

Allstar Martial Arts Academy

Leadership and Instructor University Program Manual



Revised June 2017



A **Taekwondo Leader**, sets an excellent example to others. They exhibit the desire and motivation to succeed and excel beyond the average. They are committed to their own training and development as well as being willing to help others learn. They are also committed to their studio, their instructors, and to the art of Taekwondo.

*A **Taekwondo Instructor**, is dedicated to teaching students of all ages and ranks, the skills needed to become a Black Belt and beyond. They are consistently striving to develop themselves into better martial artists. They focus on being an upstanding member of society by adhering to the Tenets of Taekwondo and setting the best example possible for their students and peers. Last, they are committed to their studio, their instructors, and to the art of Taekwondo.*

This program will provide a structured path to becoming a leader and ultimately a Taekwondo instructor. In order to provide motivation and reachable goals, all program participants will work towards achieving skill levels. The skill levels are achieved through meeting the training requirements, showing a high level of commitment, and by passing a knowledge/skills test prior to being allowed to wear the Leadership or Instructor level designator as part of their uniform. Each level is designated with either wearing colored pants for students in the **Leadership Program** or colored stripes, worn on the uniform collar, for black belt level **Instructor University Program** participants.

To participate in the programs, students and instructors must apply and be accepted. They must consistently meet program requirements, demonstrate a high level of motivation, and remain in good standing as a member of Allstar Martial Arts Academy. If at any time a student or Instructor fails to meet any requirement or standard they may be removed from the program and be required to remove any skill level designators from their uniforms. In order to develop great leaders and instructors we must hold program participants accountable to their commitment and to the high standards set forth in this manual.

Conduct and Appearance Standards for Leaders and Instructors

- 1) All participants must demonstrate strict adherence to the Tenets of Taekwondo at all times. Courtesy, Integrity, Perseverance, Self Control, & Indomitable Spirit will be the most important measures of your character while participating in this program.
- 2) You must follow and promote Allstar Martial Arts Academy rules, policies, and expectations without exception from the moment you enter the Dojang. This will be the best example you can set for others.
- 3) Your conduct outside of the studio, at home, and at school, must mirror the excellent conduct that you are expected to display within the studio. You represent the values and standards of Allstar Martial Arts Academy at all times. Patience, Respect, Humility, and good behavior in general must become a part of who you are.
- 4) Program participants must conform to uniform standards. Uniforms must fit properly, be clean, in good shape, and outfitted with all required patches, striping, etc..... Uniforms that are worn, faded, too small, or missing patches/striping are not acceptable and considered a violation of uniform policy. Your appearance demonstrates your attitude and your commitment.
- 5) All Belts should be neatly and correctly tied into a square not with even lengths on each side. Black Belts should be tied with the name and rank visible and facing outward.
- 6) Sparring equipment must be studio approved gear that is clean, in good shape, and with proper logos. Using Worn or torn gear, incorrect or unapproved gear, or missing parts of your gear is not acceptable. Your students and peers are watching and will take the examples you set as the standard.
- 7) An overall clean, well groomed, and professional appearance is required. Anything less is not acceptable and will prompt a performance review, disciplinary action, and possibly removal from the program.

*** Your conduct and appearance demonstrate your character, commitment, and pride. If you cannot adhere to these standards then you will not be a leader nor instructor with Allstar Martial Arts Academy.**

Once it is determined that a student is eligible to participate in the program, the following application/commitment letter must be filled out and signed by the student and/or parents. It must also be approved by your instructor prior to helping or teaching in any classes. Then the student must pass a knowledge and skills test, appropriate to their belt rank, prior to being allowed to wear a Leadership or Instructor level designator as part of their uniform.

Leadership and Instructor University

Application and Commitment

Name: _____ Age: _____ Belt Rank: _____

Parent Name: _____ Phone/Mobile: _____

Email: _____

Availability: _____

* By reading and signing below you are acknowledging that you fully understand the program and its requirements. You acknowledge that the information provided in this program manual and taught in our classes is proprietary and not to be shared with anyone outside of Allstar Martial Arts Academy without the consent of the studio owners. You also acknowledge that failing to meet program/studio requirements, may result in removal from the program and being required to remove any leadership or instructor program uniform designators such as colored pants or uniform collars from your uniforms.

Applicants under the age of eighteen (18)

I understand that this is a commitment to improving my skills as a Martial Artist and as a person. I take this commitment seriously, and will do my best to set a good example to others. I further understand that I am responsible to assist in my scheduled classes. I will show respect to my parents, my Instructors, and my peers. I will work hard to achieve success in Taekwondo, in school, and in life. I promise to apply the Tenets of Taekwondo to every aspect of my life and represent our studio and the art of Taekwondo in the best possible way. I understand that if I do not meet the standards, follow policies, or if I break my commitment, then I may be removed from the program. I also understand that if I am removed from the program, I will be required to remove any **Leadership** or **Instructor** designators from my uniform.

Signature _____ Date ____/____/____

Parent of Applicants under the age of eighteen (18)

I am committed to helping my child achieve the benefits the program offers and will support them in their quest to improve their Martial Arts skills and leadership qualities. I also understand that this program will require my child to place great importance on their responsibilities and possibly require them make sacrifices in order to keep their commitment to themselves and the program. I understand that they will be held accountable to the commitment they make and will do my best to help them keep their commitment. I also understand that failure to meet program standards, follow policies, or breaking our commitment may result in disciplinary action, removal from the program, and being required to remove **Leadership** or **Instructor** designators from uniforms.

Signature _____ Date ____/____/____

Adult Applicants

I understand that this is a commitment to improving my skills as a Martial Artist and as a person. I will take this commitment seriously, and do my best to set a good example to others. I further understand that I am responsible to assist in my scheduled classes. I promise to apply the Tenets of Taekwondo to every aspect of my life and represent our studio and the art of Taekwondo in the best possible way. I understand that if I do not meet the standards, fail to follow policies, or if I break my commitment, then I may be removed from the program. I also understand that if I am removed from the program, I will be required to remove any **Leadership** or **Instructor** designators from my uniform.

Signature _____ Date ____/____/____

Leadership Program

Skill Level Designators (pants) For Adv. Blue, Red, & Adv. Red Belts

*Adv. Blue Belts



*Red & Adv. Red Belts



Instructor University Program

Skill Level Designators (Stripes on Collars) For Black Belts

Sr. Certified Instructor

Certified Instructor

Jr. Certified Instructor

Sr. Trainee Instructor

Jr. Trainee Instructor

* Trainee and Certified instructor status is awarded to participants that meet program requirements. Your status may be removed at any time when you are no longer in compliance with program requirements or studio standards.

Blue Pants and Red Pants ***Junior Leaders***

This is the first level in the Leadership Program. As the newest member of the team you will be learning many concepts and skills that will allow you to assist in classes and special events.

Prerequisites:

- Ages 8 & up.
- Must be Adv. Blue Belt, Red belt, or Adv. Red belt.
- Must assist in one Beginners class per week
- Must be able to attend one weekly Patterns/Leadership class in addition to two regular training classes.
- Complete the application and submit it to your instructor.

Requirements:

- All uniforms must be kept to the Academy and program standards.
- Full uniform must be worn when performing leadership duties.
- Must assist in at least one scheduled class per week.
- Must compete in and assist with one Tournament per year.
- Must be available to assist with all Testing ceremonies.
- Must be available to assist with special events as needed.
- Must be actively training towards your next rank.
- Must adhere to all program policies and standards.
- Must be willing to assist with the upkeep of the studio as needed.
- Must become proficient at the following responsibilities:
 - 1) Belt tying, on yourself and on someone else.
 - 2) Pad Holding for striking (Body shields, clappers, and focus mitts)
 - 3) Helping with “Line up” and “Bow Out” procedures for classes
 - 4) Demonstrating techniques in front of the class
 - 5) Performing your own pattern
 - 6) Working with, speaking to, and helping other students
 - 7) Helping with the upkeep of the school as needed

Jr. Leaders may wear either blue or red pants immediately upon being accepted into the program as long as they meet all standards, follow policies, and remain in good standing with the studio.

If your commitment is broken, you resign from the program, or you are removed from the program, you are no longer allowed to wear the colored pants.

***Jr. Leaders who wish to continue leadership training after earning their black belt will automatically earn the right to wear the appropriate colored collar designator on their black belt uniform.**

Blue Collar - Jr. Instructor Trainee

At this level you are an assistant instructor and will be acting in this capacity whenever in uniform. You will represent Allstar Martial Arts Academy and our values at all times, even when not in uniform. You will be an important part of each of the classes in which you are assisting and will be expected to be punctual, professional, and ready to perform your duties with enthusiasm at all times.

Prerequisites:

- Ages 10 - 12.
- Must be 1st Dan Black Belt or higher.
- Able to assist in one Beginners class per week
- Must be able to attend the weekly Black Belt/Instructor University.
- Complete an application and submit it to your instructor.

Requirements:

- All uniforms must be kept to the studio and program standards.
- Full uniform must be worn when performing teaching duties.
- Must assist in one class per week.
- Must compete in and assist with one regional Tournament per year and be willing to travel to, compete in, and assist with one TU sponsored national tournament every other year.
- Must be available to assist with all Testing ceremonies.
- Must be available to assist with special events as needed.
- Must be actively training towards your next rank, at least 2x's per week.
- Must adhere to all program policies and standards.
- Must be willing to assist with the upkeep of the studio as needed.
- Must become proficient at the following responsibilities:
 - 1) Belt tying, on yourself and on someone else.
 - 2) Pad Holding for striking (Body shields, clappers, and focus mitts)
 - 3) Helping with "Line up" and "Bow Out" procedures for classes
 - 4) Demonstrating techniques in front the class
 - 5) Performing your own pattern, basic patterns, and beginner patterns
 - 6) Working with, speaking to, and helping other students in class
 - 7) Helping with the upkeep of the school as needed
 - 8) Teaching/helping one on one with another student

Jr. Instructor Trainees may assist in classes immediately upon being accepted into the program. However, they must earn the right to wear the blue collar by passing the knowledge and skills test prior to updating their uniform with the blue striping around the uniform collar. The test will be administered as part of their regular Black Belt midterm tests. During this test they must perform the three basic patterns, the three beginner patterns, and their own pattern.

Red Collar - Instructor Trainee

At this level you are an assistant instructor, working towards becoming a nationally certified instructor. You will be acting in this capacity when in uniform and representing Allstar Martial Arts Academy and our values at all times. You are a critical part of the classes in which you are assisting and must be punctual, professional, and ready to perform your duties with enthusiasm. You may be leading classes as the main instructor at times and will be expected to reach a high level of proficiency at performing all curriculum up to your own belt rank.

Prerequisites:

- Ages 13 & up.
- Must be 1st Dan Black Belt or higher.
- Able to assist in at least one class per week. Doing more will speed up your learning and allow you to meet the instructor certification requirement sooner.
- Must be able to attend the weekly Black Belt/Instructor University class.
- Complete an application and submit it to your instructor.

Requirements:

- Must pass a knowledge and skills test prior to being allowed to wear the red collar on the uniform. The red collar will be removed if standards are not met.
- All uniforms must be kept to the studio and program standards.
- Full uniform must be worn when performing teaching duties.
- Must assist in a minimum of one class per week.
- Must compete in and assist with one regional Tournament per year and be willing to travel to, compete in, and assist with one TU sponsored national tournament every other year.
- Must be available to assist with all Testing ceremonies.
- Must be available to assist with all special events as needed.
- Must be actively training towards your next rank, at least 2x's per week.
- Must adhere to all program and studio policies and standards.
- Must be willing to assist with the upkeep of the studio as needed.
- Must become proficient at the following responsibilities:
 - 1) Belt tying, on yourself and on someone else.
 - 2) Pad holding for striking (Body shields, clappers, and focus mitts)
 - 3) Taking attendance; "Line up" and "Bow Out" procedures for classes
 - 4) Demonstrating techniques in front the class
 - 5) Performing all patterns and techniques up to your own belt rank
 - 6) Working with, speaking to, and helping other students in class
 - 7) Helping with the upkeep of the school as needed
 - 8) Leading warm ups, class segments, and teaching small groups
 - 9) Work up to leading entire classes

Instructor Trainee tests will be administered at the studio, as part of Black Belt midterm tests, and will consist of their instructor's choice of any or all curriculum material (patterns) up to their belt rank. Instructor Trainees (red collars) may be eligible for employment with Allstar Martial Arts, however there is no guarantee or expectation that positions will be available.

Red/Black Collar – Jr. Certified Instructor

At this level you have passed a national certification exam at a TU sponsored national testing. You can lead entire classes. Students view you with respect as a knowledgeable instructor. You are critical to the operation of classes. You must be punctual, professional, and ready to perform your duties with enthusiasm. You must take ownership of your actions, words, and responsibilities. You must demonstrate a high level of proficiency and knowledge.

Prerequisites:

- Ages 14 & 15.
- Must be 2nd Dan Black Belt or higher.
- Must have accumulated 150 credits (see chart) as a red collar trainee prior to being allowed to test for certification. You must keep an accurate log with dates and times that is verified and signed by your instructor prior to being allowed to test.
- Able to assist in two classes per week
- Complete an application and submit it to your instructor.

Requirements:

- Must pass the instructor certification test at a TU national event prior to being allowed to wear the red/black collar on the uniform.
- All uniforms must be kept to the studio and program standards.
- Full uniform must be worn when performing teaching duties.
- Must assist in a minimum of two classes per week.
- Must compete in and assist with one regional Tournament per year and one TU sponsored national tournament per year.
- Must be available to assist with all Testing ceremonies.
- Must be available to assist with all special events as needed.
- Must be actively training towards your next rank, at least 2x's per week.
- Must adhere to all program and studio policies and standards.
- Must be willing to assist with the upkeep of the studio as needed.
- Must be proficient at the following responsibilities:
 - 1) Belt tying, on yourself and on someone else.
 - 2) Pad Holding for striking (Body shields, clappers, and focus mitts)
 - 3) Taking attendance; "Line up" and "Bow Out" procedures for classes
 - 4) Demonstrating techniques in front the class
 - 5) Performing all patterns and techniques up to your own belt rank
 - 6) Working with, speaking to, and helping other students in class
 - 7) Helping with the upkeep of the school as needed
 - 8) Leading warm ups, class segments, and teaching small groups
 - 9) Teaching entire classes, directing assistants, and speaking to parents.

The certification test is held only at TU sponsored national events. Travel is required to take the test since events are held throughout the USA. The test requires candidates to perform all patterns up their rank, familiarity with all techniques, and knowledge of tournament competition rules. Jr. Certified Instructors may be eligible for employment with Allstar Martial Arts however there is no guarantee or expectation that positions will be available.

1” Black Collar – Certified Instructor

At this level you have passed a national certification exam. You may lead entire classes. Students and parents view you with respect as a knowledgeable instructor. You are critical to the operation of classes. You must be punctual, professional, and ready to perform your duties with enthusiasm. You must take ownership of your actions, words, and responsibilities. You must demonstrate a high level of proficiency and knowledge.

Prerequisites:

- Ages 16 and over
- Must be 2nd Dan Black Belt or higher.
- Must have accumulated 150 credits (see chart) as a red collar trainee prior to being allowed to test for certification. You must keep an accurate log with dates and times that is verified and signed by your instructor prior to being allowed to test.
- Must be able to assist in at least two classes per week.
- Must be actively training at least two times per week.
- Complete an application and submit it to your instructor.

Requirements:

- Must pass the instructor certification test at a TU national event prior to being allowed to wear the black collar on the uniform top.
- All uniforms must be kept to the studio and program standards.
- Full uniform must be worn when performing teaching duties.
- Must assist in at least two classes per week.
- Must compete in and assist with one regional Tournament per year and one TU sponsored national tournament per year.
- Must be able to assist with all Testing ceremonies.
- Must be available to assist with special events as needed.
- Must be actively training towards your next rank, at least 2x's per week.
- Must adhere to all program and studio policies and standards.
- Must be willing to assist with the upkeep of the studio as needed.
- Must be proficient at the following responsibilities:
 - 1) Teaching entire classes, directing assistants, and speaking to parents.
 - 2) Performing all duties and responsibilities set forth by the school owner.

The Certification test is held only at TU sponsored national events. Travel is required to take the test since events are held throughout the USA. The test requires candidates to perform all patterns up to their rank, knowledge of all techniques and tournament competition rules. Certified Instructors may be eligible for employment with Allstar Martial Arts however there is no guarantee or expectation that positions will be available.

1.5" Black Collar – Senior Certified Instructor

At this level you are age 18 or over and you have passed a national certification exam. You can lead entire classes. Students and parents view you with respect as a knowledgeable senior instructor. You are critical to the operation of classes. You must be punctual, professional, and ready to perform your duties with enthusiasm. You must take ownership of your actions, words, and responsibilities. You must demonstrate a high level of proficiency and knowledge.

Prerequisites:

- Ages 18 & over.
- Must be 3rd Dan Black Belt or higher.
- Must have accumulated 250 credits (see chart) as a red collar trainee and/or certified instructor prior to being allowed to test for senior instructor certification. You must keep an accurate log with dates and times that is verified and signed by your instructor prior to being allowed to test.
- Must be able to assist in classes at least two times per week.
- Must be actively training at least two times per week.
- Complete an application and submit it to your instructor.

Requirements:

- Must pass the instructor Senior Certification test at a TU national event prior to being allowed to wear the black collar on the uniform top.
- All uniforms must be kept to the studio and program standards.
- Full uniform must be worn when performing teaching duties.
- Must assist in at least two classes per week.
- Must compete in and assist with one regional Tournament per year and one TU sponsored national tournament per year.
- Must be able to assist with all Testing ceremonies.
- Must be available to assist with special events as needed.
- Must be actively training towards your next rank, at least 2x's per week.
- Must adhere to all program and studio policies and standards.
- Must be willing to assist with the upkeep of the studio as needed.
- Must become proficient at the following responsibilities:
 - 1) Teaching entire classes, directing assistants, and speaking to parents.
 - 2) Performing all duties and responsibilities set forth by the school owner.

The certification test is held only at TU sponsored national events. Travel is required to take the test since events are held throughout the USA. The test requires candidates to perform all patterns up their rank, familiarity with all techniques, and knowledge of tournament competition rules. Certified Instructors may be eligible for employment with Allstar Martial Arts however there is no guarantee or expectation that positions will be available.

The Credit System

The credit system ensures that members of the Instructor team have direction and are adhering to the standards and policies of the Academy and Taekwondo United. Credits are accumulated by assisting with or teaching classes, and by supporting the Academy and TU events.

* Inappropriate behavior, failure to maintain standards or not meeting requirements can be reasons for credits to be subtracted or reason to be removed from the program.

*All Instructors, Trainees, Assistants are responsible for keeping a detailed log of accumulated credits.

- **Assisting in a class.....1 credit**
- **Teaching a full class.....2 credits**
- **Assisting at a Tournament (entire tournament)..5 credits**
 - 1. **Corner Judging (entire tournament).....10 credits**
 - 2. **Centering Judging (entire tournament).....15 credits**
- **Participation in seminars.....10 credits**
- **Assisting with special events5 credits**

Make copies of the blank training log on the next page and place them in a binder to keep track of your progress toward meeting the instructor training requirements.

* Your Sr. Certified Instructors (Black Collars supervising the event/class) must verify the information for each credit and sign and date.

* When you have met all training requirements, you may request permission to test and move to the next level.

Instructor Training Log

1) **Day** **Date** **Event** **Credits**

M T W TH F S ___/___/___ _____ _____

Notes: _____

Instructor Signature: _____ **Date:** _____

2) **Day** **Date** **Event** **Credits**

M T W TH F S ___/___/___ _____ _____

Notes: _____

Instructor Signature: _____ **Date:** _____

3) **Day** **Date** **Event** **Credits**

M T W TH F S ___/___/___ _____ _____

Notes: _____

Instructor Signature: _____ **Date:** _____

4) **Day** **Date** **Event** **Credits**

M T W TH F S ___/___/___ _____ _____

Notes: _____

Instructor Signature: _____ **Date:** _____

5) **Day** **Date** **Event** **Credits**

M T W TH F S ___/___/___ _____ _____

Notes: _____

Instructor Signature: _____ **Date:** _____