



## USA Taekwondo Referee Development Seminar Host & Instructor Responsibilities

**All fees collected must be sent to the USATKD office. USATKD will send a reimbursement check if minimum requirements are met. Reimbursement requirements are as follows:**

# of Participants	Reimbursement
15-24	Up to \$200
25-44	Up to \$750
45 +	Up to \$1000

### Seminar Host Responsibilities:

1. Host must be a current USATKD State Organization or Club.
  - If the State Organization is hosting a seminar at a club, that club must have a current USATKD club membership for insurance and liability purposes.
  - The host of the event must have the following:
    - a) Current USATKD membership
    - b) Current SafeSport Training
    - c) Current background check completed
2. Host must provide all necessary equipment (power point projector, projector screen, etc) and space for the seminar at its own expense.
3. Once the seminar is approved; USATKD will email 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. This support is you will need to provide distributing seminar supplies, collecting participant applications and fees.
8. Host must submit the applications, fees, copies of receipts and all other paperwork to the USATKD office within 10 days of completion of the seminar. Host may not deduct any of the expenses from any of the funds collected onsite.

### Seminar Instructor Responsibilities:

1. Administers seminar and test to participants.
2. Instructor is responsible for assisting in the collection of all applications, fees, and any 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: \_\_\_\_\_

In an effort 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 over 15 or more paying participants USA Taekwondo will help cover reasonable expenses related to the seminar from \$200.00 to \$1000.00 depending on the number of participants.

\_\_\_\_\_  
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: \_\_\_\_\_

Date Seminar Materials Shipped: \_\_\_\_\_