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General Information

The History of Our School

Tae Kwon-Do is a Korean martial art and the national sport of South Korea. In Korean, tae (跆, 테) means "to strike or break with foot"; kwon (권, 拳) means "to strike or break with fist"; and do (道, 道) means "way", "method", or "path". Thus, taekwondo may be loosely translated as "the way of the hand and the foot." It combines combat techniques, self-defense, sport, exercise, and in some cases meditation and philosophy. Taekwondo is one of the world's most popular martial art in terms of number of practitioners.

The Martial Arts appeals to people on many levels. Martial Arts provide a learning environment where every muscle in the body can be shaped.

In operation since 2008, KICKS TaeKwonDo offers a variety of fitness and martial arts classes for the whole family. We deliver world-class instruction in the martial arts, with a specialization in Taekwondo to a customer base ranging from children as young as 3 years old to Senior Citizens.

Our mission is to provide top notch training for people wanting to learn martial arts in a realistic, fun, family-friendly and challenging environment while establishing an essential fitness lifestyle. We provide our students an environment for learning that encompasses true traditional aspects such as discipline, control and focus, while incorporating modern values.

Teaching Principles

In addition to the physical aspects of Traditional Tae Kwon-Do training, our teaching is based on the following principles, which is comprised of the Ten Student Commitments of KICKS TaeKwonDo. Our students make a commitment to remember these principles and recite them at the end of every class.

Ten Student Commitments

1. I will be loyal to my country.
2. I will honor my parents.
3. I will love my family and cooperate with them.
4. I will be faithful to my friends.
5. I will respect my elders and care for my juniors.
6. I will establish positive relationships with my teachers.
7. I will treat all living things with care.
8. I will never hurt those who are weaker.
9. I will only use Tae Kwon-Do to help myself and others.
10. I will always finish what I start.
Student Rules

1. All students of the Tae Kwon-Do Academy are expected to abide by the rules and to exemplify the school’s credo.
2. When a student enters and leaves the DoJhang (workout area), he or she is expected to bow to the flags as a gesture of respect.
3. When a student meets an Instructor or other Black Belt holder, the student will bow, thus showing respect for the rank. A student is also expected to show respect towards people of higher ranks.
4. Students are not to bring valuables to class. Under no circumstances may students wear jewelry, watches, and similar items during classes.
5. All classes will begin and end with a bow to the Flags and to the Instructor.
6. Under no circumstances may students judge higher ranks.
7. At no time may anyone smoke in the DoJhang or within any portion of the school.
8. Students must return all training equipment to its original position after use.
9. No one shall bring drinks to the DoJhang or chew gum while training.
10. When watching, students must be seated quietly unless cheering. Gossiping or horseplay is not allowed in the DoJhang.
11. Under no circumstances may students practice techniques or Poomse (pattern/forms) that the Instructor has not yet taught them.
12. Under no circumstances may students engage in free sparring practice without an Instructor’s approval.
13. Do NOT ask an Instructor when students are to be promoted to the next rank. When the Instructor feels the student is ready to be promoted, the Instructor will invite the student to the test.
14. If, during class, a student’s DoBok (uniform) becomes messed up, he or she should turn his or her back to the flags or to the Instructor or to their partner before straightening the DoBok (uniform).
15. Address Instructors and Higher Ranks as “Sir” or “Ma’am” and be polite when speaking to them. Use titles, such as Mr., Master, and so on, when addressing Higher Ranks and Instructors by name.
16. If a student fails to conduct him or herself in an acceptable manner, either in or out of class, or a student’s action should bring dishonor upon this school or Tae Kwon-Do as an art, the school reserves the right to withdraw any rank which the student may have earned.
Curriculum

Each belt level has a curriculum that covers the required materials taught while you hold the associated rank. The curriculum for each belt level is posted in the DoJhang (training hall) and is also included in this guide. The curriculum lists what is taught during each of the weeks described in the preceding section. It is always a good idea to get to class early so that you can spend some time studying the material you will learn in class.

Weekly Lesson Topics
At KICKS, our mission is to provide the well-rounded, complete benefits of the authentic Korean martial art of Tae Kwon-Do. During each week of every month, we focus on a different aspect of training. It starts with Safety Gear Week, which is always the second week of the month. The order of training topics follows:

1. Safety Gear Week
2. Basics and Forms Week
3. Self-Defense Week
4. Knowledge and Power Training Week
5. Review Week (Because of the calendar, this is not provided every month.)

Even though each week focuses on a specific topic, we also try to cover some portion of the other topics, according to student’s needs, during each week’s classes.

Safety Gear Requirements
All students require safety gear during their training. Even though Tae Kwon-Do training is very safe, your safety is our first concern. With proper safety gear, you can learn techniques more effectively and realistically.

White Belt         Foot and hand gear are optional, but recommended
High White Belt    Foot and hand gear are mandatory
Yellow Belt and up Chest and headgear are also mandatory

Other recommended gear includes a mouthpiece, groin cup (males), and equipment bags. Proper safety gear should be purchased at KICKS. Safety gear is required at belt exams and tournaments.

Students must bring safety gear during Safety Gear Week and Self-Defense Week.
Dress Codes

The standard uniform is the Tae Kwon-Do DoBok, a top and a pair of pants designed for comfort and durability during training. A belt indicating rank is worn at the waist. Your child will learn the meaning of the DoBok and Belt, and their proper care, as he/she trains. Your child can also choose to wear an approved KICKS TaeKwonDo T-shirt with DoBok pants and Belt during Regular Classes. **Full DoBok must be worn during All Exams and School Events.**

- Unless told otherwise, your child should wear his/her DoBok to all DoJhang Events
- During class, all jewelry must be removed.
- DoBok tops must display the KICKS TaeKwonDo Logo on the back. Your DoBok should also display the following patches, which are earned during the student’s first Belt Exam for High White Belt:

<table>
<thead>
<tr>
<th>Patch</th>
<th>Worn on…</th>
</tr>
</thead>
<tbody>
<tr>
<td>USA Flag</td>
<td>Upper right arm, centered below the shoulder seam</td>
</tr>
<tr>
<td>Korean Flag</td>
<td>Upper left arm, centered below the shoulder seam</td>
</tr>
</tbody>
</table>

You can choose among several styles and colors of dobok, depending on your rank, as described in the following list:

- White Top, White Pants: All Students
- Black Top, Black Pants: Yellow Belt and Up (optional)
- White top, Black Pants: Yellow Belt & Up and All Belts Female (optional)
- Ranking Uniforms: All Black Belts

Approved uniforms are available for purchase only at KICKS TaeKwonDo.
**Attendance Cards**

Because training regularly is important, we use attendance cards to record each student’s attendance. Attending two classes each week should enable you to see the progress and results that you desire.

When a student arrives for class, he/she can find his/her attendance card on the rack located in the DoJhang. The student can review the study materials on the back of the card with one of our Instructors while they wait for the class to begin. All Students will be responsible for all materials on the back of their attendance cards during Belt Exams.

When class starts, the cards will be collected by an Instructor or an assigned student. The Instructors not only record attendance, but also check off the training requirements for each rank to help keep your child on track towards their goal.

All cards are color coded according to Belt color, except pink cards for No Belts (new students, or students who are not yet formally enrolled in a Regular Program.)

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**Etiquette**

In addition to the usual rules of etiquette, we follow some rules that are specific to the DoJhang. These rules are based on traditional Korean values of respect and courtesy.

- Students of lower belt rank bow to students of higher rank. The senior students return the bow.
- Instructors and Senior Black Belts are addressed as “Sir” or “Ma’am.” When addressing an Instructor or Senior Black Belt, use the usual honorable title, such as “Mr. Smith” or “Mrs. Smith.” Black Belts holding a rank of Fourth Degree or higher are addressed as “Master,” such as “Master Jun.” A Black Belt indicates rank by number of gold stripes tipping the belt.
- When you enter and leave the DoJhang, bow to the flags.
- When training, students are encouraged to practice without shoes.
- Class time is especially respected. If you remain in the DoJhang during a class, but are not participating, stay quietly in the back of the classroom. Do not interrupt a class. You can use the time to stretch or study the curriculum.
- If you arrive late to class, wait for the Instructor to invite you to join the class, bow to the Instructor, and then get your attendance card without disrupting the other students.
Belt-Ranking System

As you train, you will progress through the various Tae Kwon-Do ranks. The lower ranks (called kub in Korean) are indicated by colored belts. The higher black belt ranks (called dan in Korean, or degree in English) follow the kub ranks. Each kub rank is associated with a belt color. For each belt color, there is also a high kub rank. Belts for the high kub ranks are tipped with a stripe of the color of the belt of the next rank. New students have no belt at all until they learn some introductory material, and have no kub rank. White Belt students also do not have a kub rank.

Stripe System

Whenever an instructor feels that you understand and can competently demonstrate one of the four topics covered in class of the requirements for achieving the next rank, you earn a stripe on your belt. After the first stripe is earned, the instructor will award another stripe when the student has mastered another topic and so forth. Students who have earned four stripes will receive a verbal invitation from the instructor to test to advance to the next rank.

The Four Stripes that are earned are representative of the Four Lesson Topics Covered. Stripes for each Topic can be earned even if that is not the Main Topic for the Week. The Stripes are coded as follows:

<table>
<thead>
<tr>
<th>Lesson Topic</th>
<th>Color of Stripe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safety Gear</td>
<td>Purple</td>
</tr>
<tr>
<td>Basics &amp; Forms</td>
<td>Orange</td>
</tr>
<tr>
<td>Self-Defense</td>
<td>Brown</td>
</tr>
<tr>
<td>Knowledge &amp; Power Training</td>
<td>White</td>
</tr>
</tbody>
</table>

Kub Ranks

The following lists the kub ranks and Deputy Black Belt rank, and the typical time required to advance to the next rank. Advancement is accomplished by competently demonstrating the requirements of each rank in public exams.

<table>
<thead>
<tr>
<th>Color Belt Rank</th>
<th>Kub</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>10th</td>
</tr>
<tr>
<td>High White</td>
<td>9th</td>
</tr>
<tr>
<td>Yellow</td>
<td>8th</td>
</tr>
<tr>
<td>High Yellow</td>
<td>7th</td>
</tr>
<tr>
<td>Green</td>
<td>6th</td>
</tr>
<tr>
<td>High Green</td>
<td>5th</td>
</tr>
<tr>
<td>Blue</td>
<td>4th</td>
</tr>
<tr>
<td>High Blue</td>
<td>3rd</td>
</tr>
<tr>
<td>Red</td>
<td>2nd</td>
</tr>
<tr>
<td>High Red</td>
<td>1st</td>
</tr>
<tr>
<td>Deputy</td>
<td>Bo Dan</td>
</tr>
</tbody>
</table>

After working through the Kub Ranks, students become eligible to advance to the lowest Dan Rank, Deputy Black Belt (Bo Dan in Korean). The requirements for advancement to Deputy Black Belt are more rigorous than the requirements for advancing to even the highest Kub Rank. Students advance to First Dan Black Belt from Deputy Black Belt. Most students take six to seven months to become ready to test for First Dan Black Belt. Higher Dan Ranks, which are outside the scope of this guide, follow the First Dan Rank.
**Exams**

Exams are an important part of your Tae Kwon-Do training at KICKS. Exams give you an opportunity to show your instructors, fellow students, and families that you understand and can competently demonstrate the techniques and knowledge listed in the curriculum for your current rank.

Exams are not meant to be easy, but remember that you are invited to test only after your instructor believes you are ready. It is a good idea to think of each exam as a challenge to be enjoyed, rather than an ordeal to be endured. The atmosphere at an exam is energetic and supportive. Remember that our mission is to help you succeed.

The following prerequisites apply to color belt exams:

1. Attend at least 16 classes during a period of two months
2. Earn four stripes
3. Receive your instructor's approval
4. Be current with your tuition payments

**Monthly Exam Schedule**

KICKS TaeKwonDo hosts Belt Exams on one Saturday of each month unless Holidays or Special Events preclude testing. Notification of changes will be given in advance.

**Scheduling Your Exam**

After you earn your third stripe on your belt, or no later than when you earn your fourth stripe, your instructor will recommend an exam date, which usually falls one to two weeks after you earn the fourth stripe.

**Exam Registration**

Students must submit a completed exam form with the $50 fee at least two days before the exam date. Otherwise, your exam will be scheduled for the following Belt Exam.

**Before Exam Day**

Shortly before your exam, invite your family and friends. Ask them to bring cameras and camcorders, and let them know they can cheer you on as much and as long as they want.

Find people and review your exam requirements with them. Other students, especially Black Belts, are almost always happy to help you prepare.

**The Friday Before Exam Day**

We recommend that all students scheduled to test attend a class for final preparation on Friday. Instructors will review the materials with you. If the instructor feels that you will need more time to prepare, then he or she will recommend for you to wait until following week’s exam.

**On Exam Day**

Please don't get too nervous. Exam times are actually fun! Just before the exam, everyone being tested lines up just as they would in a regular class. An instructor leads a warm-up, and the exam begins.

Arrive no later than 15 minutes before the exam time. You can use the time to warm up and stretch and ask any last-minute questions.

Bring your safety gear, which is required for everyone except White Belts testing for High White. Students who do not have their safety gear will be asked to test at another time.

*Wear a full uniform with all required patches.* This is mandatory. Students who do not have the required patches will be asked to test at another time. Exams last about an hour.

**After the Exam**

You will receive your new belt and Study Guide of rank upon successful completion of your exam.
**Board Breaking Class**

Board breaking class is held in a less structured, upbeat atmosphere with lots of cheering. This class provides a positive way to release stress and an excellent chance to test and improve your confidence. This class is fun! This is one of the most exciting classes that KICKS offers. Board breaking class is your only chance to break real boards and you also receive two class credits. For fairness, during exams and tournaments we use plastic reusable boards, which have standard strengths.

**Vacation or Extended Absences**

If you will miss classes during vacation, or miss more than a week of classes due to illness or injury, notify one of the Instructors. After returning from an absence due to injury, let your Instructors know of any limitations you have.

**Holidays**

KICKS TaeKwonDo is closed for most national holidays on a schedule that is similar to those of the local schools. Classes are not held on the days of major school special events, such as picnics, Black Belt Exams, and tournaments hosted by KICKS TaeKwonDo and affiliated schools. The bulletin board in the lobby lists all closings and schedule changes about two weeks before these events.

**Personal Items**

Do not leave any personal items in the school overnight, and do not bring valuable items. We are not responsible for any lost or stolen items.

**For Parents**

Parents are encouraged to watch their children’s classes as often as possible. Younger siblings are also welcome, but please monitor them to help maintain a proper learning environment for other students.
- Students are not allowed to engage in playground activities and games in DoJhang.
- To stay aware of school activities and schedules, please read class handouts and check the bulletin board for announcements often.
- Students can be dropped off as early as fifteen minutes before classes begin, and need to be picked up within fifteen minutes after class. Other arrangements can always be made only if the Masters and Instructors are told in advance.
Junior Academic Report Card

At KICKS TaeKwonDo, it has always been one of our most important policies to encourage our Tae Kwon-Do students to do well in school. Let us know how they are doing (good or bad) by bringing a note or a copy of their report card to our school. We want to be a positive influence on your children’s Academic performance, and we reward students who do well.

Awards

Every two months, KICKS TaeKwonDo recognizes several students with the following awards:
- Outstanding Students Award, awarded to one adult and one child
- Academic Achievement Awards, awarded to students of high academic standing
- Special Awards, for individual accomplishments that reflect the values of Tae Kwon-Do.

VIP Cards

If you have a friend or know someone with whom you want to share the benefits of our program, see an Instructor or the staff at the front desk. Bearers of the VIP Cards are entitled to “Five FREE Trial Lessons.”

$50 Merchandise Certificate

Every time a friend of yours enrolls in a Regular Program after using the VIP Card, you receive a $50 KICKS TKD gift certificate good for merchandise at the KICKS TaeKwonDo supply store.
Expenses

Tuition Payments
Unless you have paid all of your tuition in advance at KICKS TaeKwonDo, your enrollment agreement is sent to our management company, which collects monthly tuition payments. Should you have any questions or concerns, please inform KICKS TaeKwonDo’s Instructors and staff. We focus on what we do best at KICKS TaeKwonDo, Curriculum Development and Professional Martial Arts Instruction for all ages.

Here are some tips for dealing with the tuition management company:
- Always make your payments on time to avoid calls from their staff.
- If you do receive a collection call, remember that they call everyone who is late, so it is nothing personal.
- If you have to make a late payment, call first. We are always willing to work with people who make sincere efforts.

Except the initial payments made at the time of registration, all monthly tuition payments should be made directly to our management company.

Expenses Other Than Tuition
Besides regular tuition payments, there are other training expenses, which are described in the following list.

Safety gear
Mandatory for all students; one time expense of $175. The safety gear requirements are detailed earlier in this guide.

Tournaments and/or Championship
Annual KICKS TaeKwonDo Tournament, mandatory for all students; $40-$50/event.
Entry fees to participate in other tournaments, other than KICKS TaeKwonDo are each student’s responsibility; $50-$80/event (optional).

Special Camps
We offer periodic camps for Kids Ages 3-12; $10-$50 per event.

Belt Exam
Belt Exam fees are required for all students; $50.

Black Belt Exams
Exam fees are required for exams for First Dan Black Belt and subsequent Black Belt exams. Starts at $350 for 1st Dan and $100 more per rank after.

Membership Renewals
All memberships must be renewed at least 30 days before they expire. An Instructor or a Program Director will talk with you about continuing your classes as early as six months before your membership expires. Please let us know of your goals and intentions at the time of your conference. We ask each student to volunteer to renew at least one month before the expiration date, even before you receive renewal letters from us, or from the management company.
Sparring Combinations

Sparring combinations are a versatile way of learning to combine different techniques for offense and defensive countering. Each technique has a variety of applications and can be practiced using a variety of drills, including partner drills, footwork drills, and target drills. The combinations are written using two types of connecting symbols. They are:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>+</td>
<td>Perform the connected techniques smoothly, without pausing</td>
</tr>
<tr>
<td>&amp;</td>
<td>Use a short pause to time your opponent’s reaction and score the point</td>
</tr>
</tbody>
</table>

There are also three types of applications that may be associated with the techniques. They are:

<table>
<thead>
<tr>
<th>Application</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Normal (No directions)</td>
<td>Perform the technique offensively</td>
</tr>
<tr>
<td>Counter (Against…)</td>
<td>Perform the technique defensively, reacting to your opponent</td>
</tr>
<tr>
<td>Trapping</td>
<td>Use a fake or initiating step to draw a reaction from your opponent</td>
</tr>
</tbody>
</table>

Many combinations can be practiced with more than one type of timing (connecting the techniques) and can be used in more than one of the three applications. For example, the Green Belt combination can be performed with different timing depending on the application:

<table>
<thead>
<tr>
<th>Combination</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cut step (front or rear) + Turning whip kick</td>
<td>Cut step closes the distance to your opponent and Turning whip kick is performed immediately</td>
</tr>
<tr>
<td>Cut step (front or rear) &amp; Turning whip kick</td>
<td>Cut step initiates a trap for your opponent and Turning whip kick is performed after a slight pause to wait for your opponent’s reaction.</td>
</tr>
</tbody>
</table>

The two options are indicated in the combination by the “/” symbol, meaning “or”; such as, Cut step (front or rear) +/-& Turning whip kick. If more than two techniques are put together with “+/&”, then there should only be one pause in the combination and the other techniques should flow smoothly. The combinations for the different ranks are:

<table>
<thead>
<tr>
<th>Rank</th>
<th>Combinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>White</td>
<td>Footwork: 1) Single Switch 2) Double Switch 3) One Step Forward 4) One Step Back</td>
</tr>
<tr>
<td>H. White</td>
<td>Footwork: 1) Shuffle Step Forward 2)Shuffle Step Back Roundhouse kick + Drop kick+ Back Hand Punch</td>
</tr>
<tr>
<td>Yellow</td>
<td>Front leg cut +/-&amp; One Step Forward + Turning back kick</td>
</tr>
<tr>
<td>H. Yellow</td>
<td>Fast Step Roundhouse kick + Turning back + Roundhouse kick</td>
</tr>
<tr>
<td>Green</td>
<td>Cut step +/-&amp; Turning whip kick (Trapping style)</td>
</tr>
<tr>
<td>H. Green</td>
<td>Fast Step Roundhouse kick +/-&amp; Single switch +/-&amp; Turning whip kick</td>
</tr>
<tr>
<td>Blue</td>
<td>Fast Step Roundhouse kick +/-&amp; 180 degree Tornado roundhouse kick</td>
</tr>
</tbody>
</table>
H. Blue | Fast Step Roundhouse kick +/\& 180 degree Tornado roundhouse kick +/\& Turning Back Kick
---|---
Red | One Step Forward +/\& Jumping Turning Back Kick
H. Red | Shuffling step back + Double kick
Deputy | Fast Step Roundhouse kick +/\& Roundhouse kick +/\& 180° Tornado Roundhouse kick

**Breaking and Holding**

Breaking practice is a great way to improve accuracy and power in your techniques. Everyone loves to break, but holding is equally important. Without the proper holding technique, the breaker will not be able to complete the break. Here are some basic guidelines for holding boards for breaking.

- Make sure to hold at a good height for the person breaking. TKD students come in all different heights and all levels of flexibility.
- Keep your elbows straight, and lean slightly into the kick or technique to keep from being pushed back.
- Keep your fingers safe. Grip the board properly.
- Keep your body weight behind the board. Your palms should be against the opposite side from the kicking surface.
- Turn your face away from the board, in case anything slips out of your hands. (Sometimes a well-executed kick will break a board in three pieces!) However, always keep your eyes on the board.
- Encourage and help the breaker. Have fun!

**Questions and/or Comments/Concerns**

We encourage all students and parents to discuss any questions, comments, or concerns with us. You may do so when you come in for class, however; if it is more convenient you can contact us via e-mail or by phone. Also, follow us on Facebook: KICKS TaeKwonDo or on Twitter: KICKS TaeKwonDo.

**ATTN:** Master Jun or Ms. Phuong

**E-mail:** kickstkdnc@gmail.com

**Phone:** (919) 43K-ICK8/ (919) 435-4258

**Website:** www.kicks-tkd.com