

<u>Policy Title:</u>	Initial Membership Requirements
<u>Policy Number:</u>	HMKTKD-P9
<u>Revision:</u>	1.1
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Objective:

The intention of this document is to outline the criteria for initial membership to the Han Moo Kwan Tae Kwon Do Club.

Background:

The Han Moo Kwan Tae Kwon Do Club is sanctioned by the Han Moo Kwan Association and sponsored by the Lockheed Martin Employee Connection. The Association membership requirements are documented in the Association “Articles”. Lockheed Martin Employee Connection has eligibility requirements outlined in ”Club Guidelines” dated 10-15-2005. This policy is in-line with the requirements set forth by the above documentation.

Policy:

To be eligible for membership of the Han Moo Kwan Tae Kwon Do Club, personnel must meet the following requirements:

- Club Members must be Lockheed Martin employees, spouses, dependents and/or retirees.
- Club Members can be unpaid coaches, teaching assistants, Certified Instructors, or the Chief Instructor brought in to support and run the classes
- Club Members must be at least 14 years of age
 - If a Club Member is under the age of 18, a parent must attend all classes the club member participates in and sign the liability waiver
- After the age of 16, the club member may participate in classes without parental supervision under the following conditions:
 - The parent(s)/ legal guardian(s), Club President, and Chief Instructor all deem the club member is mature enough
 - A meeting is held with the parent(s)/ legal guardian(s), club member, Club President, and Chief Instructor to discuss the situations and assure everyone is in agreement that the club member should be allowed to attend the classes unsupervised and that this condition is a privilege and can be revoked by the parent(s)/ legal guardian(s), Club President, or the Chief Instructor at any time
 - Parent(s)/ legal guardian(s) sign the Parent/Guardian Release Form
- All Club Members must sign a Club Membership Waiver of liability form.
- Any new Club Members throughout the year must sign the waiver and the club officers must forward these to the Employee Connection Club Coordinator before the new member engages in Club activities.

To be a member in good standing, Club Members must adhere to policy HMKTKD-P4 entitled “Members in Good Standing”.

Verification:

Club Officers are responsible for ensuring a member is eligible.

Enforcement:

Personnel not meeting the above requirements are not eligible to be members of the Han Moo Kwan Tae Kwon Do Club. If the Club is not abiding by the Lockheed Martin Club Guidelines, it may be considered for disaffiliation as an official Lockheed Martin Club.