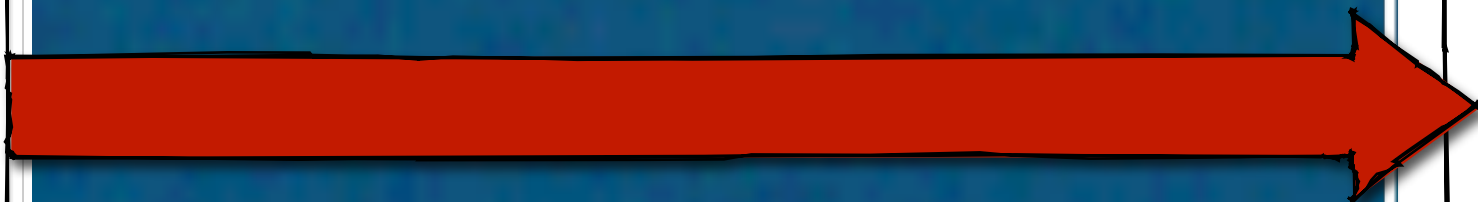


U.S. Soo Bahk Do Moo Duk Kwan Federation®



START Program Guide





Letter from the U.S. Soo Bahk Do Moo Duk Kwan Technical Advisory Committee

Dear Soo Bahk Do Instructors and Practitioners:

We hope this message finds you and your families well and in good spirits.

As you are aware, the *Share The ART* (START) program has been launched for the purpose of strengthening the membership base now and in the future. Activities and clinics have been suggested and promoted to 1) encourage Dan Members and Ko Dan Ja to seek teaching opportunities; 2) open part time teaching programs, small studios and full time studios and 3) support the start-up of new Do Jang locations using effective business and marketing practices.

The single greatest barrier to the sustainability and preservation of Soo Bahk Do Moo Duk Kwan is the decline in the number of instructors. The Moo Duk Kwan's future depends on its instructors. Over the years, the decline in the number of instructors has directly resulted in a decreased number of practitioners. **Therefore, the sustainability and preservation of Soo Bahk Do is the responsibility of EVERY certified instructor including EVERY Jo Kyo, Kyo Sa and Sa Bom.** Furthermore, it is absolutely essential that every instructor share this responsibility with practitioners who themselves aspire to be instructors. In order for this to happen, current instructors must get about the business of inspiring, training, and supporting practitioners to become instructors. It should be understood that every practitioner is a potential instructor and every instructor is a practitioner. This is fundamental to our Art and to effective instruction.

Every single certified instructor is encouraged to contribute something to the START program. At a minimum, this should involve making yourself available to assist a senior instructor in some way that either directly increases the number of new members training or assists the senior instructor in some way that allows him/her to do the same. At a minimum, senior instructors must offer opportunities for students to teach, to learn new teaching strategies and to be coached and trained as they are teaching. In addition, senior instructors must motivate and inspire students to emerge as instructors.

One of the challenges often faced by senior instructors is how to support students with the desire to teach while retaining ownership of a market area that supports their Do Jang. One solution to this is for senior instructors to consider the following steps:

- 1) Identify and mark the geographic boundaries of your market for your Do Jang
- 2) Be clear in your instruction and training with aspiring instructors of the reasons these geographic boundaries serve one and only one full-time Do Jang.
- 3) Identify and mark the locations of potential sites where Soo Bahk Do programs might be started such as at a YMCA/YWCA, Community Centers, Universities, Community Colleges, local schools, etc.
- 4) Use the locations as targets for your aspiring instructors to teach. These locations should be considered satellites of the full-time Do Jang while providing opportunities for emerging instructors to teach.
- 5) Develop a letter of introduction and a brochure that describes who you are, the program of martial arts instruction you offer and the goals of the program.

- 6) Emphasize the traditional values of Soo Bahk Do and the physical, mental and emotional benefits of training in your recruiting materials.
- 7) For satellite programs, keep the cost of training comparable to the costs of similar programs. It may be wise in some locations to consider providing the instruction on a volunteer basis.
- 8) When a target location indicates an interest, identify what the characteristics of the potential practitioners are, especially age and gender.
- 9) Conduct a demonstration with students that have similar characteristics of the potential practitioners. If the practitioners are elderly and disabled, it would be really helpful to have elderly and disabled practitioners involved in the demonstration. Remember to call upon other instructors to assist you if needed. We are in this together.
- 10) Get audience members to sign up for free lessons or to provide contact information so that you can follow-up after a demonstration.
- 11) Lastly, identify down time in a full-time studio that may be used to develop creative programs for niche populations.

The focus of the 11 steps above is for senior instructors to take on the responsibility of developing opportunities for emergent instructors to teach. This should be considered as essential as teaching an aspiring practitioner how to teach the elements of Soo Bahk Do. It is one thing to know and understand how to teach Soo Bahk Do. But not every student has the know how to develop opportunities for themselves to teach Soo Bahk Do.

Instructors must lead by example. Teachers must learn when it is time for students to begin to advance their learning by teaching. However, this will only happen when instructors take the initiative to motivate students to teach and create opportunities for students to teach, and support their efforts in the teaching enterprise.

“The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.” ~ William Arthur Ward

It is time to inspire practitioners to become great teachers by being the example of a great teacher.

In Moo Duk Kwan,
Technical Advisory Committee
U.S. Soo Bahk Do Moo Duk Kwan Federation, Inc.

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START ME UP!

SHARE THE ART PROGRAM

What is START?

“START” stands for ‘S’hare ‘T’he ‘A’RT’. START is the program, supported by our Kwan Jang Nim, that will bring Soo Bahk Do® further into the local community. The goal is to expose more non-practitioners to our art, and impact our local community in a positive way. This document, along with the Certified Teaching Program, will help you START your first program. Read on...



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How Did START Start?

START isn't new. The name is new, but the Moo Duk Kwan® has a long history of motivating students to train in Soo Bahk Do®. Many of these students have been so inspired, that they wanted to Share The ART! They have opened their own do jangs and have shared it in other non-traditional ways (Soo Bahk Do® for Business).

Are you inspired by your training? The START Program is a great way for you to help others feel the same way! Open this manual, and START! ➔

There's More!

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SOO BAHK DO® was developed by the founder, Hwang Kee. His son, H.C. Hwang Kwan Jang Nim, pictured above, is the leader and visionary for the future of Soo Bahk Do®.

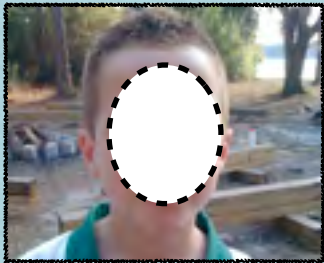


OUR FIVE MOO DO VALUES give Soo Bahk Do® a uniqueness that will be priceless in your community!



MARY WILLIAMSON SA BOM NIM at an elementary school in her local community. Building relationships in the local community is important to sharing our art!

IS THIS YOU?



Do you enjoy learning?

Do you like to volunteer to demonstrate during class?

Do you find the history of the Moo Duk Kwan® interesting?

Do you feel motivated to share what you've learned?

Do you enjoy working with others?

The VALUE and BENEFIT of being a Soo Bahk Do® Instructor



“...BECOMING A STUDIO OWNER IS ONE OF THE BEST CHOICES I’VE MADE IN MY LIFE, SO FAR!”

TESTIMONIALS

(SEE FULL TESTIMONIALS IN APPENDIX II)

“...becoming a Studio Owner is one of the best choices I have made in my life so far. I cannot count how many lives I have touched in a positive way.”

*Alexandra Th. Lalieu Sa Bom Nim
Owner, Upstate Karate of Mountindale
Mountindale, NY*

“...I am the owner and chief instructor of my own Soo Bahk Do® school, and so far, it has been joyful, difficult, complicated, effortless, and complex on a scale like I’ve never known! I have learned so much about being a parent, a wife, a teacher, and a business person.”

*Mary Williamson Sa Bom Nim
Owner, Alpharetta Family Karate*

If any or all of the questions above were answered in the affirmative, then you should look into becoming an Instructor. The path starts with the Instructor Certification process through the Federation. Becoming a Jo Kyo, Kyo Sa, or Sa Bom gives you a basic tool box to use when teaching and sharing the Art with your students.

As a certified Soo Bahk Do® Instructor, you will be able to help your students develop a deeper understanding of themselves through hard work and the application of the five Moo Do Values.

Many Soo Bahk Do® practitioners have felt that there is more to our Art than just training, and by becoming an Instructor, you can be a positive influence in your student’s lives while passing on knowledge and history of our Art.

For up-to-date information, visit <http://www.soobahkdo.com/is-this-you>

Becoming a Motivating Teacher of Soo Bahk Do®

Becoming a Soo Bahk Do® instructor will take time. It might seem long, but remember, a Soo Bahk Do® instructor is tasked with passing on the art the way that our founder wanted it to be passed on. That means that not only do you need to learn how to be a practitioner, we also need to take the time to learn how to be an instructor, so that the art is passed on in the best possible way. Below are initial steps to follow to learn how to be an instructor:

Step 1: Learn To Teach

Learning how to teach means more than just being able to demonstrate the Soo Bahk Do® techniques. Not only do you need to be able to demonstrate the techniques, you also need to be able to explain what you are doing, and why you are doing it.

Learning how to teach also gives you tools and tricks to motivate students. For example, have you noticed that some instructors can get their students to try hard at EVERYTHING, even if the student has been doing the same thing over and over again? To some, this skill comes naturally, but nevertheless, it is a skill, and can be learned.

Your instructor may provide you Certified Instructor Training classes to teach you how to teach. This is a stepping stone towards your

I WANT TO BE AN INSTRUCTOR!



It takes time to become a motivating teacher of Soo Bahk Do®, but it's WORTH it!!!

13-yo Red Belt receives his Jo Kyo Certification!

formal instructor certification!

As you are learning how to teach, get some practice! It's just like training in Soo Bahk Do® -- when you learn a new hyung, you practice! Once you learn a new teaching technique, practice it, so that it becomes part of your natural teaching skills! The best place to practice is at your instructor's do jang. You get to make your mistakes there, before beginning your START program. Your instructor will benefit, as well, because he/she will get help from a student who is motivated to be a strong Soo Bahk Do® instructor!

Spend enough time in this step so that you feel comfortable teaching at all levels. If you begin a START program without this step, the longevity of your

program will likely suffer.

Step 2: Increase Your “Bag of Tricks”

As a beginning instructor, you have a repertoire of class activities that you inherit from your instructor and your own training experience. As you teach more and more, your own personal training time with your instructor will likely decrease, and there will be a need for new and exciting class activities to impart the lessons, especially if you enroll primarily children in your program. Refer to Appendix I for a list of tools for your bag of tricks!

Step 3: Practice, Practice, PRACTICE!

Just like students, you must practice to become a more skilled instructor!

STARTING YOUR OWN PROGRAM

I'm Ready to START!

WHAT DO YOU NEED TO START YOUR PROGRAM?

FIRST: Who is your mentor? It is highly recommended that you identify a mentor or a coach to guide you. Ideally, your mentor will be vested in your success, so that he/she is motivated to provide assistance to you. Just like you need a Soo Bahk Do[®] instructor to learn Soo Bahk Do[®], you need a coach to guide you through owning your own START Program.



SECOND: Where will you teach? There are several options for location. It could be at your business, at a YMCA, at a church, at a community center, at a park, etc. Make sure you know what the facility expects of a martial arts program: for example, do they expect you to carry your own insurance? Do they want you to be an employee? Can you use your own belt system? (The Lifetime Fitness facilities are developing their own belt system for "Lifetime Karate").

THIRD: Who is/are your partner(s)? You may choose not to have a partner, but it is a question to consider. With a partner, you can share teaching days, ideas, responsibilities, costs, etc. You can assign responsibilities to a specific partner, depending on strengths. With a partner, you will also have to share revenue and decision-making.

FOURTH: What are your costs? This can be a scary step, but it must be thought out. Costs can include facility costs (rent, utilities, insurance), inventory costs (do boks, dees, patches, etc), marketing, and salaries.

FIFTH: Where will your students come from? Typically, in a facility like a YMCA, there will be an activity booklet that lists your program, which will be no charge to you. If your facility allows non-members to participate, consider how you will get the word out about your program (look for guides about free marketing). Additionally, you may choose to manually hand out a flyer to each guest that enters on that day, and introduce yourself.

SIXTH: What will your tuition be? What else will you sell? Tuition will vary from region to region, and from facility to facility (for example, you might expect tuition to be higher in a YMCA vs. a Community Center). It's but important to know what your tuition will be to ensure that your costs are covered. Additionally, consider other sellable items: uniforms, testing fees, equipment, etc.

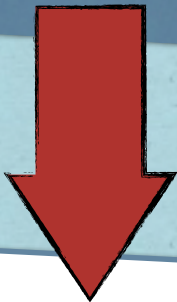
SEVENTH: What is your schedule? This will typically be dictated by the facility. If so, you must determine how best to use the time they have given to you. For example, will you combine white and orange belts into one class? How long will your class(es) be? How many classes will you teach per week?

SI JAK!

Beginning Steps

"...begin it. Boldness has genius and power and magic in it."

- JW von Goethe



READY TO START AN OFFICIAL PROGRAM?

The Soo Bahk Do Moo Duk Kwan Federation provides support for START programs through the Certified Teaching Program.

Navigate to Appendix III of this document, or to <http://soobahkdo.editime.com/Certified-Teaching-Program> for the program application!

THOUGHTS

Students **ENROLL** based on

**LOCATION
SCHEDULE
COST**

Students **STAY** because of

**ENJOYABLE CLASSES
INSTRUCTOR CONNECTION**

Student **LONGEVITY** based on
CONNECTION WITH THE ART

In other words: First they have to find you, then they have to like you. Your job is to connect them to the art!

I'm Ready to START! (cont'd)



SUSTAINING YOUR START PROGRAM

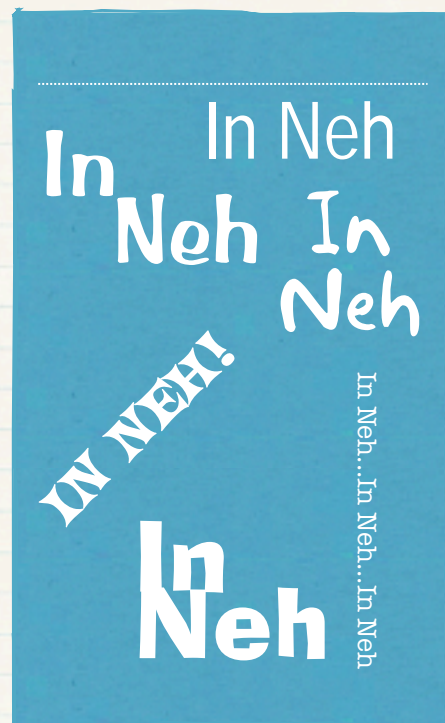
It will be important for you to develop an "elevator pitch" that will describe, in 20 seconds, why you are different.

For example: "Our program uses the martial arts to bring families closer together by allowing them to take classes together."

Once students start training, your job, through classes and other events, will be to inspire them to continue. It's helpful to know what benefit they would like to get from training in the martial arts: "Mrs. Smith, Johnny's focus has gotten so much stronger since he has started Soo Bahk Do®!"

Other opportunities to sustain your program include getting your students involved in events other than classes: special clinics, parties, regional events, tournaments, etc.

Helping students feel like they belong to a special community will enhance your sustaining power!



"Success seems to be largely a matter of hanging on after others have let go."

- William Feather

Should I START Now or Later????



If the question that you are really asking is “How can I start now?”, then you are ready to be more of a leader in the Moo Duk Kwan®!

Do you find yourself thinking about class long after you left the do jang? Do you imagine how you would warm up class, when it's your turn? Do you wish you had more answers when asked about Soo Bahk Do® history or when asked about a technique? If so, then you have the makings of a sincere Soo Bahk Do® instructor.

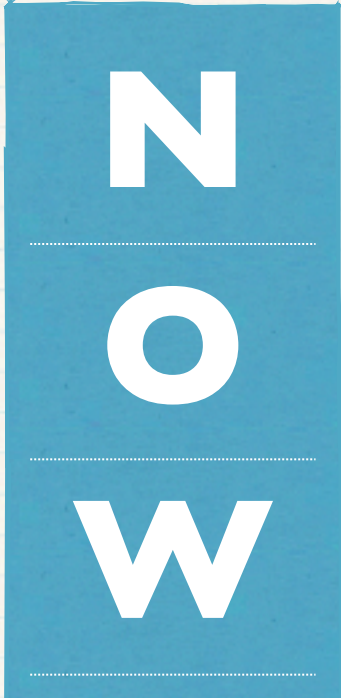
Your first task is to meet with your instructor, and discuss your passion to help others through our art. Don't procrastinate! You will be glad that you got started right away. Your instructor has the experience to help guide you on the correct path. All experiences with Soo Bahk Do®

begin & end with your personal training, but once you make the decision to become an instructor, you will be amazed how much more enjoyable your training will become.

There is nothing like training with a purpose. It motivates you to do your absolute best. You may start by helping in class or in the office. You may also be given the task to be a greeter. The good news is that you've demonstrated Yong Gi, and you have become more involved! You have started down the road of leadership -- be ready...soon YOU will be the one that other students look to you for help!

As you develop your leadership skills, you will continue to study the technical aspects of our art, but a new and exciting area of study will open up: following your instructor's lead in relaying the Soo Bahk Do® message to students.

Technique alone does not make a great instructor... The ability to bring out a student's inner strength is the ultimate goal of each instructor!



ACTION PHILOSOPHY

Our Moo Duk Kwan® history is riddled with “firsts”, demonstrating our action philosophy. For example:

- FIRST to put trim in the uniforms
- FIRST to host an international tournament
- ORIGINAL Dan Bon system

So....when do YOU think you should begin on your path to your own START Program?

For up-to-date information, visit <http://www.soobahkdo.com/start-now-or-later>

MASTER DIANNA HUME SAYS...

“To make progress you must actually get Started! The key is to take a step ...**today**. Start ...**today**. Set your first goal..**today**! The waiting is over and and action has now taken charge. This is the START of your new beginning.”

TONY ROBBINS SAYS...

“The path to success is to take massive, determined action.”

WILLIAM JAMES SAYS...

“Act as if what you do makes a difference. It does.”

DR. SEUSS SAYS...

“Unless someone like you cares a whole awful lot, Nothing is going to get better. It's not.”

CONFUCIUS SAYS...

“The superior man is modest in his speech, but exceeds in his actions.”

LES BROWN SAYS...

“You don't have to be great to get STARTed, you have to get STARTed to be great!”

NAPOLEON HILL SAYS...

“Action is the real measure of intelligence.”

HELEN KELLER SAYS...

“Security is mostly a superstition. Life is either a daring adventure or nothing.”

START FUTURE

MOVING FORWARD.....ACTION PHILOSOPHY!

In 2005, Kwan Jang Nim shared his Vision for the future of Soo Bahk Do®. The Vision, in summary, was to increase the number of students training in Soo Bahk Do®, while maintaining the principles of Soo Bahk Do®, articulated through the 5 Moo Do Values. Increasing the number of students training in Soo Bahk Do® is important for the longevity and continuation of Soo Bahk Do®. Equally important is the requirement to develop the community of Soo Bahk Do®, so that students stay with Soo Bahk Do®, so that they can live Soo Bahk Do®.



In order to build a community, the Soo Bahk Do® program needs to provide more than just Soo Bahk Do® classes. The program needs to offer reasons for the student to keep coming into the do jang, until they see the do jang as “the place to be”. In order to provide “the place to be”, the Soo Bahk Do® Program needs to be in a place that is visible and that can allow for a flexible schedule, so that special programs can be instituted.

As an example, a YMCA might develop a community of members who feel that the YMCA is “the place to be”, because it provides a multitude of fitness programs for adults, teens, children, and even the senior citizen population. In a situation like this, Soo Bahk Do® is merely one of the many programs offered to the members of the YMCA. A START Program owner can use the YMCA as a starting point, but the goal is to continue to move forward in developing the Soo Bahk Do® community.

One “law” that we can depend upon is that we are never “standing still.” Even if you, as a person, don’t move, you are still moving -- your heart is beating, you are on an earth that’s rotating, and so on. However, sometimes, we do our best to be still: to be happy with the way things are. But think about it this way: if you settle for a 100% or an “A”, you are still “settling” -- you have stopped the energy of moving forward, and have lost the crave to improve and look for the next challenge.

When you lose the biting, kicking, scratching, clawing-your-way-forward attitude, the one thing is sure to happen: You won’t be “still”. You will still be moving, but you will be moving

For up-to-date information, visit <http://www.soobahkdo.com/start-and-beyond>

START, cont'd

FUTURE

backwards. In the same way, if you have no plans to grow your program into a community, then you will move backwards, which is not the direction of the Vision.

START AND BEYOND!

To stay with Kwan Jang Nim's Vision, there will be a time when your START program should move to beyond START: moving into your own space, so that you can grow in different directions than your current START program will allow.

WHEN is the best time to move beyond START?

This is dependent on you, your finances, and your personal life situation. Prepare your students for your new home -- this is an exciting step in the growth of your Soo Bahk Do® Program!

WHERE should I locate?

There are many many options to consider, like:

- How much space do I need?
- What type of space do I want? (retail, industrial, office, rent vs. own, etc).

Regardless, you'll need space for the floor, at least 1 restroom, an office, and storage space for uniforms, cleaning supplies, etc.

HOW do I get ready?

First and foremost, develop a business plan, so that you understand your costs. Your business plan should also include your plan to develop your business and enroll

students. Either your instructor or a consultant will be necessary get you started -- how to get students, how to enroll them, etc. Membership in a professional martial arts organization, like the National Association for Professional Martial Artists (NAPMA) can be helpful, too, because they provide monthly marketing material, conference calls, class ideas, 'word of the month', teaching your leadership group, etc.

WHO will I hire to help?

...or will you hire anyone to help? Is this something that you want to do on your own (or with your spouse) or do you want to get a partner? One major advantage of having a partner that is not part of your household is that you will be able to go on vacation and/or have a few days off with your family. One downside is that you have to share the profits. This is a personal decision.

WHAT's in it for me?

One of the most fun and rewarding careers you'll ever have!

WHY should I do this?

Because if you don't consider this as your future, then you are not standing still, you are sliding backwards! Once you move into your own space, you will be free (for the most part) to use it as you see fit. In your own space, you are not limited by your START facilities boundaries, and you

can begin building a stronger community of Soo Bahk Do® practitioners by introducing programs that will reach to a wider audience and/or widen the commitment of your captured audience. You can introduce programs and events like:

- Certified Instructor Training program
- Karate Birthday Parties
- demonstration teams
- separate Dan classes
- Women's self defense classes
- Tiny Tots class
- Parent's night out / sleepovers
- special clinics (sport sword, escrima stick, nunchuka, yoga, etc)
- Holiday or Milestone parties
- ...and more!

GOING FURTHER

Creating the type of community described above is an extremely rewarding adventure, and it could keep you (and Soo Bahk Do®) moving forward for the years to come. There might be a time when you, as a small business owner, want to expand your business by adding locations. If you keep your program moving forward, then you will be creating a community of Dans and Ko Dan Ja, who may want their own program -- it is up to the leadership (you!) to help create a desire and a "place" for your senior members to be the next leaders and instructors of Soo Bahk Do®.

Appendix I - Teaching Tools

For up-to-date information, visit <http://www.soobahkdo.com/teaching-tools>

Long-Term Lesson Planning

As you advance in experience as an instructor you will find yourself planning further ahead than the next class. You will find yourself planning for a whole week, a month, a testing cycle or even a year. When planning to teach students it often helps to look farther into the future and ask what do I need to teach not just this week but how do I make sure to cover everything between now and the students next test. A simple method is to divide training in Soo Bahk Do® into six sections. Then divide the week into two sections. Assign the sections of Soo Bahk Do® training as follows:

1: Moving basics

2:Kicks

3:Hyung

4:1 step sparring

5: Self-Defense

6: sparring

Then assign three of these to each half of the week. Change which three from week to week. As most student train twice a week if the week is divided between Monday and Tuesday in one half and Wednesday and Thursday in the second half with different subjects each day students over the course of the week. You can assign a theme for each week as well. If you choose you can also plan for a general intent to each subject in that week such as adding to a "2" in you calendar the words front leg or spin and jump you can plan to cover those types of kicks for that day. If you run more than 4 days of the week you can also plan to use extra days as rank specific classes, to cover specific areas needing emphasis or to cover areas in detail beyond the federation requirements. Using such calendar based planning you can make the job of making sure to cover all the needed subject matter over the long term while making classes interesting, fun and different each time and allowing the use of your own creativity. Look to the following pages showing examples of how to set up your own calendar.

Example 1. Moo Duk Kwan of North Georgia

Moo Duk Kwan of North Georgia is a certified Soo Bahk Do® studio.

Alternate Strategy Weekly Themes

Week of Month	Primary Study	Secondary Study	Flex Study
First	Ho Shin Sul	M: <u>Hyung</u> Th: <u>Il Soo Sik</u> S: Sparring	Th & S: Sparring Combos
Second	<u>Il Soo Sik</u>	M: Ho Shin Sul Th: <u>Hyung</u> S: Target work	Th & S: <u>Dae Ryun</u>
Third	<u>Hyung</u>	M: <u>Il Soo Sik</u> Th: Ho Shin Sul S: SparringCombos	Th & S: Target work
Fourth	Review	Demo	Th & S: <u>Kyok Pa</u> & Protocol

At Moo Duk Kwan of North Georgia, the instructors focus on one section of curriculum per week, using a secondary area of study to provide variety. New material is introduced each month, instructors and students can focus on curriculum one week at a time. Review of material is done during the following week to reinforce the curriculum.

Example 2. Alpharetta Family Karate

Alpharetta Family Karate is a certified Soo Bahk Do® studio.

	Orientation	Basic	Intermediate	Advanced
Gi Cho - Soo Gi	Pahkeso Ahnero Mahk Kee, Pal Koop Kong Kyuk	Same as Orientation	Basic + Sang Dan Ssang Soo Mahk Kee, Ha Dan Ssang Soo Mahk Kee	Intermediate + Jang Kap Kwon Kong Kyuk
Gi Cho - Jok Gi	Ahp Podo Ohl Ri Gi, Ahneso Pahkero Cha Gi, Dollyo Cha Gi	Same as Orientation	Basic + Yup Hu Ri Gi	Intermediate + Peet Cha Gi, E Dan Dwi Pahkeso Ahnero Cha Gi, E Dan Dwi Hu Ri Gi
Hyung	NONE.	Gi Cho Hyung E bu	Basic + Pyong Ahn #2	Intermediate + Bassal
Il Soo Sik	Techniques from #1/#2	#1/#2 with partners	Basic + #7/#8	#13-#18
Ho Sin Sul	NONE.	Cross Wrist #1	Basic + Cross Wrist #1/#2, Same Side Wrist #3	2-on-1 #1-#3
Ja Yu Dae Ryun	Techniques from White Belt Sparring Combo #3/#4	White Belt #5	Basic + Green Belt #3/4	Intermediate
Kyok Pa	NONE.	Ahp Cha Nut Gi	7th: Yup Podo Cha Gi 6th: Dwi Cha Gi 5th: E Dan Yup Podo Cha Gi	4th: E Dan Dollyo Cha Gi 3rd: Yup Hu Ri Gi 2nd: Dwi Hu Ri Gi 1st: E Dan Dwi Cha Gi
History/ Culture/ Terminology	Chung Shin Tong Il	Orientation + count 1-10 in Korean, benefits of 8 Key Concepts	Basic + know 3 of 8 Key Concepts, Kyom Son, MDK flag, terminology	Intermediate

At Alpharetta Family Karate, the instructors are given a monthly curriculum to follow. In general, the first half of the week is focused on Hyung and Gi Cho. The second half of the week is focused on partner work. The history, culture, and terminology are integrated into the curriculum teaching. The last week of the month is used as a review.

In addition, instructors are given “next month’s” curriculum during the Certified Instructor Training classes, so that they may be prepared. By the end of the calendar year, the instructor has the year’s curriculum calendar.

Example 3. Channeltown Soo Bahk Do

Channeltown Soo Bahk Do is a certified Soo Bahk Do® studio.

◀ September		~ October 2011 ~					November ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat	
						1	
2 History of the Moo Duk Kwan	3 1 For Rank 2 For Rank 3 Pyong ahn	4	5 4Review 5 Opposite side 6 From hyung	6	7	8 Ki Cho Hyung	
9 Pyong Ahn	10 2Front leg 3Chil sung 4Front Leg	11	12 5For Rank 6Combos for rank 1From chilsung hyung	13	14	15 Chil sung Ee Ro	
16 8 key concepts	17 3 Review requird 4 3-step 5 For rank	18	19 6 review 1 For rank 2 Jump and spin	20	21	22 Bassai	
23 Anatomy	24 4For rank 5 Moving 6 Free sparring	25	26 1 From Hyung 2 Combos 3 Slow	27	28	29 Pyong ahn Cho dan	
30 Ryu Pa	31 5 For rank 6 For rank 1 For Rank	Notes: 1: BASIC (Ki Cho: combining Soo Gi and Jok Gi) 2: FORMS (Hyung for rank) 3: KICKS (Jok Gi) 4: ONE-STEPS (IL Soo Sik Dae Ryun) 5: SELF DEFENSE (Ho Sin Sool, Bong, Knifes) 6: SPARRING (Dae Ryun Combos for rank and Ja Yu Dae Ryun)					

Above is a sample instructor’s calendar from Channeltown Soo Bahk Do. By developing a calendar like this, all instructors are informed of the curriculum to cover for each class day. With a calendar like this, instructors are able to plan their classes well in advance, and integrate the History and Culture with their class plans.

Other Resources

Other resources that can be used in class planning or lesson planning include the following:

- attend as many clinics and regular classes as possible. Sometimes you can get a week's worth of classes from a single Regional Examiner's clinic or a clinic from the TAC Tour!
- the 2010 Ko Dan Ja Candidate Project: This document contains a multitude of ideas for instructing students at all levels and ranks. Contact the US Soo Bahk Do Moo Duk Kwan Federation® for a copy of this document
- YouTube: There is a multitude of exercises available, if you start running out of creative ideas for teaching the curriculum. Use this information carefully -- much of what you see will have to be "Moo Do"-ized
- WarriorXfit: This website is a physical fitness site, using martial arts techniques for fitness. Same warning goes with using WarriorXfit as with using YouTube.
- NAPMA: this is a membership-only website, but has exercises available as well. Same warning.

Appendix II - Testimonials: Why I Teach

For up-to-date information, visit <http://www.soobahkdo.com/testimonials>

"I started training in July of 1986 at the age of 18. My Dad was an alcoholic, and I was afraid of him, so my Mom and I decided that I should learn karate to be able to protect myself. I was always shy and quiet, and didn't like being noticed. As I progressed in my training, passed tests, and grew in confidence, I began to believe in myself more. Karate was difficult, but somehow, I learned to dig deep...and reach my goals. Fast forward 25 years: I am now Sa Bom and Sa Dan. I have my own Dojang for 7 ½ years now, and I still believe that becoming a Studio Owner is one of the best choices I have made in my life so far. I cannot count how many lives I have touched in a positive way. I can only imagine how both the Art I teach and the personal passion I bring to it, have helped children and adults find inner strength... re-affirming their beauty, value, and importance as human beings. From a little girl who had been molested (whom I taught for free because of that), to single moms abused by their out of control children, to hundreds of girl scouts of ages 5 to 17... I have shared knowledge to help them say "NO" to violence, and gave them the physical ability to back it up, if necessary. Once they had the confidence that they could protect themselves, they found that they haven't needed to fight to get their needs met! "The stronger you are, the nicer you can be!" is a slogan every one of my students have memorized. My goal, when I first decided to become a Soo Bahk Do® Instructor and to this very day, was to do everything I could to assure that no person I trained would ever need to feel the helplessness and fear that I did as a child, so help me, God."

**Alexandra Th. Lalieu Sa Bom Nim
Owner, Upstate Karate of Mountandale
Mountandale, NY**

"When I was little, I always told my parents that I wanted to be a teacher, but they guided me on a different path, because teachers didn't have such a promising career. Since then, I have been a part-time employee, and I've been an individual contributor, a team lead, and a manager in the corporate world. Now, I am the owner and chief instructor of my own Soo Bahk Do® school, and so far, it has been joyful, difficult, complicated, effortless, and complex on a scale like I've never known! I have learned so much about being a parent, a wife, a teacher, and a business person. My understanding of Soo Bahk Do® and what it can do for an individual, regardless of age, has grown exponentially. No other teacher or coach is a part of a person's life for as long as we are during their training to Dan and beyond, and it's fantastic to watch students grow and mature in Soo Bahk Do®. In other words, outside of becoming a wife and mom, it has been the most rewarding experience of my life SOO BAHK!"

**Mary Williamson Sa Bom Nim
Owner, Alpharetta Family Karate
Alpharetta, GA**

"When instructing students, whether in a class situation or a one-on-one situation, the most humbling and satisfying thing to witness is when the student truly understands the message I'm trying to impart. It doesn't matter whether it is the technical aspects of a motion or an abstract concept, when the student finally "gets it", I know that I've done something right and was able to pass along and help the student connect to a small piece of our Art."

**Master Laura Cederquist
Assistant Instructor
Moo Duk Kwan of North Georgia**

“The Martial Arts was always something I've been interested in. When I had the finances, I didn't have the time, when I had the time, I didn't have the finances. Then my six year old son saw a demo at his school. He came home and told us that he wanted to do karate. He persisted for the next couple of months. My husband and I talked, and decided that this would be something that my son and I could do together. It was great for my son, it helped his coordination, concentration and organizational skills. I started getting involved with his classes. I would hold shields, help with self defense drills, and just make sure the tots were listening to the instructor. I was hooked. I always liked working with children (I coached softball for 13 years), so I volunteered in even more classes. After receiving my Cho Dan in 1997 I was put on as a part time instructor at my studio. I've been instructing ever since. Soo Bahk Do is now a way of life for me and I wouldn't have it any other way.”

***Bernadette Migoley Sa Bom Nim
Instructor, Garaguso Karate
Williamstown, NJ***

“Some things come in a natural order. You spend time as a child, you grow up, you get married, you have children then grandchildren. As a child you imagine and expect what it will be like to be an adult. For me becoming an instructor was much the same way. As a gup I always knew someday I would be teaching myself. I could imagine myself teaching. I didn't know then what it would entail but some how I knew I would be teaching. Just as I knew one day I would grow up and move from my parents house. It just seemed to be the natural order. It seemed to be that I would become a Cho Dan and Ee Dan and become and instructor, have a school of my own and teach others to teach.

Later when I became a Dan member my instructor was discussing with one of my fellow students about him becoming an instructor and my instructor said to me "If you want to be one let me know". Those words put me on the path to where I am today. I have been teaching for about 14 years. Like some who linger in their parents houses I have not started my own school. But one day that will come as well. Just as I left my parents house as an adult one day I will move to teaching in my own school.

People ask why I teach. I receive no direct pay so it can't be money. I have no students of my own or any position of external importance so it can't be prestige. Neither of these are reasons to be an instructor. But when I teach class and a struggling student finally understands the concept, or understands to correction and does the correction they need to make. That is the real joy. Helping somebody advance in the art and seeing that change that is the real reason for desire. It is just the natural order of things.”

***Pat Macken Sa Bom Nim
Instructor, Channeltown Soo Bahk Do
La Conner, Washington***

Appendix III - Certified Teaching Program Application Packet

For up-to-date information, visit <http://www.soobahkdo.com/start-application>

The Last Legend



"There Is Only One Moo Duk Kwan"

Quick Reference For

Certified START
Teaching Program
Certification Process

CERTIFIED TEACHING PROGRAM CERTIFICATION REQUIREMENTS OVERVIEW

1

FULLY COMPLETED Application Packet Submitted to Headquarters

- √ 1. Completed *Application for Certified Teaching Program Certification*
- √ 2. \$29 Application Fee
- √ 3. Two Signed *Letters of Notification*
- √ 4. Signed Instructor *Letter of Understanding*
- √ 5. Regional Examiner Will Schedule To Visit The Teaching Program Location

+

2

Applicant must have – *or apply for* – **Federation Membership**

+

3

Applicant's location must possess **required décor and educational materials** and fulfill **all other T.A.C. and Board requirements**

+

4

Applicant/Instructor must be supervised until **Instructor Certification** is acquired.

—

Teaching Program Certification and Implementation

U. S. Soo Bahk Do Moo Duk Kwan Federation Inc.

“Also Known As The U.S. Tang Soo Do Moo Duk Kwan Federation, Inc.

P O. Box 154 Springfield, New Jersey 07081 201-467-3971 voice 201-467-5716 Fax

Application For Certified START Teaching Program

Teaching Program Name _____ Program Ph () _____ - _____
 Physical Address _____ Fax () _____ - _____
 City _____ State _____ Zip _____ Email Address: _____

Date Rec	___/___/___
Fee Paid \$	_____
Inspected	___/___/___
Exp Date	___/___/___
Id# Issued	_____

Date (or Target Date) of 1st Instruction At Location ___/___/___

Is this an existing Certified Studio converting to a Certified Teaching Program? YES___ NO___

If “YES”: What is the Location (Studio) ID#? _____ Is this a new location? YES___ NO___

Number of Active Members (must be fewer than 30 to become a CTP): _____

I understand that converting from a Certified Studio to a Certified Teaching Program will reduce the benefits I have become accustomed to as a Certified Studio Owner.

If “NO”: Please complete the remainder of this application below -

Head Instructor at this location _____	Fed Id# _____	Mem Expires ___/___/___
Mailing Address _____	Rank _____	
City _____ State _____ Zip _____	Home Phone () _____ - _____	
E-mail address _____	Fax () _____ - _____	
___ Sa Bom ___ Kyo Sa ___ Jo Kyo	Instructor Certification Id# _____	Instructor Certification Expires ___/___/___

Second Instructor at this location (if applicable) _____	Fed Id# _____	Mem Expires ___/___/___
Mailing Address _____	Rank _____	
City _____ State _____ Zip _____	Home Phone () _____ - _____	
E-mail address _____	Fax () _____ - _____	
___ Sa Bom ___ Kyo Sa ___ Jo Kyo	Instructor Certification Id# _____	Instructor Certification Expires ___/___/___

Applicant’s Instructor _____
Address _____ City _____ St _____ Zip _____ Ph() _____ - _____
Dan Bon _____ Current Rank _____ Membership Expires ___/___/___

In keeping with the ‘Moo Do’ aspects of our art, I have discussed my plans to offer instruction of Soo Bahk do Moo Duk Kwan at this location with my personal Instructor as evidenced by their signature below (if available).

Date ___/___/___ Applicant’s Instructor’s Signature _____

Who Will Be the Person Authorized to Submit Gup Promotion Recommendations At This Location?

Name _____ Gup/Dan Id# _____
(List the certified instructor responsible for submitting the program’s Gup Testing)
 Rank _____ Jo Kyo? ___ Kyo Sa? ___ Sa Bom? Instructor Cert. Expires ___/___/___ Dan Bon _____

Have you notified your Regional Examiner(s) of your intentions? ___ Written or Phone? _____ Date ___/___/___

Application For Certified Teaching Program v1

Application For Certified START Teaching Program

√ **The Proposed Location is:**

	New Individual Location (Y.M.C.A., Recreation Center, Church, School, Club, etc.)- Describe:
	Additional Location of an Existing Certified Studio: (Provide Existing Studio Name)
	Existing Certified Studio Which is Converting to a Certified Teaching Program. Why?
	Other, Please Describe:

What Is Your Primary Motivation For Wanting To Offer Instruction At This Location?

Schedule of Instruction Planned For This Location

Mon Tue Wed Thur Fri Sat Sun Times _____

Please Circle Days of Week and Indicate Class Times

Location has decorative & educational items available for students as required? Yes No ___ Order with application

Floor surface of training area? Wood Carpet Concrete Linoleum Foam Other: _____

Please explain any other purpose this location is used for? _____

Nearest Studio _____ City _____ State ___ Miles away _____

Next Nearest Studio _____ City _____ State ___ Miles away _____

Have you obtained signed "**Letters of Notification**" from the two nearest studios? _____ Date ___/___/_____

Dated and signed Instructor "**Letter of Understanding**" attached: Yes No, If "no" please explain.

Application fee enclosed (\$29): Yes No If "no" please explain.

I will uphold all T.A.C. and Board guidelines as required for maintaining my Teaching Program and Instructor certification. I understand that if certified, I will be authorized to offer instruction in Grandmaster Hwang Kee's martial art system known as Soo Bahk Do® Moo Duk Kwan® and to use the Federation's trademarks and logos only as long as I am certified to do so.

Applicant's Signature _____

Date ___/___/_____



U.S. Soo Bahk Do Moo Duk Kwan Federation® / U.S. Tang Soo Do Moo Duk Kwan Federation®
 P.O. Box 154 Springfield, NJ 07081 (888) SOO-BAHK (973) 467-5716 Fax
 Headquarters@soobahkdo.com -- www.soobahkdo.com -- http://soobahkdo.editime.com

LETTER OF UNDERSTANDING FOR CERTIFIED INSTRUCTORS and TEACHING PROGRAM LEADERS

Application Date ___/___/___ Fed ID _____ Not Yet Certified Instructor Jo Kyo Kyo Sa Sa Bom
 Applying For 1st Time Certification // Applying For Reinstatement of Certification // Applying For Certification Renewal
 // Applying for Certified Teaching Program

Dear Applicant For Instructor Certification,

We welcome your application for Jo Kyo, Kyo Sa, Sa Bom, or Teaching Program certification through the United States Soo Bahk Do Moo Duk Kwan Federation Inc®.

By signing this Oath of Understanding, you understand and agree that the U.S. Soo Bahk Do Moo Duk Kwan Federation Inc is authorized to act as the representative of the Kwan Jang Nim in the United States and you are agreeing to assist in accomplishing the chartered purposes of the U.S. Federation as stated in the Charter & By-Laws. Furthermore, you understand and agree that if approved for Jo Kyo, Kyo Sa or Sa Bom Certification, you will be authorized to represent Grandmaster Hwang Kee's Soo Bahk Do® Moo Duk Kwan® martial art system, providing your membership is kept current, your certification is kept current and you fulfill all administrative responsibilities while maintaining and upgrading your technical skills:

Technical Responsibility: To represent Soo Bahk Do® techniques and the Moo Duk Kwan® philosophy of the Kwan Jang Nim's martial art system in a manner which will preserve the purity of the art. For this purpose, you agree to follow the guidance of the Technical Advisory Committee with respect to all technical, historical and philosophical material which you instruct. You also agree that maintenance of your Certification status is contingent upon your participation in at least 2 Regional and/or National Federation events each year as evidenced by your pre-registration with Headquarters prior to attendance.

Administrative Responsibility: To become familiar with the Charter and By-law's of the United States Soo Bahk Do Moo Duk Kwan Federation, Inc. and to follow the administrative guidance of the Board of Directors, including, but not limited to; encouraging and assisting all your students to become members of the U.S. Soo Bahk Do Moo Duk Kwan Federation in order to connect their heritage with the origin of Soo Bahk Do Moo Duk Kwan, to consistently and promptly submit all recommendations for your student's Gup Rank Certifications to Headquarters; to promptly distribute legitimate Soo Bahk Do Moo Duk Kwan rank certificates to the appropriate members in a ceremonial manner prescribed by T.A.C. and to notify students of other information regarding Federation events and activities as may be forwarded to you from time to time. You also agree to maintain all fees and dues in current status and other requirements as specified by the Board Policies in Attachment A.

Additionally, your certification and its maintenance depend upon you maintaining your Federation membership in good standing and abiding by all Federation guidelines. You understand and agree that failure to abide by Federation guidelines could result in revocation of your Instructor certification, which shall result in your loss of all authority to instruct the Soo Bahk Do® Moo Duk Kwan® martial art system and forfeiture of all rights to use the United States Soo Bahk Do Moo Duk Kwan Federation® name and any of its trademarks, service marks and copyrighted materials, including proprietary technical material of Grand Master Hwang Kee in the course of martial arts instruction.

This agreement may be terminated by either party with 30 days written notice.

 Applicant For Instructor Certification (or Guardian if under 18 years) Date ___/___/___

 Witnessed By Date ___/___/___

 REPRESENTATIVE OF U.S. SOO BAHK DO MOO DUK FEDERATION, INC Date ___/___/___

Application For Certified Teaching Program v1

U. S. Soo Bahk Do Moo Duk Kwan Federation Inc.

P O Box 154 Springfield, New Jersey 07081 201-467-3971 voice 201-467-5716 Fax

Letter of Notification

To be completed by the two Certified Studios nearest to a location applying for Studio Certification or Certified Teaching Program

Date ___/___/___

Dear Federation Headquarters,

Please be informed that _____ Dan # _____ has contacted me regarding their plans to make application with the TAC for Teaching Program Certification of a new location

Teaching Program Name _____ Phone _____

Physical Address _____

City _____ State _____ Zip _____

which will have **Mr. / Mrs.** _____ **Gup/Dan#** _____ as the Chief Instructor at this location. I understand this instructor will be closely supervised by **Mr. / Mrs. / Master** _____ Dan# _____ during it's operation.

I have considered the positive effects this new studio could have for the growth of our Federation and our art as well as the effects it is likely to have on my existing Certified Studio's operations and have determined that **adverse / no adverse** (circle one) situations are likely to occur for my existing Certified Studio as a result of it's certification and operation.

I anticipate a very **close / cordial / difficult** (circle one) working relationship to exist between myself and the Studio's Instructor with regard to Regional events etc.

Based on these circumstances and the understanding that the Federation's guidelines for the operation of Certified Studios will be followed by the new studio, (mark one)

I wish to **PROTEST** the certification of the new studio.

I wish to **WELCOME** the new studio to the Federation and Moo Duk Kwan brotherhood.

Sincerely,

_____ Date / Dan# _____ Certified Studio Id# _____

*****Instructor Completing This Form Should Keep A Copy For Reference
And Mail or Fax a Copy To Headquarters*****

Application For Certified Teaching Program v1

U. S. Soo Bahk Do Moo Duk Kwan Federation Inc.

P O. Box 154 Springfield, New Jersey 07081 201-467-3971 voice 201-467-5716 Fax

DOCUMENTATION OF PROTEST TO BE COMPLETED ONLY IF

A Certified Studio Owner Protests Another Instructor's Request For An Opportunity To Offer Instruction At A Particular Location

Have you reviewed the applicant's information about their plans? _____

Do you agree with your Federations "***Concept of Unity***" and these portions of the Federations Charter? _____

• **The purposes of this Federation shall be:**

A. To undertake any and all legal activities which will directly or indirectly further and encourage the study, the practice and the growth of public recognition of the Korean martial art known as Soo Bahk Do Moo Duk Kwan.

F. To control, protect and regulate the use of it's name and symbol and to endorse such activities, businesses, enterprises, products and other undertakings appropriate to the furthering of Soo Bahk Do.

Had you ever seen or reviewed this portion of your Federation's Charter before? _____

What is your primary objection to the Instructor's request for an opportunity to offer instruction at this particular location? (*Please check all that apply and then explain fully*)

- No personal notification and explanation of intended course of action furnished to you by Instructor?
- Proper "Moo Do" procedure not followed by Instructor requesting opportunity to instruct at the location in dispute?
- Disagreement with Instructor's teaching methods?
- Disagreement with Instructor's business methods?
- Concern about the financial impact the Instructor's activity may have on your existing locations?
- Concern about the impact the Instructor's activity may have on your established reputation in the area?
- Concern that the Instructor's activity may harm the public reputation of Soo Bahk Do?
- Concern that the Instructor may engage in activity unsuited for a certified studio?
- Concern that a difficult working relationship may exist between yourself and the Instructor?
- Other, please describe: _____

Explanation (use separate sheet if needed): _____

Are there any conditions that could be established which would sufficiently address your concerns and under which instruction could occur at this location and be acceptable to you? _____ If so, please explain what might make the request to offer instruction at this location comfortable and acceptable to you. If not, please indicate why not.

- If one of your personal Dan Instructors or assistants taught all/part of the classes at the location.
- If one of your personal Dan Instructors or assistants were a business partner in the operation of the location?
- If a different Instructor other than the one requesting an opportunity were to conduct the instruction to be offered at the location.
- Being a personal partner in the operation of the Dojang.
- Establishing a limited scope of operation for the Dojang such as only offering instruction 2 days of week.
- Obtaining a rebate or commission on the tuition of any student who might enroll at the disputed location from a specified geographic area which you feel is within your current dojang's patronage area with an expressed right to audit enrollment records to verify compliance with the agreement?
- Other: _____
- There are no conditions which I would be comfortable with instruction occurring at this location.
- I would be comfortable with this Instructor offering instruction at any other location outside my dojang's patronage area.

After reviewing the Instructor's "Announcement of Intent" and considering all aspects their intended course of action on the growth of our Federation and our art do you wish to proceed with your protest?

Thank you for your concern about the future of our art and it's growth in your area. Your concerns are important and will be evaluated and considered regarding the other Instructor's request for an opportunity to offer instruction at the disputed location.

Please return this completed form to Headquarters as quickly as possible for prompt consideration.

******Instructor Completing This Form Should Keep A Copy For Reference And Mail or Fax a Copy To Headquarters******

Application For Certified Teaching Program v1

Business Checklist- A Guide for New Teaching Program or Studio Owners

Signed Agreement For The Location

- Get signature by both parties when possible
- Lease/Rental agreement
- Employment Contract

Secure A Business License

- DBA/Sole Proprietorship
- LLC or S-Corp
- CORI form or other government-required documents for teachers

Liability Insurance

- Business
- Personal

Marketing Plan

- Market research
- Pricing Plan
- Community Involvement
- Charities
- Partner Companies

Advertising/Promotions

- Microsoft Publisher
- Demonstrations
- Outdoor classes
- Internet presence
- Studio Website (Proprietary domain, soobahkdo.org, etc.) Studio website via Federation
- Facebook Site
- Google Places
- Yelp.com
- Blog (Wordpress, Livejournal, etc.)

Materials For Students

- Federation membership applications
- Uniforms
- Sparring Equipment
- Reference Materials (books, videos, etc.)

Training Materials

- Kicking/punching targets
- Practice weapons
- Boards for breaking
- Conditioning equipment (jump rope, ab-wheel, etc.)
- Makiwara
- Mats
- SBD Institute

Student Tracking

- Student Enrollment Agreements
- Microsoft Excel or Access

How To Run And Document Gup Tests

- List of commands
- Test flow chart (Excel)
- Gup rank applications
- Group test result submissions

Appendix IV - Supplemental Section

For up-to-date information, visit <http://www.soobahkdo.com/supplemental-section>

November 2011

THE 411

Calling All Leaders!!

Everyone can be a leader, you just have to take the first step! Here is a guide to help you know what you can do to help spread our Soo Bahk Do®!



Leadership is a skill that you can learn!

BUT I'M: ...ONLY 9! ...ONLY A 6TH GUP! ...ONLY A JO KYO!

Information for students who want to learn to teach who think they are too young, too junior, or not qualified!

This document is for gup members who wish to actively participate in the START program; practitioners who have a commitment and desire to increase the visibility of Soo Bahk Do® in their communities and beyond.

Implementing the START program has the potential to have a significant positive impact on studios, the community and on us as individuals. We will develop new skills in the areas of networking, organizing, promoting, instruction and inspiring. But, more importantly, we will strengthen our Moo Do spirit by implementing our Moo Do values. The START program manual embodies an action philosophy. In the words of Kwan Jang Nim H.C Hwang, "Actions that carry our 5 Moo Do

values speak much louder than when we only speak about it."

What sets us apart from other fine martial arts? Many focus on technique and discipline/respect; but Soo Bahk Do® also embodies the other Moo Do values of history, tradition and philosophy. We also have a richness of instructional expertise and experience that is unparalleled. As a result, we have an impressive number of gup members who are skilled practitioners. Equally important, we have a genuine concern for each other that translates into a warm inclusive training environment. Let us share this gift and increase the visibility of Soo Bahk Do® in our world.



Any Age...Any Rank...
Mr. Christian Stinehour teaching the class about Pyong Ahn.

Where to START: Opportunities to Develop Skills and Share the Art

Gup members are the heart of the school and opportunities to START are varied and abundant. They can be carried out either in the community or in the dojang. Consider some of the following suggestions of projects or programs that can enhance the visibility of the art and your dojang:

- Hand out flyers and/or business cards at Youth Fairs, recreational events, etc.
- Participate in community parades.
- Participate in self-defense classes offered by your instructor.
- Adopt a section of a highway under the name of your studio.
- Offer self defense classes to coworkers and work with your instructor and senior members to organize a presentation.
- Prepare various demonstrations with fellow students that would appeal to different age groups.
- Hone your assisting and teaching skills.
- Train consistently with Moo Do (enthusiasm, energy, intent, discipline)

- Assist and encourage students to attend clinics and seminars.
- Offer schools, community centers, health fairs, senior centers, recreational programs a training opportunity that you and others can effectively present (e.g. Self defense, Moo Pah! Dan Kum).
- Prepare posters to advertise your dojang or activities and demonstrations.
- Offer to be an assistant (target holder)

Sounds Like Fun! How Do I START?

First meet with your instructor to share your desire to become more involved in promoting the art in the dojang and the community. Offer to assist in instruction and promotional activities. Be ready for feedback! Open communication between you and your instructor is critical to success in promoting the art.

Secondly, say "yes"! Offer to help with needed tasks. These tasks may include, among others: assisting in warm-ups, taking attendance, teaching new white belts introductory classes, working with special needs students, offering to help other students who may be struggling, sweeping the floor, cleaning the restrooms, and organizing supplies.

Leaders
come in all
ages, sizes, and
ranks!



YOU CAN...



Ways To Participate!

You can...

- bring your friends to events at your do jang
- participate in demonstrations to your local community
- participate in a parade
- ...and many more!

THINK ABOUT THIS...

“Start wherever you are, and start small.”

-- Rita Bailey

“Desire is the starting point of all achievement, not a hope, not a wish, but a keen pulsating desire which transcends everything.”

-- Napoleon Hill

“A journey of a thousand miles must begin with a single step.”

-- Lao Tsu

Sounds Like Fun! (cont'd)

Third, take advantage of any opportunities to attend teaching skills classes or seminars that might be offered by your instructor or the Federation. Spend extra time and effort to practice what you learn in these classes to improve your proficiency as an assistant.

Review the information on the following page about assisting in class.

Fourth, do you have special skills? If you are a great writer or artist, develop a flyer to advertise a public service seminar given by your dojang. If you are a good photographer, take pictures at events and in your dojang. Submit photos and articles to your local newspaper.

If you are a great organizer or presenter, you can plan a demonstration (with help from your instructor) for a community event. Connect with the event organizer and describe your planned demonstration, get approval, and get a commitment for a time and place. Enlist the assistance of other students and practice until you feel confident in both the verbal and physical presentation. Connect with your local paper and give notice of any demonstration,

open house, dan shim sa or clinic that may be occurring.

If you belong to another organization, like a church, school, or special club, you can invite your instructor to give demonstrations or speeches at churches, schools, clubs and businesses.

In the meantime, it will be helpful if you develop a personal 60-second Soo Bahk Do[®] summary and practice it until it feels natural and fluent. That way, at every opportunity, you can employ it regularly to introduce people to Soo Bahk Do[®].

The above steps are merely a beginning. The wonderful thing about reaching out to the community is that you will find many people who will go out of their way to help. By active participation in the START program, we are not only increasing the visibility of the Art of Soo Bahk Do[®]; we are energizing and uniting our respective dojangs. From these experiences, future leaders will be encouraged and the membership will be strengthened.



TIPS FOR ASSISTANTS

Assisting in class? Here are some tips to help you demonstrate your best Moo Do Jaseh

Assistants are an important part of many Soo Bahk Do® classes and clinics. They are there to help make the students' experience the best that it possibly can be. If you are chosen to be an assistant, do not take this responsibility lightly! Below are some tips to help you know what to do:

1. **Be unseen, but helpful.** Sun and moon philosophy prevails. This means that your responsibility is to position yourself opposite to the instructor, while paying close attention to the progress of the instruction and the movement of your instructor.
2. **Be a quiet facilitator.** Little talking is required; demonstrate mirror image. At the end of the demonstration, give positive reinforcement and bow in concert, with the student you are assisting.
3. **Always demonstrate Proper Moo Do Jaseh.** Proper attitude, proper protocol, enthusiasm, and dynamic action are all equally important. Do not be casual.
4. **Know your Gup/Dan manual;** particularly the 8 key Concept, 10 Articles of Mental Faith and Training, Vision 2000, and 5 Moo Do Values. Know them in both Korean and English.
5. **The ki hap is the concentration meter.** Demonstrate ki haps that are dynamic and energizing to the class. Ki Hap means "energy unification" -- make it strong!
6. **Know terminology** used by the instructor for moving the class from one activity to another. You set the model for future assistants!
7. **Be aware of special needs of students** and make sure they are participating to the best of their ability!
8. **Be honest - don't pretend to know something you don't.** Remember, Chung Jik is one of our 8 Key Concepts! It will be a better model to tell the truth, then come back to class knowing what you were supposed to know.
9. **Use east, west, north and south for directions.**
10. **Always bow to seniors and students before you speak.** Be a model!
11. **For each critique, praise 3 times.** **For example:** "Johnny, your eyesight is focused and when you lift your knee like that, you show excellent



Assistants are always at their BEST!

preparation for Yup Podo Cha Gi. Now, to make your kick stronger, make sure you push your hu ri towards the target."

12. **Use the manual in your teaching; do not hesitate to quote or read from it.**
13. **While assisting, if you are not being used for demonstrations, or have not been assigned to a specific student to help, do what the instructor is doing along with the students,** stopping now and then to help those who need it. Move in and or around student while assisting and demonstrate or reposition hands, stand, etc., without speaking.

JO KYO

"Material Assistant"

KYO SA

"Teacher Material"

SA BOM

"Teacher Model"

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