

<b><u>Policy Title:</u></b>	Policy, Directives, Best Practices
<b><u>Policy Number:</u></b>	HMKTKD-P1
<b><u>Revision:</u></b>	1.1
<b><u>Author:</u></b>	Kelly McInerney
<b><u>Approver:</u></b>	Robert Ramirez
<b><u>Effective Date:</u></b>	1 June 2008



## **Objective:**

This document defines Policies, Directives, and Best Practices as defined by the Han Moo Kwan Tae Kwon Do Club. It also defines who can create or change existing documents, how the above documents will be communicated, and who is responsible for verifying and enforcing them.

## **Background:**

The Han Moo Kwan Tae Kwon Do Club has been active (as of the effective date) for over 30 years. The club receives Mandates from the Board of Directors that must be implemented to remain in good standing. Included is the Association Mandate HMKA-M5 entitled “Required Documentation For Clubs” that requires the Club to document its Policies, Directives, and Best Practices. The Club must also interface and follow their corporate sponsor’s policies to retain their sponsorship. The Han Moo Kwan art form also comes with many traditions that have been a significant part of making the club successful. These traditions are documented as Best Practices for posterity.

## **Policy:**

The following section defines the goals and methods used in creating and maintaining the Policies, Directives, and Best Practices.

### ***Policy Definition:***

Policies are written as Club laws for the Club Members to follow. They are required to be verified and enforced. If the Club chooses not to follow the policies, it may not be considered a Club in Good Standing (HMKTKD-P10). Club Members who choose not to follow the policies may not be considered a Member in Good Standing (HMKTKD-P4). Policies will comply with Mandates presented to the club by the Board Of Directors or policies by their corporate sponsor.

Polices are authored by club officers (HMKTKD-P2) or the Chief Instructor, although any Club Member of good standing (HMKTKD-P4) may propose a Policy to a club officer. The Club President has final authority on wording and approval of a Policy.

Polices will be documented as one policy per document. The Policy template in Appendix A herein will be used for the documentation.

Polices will be made available to Club Members by maintaining them in a binder in the Club Library. New polices will be sent out to each Club Member in good standing.

***Directive Definition:***

Directives are written as art form style direction for the Club Members to follow. Directives are required to be verified and enforced by the Chief Instructor (HMKTKD-P3). Club Members who choose not to follow Directives may not be considered a Member in Good Standing (HMKTKD-P4). Directives will be in-line with, and not contradict, Association Mandates or Club Policies.

Directives are authored, approved, verified, and enforced by the Chief Instructor.

Directives will be documented as one Directive per document. The Directive template in Appendix B herein will be used for the documentation.

Directives will be made available to Club Members by maintaining them in a binder in the Club Library. New Directives will be sent out to each Club Member in good standing.

***Best Practices:***

Best Practices are not Policies or Directives. They are living documents used to describe traditions and guidelines that have worked for the Club in the past. They are authored by any Club Member, with final approval by the Club President and input from the Chief Instructor. Best Practices are not enforced and there are no ramifications if not followed.

Best Practices can be proposed by any Club Member of good standing (HMKTKD-P4). The Club President has final authority on wording and approval of a Best Practice.

Best Practices will be documented as one Best Practice per document. The Best Practice template in Appendix C herein will be used for the documentation.

Best Practices will be made available to Club Members by maintaining them in a binder in the Club Library. New Best Practices will be sent out to each Club Member in good standing.

**Verification:**

The Club President is responsible for ensuring Club Policies are written and maintained, verifying Club Members have the documents available to them and are following Club Policies.

The Chief Instructor is responsible for ensuring Directives are written and maintained, verifying Club Members have the documents available to them, verifying Club Members are following his/her Directives.

**Enforcement:**

Club Members who do not follow Club Policies may not be allowed to test, may lose privileges to attend events sponsored by the Club, and/or may lose privileges to attend classes.

Club Members who do not follow Chief Instructor Directives may not be allowed to test and/or may lose privileges to train in the club.

If the Club fails to follow, make available, and document its Policies and Directives, it may lose its status or certification as defined in the Association Mandate HMKA-M4 entitled “Clubs in Good Standing”

# Appendix A: Policy Template

**Policy Title:**  
**Policy Number:**  
**Revision:**  
**Proposed By (optional):**  
**Author:**  
**Approver:**  
**Effective Date:**



## **Objective:**

This section describes the Policy to be documented herein, including its benefits to the Club and Club Members.

## **Background:**

This section details the background for having the Policy and rationale behind it. This would include its origins, relationships with other entities, etc.

## **Policy:**

This section describes the specific details related to the Policy herein.

## **Summary (optional):**

This section summarizes the Policy if necessary.

## **Verification:**

This section describes how the Policy will be verified that it is being followed by Club Members or Club Officers.

## **Enforcement:**

This section describes who is responsible for enforcing the Policy, how it is enforced, and the potential ramifications if the Policy is not followed.

## Appendix B: Directives Template

**Directive Title:**  
**Directive Number:**  
**Revision:**  
**Proposed By (optional):**  
**Chief Instructor Name:**  
**Effective Date:**



### **Objective:**

This section describes the Directive to be documented herein, including its benefits to the Club and Club Members.

### **Background:**

This section details the background for having the Directive and rationale behind it. This would include its origins, relationships with other entities, etc.

### **Directive:**

This section describes the specific details related to the Directive herein.

### **Summary (optional):**

This section summarizes the Directive if necessary.

### **Verification:**

This section describes how the Directive will be verified that it is being followed by the Chief Instructor.

### **Enforcement:**

This section describes how it is enforced and the potential ramifications if the Directive is not followed.

# Appendix C: Best Practice Template

**Best Practice Title:**  
**Best Practice Number:**  
**Revision:**  
**Proposed By (optional):**  
**Author:**  
**Approver:**  
**Effective Date:**



## **Objective:**

This section describes the Best Practice to be documented herein, including its benefits to the Club and Club Members.

## **Background:**

This section details the background for having the Best Practice and rationale behind it. This would include its origins, relationships with other entities, etc.

## **Best Practice:**

This section describes the specific details related to the Best Practice herein.

## **Summary (optional):**

This section summarizes the Best Practice if necessary.