



# INTERNATIONAL TAEKWON-DO FEDERATION (SCOTLAND) LIMITED

BY-LAWS  
2021\_rev0

*Approved by ITFS Board of Directors November 2021*

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## 1. Introduction Scope of Application

The International Taekwon-Do Federation - (Scotland) and all affiliated regional associations and independent schools operate in accordance with the Articles of Association as approved in The By-Laws, Rules and Regulations supplement the Articles of Association and reflect the detailed policy of the International Taekwon-Do Federation - (Scotland). The By-Laws must be in harmony with the Articles of Association; in case of conflict, the terms of the Articles of Association prevail.

All future references in this document to International Taekwon-Do Federation – (Scotland) shall be under the abbreviation ITFS.

All references to International Taekwon-Do Federation-(ITF) are for the global governing body registered in Spain and will be abbreviated “ITF”.

## 2. Communications

English is the official language of the International Taekwon-Do Federation - (Scotland), but other languages may also be used when appropriate.

Meetings of the Board of Directors and of the various committees may be held in person, by telephone, or by videoconferencing.

Official International Taekwon-Do Federation - (Scotland) information may be transmitted through:

- i. Information letters.
- ii. Advertising, featuring in-depth articles.
- iii. Official Web site.
- iv. Email

## 3. Guiding Principles

- i. Practitioners of Taekwon-Do (TKD) recognise that they are forever students of our Founder, General Choi Hong Hi. The International Taekwon-Do Federation - (Scotland) and its affiliated organisations will strengthen and promote the legacy of General Choi as described in his Encyclopaedia of Taekwon-Do, notably the twenty-four patterns and the philosophy.
- ii. The International Taekwon-Do Federation - (Scotland) belongs to all its members; it must work for its members and with its members to provide the services they need and want.
- iii. The International Taekwon-Do Federation - (Scotland) and its affiliated organisations are always open to suggestions from members and encourage innovative ideas.
- iv. The International Taekwon-Do Federation - (Scotland) and its affiliated organisations are and must remain free of all political influence. All decisions made by the administrators of the the International Taekwon-Do Federation - (Scotland) and its affiliated organisations must be fair, impartial and justified.
- v. The International Taekwon-Do Federation - (Scotland) must play a proactive role in strategic areas such as communications and the development of the The International Taekwon-Do Federation - (Scotland) in its four facets: as a sport and a martial art, but also as a way of life and a tool for social development.

- vi. The International Taekwon-Do Federation - (Scotland) and its affiliated organisations must put maximum on-going efforts into building and maintaining an efficient structure and professional operations.
- vii. All qualifications and promotions within the International Taekwon-Do Federation - (Scotland) and its affiliated organisations will be attributed according to merit and in conformity with well-established criteria.
- viii. The key to the future development of the International Taekwon-Do Federation - (Scotland) and its affiliated organisations is its core group of Grand Masters, Masters and Instructors.
- ix. Each individual who holds an official position in the International Taekwon-Do Federation - (Scotland) or an affiliated organization or is accredited by the International Taekwon-Do Federation - (Scotland) (including instructors, umpires, seminar leaders, examiners) must be an active member. This means he must have taken the appropriate courses and supported ITF Scotland events, have the required certificates, and have paid all fees applicable. He must not be subject to disciplinary measures and must respect and apply the regulations of the International Taekwon-Do Federation - (Scotland)
- x. The respect of hierarchy authority is an important principle in all martial arts. All members of International Taekwon-Do Federation - (Scotland) will respect those who are their seniors in the organization, particularly their teacher. On the other hand, the seniors will treat their students and other juniors with respect and fairness.

## **4. Structure**

### **4.1 The General Assembly – Voting Procedure**

Each member representing his plaque has the right to attend and have one (1) vote. Any new members to ITF Scotland will serve a one-year probation before having voting rights at an AGM or EGM. Any new member wishing to serve on the Board of Directors must first serve a minimum of four (4) years.

All voting members and Board candidates must be good standing members of regional associations who are in full compliance of ITFS rules and regulations. A review of members' status will be carried out prior to any AGM or EGM.

### **4.2 The Board of Directors**

The Board of Directors shall consist of up to 7 Directors which are composed of the Chair, one (1), Secretary General, one (1); Treasurer one (1), and Directors up to four (4).

The members of the Board of Directors serve a three (3) year term. The ITF Scotland Board must convene at a minimum of once a year. However, a board meeting can be called at anytime. In between meetings, on a monthly basis or for urgent business, Board Members will be contacted by e-mail or other means to vote or provide their opinion on subjects within their mandate.

#### **THE BOARD:**

- i. Approves objectives, action plans and budgets.
- ii. Amends and approves By-Laws, rules, policies and procedures.
- iii. Presents to General Assembly for approval any modifications to the Articles of Association that may become necessary.
- iv. Participates in development and review of strategic planning.

- v. For each Standing Committee, nominates a Chair and approves the list of committee members submitted by the Chair.
- vi. Approves decisions of Promotions Committee (including recognition of equivalencies).
- vii. Approves decisions of the Technical & Instruction, Tournament and Umpire Committee.
- viii. Ratifies decisions to accept new members.
- ix. Makes decisions about cases of discipline and expulsion.
- x. Makes decisions to take legal action when necessary.
- xi. Takes any other actions within the mandate conferred by the Articles of Association and in the best interests of the International Taekwon-Do Federation - (Scotland) and its members.
- xii. May apply temporary disciplinary measures on a member or an individual.

### **4.3 The Executive Committee**

#### **THE CHAIR**

Is responsible for the development and maintenance of policy affecting the affairs of the International Taekwon-Do Federation – Scotland and represents the International Taekwon-Do Federation – Scotland in all national and international functions.

The Chair oversees the general operations of the International Taekwon-Do Federation – (Scotland). Chairs meetings of the Board of Directors and the General Assembly, as well as other meetings involving the members of the Board of Directors and the Chairs of the Standing Committees. He is an ex officio member of all committees.

The Chair works with the members of the Board of Directors and with other advisors chosen for their knowledge and experience.

The office of the Chair is responsible for:

- i. Strategy and orientation for ITF Scotland.
- ii. Public relations (general public, other martial arts organisations, international sports organisations, etc.)
- iii. Communications (media interviews, Web site, press releases; International Taekwon-Do Federation - (Scotland) News and other publications).
- iv. Maintaining ethics and discipline standard.

#### **THE SECRETARY-GENERAL**

The Secretary-General is responsible for:

- i. Handling correspondence and queries about the International Taekwon-Do Federation – (Scotland).
- ii. Forwarding correspondence to appropriate officer or committee and ensures follow-up.
- iii. Ensuring regular dissemination to members of the Board of Directors and Chairs of Standing Committees of information pertinent to their mandates or of general interest.
- iv. Agenda, logistics, and minutes of meetings of the Board of Directors and of the General Assembly.
- v. Using e-mail or other means to transmit to members of the Board of Directors documents about current files, requesting that they vote or give their opinion; ensures follow-up.
- vi. Consulting the Board of Directors about actions to be taken in urgent matters.
- vii. Processes membership applications.
- viii. Maintaining a filing system, including files on national and individual members.
- ix. Issuing all International Taekwon-Do Federation Scotland certificates (International Instructors, Umpires, and Black Belt Degree, International Instructor Training Certificate, etc.).
- x. Performing other administrative tasks as required.

### **THE TREASURER**

The Treasurer is responsible for:

- i. Implementing and maintains the International Taekwon-Do Federation – (Scotland) accounting system.
- ii. Preparing the budgets for operations, development and promotion where required.
- iii. Ensuring application of appropriate policies and procedures for accounting.
- iv. Producing detailed annual financial statements.
- v. Producing other financial reports as required.
- vi. Communicating frequently with the Board of Directors to provide feedback about the finances of International Taekwon-Do Federation – (Scotland).

### **THE DIRECTOR(S):**

The Director(s) are responsible for:

- i. Keeping relations with the Tournament Committee and Umpire Committee(s) in order that proposals from the Tournament Committee and or Umpire Committee(s) are being processed to the Board of Directors. Supervising that all Job Responsibilities of the Tournament Organizing Committee are being complied with.
- ii. Providing solutions and resources necessary to reach ITF Scotland objectives.
- iii. May be given responsibility for specific files or projects.
- iv. Conducting surveys and consultations, of technical needs and requirements with the member groups and liaise with board upon findings.
- v. Assist in the delivery of projects where necessary.
- vi. Prepare and present articles for communication to ITF Scotland, AETF & ITF Websites
- vii. Corporate promotion and media coverage of ITF Scotland and its events.
- viii. Prepare and present any potential sponsorship packages.
- ix. Assist and prepare delivery of special events.
- x. Assist in any other issue might be given to the Director by the Board of Directors.

## **4.4 The Standing Committees**

The Chair of each Standing Committee is appointed by the Board of Directors. The Chair then submits to the Board of Directors for approval the names of the individuals proposed as members of that committee. From among the names submitted, the Board of Directors appoints at least two, and no more than four, members for each committee. The Chairs and members of the Standing Committees serve a rolling term reviewed annually. The Chair of International Taekwon-Do Federation – (Scotland) is an ex officio member of all committees.

### **THE STANDING COMMITTEES:**

- i. Are empowered to promulgate and act according to their rules, which must not be in conflict with the Articles of Association or Bye-Laws, subject to approval of the Board of Directors.
- ii. On their own initiative or at the request of the Board of Directors, give opinions; make suggestions and recommendations within the scope of their responsibilities.
- iii. Apply all policies, rules, and procedures within the scope of their responsibilities.
- iv. Set objectives, outline action plans, and identify resources needed to reach those objectives.
- v. Present a formal annual progress report to the Board.

If a member of a committee resigns or is otherwise unable to perform his duties, the Board of Directors may appoint another member to serve for the remainder of his term.

### **THE TECHNICAL & INSTRUCTION COMMITTEE (TIC)**

The responsibilities of the Technical & Instruction Committee include the following:

#### **TECHNICAL**

- i. Settle differences in interpretation of International Taekwon-Do Federation – (Scotland) techniques.
- ii. Prepare teaching standards and organise Technical Courses and Events when required
- iii. Review any documentation on techniques; examine how they are used and eliminate any contradictions.
- iv. Answer technical questions from members.
- v. Liase with members when called upon, about their technical needs.
- vi. Provides articles for the International Taekwon-Do Federation – (Scotland) and Instructors website.

#### **INSTRUCTION**

- i. Review and redefine contents of training standards for all levels and all ages.
- ii. Revise criteria of International Instructors Examiner standard.
- iii. Attend IIC annually to keep current with ITF Technical committee.

### **THE TOURNAMENT COMMITTEE (TC)**

The responsibilities of the Tournament Committee include the following:

- i. Prepare and present the Tournament Organiser standards of operation and procedure.
- ii. Liaise with Umpire Committee.
- iii. Establish a policy for the selection of hosts and venues; and presents the qualified candidates to the Board where the decision is put to a vote.
- iv. Prepare event financial proposal to board for approval within the appropriate timeframe.
- v. Liase with The Board on any direct or non-direct financial sponsorship and advertising conditions.
- vi. Plan and prepare event. Liaise with The Board on any potential shortfall or difficulty in the appropriate timeframe.
- vii. Run the Tournament inside the Competition Area, supervise the organization inside the Sport Stadium, and all the Ceremonies during the Tournament Schedule which will be carried out by Tournament Organizing Committee.
- viii. Make the competition schedule and electronic draws, supervises the official weigh in and supervises any other issue the TC considers of importance.
- ix. Keep track of the results.
- x. Set Standards, deadlines, and other requirements for Registration or other required.
- xi. Modernise rules to promote safety.
- xii. Ensure application of Official rules of competition.
- xiii. Introduce where appropriate, the use of computers and other new technology for tournament organization and scoring.
- xiv. Assist and supervises preparations with the local organiser(s) and report results to the Board of Directors periodically.

### **THE UMPIRE COMMITTEE (UC)**

The responsibilities of the Umpire Committee include the following:

- i. Plan and prepare material and event location
- ii. Provide financial costing for Umpire Training, including ITF certification.
- iii. Liase with TC on best plan for event preparation.



- iv. Train and qualify class ITF “B” Umpires.
- v. Assign Umpires for ITF Scotland sanctioned Tournaments
- vi. Monitor performance and conduct of umpires during Competition
- vii. Keep personal data of Umpires.
- viii. Arrange the daily ring councils for the Umpires during Competition.
- ix. Modernize rules of competition, ensure fairness and enhance ease of understanding.
- x. Keep a very close relation with the Technical & Instruction Committee requesting at least one of the members of the Technical & Instruction Committee, sanctioned by the Board to be present at the Umpire course.
- xi. The Umpire Committee will be the only one in charge of representing and conducting the Official Umpire Course.

In order to request a "B" class Umpire Certificate the candidate must have participated in an Official International Taekwon-Do Federation – (Scotland) Umpire Course.

### **DISCIPLINE COMMITTEE**

The discipline committee will be called to assemble at the request of the Board of Directors, who having received and reviewed any formal complaint by a member, deem it appropriate to facilitate a full investigation. The committee shall be three (3) in number and be of neutral standing to the respondent and complainant.

Duties will include the following:

- i. Conduct preliminary investigations at the behest of the Executive Board in relation to unethical conduct by ITFS members particularly in cases of violation of the ITFS Articles of Association, Bye-Laws, policies, or standards.
- ii. Negotiate formal resolutions of ethics or discipline complaints and give recommendations to the Executive Board.
- iii. Study and recommend principles, policies, and procedures for cases warranting suspension or expulsion and give recommendations to Executive Board

### **NATIONAL COACHING COMMITTEE**

For all information pertaining to the structure and execution of national team selection procedure and criteria, please refer to ITFS National Coaching Structure Standard.

## **5. Affiliation**

### **5.1 Taekwon-Do Group, Association, Group or School.**

Any Taekwon-Do Association, Group, or School can affiliate with complete self-autonomy to the ITF via ITF Scotland affiliation provided they can demonstrate that they have the appropriate qualifications and procedures in place. The applicant must convince the Board that they are of good standing and will agree to the terms and conditions of membership to ITF Scotland and support the ITF structure and protocols.

### **REGIONAL ASSOCIATION**

A regional association is defined as;

- 4 or more schools run by independent instructors with a senior ranked 4<sup>th</sup> degree or above
- governed by Articles of Association
- has minuted executive meetings
- has minuted AGM

### REGIONAL GROUP

A regional group is defined as; one with a senior ranked 4<sup>th</sup> degree and above

- 2 or more schools run by independent instructors

### REGIONAL SCHOOL

A regional school is defined as; one with a senior ranked 4<sup>th</sup> degree and above

- is one school or more schools run by same instructor

All instructors of registered schools must possess and instructor teaching plaque (article 5.3)

If any school instructor wishes to independently affiliate to ITF Scotland and is not of 4<sup>th</sup> degree rank with any examination credentials, then they must align themselves with an ITFS Regional Association, Group or School that has an ITF 4<sup>th</sup> degree international instructor or above as it's head.

Any group or school who has not been associated with the ITF (Spain, Prof Chang-Ung or GM Choi Joong Hwa) style of training and protocol, regardless of rank, will have to agree to policy of assistance put in place whereby, the association, group or school in question will be, although being autonomous in operations, will have to be mentored through the ITF Scotland Technical Committee or instructor recommended by the aforesaid committee.

### STUDENT TRANSFER BETWEEN ASSOCIATION, GROUPS OR SCHOOLS

Students may train at other associations, groups or schools on a casual basis when they have sought permission of their instructor and the permission of the instructor at the school they wish to visit. If the student wishes to train elsewhere on a **permanent basis** then an **official transfer** must be undertaken by the student. This is so the following points are satisfactorily dealt with:

- i. The original instructor is correctly notified and informed of the move
- ii. All issues have reached an amicable settlement and any outstanding monies paid before any move can take place
- iii. Reasons for the transfer become transparent to all parties involved
- iv. The new instructor is correctly informed and can accept the student without reservation
- v. The ITFS records are updated accordingly

### SCHOOL TRANSFER BETWEEN ASSOCIATIONS, GROUPS OR SCHOOLS

In a situation, whereby an instructor wishes to transfer their school/group to another association/group or become an independently run school, they must comply with the following official procedure:

- i. Head of Association or group is notified first of the intention to move
- ii. Reasons for the transfer become transparent to all parties which include the students of instructor and ITFS
- iii. All issues have reached an amicable settlement and any outstanding monies paid before any move can take place
- iv. The new head of association/group or ITFS is correctly informed and is willing to accept the instructor and their students without reservation
- v. ITFS records are updated accordingly

*Applications for transfer must be made on the appropriate form (see appendix B)*

This protocol serves to ensure common courtesies are provided to the instructor and that no ill feeling manifests itself between different schools. Students and instructors alike must also be held accountable for their actions and should clearly explain their reasons for a particular transfer.

## **OPENING A NEW SCHOOL**

Applications to open a new school should be made in advance in writing to the board of directors via the secretary general. Any new school should not be within close proximity to an already existing ITFS School, at the discretion of the ITFS Board.

## **5.2 Individual Black Belt Members**

To be recognised as a Black Belt Degree member he/she must reside in Scotland and be affiliated through the ITFS Regional Association, Group or schools structure accepted by the ITFS Board of Directors. He/she must be in possession of the International Taekwon-Do Federation-(ITF) Black Belt Degree certificate issued by the ITF – registered in Spain.

## **5.3 Instructor and Teaching Licence (Plaque Certificate)**

Each individual teaching member responsible for the delivery of ITF training - Grand Masters, Masters, Instructors, and Assistant Instructors (from 1<sup>st</sup> to 9<sup>th</sup> degree) - must have a valid teaching licence, known as a "plaque". These are issued by the International Taekwon-Do Federation (ITF) through ITFS. Each Regional Association, Group and Individual School must give a full record of operating schools within their organisation and subsequent instructors responsible for the delivery of ITF instruction.

4<sup>th</sup> degree black belt holders and above **must also have an International Instructor Certificate issued by the ITF whether actively instructing or not.**

It is a breach of ITF and ITFS rules to operate a school without a valid teaching plaque. The application of a candidate for a teaching licence must be approved by ITF Scotland. Applicants for this qualification must be deemed competent by the regional association, group or school in accordance with the ITFS Instructor Standard.

The voting right on ITF Scotland membership matters will only be given to Black belt plaque holders who are 18 years and over, who have held a plaque from a minimum of one year (Jan-Dec).

Non-plaque holders may however request to attend as an observer.

Plaque applications and costs are dealt through the Secretary General and available only to affiliated members. Plaques are valid January to December and for the year of subscription as opposed to the month. The ITF wish this fee to be paid annually.

In case a member from 4<sup>th</sup> to 9<sup>th</sup> degree does not pay the annual Teaching license (plaque) fee during a certain period of time, then the waiting time for promotion will be increased for that the period of time.

## **6. International Activities**

It is widely encouraged for ITFS members to travel and attend IIC's, seminars and tournaments. However, it is important and courteous that all participation is noted by the Secretary General. Any

qualifications from seminars, courses and exams should be communicated to the Secretary General along with all associated references numbers, so ITFS records can be current.

ITFS wish to promote and encourage groups who wish to ask seminar leaders from other countries to visit this country. In accordance with ITF rules, notice of such activities requires a statement of intent to be sent to the National Association, namely ITFS. In the case of an IIC approval from ITFS is required to ensure that there is no conflict of interest with the NA and that the hosting group are in good standing to host the event.

## 7. Qualifications

### 7.1 Requirements

#### BLACK BELT MEMBERSHIP DEGREES

ITF rules and regulations have laid down the following guidelines in respect of time for degree candidates.

Degree Requested	Minimum Period
1 <sup>st</sup> to 2 <sup>nd</sup> degree	18 months. No reduction time is given.
2 <sup>nd</sup> to 3 <sup>rd</sup> degree	2 years. No reduction time is given.

Degree Requested	Minimum Period	Additional Notes
3 <sup>rd</sup> to 4 <sup>th</sup> degree	3 years	Minimum age: 21 years The candidate must participate at least at one (1) IIC during the preparation period. No reduction time is given. Must have an International Instructor Certificate.
4 <sup>th</sup> to 5 <sup>th</sup> degree	4 years	The candidate must participate at least at one (1) IIC during the preparation period. No reduction time is given. Compulsory payment of the annual Teaching license "Plaque". Must have an International Instructor Certificate.
5 <sup>th</sup> to 6 <sup>th</sup> degree	5 years	The candidate must participate at least at one (1) IIC during the preparation period. No reduction time is given. Compulsory payment of the annual Teaching license "Plaque". Must have an International Instructor Certificate.
6 <sup>th</sup> to 7 <sup>th</sup> degree	6 years	The candidate must participate at least at two (2) IIC's during the preparation period. No reduction time is given. Must be at least 40 years old. Compulsory payment of the annual Teaching license "Plaque". Must have an International Instructor Certificate.
7 <sup>th</sup> to 8 <sup>th</sup> degree	7 years	The candidate must participate at least at two (2) IIC's during the preparation period. No reduction time is given.

		Compulsory payment of the annual Teaching license “Plaque”. Must have an International Instructor Certificate.
8 <sup>th</sup> to 9 <sup>th</sup> degree	8 years	The candidate must participate at least at two (2) IIC’s during the preparation period. No reduction time is given. Compulsory payment of the annual Teaching license “Plaque”. Must have an International Instructor Certificate. The candidate must be at least 60 years old. Meets the requirements of the Grand Master Promotion Committee, and receives their recommendation according to the approved GMPC Rules. Should during his career have been loyal and accomplished duties for Taekwon-Do in his country and for the ITF. Must appear in front of the Master Promotion Committee panel at the appointed date. The panel will ask questions which they deem appropriate for the circumstances.

### 7.1.2 Attention:

In case a member Black belt from 4<sup>th</sup> to 9<sup>th</sup> degree does not pay the annual Teaching license (plaque) fee during a certain period of time, then the waiting period for promotion will be extended for a period of time equal to the period of the delay in payment without derogating from the duty to pay for the plaques. In addition the amount of the annual teaching license will be increased by 20%.

### 7.1.3 Special requirements:

In the case that the candidate does not fulfil the above mentioned requirements for the 9<sup>th</sup> degree application request, the board of directors might agree to accept the applicant’s promotion request according to:

- a. Special work given by the Board of Directors and completed by the candidate.
- b. Having under his Leadership / Instruction 3 Masters in activity.

### 7.1.4 Extra waiting time:

An extra waiting period of 4 years will be applied for candidates coming from another organization and who did not obtain the 7<sup>th</sup> and 8<sup>th</sup> degree through the ITF, or having received a replacement ITF Degree Certificate for above mentioned Degrees.

### 7.1.5 Special notes:

Candidates facing physical problems and in time to take a promotion to a higher degree could be recommended by the NA to the ITF Board of Directors in order to take a special promotion test.

### 7.1.6 Official documents for 7<sup>th</sup> to 9<sup>th</sup> degrees promotion:

The candidate for Black Belt Degree promotion 7<sup>th</sup> to 9<sup>th</sup> degrees submits the following documents (a, b, c, d, ) 3 months prior the promotion dates to the President fo the NA who signs the candidate’s National Degree Application Form (a) for approval and forwards the documents (a, b, c, d,) to the ITFHQ.

- a. National Degree Application Form
- b. Curriculum vitae
- c. Thesis (minimum of 6 pages)
- d. Letter of approval of NA and/or AA

The new degree holder will receive a Black Belt Degree Certificate, a plastic Black Belt degree ID card and an ITF degree pin.

## 7.2 Degree Testing

### PROMOTION AUTHORISATION

1. Promotion to 9th Black Belt Degree membership will be decided and announced by ITF Board of Directors.
2. Promotion to 7th and 8th Black Belt Degree membership must be examined and conferred by at least two (2) Grand Masters 9th degree.
3. Promotion to 6th Degree Black Belt membership will be organized and authorized in writing by the NA and conferred by an ITF Master (8th or 9th degree).
4. Promotion to 5th Degree Black Belt membership will be organized and authorized in writing by the NA and conferred by an ITF Master (7th, 8th or 9th degree).
5. Promotion to 4th Degree Black Belt membership will be organized and authorized in writing by the NA and conferred by an ITF Master (7th, 8th or 9th degree).
6. Promotion to 3rd Degree Black Belt membership must be authorized by the NA and conferred by an ITF International Instructor (6th degree Black Belt or higher).
7. Promotion to 2nd Degree Black Belt membership must be authorized by the NA and conferred by an ITF International Instructor (5th degree Black Belt or higher).
8. Promotion to 1st Degree Black Belt membership must be authorized by the NA and conferred by an ITF International Instructor (4th degree Black Belt or higher).
9. Candidates for Gup grades are graded by International Instructors who are 4th Degree Black Belt members and higher.

N.B.: Above mentioned International Instructor examiners must be in possession of a valid ITF Plaque license.

### PROMOTION TESTING

ITFS **recommend**, in maintaining the highest standards of technique, ethics and **safety**, the following criteria should be consulted before allowing candidates to apply for a Black Belt Degree promotion.

- i. Review candidate's training status and commitment to personal development as a benchmark for promotion qualification rather than purely calendar based.
- ii. Use timescales as a minimum, rather than a target, in candidate eligibility when age and physicality of a candidate significantly reduce the feasibility of candidacy when minimum times were always suggested for exceptional level students.
- iii. Review maturity level of junior students requesting degrees

All Regional Associations and independent schools have autonomy in promoting students to degree level up to the level accorded to the senior of the group (refer to article 7.3 for details). Each group can organise blackbelt gradings to suit their own requirements. These groups can join together if they wish to create a larger panel if they wish or they can request an independent ITFS examiner. The flexibility is there if required.

**As per ITF rules no examiner from another country, including the home countries, can take examinations in Scotland without consent from ITFS and the examiner's NA of residence.**

Candidates testing for degree grades must ask permission from their club/association, if there is not a suitable international instructor grade within said club/association ITFS will recommend or sanction a preferred choice of examiner.

All candidates for promotion to 4<sup>th</sup> degree and higher must have signed authorisation from the NA six weeks in advance of the grading.

All candidates for 7th degree to 9th degree must have signed authorisation from the NA before any application can be sent to the ITF Masters Promotion Committee. The candidate for Black Belt Degree membership 7th to 9th degrees submits the following requirements three (3) months\* prior the promotion date to the ITFS Secretary:

- i. National Degree Application Form.
- ii. Written statement from Regional Association head of delegation.
- iii. Curriculum vitae.
- iv. Thesis (minimum 5000 words).
- v. Letter of approval from Regional Association or sponsor Master degree who recommends the promotion.

\*Please allow extra time for processing with ITFS, it is recommended to give at least 7-10 business days in advance of the ITF's required deadline.

As a guide a letter of commendation for Master's promotion from the aforesaid Regional Association or Sponsor should take the following guidelines into consideration before sanctioning a Master's recommendation.

- i. Has participated in own personal training and organised training of regional association or under supervision of sponsored master.
- ii. Submitted thesis for presentation to NA (min 5000 words)
- iii. Submitted cv of all blackbelt Taekwon-Do activity
- iv. Actively promoting school(s) and Taekwon-Do in area of residence.
- v. Actively part of tournament or seminar organisation.
- vi. Actively had at least one term of office in an executive or standing committee capacity within organisation.

### **ITF CERTIFICATE APPLICATIONS**

All applications for ITF certification will be carried out by ITFS and submitted to the Secretary General. Regional Associations should give details of degree promotional testing as soon as available so the details of events can be circulated to membership.

All degree applications should be submitted to the Secretary General no later than four (4) weeks after promotional testing with the appropriate funds transferred to the ITFS account and a note relayed to the Secretary General.

Under ITF rules all blackbelt members who wish to be recognised as an ITF blackbelt and wear the ITF dobok must possess an ITF certificate. Failure to comply will render the organisation in breach of ITF rules and possibly subject to sanctions in respect of good standing membership of NA.

### 7.3 Conditions for recognising Taekwon-Do Graduation Degrees issued by other organisations and replacing them with an ITF Degree Certificate.

Upon application by a member, the ITF may accept and recognise for an individual (hereinafter: “the Candidate”) the Graduation Degree issued by another Taekwon-Do organisation, and issue an ITF replacement Degree Certificate, subject to fulfilling the following conditions and submitting the following documents:

- a. For all Degree holders:
  - i. Sufficient evidence, at the discretion of the Executive Committee (or a specific committee to be appointed for the purpose of checking each application), of activities of the individual.
  - ii. A copy of the most recent Degree certificate from the previous organisation, certified by the applicant member.
  - iii. Evidence of Degree qualifications from 1<sup>st</sup> Degree to the present Degree, including dates of qualifications (e.g. Degree certificates).
  - iv. Payment of the replacement certificate fee to the ITF (as decided and published by the ITF, from time to time).
- b. For 4<sup>th</sup> – 6<sup>th</sup> Degree holders and above, all of the above, and in addition:
  - i. Attendance at one (1) International Instructors Course (IIC) of ITF since attaining the current Degree.
  - ii. Application from the ITF International Instructor Certificate, and the due payment of the appropriate fee.
  - iii. Payment of the plaque fee for the current year (year of application), and one prior year.
- c. For 7<sup>th</sup> Degree holders and above, all of the above, and in addition:
  - i. Attendance at one (1) additional ITF Instructors Course (IIC) since attaining the current Degree (for a total of two (2) ITF IIC's).
- d. For 9<sup>th</sup> Degree holders, all of the above, and in addition:
  - i. Approval of the Grand Masters Promotion Committee according to the GMPC Rules.

### 7.4 Degree Graduation Cost Structure

This information is only available to affiliated members through the Secretary General.

### 7.5 Instructor Definition

#### TITLES & FUNCTIONS OF BLACK BELT TEACHING MEMBERS

- i. Hounourable Grand Master, will be addressed as KWAN JANG NIM.
- ii. 9<sup>th</sup> degree, **Grand Master**, will be addressed as SASEONG NIM.
- iii. 8<sup>th</sup> and 7<sup>th</sup> degree, **Master**, will be addressed as SAHYUN NIM.
- iv. 6<sup>th</sup>, 5<sup>th</sup> and 4<sup>th</sup> degree, **Instructor**, will be addressed as SABUM NIM.
- v. 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> degree, **Assistant Instructor**, will be addressed as BOOSABUM NIM.
- vi. All **Examiners** 4<sup>th</sup> – 9<sup>th</sup> Degree will be addressed as SIMSA KWA NIM

#### INTERNATIONAL INSTRUCTOR - SABUM

An International Instructor is an individual who:

- is at least 21 years old



- is at least a 4th Degree ITF Black Belt member
- has participated at the required International Instructors Course
- is the holder of an International Instructor Certificate
- has a valid International Taekwon-Do Federation teaching plaque

### **ASSISTANT INSTRUCTORS – (BOO SABUM)**

An Assistant Instructor (Boo Sabum) is an individual who assists under supervision:

- is at least 16 years old
- is at least a 1st degree blackbelt
- has participated at the required ITF Scotland Technical Courses
- has qualified as a Boo-Sabum within own Association or Group in compliance with ITFS recommendations

Degrees who have not gained the Assistant Instructor Qualification are not entitled to be addressed as **Boo-sabum**

### **AUTONOMOUS SCHOOL INSTRUCTORS**

To open and run your own school within an ITFS Regional Association, Group or deliver ITF instruction un-supervised you must:

- be at least 21 years old
- be at least 1st degree
- be qualified at Boo Sabum level within regional association
- have enhanced disclosure approved through ITF Scotland
- a valid first aid certificate
- the appropriate level of instructor indemnity insurance

## **7.6 Grades (Gup)**

There are ten Gup grades from 10<sup>th</sup> grade (white belt) to 1<sup>st</sup> grade (red belt with black stripe). Gup certificates are issued by the NA or as agreed by with individual groups.

## **7.7 Affiliation Fees**

### **7.7.1 Regional Association, Group or School Membership Fee**

Regional Association, Group or School membership fees are set by the Board of Directors and may be amended at any time by the Board. All fees payable to ITFS must be remitted to the International ITFS Treasurer by January 31st. Late payments will incur a 20% surcharge.

A violation of this obligation might be sanctioned by the Board of Director with a temporary suspension of the rights of the Regional Association / Regional Group / Regional School until the financial obligation has been fully satisfied.

This information is only available to ITF Scotland Members through the Secretary General.

### **7.7.2 Extraordinary Fees**

The Board of Directors may approve other extraordinary fees.

### 7.7.3 Teaching Licence (plaque) Fees

The teaching licence (plaque) is available to any black belt instructor recognised via an ITFS Regional Association, Regional Group or Regional School and will be payable annually. In case of late payment a 20% surcharge will be applied.

### 7.7.4 Respect & Affiliation

- i. The student owes respect, loyalty, and gratitude to his teacher at all times because of the teaching and guidance he has received. Therefore, as the student progresses to higher levels in ITF Taekwon-Do, he continues to work in affiliation with his teacher. Exceptionally, a student may reach a higher Black belt degree than his teacher, who may have interrupted his training for some reason. Nevertheless, the student must show a special regard for that former teacher.
- ii. Income from the operations of an ITF accredited school, such as examination fees, might be divided between the Master and the instructors according to agreement.

### 7.7.3 Arbitration

Sometimes, particular circumstances make it difficult for a student and his teacher to continue working in harmony. The student may request permission from the NA to change to another teacher.

### 7.7.4 Sanctions

After investigation, the ITFS Ethics & Disciplinary Committee may recommend that the Board of Directors apply sanctions, which may include expulsion.

## 7.8 Hierarchy

### SENIORITY AMONG MEMBERS

Seniority is established according to grade or degree. If two members hold the same degree, seniority will be established according to the following rule:

- i. The date on the grade or degree certificate determines seniority.
- ii. If two members hold the same grade or degree and their certificates were issued on the same date, the one who started practising Taekwon-Do earlier will be considered senior.
- iii. If the above criteria are not decisive, the person with the earlier date of birth will be considered to be senior.

## 8. Dress Specifications

### 8.1 Dobok

Practitioners must wear the current International Taekwon-Do Federation approved Dobok, introduced in 1982. Students at ITFS sanctioned events must wear the “officially approved” ITF Dobok. At national level within our borders “officially approved” at this time means the dobok style introduced in 1982. Further detail is as follows:

- The Dobok shall have at the right sleeve just above the elbow and at the right pant just above knee level - measuring length 8 cm and height 5 cm - the ITF officially approved sponsor logos if applicable.

- Personal Sponsorship on the ITF Dobok is allowed only on the left sleeve measuring length 8cm and height 5 cm and the logo must be approved by the Executive Committee
- Female students must wear a white Tshirt under the Dobok jacket.
- The Association, group or school emblem may be worn on the Dobok jacket at chest level on the right side opposite the ITF Logo.

**Note:**

It is understood that schools and clubs have additional suits, sometimes in a colour or different design for promotional purposes. ITFS will not enforce nor exclude this activity. However, **only ITF Doboks may be worn at ITF Scotland sanctioned events**. No variations or permutations of the dobok will be permitted. For encouragement, some schools offer merit badges for junior students to be worn on the dobok. ITFS will permit these at ITFS events.

- Black Belt members 1<sup>st</sup> to 3<sup>rd</sup> Degree wear the basic ITF uniform with the addition of black piping three centimetres wide around the bottom edge of the jacket.
- International Instructors 4<sup>th</sup> to 6<sup>th</sup> degree wear the same uniform as degree members with the addition of a vertical black stripe three centimetres wide on the outside of each sleeve of the jacket and both of the pant-legs.
- Masters and Grand Masters wear the same uniform as International Instructors with the addition of a vertical white stripe of one centimetre wide on the outside of each sleeve of the jacket and both of the pant-legs.

**INTERNATIONAL DOBOK**

The international dobok will have “SCOTLAND” embroidered below the Taekwon-Do tree to indicate the participant’s country representation at ITF European & World Championships. The dobok will also carry the National Flag of Scotland on the right breast. **Only competitors who have qualified for national team representation via ITF Scotland squad training are entitled to have “Scotland” on their dobok.**

The international dobok may be worn at ITF Scotland sanctioned events, but cannot be worn at Open European or World Cups, unless an official ITF Scotland team has been entered and supervised by ITF Scotland coaches.

The international dobok may **not** be worn at degree testing or technical courses and national competition events.

**8.2 Belt**

- The belt is five centimetres wide and five millimetres thick. It is worn wrapped around the body once.
- There are six colours of belts:

<b>Black:</b>	1 <sup>st</sup> to 9 <sup>th</sup> degree
Red with black stripe:	1 <sup>st</sup> grade (kup)
<b>Red:</b>	2 <sup>nd</sup> grade (kup)
Blue with red stripe:	3 <sup>rd</sup> grade (kup)
<b>Blue:</b>	4 <sup>th</sup> grade (kup)
Green with blue stripe:	5 <sup>th</sup> grade (kup)
<b>Green:</b>	6 <sup>th</sup> grade (kup)
Yellow with green stripe:	7 <sup>th</sup> grade (kup)
<b>Yellow:</b>	8 <sup>th</sup> grade (kup)

White with yellow stripe:	9 <sup>th</sup>	grade (kup)
<b>White:</b>	10 <sup>th</sup>	grade (kup)

#### KUP GRADE BELTS

- i. The stripe at **one end** of the belt that indicates 9<sup>th</sup>, 7<sup>th</sup>, 5<sup>th</sup>, 3<sup>rd</sup> or 1<sup>st</sup> kup, is five millimetres wide. Latitude in stripe width will be given. The distance between the stripe and at one part of the belt **only** is five centimetres.
- ii. Belts with **continuous coloured stripes** through then indicating kup grades **will not be permitted** at ITF Scotland events.
- iii. Some schools have specific programmes for young students to help promote and give visual signs of progress that utilise non-standard belt colours (purple, brown, orange etc). Whilst schools can adopt this principle locally, these belts **will not be permitted** at any ITF Scotland events. The belts **must be exchanged** for the equivalent rank in the mainstream ITF system.

#### DEGREE BELTS

- i. The level of Black Belt degree membership is written in gold-coloured Roman numerals at one end only of the belt.
- ii. A grade or degree holder may add his name and surname in gold letters as well as the name "International Taekwon-Do Federation" and/or of the NA.
- iii. ITF Scotland accept that there may be some personal designs for blackbelt encriptions and accept this as it creates good will among school members however all blackbelts wishing to **compete at international events must be in possession of an Official ITF Blackbelt as per ITF criteria.**
- iv. Junior Black belts (up to 17 years) must wear a black and white in horizontal division belt, at all ITF Scotland and international events and at the age of 18 years the belt must be changed into the senior Black belt. This is mandatory for all junior blackbelts participating at ITF sanctioned events.

### 8.3 Official Attire

- i. At all ITF Scotland sanctioned occasions International Instructors 1st and 3rd degree, wear a suit, white shirt and blue tie.
- ii. At all ITF Scotland sanctioned occasions International Instructors 4<sup>th</sup> and 6<sup>th</sup> degree, wear a suit, white shirt and red tie.
- iii. At all ITF Scotland sanctioned occasions Master Instructors 7<sup>th</sup> and 8<sup>th</sup> degree, wear a suit, white shirt and gold tie.
- iv. At all ITF Scotland sanctioned occasions Grand Master Instructors 9<sup>th</sup> degree, wear a suit, white shirt and a white tie.
- v. For Umpire, it is specified in ITF Rules that a Navy Suit must be worn along with all white training shoes. For 4<sup>th</sup> degree and above, carrying out umpire duties, blue ties must be worn.

## 9. ITF Scotland Technical Training and Instruction Standards.

The purpose of ITF Scotland Technical Training Standards is to continue to improve the technical standard of instruction to homogenise the execution and assessment of technique throughout all ITF Scotland schools by means of a standards system. All regional associations are free to carry out their own training programmes for Kup Grades and Instructors, but it is recommended that associations and groups collectively agree to run homogenous training sessions to fulfil the requirement of techniques standardisation.

## 9.1 Technical Training Courses

### KUP GRADE TECHNICAL COURSE RECOMMENDED CONTENT

It is recommended that this course is run by instructor(s) 4<sup>th</sup> degree and above. This course is open to all Kup Grades white – red belt.

- i. Contents of Technical Course run for 10<sup>th</sup> to 1<sup>st</sup> Kup should include but not limited to:
  - Overview of Training Secrets and Theory of Power
  - Patterns from Chon-Ji through Choong-Moo, according to level
  - Steps, martial art, close quarter and sports sparring
  - Practical application and implementation of traditional techniques
  - Fitness and Conditioning
  - Philosophy of “Do”
  - Etiquette and Protocol

### JUNIOR DEGREE TECHNICAL COURSE RECOMMENDED CONTENT

It is recommended that this course is run by instructor(s) ranked 6<sup>th</sup> degree or above. This course is open to blackbelts ranked 1<sup>st</sup> – 3<sup>rd</sup> degree and is designed to be focused to specific technical requirements and give blackbelts there own identity away from Kup Grades.

- i. Contents of Technical Course for Black Belts 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Degrees should include but not limited to:
  - Training secrets in depth
  - Theory of power in depth
  - Review of Kup Grade Patterns.
  - Detail of degree patterns Kwang Gae through to Choi-Yong, according to level
  - 1 step, semi-free, foot, pre-arranged and martial art sparring
  - Practical applications of traditional techniques
  - Protocol and the meaning of “Do”

### SENIOR DEGREE TECHNICAL COURSE RECOMMENDED CONTENT

It is recommended that this course is run by instructor(s) ranked 7<sup>th</sup> degree or above is required in order to conduct the course. This course is open to blackbelts ranked 4<sup>th</sup> – 8<sup>th</sup> degree and is designed to be focused to specific technical requirements.

- i. Contents of Technical Course for Blackbelts 4<sup>th</sup> – 8<sup>th</sup> Degree
  - Theory of fundamental movements
  - Review of Boo Sabum patterns
  - Full detail of degree patterns Yon Gae to Tong Il
  - Foot, mobum, pre-arranged free & martial art sparring
  - Practical applications of traditional techniques
  - Protocol and the meaning of Do

## 9.2 Examiner (Int Inst) and Instructor Qualification Course

These courses should be run by each association, group or school to ensure that the people charged with the delivery of Taekwon-Do instruction have qualified through a common standard. It is preferred

that associations, groups and schools collectively run these classes together to promote the homogenisation of teaching standards and practices.

### **ASSISTANT INSTRUCTOR – BOO SABUM QUALIFICATION COURSE RECOMMENDED CONTENT**

The classification of Boo-Sabum can be one course or it may be preferred to split this course into Classifications C, B and A. C class would be for 1<sup>st</sup> degree; B class for 2<sup>nd</sup> degree, and A class 3<sup>rd</sup> degree. This would tie in with International Instructor or Examiner class instructor.

### **BOO SABUM COURSE RECOMMENDED CONTENT**

This course is open to blackbelts ranked 1<sup>st</sup> to 3<sup>rd</sup> degree and is specifically to train blackbelts to become teachers of students. This course can be sectionalised to suit new entries or as refresher training.

#### **i. Example contents of Boo Sabum Qualification Course Theory**

##### **Compulsory**

- First Aid
- Child Protection and Vulnerable Persons
- Risk Assessment

##### **General**

- Being a Blackbelt
- Being an Instructor & Teacher
- Methods of Teaching
- Communication(s)
- Physiology
- Principles of Fitness
- Health & Nutrition

##### **Specific C**

- TKD Theory and Practice
- 10<sup>th</sup> – 5<sup>th</sup> Kup syllabus

##### **Specific B**

4<sup>th</sup> – 1<sup>st</sup> Kup Syllabus

##### **Specific A**

- 1<sup>st</sup> degree Syllabus

#### **ii. Example contents of Boo Sabum Qualification Practical Competence**

##### **Specific C**

- Teach one to one junior grade student
- Teach small group of junior grade students
- Prepare, plan and execute full class (supervised) in subject of choice
- Perform grading facilitator duties for 10<sup>th</sup> – 5<sup>th</sup> Kup students

##### **Specific B**

- Teach one to one senior grade student
- Teach small group in step sparring
- Prepare, plan and execute full class in (unsupervised) subject of choice
- Prepare, plan and execute (supervised) full class in one subject other than chosen.
- Perform grading facilitator duties for 4<sup>th</sup> – 1<sup>st</sup> Kup student

##### **Specific A**

- Teach one to one 1<sup>st</sup> degree student
- Prepare, plan and execute (unsupervised) full class in pattern
- Prepare, plan and execute (unsupervised) full class in technical subject
- Prepare, plan and execute (unsupervised) full class in personal protection
- Perform degree grading facilitator duties

### **SABUM COURSE RECOMMENDED CONTENT**

This course is open to blackbelts ranked 4<sup>th</sup> – 7<sup>th</sup> degree and is designed to be focused specifically on how to train instructors to be examiners of martial arts students as it is in the best interest of all regional associations, groups and schools to have examiners competent in their duties.

i. Example Contents of Sabum Theory:

- Principle of a Martial Art
- Responsibilities of the Instructor
- Understanding the philosophy of Do
- Syllabus Technical Content
- Implementing Do in the curriculum
- Advancement of the Kup Grade Student
- Advancement of the Blackbelt Student
- Quantifying candidate selection
- Dealing with junior students and parents
- Venue Preparation
- Responsibilities & Duties of Examination Jury
- Exam Protocol & Procedures (Kup)
- Exam Protocol & Procedures (Degree)
- Assessment criteria
- Making a decision and quantifying the result
- Feedback to student and parents
- Responsibilities of the Instructor

ii. Contents of Examiner Qualification Course Practical:

- Plan and Prepare an Exam Venue
- Plan and Prepare an Exam using existing recording media
- Expedite preliminary address to candidates
- Assess group for technical demonstration events of pattern & kicking drills
- Assess group in step sparring.
- Assess group in contact section of personal defence competence
- Assess group in power test
- Assess group in theory test
- Assess applicant thesis presentation
- Justify and provide reasoned argument for decisions made.

Successful qualification from this course will entitle candidate to apply for an ITF International Instructor Certificate. Existing examiners may attend course for refresher purposes if required.

### **9.3 ITF B Class Referee and Umpire Training**

A minimum of two (2) members of the ITF Scotland Umpire Committee is required in order to conduct the course. This course is open to all blackbelts and is designed to train all blackbelts who wish to gain a qualification in umpiring at ITF competitions.

- i. Contents of Umpire Qualification Course Theory:
  - explanation of the I.T.F. Tournament & Umpire Rules
- ii. Contents of Umpire Qualification Course Practical:
  - knowing technical pattern matters
  - how to judge pattern competition
  - how to officiate as an Umpire in pattern competition
  - how to use the recording system for pattern competition
  - knowing sparring situations
  - how to officiate in sparring competition
  - how to judge sparring competition
  - how to use the recording system
  - knowing power and spec. technique situations
  - how to officiate in power and spec. technique competition
  - how to judge power and spec. technique competition
  - how to use the recording system for power and special technique
  - how to officiate in pre arranged free sparring competition
  - how to judge in pre arranged sparring competition
  - how to use recording system for pre arranged free sparring competition

## **10. Doping Control Requirements - Facilities Doping Control**

### **10.1 Doping Control in Accordance with WADA Code**

International Taekwon-Do Federation – (Scotland) will comply with the established rules of the International Taekwon-Do Federation Anti-Doping Rules in accordance with the World Anti-Doping Agency (WADA) Code.

### **10.2 Doping Control During National Competition**

The organizer of a national event will arrange for a doping control during the competition in compliance with the International Taekwon-Do Federation – (Scotland) Anti-Doping Rules. The Organisers will coordinate with the International Taekwon-Do Federation – (Scotland) Doping Control Officer on the number of test to be taken - 5 minimum. The organizer will coordinate with the National Anti Doping Authorities (NADO) to arrange the actual testing.

### **10.3 Doping Control Facilities**

The Organisers will provide adequate facilities for doping control. They will coordinate with the International Taekwon-Do Federation – (Scotland) Medical/Doping Commission and the NADO on the actual arrangements for the facilities.



## **11. Administration for Doping Control**

### **11.1 Acknowledgement of Anti-Doping Rules**

All participants in international Taekwon-Do competitions will confirm that they are aware of the International Taekwon-Do Federation – (Scotland) Anti-Doping Rules. The participants will therefore sign an applicable document to acknowledge their awareness of the rules. Participants will only receive their accreditation card after they have provided confirmation of their acknowledgement.

### **11.2 Guidelines for Doping Control arrangements**

The Organisers will appoint a person in charge of the arrangements for the Doping Control at the Championship, preferably the Doping Control Officer of the National Association. He or she will closely cooperate with the International Taekwon-Do Federation Scotland Doping Control Officer.

Issues to be coordinated with the NADO before the event

- i. The staff of the NADO, in charge of taking the samples, should be male and female to ensure that they can take samples from male and female competitors.
- ii. Ensure that the NADO staff is available not later than 12.00 hours.
- iii. Ensure that enough persons are available to accompany the competitors after they have been selected until the samples have been taken.
- iv. Ensure that the staff of the NADO bring the required forms and containers for the samples.
- v. Ensure that the staff of the NADO is aware that a competitor can attend the Medal Ceremony in case his or her team is involved in the ceremony.

## **12. Complaints or Breach of Ethics or Discipline**

All instances whereby a complaint of any nature should first be addressed to the school instructor first. If the matter is of a sensitive nature between student and instructor, then the matter should be passed to the head of the association or group. If they are able to be resolved at regional level then they should be.

If not resolved, then a decision should be made to put the complaint to the ITFS Board of Directors (BOD). As a guide, the BOD need advising if the matter is of national importance, involves senior members, beyond regional jurisdiction or through lack of cooperation by members involved etc.

The BOD will initiate upon review of salient points, the first order of the discipline or beach of ethics code and ask for the complaint to be brought officially to the attention of the BOD. If the BOD cannot bring to a complaint to a conclusion, then the BOD will call the Discipline Committee to investigate the complaint further.

The outcome of such an action may be disciplinary action, sanctions or expulsion.

*A guided flowchart of the official complaints procedure is available in Appendices.*

## **13. Sanctions**

After investigation, the ITFS Discipline Committee may recommend that the Board of Directors apply sanctions, which may include expulsion. Procedures for discipline should be referred to the ITFS Ethics and Discipline Standard.

## **14. Equality and Diversity**

ITFS is committed to encouraging diversity and eliminating discrimination in its role as a national association. ITFS aims to create a culture that respects and values each others' differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential. We are committed wherever practicable to achieving and maintaining a policy and mindset that broadly reflects our moral culture to the local communities in which we operate. For full details, please refer to the ITFS Equality and Diversity Policy.

## **15. Conflict of Interest**

The purpose of this topic is to protect the integrity of the Organisation's decision-making process, to enable members to have confidence in the organisation's integrity, and to protect the integrity and reputation of all those with accountability to the members of ITFS.

## **16. Child Protection and Vulnerable Persons**

Every student who participates in Taekwon-Do within ITFS is entitled to do so in an enjoyable and safe environment. ITFS have a moral and legal obligation to ensure that, when given responsibility for young people, instructors, coaches and school volunteers provide them with the highest possible standard of care.

ITFS is committed to devising and implementing policies so that everyone responsible for the delivery of ITF Taekwon-Do accepts their responsibilities to safeguard children and vulnerable adults from harm and abuse. This means to follow procedures to protect children and report any concerns about their welfare to appropriate authorities.

The aim of our policy is to promote good practice, providing children and young people with appropriate safety/protection whilst in the care of ITFS instructors and coaches and to allow them to make informed and confident responses to specific child protection issues. For full details please refer to the ITFS Child Protection and Vulnerable Adults Policy.

## **17. Administration**

### **17.1 Policies, Procedures, Rules & Standards**

In order to facilitate the application of this By-Law, the Board of Directors may issue and apply policies, procedures, rules and standards on various subjects, such as the criteria for admission, re-admission and club annual renewal application to membership in the International Taekwon-Do Federation – (Scotland), acceptable equivalencies for degrees, the division of monies collected for examination fees or from the sale of doboks and equipment, etc.

## **17.2 Remittance of fees**

All fees plus the Bank charges remitted should be sent to the International Taekwon-Do Federation – (Scotland) Treasurer for deposit in the International Taekwon-Do Federation – (Scotland) Bank account.

## **17.3 International Taekwon-Do Federation Certificates & Plaques**

The Secretary-General issues all official International Taekwon-Do Federation degree membership certificates, teaching plaques, attestations of participation and other certificates.

## **17.4 Reimbursement of Expenses**

- i. The Board of Directors will develop and update a policy and procedures for the reimbursement of expenses.
- ii. Eligible expenses incurred by the members of the Board of Directors and the Standing Committees while carrying out their duties will be reimbursed if they were included in a budget approved by the Board of Directors. Requests to cover unbudgeted expenses will receive individual consideration by the Board of Directors, but such requests should be presented before the expenses are incurred.
- iii. To be eligible for reimbursement, expenses must be reasonable. Eligible expenses may include the cost of: travel (transportation, accommodation, meals, etc.), meetings (facilities, documents, etc.), communications (telephone, fax, Internet access, etc.), office supplies and equipment, purchase of publications and subscriptions, registration fees for conventions and other meetings, membership in certain organisations, and consultant's fees.
- iv. Requests for reimbursement must be made on the form provided and include original receipts for all expenses. They must be forwarded to the International Taekwon-Do Federation – (Scotland) Treasurer every quarter or more frequently.
- v. The International Taekwon-Do Federation – (Scotland) Treasurer will verify that the reimbursement requested falls within the guidelines, obtain approval from the Board of Directors, as appropriate, and proceed with the reimbursement.

## **18. Honorary Members & Distinctions**

The Board of Directors, on a recommendation from one of its members, a Chair of one of the Standing Committees, or a President of a Continental Federation, an NA or an AA, may bestow on deserving individuals such honours and distinctions as they see fit.

## **19. Amendments to By-Laws**

This By-Law may be amended at any time by a majority vote of the Board of Directors.

## 20. Appendices

- A. Individual Transfer between Schools Form
- B. Instructor Transfer between Affiliates Form
- C. Complaints Procedure Flowchart
- D. New Affiliate Application
- E. Official ITF Uniform
- F. Official ITF Blackbelt

## APPLICATION TO TRANSFER SCHOOLS – INDIVIDUAL MEMBER

APPLICANT

(Full name, Mr/Mrs etc)

RANK:

(Kup or Dan)

ADDRESS:

PHONE:

(Home/Work/Mob)

Email:

CURRENT SCHOOL:

CURRENT INSTRUCTOR:

NEW SCHOOL:

NEW INSTRUCTOR:

REASON FOR  
TRANSFER:

(Use reverse side of this form  
if necessary)

**NOTE:** It is the applicant's responsibility to inform their current instructor of their intention to transfer and to seek their instructors consent **BEFORE any contact** is made with the new school and instructor. Failure to do this will be considered a breach of ethics.

APPLICANT'S SIGNATURE

DATE:

ORIGINAL INSTRUCTOR CONSENT

NEW INSTRUCTOR CONSENT

(Original Instructor must consent first)

DATE:

DATE:

SIGNATURE:

(Original Instructor)

SIGNATURE:

(New Instructor)



## APPENDIX B

## international taekwon-do federation – (scotland)

INSTRUCTOR APPLICATION TO TRANSFER  
SCHOOL(S) TO ANOTHER ASSOCIATION, GROUP  
OR BECOME INDEPENDENT SCHOOL

**APPLICATION FOR INTERGROUP TRANSFER – INSTRUCTOR / SCHOOL**

APPLICANT

(Full name, Mr/Mrs etc)

RANK:

ADDRESS:

PHONE (Home/Work/Mob):

Email:

AFFILIATE STATUS

(Regional Association, Group  
or Independent School):

CURRENT HEAD OF ITFS

AFFILIATE GROUP :

NEW HEAD OF ITFS

AFFILIATE GROUP:

NEW GROUP or

STATUS:

REASON FOR  
TRANSFER:(Use reverse side of this form  
if necessary)

**NOTE:** It is the instructor's responsibility to inform their current head of affiliate group of their intention to transfer and to seek their senior's consent **BEFORE any contact** is made with the new group or ITFS Secretary. Failure to do this will be considered a breach of ethics.

APPLICANT'S SIGNATURE

DATE:

ORIGINAL HEAD OF AFFILIATE CONSENT

DATE:

SIGNATURE:

(Original Instructor)

NEW HEAD OF AFFILIATE CONSENT

(Original Instructor must consent first)

DATE:

SIGNATURE:

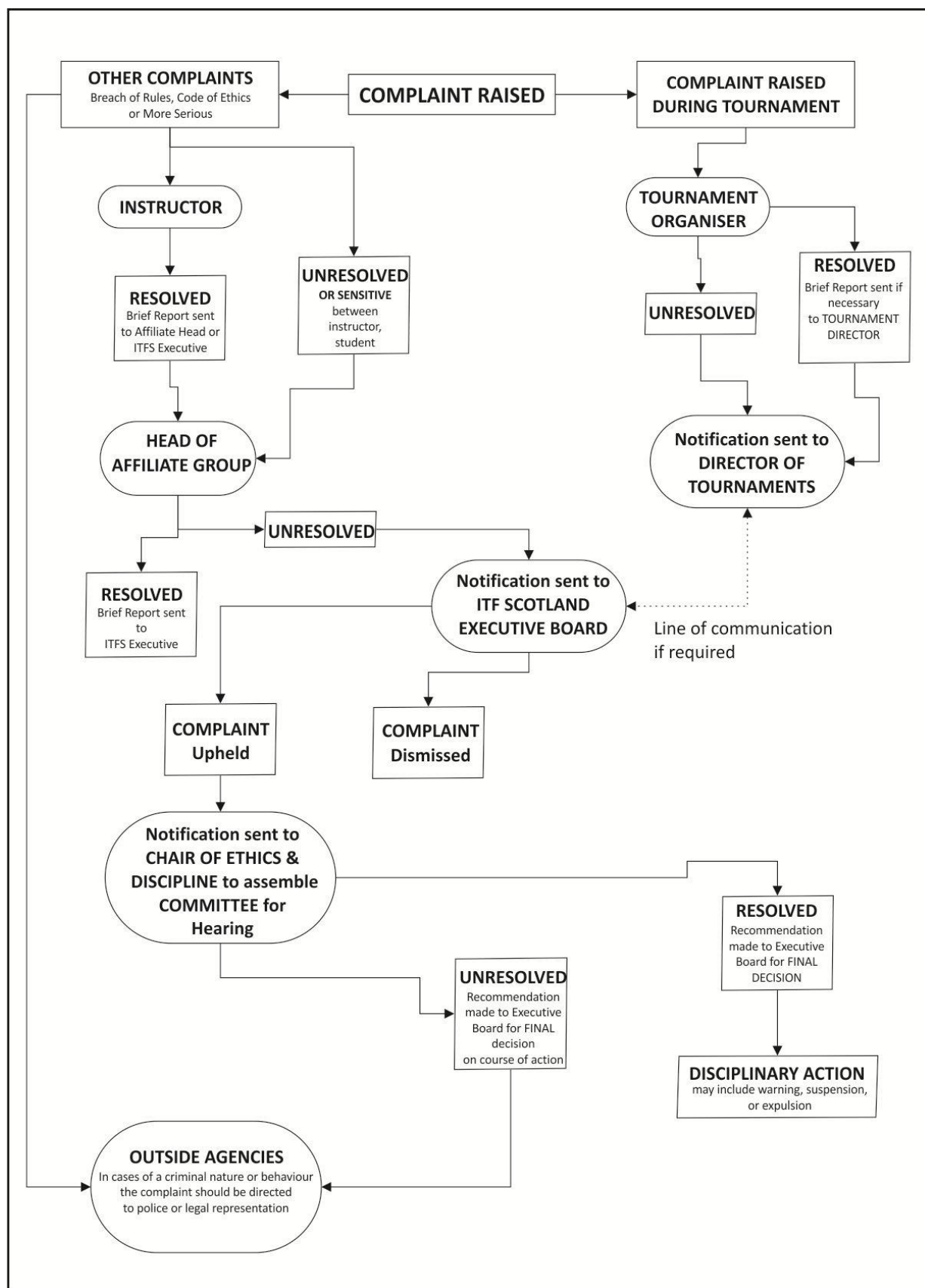
(New Instructor)

ITFS SECRETARY GENERAL APPROVAL

SIGNATURE:

DATE:

## ITF SCOTLAND COMPLAINTS PROCEDURE



## ITF SCOTLAND REQUEST FOR AFFILIATION

<b>Section A</b>	<b>Group</b>	<i>(Complete this section only if you are a constituted group or association)</i>	
1	Name of Group	<input style="width: 90%;" type="text"/>	
2	No of Active Schools	<input style="width: 90%;" type="text"/>	
3	No of Qualified Instructors	<input style="width: 90%;" type="text"/>	
4	No of Blackbelts	<input style="width: 90%;" type="text"/>	
5	No of Members	<input style="width: 90%;" type="text"/>	
6	Insurance Company	<input style="width: 90%;" type="text"/>	
7	Disclosure Company	<input style="width: 90%;" type="text"/>	
8	First Aid Company	<input style="width: 90%;" type="text"/>	
9	Head of Group	<input style="width: 50%;" type="text"/>	Degree <input style="width: 40%;" type="text"/>
10	Contact Details	t <input style="width: 50%;" type="text"/>	
		e <input style="width: 50%;" type="text"/>	
		w <input style="width: 50%;" type="text"/>	
<b>Section B</b>	<b>Individual Instructor</b>	<i>(Complete this section only if you are an individual instructor)</i>	
1	Instructor Name	<input style="width: 50%;" type="text"/>	Degree <input style="width: 40%;" type="text"/>
2	Name of School(s)	<input style="width: 90%;" type="text"/>	
		<input style="width: 90%;" type="text"/>	
		<input style="width: 90%;" type="text"/>	
5	No of Blackbelts	<input style="width: 90%;" type="text"/>	
6	No of Students	<input style="width: 90%;" type="text"/>	
7	Insurance Company	<input style="width: 90%;" type="text"/>	
8	Disclosure Company	<input style="width: 50%;" type="text"/>	<input style="width: 40%;" type="text"/>
9	First Aid Company	<input style="width: 90%;" type="text"/>	
10	Contact Details	t <input style="width: 50%;" type="text"/>	
		e <input style="width: 50%;" type="text"/>	
		w <input style="width: 50%;" type="text"/>	
<b>Section C</b>	<b>Taekwon-Do Background</b>	<i>(Complete regardless of affiliation status A/B)</i>	
1	<b>Personal History</b>	<i>(Please provide a brief outline of TKD History &amp; Activity)</i>	
2	<b>Qualifications</b>	<i>(Outline Taekwon-Do training, teaching &amp; qualification history)</i>	
	Degree Qualification	Examiner	Qualifying Federation
	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
	Instructor Qualification	Examiner Qualification	Qualifying Federation
	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
3	<b>Current ITF Qualifications</b>	<i>(Please complete if qualified through any of the ITF Groups)</i>	
	ITF Cert No	International Ins No	Teaching Plaque No
	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text"/>
			Umpire Cert No
			<input style="width: 150px;" type="text"/>

page 1 of 2



**ITF Scotland - Application (cont)**

**Section D Reasons for leaving existing governing body or association.**

*Please give a brief outline of your decision.*

**Section E Disqualification**

*Are there any instrumental circumstances or outstanding issues that have required you to leave your existing or previous National Governing Body or Association? If so please state below.*

**Section F Reasons for Affiliating to the International Taekwon-Do Federation**

*Please provide details of your reason(s).*

Name

Date

Signed



## International Taekwon-Do Federation (ITF)

By Laws

### ITF Umpire Rules - Rules and Regulations

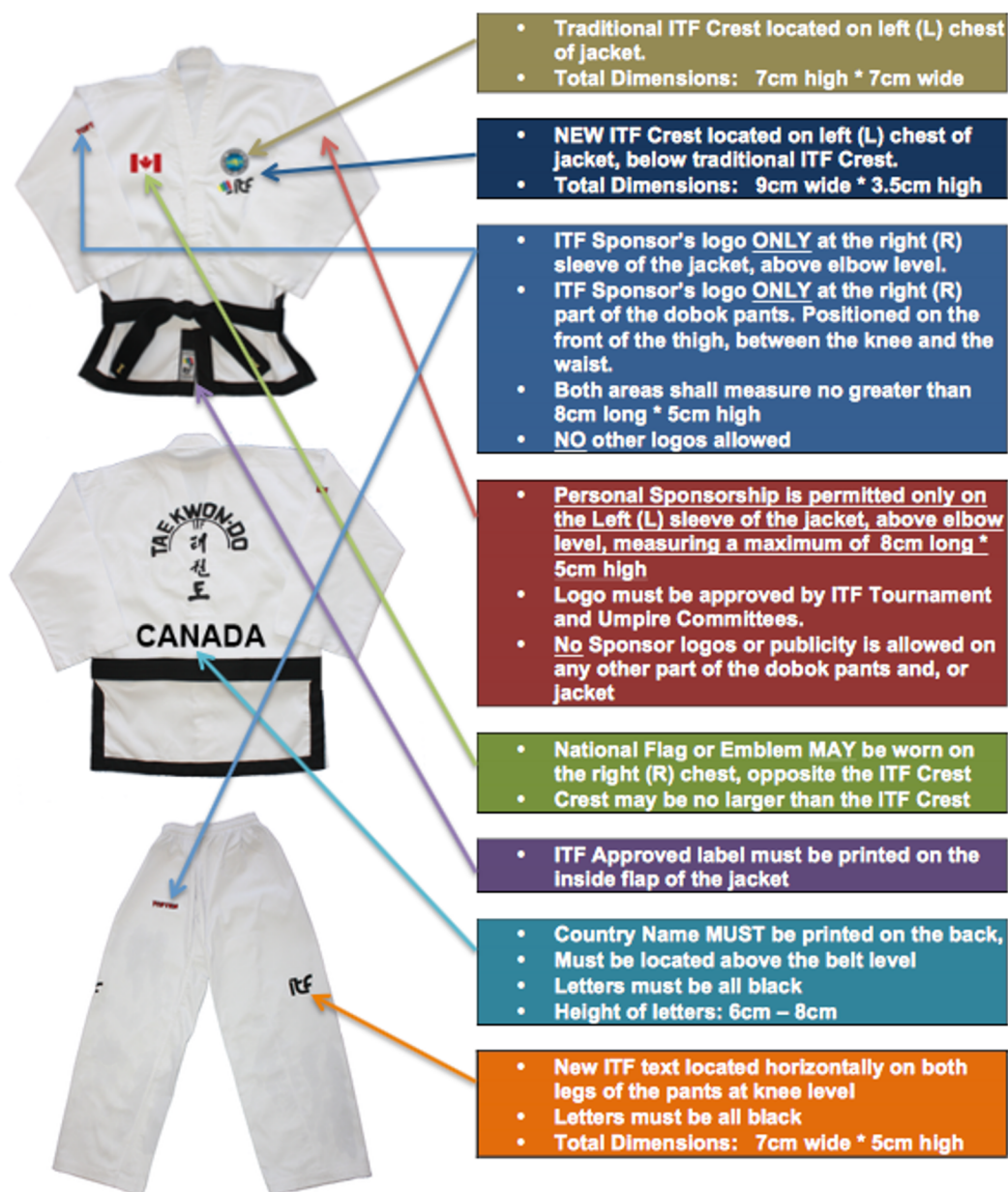
#### Appendix 2 – Approved Clothing

In force as of January 1<sup>st</sup>, 2015 (Amended Dec 14, 2014)

(Pages 1-7)



### OFFICIALLY APPROVED ITF DOBOK MARKINGS FOR WORLD CHAMPIONSHIPS AND WORLD CUP



## BELTS

### All ITF Approved Black Belts must conform to the following criteria:

1. **Junior Black Belt:** Junior Competitors under the age of 18 years must wear a Junior Black Belt.

a. The Junior Black Belt:

- i. Of sufficient length to wrap only one time around the waist
- ii. Width is a maximum of five (5) cm
- iii. Belt has a one (1) cm wide, white stripe running lengthwise through the center of the belt
- iv. White stripe is on one side (face) of the belt only
- v. Belts must indicate the competitor's degree in gold coloured Roman Numerals, positioned transversally across one end of the belt
- vi. The belt may optionally:
  - a) Indicate the competitors name on one end of the belt.
  - b) Indicate the name "International Taekwon-Do Federation" or "Taekwon-Do" in Korean
  - c) Indicate the name of the wearer's National or Allied National Association
  - d) The colour of any writing must be gold (yellow).

2. **Senior Black Belt:** Competitors aged 18 and over wear a Senior Black Belt

a. The Senior Black Belt

- i. Of sufficient length to wrap only one time around the waist
- ii. Width is a maximum of five (5) cm
- iii. Colour is completely black.
- iv. Belts must indicate the competitor's degree in gold coloured Roman Numerals, positioned transversally across one end of the belt
- v. The belt may optionally:
  - a) Indicate the competitors name on one end of the belt.
  - b) Indicate the name "International Taekwon-Do Federation" or "Taekwon-Do" in Korean
  - c) Indicate the name of the wearer's National or Allied Association
  - d) The colour of any writing must be gold (yellow).

**Official Senior Black Belt – “MINIMUM REQUIREMENTS”**



**Official Junior Black Belt: “MINIMUM REQUIREMENTS”**

This belt is to be worn by all black belt members under the age of 18.



**Official Senior Black Belt with “OPTIONAL INFORMATION” EXAMPLE 1**

1. Name
2. Name of National or Allied Association



**Diagram 2.3**

**Official Junior Black Belt with “OPTIONAL INFORMATION” EXAMPLE 2**

1. Name
2. International Taekwon-Do Federation in Korean Calligraphy

