

TAEKWONDO CANADA WORKSHOP/SEMINAR APPROVAL FORM

*** The hosting organization must be a Taekwondo Canada Member in Good Standing.***

Please forward your application to Taekwondo Canada at least four (4) weeks prior to the start of the course/workshop.

<input type="checkbox"/> Club <input type="checkbox"/> PSO	NAME	PHONE
ADDRESS		EMAIL
CONTACT	PHONE	EMAIL

VENUE NAME:	ADDRESS:	
CONTACT:	PHONE:	EMAIL:

REQUESTED FACILITATOR	CC#
REQUESTED CO-FACILITATOR	CC#

Requested Workshop / Seminar:

- | | |
|--|--|
| <input type="checkbox"/> Poomsae Seminar | <input type="checkbox"/> Assistant-Instructor workshop |
| <input type="checkbox"/> Referee Seminar | <input type="checkbox"/> Dojang Coach workshop |
| | <input type="checkbox"/> Learning Facilitator workshop |

PREFERRED DATE(S):

ALTERNATE DATE(S):

The host will provide the venue, audio/video equipment and photocopying (as required).

Taekwondo Canada will provide workshop materials, reference information and the Learning Facilitator(s)/Instructors.

No less than 4 weeks before start of Approved Workshop
 No less than 3 weeks before start of Workshop
 3 days before start of Workshop
 1 day before start of Workshop
 10 days after the Workshop
 15 days after receipt of paperwork
 15 days after receipt of paperwork

This application must be received by Taekwondo Canada
 Online Registration Opens
 Online Registration Closes
 List of participants sent to Facilitators
 Coach profiles received by Taekwondo Canada from Facilitators
 Payment sent to host by Taekwondo Canada
 Payment sent to the Learning Facilitators

For Taekwondo Canada Use:		
Task	Responsibility	Date/Init (when complete)
As soon as Application Received:		
Host Member of TC: <input type="checkbox"/> Yes <input type="checkbox"/> No	TC Office	
Ensure no conflict with workshops already approved	TDM	
Confirm availability of LF	TDM	
Approve Workshop & Assign LF	TDM	
Set up Online Registration	TC Office	
One (1) week before workshop:		
Online Registration Closed	TC Office	
List of Participants to Facilitator	TC Office	
Assemble Course Materials IAW Annex	TC Office	
Course Materials to Facilitator	TC Office	