



Ahn's Taekwondo Academy

Student Manual

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Welcome

Welcome to Ahn's Taekwondo Academy! We are so excited to help you on your journey to Black Belt and beyond. Please read this packet carefully, as it contains important information about our school.

Student Oath

We as members of Ahn's Taekwondo train our minds and bodies according to a strict code, sir!

We as members of Ahn's Taekwondo are united in mutual friendship, sir!

We as members of Ahn's Taekwondo will comply with the regulations and obey our instructors, sir!

Strict Code: yes, I have a good attitude, and will always try my best, sir!

Students start each class with meditation. Everyone comes from a different situation: some students might have just woken up from a nap, or come from a meal, or had a stressful day. Meditation helps everybody refocus, quiet their minds, and prepare to learn and practice.

The Student Oath is recited at the end of meditation. Don't worry about memorizing it; each line may be repeated after the instructor. The oath is a Taekwondo practitioner's promise to themselves, their masters and instructors, and to their fellow students that they will act with respect and try their best. Students are expected to strive to uphold the Student Oath every class.

Taekwondo Information and FAQ

What is Taekwondo?

Taekwondo is a Korean martial art. It is a combination of three Korean words: “Tae”, to hit or strike with the foot; “kwon”, to hit or strike with the hand; and “do”, the way or practice. Together these three words combine to mean the way of the foot and fist. Taekwondo has evolved from other martial arts (including taekkyeon and kung fu), some of them thousands of years old. It is an extremely dynamic martial art and sport that is practiced worldwide—it’s even featured in the Olympics!

What’s the difference between Taekwondo and other martial arts, like kung fu and karate?

All three of these martial arts come from different countries: Taekwondo is from Korea; kung fu is from China; and karate is from Japan. Each style of martial art has its own philosophy of how to generate power and defend oneself. Taekwondo has the strongest kicks and in fact is about eighty percent kicking skills, which is excellent for developing strength speed, and balance.

Are there different styles of Taekwondo? Which style does Ahn’s teach and practice? What’s the difference?

There are two main Korean styles of Taekwondo: WT (World Taekwondo) and ITF (International Taekwondo Federation). Others, like ATA (American Taekwondo Association) and Jun Rhee style, are styles that branched off. Ahn’s Taekwondo practices and teaches WT style.

The WT and the Kukkiwon are two separate entities and are the dual heads of WT-style Taekwondo. Both have their own headquarters and cover different aspects of the sport and martial art. The Kukkiwon is focused on education, research, and degree certifications, while the WT controls more training sessions and tournaments, up to and including Olympic Taekwondo. Both heads of the style work together to ensure the continuing quality of the martial art. WT-style Taekwondo is the most advanced and developed; the masters and professors at the Kukkiwon have spent years researching the most effective ways to generate power and to block and strike as powerfully and efficiently as possible. Master Ahn’s oldest brother, Grandmaster Jae Yoon Ahn, is a 9th Degree black belt and the head instructor at the Kukkiwon.

Is Taekwondo about fighting other people? Will Taekwondo teach me or my child to be violent, aggressive, or a bully?

Taekwondo is meant for practice and self-defense only. Students are taught discipline, respect, and responsibility first and foremost. They are learning to defend themselves if someone starts to attack. Through sparring they learn about timing, speed, and power in a controlled and safe way. We teach students to be mentally strong so they can avoid fighting, but also have the physical strength and technique to defend themselves if absolutely necessary. This approach, especially for children, makes students who are confident and determined to work towards and achieve their goals, but who demonstrate respect and restraint in their interactions with others.

Staff Information

Master Anna Y. S. Ahn: Head Master and Owner, Kukkiwon 7th Dan

Born in Korea and into a family of Taekwondo Grandmasters, Master Ahn has over 35 years of experience in Taekwondo.

Despite Taekwondo being a male-dominated sport, Master Ahn trained and competed alongside her male counterparts. Through her persistence in such a demanding and rigorous environment, she developed a unique resilience and indomitable spirit. This tenacity helped her earn First Place at the first-ever Korean National Women's Championship in 1984.

Since then, Master Ahn has been extremely active in the Taekwondo world. Her numerous accomplishments include attending the 2015 World Championships in Chelyabinsk, Russia as the women's sparring team manager; attending the 2016 Rio Olympics as a Taekwondo VIP; and being the President of Hongik E-Hwa USA.

Master Hongryong Park: Chief Instructor, Kukkiwon 6th Dan

Master Park is the main teaching master at Ahn's Taekwondo with over 20 years of experience. He earned numerous medals in Korea for sparring before coming to the USA at 19 years old. Master Park has been with Ahn's Taekwondo in Montgomery from the very beginning!

Master Park's patience and kindness, along with his commitment to bringing out the very best in each student, tie in with his vast experience to make him a fantastic teacher.

Senior Instructor Olivia Maurer: Senior Instructor, Kukkiwon 3rd Dan

Instructor Maurer has 13 years of experience in Taekwondo and a passion for both to learning and teaching. She came to Ahn's Taekwondo in 2012 after earning her First Degree Black Belt at a different school. She is visible on the floor interacting with the students nearly all the time. Instructor Maurer is preparing to earn her 4th Dan and her Master's Certification to be an even better instructor and athlete.

Ms. Chloe Chan: Office Manager, 1st Dan

Chloe keeps everything at Ahn's Taekwondo running smoothly so that the Masters and Instructors can focus on teaching. In addition to her computer expertise, she enjoys learning Taekwondo as a 1st Dan along with her two children.

Please see our website (www.ahnstkdj.com) for a current list of all our Assistant and Junior Instructors.

Regular Memberships

Little Tigers: unlimited classes per week, 30 minutes each. Designed for our youngest students, the Little Tigers program teaches ages three and a half to six. The curriculum emphasizes listening skills, confidence, coordination, and respect. Little Tigers have their own belt system and can attend an unlimited number of classes each week. Please understand that students in this program can only come to Little Tigers classes due to their young age.

Basic Program: 2 classes per week, 45 minutes each. This program is for beginners ages 6 and up and is 6 months long. Members of the Basic Program can attend two classes per week to try out Taekwondo before committing to making the journey to Black Belt.

Black Belt Club (Journey to 1st Degree Black Belt): unlimited classes per week, 60 minutes each. This three-year program is for the students who wish to earn their First Degree Black Belt. Black Belt Club (BBC) members can also learn weapons, sparring, and self-defense in addition to their regular curriculum. A red uniform is included with this program.

Leadership Club (Journey to 2nd Degree Black Belt): unlimited classes per week, 60 minutes each. Junior Black Stars and First Degree Black Belts can join the Leadership Club (LC). It is a three-year program to earn their Second Degree Black Belt. This program focuses on developing the student's leadership skills and setting a good example for students in the Basic Program and the Black Belt Club. A blue uniform is included with this program.

Instructor Club (Journey to 3rd Degree Black Belt): unlimited classes per week, 60 minutes each. Second Degree Black Belts can join the Instructor Club (IC). As Second Degree Black Belts they are expected to have more responsibility as role models for the lower belts in the class. Many students in this program are invited to the three invitation-only classes, as they have proven their discipline and dedication to broadening their knowledge of Taekwondo. A black uniform is included with this program.

Masters' Club (Journey to 4th Degree Black Belt): unlimited classes per week, 60 minutes each. When a Taekwondo practitioner reaches Fourth Degree Black Belt they can earn the title of Master, and members of the Masters' Club (MC) are serious about Taekwondo and dedicated to becoming excellent martial artists. The program is designed for Third Degree Black Belts who have set their minds to achieving this goal. A black-and-white uniform is included with this program.

Special Programs

Tournament Class (invitation only): for the elite students with a focus on competition. Tournament Class members learn and practice the fine details of the forms and work on more advanced kicks for use in tournaments.

Demo Team (invitation only): a group of dedicated, outgoing performers with high skills and excellent teamwork. The Demo Team showcases our school and entertains audiences at performances both in the dojang and in the surrounding areas. Most of our members aspire to be on the Demo Team; it is very popular!

Instructor Program (invitation only): for the students who wish to learn to teach and work with other students of all levels. Our Instructors are responsible Black Belt teenagers and adults who have exhibited a deep understanding of the Ahn's Taekwondo curriculum. They demonstrate the interpersonal skills needed both to lead by example and to teach the physical and mental aspects of Taekwondo. Being a part of the Instructor Program is a point of pride, especially for our teenaged students. Teenagers learn leadership skills, responsibility, and gain work experience that is invaluable for their futures.

Hongik E-Hwa: an international Masters' research organization founded and developed by Grandmaster Jae Ro Ahn. Under each Master who is an Elite Member of Hongik E-Hwa, non-master students can join as Club or Junior members. This program is excellent for more serious, determined students who are looking for an intensive and challenging atmosphere. If you are interested in joining Hongik E-Hwa and developing a deep understanding of Taekwondo as both a sport and a martial art, please contact any of the Masters at Ahn's Taekwondo for more details.

Conduct and Behavior

At the dojang (Taekwondo school) we both teach and practice respect towards everyone. Students are expected to use the words "sir" and "ma'am" when speaking to assistants, instructors, and masters.

Respect is a two-way street; assistants, instructors, and masters also use the words "sir" and "ma'am" when speaking to students, parents, and each other.

Students are expected to maintain a respectful environment in each class. We know that some of our students have parents, siblings, children, and good friends with them in the class. However, on the mat, everyone is a student first and foremost and is expected to behave as such.

Parents are welcome and encouraged to watch their child's classes.

Long hair should be tied back so as not to distract the student. Rings, watches, bracelets, FitBits, and bulky necklaces are not allowed on the mat for safety reasons. Dangling earrings are strongly discouraged and a student may be asked to remove them.

Bowing is extremely important in both Korean culture and Taekwondo. People bow as a sign of respect and to say hello, goodbye, and thank you. The deeper the bow, the more respectful it is. When bowing, feet should be together, knees should be straight, eyes should be down (not forward), and bending should happen at the waist (not the mid-back or neck).

Gum is never allowed on the mat. Food and drinks are not allowed on the mat except during special events.

Attendance cards are not to be played with or damaged. They are important resources for us to track each person's class history and testing eligibility.

Routine

Socks, shoes, and coats should be put in the cubbies provided.

Students should greet the masters, instructors, and assistants with a bow and by saying "Hello sir!" or "Hello ma'am!" whenever they enter the dojang (Taekwondo school).

Students are expected to arrive on time for class. This includes getting into uniform, getting their belts tied, going to the bathroom, getting a last-minute drink, etc. Students who are ready for class on time will be lined up in belt order. Students who are late for class must sit on the line and wait to be lined up.

Every class students must get their card out from the card box. If they are on time, they should bring it to their spot, where it will be collected during meditation. If a student is late and the cards have been collected already, they should put their card in the front section of the card box. (Teen/Adult classes and Invitation-Only classes put their cards in the front section of the box regardless of whether they are on time or late.)

Students must receive permission before leaving the mat for any reason--bathroom, water, talking to a parent, etc. After a student leaves the mat, they must go to the line and wait to be lined up again.

When they are leaving, students should bow to the masters, instructors, and assistants and say "Goodbye sir!" and "Goodbye ma'am!"

Schedule

We have several different schedules at Ahn's Taekwondo and they all serve different purposes.

Weekly schedule: this schedule shows what time each belt group and/or age group may attend class. There is one for the school year and one for the summer. Some class types include Little Tigers, All, and Teens/Adults. Please see the weekly schedule for a more detailed explanation of who can take which class.

Yearly calendar: this schedule shows important dates, like tests, breaking classes, closings, and other events.

A/B/C-day schedule: this 6-month schedule shows what type of curriculum will be taught on each day. It also shows closings, breaking classes, tests, and some other events. The curriculum is as follows:

A-day: Forms during the regular class, weapons during the 15-minute class. Bring your weapons to every A-day class! On A-days the lights in the front will be red.

B-day: Kicking during the regular class, sparring during the 15-minute class. Bring your sparring gear to every B-day class! On B-days the lights in the front will be blue.

C-day: Basic Motions and customized curriculum during the regular class, self-defense during the 15-minute class. No gear is needed for self-defense. On C-days the lights in the front will be green.

ABC-days: these classes occur for the 2 weeks before the belt promotion test. During the regular class, the master or instructor will determine what the students need most to prepare for their test. The 15-minute class will be determined by whichever letter in "ABC" is in color. The lights in the front on the left will cycle through red, blue, and green, and on the right will show the color of the correct 15-minute class.

Breaking classes: these classes occur on one Tuesday and Wednesday every month. This is a student's chance to practice their breaking skill for the test and even break a real board! On the A/B/C-day schedule these days will be highlighted in pink. The lights in the front will be pink. There is no 15-minute class on breaking days.

Other events/closings: sometimes something comes up that won't be on the calendar, which might be a closing or a special event. In that case we will send an email to all of our members with the information for those days. Please keep an eye on your inboxes; we do most of our communication by email. In case of inclement weather, we will follow the decision of the Montgomery School District.

Uniform and Belt

Uniforms and belts must be worn every class. Without an Ahn's Taekwondo uniform, a member cannot take class. If a student forgets their uniform we may have one that we can lend them. A student may take class without their belt, but as their belt shows their rank and holds them to the standard of that rank, we strongly encourage students to bring their belts. Higher ranking students may be disciplined for not wearing their belts to class.

Summer t-shirts may be worn instead of uniform tops to classes.

Students should not remove their belts before they are dismissed from class unless they are retying them. If a student needs help fixing their uniform or belt, they should raise their hand and an assistant or instructor will help them.

Belts are not toys; they are symbols of rank. Uniforms and belts should be neatly folded when not in use.

Ahn's Taekwondo Belt Systems

Different martial arts schools, and even different Taekwondo schools, have slightly different belt systems. These are the systems for our school.

Little Tigers (age 3 ½ to 6)	Regular Program (age 6 and up)	Black Belts
White	White	1 Dan (14 pretests)
White with Purple Stripe	White with yellow stripe	2 Dan (16 pretests)
White with Brown Stripe	Yellow	3 Dan (15 pretests)
White with Red Stripe	Orange	4 Dan (Master eligibility)
Yellow	Green (mid belt)	5 Dan
Yellow with Purple Stripe	Blue	6 Dan
Yellow with Brown Stripe	Purple	7 Dan
Yellow with Red Stripe	Brown (high belt)	8 Dan (Grandmaster)
Orange	Brown with black stripe*	9 Dan
Orange with Purple Stripe	Red	
Orange with Brown Stripe	Red with black stripe*	
Orange with Red Stripe	Junior Black	
Green	Junior Black with black stripe*	
	Junior Black Star** (review)	
	Junior Black Star - 1st pretest**	
	Junior Black Star - 2nd pretest**	
	Junior Black Star - 3rd pretest**	
	Junior Black Star - 4th pretest**	
	First Degree Black Belt (1 Dan)	

Most of our youngest members will have aged out of the Little Tigers belt system by the time they reach Green belt. If a child is not ready for the regular program at Green belt (for example, they transferred in from another school but are still too young for the regular program), they will continue testing in Little Tigers following the same belt pattern (solid belt, purple stripe, brown stripe, red stripe) until they are ready to move up. When a Little Tiger moves up, they keep their current belt; their next test will be for the next full Regular Program color belt.

*The tests for the black stripes (midterm tests) are informal in-class tests for the student's form only. Starting at Brown belt, students enter the high belt group; the forms get more difficult and take longer to learn, so midterm tests are to make sure all our students are on track. There is no fee for midterm tests.

**At Junior Black Star, students enter the reviewing period towards Black Belt. The black side of the belt goes up and they keep this belt until they earn their Black Belts. They are tested on two forms and basic motions per test. After their 4th pretest, students are expected to practice, memorize, and fine-tune all of the 8 Taegeuk forms and 9 Basic Motions in preparation for their Black Belt Test, which is held twice each year.

Testing: General Information

Ahn's Taekwondo holds its Belt Promotion Tests on one Saturday during every even-numbered month (February, April, June, etc.). Eligible students may attend and test for their next belts or levels. Please check the yearly calendar for the exact testing dates.

Students are required to attend at least **14 classes** at their current level **AND earn all of their color stripes** before they are eligible to take the subsequent test. New First and Second Degree black belts must attend at least **28 classes** before taking their First Pretests; Third Degree black belts may need to attend 28 classes to take EACH pretest.

Approximately 2 weeks before the test, the Master, Instructor, or Office Manager will hand out **testing forms**. (Receiving a testing form does **not** guarantee that a student is ready to test. If you have doubts about your eligibility for testing, please talk to the Instructor or Master.) All testing forms are due back to the office with payment by no later than **the Wednesday before the test date**.

Check your testing form to see what time your test will be. There are several testing times on each test day. If the time listed on the form does not work for you, check with the Master, Instructor, or Office Manager; we may be able to switch you to a different time.

If you cannot make it to your designated testing time, there are two other options for an additional fee: the **Group Make-Up Test** (held the Friday either before or after the regular test) or a **Private Test** (may be scheduled during a student's class).

Black Belt Tests are separate events for students testing for their First, Second, Third, and Fourth Degree Black Belts. They are held twice each year. You will get more information about this when you are closer to testing for your Black Belt!

Testing Protocol

At belt promotion tests (whether Regular, Make-Up, Private, or Mid-Term tests), **full uniforms** (no summer t-shirts) and belts must be worn. Uniforms must be the same color top and bottom (except for Masters' Club uniforms, which are black on top and white on the bottom). A student may not test if they are not wearing their full uniform and their belt.

For the **Regular Test** or **Group Make-Up Test**, please arrive **5-10 minutes early** so you have time to get a drink, go to the bathroom, get your belt tied, and be ready to start the test on time. You do not need to get your card. If there is space and you have time, you may practice your Forms, Basic Motions, Kicking, and Breaking skills before your test begins. If you pass, you will receive your new belt and/or certificate beginning the Monday after the Regular test.

For a **Private Test** or **Mid-Term test**, you will be testing during the class; get your card out and be ready for class as normal. The Instructor will give you time to practice before your test. If you pass your mid-term test, you will receive the black stripe on your belt as well as notes on what to improve during or after the class. If you are taking a full test (not a mid-term test), you will receive your new belt and/or certificate the class after you pass.

Awards and Achievements

Awards and achievements are usually received at the end of a class. They are important both for motivation and for tracking a student's eligibility for testing.

Stripes

White stripe: Basic Motions (required for testing)

Red stripe: Forms (required for testing)

Blue stripe: Kicking (required for testing)

Green stripe: Breaking (for attending breaking class) (required for testing)

Yellow stripe: Special Requirement (such as sparring, weapons, or self defense)

Yellow stripe with writing: reminder stripe (used to make or break a habit; when the desired skill is acquired, the stripe can be removed)

Black stripe: brown, red, or junior black belt student has passed their mid-term test

Stars and Patches

Orange star: attending 10 classes

3 orange stars earn a small fist patch

Green star: bringing report card

4 green stars earn a large fist patch

Red star: bringing filled-out smile chart (behavior sheet)

3 red stars earn a large American flag star patch

Blue star: referring a friend and they start classes

3 blue stars earn a tiger patch

Yellow star: outstanding effort

6 yellow stars earn an eagle patch

Big yellow star: participating in a tournament (two of these are required for each black belt test)

Black V and Black Belt Candidate patch: earned when a student enters the review period towards their next degree of black belt (such as Junior Black Star or Black Belt: 8th Pretest)

Black bar patch: earned for each subsequent pretest passed after earning the black V and Black Belt Candidate patch

If the patches are not secured (such as with stitches, hot glue, or fabric glue) they will fall off in the wash.

Basic Korean

Taekwondo is a Korean martial art. Every class there are many words and commands in Korean that the students should know. Please use this as a resource for learning those basic Korean words. As well as being used in class, understanding these vocab words will also be part of the Black Belt Test.

Here are some tips to help you pronounce the words:

- Each word is divided into its syllables.
- The letter “y” it is always pronounced as a consonant.
- The letter “a” is always pronounced “ah”, except in the case of “ae”.
- “Ae” and “e” both sound like “eh”.
- The letter “i” always sounds like “ee”.
- The letter “o” always sounds like “oh”, except in the case of “eo”.
- The “eo” sound is one vowel sound. It sounds a lot like “uh” or the first part of “awesome”.
- The “eu” sound is also one vowel sound. It doesn’t exist in English, but sounds a lot like the “oo” in “good” with a more relaxed mouth.
- The “ng” is the same as in “bring”, not “finger” (there is no hard “g” sound).

Korean	English
Kyeong ne	Bow
Kook gi	Flag
Sa boo nim	Master
Kyo sa nim	Instructor
Seon bae nim	Senior ranking belt
An nyeong ha se yo	Hello
Kam sa ham ni da	Thank you
Cha ryeot	Attention
Joon bi	Ready

Korean	English
Si jak	Start
Ba ro	Return
Keu man	Stop
Do bok	Uniform
Do jang	Taekwondo school
Poom sae	Form
Kyo roo gi	Sparring
Kyeok pa	Breaking
Mook nyeom	Meditation

Numbers

Korean has two different number systems: the pure Korean numbers and the Sino-Korean numbers. The pure Korean numbers come directly from Korea. The Sino-Korean numbers came from China.

Pure Korean Numbers	English
Ha na	One
Dool	Two
Set	Three
Net	Four
Da seot	Five
Yeo seot	Six
Il gop	Seven
Yeo deul	Eight
A hop	Nine
Yeol	Ten
Yeol ha na	Eleven
Seu mool	Twenty

Sino-Korean Numbers	English
Il	One
I	Two
Sam	Three
Sa	Four
O	Five
Yook	Six
Chil	Seven
Pal	Eight
Goo	Nine
Sip	Ten
Sip il	Eleven
I sip	Twenty

Vacation Credit Policy

We understand that for whatever reason, a student may need to take a break from Taekwondo. Life can get crazy; they might be out of the state or the country; or they might be doing another activity. Except for the 4-month Basic program and other shorter special memberships, all of our programs offer the opportunity to get an extension at the end of the membership if you take a break for one or more full calendar months.

If you leave for a couple weeks, come back for a class, and leave for another couple weeks, even if your absence adds up to a month or more, you will not receive the extension. You can only earn it if you are away for a full continuous month during the original term of your current membership: if you're away for a total of one month, but it extends two weeks past the end date of your membership, you would not be eligible for vacation credit. Similarly, if you are using up your vacation credit and take a break during that time, it is not within the original term of your membership and so you would not be eligible for more credit. In a 6-month program there is one month of vacation credit offered; for a 12-month program, there are 2 months; and for a 3-year program, there are 12 months.

Please fill out a Vacation Form if you are planning to take a break so we have it for our records. If you have any questions about your vacation credit please feel free to ask the masters and staff.

Medical Credit Policy

To earn medical credit, you must submit a doctor's note with the nature of the issue and the length of time during which a student must refrain from physical activity. Medical credit is **in addition** to vacation credit and works the same way, with one exception: a student may earn an unlimited amount of medical credit during the term of their original membership with a signed doctor's note.

Upgrade Policy

A student may upgrade their membership (from Little Tigers or Basic to Black Belt Club; from Black Belt Club to Leadership Club; etc.) at any time during their current membership. The prorated amount of unused current membership will be calculated and deducted from the down payment for the student's next program.

Cancellation Policy

We understand that sometimes, despite everyone's best intentions, something happens that makes a student need to cancel their membership. A membership may be cancelled (1) if a student is moving 25 or more miles away, or (2) they have a medical issue which would completely prevent them from practicing Taekwondo anymore. Please refer to your membership agreement and talk with the masters and staff if you think you might need to cancel your membership.