

FAMILY HANDBOOK



We inspire **our community** to emulate a lifestyle of fitness, friendship, and high character. From the beginning of your martial arts journey, our well-rounded Taekwondo program **focuses on** instilling determination, self-belief, and respect into **all our students.**

We are Lee's Black Belt Academy.

Dear Students and Parents,

On behalf of all the instructors and families, I'd like to personally welcome you to Lee's Black Belt Academy! Please take a moment to read through this simple and comprehensive handbook to help you acclimate to our school.

While our martial arts training is rooted in traditional and modern Taekwondo, we fundamentally believe your journey to your black belt and self-improvement is entrenched in teamwork, discipline, and collective effort. It is our commitment to synergy with the physical training of Taekwondo that leads us to provide a high-quality martial arts curriculum designed to help our students practice a lifestyle of physical and mental fitness.

Through my general life experiences and competing and studying Taekwondo, I continue to hone my ability to relate to and communicate with my students. My teaching philosophy is structured around the idea of constant improvement, and our classes are based on energy, dad jokes, and cheesy 90's references. I am proud and honored that all the senior and junior instructors and black belts execute on this with enthusiasm.

Chances are you signed up as an individual rather than with a group, and the atmosphere, students, and instructors at LBBA are unfamiliar to you right now. The black belt journey can seem like a long and challenging road (with random turns of mental roadblocks and sporadic moments of "eureka!"). Let me assure you that at some point, we were all strangers. It will be our families, students, and instructors that will help you see the benefits of reaching a long term goal, and I can personally attest that our dojang culture is second to none!

It is our goal with this handbook that we help you navigate our dojang and empower you and/or your student(s) on your black belt journey. Thank you for joining our Taekwondo family, and we look forward to getting to know yours!

Sincerely,

Master Lee



Policies and Procedures

COVID-19 Response (as of 9/14/2020)

We are committed to keeping our students, families, and instructors safe. Our plan through the end of October is to continue daily family class at the North Community Park and enforce social distance guidelines. If you or a close family member have underlying health conditions, we strongly encourage you to wear a mask during class even while outdoors. In the event of inclement weather, Master Lee will announce our plan B (staggered class by levels at the dojang).

Currently, Master Lee is allowing LBBA t-shirts and workout bottoms of your choice without your belt while we hold classes outdoors. Once classes transition indoors, belts will be required with LBBA shirt or uniform top and dobok pants.

Beginning 11/2/2020, we will transition to indoor classes at the dojang. Due to the MN Stay Safe rule currently in place, masks are required for all students and instructors while participating in classes that are held inside the dojang. Upon entry, students are required to complete a temperature check. If masks are forgotten, we will have extras available. Parents – please remain in your vehicles during your child(ren)’s class to minimize the number of people in the dojang. We will also limit the number of students in the dojang at a time and modify our class schedule and structure, but there will be more details on this as we move into the school year – stay tuned!

Attire

Students are required to wear their LBBA uniform during class, tournaments, belt graduation, and some community events, unless otherwise notified by Master Lee. Full uniform includes dobok tops, dobok pants, and belts. Seasonally, students may wear LBBA t-shirts and shorts with their belts during class.

Master Lee will make LBBA clothing orders from time to time. If you are low on LBBA swag, feel free to check with Master Lee.

Attendance

Our program allows students of all ages and belt ranks to attend classes daily. Students are encouraged to attend class consistently, as this is the best way to enjoy all the benefits Taekwondo has to offer and to reach your goals. We recommend students attend class 2 – 3 times per week at a minimum, as we find that number to be the most effective in terms of absorbing material while avoiding that “burned out” feeling.

While we encourage you to make every effort to arrive ahead of your class start time, we understand things happen and there may be times students arrive late. If class has already begun, please ask either Master Lee or an assistant instructor if you can join class and bow onto the mat.

Band App

To find our class schedule, upcoming events, and other communication from Master Lee, please download the free Band app and search for Lee’s Black Belt Academy. This is the app Master Lee uses to communicate announcements for the dojang (class cancellations, change in schedule, etc.).

Bathroom Breaks

We understand Nature can call at any time. If you need to use the bathroom, please let an instructor know and he/she will excuse you. Be sure to wash hands thoroughly before returning to class.

Drop-off/Pick-up

Parents are welcome to observe class or drop students off (COVID policy supersedes). If dropping off, please wait for your child to enter the front door before leaving. If you will be late to pick up, please let Master Lee know.

Entering/Leaving the Mat

Students are expected to bow toward the flags before stepping on and before stepping off the mat. This includes initial entry into class, stepping off and on for bathroom/water breaks, and when leaving class for the night.

Holidays and Vacations

Most national holidays are observed. Master Lee will confirm holiday closures.

From time to time, there may be ad hoc closures due to inclement weather or other circumstances. In those situations, Master Lee will communicate with families via email and/or Band.

If you cannot attend class due to vacation and will be absent for one week or more, please let Master Lee or an assistant instructor know. We fully expect souvenirs upon your return.

Illness

The health of our students is a top priority. If you are not feeling well, please stay home and rest until you are no longer symptomatic. If you have a fever, please do not return to class until you have been fever-free for at least 24 hours.

In-Class Conduct

All students will be respectful to instructors and each other. The use of “sir” and “ma’am” is expected, regardless of age or belt rank.

Energy, energy, energy! We love loud kiyaps... the louder, the better. We also love active, verbal participation; when instructors ask questions, raise your hand and contribute to the class! Even if your answer isn't 100% correct, it shows you're involving yourself in the learning process!

When listening to instruction, waiting for direction, or watching another student demonstrate a drill, it is expected that students show respect by focusing their eyes, ears, and body on the speaker(s).

Inclement Weather

Occasionally, weather may affect our class schedule. Cancellation is determined on a case-by-case basis. Please check our Band page for updates. Again please assume we will have class unless notified otherwise by Master Lee.

Medical Concerns

It is critical that any allergies, disabilities, or medical concerns are communicated to Master Lee and instructors so we can ensure the safety of your student.

Guidelines and Etiquette

Belt Ranks

Advancement in Taekwondo is symbolized through a series of 10 belts: white, yellow, orange, green, blue, purple, brown, red, red tip, and black. Color belt systems can differ from school to school, but the purpose is the same: to provide a system for measuring progress towards the long term goal of earning a black belt.

Beginner belts will graduate every two months (white-green), intermediate belts will graduate every four months (blue-purple), and advanced belts will graduate every six months (brown-probationary). The idea behind staggered progression is to help students develop short term goals as well as endurance (i.e. patience) for long-term goals.

Belt graduation is also based on Master Lee's approval/curriculum, student attendance, and attitude.

We believe your black belt is earned on days you didn't want to go but still made it to class. It is always a win when you make it through the door.

Beginner	
White Yellow Orange	The focus for beginner belts is to acclimate to the school culture and flow of class. During this phase, it is important for new students to become comfortable working with their peers and instructors so they can become active learners and ask for help when necessary. Students will learn focus positions, basic poomsae forms, simple kicking and striking combinations, and the habit of using "sir" and "ma'am."
Intermediate	
Green Blue Purple	Intermediate students are expected to show more verbal participation during class. A higher level of memorization is developed during this phase, and poomsae forms will increase in difficulty. Students will build on skills learned during the beginner phase and move on to more difficult kicks and combinations.
Advanced	
Brown Red Red with black tips	Advanced belts are expected to lead small groups in poomsae and may be asked to lead warm ups. It is typically during this phase that students begin developing leadership and public speaking skills. It goes without saying that advanced belts should exhibit respect and proper conduct as they are examples for the intermediate and beginner students.
Black Belts	
Probationary First degree and above	Our black belt series focuses on refining what students have learned during their color belt journey. While most people think that obtaining a black belt is the end journey, it is only the beginning. Your black belt journey begins when you take the motor skills you learned as a color belt and refine them with the understanding of the nuances of timing, distance, and control. It is a culmination of accomplishing a multi-year goal and the honor of joining the ranks of our black belt family.

Student Etiquette

Congratulations on taking your first step towards your black belt! At this point in the journey, you may feel overwhelmed by this new and different environment with unfamiliar people wearing pajamas and shouting “yes sir” and “yes ma’am!” Don’t worry if it feels weird right now – you will get used to it.

Oh! And believe us... **getting your black belt will change your life for the better.**

The expectation for you is to be a sponge and do your best to take in the environment, energy, and coaching from everyone. It is okay if you don’t understand things the first time (or even the second or third time), keep trying. It will eventually stick – we promise.

Remember to always say “yes sir/ma’am” to any higher ranking belts, junior leaders, and instructors. This is an important form of showing respect. Also, please remember to bow to the flags before entering and exiting the mat. **Showing respect will get you very far** with Master Lee and the instructors, and chances are it will get you further with your teachers, and – even better – your parents!

Oh! We almost forgot. The most important thing to remember is that **getting through the door of the dojang is the hardest part of Taekwondo.** It always will be. To tell you the truth, there are days that are hard for even Master Lee. Your journey to your black belt is like the ocean; some days it will be smooth sailing, and some days it will feel like a storm. The victory is getting past those rough days and **creating the habit for you to be successful**, no matter what the storm puts in your way. How? If you continuously rise to challenges presented to you, eventually you won’t even have to think about it or psych yourself up – you will just do it.

For Parents

Our school has a unique culture that is strongly focused on team work, discipline, and collective effort. We firmly believe that “a rising tide lifts all boats,” meaning everyone contributes to the team, and as a result we all benefit. Additionally, we recognize that each student learns differently and has his/her own strengths and challenges, but we do not allow challenges to be excuses. We care more about effort than the accuracy of a kick.

Parents are more than welcome to observe their child(ren) during classes. To avoid disruption, we ask that you please keep conversational volume to a minimum and silence your phones. A noisy gallery can be distracting for our students. We also kindly ask that you refrain from “coaching” or disciplining your child(ren) during class.

If you have any questions or concerns, let us know! Depending on the nature of the discussion, it may be best to speak directly with Master Lee, but please feel welcome to talk with an instructor before or after class and we will be happy to help you.

Specialties

Black Belt Club (BBC)

This club is centered on junior leadership/soft skills/weapons development and meets one time each week. The purpose is to provide members with a more robust perspective on character developing, team building, and how personal responsibility and training connects to the overall dojang culture. We achieve this through improvisational games, team building activities, and group discussions/projects.

BBC members, also known as Junior Leaders, from time to time will be asked to lead/assist class or younger belts.

Joining BBC is by invitation only, If you would like more information, please reach out to Master Lee.

Demonstration Team

The demo team consists of several students that perform a choreographed routine to music. Routines include basic tumbling tricks, kicking combinations, various blends of poomsae forms, and board breaks. The demo team participates in local and regional tournaments and requires separate practices outside of normal curriculum class.

You must be a BBC member to join the demo team. If you would like more information, please reach out to Master Lee.

Poomsae

Poomsae refers to a series of offensive and defensive forms composed of patterns of blocks, strikes, and kicks. Students are expected to perform the appropriate form prior to a belt test, which will vary by cycle. If students are having difficulty with a form and want to practice outside of class, there are some great YouTube videos with step-by-step instruction.

Sparring

Sparring tests your offensive and defensive skills against an opponent in a controlled setting through kicking and punching. Matches are traditionally conducted in rounds with time limits (which can vary by age and division) and within 6x6 meter rings. Sparring allows martial artists to learn distance control, how to control emotions while under pressure, and techniques for attacking and defending against a moving target.

Our dojang practices light sparring rather than full contact. Sparring is not permitted for white or yellow belts – students must be an orange belt or higher. Students must wear protective gear that includes head gear, a mouth guard, chest protector, shin and forearm guards, and groin protection. Students may perform kicks and punches to the body. For black belts only, kicks are allowed to the head but no punches. **ALL SPARRING REQUIRES INSTRUCTOR SUPERVISION.**

Additional Offerings

After School Pickup (ASP) Program



The After School Pick Up Program is offered Monday through Friday for the Rogers and Otsego schools.. Master Lee and/or a junior leader will pick up students from school, bring them to the dojang, and have them begin homework. While it does not serve the same purpose as daycare, the ASP program allows parents peace of mind knowing their children are in a safe environment until they arrive to pick them up to go home. Many of our after school students stay for the first class of the day, which allows parents more time to commute.

We recommend packing a few after-school snacks for your student(s), as well as proper attire (including belts) for class. There is a limited number of spots, so please reach out to Master Lee to confirm space for your student(s). Please note there is a fee to participate in the ASP program.

Summer Camp



LBBA offers a summer day camp during the months of June, July, and August. Our daily schedule includes a morning workout followed by different activities with a daily field trip. Field Trips in the past have included the Minnesota Zoo, Color Me Mine, The Children's Museum, and trips to the neighborhood lakes/parks. This is a great opportunity for our students to bond outside of the classroom setting and we highly recommend it to students that are interested in kicking the summertime blues.

Frequently Asked Questions

Where can I find class schedules and upcoming events?



Please check out our school page on the free Band app. Once you've downloaded Band, search for Lee's Black Belt Academy.

How quickly will I progress through the belt ranks?

While our usual trajectory between belts is 2 – 6 months (depending on your current rank), Master Lee may extend time between belts if it is necessary for a student's development.

The best way to ensure you are progressing is to attend class regularly and give your best effort every time. The idea behind staggered progression is to help students develop short term goals as well as tolerance (i.e. patience) for long-term goals.

Belt graduation is also based on Master Lee's approval, student attendance, and attitude. We believe your black belt is earned on days you didn't want to go but still made it to class. It is always a win when you make it through the door.

Do children and adults learn the same requirements for belt testing and advancement?

Yes. Regardless of age, all students follow the same curriculum and are expected to meet the same requirements to graduate to the next belt level.

Can we take pictures during class?

Yes! Please feel free to share any photos with Master Lee if you are open to us sharing them on our website and social media pages.

What is the procedure for a belt test?

Master Lee will post a list of eligible belt graduates via Band. Families should complete a belt test form and turn it in with the belt test fee no later than 2 days before belt graduation.

During belt graduation, students will warm up before moving into kicking and punching combinations. Students of the same group (i.e. beginners, intermediate, etc.) will then perform the specified poomsae form together for their belt level.

Lastly, students must successfully complete a board break. The skills used to break the boards will also differ by belt rank – beginners will use easier skills than advanced belts, and higher ranked belts may use multiple boards.

What is meant by “communal learning?”

The LBBA culture is rooted by its sense of community. Rather than looking at other students in class as competition, our students look at each other as teammates. When it's not our turn, we are cheering for others and adding to the energy of the class. We treat each other as

equals, and we give praise as well as constructive feedback to each other – regardless of belt rank.

We work as a team, but we also learn as a team. Master Lee may use one or two students to demonstrate a skill, but he works with the entire class to break down the technique and execution of that skill. We encourage active learning at our school; we want students to ask questions, speak up when they don't understand, and volunteer to answer questions or demonstrate rather than waiting to be selected.

Extras

The Korean Flag



The Korean Flag symbolizes much of the thought and philosophy of the Korean culture. The circle in the middle is divided equally and in perfect balance. These two sections represent balance in the universe. Half of the circle is symbolic of positive forces, while the other is symbolic of negative forces. Together, the trigrams found at each corner represent harmony and movement. Individually, each trigram has its own meaning and

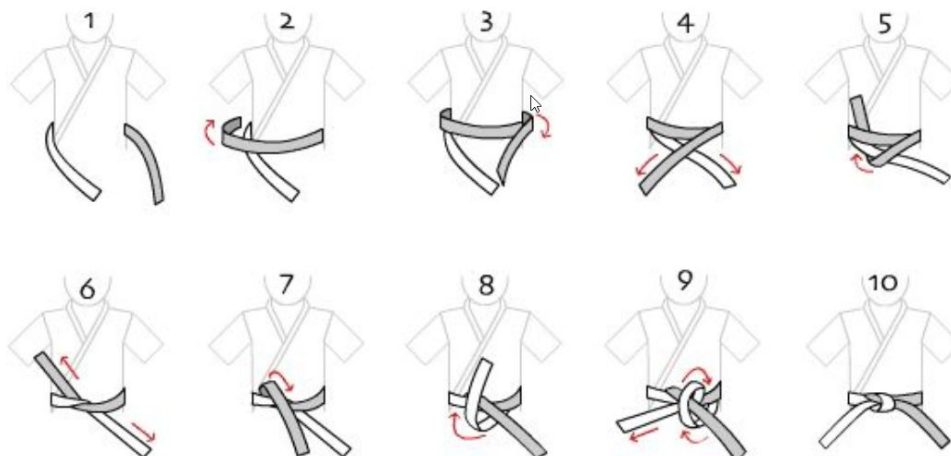
is symbolic of an element.

For Taekwondoists, this philosophy can be integrated to mean that as one develops great skill and power, one must also develop self-control and compassion. In this way, martial arts becomes an exercise not only of self-improvement but of helping others as well.

Counting to 10 in Korean

- | | |
|----------------------------------|----------------------------------|
| 1 하나 (Hana or Hah - nah) | 6 여섯 (Yeosut or Yuh suht) |
| 2 둘 (Dul or Dool) | 7 일곱 (Ilgup or eel gob) |
| 3 셋 (Set or Seht) | 8 여덟 (Yeodul or yuh duhl) |
| 4 넷 (Net or Neht) | 9 아홉 (Ah-hope or ah hob) |
| 5 다섯 (Dausut or Dah suht) | 10 열 (Yuh) |

How to Tie Your Belt



Focus Positions

During class, we use three focus positions when we are listening to instruction and/or waiting for our turn. Focus positions specifically refer to a student's body position. We not only focus our bodies but **also our eyes and ears**. While you are waiting in one of the three focus positions, eyes and ears should be focused on Master Lee or whoever is leading/addressing the class.

Focus Position #1



Stand tall with your feet together and hands at your sides.

Focus Position #2



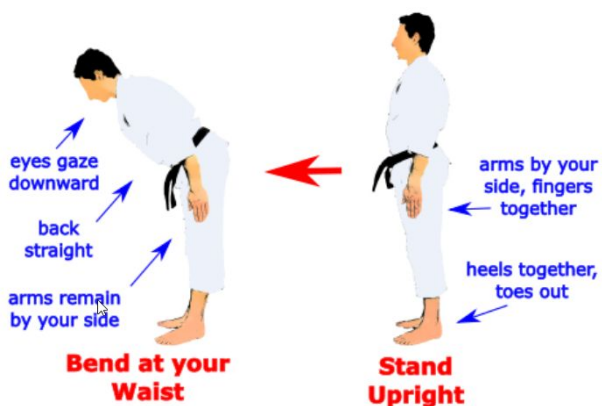
Kneel on one knee with one hand on your available knee.

Focus Position #3



Sit on the ground in the "criss-cross" position with your hands resting in your lap or on your knees.

Bowing



We bow to instructors, the American and Korean flags, and each other as a sign of respect. Students are expected to bow before entering and exiting the mat.

Terminology

Chagi: kick

Charyot: attention

Chigi: strike (open hand)

Dan: black belt level

Dhee: belt

Dojang: school

Geuman: end (finish)

Gup: color belt level

Hogu: chest protector

Jirugi: punch (closed hand)

Junbi: ready

Kiyap: spirited yell

Kyung Neh: bow

Maki: block

Paro: return to starting position

Seogi: stance

Sijak: start (begin)

Taekwondo: the art of hand and foot

New Student Checklist

To help new students acclimate to the flow of class smoothly, they will receive isolated instruction with a junior leader or assistant instructor to learn some basic skills prior to joining the full class. New students must successfully demonstrate the following:

- € Focus positions 1 - 3
- € Consistent use of “sir” or “ma’am”
- € Push up, sit up, squat, and burpee
- € Jab – cross punching combination (in both dominant and non-dominant stances)
- € Front kick (both legs)
- € Round kick (both legs)
- € Side kick (both legs)

Please note: new students are NOT expected to perfectly perform these skills. To join full class, we simply want to confirm new students understand these directional cues so they are not confused when we reference them during class, where we will work on improving technique and execution.