2007
30 MAR 2007	21 JUL 2007	14 NOV 2007
13 APR 2007	25 JUL 2007	11 NOV 2007
4/5/07	25 JUL 2007	27 NOV 2007
- 9 MAY 2007	1 AUG 2007	- 1 DEC 2007
16 MAY 2007	15 AUG 2007	- 5 DEC 2007
23 MAY 2007	22 AUG 2007	18 DEC 2007
- 6 JUN 2007	29 AUG 2007	- 9 JAN 2008
13 JUN 2007	- 5 SEP 2007	6 JAN 2008
16 JUN 2007	- 8 SEP 2007	23 JAN 2008
20 JUN 2007	12/9/07	30 JAN 2008
27 JUN 2007	19 SEP 2007	- 6 FEB 2008
- 4 JUL 2007	26/9/07	13 FEB 2008
- 7 JUL 2007	31/10/07	29 FEB 2008

29 FEB 2008	30 MAY 2008
- 5 MAR 2008	4 JUN 2008
- 7 MAR 2008	- 6 JUN 2008
12 MAR 2008	6 JUN 2008
14 MAR 2008	18 JUN 2008
26/3	20/4/08
29/3	26/6/08
16 APR 2008	- 2 JUL 2008
23 APR 2008	
30 APR 2008	
25/08	
- 7 MAY 2008	
14/5	
21 MAY 2008	
8002 JAN 8 2	

Example 2: Attendance Ledger

Preston Club

Name	M Number	Date	Date	Date	Date	Date	Date	Date	Date	Date	Date
William Axon	P01	13/4	20/4	27/4	4/5						
Wilma Axon	P02	13/4	20/4	4/5	11/5						
Wendy Axoff	P03	20/4	27/4	4/5	11/5						
Ryan Kegworth	P04	13/4	27/4	4/5							
Hari Kumar	P05	13/4	20/4	27/4	4/5	11/5					
Melanie Kellet	P06	13/4	4/5	11/5							
Tony Abbot	P07	20/4	4/5								
Thomas West	P08	13/4	11/5								
Maureen Johnson	P09	13/4	20/4	27/4	4/5	11/5					
Tony Albatross	P10	27/4	4/5								
Thomas Hardy	P11	13/4	20/4	27/4							
Daniel Hamilton	P12	4/5	11/5								
Simon Crowther	P13	4/5	11/5								
Steve Westcote	P14	13/4	20/4	27/4	4/5	11/5					

Example 3: Member Card

Member No : P06

Name : Melanie Kellet

Address : 93 Houghton Lane, Houghton, Lancashire

Postcode : PR5 5JJ

Joined Club : 3rd March 2005

Date of Birth : 04/05/1989

Home Tel : 01254 963353

Mobile :

Belts Achieved :

Yellow : 24/7/05 Orange : 11/12/05 Green : 25/6/2006 Blue : 1/7/07

Purple : 29/6/2008