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Chapter 1  
**ADMINISTRATION**



First Edition

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## STANDARD OPERATING PROCEDURE

### PURPOSE

To promulgate the Standard Operating Procedure for the Western Pacific Tang Soo Do Association (WPTSDA).

### BACKGROUND

The instructions contained within this document were designed to enable those schools, clubs, and organizations belonging to and/or affiliated with the WPTSDA and who are practicing the art of Tang Soo Do, to maintain consistency in both organization and function as required by the WPTSDA.

### OBJECTIVE

The objective of the Standard Operating Procedure is to both outline and clarify the policies and requirements as set forth by the President of the WPTSDA.

### APPLICABILITY

This Standard Operating Procedure applies to and must be adhered to by all schools, clubs, and organizations belonging to and/or affiliated with the WPTSDA.

### ACTION

All schools, clubs, and organizations belonging to and/or affiliated with the WPTSDA must comply with the policies and requirements as set forth in this document. Failure to comply with the Standard Operating Procedure can and will result in disciplinary action as set forth by the Board of Directors of the WPTSDA.

### CERTIFICATION

This document has been reviewed and approved by the President of the Western Pacific Tang Soo Do Association.

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WPTSDA President

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Date of Issue

## **BY-LAWS**

### **SECTION 1 - AFFILIATION**

The Western Pacific Tang Soo Do Association (WPTSDA) only affiliates with legitimately recognized martial art schools, clubs, and organizations, heretofore referred to as Dojang.

### **SECTION 2 - MEMBERSHIP**

Membership is limited to individuals who are valid members in any Dojang belonging to or affiliated with the WPTSDA.

Any legitimately recognized martial art Dojang wishing to apply for affiliation with the WPTSDA, must first formally notify the WPTSDA Board of Directors, in writing, of their intent to affiliate.

Each Dojang will be reviewed on their individual merits.

Any Dojang being accepted as an affiliate with the WPTSDA will be issued certification indicating their aforementioned acceptance.

Upon affiliation with the WPTSDA, all valid individual members, in good standing, of the newly recognized Dojang shall also be recognized as members of the WPTSDA.

Loss of a Dojang's sponsoring Black Belt Instructor(s) who ceases to control or operate said Dojang, will lose its affiliation with the WPTSDA.

### **SECTION 3 - MEMBERSHIP DUES**

Dan members of the WPTSDA are subject to a monthly dues of five dollars (\$5.00) to be remitted to the WPTSDA.

All monthly dues are to be remitted on an annual basis and must be paid prior to the end of the month of January in the year the said moneys are due.

Annual Dues payments are discounted and as such are fifty (\$50.00) dollars.

All Master level Black Belts (4th Dan & up) are exempt from the Membership Dues structure.

Dues are subject to change without notification.

### **SECTION 4 - STUDENT FEES**

Student fee structures will be regulated by the representative(s) of the individual Dojangs.

### **SECTION 5 - TESTING**

Any student of the WPTSDA with a minimum of three (3) months training shall be eligible for testing.

A minimum of two (2) tests per year shall be held at each Dojang.

Times and dates to be determined by the Head Instructor of each affiliate.

Each affiliate will also provide a schedule, indicating times, dates, and locations of said tests, to the WPTSDA Board of Directors.

All Dan testing is conducted once yearly and will be announced by the WPTSDA Board of Directors.

All affiliates with members qualified to participate in a Dan examination, must notify the WPTSDA Board of Directors of their intent prior to the end of the month of July in the testing year.

All Dan examinations are tentatively scheduled for the month of November of each year.  
Time, date, and location will be announced.

## **SECTION 6 - TESTING FEES**

Testing fees for all grades below the rank of Cho Dan Bo (Black Belt Candidate) shall be a minimum of five dollars (\$5.00) and shall be regulated by the individual affiliate Dojangs.

Dan examination fees are as defined in "**Chapter 8 - Examinations**" in the WPTSDA BLACK BELT MANUAL.

All Dan examination fees are due and payable to the WPTSDA Treasurer or their designee, with completed "Application of Intent to Participate in Promotional Examination" not later than one (1) month prior to scheduled date of examination.

The Treasurer or their designee shall receive all moneys on behalf of the WPTSDA and will distribute promotional certifications.

## **SECTION 7 - CODE OF CONDUCT**

The Western Pacific Tang Soo Do Association has established the following rules of conduct necessary for the success of an efficient and orderly organization.

Usually, our own common sense and good judgment will tell us the "right" thing to do.

This guideline will act as a reminder or reference to those whose opinions and perception of proper conduct are in conflict with the WPTSDA.

1. Failure to respect the confidentiality of WPTSDA Organization member records or information.
2. Improper or careless performance of instructor duties, discourteous conduct, or disregard for safety practices.
3. Falsifying WPTSDA Organization member records, information, documents, or making false claims.
4. Refusal or disregard of instructions given by seniors, instructors, or masters.
5. The loss, damage, or destruction of WPTSDA materials, equipment or property through carelessness or deliberate action.
6. Publicly making derogatory remarks concerning any member or that may adversely effect the reputation of the WPTSDA.
7. Repeated unexcused tardiness and leaving class without permission or absences without prior notification.
8. Theft from members of the WPTSDA or the organization itself.
9. Deliberate or careless conduct which endangers the health, safety, or life of another.
10. Attendance at any WPTSDA training session while under the influence of alcohol, illegal narcotic, or drug.

11. Engaging in any unethical, immoral, or illegal activities.
12. Failure to immediately report any equipment damage, injury, or accident to the class instructor.
13. Failure to notify the instructor of any communicable disease which may endanger the health, safety, or life of another.
14. Deliberate disregard, deviation, and non-compliance of the WPTSDA standards as set forth by the President and Board of Directors.

## **SECTION 8 - DISCIPLINARY ACTION**

WPTSDA members or affiliate members will be recommended for disciplinary action for any of the violation as outlined below:

1. Violation of any section of the WPTSDA Standard Operating Procedure.
2. Violation of any section of the WPTSDA By-laws.
3. Violation of the Tang Soo Do Code of Conduct.
4. Delinquency or non-payment of dues.
5. Conviction of any misdemeanor or felony.
6. Inappropriate conduct that can prove to be detrimental to the reputation of the WPTSDA or it's Grand Master.

All reports of misconduct, violations, incidents, etc. shall be submitted in writing to the Board of Directors.

The Board of Directors will convene a Disciplinary Review Board to investigate and review the infraction.

The Disciplinary Review Board will report it's finding and recommendations back to the Board of Directors.

At that time the Board will stipulate if disciplinary action is to be taken.

Failure to comply with or adhere to the judgment of the Board can and will result in expulsion from the WPTSDA, including the loss of rank.


















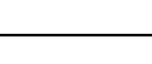
Disciplinary action can range from the minor to the severe as indicated below.

1. Verbal warning.
2. Written warning.
3. Suspension from class.
4. Suspension from promotional examination(s).
5. Loss of rank.
6. Dismissal from the WPTSDA.

Disciplinary action can and will be escalated dependent upon the violation.

## SECTION 9 - RANKING SYSTEM

Members of the WPTSDA, practicing the art of Tang Soo Do will be ranked according to gup (class) under Black Belt and Dan (degree) Black Belt, martial art schools, clubs, and organizations, heretofore referred to as Dojang.

	RANK	BELT	TITLE
	10 <sup>th</sup> Dan	Black Belt	Grand Master - Hwang, H.C.
	9 <sup>th</sup> Dan	Black Belt	Grand Master - WDU
		Black Belt	Grand Master - WPTSD
	8 <sup>th</sup> Dan	Black Belt	Senior Master
	7 <sup>th</sup> Dan	Black Belt	Senior Master
	6 <sup>th</sup> Dan	Black Belt	Senior Master
	5 <sup>th</sup> Dan	Black Belt	Master
	4 <sup>th</sup> Dan	Black Belt	Master
	3 <sup>rd</sup> Dan	Black Belt	Senior Instructor
	2 <sup>nd</sup> Dan	Black Belt	Instructor
	1 <sup>st</sup> Dan	Black Belt	Instructor
	Cho Dan Bo	Midnight Blue Belt	Probationary Black Belt
	1 <sup>st</sup> Gup	Red Belt	Student
	2 <sup>nd</sup> Gup	Red Belt	Student
	3 <sup>rd</sup> Gup	Red Belt	Student
	4 <sup>th</sup> Gup	Green Belt	Student
	5 <sup>th</sup> Gup	Green Belt	Student
	6 <sup>th</sup> Gup	Green Belt	Student
	7 <sup>th</sup> Gup	Purple Belt	Student
	8 <sup>th</sup> Gup	Orange Belt	Student
	9 <sup>th</sup> Gup	Yellow Belt	Student
	10 <sup>th</sup> Gup	White Belt	Student
	Beginner		Student