

# Leadership Outline and Agreement

## A. Black Belt Preparation

1. Leadership requirement of 40 credits (10 of which must be Ninja or Junior/Family classes)
2. Prepare essay and speech - "What Jhoon Rhee Tae Kwon Do has done for me."

## B. Sign Up Process / Leadership Card

1. Red belts only 1 per week. Brown belts may sign up for 2 per week. Black Belts are unlimited.
2. Red belts are limited assisting with Kneehigh Ninjas Only.
3. Brown belts are limited to assisting with Kneehigh Ninjas and White belts.
4. Sign up for a class online using Google Docs.
  - a. Please only reserve your spot(s) one week at a time.
  - b. If you realize in advance you will be unable to make your class, remove your name from the spreadsheet.
  - c. If you realize the day of that you'll be unable to assist please call, leave a voicemail, or email us.
5. Be early! (5-10 minutes before the class to help students onto the mats)
6. After the class, locate your Leadership card and bring it to a staff member for date
  - a. Be prepared to answer the question, "What did you learn today?"
  - b. Remember, assisting with a class in 90% intellectual and 10% physical

## C. Appearance and Body Language

1. Attire
  - a. 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 instructor, some exercises ask the students to think.
  - e. If a student misbehaves remind them politely of what to do.  
If that doesn't work ask for the help of an assisting staff member.
  - f. Remember, if students are late they need instructor permission to enter class.

## D. Lead by Example

1. Be approachable
  - a. 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'll be asked to suspend your Leadership participation until the staff feel you are back on track.

## E. Learning Never Stops

1. Techniques to practice to aid you in assisting with classes
  - a. Mirroring stretches and Kamsah
  - b. Learn students' left and right
2. Leadership Workshops – the more the better!

*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.*

Signature (for ages 17 and under): \_\_\_\_\_

Date: \_\_\_\_\_