

<b><u>Mandate Title:</u></b>	Required Documentation For Clubs
<b><u>Mandate Number:</u></b>	HMKA-M5
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### **Objective:**

The intention of this document is to specify documents that must be maintained and published by a Han Moo Kwan Club.

### **Background:**

Most issues are the result of poor communication. By clearly defining roles, responsibilities and methods, Clubs tend to run more smoothly.

### **Mandate:**

At a minimum, Clubs are required to create, maintain and publish the following documents:

- 1) A Club Charter to be certified by the Board Of Directors.
- 2) Club policies, Chief Instructor Directives, and Best Practices, with additional documentation specifying how they are managed, maintained and published.
- 3) A description of the Club structure, including roles and responsibilities of Club officers and the Chief Instructor.
- 4) A description of the election process.
- 5) Requirements of Club Members to be considered in good standing.
- 6) An agreement of participation (to be signed by each Club Member). An example is shown in Appendix A of this document.
- 7) Accurate records of attendance, testing and promotion.

Club policies and Chief Instructor Directives should be used to define the structure of the Club environment and the methods and expectations of the training process. The following general definitions are provided.

#### ***Club Policies Definition:***

Policies are written as Club laws for the Club Members to follow. They are required to be verified and enforced. Club Members who choose not to follow them may be subject to disciplinary action. Policies will comply with the Mandates presented to the Club by the Board of Directors.

#### ***Chief Instructor Directives Definition:***

Directives are written as art form style direction for the Club Members to follow. They include clarification on how the art form is demonstrated, used, and taught. They are verified and enforced by the Chief Instructor. Club Members who choose not to follow them may lose training, testing and promotion privileges or may be subject to disciplinary action.

**Verification:**

The Board Of Directors is responsible for verifying that Clubs are following the Mandates. 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:**

Any club failing to follow the Mandates set forth by the Board Of Directors may lose its status as a Club in good standing. This may lead to revoking the right to test and promote within the Club.

## **Appendix A: Agreement Of Participation Example**

This statement must clearly define the relationship between the Club Members and the training staff. It is used to maintain discipline and keep both the instructors and students on track. Although this may be worded by the Club President and Chief Instructor, it should contain text similar to the following:

### ***The Agreement Of Participation:***

*I understand that the Han Moo Kwan Tae Kwon Do martial art form is potentially dangerous and requires a substantial commitment to safety and control during practice.*

*The instructional staff agrees to provide training at a level appropriate for me, based on my skill set and experience. As a student, I will stay within the bounds set by the instructional staff and follow direction without challenge. In situations where I judge such direction exceeds my physical capabilities, I reserve the right to honor my body by stepping away from the training area.*

*I understand that I am encouraged to openly express my questions and observations as they are a valuable training tool to gain clarification. I will respect the limited class time by seeking personal guidance and raising non-subject issues directly with the instructor outside of class.*

*By participating in the training, I acknowledge the above guidelines and agree to abide by them.*