

<u>Policy Title:</u>	Club Testing and Promotion Requirements
<u>Policy Number:</u>	HMKTKD-P6
<u>Revision:</u>	1.2
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<u>Approver:</u>	Robert Ramirez
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Objective:

The intention of this document is to define the minimum requirements of the testing and promotion process. The ultimate goal is to ensure that all Club members understand the process and fulfill its requirements. This will help avoid confusion and promote a clear growth path for the students.

Background:

For very small Clubs, the testing and promotion process is mostly a “formality”. The Chief Instructor is able to track each student’s progress and combine this knowledge with what was exhibited on test night. With larger Clubs, where there are several examiners assisting the Chief Instructor, the methods become much more complex. This is where good process is the key to effectively evaluating students. This policy is in-line with the Association Mandate HMKA-M7 entitled “Club Testing and Promotion Requirements”.

Policy:

The Club exists to satisfy the training needs of the students, and promote a sense of community. In return, the students are responsible for doing their part to ensure the success of the Club, and work toward achieving their own personal goals.

To ensure the integrity of the testing process, the following policies have been put in place that are in direct line with the Association Mandate HMKA-M7 Rev 1.1 entitled “Club Testing and Promotion Requirements” to ensure promotions awarded are valid and will be honored by the Han Moo Kwan Association.

Testing requirements are as follows:

- 1) Clubs must use current testing forms designated by the Association. Additional material may be added by the Chief Instructor to supplement the documentation process, but the Association forms must contain the judges’ notations, scores, and signatures.
- 2) The 10-point scoring system must be used in all cases. See [Appendix A](#).
- 3) Restrict testing to Club Members in good standing.
Note: The requirements to be considered a member in good standing are documented in HMKTKD-P4.
- 4) Restrict the selection of judges to Club Members in good standing.
Note: The requirements to be considered a member in good standing are documented in HMKTKD-P4. Members of the Board Of Directors and other Association certified Chief Instructors may be asked to assist in the testing process.

- 5) Club Members testing at a rank below interim black belt must be judged by either two black belts (interim or above) under the guidance of the Chief Instructor, or by the Chief Instructor directly.
- 6) Club Members testing at any rank of black belt must be judged by two black belts (interim or above) of higher [point score] rank under the guidance of the Chief Instructor.
- 7) The highest ranking student must be judged by the Chief Instructor and a Member Of the Board Of Directors. In situations where a Board Member is not available, use of a senior black belt (2nd degree or above) is allowed.
- 8) In situations where the Chief Instructor is not judging directly, but makes use of black belts as judges, the Chief Instructor has the right to normalize the test scores to adjust for skill-sets and abilities the judges may not have taken into consideration.
- 9) Promotion of a student to the rank of 3rd degree black belt and above requires the involvement of at least one member of the Board Of Directors. As students do not test *for* a level of black belt, any situation where a student's test may promote them to 3rd degree requires that the Board Of Directors be notified ahead of time so appropriate arrangements can be made.

Members of the Board Of Directors may choose to monitor the testing process from time to time.

Additional Testing requirements in place specifically by the HMK Club include:

- 1) Formal testing frequency is designated by the Chief Instructor
- 2) Testing is restricted to members who have met the following requirements
 - Attended a minimum of 50% of instruction within the class session
For example, for a class session that is approximately 5 months that works out twice a week for an hour, 25 hours of instruction works out to be approximately 50% of the formal class sessions. For special cases, this can be adjusted to 30% of the formal class sessions and 10 hours of certified instructor-supervised time, which can include club-sponsored extra sessions (e.g., Saturday sessions). As an example, a student can either attend a minimum of 25 hours of class time, or 15 hours with 10 additional hours of one-on-one with a certified instructor.
 - Submitted a blank test form two weeks prior to testing.
- 3) Members testing for a rank of brown belt or below shall be tested in an open session.
 - In an open session, guests, friends, spectators, and Club members are allowed to watch silently and without disruptions
 - All persons will enter or leave the room at the natural breaks that occur between each testing group
 - Once a testing groups starts their test, no person should enter or leave the dojang (unless for an emergency)
 - Any person that demonstrates lack of compliance to the open session guidelines will be asked to leave the dojang for the rest of the testing
- 4) Members testing for a rank of first degree black belt or above shall be tested in a closed session.

- In a closed session, only the judges, members of the board of directors, and students testing are allowed in the room (i.e., no guests, friends, spectators, or members not testing are allowed)

Additional testing requirements are imposed by the Chief Instructor and are documented in the Directive HMKTKD-D1 entitled “Additional Testing and Promotion Requirements”.

Re-Evaluation:

Periodically, members go on sabbatical and later return to the club. They may not have tested for an extended period of time. At this point, they may ask for a Re-Evaluation from the Chief Instructor.

Training of individuals from similar art forms:

New students with minimal experience from a similar art form (or any level of training in a dissimilar martial art) will be trained starting in the Beginner’s class.

More advanced students (black belt) trained in a traditional Tae Kwon Do style very similar to Han Moo Kwan will either be (1) be trained starting in the Beginner’s class in order to give them an opportunity to understand the philosophy and history of Han Moo Kwan or (2) be given the opportunity to convert, assuming the Club can **commit** the resources necessary to complete this task in accordance with HMKTKD-P11 entitled “Club Conversion Training Plan”.

For safety reasons (and to avoid confusion), students with prior experience must complete either the white belt training or the conversion process prior to participating in intermediate level class activities. If the Chief Instructor believes they would benefit from attending intermediate or advanced class sessions, they may do so under the following restrictions:

- 1) They may not have physical contact with other students (self-defense, sparring, etc) unless directly supervised by the Chief Instructor.
- 2) They must be easily identifiable as someone from a different art form (unique belt color, etc).

Individualized training from a Chief Instructor:

Chief Instructors and Certified Instructors may perform individualized training outside of their club environment. In these cases, testing and promotion methods must be approved by the Board Of Directors prior to implementation.

Promotion:

The following promotion requirements are in direct accordance with the Association Mandate HMKA-M7 entitled “Club Testing and Promotion Requirements”

- 1) The Club shall use the promotion certificates designated by the Association.
- 2) Promotion certificates must be dated and signed by the Chief Instructor and Club President.
- 3) Promotions to levels of 3rd degree black belt and above must be signed and certified by a member of the Board Of Directors.

- 4) The Club shall adhere to the belt color system listed in [Appendix A](#). The purple belt color, used temporarily to identify students converting from another art form, is not recognized by the Association

Re-Testing:

The Chief Instructor may retest a student if deemed necessary.

Challenging a Test Score:

In situations where promotion and testing process may come into question, any student may petition the Board Of Directors for a review of their test process and rank. This can be useful in assisting the Board of Directors in the further development of Association Mandates and the elimination of erroneous practices. It may also cause the Board Of Directors to submit a recommendation to the Chief Instructor concerning a particular exam. It will still be left up to the Chief Instructor to take any action concerning the issue.

Verification:

The Club President and Chief Instructor are responsible for ensuring the Club is following the Testing and Promotion policy. The Club President is responsible for ensuring this policy is maintained and available for the Board Of Directors to review and for demonstrating the club is following the policy.

Enforcement:

If the Club fails to follow the testing and promotion mandate set forth by the Board Of Directors, it may lose its status as a club in good standing. This may lead to revoking the Club's right to test and promote.







Revision History:

In Revision 1.1, additional testing requirements related to primary and secondary objectives was moved from this policy to a directive. This information was moved since the requirements were related to the art form and was more appropriate to be in a directive. A note was placed in this policy to refer to this directive for those additional requirements.

In Revision 1.2, this policy was updated to include the fact that judges may also include other Association certified Chief Instructors.

Appendix A:

The scores fall into a range from 10 down to 0, where 0 is First Degree Black Belt. A change in score may be represented by a change in belt color as well (white to green, etc). The number of points reduced within an exam may differ depending on the rank involved. As an example, it is usually easier to jump a full point at green belt than it is at brown belt. The primary belt colors are shown in the chart below:

Points	Belt Color
10.00 to 8.75	 White
8.50 to 6.25	 Green
6.00 to 3.75	 Blue
3.50 to 0.75	 Brown
0.50 to 0.25	 Interim Black
0.00	 First-degree black

- 5) The color, purple, is used for individuals who are coming into the club with prior experience in a similar art form. This belt designates that they are experienced, have yet to be ranked, and may be performing techniques different from the Han Moo Kwan standard. The purple belt color is not recognized by the Association, but is part of the plan required by the Association Mandate HMKA-M7 “Club Testing and Promotion Requirements “ to designate the initial ranking and belt levels of an experienced individual

To Be Determined  Purple