

Richardson Instructors and SWAT Classes							ASSITANT	SWAT	STORM
Time	Mon	Tue.	Wed.	Thu.	Fri.	Sat.			
4:15-5:00pm	Rico I.	Rico I. Aishah K. Chris B.	Rico I.	Rico I. Aishah K. Chris B.		11:00am M. Karah Rico I. Adam G. M. Kara	Aisha K. M. Karah Andrew H. Adam G. Rico I.	Andres P. Sofia K. Mark H.	Chris D. A. Puerto Chris B. Andrew Ab.
5:00-5:45pm	Andrew H. Rico I. Adam G.	Rico I. Aishah K. Adam G.	Andrew H. Rico I. Adam G.	Rico I. Aishah K. Adam G.	Rico I. Adam G. Aishah K. Andres P.				
5:45-6:30pm	Rico I. Andrew H. Adam G.	Rico I. Aishah K. Adam G. Chris D.	Rico I. Andrew H. Adam G.	Rico I. Aishah K. Adam G. Chris D.	Rico I. Adam G. Aishah K.	11:45 Rico I. Adam G. M. Kara			
6:30-7:15pm	Andrew H. Rico I. Adam G. Mark H.	Rico I. Aishah K. Adam G.	Andrew H. Rico I. Adam G. Mark H.	Rico I. Aishah K. Adam G. A. Puerto	Rico I. Adam G. Aishah K. Sofia K.				
7:15-8:00pm	Rico I. Andrew H. Adam G. Andrew A.	Rico I. Aishah K. Adam G.	Rico I. Andrew H. Adam G.	Rico I. Aishah K. Adam G.					



REGULATIONS AND GUIDELINES

1. More than 3 unexcused absence a month will result in dismissal from the program
2. All members in all levels are required to attend the monthly testing and Graduation
3. All members are required to attend the SWAT meeting classes on the 1st & 3rd Sat. of the month at 10:30am

According to your place in the cell (1st, 2nd, 3rd, or 4th name) you are required to perform the following tasks, unless otherwise, assigned by master instructor to handle different project:

The Instructor listed at the FIRST cell (The Class Leader) is responsible for:

1. Starting the class (Everyone, line up!. Face front!. Show Respect! Kneel down!. Student Creed with my Count!... Everyone Stand up!. respect! How are you doing today! Hand me your cards and start Jogging!)
2. Leading Warm-up and stretching.
3. Leading all events of the class.
4. Utilizing other SWAT members.
5. Finishing the class. (Face front! Respect! Instructor Respect! Are you OK! Any Question for Today! The student of the belt is, Concept of belts, theme of the week....., Announcements... Everyone make a fist! Have a great evening Class Dismissed! TKD!)
6. Writing awesome job cards.

The Instructor listed at the SECOND cell is responsible for:

1. Substituting the class leader if absent.
2. Mark students' cards and check for Tips (within 3 – 5 minutes, warm up time).
3. Assisting class leader in class in the Stretching part.
4. Helping in class as needed.
5. Writing awesome job cards.

The Instructor listed at the THIRD cell is responsible for:

1. Checking the locker rooms & bathrooms.
2. Greeting Parents & Students at the door.
3. Answering phone calls "Thank you for calling United States Taekwondo Academy, This is Instructor..... How can I help you."
4. Greeting and Handling walk-ins prospect students.
5. Operating as a cashier.
6. Helping in class as needed.
7. Writing awesome job cards.

The Instructors listed at the Fourth & Fifth cell are responsible for:

1. Helping on the side students with certain skills assigned by Master Instructor.
2. Helping in class as needed.
3. With Master instructor permission, you may call absent students.
5. Writing awesome job cards.

NOTE: Leadership Members are not allowed to establish side talks with each other conversations during working hours