



**USA Taekwondo
Referee Development Seminar
Host & Instructor Responsibilities**

Seminar Host Responsibilities:

1. Host must be a current USA Taekwondo State Organization or Club in good standing and with full safety compliance.
2. Hosts must provide all necessary equipment (power point projector, projector screen, etc.) and space for the seminar at its own expense. Please see Appendix A for additional information.
3. Once the seminar is approved, USA Taekwondo will email materials to the host.
4. Hosts must provide transportation, hotel and meals for the instructor (if applicable) at host expense.
5. USA Taekwondo will reimburse the host for one instructor for \$200. Additional instructors will be paid by the host for \$200.00 per instructor. The fee is due to the instructor at the completion of the seminar. Hosts must submit a receipt that shows the seminar instructor payment.
6. The participant fee is \$50.00, and registration is processed through Sport80. An audit option is available for Referee Camps. There is no onsite registration permitted.
7. Hosts must provide administrative support to the Seminar Instructor.
8. Host must submit the applications, fees, copies of receipts and all other paperwork to the USA Taekwondo office within 10 days of completion of the seminar.

Seminar Instructor Responsibilities:

1. Administers seminar and test to participants.
2. Instructor is responsible for assisting in the collection of paperwork related to the seminar.
3. Instructor will be responsible for making recommendations for each participants' referee certification and/or upgrade. You will make these recommendations directly on the seminar roster.



USA Taekwondo Referee Seminar Application

Poomsae ☐

Kyorugi ☐

Please Print:

Seminar Date: _____ Start time: _____

Check One: State Organization _____ Club _____

Host Club or State Organization: _____ Club #: _____

Seminar Location: _____

Location Address: _____

City: _____ State: _____ Zip: _____

Seminar Contact Person: _____ Contact Phone: _____

Contact Email: _____

To keep the seminar costs down for the hosts, USA Taekwondo will assign a Certified Instructor that is in your state/region to your seminar.

- *The host may request to have the seminar taught by a specific instructor; in that case, the host organization will be liable for any additional instructor travel expenses that may be incurred—such as additional airfare, etc. At their own expense.*
- *To see the list of approved seminar instructors, please visit:*
<https://www.teamusa.org/usa-taekwondo/v2-resources/referee-information>

I, the undersigned, agree to conduct the Referee Seminar in strict accordance with the rules and regulations set forth by USA Taekwondo. I agree to provide all necessary equipment and space for this Referee 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 a certain number of registered participants, USA Taekwondo will help cover reasonable expenses related to the seminar. Please see Appendix A for additional information.

Print Seminar Host Name

Seminar Host Signature

Date

For USA Taekwondo Use Only:

☐
Approved

☐
Not Approved

☐
Club

☐
Background Check

☐
SafeSport

Appointed Seminar Instructor: _____ Date Approved: _____

Appendix A

Referee Seminar Information

On Location Requirements (Host)

1. Venue Requirements
 - a. Lecture Area
 - b. Computer and screen
 - c. Required connectors for computer and screen
 - d. Area for people to sit and take notes during lecture
2. Practical Area
 - a. Kyorugi Seminar: Daedo system with judge controllers and athletes to spar
 - b. Poomsae Seminar: PoomsaePro and athletes to perform
 - c. Computer and screen for system
 - d. At least 2 ring size training areas
3. Hotel
 - a. Within 15 minutes from venue
4. During the Seminar
 - a. Transportation for instructors
5. Host Responsibilities for Instructors
 - a. Airfare, mileage (based on federal rate), meals (based on federal rate for area), hotel, and rental car, if approved by the Host
 - b. Instructor fee (\$200)

Reimbursement (USA Taekwondo):

USA Taekwondo can only reimburse specified expenses if the receipts are submitted

1. Reimbursement Schedule (with receipts from the host)
 - a. 14 and below attendees = \$ reimbursement of the instructor fee only
 - b. 15-24 attendees = Up to \$200
 - c. 25-44 attendees = Up to \$750
 - d. 45+ attendees = Up to \$1000