

# ATF MARTIAL ARTS

## INTERNATIONAL

ALLIED TANG SOO DO FEDERATION

ATF MARTIAL ARTS SYSTEMS

ALLIED TRIBAL MARTIAL ARTS

FEDERATION

KUBUDO

BRAZILIAN JIU JITSU  
NO HOLDS BARRED  
COMBAT GRAPPLING

# INSTRUCTOR MANUAL

มวยไทย  
MUAYTHAI

GRAY MAGA  
קרביה הגנה  
Israeli Combat System

FENCING

For all Assistant & Black Belt Instructor Levels

# ATF MARTIAL ARTS

THE SELF PROTECTION, PERSONAL DEVELOPMENT AND FITNESS EXPERTS

## INSTRUCTORS MANUAL

Congratulations and Welcome to the Allied Tang Soo Do Federation (ATF) Martial Arts International Instructor Program!

The following materials are explanations, information, policies and procedures that every ATF Martial Arts Instructor must know to retain your Active Instructor Status (AIS) and to remain Current to help you stay on track and continue to grow within our organization.

**Every Instructor must understand and demonstrate all of the following concepts and information:**

### BEING AN INSTRUCTOR

The purpose of this manual is to assist you in becoming the best instructor possible in the ATF Martial Arts System. Since we expect Green Belts, Red Belts and Black Belt Candidates, to assist in the instruction of students, it is reasonable for you to expect instruction on “How to Instruct”. In some systems only Black Belts are instructors, but in ATF we feel that while the Gup Ranks instruct, they are honing their own skills and developing deeper understanding of their techniques and the history of our system. When ATF students receive their Black Belt they have been instructing for at least two years. This procedure insures that First Degree Black Belts will be Level One Instructors immediately upon receiving their first Dan.

Here are some Hints for Success in Being a GREAT Instructor. 1. Personality has the power to open many doors, but character keeps them open. 2. Don't find fault, find a remedy. 3. Attitude is everything. It can portray you either as Confident or Arrogant. 4. Overlook the faults of others but examine your own very carefully. 5. Be yourself; an original is always better than a copy. 6. The only people in this world who never fail are those who never try. 7. Realize that your teachers have opened many doors for you, now you must enter them. 8. Remember, LUCK is only: Laboring Under Correct Knowledge and Success is only making mistakes until you get it right. 9. Take what you learn and do something GOOD with it. 10. You must give back, all that you learn is not only for your benefit, it was given to you to share with other.

-Great Grand Master Fred Weeks.

## INTRODUCTION

Our mission at ATF Martial Arts is to provide the skills needed to help our students succeed in life such as confidence, focus, self-esteem, and physical well-being. We will encourage and motivate our students to be the best they can be, but not to feel pressured to compete with others. We will strive to make our communities better and stronger. We reinforce solid character development in students of all ages and constantly strive to maintain our commitment by leading by example. We will make our communities stronger one Student at a time!

At ATF Martial Arts studios, you'll find our instructors to be professional and trained in modern teaching techniques and martial arts skills. Our instructors are ready to help students achieve their full potential in a friendly, courteous, and positive manner.

ATF Martial Arts treats our students as individuals. Each student receives personal attention and encouragement while progressing at their own pace. Whether you are a beginner or an experienced student, we have a program that will fit your needs and schedule.

Men, Women, and Children of all ages enjoy the professional training and positive atmosphere that ATF Martial Arts has offered to communities for over 40 years.

### **SKILL + DISCIPLINE + PERSONAL DEVELOPMENT = SUCCESS**

Most any exercise gets some results when performed and most any self-defense is better than none. The problem is that most martial arts programs fail to offer the real world knowledge to help you survive an actual attack, home invasion, or personal assault, therefore setting students up for failure in their results. The successful self-protection and fitness results of ATF Martial Arts are supported by real world combat knowledge that works, period. We combine this expertise with exciting and fun fitness and personal development. Our students learn concepts and receive coaching in focus, goal setting, self-discipline and confidence that help to keep them on track. It is like having your own personal trainer and success coach all in one. The best thing of all is that students receive incredible benefits in physical fitness and personal development while receiving the empowerment that comes through the self-defense training that will be invaluable as they learn the skills needed to protect themselves and their family.

## THE THREE DIVISIONS OF ATF

ATF is divided into 3 different organizations.

1. **Allied Tang Soo Do Federation (A.T.F.)** – This is the Martial Arts Organization Great Grand Master Fred Weeks founded in 1980. To be promoted in this system, a student must exclusively study and pass exams in the current ATF Tang Soo Do curriculums at an official Allied Tang So Do Federation Dojang or Extension Program.

**NOTE: ATF Martial Arts International** is the Instructor Training and Accrediting Program for the Allied Tang Soo Do Federation.

### **ALLIED TANG SOO DO FEDERATION RANKS AND TITLES**

**Kuk Sa Nim;** Great Grand Master Instructor (10<sup>th</sup> degree Black Belt / Belt Color – Any combination of previous listed belts plus Red with Gold Border and 10 Golden Stripes) (Founding National Teacher) – Mr. Fred Weeks

**Silak/Simo;** Guiding Light/Matriarch – Co-Founder of System – Mrs. Susan Weeks

**Hae Jang Nim;** Great Grand Master Instructor (10<sup>th</sup> degree Black Belt / Belt Color - Any combination of previous listed belts Plus Red with Gold Border and 10 Golden Stripes) (Chief Head of Martial Arts System/Association) – Dr. Keith Waggoner

**Chong Kwan Jang Nim;** Grand Master Instructor (9<sup>th</sup> degree Black Belt / Belt Color - Black and or Dark Navy with complete Red Border with 9 Golden Stripes) (Head Instructor of School) – Mrs. Janet Atkinson

**Kwan Jang Nim;** Master Instructor (6<sup>th</sup> - 8<sup>th</sup> degree Black Belt / Belt Color - Red and White Panel with Six, Seven, then Eight Golden Stripes)

**Sa Bom Nim;** Senior Instructor (4<sup>th</sup> – 5<sup>th</sup> degree Black Belt / Belt Color - Dark Navy with Four then Five Golden Stripes)

**Bu Sa Bom Nim;** Deputy Senior Instructor (2<sup>nd</sup> – 3<sup>rd</sup> degree Black Belt / Belt Color - Black with Two then Three Golden Stripes)

**Sa Nim;** Instructor (1<sup>st</sup> degree Black Belt / Belt Color - Black with One Golden Stripe)

**Jo Gyo Nim;** All Junior Black Belt Instructors (Instructor in Training / Belt Color – Black with One Red Horizontal Strip with Golden Rank Strips).

**Dan Bo Nim;** All Black Belt Candidate Levels (Black Belt in training / Belt Color – Red with one Black Horizontal Strip with Golden Rank Strips – One through Three and Proficiency Stripes for each rank on the right tail.

2. **ATF Martial Arts Systems** – This is the Allied Tang Soo Do Federation’s Martial Arts Extension Program. This program creates an opportunity for non-Tang Soo Do and/or non-A.T.F. martial arts schools & instructors to become directly affiliated with A.T.F., it’s credibility, and Great Grand Master Fred Week’s lineage. The requirements are designed to allow martial arts instructors to adapt their Gup and Dan curriculums to the ATF Martial Arts Systems. This system also provides many training opportunities consisting of the 7 systems of Tang Soo Do/Moo Duk Kwon, Jeet Kune Do/Jun Fan Gung Fu, Kali/Silat, Krav Maga, Kubudo, Muay Thai/Kick Boxing, & Combat Grappling/Brazilian Jiu-Jitsu. To be promoted in this system a student must apply then add the ATF Martial Arts System to their existing programs and attend individual training clinics. Any existing Martial Arts School may apply and become part of the ATF Martial Arts System.

a. **Requirements:**

- i. **Approved Application (Ask a member of the Black Belt Board for an Application).**
- ii. **Teach A.T.F. history and lineage of Great Grand Master Fred Weeks within a structured curriculum. (See A.T.F. History/Lineage Documents).**
- iii. **Display A.T.F. patch on your school’s official Gi Top (Over the right chest pocket).**
- iv. **Display a picture of Great Grand Master Fred Weeks in School.**
- v. **Instructors must apply for and be approved for ATF Martial Arts Systems Active Instructor Status (A.I.S.) and be qualified to teach at their rank level within their Martial Arts System plus any A.T.F. Requirements set forth.**
  1. Gup Instructors may also apply for Gup A.I.S. with ATF Martial Arts Systems.
- vi. **Gup students must adhere to the approved curriculum requirements by their Head Instructor and ATF. If the head instructor does not have an approved curriculum or if there is not a black belt instructor for the Gup Student, a Gup curriculum will be provided.**
- vii. **Dan Students/Instructors must adhere to the approved Dan Curriculum requirements by A.T.F. to ensure quality of Standards. If they do not have an approved curriculum they will be required to adhere to the A.T.F. Non-Traditional Track for promotion and rank advancement. (See A.T.F. Dan Curriculum Documents). All approved Black Belts will be grandfathered in at their current rank.**

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**A.T.F. MARTIAL ARTS SYSTEMS WILL HELP YOU KEEP MORE STUDENTS AND WILL EVEN HELP YOU KEEP MORE ACTIVE BLACK BELTS!**

Industry research shows that over 87 % of Marital Arts Students stop training within one year of Achieving their Black Belts.

Add this to the fact that over 80% of students who make it to Black Belt Candidate Ranks (Brown, Red, BBC) never successfully test for their Black Belt Exams.

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**ADD MORE STUDENTS**

ATF Martial Arts Extension program will give your school an exciting BOOST so you can engage more students (Kids & Adults).

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**JOIN OUR ATF TEAM OF EXPERTS & SUCCESSFUL SCHOOLS!**

Fill out an application and contact us ASAP!

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**GROW YOUR BUSINESS!**

**CONSULT WITH OUR BUSINESS EXPERTS!**

Coaching and Martial Arts Business Consulting is available through our ATF Program.

3. **Allied Tribal Martial Arts Federation (ATF Tribal Martial Arts)** – This is the Martial Arts Fellowship Organization created by Great Grand Elder Fred Weeks to expand the circles of ATF influence and promote research and appreciation for Native American, Filipino, and Tribal Martial Arts Cultures and Systems around the world. ATF Tribal Martial Arts also is a Black Belt Validation Program which recognizes and accredits Black Belt Rank of practitioners recommended by ATF Tribal Elders.

**Allied Tribal Martial Arts Federation Council Elders as of March 2019**

***Fred Weeks, Great Grand Elder/Ugidoda***

***Keith Waggoner, Great Grand Elder/Ugidoda***

***Wes Craft, Grand Elder/Undusonuhi***

***Janet Atkinson, Grand Elder/Elisi***

***Jamie Yowell, Elder/Ugvwiyuhi***

***Gary Ring, Elder/Ugvwiyuhi***

***Doug Blanford, Elder/Ugvwiyuhi***

***William Fortson, Elder/Ugvwiyuhi***

***James Kapales, Elder/Ugvwiyuhi***

***Rick Baker, Elder/Ugvwiyuhi***

***Gene Cullum, Chaplain/Galvquoliyo Asgaya***

***Robert Warden, Grand Elder/Undusonuhi – Emeritus***

***Tom Hunnicutt, Great Grand Elder/Ugidoda – In Memory***

ATF Martial Arts Systems incorporates a combination of 7 Martial Arts Styles and Systems. Our foundational system is Tang Soo Do (the Allied Tang Soo Do Federation). Additionally, our Martial Arts are established in 6 other effective disciplines: 1. Jeet Kune Do, 2. Kali/Silat, 3. Krav Maga, 4. Muay Thai, 5. Kubudo and 6. Combat Grappling. All seven disciplines provide students with realistic personal protection and a fitness system for the modern world. All ATF Organizations and Divisions seek to continually learn, grow, and expand our knowledge base in an effort to Evolve as People, Practitioners, and Martial Artist. All instructors MUST understand this basic principle to be certified.

### TANG SOO DO (TSD)/MOO DUK KWON

Tang Soo Do (translated: Art of the Knife-Hand) originates from a Korean Martial Art with origins dating back centuries to the “Tang Dynasty”. Great Grand Master Hwang Kee developed Tang Soo Do from his studies of Soo Bahk Do and both Northern and Southern Chinese Kung-Fu/Gung-Fu. Great Grand Master Chuck Norris studied Tang Soo Do in Korea and instructed students in the USA. Great Grand Master Fred Weeks was a student of Mr. Norris’ system throughout the 1970’s. Kuk Sul Nim (Founding Grand Master) Fred Weeks founded the Allied Tang So Do Federation in 1980.

Training in Tang Soo Do stresses the development of the total person: the mental, the spiritual, and the physical. It provides an excellent form of self-defense while keeping the student physically fit and mentally alert. Tang Soo Do is a Martial Art not a sport. It is taught with traditional Korean focus for Life Skill Development (such as Respect, Discipline, Honor, Patience, Etiquette, and Stamina). The Allied Tang Soo Do Federation is also blended with American ingenuity and openness to insure techniques and training practices are effective and reality based.

Mr. Weeks expanded the traditional TSD training and curriculum beyond what Mr. Norris offered. He included studies in Fencing, Sword, Goju, Jujitsu, Kick Boxing, and Jeet Kune Do. He also revisited the Spiritual and Faith components of the sister art Moo Duk Kwon. We continue this pursuit through the Articles of Faith and our association with the Karate for Christ organization. We believe in the total development of all students and instructors in Body, Mind, & Spirit.

In TSD you will learn: 1. Discipline and Life Skills 2. Hard and Soft Styles of Karate 3. Fitness structure that you can use in any season of your life. 4. Comradery and Social Skills 5. Appreciation for Martial Arts Culture. 6. Flexibility and Strength. 7. A relentless attitude to succeed.

## JEET KUNE DO & JUN FAN GUNG FU (JKD)

Jeet Kune Do (JKD), literally translated from Chinese is “The way of the intercepting hand and foot”, is a conceptual martial art founded by Sigung (Founding Father) Bruce Lee. Jeet Kune Do is essentially *The Way of No Way*. It is a philosophy applied to all Martial Arts so that individuals develop at their personal best resulting in a unique martial art style of their very own.

Accompanying JKD is the martial art of Jun Fan Gung Fu (also known as Lee Jun Fan). Lee Jun Fan is Bruce Lee’s Chinese name and Gung Fu is the Southern Chinese pronunciation of Kung Fu. This is the developmental martial art that Sigung/Sijo (Head Grand Master) Bruce Lee created and practiced himself until the time of his death. Formally the art was termed “Jeet Kune Do Concepts of Lee Jun Fan Gung Fu”. Many times we simply refer to it as JKD for short.

ATF Martial Arts offers Jeet Kune Do to its Students to reinforce the idea that a martial artist is to create the art of their own that fits their personality, physical potential and design, and developmental style.

In JKD you will learn: 1. How to Stimulate Creativity as a Martial Artist. 2. How to choose styles and techniques that fit you best. 3. How to streamline martial technique no matter what your style or preference. 4. The developmental function and purpose of the different ranges of combat. 5. How to read and control your opponent in all stages on confrontation. 6. The basic Structure of Sijo Lee’s Martial Art system at the time of his death. 7. The appreciation of Martial Arts Philosophy.

## KALI – SILAT – FILIPINO MARTIAL ARTS (FMA)

Kali and Silat are martial arts from the Philippines, Indonesia and Malaysia known for their use of knives, swords, and sticks. In the United States these arts are often referred to as “Exotic Martial Arts” because of their tribal natures. Each tribe or family was said to have their own versions of Kali/Silat that would be passed down through the generations.

Manong Guro (Grand Master Instructor) Dan Inosanto is the man accredited with unifying many of the Filipino Martial Arts (FMA) systems and curriculums. Guro Inosanto was also an avid student of Bruce Lee and is considered by many to be his successor in JKD. One of Guro Inosanto’s top students is Sifu/Guro Harley Elmore. Mr. Elmore is the Instructor of Dr. Keith Waggoner in the JKD/Kali/Silat/Muay Thai arts.

FMA is also a fundamental empty hand martial art that has sub-systems which include boxing, kickboxing, close quarter combat, grappling, projectiling and firearms training. Our modern version of boxing/kickboxing is derived from FMA concepts of movement and striking technique.

In modern world self-protection, the need for weapon defense and weapons training is a reality. Whether confronted with an attacker wielding a knife, stick or teaching our students how to properly defend themselves with these weapons, the art of Kali gives the ATF Martial Arts student the knowledge needed to survive.

Select Adult Students will have the opportunity to train in an elite system of FMA called Sayoc. It is a blade martial art taught to Navy Seals, Delta Force, and Military Special Forces Groups. Training in Sayoc is strictly by invitation only by Dr. Keith Waggoner.

What you will learn is: 1. How to use weapons as an extension of your body. 2. How to rely on your classmates, family, and friends for unified awareness and defense. 3. A basic understanding and functioning of the sword, knife, stick, and palm stick. 4. How to protect yourself at all times against attackers. 5. A devastating form of self-defense and offense that is used by military and police around the world. 6. Systems of thought and movement for both weapons (flexible, inflexible, projectile, improvised) and empty hand combat. 7. Tribal Community and appreciation.

## KRAV MAGA

Krav Maga is Hebrew meaning “Contact Fighting.” The word MAGA means “contact” and the word KRAV means “battle” or “fight”. In Krav Maga, there are no rules. Krav Maga is a self-defense and fighting system, not a sport. The focus is on strategies and effectiveness in real-life conditions and situations. The attacks and defenses in Krav Maga training are borrowed from a martial artist’s already existing skill set and knowledge base that are then used and intensified for life threatening situations. The goal of training is to neutralize attacks, counter attack for self-protection purposes and to escape rapidly and as safely as possible. Though self-protection is the main goal of Krav Maga, the conditioning and drills make Krav Maga the ideal training for self-defense, fighting, and fitness.

Krav Maga was created by an Israeli Special Forces Soldier named Imi Lichtenfeld. Grand Master Lichtenfeld taught the Israel’s military forces combat skills he learned from a lifetime of study in the martial arts. We use Krav Maga scenario based structure to maximize awareness in life and to psychologically condition the use of martial arts skills if needed. We do not teach a specific Krav Maga curriculum but utilize its training methods to enhance our martial arts skills.

In Krav Maga you will learn: 1. Scenario based tactics for survival. 2. How to make life saving decisions when under stress. 3. How to maximize fitness strategies for martial arts performance. 4. How to survive in the toughest self-defense conditions. 5. How to avoid and/or neutralize attacks as quickly as possible. 6. How to escalate quickly in self-defense situations 7. How to minimize collateral damage and harm to your family while developing preparedness plans in your life.

## MUAY THAI KICKBOXING AND FITNESS

Muay Thai is a combat sport from the Muay Martial Arts of Thailand that uses stand-up striking along with various clinching techniques.

Knowing that self-protection and fighting are totally different situations, our Kickboxing curriculum teaches our students techniques used in all ranges of realistic stand up fighting while getting them in the best shape of their lives. ATF's kickboxing curriculum incorporates the punching techniques of western boxing with the kicking, kneeing, and elbow strikes of Muay Thai kickboxing. This combination makes for dynamic fitness and conditioning.

Kickboxing at ATF Martial Arts is a program for anyone wanting to learn a dominating, stand up striking curriculum. ATF Martial Arts Kickboxing instructors will teach you the art that has become world famous from its use in MMA matches.

Kickboxing training is designed to be your primary cardio fitness program. And Kickboxing can be used as a compliment to any other existing fitness program. When Kickboxing is performed consistently, muscles will become toned and lifted, and overall stamina, energy, and metabolic levels will improve. Science has proven that kickboxing will also strengthen connective tissue, bones, and will naturally increase testosterone in men.

What you will learn: 1. Striking abilities for sport and self-defense. 2. How to condition and tone muscles and cardio vascular systems. 3. How to recognize visual attack lines. 4. The ability to get hit and stay focused. 5. The "8 Limb System" of conditioning. 6. How to incorporate head-butts, knees, and elbows into your self-protection system. 7. How to control your level of confrontation from sport play to real combat.

## KUBUDO

Kubudo (translated as “For War”) is an Okinawan developed martial art that focuses on the use of weapons as a means of warfare. Conventional weapons of the age were outlawed by occupying Japanese military. Therefore, the Okinawan people developed their farming tools into weapons and utilized their resourcefulness of improvising to defend themselves and their families. The Kama, Sai, Nunchaku, Bo, Tonfa, Oar, and Tekko are the most common implements that were utilized.

Great Grand Master and Soke Tom Hunnicutt is ATF Martial Arts direct link to Okinawan Karate & Kubudo. Soke Tom studied the arts of Shorin-Ryu and Kubudo directly from Hohan Soken Sensei in Okinawa. Soke Tom is a Tenth Degree Black Belt and has promoted Great Grand Master Fred Weeks to Tenth Degree Black Belt under his system. ATF continues our fellowship with Mr. Hunnicutt’s systems and legacy with his organization, the AOOMKA (All Okinawan Ozark Mountain Karate Association) and his Head Instructor Wes Craft (Mr. Craft also holds honorary rank in ATF and is a Grand Elder in our Tribal System). We are constantly expanding and growing our fellowship with AOOMKA and the training they offer.

What you will learn: 1. How to use weapons as an extension of your hand. 2. A basic understanding of traditional and non-traditional Okinawan weapons. 3. How to integrate weapons into Tang Soo Do training and Hyung. 4. How to specialize in at least one traditional Okinawan weapon. 5. How to use weapons as a means of self-defense and combat. 6. How to improvise and create weapons from everyday objects. 7. The history and discipline of effective weaponry.

## COMBAT GRAPPLING/BRAZILIAN JIU-JITSU

ATF's Combat Grappling blends the Martial Arts of Hapkido, Aikido, Jiu-Jitsu, Judo, Wrestling, Sambo, and Silat into a Self-Defense system that focuses on how to utilize ground fighting in real life combat scenarios. ATF Combat Grappling focuses to prevent take downs, get back up as soon as possible if taken down, and to strike, bite, clinch, pinch, break bones and joints, incapacitate the opponent and utilize effective weapons to do so. Our grappling system is not competition or sport based, it is designed for immediate and effective use for self-protection in many environments.

Through learning throws, joint locks, and submission holds students will be better able to defend themselves while standing up in close range or in the event that they are on the ground. Combat Grappling Instruction from our amazing instructors will also help get you in the best shape of your life, teach you to defend yourself, and give you that self-confidence you have been looking for.

**Brazilian Jiu-Jitsu, as well as other forms of the grappling arts may be offered at various times in the ATF Training Clinics. Rank advancement opportunities in BJJ may be available at varying times.**

What you will learn: 1. How to avoid and neutralize take downs. 2. How to get up as quickly as possible if taken down. 3. How to effectively use grappling techniques in combat scenarios. 4. Core movements and strength necessary to survive multiple attackers on the ground. 5. Breaking, locking, and choking techniques for both standing and ground grappling. 6. Weapon deployment and use while in close quarter and grappling range. 7. "Dirty Fighting" to gain advantages for survival.

## FITNESS IS A GOAL

No matter if you are 5 or 105.... Strength, Conditioning, and Flexibility are all benefits that a student can expect to receive with ATF Martial Arts Training. Every muscle group is strengthened and defined with the exercises, movements, technique, and training drills that are incorporated into our curriculum. Your endurance and stamina will peak as we increase your cardiovascular conditioning and flexibility. All these physical benefits for your body will be felt in your daily life and activities, increasing your energy and confidence.

Every ATF Instructor is expected to pass Physical Fitness Tests. Pushing through fitness limitations and the limiting beliefs surrounding them is one of the greatest ways an Instructor is tested. Remember, when you think you cannot go any more physically, its only because your mind tells you so. In reality, at this point, you are only at 40% of what you can really can do.

## INSTRUCTOR REQUIREMENTS AND RESPONSIBILITIES

Every student of the ATF Martial Arts systems is taught how to be an instructor. As the student advances through the ranks and acquires more knowledge of the martial arts, they are required to share this knowledge with beginner students. This is a part of their training and is a requirement for promotion to the rank of 5<sup>th</sup> Green. Black Belt Candidates, Red Belts, and Green Belts are considered Assistant Instructors and their ability to instruct is a consideration for promotion. By the time the student is eligible to test for 1<sup>st</sup> Degree Black (Instructor), they should be comfortable in leading a two-hour class through all phases. When you instruct, you also learn. Instructing others is a Method to Mastery.

### THE FIRST RULES OF INSTRUCTING:

Each Instructor will develop their own style of teaching and will have their own methods which work well for them. Remember, it is good to have role models to emulate, but you must develop your own strengths and develop as a Martial Arts Instructor. There are students who need you to be you and are waiting for an instructor just like you to learn from.

**Below is a list of the “First Rules” of becoming a great instructor.**

1. Do NOT go too fast.
2. Teach the Fundamentals first.
3. Follow the Blue Book and Curriculum.
4. Keep class moving forward.
5. Make learning fun and exciting when possible.
6. Never let people be idle or stand around. If nothing else, make them exercise, read, meditate, and/or listen to your instruction.
7. Watch for Fundamental Mistakes like form, foot position, stances, hip motion, etc.
8. ALWAYS give RESPECT and Expect RESPECT in Return!
9. Never expect Perfection but focus on Progress.
10. Make sure all Students have the opportunity to learn about ATF history, traditions and systems.
11. Never Abuse Your Power. Being an Instructor is an Honor and a Privilege that will be taken from you if you do not continually demonstrate control.
12. Always be honest with your student. If you are asked a question that you do not know... Your response will be “I don’t know, but I will find out.” Seek the answer and then let them know the answer.
13. Always remember what a Tremendous influence you have on your students and the impact you have on their lives in and out of the studio.
14. Class time Starts the Instant you walk through the front door of the Dojang. Your FULL attention MUST be given to “WHY YOU ARE HERE!” Then you MUST stop at the Mat Line, Salute, and “Empty Your Cup” so you can learn.
15. You are at class to train and learn. If you arrive early, and you should when you can, you must not waste time. Practice, Warm-Up, Stretch, Ask Questions of Your Instructors and get ready to better yourself.

16. There will be absolutely no HORSE PLAY from children or adults. All Instructors are expected to tactfully and respectfully control the environment in the Dojang.
17. Gup Instructors MUST not take it upon themselves to be the Disciplinarian or Dictator but instead Suggest and Guide by Instructing students to get focused and working toward their goals.
18. The most important qualities you should demonstrate as an instructor are Patience, Respect, and Humility.
19. NEVER, ABSOLUTELY NEVER!!! Embarrass or Humiliate a Student or Mock/Laugh at them for their efforts.
20. Always remember that parents have entrusted you with their most precious children.
21. Always be aware of visitors and that they Do Not Care what you Know until they Know that You Care.
22. Know your material you plan to instruct.
23. Remember the 5 Step Teaching Method:
  - a. 1. Announce what the technique is.
  - b. 2. Demonstrate the technique correctly.
  - c. 3. Lead the Student through the Technique performing it together.
  - d. 4. Instruct the student to perform step by step alone.
  - e. 5. Allow the student to demonstrate without instruction.
24. Before Instruction, always ask students if they have any injuries and/or disabilities that may endanger or limit them or their abilities.
25. Recognize the difference between instructing children and adults. Under age instructors MUST always give Respect to their elders.
26. Always be prepared and make sure your students are prepared with:
  - a. Sharp and Clean Uniform/Gi
  - b. Properly tied Belt (Hold your belt Sacred!)
  - c. Protective Gear (Mouth Piece, Cup, Sparring Equipment)
  - d. Training Manuals and Curriculum
  - e. Notebooks – Always take thorough Notes.
  - f. Weapons for Training
  - g. Proper Attitude

**As an Instructor... You MUST look Sharp, Act Sharp, Think Sharp, and BE SHARP!**

## RESPECT

Number TEN (10) of the A.T.F. Code of Conduct simply says, “Respect Self and Others.” Our Statement of Purpose ends with three words, “Respect, Dignity, and Honor.” Number FIFTEEN (15) on the “Areas of Development Experienced from Training in Tang Soo Do” is RESPECT. Numbers 3, 5, 8, and 15 of “A.T.F.” Rules of Expected Behavior” all deal with the idea of RESECT. With this in mind, there is no way that you as an advanced level student of the A.T.F. can stand here without some understanding of the importance of respect to our system. Our training, from learning to bow the first night of class, to requesting our fighting name, to taking the Black Belt Oath, all focuses on RESPECT.

Respect falls into many classes: Respect of Ourselves; Respect of Our Dojang; Respect of Others; Respect of Our Instructors; and Respect of Our Founder Great Grand Master Fred Weeks. If we focus our teaching as instructors on imparting the ideals of respect and self-discipline, we will accomplish a multitude of goals. As you move into a position of power by instructing others, you must realize the importance of teaching and showing respect. We say teaching and showing because you cannot do one without the other. We ourselves must show others respect before we can ever teach that ideal. We encourage you now as advanced students to set yourself to the task of teaching respect to the next generation of the A.T.F. Make no movements or statements without understanding that the lower belts are watching. They will see and follow your example. When you address a higher belt, when you deal with a lower belt, when you enter for training, while you are receiving that training, others are watching and learning. They have entrusted you with their instruction. We as your instructors are entrusting you with their training. Train them well.

In our society today the idea of respect has been all but lost. We no longer address those of power with titles; we no longer feel the need to show authority figures honor. This lackadaisical attitude MUST NOT infest or infect the training of the A.T.F. We will always stand strong on and be proud of our heritage of martial arts. You are now an integral part of that training for lower belt ranks. It is your responsibility to carry that torch. We, the Black Belt Board do not ask you to – We REQUIRE you to. We, the Black Belt Board of ATF Martial Arts are proud that you will join us. We are excited at your presence and look forward to the enthusiasm that new blood always brings. Take this torch and carry it strong and proud. Lead the next generation to the ground where you now stand: A Proud, Honorable, Deserving, and RESPECTFUL A.T.F. Instructor.

## INSTRUCTOR DESIGNATIONS:

**Note: All Junior Instructors may only Instruct Adults with an Adult Black Belt Instructor Present.**

**J A = Junior Assistant Instructor** – Same as “A” but under the age of 18.

**A = Assistant Instructor** – Green Belt through Black Belt Candidate (Levels 1 – 9).

**J I = Junior Instructor** – Same as “I” but holds the rank of Junior Black Belt under the age of 16.

**I = Instructor** – First Degree Black Belt through Third Degree Black Belt (Level 1).

**DS = Deputy Senior Instructor** - Second Degree Black Belt through Third Degree Black Belt (Levels 2 -3).

**S = Senior Instructor** – Fourth Degree Black Belt through Fifth Degree Black Belt (Levels 4 – 5).

**M = Master Instructor** – Sixth Degree Black Belt through Eighth Degree Black Belt (Levels 6- 8)

**G = Grand Master Instructor** – Ninth Degree Black Belt (Level 9).

**R = Great Grand Master Instructor** – Tenth Degree Black Belt (Instructor Level 10).

## SPECIFIC REQUIREMENTS:

### GUP – COLOR RANK INSTRUCTORS

#### **A = Assistant Instructors**

**Starting at 7<sup>th</sup> Blue Belt every student will be placed through an Instructor Instruction course to earn an Assistant Instructor or Junior Assistant Certification. 6<sup>th</sup> Green Belt is the first level of Certified Instructor Status. An application must be completed when testing for 6<sup>th</sup> Green Belt and given to and approved by the Black Belt Board. This course will consist of the basic ideas of protocol, ATF rules as listed in the handbook, and guidelines for Instructor to Student interaction.**

**NOTE: J A = Junior Assistant Instructors will only instruct other under aged students unless specifically supervised by an Adult Black Belt Instructor.**

#### **Assistant Instructor & Junior Assistant Instructor Requirements are:**

1. Each Gup Instructor will be required to demonstrate their effective instructor skills throughout the testing cycle between 6<sup>th</sup> Green and 5<sup>th</sup> Green and must be pre-approved by the Head Instructor to be considered for Certification and Advancement (Assistant Instructor Levels 1 – 8).

2. Consideration will be based on their performance in regular class.
3. Submit an **Assistant Instructor Application** to the Black Belt Board for approval before certification is granted. Application will include the following:
  - a. Sign the STATEMENT OF PURPOSE
  - b. Sign the CODE OF CONDUCT
  - c. Submit a list of PERSONAL GOALS
  - d. Submit a list of MARTIAL ARTS GOALS
4. Each Gup Instructor will demonstrate Instructor Skills/Abilities on Test Day through:
  - a. Answering questions from the Student/Instructor Handbooks pertaining to ATF protocol.
  - b. Instructing lower rank students during the test.
  - c. Being instructed by Black Belt Candidates on test day.
5. Demonstrate Instructional Abilities in the following Scenario areas:
  - a. Normal Class Situations (Calm No Problems)
  - b. High Pressure Class Situations (Difficult Students, Upset Parents,)
  - c. Emergencies
    - i. Fire
    - ii. Tornado
    - iii. Flood/Electrical/Lightning
    - iv. Medical
    - v. Intruder
6. Thorough understanding and demonstration of student test requirements up to their current rank.
7. Exemplary conduct in and out of Dojang.
8. Be current in all dues and fees.
9. Each successful Gup Instructor will receive an Assistant Instructor Patch (or Junior Instructor) for their Gi and a Certificate that expires the next yearly Instructor Camp (even years) or Tribal Council (odd years).
10. Assistant Instructor Certification MUST be renewed each Year.
11. Any student who fails their Assistant Instructor Test will have the opportunity to Re-Test the next Test Cycle.
12. Every Assistant Instructor will be Tested Each Test Cycle to ensure instructing ability and progress.
13. If a current Assistant Instructor fails, the Instructor Portion of their Test they will be placed on a probation status. They then will have one test cycle to be mentored and improve their instructing abilities. If they fail again while on probation, the students Instructor Certification will be suspended until they successfully pass the Instructor Test again.
14. Probation and Suspended Instructors must re-submit the Assistant Instructor Application each test cycle until they successful pass the instructor test.
15. Gup Ranks without an Active (non-probationary or suspended) Assistant Instructors Certificate are only allowed to instruct others with direct Senior Black Belt supervision.

16. Assistant Instructors will constantly be evaluated by their ability to demonstrate Humility, handle the "Power" of being an Instructor, and exemplify the Moo Duk Kwon articles of Faith and Eight Key Concepts.
17. Any Assistant Instructor may be suspended from their role by abusing their position.
18. Any Assistant Instructor Certificate may be revoked by the Black Belt Board at any time.

**Black Belt Candidates Instructor Levels will additionally be required to:**

1. Instruct and Oversee Green Belt and Red Belt Assistant Instructors in class.
2. Show exemplary Instructor Abilities ready for Black Belt.
3. Sit in on Test Board (See BBC curriculum requirements).
4. Coordinate with Black Belts to instruct Gup ranks in testing.
5. Be a certified Assistant Instructor for entire period of Black Belt Candidacy to be eligible for Black Belt. See specific BBC curriculum for more information.

**DAN - BLACK BELT INSTRUCTORS**

**I - M = Instructors (and Jr. Instructors), Deputy Senior Instructors, Senior Instructors, and Master Instructors:**

**NOTE: J I = Junior Black Belt Instructors will only instruct other under aged students unless specifically supervised by a Senior Black Belt Instructor.**

**Every Black Belt Instructor I through M must be a member of ATF Martial Arts in GOOD STANDING and will be required to submit and/or demonstrate the following each year to renew their Active Instructor Status (AIS):**

1. Submit an **Instructor Application** to the Black Belt Board for approval before certification is granted. Application will include the following:
  - a. Sign the Black Belt Oath
  - b. Sign the STATEMENT OF PURPOSE
  - c. Sign the CODE OF CONDUCT
  - d. Submit a list of PERSONAL GOALS
  - e. Submit a list of MARTIAL ARTS GOALS
    - i. Include in your Goals your plans to remain an active instructor.
2. Demonstrate expert knowledge and abilities of the ATF Martial Arts Curriculum.
3. Be ready to Demonstrate all Curriculum requirements up to their Rank Level
4. Be Current on all Fee's
5. Be able to Demonstrate and Instruct Bunkai for all Major Forms.
6. Demonstrate Instructional Abilities in the following Scenario areas:
  - a. Normal Class Situations (Calm No Problems)
  - b. High Pressure Class Situations (Difficult Students, Upset Parents,)

- c. Emergencies
  - i. Fire
  - ii. Tornado
  - iii. Flood/Electrical/Lightning
  - iv. Medical
  - v. Intruder
- 7. Receive Instructor Patch for Gi.
- 8. Receive a Black Belt Instructor Certification which expires every year at the Instructor Camp (even years) or Tribal Counsel (odd years).
- 9. Black Belt Instructor Certifications will be renewed by a Master Instructor's approval and by one or more of the following:
  - a. Attending Instructor Camp and Tribal Counsel
  - b. Demonstrating Instructor Ability in and out of ATF Martial Arts Academy
  - c. Maintaining Approved and Viable affiliate school/studio
  - d. Submit an Instructor Application for approval.
- 10. Effectively demonstrate self-improvement and growth in:
  - a. Martial Arts abilities and knowledge
  - b. Their significant contribution to the ATF Martial Arts system in one or more of the following areas:
    - 1. Time
    - 2. Instruction
    - 3. Attendance
    - 4. Reputation
    - 5. Martial Arts Study and Training
    - 6. Financial contributions to ATF
    - 7. Expansion of the Federation and Marketing
    - 8. Participation in ATF functions, Demonstrations, and Community Projects.
  - c. Health and Fitness maintenance and improvement.
  - d. Relationships within the ATF community
  - e. Life Skills (i.e. CPR instruction; Firearms Training/CHL; Education; Community Projects, etc.).
  - f. Live the Leadership Spirit and Attitudes of Loyalty and Commitment.

**I – R = All Black Belt Instructors (and Jr. BB) MUST Submit the following each year:**

1. A \$25.00 credential processing fee.
2. Have a minimum of 12 hours teaching Martial Arts Classes
3. Show Continued Growth and Development in the Eight Key Concepts and Ten Articles of Faith and Give Written examples of each.
4. Show Continued Growth and Development in the Martial Arts Training (A list of what you are training in and how many hours, additional rank, promotions, advancements, and certificates you may have earned).
  - a. Show Growth in the Principles of Jeet Kune Do – Researching all Systems of Martial Arts; Accepting What is Useful; Rejecting What is Useless; Adding What is Specifically Your Own.
5. Attend one of the following:
  - a. Attend the ATF Tribal Council every year
  - b. Attend the ATF Martial Arts Instructor Weekend Camp
  - c. NOTE: If you are not able to attend the ATF Tribal Council or The ATF Martial Arts Instructor Weekend Camp, you must send all of the above to this organization, one month in advance. All absences must be pre-approved.
  
6. Black Belt Instructors MUST:
  - a. Submit your instructor certification packet Thirty Days (30) prior to your instructor certificate expiration date. (The month before Instructor Camp/Tribal Council).
  - b. You must contact Dr. Keith Waggoner or Mrs. Janet Atkinson in advance and explain if you need an extension.
    - i. There is an additional \$10.00 late fee for extensions.
  - c. Include the Instructor Renewal Form and make sure all of the requirements are documented and provided.

## ASSOCIATION AND REVOCATION

If you need help fulfilling any of the requirements let us know and we will instruct you so you may achieve your next level. Our goal is to help everyone, no matter where you may be, to achieve success.

If you meet all criteria, the Black Belt Board will discuss your promotion and continuation. Final decision will be granted by the Head of the ATF System, Dr. Keith Waggoner or the Master Instructor he designates. If for some reason you have not met the criteria for Instructorship, you must discuss your desire for continuation and strategize a plan with Dr. Waggoner beforehand.

In addition to all of the above requirements, it is your personality, character, knowledge, skill, contributions to the world of martial arts that will influence your promotion. One of our main goals is to keep an open line of communication with all of our students. It is important that you stay in contact with Dr. Waggoner and keep him updated on what you are actively achieving in your life and martial arts training.

By promoting you to Instructor, The ATF Leadership, Instructors, Dr. Keith Waggoner, and the Legacy of our Founder Fred Weeks are all putting their trust in you. It is a stamp of approval with all of their reputations and decades of service at stake on how you live your life and conduct yourself in and out of the Martial Arts world. We are honored that you will share your life with us. Please help us continue this lineage of honor by making us proud of your accomplishments. By associating ourselves with you, you are now associated with the best martial arts systems in the world and providing a direct link to the Masters and Grand Masters of those arts. If you break this trust or dishonor our lineage, we can at any time withdrawal our association with you and revoke your Instructor Status, Rank, and Good Standing as a member of all of the ATF organizations, Schools, and Affiliates.

You **MUST** always remember and understand your oath and responsibility to those who you instruct and insure they are trained only in the highest ideals of Martial Arts, Tang Soo Do, and the ATF foundational systems.

You **MUST** be unwavering in your pursuit of bettering yourself and those who fall under your instruction.

## BLACK BELT BOARD REQUIREMENTS AND RESPONSIBILITIES

The ATF is governed by the ATF Martial Arts Black Belt Board. All matters in ATF Martial Arts Systems, The Allied Tang Soo Do Federation, and any and all of its affiliates, charters, schools, instructors, and students pertaining to official business, decisions, disputes, promotions, revocations, advancements, curriculum, changes, etc. are to be authorized by and finalized through the highest active rank of the current Black Belt Board.

**NOTE: Decisions made pertaining exclusively to the Allied Tang Soo Do Federation -** Decisions for the Allied Tang Soo Do Federation may only be made by BBB members who have Rank, Affiliation, AIS and BBB Active Voting Status within the Allied Tang Soo Do Federation itself.

**NOTE:** The ATF Martial Arts Black Belt Board is not the deciding authority of the Allied Tribal Martial Arts organization. It is governed by its Tribal Elders.

If you meet the below requirements, want to become a Black Belt Board member, and have a hunger to serve, contribute, and receive the rewards of this esteemed position, please write an official request letter asking the Chairman and President of the Black Belt Board that you desire to become a member. You will then be given a list of the BBB office descriptions and requirements and a copy of the BBB Application.

### **In addition, ATF Martial Arts Black Belt Board Members Must:**

1. Be an Active Black Belt of ATF Martial Arts in Good Standing.
2. Attend at least 60 percent of all Black Belt Board meetings each calendar year.
3. Seek to uphold and respect the protocol, rank, and structure of the Black Belt Board
4. Provide a direct service each year to the ATF Martial Arts through a special ability, event, contribution, and/or instruction.
5. Uphold the position and special duties assigned as a Black Belt Board member.
6. Accept appointment to the Board and Accept removal from the Board by the Chairman of the Black Belt Board.
7. Maintain all approved and open lines of communication with all BBB members. Open lines of communication are:
  - a. Email to be assessable and actively corresponding.
  - b. The ATF Martial Arts Facebook Group and Messaging system.
  - c. Phone and/or Text

**Failure to uphold and comply with these requirements and responsibilities will result in removal from the Black Belt Board.**

## RANK STRUCTURE AND PROTOCOL

The Black Belt Board (BBB) ranks may vary from the highest rank attending a particular class at an ATF Martial Arts School. In the event that a non-Black Belt Board member outranks an Active Black Belt Board member, the active Black Belt Board member will have the first option to be actively in charge of that class but may defer to the higher Dan rank. However, the Highest Dan will always bow in ahead of lower ranks according to Dan rank order. This Rank exception privilege applies only as a Black Belt serves as an officer of the BBB. And only within the confines of an official protocol situation within an ATF certified school. This is part of the huge honor and responsibility of being a BBB Officer. It goes without saying that all BBB members will always show proper respect to any and all Black Belts (BB) who may be visiting our school and/or any BB not on the BBB.

There are two basic and distinguishable types of Black Belt Board members.

1. **VOTING members:** These are active, office holding members of the BBB who have a governing vote which will be considered by the board Chairman. These members have met the requirements and are actively growing in their progress in Life and Martial Arts and have a hunger to serve the vision and mission of ATF.
  - a. **There are Voting Members for both the Allied Tang Soo Do Federation & The ATF Martial Arts Systems.**
  - b. **You must be Ranked in that Division to Vote within it.**
2. **Non-VOTING members:** These are either:
  - a. Previous voting members who have stepped down from their active board office but retain an AIS status within ATF.
  - b. Honorary advisers who have been invited to serve the BBB because of their outstanding areas of expertise.

### **Black Belt Board VOTING Members Must:**

8. Be an Active Black Belt of ATF Martial Arts in Good Standing.
9. Be an Active Instructor of ATF Martial Arts in Good Standing.
10. Attend at least 60 percent of all Black Belt Board meetings each calendar year.
11. Seek to uphold and respect the protocol, rank, and structure of the Black Belt Board
12. Provide a direct service each year to the ATF Martial Arts through a special ability, event, contribution, and/or instruction.
13. Uphold the position and special duties assigned as a Black Belt Board member.
14. Accept appointment to the Board and Accept removal from the Board by the Chairman of the Black Belt Board.
15. Maintain all approved and open lines of communication with all BBB members. Open lines of communication are:
  - a. Email to be assessable and actively corresponding.
  - b. The ATF Martial Arts Facebook Group and Messaging system.
  - c. Phone and/or Text

**Failure to uphold and comply with these requirements and responsibilities will result in removal from VOTING status of ATF Black Belt Board.**

## **RANK STRUCTURE**

**Black Belt Board members, ranks, and responsibilities are listed below as of:  
December 2018.**

- Mr. Fred Weeks, 10<sup>th</sup> Dan
  - a. Founder of Allied Tang Soo Do Federation
  - b. Black Belt Board Supreme Advisor
  - c. AIS Status - Great Grand Master Instructor
  - d. Board Status: Emeritus and Founders Vote
  
2. Mrs. Susan Weeks, Legacy 10th Dan
  - a. Co-Founder of Allied Tang Soo Do Federation
  - b. AIS Status – Legacy Instructor
  - c. Board Status: Emeritus Advisor
  
3. Dr. Keith Waggoner, 10<sup>th</sup> Dan
  - a. Ranking Belt of ATF Martial Arts
  - b. Chief Authority
  - c. AIS Status - Great Grand Master Instructor
  - d. ATF Authorized Signature
  - e. Black Belt Board Chairman
  - f. Board Status: Active and Voting
  
4. Mrs. Janet Atkinson, 9<sup>th</sup> Dan
  - a. AIS Status - Grand Master Instructor
  - b. Head Instructor of ATF Martial Arts in Walnut Ridge, AR
  - c. ATF Head Instructor Signature
  - d. Black Belt Board Past President.
  - e. Board Status: Active and Voting

5. Mr. William Fortson, 7<sup>th</sup> Dan
  - a. AIS Status - Master Instructor
  - b. Master Instructor Signature
  - c. Black Belt Board President
  - d. Former Past President
  - e. Board Status: Active and Voting
  
6. Mr. Jamie Yowell, 6<sup>th</sup> Dan
  - a. AIS Status - Master Instructor
  - b. Black Belt Board Member
  - c. ATF Historian & Hyung Advisor
  - d. Board Status: Active and Voting
  
7. Mr. Jeremy Turner, 6<sup>th</sup> Dan
  - a. AIS Status – Master Instructor
  - b. Black Belt Board Member
  - c. ATF Martial Arts Systems Director
  - d. Board Status: Active and Voting
  
8. Mrs. Emily Boggs, 5<sup>th</sup> Dan
  - a. AIS Status - Senior Instructor
  - b. Senior Instructor Signature
  - c. Black Belt Board Vice-President
  - d. Black Belt Board Acting Scribe
  - e. Board Status: Active and Voting
  
9. Mr. James Kapales, 4<sup>th</sup> Dan
  - a. AIS Status - Senior Instructor
  - b. Senior Instructor Signature
  - c. Black Belt Board Member
  - d. Computer/Tech Advisor
  - e. Board Status: Active and Voting

10. Mr. Gene Cullum, 3<sup>rd</sup> Dan

- a. AIS Status - Deputy Senior Instructor
- b. Black Belt Board Chaplin
- c. Karate for Christ Representative
- d. Board Status: Active and Voting

11. Mr. Rick Baker, 3<sup>rd</sup> Dan

- a. AIS Status - Deputy Senior Instructor
- b. Black Belt Board Member
- c. ATF Facilities Director & Emergency Management Advisor
- d. Owner of Business of Walnut Ridge Dojang
- e. Board Status: Active and Voting

12. Mr. Mike Montgomery, 2<sup>nd</sup> Dan

- a. AIS Status - Deputy Senior Instructor
- b. Black Belt Board Member
- c. ATF Business Consultant
- d. Board Status: Active and Voting

**Past BBB Members:**

13. Mr. Robert Warden, 8<sup>th</sup> Dan
  - a. Former Black Belt Board Member
  - b. Board Status: Emeritus and Non-Voting
  - c. AIS Status - Non-Active Instructor Status
14. Mr. Matt Noblin, 3<sup>rd</sup> Dan
  - a. Former Black Belt Board Member
  - b. Former Demo Team Leader
  - c. Board Status: Non-Active and Non-Voting
  - d. AIS Status - Non-Active Instructor Status
15. Mr. Tom Johnson, 3<sup>rd</sup> Dan
  - a. Former Deputy Senior Instructor
  - b. Former Black Belt Board Member
  - c. Former Advisor of Emergency Management
  - d. Board Status: Non-Active and Non-Voting
  - e. AIS Status - Non-Active Instructor Status
16. Mr. Jason Boggs, 5<sup>th</sup> Dan
  - a. Senior Instructor - Active Instructor Status
  - b. Senior Instructor Signature
  - c. Former ATF Martial Arts Training Director
  - d. Board Status: Non-Active and Non-Voting
  - e. AIS Status - Active Instructor Status

**End of Document**