

Best Practice Title:	New Class Session Set-up Activities
Best Practice Number:	HMKTKD-BP4
Revision:	1.0
Author:	Kelly McInerney
Approver:	Robert Ramirez
Effective Date:	29 May 2007



Objective:

The intention of this document is to specify the activities needed to adequately prepare for an upcoming class session, ensuring an efficient setup as well as a consistent experience for the students.

Background:

The Han Moo Kwan Tae Kwon Do Club has traditionally held two class sessions a year. Usually, the first session of the year starts the first Monday of the New Year and the second session starts the first Monday after the 4th of July. To prepare for and ensure good turnout for the upcoming sessions, a list of preparation activities should be performed. Documented here is the list of best practices that the Club has used in the past which has helped to facilitate its success.

Best Practice:

Scheduling of the start of a new semester should incorporate the following guidelines:

- 1) Try to avoid the major holiday break at the end of the year. This typically means starting a session in January.
- 2) Leave at least four open sessions between promotions night and the start of a new beginners' class to ensure students are given sufficient time to learn the basics of falls and sparring.
- 3) Balance the semesters so they are fairly even, taking into account holidays, etc.
- 4) Reserve the first two weeks of a beginner's class as part of open enrollment, allowing newcomers to experience an overview of the art form through viewing demonstrations and practicing some of the initial techniques.

The following activities should be performed 6-8 weeks prior to the start of the new class session, unless otherwise noted.

Officers:

- Confirm date for start of next class period with Chief Instructor. (Approximately the first Monday of the New Year or the first Monday after the 4th of July)

Vice President:

- Create flyer for the new class and distribute to Club members to post in their respective work areas a minimum of 6 weeks prior to each new session

- Write and submit a Spacebytes ad for the weekly Space Systems newsletter and for ETV to advertise for the next class
- Write and submit an Employee Connection ad in the monthly newsletter for the next class
- Submit ads for other newsletters as necessary
- Set up a demonstration to promote the Club within one month of the next class session

Secretary/Treasurer:

- Ensure information packet for Beginner's Class is updated if necessary
- Make copies of the white belt packet for Beginner's Class Instructor
- Ensure attendance binder has blank attendance sheets in proper belt sections

Chief Instructor:

- Confirm date for start of next class period with Officers
- Work with Black Belts and identify who will teach the next Beginner's Class

The Club Officers and Chief Instructor may enlist the assistance of others to accomplish the above tasks or special assignments for the club. Although the assistants may have a significant impact on the daily activities of the Club, the ultimate responsibility still falls upon the Club Officers and Chief Instructor.

Summary:

By preparing in advanced and having known activities to prepare for the next class session, the Club will continue to run smoothly and ensure a good turnout for the Beginner's Class.