



**T.A.G.B.**

**ASSISTANT INSTRUCTORS  
COURSE**

**Online Content**

## **Table of Contents**

| <b>Page (s)</b> | <b>Description</b>                        |
|-----------------|-------------------------------------------|
| 2               | BEGINNERS INFORMATION                     |
| 3               | WHAT INSURANCE DOES AND DOES NOT COVER    |
| 4               | TRAINING SAFETY                           |
| 5 - 12          | GENERAL EXERCISES AND STRETCHING          |
| 13 - 14         | DATA PROTECTION POLICY AND PRIVACY POLICY |
| 15              | HOW TO DEAL WITH EMERGENCIES              |

# **BEGINNERS INFORMATION**

The following information should be read and absorbed by the Assistant Instructor in order that he/she can answer questions on Tae Kwon-do correctly.

## **WHAT IS TAE KWON-DO?**

TAE KWON-DO literally means "THE ART OF FOOT AND HAND". It is a KOREAN Martial Art which although having roots in the ancient Orient, was developed to its present form in the middle of this century. Inaugurated in 1955 by its founder General Choi Hong Hi; TAE KWON-DO was introduced into this country in 1967.

The \*\*\*\*\* school is run by instructors from the TAE KWON-DO ASSOCIATION OF GREAT BRITAIN (TAGB), the largest TKD Association in the U.K.

TAE KWON-DO incorporates many facets, including self-defence, fitness, flexibility, discipline, confidence building etc. One of the most attractive aspects of TAE KWON-DO training is that it is available to anyone young or old, male or female, fit or unfit, because it allows you to grow at your own pace. Many people do TAE KWON-DO for fitness, others do it for self-defence, and many like to enter competitions, so you can get out of it as much as you want.

TAE KWON-DO is probably best known for its spectacular kicking techniques which are featured in our demonstrations, but solid basics are taught to lay a strong foundation to build on, these being stances, blocks and punches. The class always starts as with most properly run sports, with a warm-up to prevent pulls and strains and likewise at the end of the lesson, we warm down to prevent excess muscle fatigue.

You will need to be licensed by the TAGB and the BTC (British Tae Kwon-do Council), this will also insure you in case of injury during training. This is a once yearly payment. Initially you will be graded at approximately three-monthly intervals. All gradings are carried out by qualified 8<sup>th</sup> or 9<sup>th</sup> Degree World Master examiners.

Although we insist on a courteous and respectful attitude, our classes are varied, interesting and fun, and if you decide to take up TAE KWON-DO with us, you can be assured of 100% commitment and encouragement from me and all of the TAGB Instructors.

## **INSURANCE DOES AND DOES NOT COVER**

1. Every person practising Tae Kwon-Do and who lives in Britain must hold a TKD licence. There are **NO** exceptions to this rule. The BTC licence contains an insurance policy that expires when the licence itself expires.
2. Instructors and assistant Instructors must have a Personal Negligence Policy. This is usually called a 'Professional Indemnity Policy' but many Instructors are deluded by that name believing that they do not need such cover. They do.
3. The instructor's indemnity policy insures against claims arising as a result of the Instructor's / Assistant Instructor's alleged negligence. Such claims are increasing year by year. Should an Assistant Instructor have only a normal BTC members' licence, then he / she will be covered provided that they themselves injure the student, and not another member of the class. In any case, the member-to-member liability of the standard BTC licence does not offer sufficient benefit.
4. The standard BTC licence related insurance indemnifies against death, permanent disablement and temporary disablement. A weekly benefit is paid to those who have suffered an accident whilst training, as a result of which the injured party cannot follow pre-existing conditions and is only payable after 2 weeks of absence certified by a doctor.
5. Unemployed people and students can also receive weekly benefit in the event of an accident under their own TAGB/BTC membership policy.
6. The BTC per capita insurance also indemnifies the holder against member-to-member liability.
7. The BTC per capita insurance does not cover damage to teeth. This risk can be covered by means of a special policy taken out through the BTC or privately through their own dentist.
8. Law restricts benefits payable to children, though the insurance can and does make discretionary payments in some cases.
9. The policy does not come into effect the moment the student hands over a completed licence application form and the appropriate fee. The recipient of the application form and fee (usually the Instructor) is then obliged to send the licence application form together with the payment to TAGB Admin office. Should this take more than 30 days from the handing over of the licence by the student, the insurance cover lapses.

10. Insurance claims must be made on the approved forms, which are available from the National Secretary. Completed forms must be sent back to the BTC claims officer nominated by the organisation. The claims officer validates the claim and sends it on to the insurance brokers for payment. The whole process of notification must take place within 21 days of the accident for which a claim is being made. If notification is not made within that time, then the claim may not be paid.
11. The BTC claims officer is currently the BTC Licensing Officer.

## **TRAINING SAFETY**

1. All new students joining a class for the first time must be screened for suitability.
2. No student must be allowed to train until he/she has applied and paid for a TAGB licence.
3. Students must be properly warmed up before training to ensure they can cope with physical demands imposed. They must be cooled down after training, so aches and pains are avoided. Only approved exercises should be used.
4. Students must be monitored to see that they are not being overstressed. This is particularly important in the case of young people, and students with scheduled health conditions. Remember, children are not miniature adults and cannot be trained as though they are.
5. Techniques, activities and exercises, which could prove injurious, must not be taught.
6. Care must be taken when matching students to ensure that too great an inequality of grade and size does not occur.
7. The training hall must not become overcrowded. Many accidents have occurred when students fall over each other through lack of space.
8. The assistant coach must train students in an area that is safe for the purpose. If mats are in use, the assistant instructor must regularly examine them to check they are not coming apart.
9. The assistant instructor should have knowledge of first aid, and have access to a first aid box, which is kept properly supplied.
10. The assistant instructor must know the location of the nearest hospital casualty unit open during training hours.

# **GENERAL EXERCISES AND STRETCHING**

The following material has been prepared by senior Instructors of the TAGB. The intention has not been to be prescriptive, but more to provide guidance and advice based on their many years' experience in the hope that future TAGB instructors will approach their task in as professional a manner as possible.

|        |                       |
|--------|-----------------------|
| PART 1 | GENERAL EXERCISES     |
| PART 2 | BASIC STRETCHING      |
| PART 3 | TAGB GRADING SYLLABUS |

The main section of any lesson should be aimed towards Tae Kwon-Do specific exercises and conform to the TAGB curriculum. Which itself is based on the grading syllabus.

## **Part 1: GENERAL EXERCISE & FITNESS**

This is a general guide to fitness and routine that will help you and your students when training.

Exercise is important, we have already accepted that the benefits are enormous in improving the way we feel and the way we look. We (the instructor) must let the student know this. The benefits are unlimited.

The secret to keeping the student is giving them a successful routine so they can measure their improvement. We give them different Tae Kwon-Do lessons, new patterns, new sparring etc., so different fitness (exercise) routines are important as well.

### **Points to remember**

Your student may have had a non-physical life and may not be used to exercise. To suddenly exert stress on muscles or the heart may be fatal or may cause serious injury. So, remember, do not give beginners the same exercises as higher-grade students. Start low and work up. Always ask if they have any illnesses, i.e.

**HEART PROBLEMS**  
**EPILEPSY**  
**DIABETES**

**RESPIRATORY PROBLEMS**  
**KNEE, BACK, ARM INJURIES ETC**

## **Warm up:**

You must warm up your body and muscles before attempting any form of exercise. Suddenly plunging cold, tight muscles into vigorous activity can pull, strain or otherwise injure muscles, tendons and joints.

A good warm-up is needed to increase body and muscle temperature so that your muscles and connective tissues are supple and pliable. The best muscle warmer is your circulation. The warm-ups will increase your heart rate and blood flow, which will nourish your muscles with nutrients and oxygen.

Warm, nourished, supple muscles perform far better, enabling you to make more outstanding athletic achievements.

A good warm-up should last between 5 - 20 minutes, depending on the types of activities contained within the lesson plan.

## **Components of a Warm-Up**

### **Light CV Exercise:**

To increase muscle and connective tissue temperatures.

### **Strength/Activation Exercises:**

Activating the muscles before you start your workout can help you recruit more muscles and work more efficiently. Include joint mobility and stability exercises.

### **Dynamic Flexibility:**

Research shows this will increase joint range of motion, ROM, and body proprioception. Also, concentric muscle strength exercises help to decrease delayed onset muscle soreness, DOMS, increase vertical jump height, improve kicking speed, and leg power.

### **Motor Control Activities:**

Often referred to as Hand-Eye coordination. It involves multiple body systems working together, input, output, processing, and the varying levels of the nervous system.

## **Example Exercises**

### **Obliques:**

Stand upright. Hand at the sides, bend to the left as far as possible, then to the right. Progress until you can do it with your hands on your head. Then bring your left arm over your head when bending to the right and vice versa.

### **Biceps/Triceps/Chest:**

#### **Press-ups**

Making sure you use the full range of movement, right down then fully upright, don't go too fast. These can be made harder by resisting the 'up' movement by pressure on the back with the hands of a partner. Also, on the 'down' motion but the exercising person rests the downforce. If you make the arm position wider, it will put more pressure on your chest and back. Basic resistance exercise on the course will work for these muscles. If you have benches, you can put your feet on the bench to put more weight on your arms.

### **Deltoids:**

Stand arms at the side, left up to the side of your head, then lower 20-30, then do it to the front. Do this one alternatively. Again, this can be done with somebody resisting the movement but not stopping it.

### **Forearms:**

Stand arms outstretched to the front. Clench the fist, then straighten out the fingers, repeat 50-100 times.

### **Glutes/Hamstrings/Quads/Calves:**

#### **Squat:**

Standing with your feet hip-width apart, hinge at the knees to come into a squat position – making sure your knees track over your toes. With the weight in your heels, push back up to standing, squeezing your glutes at the top. Repeat.

*Variations:* Wide squat, narrow squat, squat with a knee raise, squat with a leg raise, single-leg squat, jumping squat.

### **Front Lunge:**

Stand tall with feet hip-width apart. Take a big step forward with your right leg. Start to shift your weight forward, so your heel hits the floor first. Lower your body until your right thigh is parallel to the floor and your right shin is vertical. It's OK if the knee shifts forward a little as long as it doesn't go past the right toe. If mobility allows, lightly tap your left knee to the floor while keeping weight in your right heel. Press into your right heel to drive back up to starting position. Repeat on the other side.

*Variations:* Reverse lunge, pendulum lunge, split squat, walking lunge, jump lunges.

### **Single-Leg Deadlifts:**

Set up in a standing position with your hands. Keep a slight bend in the standing leg and hinge forward from the hip while keeping the chest tall. Hinge to 90 degrees (if possible) and allow the hamstrings to stretch while keeping the head neutral. Pause briefly at the bottom, squeeze your glutes and hamstrings to bring you back to a standing position.

### **Calf Raises:**

Stand straight with a tight core and flat back. Keep your hands at your sides or hold on to a wall for balance. Bring your feet to be hip distance apart. Focusing the tension in your calf muscles, slowly raise yourself onto the balls of your feet. Pause at the top of the movement and slowly return to the starting position.

### **Aerobic Fitness:**

For muscles to work, they need oxygen carried in the blood by the arteries. Suppose the work required of the muscles is increased progressively, for example, in a sensible graduated exercise to music programme. In that case, they will adapt to the extra workload by becoming more efficient in extracting oxygen from the same amount of blood. As this happens, the heart also adapts by beating at a slower but more robust rate.

The effect of these changes on the body's oxygen transport system is to make it more efficient and economical, enabling muscles to work harder for a more extended period. In practical terms, the same exercise class becomes easier as the body adapts to its demands. This improvement in cardiovascular fitness is generally referred to as the 'training effect'. It is important here to note that, even though a class is called 'aerobic', it cannot be so unless it contains an aerobic content that lasts for approximately 20 minutes. Students are working at between 60% and 80% of their estimated maximum heart rate during this time.

### **Circuit Training:**

As the name implies, it is a form of exercise (training) that involves going around in a sequence of drills (usually 6-12) one after another, with a short pause between each. Individuals do a set number of reps or time allotment until they come to the first exercise again and then start a second lap. Movements used should not need too much skill but should be simple. This form of training is used to build up endurance and fundamental strength, i.e. One minute of:

Press-ups, side jumps, knees to the chest, step-ups, triceps press, squat thrust, sprints, wall jumps, sit-ups, walk-outs.

## **Cool Downs:**

Just as you must prepare your body for exercise by warming up, a gradual cool-down period is equally important at the end of the workout.

During exercise, your heart pumps at an accelerated rate to respond to an increased demand for oxygenated blood to your muscles. If you suddenly stop exercising, your heart will continue to provide a high blood flow rate, causing blood to 'pool' in the muscles, especially in the legs, creating a shortage of blood in the brain, resulting in dizziness or fainting. A gradual cool-down period can prevent this.

An appropriate cool-down can also reduce the soreness or stiffness following a workout by releasing the carbon dioxide and lactic acid that accumulates in the muscles during exercise.

Like warm-ups, your cool-down period should last at least five minutes to allow your heart a chance to adjust to its usual level. The cool-down activities are the same as the warm-ups, only in reverse. You are gradually decreasing your heart rate instead of increasing it.

## **Part 2: VERY BASIC STRETCHING PRINCIPLES**

### **WHAT IS STRETCHING?**

Stretching is a physical exercise in which a specific muscle or tendon is deliberately flexed or extended to improve the muscle's felt elasticity. The result is a feeling of increased muscle control, flexibility, and range of motion.

### **HOW OFTEN SHOULD WE STRETCH?**

Stretching to improve flexibility can be performed daily. However, heavy stretching is only required three times per week.

### **TYPES OF STRETCHING**

**Ballistic Stretching:** Uses the momentum of a moving body or a limb in an attempt to force it beyond its normal range of motion. Front and side rising kicks are types of ballistic Stretching.

**Dynamic Stretching:** Do not confuse dynamic Stretching with ballistic Stretching! Dynamic Stretching consists of controlled leg and arm swings that take you (gently!) to the limits of your range of motion. Ballistic stretches involve trying to force a part of the body *beyond* its range of motion. In dynamic stretches, there are no bounces or "jerky" movements.

**Active Stretching:** Active Stretching is also referred to as static-active stretching. An active stretch is where you assume a position and then hold it there with no assistance other than your agonist muscles' strength.

**Passive (or relaxed) Stretching:** Passive stretching is also referred to as relaxed Stretching and static passive stretching. A passive stretch is one where you assume a position and hold it with some other part of your body or with the assistance of a partner or some other apparatus.

**Static Stretching:** Static stretching consists of stretching a muscle (or group of muscles) to its farthest point and maintaining or holding that position.

Many people use the term "passive stretching" and "static stretching" interchangeably. Research says that static stretching should only be performed at the end of a training session.

**Isometric Stretching:** This type of static stretching involves the resistance of muscle groups through isometric contractions (tensing) of the stretched muscles. Isometric stretching is one of the fastest ways to develop increased static-passive flexibility and is much more effective than either passive stretching or active stretching alone. Isometric stretches also help to build strength in the "tensed" muscles (which helps to develop static-active flexibility) and seems to decrease the amount of pain usually associated with stretching.

The proper way to perform an isometric stretch is as follows:

1. Assume the position of a passive stretch for the desired muscle.
2. Next, tense the stretched muscle for 7-15 seconds (resisting against some force that will not move, like the floor or a partner).
3. Finally, relax the muscle for at least 20 seconds.

**PNF Stretching:** PNF stretching is currently the fastest and most effective way known to increase static-passive flexibility. PNF is an acronym for proprioceptive neuromuscular facilitation. It is not a type of stretching but a technique of combining passive stretching and isometric stretching to achieve maximum static flexibility. Also referred to as Contract and Relax.

#### **WHAT IF I AM INJURED OR HAVE PULLED A MUSCLE?**

If you are already experiencing some pain or discomfort before you begin stretching, you must ascertain your pain's cause. Once you have determined the cause of the pain, you are in a better position to decide whether or not you should attempt to stretch the affected area.

#### **HOW LONG WILL IT TAKE TO BE FLEXIBLE?**

It depends entirely on what degree of flexibility is hoped to achieve and how determined or dedicated the student is. In other words, it varies with each individual. It's all about consistency. The more they practise, the better it will be.

## **SUMMARY**

Some people disagree about the value of specific stretching exercises and whether stretching in pairs is a good idea, or indeed, dangerous. The answer to the first query is again to remember that everybody is an individual and some people will get more or less benefit out of specific exercises than others. As for stretching with a partner, students can significantly improve and benefit if their partner is sensible. If your partner is intent on pushing, you further despite your immense pain – then FORGET IT.!!

If you want ideas on stretching exercises:

1. Ask, do not be afraid to steal other people's, go on seminars and courses, even look at other sports, gymnastics, dancing, ballet, etc.
2. Keep an open mind.
3. Do not forget there are a few people around with a lot of knowledge – TAP IT.

The key components to a successful lesson are knowing your students and their capabilities and always having a plan:

## **THE LESSON PLAN**

1. Warm-Up & Introduction
2. Lesson
3. Cool-Down

# **DATA PROTECTION**

Please note that your data is only used for membership purposes and is never supplied to any third party without your express consent. Whilst you remain a member, this information will only be used to communicate TAGB, and area Tae Kwon do matters. If you do not wish to remain a member of the TAGB then this data will be deleted from our files one year after your membership expires. If you wish to view or amend any information we hold on file, then please apply in writing to your TAGB School Instructor.

The full TAGB privacy policy can be found below.

## **PRIVACY POLICY**

### **Introduction**

This privacy policy sets out how we use and protect any information that you give to us, through your Instructor, when you become a member of the TAGB.

We are committed to ensuring that your privacy is protected, and we will never release your personal details to any third party without your express consent. When you complete an application to join a TAGB club, certain personal information is collected from you. You can be assured that it will only be used in accordance with this privacy policy.

*NB: TAGB authorised Instructors may implement separate and/or additional policies and procedures.*

### **What information we will collect:**

- Forename and Surname
- Date of Birth
- Photograph
- Current Address
- Contact telephone numbers
- Contact email address
- Gender
- Medical Conditions
- Next of Kin name and emergency contact details.

## Why we need the information we gather

We require this information to administer your membership and to provide the products and services you have requested from us and provide you with an efficient service for the following reasons:

- Internal record keeping
- Sending membership fee notices to you
- Recording financial transaction to your membership fee account
- Contacting you with relevant club and Association correspondence
- Maintaining a record of any recognised competitions you may take part in
- Maintaining a record of your grade status and related grading examinations
- Confirming your grade to other Associations or International Bodies if they request confirmation of your grade for any competitions you have entered with them
- Sharing personal details with the British Taekwondo Council (The United Kingdom National Governing Body for Tae Kwon-Do) for membership and insurance purposes only.

The TAGB will retain your personal information on our membership database for the duration of your membership, and for a period of 36 months after your membership has expired. However, in the case of a minor (under 16 yrs) the information will be retained until they reach the age of 21 yrs.

We take your privacy seriously and all such information is held on secure servers. The TAGB complies with all applicable Data Protection Regulations. We may change and update this policy from time to time and will notify you accordingly.

This policy is effective from 20/05/2018

### Notes:

- 1) *Under GDPR you have the right to view all data we hold on you and request us to correct or amend if required. Access to this information can be obtained from your TAGB Instructor.*
- 2) *Under GDPR you have the right to complain to the Information Commissioner's Office (ICO) if you think there is a problem in the way your data is being handled.*

# **HOW TO DEAL WITH EMERGENCIES**

Emergencies are dealt with by first aid. First aid does not involve treatment, it merely means getting the injured party to a place where treatment can be administered, in as good a condition as possible.

## **WHAT IS FIRST AID?**

First Aid is the initial assistance or treatment given to someone who becomes ill or injured before the arrival of the Emergency Medical Services.

### **Your Role as an Assistant Instructor is to:**

- Ensure that you have a **current** First Aid qualification – if you have not already got a First Aid qualification then you must attend a course as soon as possible
- Assess the situation quickly and calmly
- Protect yourself and casualties from danger
- Assess the condition of **all** casualties
- Deal with immediately life-threatening conditions first
- Obtain medical aid, if necessary, as soon as possible.

### **DO NOT**

- Panic or show negative emotion to the students
- Deal with the situation on your own
- Administer first aid that is out of your qualifications

**IF YOU ARE UNSURE OR NOT CONFIDENT CALL THE EMERGENCY SERVICES, THEY ARE THE PROFESSIONALS NOT YOU.**

## **THE AIMS OF A FIRST AIDER**

**P** – Preserve Life   **P** – Prevent Deterioration   **P** – Promote Recovery

## **ACTION PLAN**

Know where your first aid kit is **within** the club (fully stocked for every lesson) and how to call the emergency services (999 or 112). Ensure that your phone is fully charged, and you know where the nearest landline is.

Know the address and postcode of all your training venues including the postcode.