

<b><u>Mandate Title:</u></b>	Club Staffing Requirements
<b><u>Mandate Number:</u></b>	HMKA-M3
<b><u>Revision:</u></b>	1.1
<b><u>Author:</u></b>	Brian Rainie
<b><u>Approver:</u></b>	Gary Murray
<b><u>Effective Date:</u></b>	February 2014



### **Objective:**

The intention of this document is to outline the positions used to manage a Club and ensure its success. This includes a list of required staff, along with their roles and responsibilities.

### **Background:**

It is important that any Club requesting certification of a charter through the Association demonstrates its commitment to establishing and maintaining the Club.

### **Mandate:**

As an absolute minimum, the Association requires a liaison with the Club. This is the role of the Club President. Although a Club may exist briefly with only a Club President (in situations where a Chief Instructor is not available), testing and promotions require a Chief Instructor.

The minimum roles and responsibilities of the Club President and Chief Instructor are outlined below:

#### ***Club President:***

This is the key position within the Club. This individual reports directly to the Han Moo Kwan Board Of Directors and is the liaison between the Club and its supporting organizations (corporate sponsor, outside vendors, etc.). The Club President is charged with managing the Club Officers and setting Club policy in conjunction with any/all Mandates set forth by the Board of Directors.

Specific duties include:

- 1) Liaison with the Board Of Directors regarding Club issues and policies.
- 2) Liaison with any corporate sponsor regarding Club issues and policies.
- 3) Acquire and maintain a Chief Instructor certified by the Han Moo Kwan Association.
- 4) Enforce all current Association Mandates.
- 5) Establish, maintain, document, and publish all Club policies (see HMKA-M5).
- 6) Maintain accurate records of attendance, testing and promotion.
- 7) Schedule and hold elections at least every two years.
- 8) Upon completion of service, train a replacement and ensure a smooth transition.
- 9) Replace junior Club Officers as necessary.

***Chief Instructor:***

No Club can be successful or continue the integrity of the art form without a Chief Instructor who understands and can continue the tradition of the art form. Han Moo Kwan Tae Kwon Do is no exception.

The Chief Instructor is key to the success of the Club. This individual reports directly to the Club President, and is responsible to the Board Of Directors for maintaining the integrity of the art form. In cases where this might conflict, the Chief Instructor may request guidance from the Board Of Directors.

Specific duties include:

- 1) Maintain and promote the style and form of Han Moo Kwan Tae Kwon Do
- 2) Enforce all current Association Mandates.
- 3) Establish, maintain, document, and publish Directives (see HMKA-M5).
- 4) Facilitate testing and certify promotions.
- 5) Provide specialized training to any qualified candidate requesting Certified Instructor status (see HMKA-M8).

***Designates:***

Although the Club President and Chief Instructor are required to fulfill their commitment to the Board Of Directors (as outlined above), they may enlist the assistance of others to accomplish these goals. These assistants may take forms such as Club Vice President, Secretary, Treasurer, Certified Instructor or Senior Instructor. Although they may have a significant impact on the daily activities of the Club, the ultimate responsibility still falls upon the Club President and Chief Instructor.

Although the Chief Instructor may make use of experienced students to assist in training duties, they may not be given any title implying they are Instructors. Black Belts seeking instructor status must be certified (see HMKA-M8).

**Verification:**

The Board Of Directors is responsible for verifying that Clubs maintain both a Club President and Chief Instructor. This is done through a periodic review with the President of each Club (typically every 2 years, or earlier if serious concerns are raised to the Board).

**Enforcement:**

Clubs are required to have a Club President in office at all times. Failure to do so may cause loss or suspension of its certification.

Clubs may not hold testing sessions or promote students without Chief Instructor supervision.