

<u>Policy Title:</u>	Chief Instructor Roles and Responsibilities
<u>Policy Number:</u>	HMKTKD-P5
<u>Revision:</u>	1.0
<u>Author:</u>	Kelly McInerney
<u>Approver:</u>	Robert Ramirez
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Objective:

The intention of this document is to outline the roles and responsibilities of the Chief Instructor, giving him/her a clear goal and direction in which to perform his/her duties.

Background:

No club can be successful or continue the integrity of their art form without a Chief Instructor who understands and can continue the tradition of the art form. Han Moo Kwan Tae Kwon Do Club is no exception. This policy is in-line with the Association Mandate HMKA-M3 entitled “Club Staffing Requirements”.

Policy:

The Chief Instructor is key to the success of the Club. This individual reports directly to the Han Moo Kwan Tae Kwon Do Club President, and is responsible to the Board Of Directors for maintaining the integrity of the art form. The Chief Instructor is charged with ensuring the integrity of the Han Moo Kwan art form. In cases where this might conflict, the Chief Instructor may request guidance from the Board Of Directors.

The Chief Instructor’s specific duty in which he/she is responsible to the Association is:

- 1) Maintain and promote the style and form of Han Moo Kwan Tae Kwon Do art form

The Chief Instructor’s specific duties in which he/she is responsible to the Club are:

- 1) Enforce all current Association Mandates.
- 2) Establish, maintain, document, and publish Directives (HMKTKD-P1).
- 3) Run or appoint Certified Instructors to run classes
- 4) Provide specialized training to any qualified candidate requesting Certified Instructor status; refer to Association Mandate HMKA-M3 entitled “Club Staffing Requirements”.
- 5) Facilitate testing and certify promotions. For more details on the testing and promotions policy refer to HMKTKD-P6
- 6) Call and lead Black Belt meetings

Designates:

The Chief Instructor may make use of Certified Instructors to run classes. Black Belts seeking Instructor status must be certified by the Board Of Directors per the Association Mandate HMKA-M8 entitled “Instructor Certification”.

The Chief Instructor may also enlist experienced students to assist in training.. These assistants may take the form such as Training Assistant or Coach. These assistants may not be given any title implying they are Instructors.

Although these designates may have a significant impact on the daily activities of the Club, the ultimate responsibility still falls upon the Chief Instructor to fulfill his/her commitments to the Association and the Club.

Verification:

The Club President is responsible for ensuring the Chief Instructor is meeting his/her responsibilities to the Club.

The Board Of Directors is responsible for ensuring the Chief Instructor is meeting his/her responsibility to the Association.

Enforcement:

If the Chief Instructor is not performing his/her responsibilities as expected, he/she may be asked to resign from his/her position as the Chief Instructor of this Club.

If the Club does not retain a Chief Instructor, it may lose status or its certification as defined in the Association Mandate HMKA-M3 entitled “Clubs in Good Standing”.

The Club may not hold testing sessions or promote students without Chief Instructor supervision.