

Leadership Outline and Agreement

Black Belt Preparation

1. In order to test for Black Belt, students must have accumulated at least 40 leadership credits.
2. Prepare essay and speech – “What Jhoon Rhee Tae Kwon Do has done for me.”

Sign Up Process / Leadership Records

1. You may assist with unlimited classes per week.
2. Red belts may assist with KneeHigh Ninja classes (only).
3. 2nd and 1st Brown belts may assist with KneeHigh Ninja and White Belts.
4. 1st Degree Black Belts may assist with Kneehigh Ninjas, White and Gold Belts (this includes Gold/Orange combined classes).
5. 2nd Degree Black Belts may assist with KneeHigh Ninjas, and White-Blue Belts (this does not include Blue/Red combined classes).
6. Sign up for a class online using the Leadership Spreadsheet online.
 - a. Please only reserve your spot(s) one week at a time.
 - b. If you realize in advance that you will be unable to assist, remove your name from the spreadsheet.
 - c. If you realize on the day of that you'll be unable to assist, please email us.
7. Be early! (10 minutes before the class to help students onto the mats)
8. After the class, consider the following questions: What did I learn from helping the students? What did I learn from watching the teacher?

Appearance and Body Language

1. Attire - Wear full uniform, including current belt. This also applies during t-shirt season.
2. Body language, focus, where to line up
 - a. Stand with hands in front or behind you (no leaning, slouching, or crossing arms).
 - b. Attention on the class at all times (no chit-chatting with other helpers; looking at self in mirror).
3. Interaction
 - a. If a student needs correcting, do so in this order: First use words, next (if that doesn't work) use visuals, finally use minimal touch.
 - b. Assist students who are your age or younger and/or your size/height or smaller.
 - c. Be alert! Listen carefully to the instructor, some exercises as the students to think.
 - d. If a student misbehaves, remind them politely of what to do.
 - i. If that doesn't work, ask for the help of an assisting staff member.
 - e. Remember, if students are more than 5 minutes late, they need instructor permission to enter class.

Lead by Example

1. Be approachable - Smile, use polite words and try to learn and use the student's names.
2. Make sure to stay on top of your own skills.
 - a. If at any time the staff feel that you have not been demonstrating the attitude or technique required to assist with classes (leadership or your own) you will be asked to modify or suspend your Leadership participation until the staff feel you are back on track.

Learning Never Stops

- a. Techniques to practice to aid you in assisting with classes: Mirroring stretches and Kamsah, learn student's left and right, tying a belt on someone else.

I have reviewed the above outline with an instructor and understand the terms and procedures. I understand that failure to comply can result in a temporary suspension from the Leadership Program.

_____/_____ Date:_____

Student Signature Parent/Guardian Signature