



USA Taekwondo Referee Development Seminar Host & Instructor Responsibilities

Seminar Host Responsibilities:

1. Host must be a current USAT State Organization or Club.
2. Host must provide all necessary equipment (define equipment projector, screen) and space for Referee Development Seminar at its own expense.
3. Once the seminar is approved; USAT will ship the materials to the host. All unused materials must be shipped back to the USAT within 10 days of completion of the seminar. If materials are not shipped back then the host will be responsible for the cost of the unused materials.
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 \$50.00 and those fees are sent directly to USA Taekwondo. Host may charge an additional \$10.00 per participant to help offset cost of hosting seminar.
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.

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 RDP 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.
4. Instructor must submit the applications, fees, and all other paperwork to the USAT RDP office within 10 days of completion of the seminar.