



USA Taekwondo Referee Poomsae Seminar Host & Instructor Responsibilities

All fees collected must be sent into USA Taekwondo. USA Taekwondo will then send a reimbursement check if minimum requirements are met.

Reimbursement requirements:

# of Participants	Reimbursement
15-24	Up to \$200.00
25-44	Up to \$750.00
45 +	Up to \$1000.00

Seminar Host Responsibilities:

1. Host must be a current USAT State Organization or Club.
 - a. If the State Organization is hosting a seminar at a club location, the club must have a current USATKD club membership for insurance and liability purposes.
2. Host must provide all necessary equipment (power point projector, projector screen, etc) and space for Poomsae Seminar at its own expense.
3. Once the seminar is approved; USAT will email the materials to the host.
4. Host must provide transportation, hotel and meals for the Instructor (if applicable) at host expense.
5. Host will be required to pay seminar instructor \$200.00 for instructing the seminar. The fee is due at the completion of the seminar.
6. The participant fee is \$70.00 and those fees are sent directly to USA Taekwondo. Participants may audit the seminar for a \$40.00 fee. No credit will be given to referees that choose to audit.
7. Host must provide administrative support to the Seminar Instructor. You will need to provide support distributing seminar supplies, collecting participant applications and fees.
8. Host must submit the applications, fees, copies of receipts, and all other paperwork to the USAT office within 10 days of completion of the seminar.

Seminar Instructor Responsibilities:

Once the Seminar Instructor is appointed he/she will be sent the Referee Development Instructor checklist and requirements for administering a USAT Poomsae Seminar.

1. Administers Seminar and test to participants.
2. Instructor is responsible for collecting all applications, fees, and any paperwork related to the seminar participants (see checklist). Instructor will also collect any USAT membership applications and fees.
3. Instructor will be responsible for making recommendations for each participants' referee certification and/or upgrade. You will make these recommendations directly on the participant application.



USA Taekwondo Poomsae Referee Development Seminar Application

Please Print:

Seminar Date: _____ Check One: ___ State Organization ___ Club

Seminar Start Time: _____

Host Club or State Organization: _____ Club #: _____

Is the seminar being held at a Club: Yes or No (circle one)

If yes please list the Name of the Club: _____

If No, please list the name of the location: _____

Seminar Location Address: _____

Street Address

City: _____ State: _____ Zip: _____

Seminar Contact Person: _____ Contact Phone: _____

Contact Fax: _____ Contact Email: _____

Email Address for Seminar Materials:

Contact Email: _____

Instructor Email: _____

Number of Participants expected to Attend Seminar: _____

Requested Seminar Instructor: _____

-Requested Instructor must be an active WT International Referee from the United States in good standing and have been actively participating, (attending seminars, and refereeing at National Qualifiers, National Championships or Team Trials within the past two years) and must be approved by the USAT Referee Chairman. If requested seminar instructor is not approved then an Instructor will be selected by the USAT Referee Chairman.

I, the undersigned, agree to conduct the Referee Development Seminar in strict accordance with the rules and regulations set forth by USA Taekwondo. I agree that I will NOT deduct any money collected onsite towards my reimbursement. I will send in all collected fees and applications and receipts to the USAT office with the provided expense report for USAT to process and USAT will then send a reimbursement check if applicable. I agree to provide all necessary equipment and space for this Referee Development Seminar at my own expense and pay the approved Seminar Instructor \$200.00 at the completion of the seminar. As per the Referee Code of Operations if the seminar has over 15 or more paying participants that attend USAT will help cover reasonable expenses related to the seminar from \$200.00 to \$1000.00 depending on the number of participants.

Print Name of Seminar Host

Signature of Seminar Host

Date

For USA Taekwondo Use Only:

Approved Not Approved

Appointed Seminar Instructor: _____ Date Approved: _____

Date Seminar Materials Emailed: _____