

# DOVE Taekwondo



Student Manual

# Table of Contents

Dove Taekwondo Mission Statement.....	- 1 -
Club Goals.....	- 1 -
Martial Arts Philosophy.....	- 1 -
Tenets of Taekwondo .....	- 2 -
Fees.....	- 2 -
School Etiquette .....	- 3 -
Instructors, Executive & Contacts.....	- 3 -
Training.....	- 3 -
Proficiency Stripes.....	- 4 -
Belt Ranking.....	- 5 -
Tying the Belt.....	- 6 -
Policies of Dove Taekwondo.....	- 7 -
Regulations of the Do Jang .....	- 9 -
For all Students.....	- 10 -
General Language of the Do-Jang.....	- 11 -

# Dove Taekwondo Mission Statement

Dove Taekwondo is committed to offering high quality martial arts instruction in a Christian environment. Our mission statement is:

*“A Christian Alternative in Martial Arts”*

We also strive to keep in step with Bethel’s mission statement:

*“Becoming Like Christ—Sharing Him with Others”*

To fulfill this mission we strive to set an example of Christ and his love for others by modeling the fruits of the Spirit and the tenets of Taekwondo in all our actions and behaviours, in class and throughout our lives. We start each training session with an opening prayer, followed by a short scripture passage or a passage for reflection. Qualities of respect and discipline will be encouraged in our students and modeled by our leaders. We want to glorify God by developing our bodies into healthy, active beacons for his purpose in our lives. Each week we have a time to reflect, discuss and engage with Christ through meditation on scripture and prayer during our small groups.

## Club Goals

1. Christian Community outreach
2. Fun and Fellowship
3. Development of mind, body and spirit.
4. Develop and demonstrate the tenets of Taekwondo: courtesy, integrity, perseverance, self-control and indomitable spirit

## Martial Arts Philosophy

Training in a martial art means disciplining not just the body, but the mind and spirit as well. The ‘martial arts’ are rooted in honor, respect, and the commitment to peace. Although many martial artists are highly skilled fighters, these underlying values make them different from street fighters and bullies. True martial artists are compassionate people who use their skills only to protect themselves and those they love.

‘Martial arts’ is much more than learning the art of self-defense; it is a vehicle for self-improvement. It is an art that stresses self-discipline and respect. The school of Dove Taekwondo teaches the Taekwondo Alliance of Alberta (TAA) style of the Korean self defense.

We do not judge individuals or their motives for practicing Taekwondo. However, when an attitude problem or a conflicting goal becomes apparent, endangering others and compromising the art, it is with regret that we exercise our right to encourage a person to seek fulfillment in another club. It is against our mandate to train people who have the wrong idea about martial arts. Attitude, manner and general demeanor are important to our club and we seriously consider these characteristics when we invite new members to join. Dove Taekwondo is inclined to be generous when making membership decisions, but we will not consciously dilute the physical or ethical standards of the club in order to accommodate persons who would endanger the members or the spirit of the club. The

instructors not only expect, but demand your full attention and one hundred percent effort. We want to teach you, if you want to learn. Students that are not cooperating in class will be given a warning and after that they will be asked to sit on the sidelines.

## Tenets of Taekwondo

The five tenets of Taekwondo that are taught to all students are:

1. Courtesy
2. Integrity
3. Perseverance
4. Self-control
5. Indomitable spirit

Enhancement of self-confidence is taught along with the tenets of Taekwondo. Although this Korean form of self-defense is as deadly as any other form of martial arts, the mental aspects of concentration, self-esteem, discipline and respect are emphasized. Other benefits of training in this art are increased fitness, enhanced coordination and the development of balance and flexibility.

Taekwondo is a sport that develops the internal qualities of a person through working the external. At Dove Taekwondo the mental aspects of the discipline are taught alongside of the physical aspects. It is felt that conflict can be eliminated through the application of martial arts, rather than using martial arts to add to the conflict. The physical application of the art is only used if necessary to protect yourself from bodily harm.

Taekwondo is viewed as a self-defense martial art. The first moves that are taught are blocks – ways of defending rather than attacking. It is extremely easy to teach a person how to kick or punch. It is not easy to teach them the responsibility that accompanies this skill. Children are taught that they are never to use martial arts in anger – only as a means to defend themselves against physical attack. They are taught to first try to talk through a situation and then to walk away from confrontation.

## Fees

Dove Taekwondo is a not-for-profit organization. We offer martial arts for the benefit of the students and not for the monetary gain. The registration fee that each student pays covers the student's membership in the TAA, the insurance policy that the church requires to run the Taekwondo outreach in the church basement and other administrating and equipment costs.

Promotion tests will be offered and testing dates will be announced in class and included on the calendar on our website. The minimum requirements for taking the promotion test are:

1. Knowing the required material to promote up to the next level
2. A minimum number of classes required for the past quarter
3. The recommendation from the head instructor

Fees for testing are determined by the club to cover the costs of the testing instructor, belts and the boards. Required equipment for participating in the sparring (contact fighting) portion of Taekwondo includes: chest protector, helmet, hand/arm pads, and foot/shin pads, a groin protector, and a mouth guard. This equipment can be ordered through the school at a reduced rate. Sparring gear is not required until the student has attained the level of half yellow.

# School Etiquette

Feel free to come early to class to stretch and warm up. Part of Taekwondo is discipline and being on time is part of this discipline. You can anticipate that class will start on time. If you arrive late, please wait quietly inside the door and when there is an appropriate pause in the class clearly ask the instructor “Permission to enter class Ma’am/Sir”. Please do not enter or join the class until the instructor invites you in. This is done for safety reasons. There is the possibility of injuring yourself or another student if you enter the class just as the students are performing techniques or kicks, and accidental contact occurs. If you must exit class for some reason or leave early, please ask the instructors’ permission before leaving.

Treat fellow students with respect, as they are your training partners. You may expect the same respect back. Classes begin and end with the student body lining up in rows to salute the flag and participate in opening and closing remarks. Lines are formed and maintained in military fashion. Straightening of rows is accomplished by glancing to your right in order to align yourself with the person next to you. The most senior belt lines up at the front in the position furthest to the right, with junior belts lining up to the senior belt’s left in descending order of belt ranking. The adult and youth line up in front of the kids. The proper stance is to stand at attention with your arms held closely to your body and closed fists pressed against sides.

## Instructors, Executive & Contacts

### Head Instructor

Ramon Neri — 2<sup>nd</sup> Dan Black Belt

### L’il Doves Instructor

Glen Oosterhof – Black Stripe

### Executive

Glen Oosterhof- Chairperson

Erika Ratzlaff- Treasurer

Joanne Luimes - Administrator

John Goutbeck – Member at Large

Any correspondence can be done in person, through the Dove email ( [DoveTKD@gmail.com](mailto:DoveTKD@gmail.com) )  
or by calling the administrator (780 691 5856 )

## Training

Training sessions are on Tuesday and Thursdays from 5:15pm to 6:45pm.

Dove Taekwondo is a member club of TAA (Taekwondo Alliance of Alberta.) and teaches the World Taekwondo Federation style of taekwondo.

You will learn not only through instruction, but also through observing, listening, doing and practicing. Always be aware, observe and listen if you wish to gain the most benefit from each lesson. When in doubt – ASK. Do not wander around in a state of confusion for you may be developing incorrect techniques or bad habits. Other beginners may also be experiencing the same problem. No problem is new to Taekwondo. We have all experienced, or still experience difficulties at times. Instructors and senior belts are happy to answer questions and share their knowledge with you.

Promotion test dates are indicated on the calendar. A minimum number of classes combined with the ability of the student will allow the instructors to determine who is qualified to test for a promotion.

Between promotion exams, grading consists of five proficiency belt stripes given out to the students by the instructors. The stripes include:

- White for attitude in the Do Jang
- Red for breaking technique
- Blue for pattern technique
- Green for sparring technique
- Yellow for self defense

A sixth black stripe is given to Junior belts by their parents/guardians for attitude at home and in school.

These stripes indicate an expertise and understanding of the required material at your present belt level. A student must earn all stripes to be able to attend the next promotion exam. The instructor issues the coloured stripe to the student when the student proves proficiency at the proper technique. After a successful promotion exam, the student once again begins the journey of learning the new required material for the new belt level and begins earning the coloured stripes again.

## Proficiency Stripes

With each stripe obtained, and enough classes, students are ready to test with the permission and recommendation of the head instructor. You must realize that as you move up in rank towards black belt, you are still responsible for all that you have learned to that point. This does not mean that you can forget about any patterns that you have already learned, breaking techniques, one-step, sparring or even attitude; you are still responsible for all of them! At anytime the instructor may ask you to teach and show a lower belt their pattern or a kicking technique or one-step sparring. Even your attitude is reflected in class towards others.

### **White Stripe – Attitude in the Do Jang**

This stripe is given by the instructor when students receive their belt. The student must show proper respect to others in class (instructors and peers), respect the regulations of the Do Jang, have a willingness to learn as well as help others in the class in order to keep this stripe. This stripe can be taken away if the instructor feels that student is not meeting these criteria. Without this stripe, the student cannot test.

### **Yellow Stripe –Self Defense**

For White and yellow stripe belt, you are required to know the basic punching and kicking drills that we do in class (horse stance, middle punches, high-lifting, front kick, round house kick, side kick and back kick)

At half yellow belt and above you learn one step self-defense. You learn to defend against a one-step punch attack. As you learn these, you will learn to attack, defend and in some cases, fall correctly.

### **Green Stripe – Sparring**

White belt and yellow stripe belt, sparring is non-contact. This is one of the most important times to be paying attention. It's at this point you start to work on putting the kicks and punches together in combination. This is also the time that you learn to judge distance against your opponent and learn control.

At half yellow, the sparring is now contact. This is the time to test and try your techniques. The sparring is full contact but with control, which means not with full power. The goal is not to hurt your opponent but to learn how to react against a real opponent.

At each belt level above half yellow belt, you are responsible to show the different techniques that you have learned.

### **Blue Stripe – Patterns**

You are required to know a pattern to achieve the next belt level. A pattern is a series of sequential movements such as blocks, kicks and punches in action and reaction against an imaginary opponent.

### **Red Stripe – Breaking**

One of the things that we do at our school is to take our techniques and put them into practice. We do this by breaking boards. Some may be intimidated by this, but they shouldn't be. If you have the proper technique, form and 'gi yup' (the sound made to intimidate your opponent), you will break the board.

### **Black Stripe – Attitude at Home and School**

This stripe is required for children and juniors. This is the only stripe that cannot be obtained from an instructor. **This stripe must be given by the parent/guardian.** They must feel that the student is deserving of this stripe with respect to how the student is in their attitude, whether they are respectful to their parents/guardians, doing their homework, doing their chores, etc. It is the parent that must decide this and is only the parent that can give the stripe. The parent also has the right to take it away. Without this stripe, the student cannot test.

## **Belt Ranking**

1. Beginners wear a traditional white belt
2. White belt with a yellow stripe
3. Half Yellow
4. Yellow belt
5. Yellow belt with a green stripe
6. Green belt
7. Green belt with a blue stripe
8. Blue belt
9. Blue belt with a red stripe belt
10. Red belt
11. Red belt with a black stripe
12. Black belt

# Tying the Belt

The following is for the new students who are still learning the art of belt tying; and those of us who require a refresher. Remember; right over left and under, left over right and under!  
Start by folding the belt in half lengthways to find the centre.

Place the centre of the belt to the centre of your body roughly covering your navel.

Wrap one side of your belt all the way round your waist placing it beneath the other side at the front.

Now wrap the other side of your belt round your waist so that it neatly covers the 1st wrap you made and the ends of the belt cross each other at the front.



Your belt should now form two loops around your body with the second loop lying neatly on top of the first crossing at the front.



Tuck the top loop beneath the belt.



and pull it up behind the belt from bottom to top.



The front of the belt should now form a cross.



Bringing the lower length across to the centre place the top length downwards to lie over it.



and tuck it beneath to form a loop.



Pull both ends of the belt to tighten.



The belt should lie flat around your waist with both the ends of even length.

The end product is a reef knot.

# Policies of Dove Taekwondo

These club policies have been developed, and are presented here, to ensure that a safe and positive learning environment is provided to all of our students, instructors and guests. All students and parents are expected to know and adhere to these policies.

## 1. Signing in

Every student is responsible for signing themselves in before the beginning of class. There will be a sign-in sheet at the front entrance and if you do not sign yourself in you will not be credited for that class. Remember that you need a certain number of classes for each promotion test.

## 2. Small Groups

Dove Taekwondo is primarily a church ministry, with which we want to reach the community. As such, an important part of this ministry is the small group component. Every Thursday (at the end of class), we break into small groups (based on age) for 20 minutes. In these groups we present, discuss and share various aspects of the Christian life. **Attendance is MANDATORY** for all students and instructors and active participation is encouraged, but not demanded.

## 3. Discipline

One of the characteristics of Taekwondo is discipline and respect. In order to promote respectful and focused classes, we have put in place the following discipline process to manage any discipline issues:

1. Discuss issue with the student.
2. Write issue in discipline logbook if problem continues. This is to be initialed by the student and head instructor.
3. Send a note home to be returned in person by a PARENT or GUARDIAN after two logbook entries. Student will not be allowed back in class until after the parent-instructor communication.
4. Give a one-week suspension from the class if the issue continues. This could jeopardize the promotion test if the student does not have the required number of classes.
5. Permanent loss of club membership. This is the last resort to be used if the student does not demonstrate willingness to comply with club rules.

## 4. Disagreement with the Instructor

Never argue with the instructor! If you disagree with an instructor, the proper procedure is to obey the instructions and later discuss the issue with the instructor in private. This policy is in place to show the utmost respect to the instructors and to maintain a disciplined learning environment.

## 5. Belt Striping

Students receive stripes to be placed on one of the belt's ends as skills are properly performed by the student. A full set of stripes is required prior to every promotion test. However, stripes may be removed at the instructor's discretion if skills are not properly demonstrated. Remember to always practice techniques even if you have your stripes.

## 6. Promotion test

Promotion test application forms will be distributed by the head instructor, and only after a student has earned all of their stripes. Forms must be filled out and submitted one week BEFORE the promotion test night. Late submissions will not be accepted. Students not promoted will re-test at the instructor's discretion at a later date.

## 7. Number of Classes Required for Tests

Each student must have attended the required minimum number of classes, as well as needing the instructor's approval before they are allowed to go to the test.

White belts – Blue stripe	- minimum 20 classes
Blue belt – Red belt	- minimum 40 classes
Red belt – Black stripe	- minimum 60 classes

Students (with a green belt or higher) that are willing to help out with our SWATting program, can use some SWATting classes towards their requirements for promotion tests. These are some of the benefits that SWATters can take advantage of.

Green belt – Blue stripe	- 15 classes + 5 SWATs
Blue belt – Red belt	- 33 classes + 7 SWATs
Red belt – Black stripe	- 51 classes + 9 SWATs

**NOTE: you may not have fewer classes or more SWATs used to qualify than listed above.**

### 8. SWATters

A Student Working as a Teacher (SWATter) is someone of a green belt level or higher who is there to assist the instructor (not taking the class themselves). SWATters will be given credit, up to a maximum, towards their number of classes required for a promotion test, for the classes that they SWAT. As our club grows, so does our need for SWATters. For this reason we encourage all higher belts to consider volunteering for these assistant positions. These hours also count for teaching hours required for the black belt test. All SWATters will be evaluated periodically throughout the season.

#### Why SWAT?

SWATting is a way to give back to your club in recognition of all the time and attention that people ahead of you have contributed to your training.

### 9. Washrooms

In the past years we have had incidences of vandalism in the washroom and unfortunately students from our club were involved. In light of this we ask that children use the bathroom before class or if they need to go to the washroom during class time, they ask for permission. There will be consequences if there is a problem.

#### Children In the Do Jang

For safety reasons, no children are allowed to wander around the Do-Jang during class time, unless they are students of the class.

### 10. Fees

Registration fee is due at the time of registration. Monthly fees are due at the beginning of each month. All monthly fees and promotion test fees must be paid up to date before promotion testing.

#### Refunds

Registration and first month fees are 100% refundable within the first two weeks of class. If you feel that Taekwondo is not the sport for you, you can contact the administrator and we will have a refund issued for your full amount.

**We reserve the right to change or add policies as required.**

# Regulations of the Do Jang

Upon being permitted to join our club, you will be expected to obey the rules, endeavor to conduct yourselves in a manner befitting a taekwondo student even in your daily life and to uphold the honor of the club.

Martial arts begin and end with courtesy. To support this view, we expect you to display an attitude of restraint, respect for others and sportsmanship. We endeavor to maintain standards and policies, which will assist in the development of each student. In the face of challenges and difficulties: persevere and be patient.

When entering or leaving the Do Jang, all students must salute the National and Association Flag, and then bow to the instructor or senior belt, whether or not they see you.

When bowing to the instructor or black belts, you must always stand at attention; never complete a bow from a sitting position.

During class, permission must be given by the instructor or senior black belt before leaving class.

Students will maintain a respectful attitude at all times.

No profanity or loud talking is allowed anywhere in the Do Jang.

Students must address instructors and all black belts as 'Sir' or 'Ma'am'.

Alcohol, drugs, smoking, chewing gum and candy are forbidden in the Do Jang.

Personal hygiene is essential. Fingernails and toenails must be kept trimmed.

All senior belts are expected to help junior belts and answer any questions.

Permission must be given by the instructor or senior black belt before sparring is allowed.

Members are expected to attend classes regularly.

No jewelry will be worn during class for safety reasons.

Uniforms and belts must be worn in the Do Jang during training unless permission is given by the instructor or senior black belt.

Uniforms must be kept clean.

During class, you must never face the instructor, senior black belt or the flag while adjusting your uniform.

Members are expected to help keep the do-jang clean at all times, as well as taking out and putting away equipment.

# For all Students

## For our Newest Students to Learn, And our Senior Students to Remember

### Our format

Every Monday and Thursday, we have a prayer and small devotion per session. As well, every Thursday we break into small groups (based on age) for 20 minutes. This gives each student a chance to meet one another on a smaller scale. It is as important for you to be on time for your small group as it is for you to be punctual for your class.

### How to Line Up

When the instructor calls out 'Everybody line up', we assemble quickly and quietly facing the flags in straight lines with five to a line. The most senior belt is to stand to the most right hand spot at the front of the class (excluding the black belt and the SWAT team line), with the next highest student to the left of this one, and so on. All adults stand in the front, with children repeating the procedure in their lines. A child, 16 years old and older, is considered to be an adult for Taekwondo purposes, other than at 'breaking night'.

This procedure is done fast. Should a lower level belt student be in a higher level belt students spot, the higher level belt student runs to the first student, shows their belt, and bows the lower level belt student out of the line. The lower level belt student then moves to another spot, being either another 'even lower level belt' student's spot (by showing their belt), or the last spot available for their age group.

### Regular Class Schedule

Our club only meets twice a week and as such we are unable to teach all the disciplines in every class. We have broken down the disciplines into two groups to make the instruction more efficient.

Tuesday: Poomse & Self-Defense

Thursday: Sparring & Breaks

After each promotion test, these disciplines will be switched so that students only coming once a week will be exposed to all the disciplines of taekwondo to create a more balanced study of taekwondo.

### Expectations

As we master a discipline, our instructor will grant us a coloured stripe to add to our belt. When such a stripe is awarded, it means that our instructor is confident that we know this particular discipline. However, it does not mean that we should quit practicing it. We can always improve upon it, and become more confident for the promotion test. Normally a student needs to attend 20 classes to qualify for testing at the levels we are currently working on. You are encouraged to practice at home, as you will become more confident come testing time.

On testing night, we set up an impressive table with a tablecloth in front of the flags. The class bows in and goes through our warm-up paces. Students then have a seat on the side of the do jang and await their name being called to test in the various disciplines.

# General Language of the Do-Jang

Korean	English	Korean	English
Ha Na (hana)	One	Sumul (seumul)	Twenty
Dool (dul)	Two	Soran (sorhun)	Thirty
Set (set)	Three	Mahun	Forty
Net (net)	Four	Swin (shehun)	Fifty
Da Shot (dasot)	Five	Yesun	Sixty
Yu Shot (yasot)	Six	Ilhun	Seventy
Il Gup (ilgup)	Seven	Yodun	Eighty
Yu Doel (yodol)	Eight	Ahun	Ninety
Ah Hop (ahob)	Nine	Ba-ek	Hundred
Yul (yol)	Ten		

Kuk ki dae yu kyong ye	Bow to the flag
Charyot	Attention
Kyong ye	Bow
Joonbi	Ready
Barro	Return to previous position
Sae Jaque	Begin/Start
Dorra	About face
Gu Mahan	Stop immediately
Kalyio	Break/Stop
Kae Sok	Continue
Poomse	Pattern
Sabomnim	Master
Sheer	Stand at ease
Sogi	Stance
Do Jang	Gym
Do Bak	Uniform
Adeeto Drat	About face – do not change feet
Koh Mahp Soom Ni Da	A very respectful thank you

‘Gi Yup’ is the sound you make to strengthen the punch or kick or to intimidate your opponent. It is a sound made from the depths of your stomach and often sounds like “I” or “Hye”.