



TRINITY OUTREACH PROGRAM (T.O.P.)

If you are a student or parent of a student, please follow T.O.P. in one or more of the following ways to receive important notifications from T.O.P. leaders as well as contacting leaders.



Facebook: Request to follow T.O.P. on Facebook by typing in T.O.P. in the Facebook search bar. An administrator will approve you to join within 24 hours.



Remind101: This is a database that is used to send out information about upcoming events or regarding class cancellations due to weather.

Text @toptae to the number 81010

Leader Phone Numbers:

Shanae Dees 317-512-9764

Matt and Stacia Ping 317-395-8894

Seth Taylor 317-512-1914

Jennifer Hardin

765-561-0734

T.O.P. General Information

1. Age Eligibility: Students must be six years or older to join. Children age 5 may join IF parent joins as well.
2. Arriving on Time: Class starts at 6:00 p.m. Please be dressed and ready at 6:00 p.m. for the line up. If a situation occurs where you know you will be late, please contact an instructor or send a message to T.O.P. using Remind or Facebook Message.
3. Leaving Early: If you have a reasonable excuse for needing to leave class early on a specific night, you must inform a black belt instructor for prior to the beginning of class (6:00 p.m.).

4. Class Participation: Please use the restroom before class to eliminate multiple class interruptions. Horseplay will not be tolerated. Instructors expect effort and respect throughout class.
5. Transportation: Parents and guardians are responsible for the student transportation. Please notify an instructor if someone other than the parent or guardian will be dropping off or picking the student up from the Briley Center. Parents must come inside the building to get students if at all possible; students under driving age are prohibited from leaving the building without an instructor or guardian.

T.O.P Student Rules and Guidelines

1. Respect instructors, leaders, and each other.
2. All students who participate in class will shake hands with all black belts before leaving the building. Even if leaving early.
3. If a student needs to leave early, student must inform instructor before the beginning of class.
4. Excessive noise level will be addressed if it becomes disruptive or distracting to the environment.
5. Do not get up without permission unless called up by an instructor.
6. Bow to the flag when entering and exiting the building, as well as when going down the hallway to the restrooms.
7. Students are expected to respond with yes sir/ma'am and no sir/ma'am followed by a bow when called upon by a black belt or when an individual instruction is given to them.
8. Do not go to spectators in the audience without permission or until dismissal.

9. Students should not wear their belts out of the dojang (tae kwon do building) unless performing in an approved demonstration.
10. Students must wear complete dobok uniform or pre-approved uniform (or sweatpants and t-shirt if student dobok has not been ordered yet). No Leggings or shorts without compression pants underneath.
11. All students must wear undershirt under uniform and have it tucked in. No long-sleeve shirts or pants should be visible coming out of the end of the dobok sleeves or the opening at the bottom of pants.
12. Black belts and designated leaders are the only ones to instruct/teach unless, a leader has asked you to assist.
13. Students are expected to bring their own water bottles. Cups are not provided. No carbonated drinks are to be consumed during class.
14. Students are prohibited from using their martial art skills on anyone outside of class unless the student is in a situation where self-defense is required and deemed necessary such as a harmful or life-threatening event.

T.O.P. Spectator Rules and Guidelines

1. Spectators (parents, family, friends, children) must stay in allotted spectator area unless authorized by an instructor.
2. No Shoes allowed on the mat to maintain a debris-free practice area.
3. Do not call students over to the spectator area during class unless it is an emergency.
4. Children in audience must stay off the mat area and are to be accompanied by an adult at all times.
5. For safety precautions, children four and under must be seated in the second row of chairs or further back in the audience.

T.O.P 10 Practices and Policies

As a student and/or spectator I will:

1. Have and show respect for God, myself, and others.
2. Be supportive, no matter what the situation.
3. Not coach the students. Coaching and disciplinary actions will be addressed by class instructors. Unless instructor gives a student/parent permission to assist.
4. Maintain positive attitude, speech, and actions during class as well as outside events.
5. Treat the judges and instructors with the upmost respect. If any concerns or discrepancies should arise, matters need to be discussed privately with one of the lead instructors.
6. Encourage good sportsmanship.
7. Have respect for the dojang (tae kwon do facility) and equipment.
8. Have respect for your dobok and belt.
9. Put forth my best effort while maintaining a Christ-like attitude.
10. Conduct yourself in a manner that would be respectable, worthy of praise, and honorable even when others are not watching.

By signing below, I have read all of the above information (or have read it to my child) and agree to follow the rules and guidelines of Trinity Outreach Program.

Please sign legibly.

Today's Date: _____

Student name (printed) _____

Student Signature _____

Parent or guardian name (printed) (If under 18) _____

Parent or guardian signature (if under 18) _____

