

United States Taekwondo Union

Mission Statement

*"To Foster excellence in Taekwondo in the United States,
Provide resources for all Taekwondo Athletes and
supporters
To achieve their goals and dreams
And to win Gold Medals in the Olympic Games"*



USTU Contact Information

The USTU is located on the Olympic Plaza in Colorado Springs, Colorado. The address is:

United States Taekwondo Union
One Olympic Plaza, Suite 405 (Will be Suite 104C soon)
Colorado Springs, Colorado 80909

Office hours are from 8:00 to 5:00, Monday through Friday. We are closed for all major holidays.



Phone number: 719-578-4632

Fax number: 719-578-4642

Webpage: www.ustu.org

The Staff:

Executive Director
Executive Director Assistant
Administrative Director
Finance Director
Dan Office Senior Manager
Dan Office Assistant
National Events
Membership Senior Manager
Receptionist
Referee/Coaching/Developmental Camps

Mr. Jay Warwick
Julie Thomeier
Leslie Losinger Powers
Donna Shepherd
Tami Walker
Dedra McClay
Christy Simmons
Tinker Simmons
Duskianna Hill
Jeanna Mendoza

E-Mail

National Events
Membership Services
Developmental Camp Info
Media and Communications
Referee & Coaching
Dan Office
General Questions
General Questions

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ustudan@aol.com
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Policies and Procedures of the Membership Department

General Policies

- There is a \$5.00 charge for all replacement cards. Requests must be faxed in with a credit card number, expiration date and signature or mailed in with money order, credit card or cashiers check. Phone requests will not be taken.
- There will be a \$100.00 late fee for all sanction applications received later than 6 weeks prior to the event.
- Membership cards that are returned in the mail shall be filed and saved through the end of the following year.
- All membership applications, sanction applications and club applications, will be filed and kept for a period of seven years.
- Applications received without a signed waiver will be returned. The stamped date will be honored if returned in 14 days.
- All fax confirmations are \$5 and should be processed in 2-3 business days.
- Express processing requests for individual applications should be processed within 48 business hours of receipt. The express processing fee is \$20.00.
- The membership department will provide the insurance claim form for competitor members. The competitor members are responsible for reading the claim form, filling it out and sending it to the insurance company.
- Members are not allowed to change their club or state affiliation after their applications have been processed for the current year, until registration renewal the following year.

Clubs

- The clubs may request a club report for their club/clubs at anytime. The head instructor/owner needs to call or write to the USTU and request the report.
- Clubs who have 35 competitor members will receive free liability insurance. Club owners needing an insurance certificate need to call the USTU to see if they have 35 members, if they do, they may request an insurance certificate at that time. The membership department will *not* automatically send one out when you reach 35 members.

Election Polices

- Any USTU Member, who is running for State President, may request a list of registered clubs for the state is he running in. It must be in writing with a signature and date of request. Please address request to the Secretary General at the USTU office. The USTU office will validate candidates eligibility.
- State President's club and individual list will be sent six weeks prior to the election.
- For membership applications that arrive close to the state elections, post marked date of Aug. 1 will be honored.

Club Benefits

All Club members receive the following:

- A USTU Club Certificate:
We will send you a club certificate that validates your club is a member of the USTU. We will assign your club a number for reference purposes that will be in the bottom left hand corner of your certificate.
- Promotional Video
The motivational video, “The Voice Inside”. A great tool for getting students motivated and marketing the benefits of Taekwondo practice at your school to the public.
- USTU Poster
We design a motivational poster for you to hang in your club.
- USTU Brochures
Distribute to your current and potential students to share the benefits of taekwondo and USTU participation
- Publicity Tips
A packet filled with ideas on how to get free publicity for your club.
- USTU Taekwondo Magazine
The USTU produces a magazine quarterly that each registered club receives
- Ability to buy Pro-shop Merchandise at Wholesale prices
There are a variety of products available to you from our Pro-shop at wholesale prices. Please contact Jeanna Mendoza in the USTU office for more information on getting Pro-shop. This is an easy way to increase your clubs annual revenue.
- Clubs with 35 USTU registered competitor members are eligible for club general liability and sports accident insurance
The USTU provides a million dollar liability insurance policy for all club members with 35 or more USTU registered competitor members. If you need an insurance certificate for proof of insurance *please call* the membership department to request one when you have 35 members.
- Clubs with 35 or more members get a vote in USTU State Association Elections.
Clubs with 35 register members as of August 1 for the year will have one vote in the state Election. You will have one additional vote for each 40 registered members after the original 35.

General Information

1.) What is the United States Taekwondo Union?

The United States Taekwondo union is a non-profit sports organization that exists to develop Taekwondo in the United States of America. As such, it is affiliated with the United States Olympic Committee as the National Governing Body” for Taekwondo.

2.) What is a sanction?

A sanction is the recognition that the USTU gives to an official event. The sanction also includes general liability and accident insurance for the tournament, competition, or camp.

3.) All club owners may call and request a club list at any time.

I encourage all of you to take advantage of this service through out the year so you have an accurate idea of how many of your students are registered to your club. Just call the USTU office and ask for Membership to request a club list. Please have your club number available when you call.

4.) All USTU members can receive Air travel discounts through United Airlines.

Call 1-800-841-0460 and tell them that you are a member of the USTU and receive 5-10% off ticket prices. The earlier you reserve your flight, the greater your discount.

5.) All insurance claim forms for individual competitors should be obtained from the USTU Membership Department within 30 days of incident.

Please have the member call the USTU membership office (719-578-4632) within 30 days of the injury and we will mail a claim form out to them. All claim forms should be filled out and sent into the insurance company, the address and 800 number is on the claim form. Claim forms are not to be mailed to the USTU office. Have the competitor’s membership ID# available so we can confirm membership @ the same time of injury.

6.) Fax confirmations will be processed in a 3-5 business day time period.

A fax confirmation is a written confirmation that the individual is a current registered member of the USTU,(not that we have received their application). We will make every effort to get fax confirmations processed in a 3-5 business day time frame. Please be sure to note that confirmations are not instantaneous, as the applications must be processed before we can send out a confirmation.

7.) We get hundreds of membership cards back in the mail, and we will try to send them to the club they are registered to so the member can still get their cards.

We would like to request your cooperation in having the student call/fax us and give us their new address so we may get their magazines to them. This will also aid in keeping our records accurate.

8.) Please make sure your students are aware that they must have their membership cards at all USTU sanctioned tournaments for proof of membership.

This will help your students get through the registration process at tournaments in more efficient manner. Be sure students know they need to keep their cards in a safe place because there will be a \$5.00 charge for all replacement cards. To request a duplicate card they should write a note with the request, a visa card number, signature and expiration date and fax it to the USTU.

9.) Membership applications received without a signed waiver will be returned!

The signed waiver is a required part of your application.

10.) We cannot change State or Club Affiliation.

*Once the application is received and processed we cannot change the state association **or club** association. Make sure students fill the application out carefully and completely.*

Frequently Asked Club Insurance Questions

1.) What is Liability insurance?

Liability insurance guarantees financial protection to an insured party who might be required to pay damages resulting from legally *negligent* conduct.

2.) How many members do I need to have registered to my club in order to get the USTU general liability insurance?

You must have 35 competitor members registered in your club to receive the one million dollar liability insurance through the USTU. Call the USTU Membership Dept. to activate this insurance; it will not be activated automatically!

3.) Who is the insurance company?

American Specialty Insurance Services, Inc., 1-800-245-2744

4.) Is there a deductible? No

5.) Do we have to report an incident in a certain amount of time?

It is in your best interest to fill out the incident report within 30 days of the accident.

6.) How do we make a claim?

Call the insurance claim department at 1-800-566-7941 and request an incident report. Once you receive it, fill out the incident report and mail it in. The insurance company will contact us to make sure that your club is eligible for a claim so you do not have to provide proof at the time of an incident.

7.) Who at the USTU handles the insurance?

The Membership Department

8.) Who and what does the liability and sports accident insurance cover?

Liability insurance covers any "accident" or negligent conduct occurring in your dojang. However, the sport accident insurance is limited to sports injuries incurred by or between a registered competitor member, and it does not provide coverage for non-registered members or those registered as a non-competitor.