

Please sign and submit the enclosed “Letter of Understanding” to Headquarters along with your study kit order form or upon ordering online at the Soo Bahk Do Institute. www.soobahkdoinstitute.com

Thank you for your motivation to instruct Soo Bahk Do®!

THE PURPOSE OF THE FEDERATION

"The Federation's purpose is to prepare a home in the United States for a unified Moo Duk Kwan® assembly. It must earn the right and the privilege of having many Master's Dans and Gups, who study Soo Bahk Do®, as it's membership.

As a vehicle that promulgates the Korean Martial Art of Soo Bahk Do®, it must keep developing the environment, atmosphere and respectability that will encourage many individuals to join in this unification effort and process.

The home that is being built must be a warm, comfortable and peaceful place that can be respected by all the Moo Duk Kwan® stylists. It should have the ability to understand and serve each member's needs.

The present Federation members are the carpenters of this home. If the job is well done, tenants will surely move in and the Moo Duk Kwan® assembly will finally have a home in the United States other than in their minds and hearts."

MISSION 2000

Human Relationships (U.S.): Continue to develop the atmosphere of Respect, Courtesy, Friendship, Brotherhood, Cooperation and Goodwill, within the Soo Bahk Do® membership.

Human Relationships (Worldwide): The Atmosphere identified in number one should become consistent throughout the world. The U.S. should be the leading energy force developing and distributing this atmosphere.

Moo Do Organization: We are a martial (Moo Do) organization and we must continue to develop appropriately.

Administration of the Organization: The officers and the Board of Directors should take a more active role regarding the administration of the Federation.

Member's Organization: This is a member's organization. We must all work to produce a caring and helpful atmosphere for mutual benefit.

Financial Stability: We should take a more aggressive approach toward creating a financially stable organization.



Core Organizational Functions of the United States Soo Bahk Do Moo Duk Kwan Federation, Inc.

1. Sustaining an ongoing international relationship with the Kwan Jang Nim and Korean Soo Bahk Do Moo Duk Kwan, Association.
2. Developing and implementing a comprehensive curriculum and program of instruction for Moo Duk Kwan® schools teaching the martial art of Soo Bahk Do®
3. Developing and implementing Moo Duk Kwan® standards of accreditation and evaluation including competency-based performance standards required for:
 - a) Promotion for each level of rank
 - b) Instructor certification (i.e., Jo Kyo, Kyo Sa & Sa Bom)
 - c) Studio certification
4. Establishing and implementing Moo Duk Kwan® procedures for conducting and monitoring testing and evaluation for rank promotion, instructor certification and studio certification.
5. Developing and implementing Moo Duk Kwan® procedures for processing and issuing certification
6. Organizing and conduction regional and national training seminars and clinics.
7. Organizing and conducting events for national and international demonstration, competition, education, training and cultural exchange
8. Producing, printing, publications, dissemination, and sale of educational and training materials including newsletters, books, publications, audio and videotapes and other media.
 - a) Members Services
 - b) Contact with individual members
 - c) Membership recruitment
 - d) Assisting members with membership status
9. Providing technical assistance and information related to the organization and/or Soo Bahk Do® martial art system
10. Developing and implementing fundraising and revenue generating activities necessary to achieve organizational goals.
11. Conducting legal activities necessary to comply with federal, state and local laws and protect intellectual, physical and trademark property rights.



The United States Soo Bahk Do Moo Duk Kwan Federation®

Also known as The United States Tang Soo Do Moo Duk Kwan Federation®

20 Millburn Ave, Floor 2 Springfield, NJ 07081 (888) SOO-BAHK



CERTIFIED INSTRUCTOR LETTER OF UNDERSTANDING

Applying For 1st Time Certification Applying For Renewal/Reinstatement of Certification

Jo Kyo Kyo Sa Assoc Kyo Bom Kyo Bom Sa Bom Date ___/___/___ Fed ID # _____

Dear Applicant For Instructor Certification,

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

By signing this Oath of Understanding, you understand and agree that the United States 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 Moo Duk Kwan® organization in the instruction of the Soo Bahk Do® martial art system, providing your membership is kept current, your subscription to the Background Check and Continuing Education subscription is kept active, 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 registration and attendance on record with Headquarters and maintaining an active Background Check and Continuing Education subscription on the Soo Bahk Do® Institute.

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 United States Soo Bahk Do Moo Duk Kwan Federation in order to connect their heritage with the Moo Duk Kwan® and the origin of Soo Bahk Do®, to consistently and promptly submit all recommendations for your student's Gup Rank Certifications to Headquarters; to promptly distribute legitimate Moo Duk Kwan® organization rank certificates for Soo Bahk Do® martial art proficiency 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**. Note: Associate Kyo Bom have no rank recommendation authority and are not subject to provisions related to those specific privileges, but are required to maintain an active Background Check & Continuing Education subscription on the Soo Bahk Do Institute.

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 represent that you are a Moo Duk Kwan certified instructor and loss of authority to instruct the Soo Bahk Do 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 UNITED STATES SOO BAHK DO MOO DUK FEDERATION, INC.



Attachment A

Administrative Responsibilities of Studio Owners, Certified Instructors and Federation Officials

Adopted July 26, 2001 – Board of Directors

Studio owners, certified instructors and Federation officials must meet and maintain the following minimum standards for retaining their position, studio certification, instructor certification, individual member privileges, and related rights and authority:

- 1) Studio certification must be in current and good standing such that:
 - a) studio certification requirements established by the TAC have been met and are being maintained under the review and evaluation of a Regional Examiner;
 - b) studio certification is current and up to date; and,
 - c) studio account balances are current or a payment plan has been negotiated and agreed upon that is active and current.
- 2) The individual member account of a studio owner, certified instructor or Federation official must be current and in good standing such that:
 - a) dan and instructor certification requirements established by the TAC have been met;
 - b) dan and instructor certification are current;
 - c) no balance is owed for studio certification or other studio invoices or a payment plan has been negotiated and agreed upon that is active and current;
 - d) membership account balances are current or a payment plan has been negotiated and agreed upon that is active and current.
 - e) member sustains an active Background Check and Continuing Education Subscription on the Soo Bahk Do institute (effective 01/01/2019)
- 3) Studios owners and certified instructors are required to inform all new students upon enrollment in a traditional Soo Bahk Do program that to be eligible for regular testing, rank and certification, application for Federation Membership must be submitted within 90 days of the date of enrollment.
- 4) Studio owners and certified instructors are required to confirm proof of membership within 90 days of the date of enrollment for all newly enrolled students in a traditional Soo Bahk Do program who wish to be eligible for regular testing, rank and certification.
- 5) Studio owners, certified instructors and Federation officials shall require students furnish proof of current and active membership prior to rank testing and participation in any local, regional or national event sanctioned by or hosted by the US Soo Bahk Do Moo Duk Kwan Federation, Inc.
- 6) Studio owners and certified instructors shall submit to the TAC via Headquarters a planned annual gup testing schedule every year. The gup testing schedule may be revised at the discretion of the studio owner/instructor. However, the TAC shall be notified via Headquarters of any revisions in the studio gup testing schedule prior to the dates revised.
- 7) Studio owners and certified instructors are required to submit to the TAC via Headquarters completed group gup test forms within 10 days following the date of each gup testing conducted or indicated on their annual gup testing schedule. Group test forms will identify all students tested, date testing conducted, gup membership identification, member name, and rank recommendations. Group test forms will allow instructors to indicate when a testing was not conducted or when a testing was conducted on a date other than the date specified on the annual gup testing schedule.
- 8) Studio owners and certified instructors shall follow a specific protocol for presenting gup and dan rank certificates as established by the TAC. This will include a recommended protocol for when and how to present rank certificates.