

MURRAYS TAEKWONDO & LEEDS UNIVERSITY UNION TAEKWONDO STUDENT / INSTRUCTOR CHARTER

Distribution

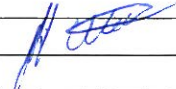
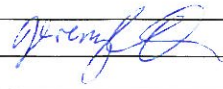
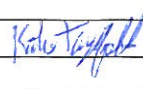
			
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Table 1 Distribution List

1 DOCUMENT CONTROL INFORMATION

1.1 DOCUMENT APPROVALS


Organisation	Name	Date	Signature
Murrays Taekwondo	Andy Murray	12/08/2010	
LUUTKD (Committee)	JEREMY GARDNER	22/09/2010	

Table 2 Document Approvals

2 AMENDMENT HISTORY

Version	Date	Change Description	Author
1.0	12/08/2010	Initial Draft	Andy Murray
1.1	17/08/2010	Amendments post LUUTKD/Murrays Taekwondo meeting 14/08/2010	Andy Murray

Table 3 Amendment History

3 REFERENCED DOCUMENTS

Document Title	Issue/Reference	Date

Table 4 Referenced Documents

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5 INTRODUCTION

5.1 SCOPE AND PURPOSE OF THIS DOCUMENT

5.1.1 This document describes what levels of service are expected of Murrays Taekwondo in terms of the teaching and instructing ITF Taekwondo at Leeds University for Leeds University Union Taekwondo club (LUUTKD) to their student members.

5.1.2 This document will also describe what levels of service are expected of Murrays Taekwondo in terms of administration that is required for servicing LUUTKD committee and their student members

5.1.3 Further, this document will describe what is expected from the LUUTKD committee towards Murrays Taekwondo and the student members.

5.1.4 Finally, this document will describe what is expected from the LUUTKD student members.

6 MURRAYS TAEKWONDO PLEDGES OF SERVICE

6.1 TEACHING/INSTRUCTING ITF TAEKWONDO PLEDGE

- 6.1.1 Provide each student with a safe environment in which to learn new skills and develop fitness and confidence.
- 6.1.2 Provide a safe and friendly environment for staff in which to teach.
- 6.1.3 Provide qualified instructors and assistant instructors for the purposes of teaching.
- 6.1.4 Provide at least 2 colour belt gradings per academic year and at least 1 black belt grading per annum.
- 6.1.5 Gradings are not compulsory; however the opportunity for students to grade depends upon their attendance record, correct attire, correct equipment and instructor discretion.
- 6.1.6 The chief instructor at Murrays Taekwondo has the right to expel student members in cases of gross misconduct. Murrays Taekwondo has an active role in any appeal process and has an equal voting right alongside the LUUTKD Committee. The Club Captain (as Chair) retains the casting vote should the committee and Murrays Taekwondo fail to reach an agreement.

6.2 ADMINISTRATION SERVICE PLEDGE

- 6.2.1 Ensure public liability insurance is in place for Murrays Taekwondo instructors that teach at the Leeds University Sports Centre.
- 6.2.2 Ensure Murrays Taekwondo instructors and assistant instructors have valid first aid certificates and Criminal Records Bureau vetting certificates
- 6.2.3 Listen to the requirements of the LUUTKD Committee and provide guidance on their policies.
- 6.2.4 Be flexible with the syllabus taught and agree to review it annually with the LUUTKD Committee.
- 6.2.5 Provide (for a fee) each student with a martial arts licence / membership to Murrays Taekwondo
- 6.2.6 Provide (for a fee) equipment and training attire.
- 6.2.7 Murrays Taekwondo will not divulge student details to other parties without the express permission of the student.

7 LUUTKD COMMITTEE PLEDGES OF SERVICE

7.1 COMMITTEE

7.1.1 LUUTKD will endeavour to increase student membership at the start and throughout the academic year.

7.1.2 LUUTKD committee recognises that one of its most important roles is to promote the club at the start of the academic year and recruit members. To achieve this, the committee will work as a team and start on the promotion and recruitment drive prior to the start of the academic year to ensure readiness for "Freshers Week".

7.1.3 LUUTKD committee will endeavour to seek out new opportunities for sponsorship and/or maintain current sponsorship.

7.2 CAPTAIN'S PLEDGE

7.2.1 The captain will:

- Provide leadership of the committee as chair and provide a casting vote if required on policy decisions.
- Ensure good communications are maintained between LUUTKD, student members and Murrays Taekwondo.
- Manage the LUUTKD committee members and ensure good working practices.
- Endeavour to increase the student membership.

7.3 VICE CAPTAIN'S PLEDGE

7.3.1 The vice captain will:

- Provide aid to other committee members as and when required.
- Assume the Captains role in the event of their absence.

7.4 SECRETARY'S PLEDGE

7.4.1 The secretary will:

- Maintain records of student membership including:
 - Name
 - Date of Birth
 - Address
 - Phone Number
 - Email Address
- Abide by the Data Protection Act.
- Share the student membership records with Murrays Taekwondo while still adhering to the Data Protection Act. (I.E. each student must give explicit permission for their information to be shared with Murrays Taekwondo).
- Record accurately any LUUTKD decision on policy.

7.5 TREASURER'S PLEDGE

7.5.1 The treasurer will:

- Manage LUUTKD finances.
- Manage the collection of LUUTKD revenue.
- Ensure the timely payment to Murrays Taekwondo upon receipt of an invoice.

7.6 SOCIAL SECRETARY'S PLEDGE

7.6.1 The social secretary will:

- Organise regular 'out of Dojang' social activities to promote and maintain moral within the student members.
- Promote LUUTKD and student membership recruitment through social activities.

7.7 EVENT ORGANISER'S PLEDGE

7.7.1 The event organiser will:

- Ensure that communications with the sports centre are maintained.
- Manage the booking of the hall for training and/or event purposes.
- Consult with Murrays Taekwondo and communicate with other universities and/or public clubs to provide competitions.
- Consult with Murrays Taekwondo to provide seminars with other senior instructors and/or other martial arts.

7.8 WEBMASTER'S PLEDGE

7.8.1 The webmaster will:

- Ensure the various websites (www.luutkd.co.uk, Facebook, Twitter, etc...) are maintained and has up to date information.
- Use the website and internet technologies to promote LUUTKD and student membership recruitment.

8 LUUTKD STUDENT MEMBERS PLEDGE

8.1 STUDENT PLEDGE

8.1.1 Each Student of LUUTKD should abide by the following:

8.1.1.1 Apply for membership to LUUTKD/Murrays Taekwondo after the week of their initial free lesson.

8.1.1.2 Purchase lessons from LUUTKD prior to attending the class.

8.1.1.3 Remove jewellery, including rings, earrings/studs, necklaces, bracelets and watches before training in the dojang, preventing loss or damage to the jewellery and also to prevent scratching or damaging themselves or others.

8.1.1.4 Behave responsibly and with courtesy to others when in the dojang or outside if wearing clothes that promote either LUUTKD or Murrays Taekwondo.

8.1.1.5 Purchase appropriate equipment after the first four weeks training.

The minimum requirements are:

- *Hand and feet pads (for sparring).*
- *A white ITF dobok.*