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| <b><u>Mandate Title:</u></b>  | Club Testing and Promotion Requirements |
| <b><u>Manate Number:</u></b>  | HMKA-M7                                 |
| <b><u>Revision:</u></b>       | 1.1                                     |
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| <b><u>Effective Date:</u></b> |   |



## **Objective:**

The intention of this document is to define the minimum requirements of the testing and promotion process. The ultimate goal is to ensure that all Club Members understand this process and fulfill its requirements. This will help avoid confusion and promote a clear growth path for the students.

## **Background:**

For very small Clubs, the testing and promotion process is mostly a “formality”. The Chief Instructor is able to track each student’s progress and combine this knowledge with what was exhibited on test night. With larger Clubs, where there are several examiners assisting the Chief Instructor, the methods become much more complex. This is where good process is the key to effectively evaluating students.

## **Mandate:**

The Board Of Directors does not want to impose strict rules and methods on Clubs with regard to the testing and promotion process. The Board relies heavily on the training of the Chief Instructor to use good judgment and design a scheme that works best for the Club.

There are certain minimum requirements that must be satisfied to ensure promotions awarded are valid and will be honored by the Han Moo Kwan Association.

### **Testing requirements are as follows:**

- 1) Clubs must use current testing forms designated by the Association (available on request). Additional material may be added by the Chief Instructor to supplement the documentation process, but the Association forms must contain the judges’ notations, scores, and signatures.
- 2) The 10-point scoring system must be used in all cases.
- 3) Restrict testing to Club Members in good standing.
- 4) Restrict the selection of judges to Club Members in good standing.
- 5) Club Members testing at a rank below interim black belt must be judged by either two black belts (interim or above) under the guidance of the Chief Instructor, or by the Chief Instructor directly.
- 6) Club Members testing at any rank of black belt must be judged by two black belts (interim or above) of higher [point score] rank under the guidance of the Chief Instructor.

- 7) The highest ranking student must be judged by the Chief Instructor and a Member Of the Board Of Directors. In situations where a Board Member is not available, use of a senior black belt (2<sup>nd</sup> degree or above) is allowed.
- 8) In situations where the Chief Instructor is not judging directly, but makes use of black belts as judges, the Chief Instructor has the right to normalize the test scores to adjust for skill-sets and abilities the judges may not have taken into consideration.
- 9) Promotion of a student to the rank of 3<sup>rd</sup> degree black belt and above requires the involvement of at least one member of the Board Of Directors. As students do not test *for* a level of black belt, any situation where a student's test may promote them to 3<sup>rd</sup> degree requires that the Board Of Directors be notified ahead of time so appropriate arrangements can be made.
- 10) The testing process created by a Club, including any additional requirements imposed at the Club level, must be clearly documented and published. It must include a process for challenging the results, and a notation that Club Members have a right to have their results reviewed by the Board Of Directors through the Club President and Chief Instructor (HMKA-M4).

Members of the Board Of Directors may choose to monitor the testing process from time to time.

**Promotion requirements are as follows:**

- 1) Clubs must use current promotion certificates designated by the Association (available on request). Customized promotion certificates are allowed if approved ahead of time by the Board Of Directors.
- 2) Promotion certificates must be dated and signed by the Chief Instructor and Club President
- 3) Promotions to levels of 3<sup>rd</sup> degree black belt and above must be signed and certified by a member of the Board Of Directors.
- 4) Clubs must adhere to the belt color system approved by the Association. It is in Appendix A. Any additional colors used may not be recognized by the Board Of Directors or other Clubs within the Association.

**Training of individuals from similar art forms:**

New students with minimal experience from a similar art form (or any level of training in a dissimilar martial art) would benefit from starting as a white belt and completing the initial white-belt training. More advanced students (black belt) trained in a traditional Tae Kwon Do style very similar to Han Moo Kwan would also benefit from this training, but may be given the opportunity to convert, assuming the club can **commit** the resources necessary to complete this task. If a club wishes to offer this training, it must have a documented plan in place ahead of time. At a minimum, this plan should include the following:

- 1) Method of evaluating a student. This should describe the entire process and include any documents used to record the results.

- 2) Process of converting the student over to the Han Moo Kwan Tae Kwon Do style.
- 3) Process for creating an individualized training plan for the student, with clear goals and timelines. This must cover the mechanics as well as the history, culture and philosophy of Han Moo Kwan Tae Kwon Do.
- 4) Process for re-evaluating the student, along with the criteria for determining when they have completed their conversion. Part of the criteria would require the student pass a green belt test, with no indication of significant defects in style.

For safety reasons (and to avoid confusion), students with prior experience must complete either the white belt training or the conversion process prior to participating in intermediate level class activities. If the Chief Instructor believes they would benefit from attending intermediate or advanced class sessions, they may do so under the following restrictions:

- 1) They may not have physical contact with other students (self-defense, sparring, etc) unless directly supervised by the Chief Instructor.
- 2) They must be easily identifiable as someone from a different art form (unique belt color, etc).

Although the details of this section may appear quite restrictive, the intent is not to hamper the re-training activity but to emphasize the importance and depth of the white belt experience. While some may argue that placing a black belt from a different style into a white belt class is demeaning, it is possible to honor their skill-set while still acknowledging that they have limited experience in Han Moo Kwan Tae Kwon Do. In addition, there may be benefits to students in the white belt class as there will be a constant reminder to the instructor to reiterate the reasons behind the unique nature of each technique.

**Individualized training from a Chief Instructor:**

Chief Instructors and Certified Instructors may perform individualized training outside of their Club environment. In these cases, testing and promotion methods must be approved by the Board Of Directors prior to implementation.

**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). Issues regarding style and form will be raised to the Chief Instructor directly.

**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: Belt Colors

The primary belt colors are shown in the chart below:

| Points        | Belt Color         |
|---------------|--------------------|
| 10.00 to 8.75 | White              |
| 8.50 to 6.25  | Green              |
| 6.00 to 3.75  | Blue               |
| 3.50 to 0.75  | Brown              |
| 0.50 to 0.25  | Interim Black      |
| 0.00          | First-degree black |