

Black Belt Gradings – Abridged and updated version - May 2017

Equipment Required

- For the Hall – Mats, Signs for the Toilets, Closed Grading signs, Flag and/or Stand up sign
- For the Examiners – Table, Chairs, snacks & refreshments, Table Cloth, Car Park Reserve Cones
- Bags for the Fitness Test, stop watch or phone (small focus pads approx. 1 between 2?)
- For the Run – Signs/Marshalls/Stop Watches
- For the Breaking – the machines, the Boards, the tiles, also for the tiles - building blocks, tarps, brooms, tea towels, trailer/transport for board and tile waste, Gardening Gloves to hold boards
- Please note that Dragon Spirit Papatoetoe has 4 big black plastic foam covered blocks and 4 modified School desks with a fitted box on top to make the Overhead kicks and Flying high kicks standardised for Gradees. Contact Afi Meleisa to arrange pick up and drop off.
- Mr Melesia also has some Excel Spread sheets available to make ordering the Breaking material and working out some of the other details easier too.
- For the Instructors on the Sunday – Chairs
- Also for the Marshalls on the Sunday – Chairs and possibly a Sign in form
- For the Gradees – An area for their bags, drinks & sparring gear, Ice, 1st Aid Kit, Chilly bin for ice, small plastic bags (sandwich size great) to place ice in
- For the Spectators on Sunday – Seating, Parking, Crowd Control (late arrivals)

Bases to Cover – with the Venue

- Keys – pick up, drop off, gates, windows, alarms – to open, close and if false alarms
- Lights – where are they
- Chairs, any other equipment that needs moving, bleachers etc...
- Parking – for Examiners, candidates, crew and spectators
- Run – location and number of Marshalls required and when
- Emergency numbers of Hall owner or custodian, Emergency procedures for Fire, earthquake

Helpers

- For Breaking – need 4/5 per machine approx.. A Leader, holders 1&2, Sweeper, and a spare
- For Specialty Breaks which are done on Saturday – need 2 or 3 helpers per station – need to split into groups for each station and give a copy of the groups to the examiners
- For the Run – at the corners plus ??
- On the Sunday the Breaking Machines are organised by size
- Marshalling on the Sunday – as many as possible, Seated in Rank order

Form up of Candidates

- Make up a list in an order and confirm this is OK with the Examiners

Gradees

- Do any of them have partners outside of the Grading for Self Defence or Pre-arranged? If so we need to know when they should be there approximately
- Gradees will be paired i.e. 1 with 2, 3 with 4 and will generally be together

Set – Up Friday evening

- We need help!, Make sure the Hall is basically clean first, Assemble the Mats, Set up the Examiners Table, Deliver the breaking material, Display signs

The Big Day – Saturday

- Arrival and Form –up – Form up is normally 8.30am open up at 8.00am
- Ensure all doors are unlocked, alarms are off and lights are on
- Ensure the Senior Candidate is ready to start and take the warm-up
- Greet the Examiners when they arrive
- Remind all to turn cell phones off and make sure that parents and/or any other people other than the Gradees and Examiners leave before the Grading starts. No spectators.
- Check when the Examiners would like morning tea and what that should be
- Check what time the Group Photo will be

In the Afternoon

- Check with Examiners what time Breaking and Run Marshalls should come.
- If there are lots of Juniors Grading then it's a good idea to ask if Parents wish to Marshall the Run as they'll be picking up their children to take them home.
- Assist with breaking and fitness test as required. Generally 1st Gups do their Flying High and Overhead kick, 1st Dans their Flying Turning and Flying Reverse Kicks, 2nd Dans do theirs on the Sunday
- Be ready to explain the Run Course to the Candidates and Marshalls
- Assist breaking Team with measuring heights for Sundays breaking
- Once the day is over check that the Hall is clean, lights off and lock up

Sunday

- Open up and lights on at 8.00am
- Set up for Theory and Oral interview areas
- Check with Examiners what and when they would like Lunch

In the Afternoon

- Public should start arriving from 12.30pm
- Grading commences at 1.00pm
- Ensure public/Instructors and Marshals are seated accordingly
- Introduce Examiners
- Ensure Breaking Team ready to go around 2.00pm
- Have Ice ready
- Control late spectator entry to ensure least disruption – this can be hard to do especially if more turn up than seats are available so do have plenty set up.

Once the Grading is over

- You do need to ask for Helpers to help pack up the Hall. Even though there are plenty of people around the majority of them will not expect or think to.
- Return the School Hall and any equipment to their original locations
- Clean up and remove all rubbish
- Ensure Examiners have all their notes
- Lock up and you're finished.

Expenses

- Keep receipts
- Invoice ITFNZ once all costs are accounted for as at May 2017 the expected approximate Budget is \$65.00 per Gradee.