

Best Practice Title:	Awards Night
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Objective:

The intent of this document is to describe the activities on Awards Night, a special ceremony that has served the Club for over 30 years.

Background:

Awards Night is time the Club spends recognizing achievement. Members who recently tested receive the results of their efforts during a ceremony. Guests of those receiving awards are welcomed, as well as visiting past members to share in the evening events.

All members who tested will be publicly awarded their new rank during the Awards Night ceremony, held within two weeks of the start of testing. The Chief Instructor or a member of the Board of Directors should be in attendance for the Award's Night ceremony to take place.

If a member is unable to make it to the Awards Night, they will be awarded their new rank at the next available class session where the Chief Instructor is available.

Best Practice:

Beginner's Class (White Belts)

The Beginner's Class will meet at their normal time. The Beginner's Class instructor will already be introducing new skills or techniques to the graduating white belt class. Below are some possible subjects that may be addressed.

- Introduction to sparring techniques
- Falls and rolls
- New forms (Pyung Ahn 1)
- Questions about the Test
- Description of changes in the intermediate class

Following the Beginner's class, all Club members will be called in to line up for the intermediate class.

Intermediate's Class/ all Club members

The Intermediate's Class will start at its normal time. Traditionally a black belt is assigned to lead the class through the basic techniques, and a few hyung. The Club President, the Chief Instructor, and senior instructor(s) may be at the front of the room preparing for the ceremony while the remaining Club members are performing the basic techniques.

After the students have completed a 30 minute workout the class will be asked to line up (standard order of rank) and sit down. All students and guests should remain respectfully quiet and attentive during the promotion ceremony.

Ceremony – Receiving Awards

During the Awards Ceremony the students are recognized for their new ranks. They will receive certificates, a Club Patch if just promoted from a White Belt, a new belt if their scores warranted it, and a copy of their test sheet with the judges' notations. The Beginner's Class Instructor, the Chief Instructor and the Club President take part in the Ceremony. In addition, members of the Board of Directors have been known to take part. The protocol surrounding the Awards Ceremony is documented in the Best Practice HMKTKD-BP1 entitled "Class Protocols and Class Etiquette".

Other Awards

In addition to new rank/score promotions a number of other awards are also presented. They may be accompanied by gifts from the Club in the form of a "prize" (e.g., new dobok, workout bag, protective gear, etc).

The attendance award is given to the member with the best attendance record.

The award for most improved is decided on using subjective criteria. The Black Belts are polled to see who they believe has made the most significant increase in the following possible areas:

- Technical ability or knowledge
- Internal energy
- Training attitude
- Combination of the above
- Other intangibles

The Mr. Ui Jung Kim Memorial Award may be used to signify a special achievement by a student who demonstrates the core values of our founding father.

Certificates of Appreciation may be awarded to Club members whose efforts have far exceeded the norm for a volunteer organization.

Post Award Instructions

All students are given a copy of their test sheets. These should be used as a guide in the months to come, assisting both the student as well as his or her coach. More significant comments may prompt the student to seek guidance directly from the test examiner(s). These comments and observations are important for future progress.

The following topics will be addressed:

- New intermediate students will receive instructions regarding patch location.
- Review of primary and secondary objectives
- New class information

Questions regarding a student's score should be directed towards the Chief Instructor.

Awards Night Dinner

After the ceremony, students, guests and the instructors will travel to a predetermined restaurant for dinner and celebration.

Summary:

Awards Night is a significant part of the tradition of the Club. This event not only reflects the gratitude our organization has for the students and instructors striving to promote our art form, it reminds us to stay connected on a personal level.

This document will help ensure the activities on Awards Night are continued in the tradition of the Club in the future.