



Student Handbook

ADIRONDACK TAEKWONDO & Fitness Center, Inc. * 1593b Route 9 * Clifton Park, NY * 12065
www.ADKTKD.com * www.facebook.com/ADKTKD * www.twitter.com/ADKTKD

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Adirondack's Vision

The vision of Adirondack Taekwondo & Fitness Center is to build a community by helping people reach their fitness goals through the sport & art of Taekwondo, while at the same time installing life skills and character of a true Taekwondo practitioner – upholding important values such as courtesy, integrity, perseverance, self-control and indomitable spirit.

Adirondack Taekwondo's teaching philosophy

Tell me I'll forget.
Show me and I'll remember.
Involve me and I'll understand.

Background information on the School

Adirondack Taekwondo & the Yuhasz family celebrated 10 years of service to the community on April of 2011. Adirondack Taekwondo provides a structured Taekwondo curriculum within each class to nurture each student as an individual to help them reach their highest potential. Both Mr. & Mrs. Yuhasz graduated from The College of Saint Rose with degrees in Elementary Education. Master Yuhasz is a sixth degree Black Belt in Taekwondo & has competed internationally while Mrs. Yuhasz is a second degree Black Belt. In January of 2011 the school moved into our current location with over 4000sq. feet of training floor, parents seating area, pro-shop, & more where our professional black belt instructors and staff is dedicated to empower our students with confidence, respect and self-control.

The school offers professional martial arts programs in Taekwondo, Creative Sport Taekwondo (CST), formal seminars including bullying & cyber-bullying workshops, Seven Qualities of a Champion and other forms of martial arts by guest instructors. All workshops and seminars are taught by professionals in their field of expertise where each student has a chance to improve their abilities in a fun and safe environment.

School Rules & Guidelines

- ① Take off your shoes upon entering the school and place them neatly on the shoe rack.
- ① Remember to bow to Master Yuhasz, Instructors, and all black belts when entering and leaving the school.
- ① Be properly dressed in a clean and pressed uniform during training, including patches in the correct locations.
- ① No jewelry of any sort should be worn during class.
- ① Remember to address the instructors as “Sir or Ma’am” at all times. Instructors should be addressed in this manner not only in the school but outside the school as well.
- ① Our Taekwondo School is founded on the principles of respect, love and hard training. When receiving instruction from Master Yuhasz & our instructors always respond by saying, “Yes sir or ma’am” loudly.
- ① Stand at attention when speaking with an instructor.
- ① Spirit in class is paramount, when you Kiap (yell), always do so loudly.
- ① Training and the methods of training are the desertion of our instructors and our Taekwondo curriculum.
- ① Always display a positive mental attitude in class by moving fast and yelling loud.
- ① Advanced students should set a proper example by not asking to use the bathroom during class.
- ① Students who arrive to class late must wait at the school entrance until they are invited into class.
- ① You must scan your membership card before every class.
- ① Do not ask to move up to the next belt rank. Master Yuhasz will let you know when you are ready to test & graduate.
- ① Taekwondo is an individual sport and progress among students may vary. Some students may need to wait longer than the recommended amount of time for each rank.
- ① Learn to tie your belt immediately by asking a senior student to teach you.
- ① All safety equipment is required for sparring.
- ① Do not use Taekwondo for any illegal purposes or unjust reasons.
- ① One minute prior to class, all students must be seated in the back or sidewall with no fooling around.
- ① This is your school. It is a special place. A place becomes special due to our behavior when we are in it. Never use profanity or street vernacular. Always greet fellow students with a bow.
- ① We train hard at Adirondack Taekwondo and have the highest standards of any Taekwondo organization. Without serious students, it is impossible to maintain these standards. It is imperative that you push yourself during all classes.
- ① Maintenance of the school should not be left to outsiders. Do not pick or try to destroy the mats. Do not leave anything in the school including sparring bags and clothing.
- ① Learn and memorize the student creed.
- ① Arrive 10 minutes early for your class and depart 10 minutes after class has ended.
- ① Sparring bags should be placed on the Taekwondo floor not in the changing rooms.
- ① To obtain the honor of being invited into the Black Belt Club you must perform at your highest level always.
- ① All students are expected to promote and support the school to the best of their abilities including the cyber world such as: facebook, texting, tweets and other forms of electronic media.
- ① Having a positive attitude is extremely important. Displaying negative behavior through actions, comments or internet posts will not be tolerated regardless of circumstances in or out of the Taekwondo School. Everyone in this school, including parents, must conduct themselves in a positive manner. If any concerns, challenges, or questions arise, please make an appointment to speak with Master Yuhasz.
- ① All students and parents are responsible to know and understand all school rules. Anyone exercising even the slightest disregard for any school rule may be dismissed permanently, without refund.

School Uniforms

Taekwondo is a pure martial art and traditionally practiced in white uniforms. All student uniforms should remain clean and order free. White uniforms are for all color belt students while black trim or red and black trim is reserved for students who hold the rank of Black Belt or higher. Please review our patch placement for the correct location of patches.

Black Belt Club (BBC) uniforms feature black tops & bottoms and may be worn by current BBC members. For more information about our Black Belt Club please see page ten (10).

Demonstration Team uniforms are vibrant in color and are not traditional Taekwondo uniforms. These uniforms are available to our Demonstration Team and Action Team Members only.

School Etiquette

In the Taekwondo School we promote the tenets of Taekwondo and foster a strong sense of community. When entering the Taekwondo School we believe the parents lobby, changing rooms and pro-shop are part of the building but not the Do-Jang (Taekwondo School) but still require the manners of a Taekwondo Student. We ask all parents and observers to silence their cell phones and refrain from cell phone use while classes are in session.

Upon entering the Taekwondo School (matted area) all students must remove their shoes and bow to the flags. These simple gestures are traditional in the art / sport of Taekwondo. As you may know Taekwondo is based upon a rank system, white belt being the first belt a student earns, symbolizing innocence and Black belt meaning knowledge. When class is started all students will line up according to belt rank the highest belt in the front of the class and the youngest belt in the back of the class. All classes begin by bowing to the flags and instructors and then reciting the Student Creed. When your class is finished we keep to Taekwondo tradition and bow to the flags when leaving the Taekwondo School.

When talking with an instructor at Adirondack Taekwondo we pride ourselves with courtesy and address our instructors as "Sir" or "Ma'am" always. When addressing one of our instructors, Taekwondo tradition stresses the use of a title such as Master, Mr., Ms. or Mrs.

See page fifteen (15) for addition School Etiquette.

Student Creed

I am developing myself in a positive manner, gaining self discipline, self-control and the “yes I can” attitude. Quitters never win and winner never quit and I choose to be a winner. I am a student in a Black Belt school. I am dedicated and motivated; I’m on a quest to be my best.

Tenets of Tae Kwon Do

COURTESY

There is perhaps no greater skill that we can learn than that of courtesy. A well mannered person is always highly regarded by others, and is a credit to our school and themselves. Courtesy is calling your instructors “Sir or Ma’am”. Courtesy is always using words like “excuse me”, “please” and “thank you”. Courtesy is showing concern and respect for other people and demonstrating that respect in a soft manner. Remembering to treat others the way you want to be treated.

INTEGRITY

One of the easiest things to do in the world to do is being able to determine the right thing to do. One of the hardest things to do is being able to do it. The strength to do the right thing comes from a person’s sense of integrity. Integrity is being an honest person, being honest and truthful with your self and others. Integrity and nobility lies within the same place...the heart.

PERSEVERANCE

To achieve anything worthwhile in life, you must set goals and never give up until they are accomplished. Perseverance means never give up, remaining true and unwavering to what you set out to accomplish. Whether the goal is short, middle or long-term, without perseverance there will be no accomplishment.

SELF-CONTROL

Control of oneself, both in mind and in body, keeping control of your emotions, temper and actions. Self-control is using your Tae Kwon Do skills for defense only. Having self-control makes for a better and safer learning environment in a positive, well-disciplined, enjoyable atmosphere.

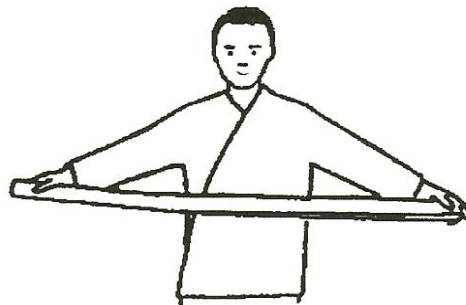
INDOMITABLE SPIRIT

Indomitable spirit means not allowing oneself to give up; having a spirit that will not die, be discouraged or defeated. To be successful by definition, a person must have unbeatable desire and spirit to become the best he or she can be. Indomitable spirit is simply not accepting defeat in any situation.

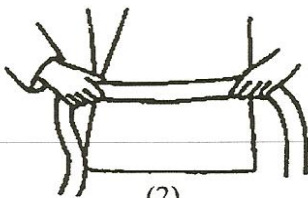
HOW TO TIE YOUR BELT

- 1) Fold your belt in half to determine the center point.
- 2) Place the center of the belt in the center of your stomach.
- 3) Wrap each end of the belt around the back of your body and bring them to the front.
- 4) Cross the left side over the top of the right side. (this side will do all the work)
- 5) Tuck the left side under both sections of the belt and pull up between the belt and the uniform.
- 6) Cross the end that went under the belt on top of the other end.
- 7) Tuck that same side through the hole to start the knot.
- 8) Pull both ends to tighten the belt.
- 9) Both ends should hang evenly in front of your body.

(A properly tied knot should look like a fortune cookie)



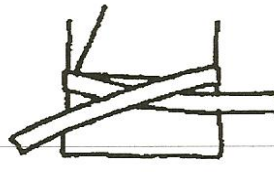
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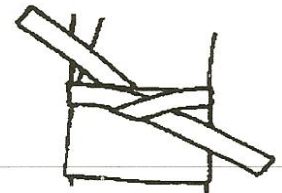
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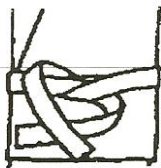
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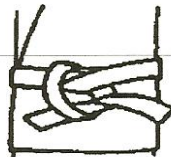
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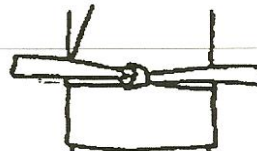
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Taekwondo terminology

Exercise Hall	Do-Jang	Attention	Char-yut
Master Instructor	Sa-bu-nim	Bow	Kyung-yae
Uniform	Do-Bok	Ready Stance	Jhoon-be
Belt	Dee	Begin	Si-jak
Black Belt	Dan	Turning 180	Dwito du-ra
Form	Poomse	Return to ready	Ba-ro
Red	Chong	Blue	Hong
Taekwondo	Foot, Fist, Way		

Hello	Ahn young ha say yo
Thank you	Gahm sah hom nee da

Counting

1	Hana	1 st	Ill
2	Dool	2 nd	Yi
3	Set	3 rd	Som
4	Net	4 th	Sah 4 th Dan Master Instructor
5	Da-sot	5 th	Oh
6	Yu-sot	6 th	Yook
7	Il-gope	7 th	Cheel 7 th Dan Grand Master Instructor
8	Yuh-doon	8 th	Pal
9	Ah-hop	9 th	Goo
10	Yuhl	10 th	Ship

Our website and Internet locations

Our website is www.ADKTKD.com please visit our site often for news & updates. We also feature a student resource page where our Taekwondo forms are featured on videos to help our students practice at home.

We also have a monthly eNewsletter that often highlights current students, community outreach activities and other monthly events. All current members will need to register an active email at – <http://amac.spiralive.com> this link can be found on our websites home page as well

Like us on FACEBOOK – www.Facebook.com/ADKTKD

Follow us on twitter at www.Twitter.com/ADKTKD for tweets and taekwondo tournament action.

We have tutorial videos on YouTube at <http://www.youtube.com/user/AdirondackTKD>

Sparring rules

1. Sparring gear is required for every class – Yellow belts and higher
2. Mandatory sparring gear is required for all students while sparring.
3. Mandatory sparring gear includes: Head gear, chest protector, sparring gloves, shin / instep guard, forearm guard, mouth piece, and groin cup for males. (Basic sets are available at a discounted rate)
4. All techniques are to be done with the bottom part of the foot or the top part of the foot. Heel kicks to the head are not permitted.
5. All sparring must be supervised by an instructor.
6. Sparring is an Olympic sport and contact is involved. In normal classes sparring is light contact w/ control. Olympic sparring classes / C.S.T. classes are full contact and students must hold a orange belt or higher to attend. PLEASE NOTE that the World Taekwondo Federation & USAT adjust the game.
7. Even though the sparring gear will provide protection from injury, the student understands that he / she is participating at his / her own risk.

Form Points for the practitioner

1. Forms are a series of prearranged movements designed for fighting multiple opponents.
2. Be aware of these six areas when training with your forms.
 - A. Eyes
 - B. Pace
 - C. Breathing
 - D. Techniques
 - E. Focus
 - F. Kiap
3. If training consistently, forms will give you improved speed, balance, posture, technique and coordination.
4. A good way to train with your form is to do it four times at an easy pace, making sure all movements are correct, then do it one more time hard with the proper pace and kiap.
5. All forms begin and end with a bow.
6. Most forms begin and end in the same place.
7. Use visualization techniques to help you perform your patterns.
8. Steps to follow when learning a new form...
 - A. Learn the movements of the form.
 - B. Learn the proper pace of the form.
 - C. Learn to do the form without thinking.
9. We offer a tournament or “sport” form class taught to the new World Taekwondo Standards for USAT competitions.

Adirondack Taekwondo & Fitness Center, Inc. Policies and Procedures

I. Enrollment

- * Enrollment occurs throughout the year after one of our trial programs.
- * A comprehensive student handbook is available to be downloaded from our websites student resource area after our enrollment forms are completed. Fees include the first month's tuition, the schools liability insurance, welcome letter and Taekwondo patch and sticker.

II. Attendance

- * Students of Adirondack Taekwondo and Fitness Center, Inc. may attend any classes for their current belt rank up to three times per week. Any student attending additional classes need to ask permission from Master Yuhasz. Current tuition rates are based on three classes per week.
- * At no time will Adirondack Taekwondo and Fitness Center, Inc. terminate a student's membership other than what is stated on our enrollment forms (see enrollment for details).
- * Students who wish to "freeze" their memberships for spring or fall sports need to submit written notice with **no less than 30 days** advanced notice. The easiest way to do this is to send the information to MY@AdirondackTKD.com or mail written notice to: Adirondack Taekwondo & Fitness Center, Inc., 1593b Route 9, Clifton Park, NY 12065. Payments will continue as scheduled and a credit will be applied to the following year's membership.
- * During the week before rank testing students may attend as many classes that fit their schedule to better prepare them for testing. Please note that this is one week prior to rank testing only.

III. Billing

- * Adirondack Taekwondo & Fitness Center, Inc. utilizes a third party billing company, ASF International to handle the tuition and billing of all our students. ASF International can be reached at 1-800-525-8967
- * Adirondack Taekwondo & Fitness Center, Inc. bills a month ahead. For example a payment made on March 20 is for classes through April 20.
- * Families that pay their account in full will not receive a refund for their lessons. If at any time students will be missing more than one full month of lessons advance notice is needed. Current monthly tuition rates will be applied as a credit for the following year's membership.

IV. Merchandise

- * Adirondack Taekwondo & Fitness Center, Inc. has a variety of items available for sale and special order. Please visit our Pro-Shop for sparring gear, uniforms, t-shirts, and more.
- * During the summer, back-to-school and the holidays we will have special items available. In addition please allow **10-15 business days** for special items to arrive.

V. Testing

- * Adirondack Taekwondo & Fitness Center, Inc. conducts four color belt tests per year and two Black Belt Tests. Color belt testing is typically held in January, April, July and October. Our Black Belt Test are typically held in April and October.
- * Testing list will be posted three weeks before rank testing. All students are required to download their test applications, intent to promote forms, and register two full days prior to testing.
- * Uniform and belt sizes need to be completed on the test application to receive the appropriate belt size for graduation.
- * Graduation's are held one week after testing unless announced prior to the test dates.

VI. Student Rules

A list of student rules and conduct is signed during enrollment and should be followed at all times while in the Taekwondo School.

Overview of programs

Introductory program

Adirondack Taekwondo provides our prospective students with the opportunity to train semi-privately with a qualified instructor to become familiar with our Taekwondo programs. During the lessons students have an opportunity to ask questions while gaining a better understanding of Taekwondo. Our introductory programs vary throughout the year and always include a uniform. During your lessons you can expect a clean, professional environment where you and your family will learn valuable self-defense techniques, gain flexibility, and a basic understanding about our Taekwondo program.

Standard program

Adirondack Taekwondo's standard membership includes: training at our award winning facility two to three times a week, enrollment into our academic achievement & Taekwondo literacy program for children, patches, vehicle decal, access to student pages on our website, and gaining personal fitness goals while having the opportunity to participate in most school activities & events. Our standard membership is offered to beginning students for around \$110 per month, with a discount for additional family members.

Black belt club

The Black Belt Club is a special program which includes all standard membership activities, but is developed for current students who are willing to make a commitment to the study of black belt excellence and to train consistently to achieve the goal of becoming a black belt. The benefits & features of the black belt club include: Prime class times throughout the week in addition to our regular class times, special guest instructors for our adult TKD students, opportunity to tryout for our demonstration teams, a black belt club patch, 10% discount on most pro-shop purchases, special black belt club uniforms, and tournament training for forms, sparring & board breaking. Please see our staff for enrollment information or to upgrade your current membership today.

Payment overview and procedure

Initial sign-up

At the time a student signs up for classes, a down payment (one month payment and school fee's) is made and a one year membership is signed. The contract serves as an agreement between the school and the student to abide by all applicable policies and procedures. Each student will receive a membership card for tracking attendance ten (10) business days after enrollment. It is your responsibility to make sure you attend class on a regular basis in order to fulfill your required ranks curriculum. Lost or misplaced membership cards may be reorder for a \$10 replacement fee.

Payment options

Students have an option of paying for one year of lessons in advance (no finance fee's apply) or through monthly automatic draft. Payments up front can be made with cash, check or credit card. Monthly draft can be made through a checking account or credit card. Adirondack Taekwondo has a third party billing company, who specializes in assisting martial arts schools, that handles the tracking of all payments, contract expirations, and reporting of any delinquent accounts. The billing company communicates and issues directly with the student and or parent / guardian.

It is your responsibility to notify the school of any changes to your account or billing information. Example: a new checking account number or any modifications to your current program.

Membership renewal

All memberships are renewed on an annual basis during your anniversary month. You will receive a notice from the school approximately one month prior to your expiration date. It is important to call the school to set-up your renewal before your membership expires. Please renew your membership three weeks before your old membership expires. This will allow a smooth transition into the new membership. At the time of your renewal please notify a staff member if you wish to upgrade your current membership to our black belt club.

Testing procedure

Testing information

- Rank testing is held on a quarterly (once every 3 months) basis.
- Stripe testing is held monthly – usually the third week of the month.
- Black belt testing is held semi annually (every 6 months).
- Testing students & schedule is posted approximately one month in advance.
- Testing students must download their test application & intent to promote form from our website www.ADKTKD.com which is located in our student resource area (if a student doesn't have internet access they may request an application at the pro-shop).
- Testing applications, intent to promote forms & fee's are due one week prior to the test.
- A modified class schedule is in effect during the testing week.
- Students who can not make the test need to make arrangements to take the make-up test (if offered).
- Students need to arrive 15 min. early and in full uniform to test.
- Graduation (belt ceremony) take place the following Thursday or Friday after testing, exact times will be announced. This is a big event that includes: New belts and certificates, an awesome TKD demonstration, music, refreshments, a parade of our graduates and more.

Testing requirements

- Students must achieve the required number of stripes at their belt level to test (including black belts)
- Students must have regular attendance to meet the minimum number of required classes to test (2 classes a week)
- Students must scan their attendance card to track attendance
- Students must demonstrate readiness in their techniques and attitude to advance to the next belt level.
- Although most students test every 3 months it is not guaranteed therefore some students may need extra time to solidify their techniques.

School calendar

The following is intended to give an overview of the school calendar throughout the year. Please check the weekly announcements or website for any changes and events.

Observed holidays

- December 24 through January 2 holiday break
- Martin Luther King day
- Memorial Day
- 4th of July
- One week in summer (Yuhasz family vacation)
- Labor Day
- Columbus Day
- Veteran's Day
- The Wednesday before Thanksgiving, Thanksgiving Day, as well as black Friday.

Student Appreciation Fall Picnic – weather pending from year to year

- Is held on the 1st Saturday of October. The picnic in the past has included a bouncy bounce, rock climbing wall, DJ, the largest egg toss, hotdogs & beverages provided by the school.

Camps

- Summer and winter camps are hosted by the school where students learn how to perform TKD demonstrations, break boards, learn new martial arts weapons, while attending field trips and more.

Open House

- Is held on a Saturday afternoon in the spring or fall

Halloween Trunk-or-Treat

- Held during October at the school

Thanksgiving Food Drive

- Held during the month of November

Holiday cookie exchange, awards ceremony & Toy Drive Campaign

- Is held on an evening in early December see posters and web site for details

General information

Birthday party information

Adirondack Taekwondo would love to plan your birthday party. All students under 13yrs old will receive information about our birthday parties one month before their birthday. To find out about our parties now just visit our web site at www.ADKTKD.com or on the right side of our eNewsletter.

Referral program

The best compliment you could give us is to refer a friend or family member to Adirondack Taekwondo. We ask that you encourage your friends and family to come in and sign-up for an introductory lesson. If your friend or family member continues with a full membership monthly referral specials are available.

Private lessons

Private lessons are available to all students who would like or feel they need more practice with their current belt level requirements. Private lessons can be purchased at any time throughout the year based on availability. All private lessons are offered in half-hour (30 min.) increments.

Membership Cards

All students once on a full membership will receive a membership card to help track attendance and testing dates and times. Membership cards will be sent to the Taekwondo School and can be picked-up 7-10 business days after enrolling into your program.

School pro-shop

Adirondack Taekwondo is happy to offer merchandise at our pro-shop. We carry a full line of sparring gear, t-shirts, uniforms, and curriculum based weapons. If you see something you want but it's not in stock please see an instructor so we can order it for you. During the holiday season look for special packages and items.

General information cont.

Inclement weather – School closing

Please check the local news stations for school closings during the winter months, our website www.ADKTKD.com or our eNewsletter at <http://amac.spiralive.com> on the news box or an email alert.

Changing Rooms and Sparring Bags

All students are asked to arrive 10 min. early to class. Our changing room is limited to four (4) students at a time. This helps the changing rooms maintain their “flow” between classes. All students are required to line their sparring bags along the back wall of the Taekwondo School. Please do not keep them in the changing rooms or parents seating area. Nothing is allowed to be stored overnight in the changing rooms or shoe rack.

Taekwondo Floor Etiquette

All students and family members must remove their shoes before entering the Taekwondo School / Do-jang (blue matted area). We recommend utilizing the hand sanitizer that is provided at the entrance of the Taekwondo School before every class to promote a healthy training environment. Students are encouraged to stretch and quietly warm-up prior to class. All students must ask permission before using any training equipment including pull-up bars.

Progress Stripe Testing

All students will stripe test every month to help “shake” off the rust between rank testing. Stripe testing is included in membership fee’s. If you miss your stripe testing please see an instructor.

Academic Achievement & literature program

Students are encouraged to bring in their report cards. If students have a “B” average or better, or have shown improvement from their previous report card they will receive a gold star to place on the lapel of their uniform. Red stars will be awarded for our literature program. When a student reads ten books at their current reading level they will be awarded a red star. Once they reach 100 books a red, white, & blue star is awarded. Reading forms are available on the events page of our website or our monthly eNewsletter.

General information cont.

TKD chip contest

When a student works hard in class and shows that extra “something” they can earn TKD chips for prizes in the pro-shop. Prizes in the past included: an ipods, Nintendo Wii video games, LEGOS, super heroes, books, wristbands and more. Each color chip has a different point value and may be redeemed at the pro-shop. The more chips you have the better the prize you can earn.

Creative Sport Taekwondo (C.S.T)

C.S.T. classes are intense sparring specific workouts. During CST classes students will learn a verity of offensive and defensive techniques that require the “skill set” of a Taekwondo athlete who is looking to become a better Taekwondo sparer.

Taekwondo Championships

Adirondack Taekwondo is a proud member of the United States Taekwondo Association (USAT) which is the governing body for the sport of Taekwondo in the United States and a member of the World Taekwondo Federation. As a member of USAT our students have the opportunity to participate in sanctioned championships which will lead them on an Olympic path in the sport of Taekwondo. In addition to sanctioned championships Adirondack Taekwondo will participate in local championships and occasionally host our own championships at the Taekwondo School or local school district.

Taekwondo championships are offered and available for our students to participate in but are not required.

Student handbook acknowledgement

Students understand that his / her picture & or video(s) may be used for publicity purposes with out further compensation to him or herself.

I received a copy of Adirondack Taekwondo's student handbook and understand that I am responsible for becoming familiar with and abiding by the policies and procedures outlined in it. Adirondack Taekwondo reserves the right to make any changes or revisions at any time, with or without any notice. I understand that that this handbook supersedes all prior policies, procedures and memorandums.

Students name: _____

Students Signature: _____
(Parent or guardian signature if under 18)

Date: _____

Please return this page to Adirondack Taekwondo once you download your handbook.
Thank you.