



INTERNATIONAL TAEKWON-DO FEDERATION (SCOTLAND) LIMITED

ITF Scotland Instructor Standard
September 2025_Rev0

Approved by ITFS Board of Directors September 2025

Table of Contents

ITF SCOTLAND INSTRUCTOR STANDARD	3
1. PURPOSE	3
2. SCOPE	3
3. DEFINITIONS	3
ASSISTANT INSTRUCTOR (BOO SABUM – 1ST TO 3RD DEGREE)	3
INSTRUCTOR / INTERNATIONAL INSTRUCTOR (SABUM – 4TH DEGREE AND ABOVE)	4
MASTER (SAHYUN – 7TH–8TH DEGREE)	4
GRAND MASTER (SASEONG – 9TH DEGREE)	4
4. MANDATORY INSTRUCTOR REQUIREMENTS	4
5. PROFESSIONAL STANDARDS & CONDUCT	5
6. INSTRUCTOR QUALIFICATION PATHWAY	6
7. INSTRUCTOR RESPONSIBILITIES.....	7
8. CHILD WELLBEING, SAFEGUARDING & PVG REQUIREMENTS.....	7
9. COMPLIANCE, MONITORING & ENFORCEMENT.....	8
10. REVIEW OF THE STANDARD	8
11. INSTRUCTOR COMPLIANCE CHECKLIST	8
QUALIFICATIONS & CERTIFICATION	8
SAFEGUARDING (IF TEACHING UNDER-18S OR PROTECTED ADULTS).....	8
SAFETY & INSURANCE	8
PROFESSIONAL CONDUCT	8
12. DOCUMENT CONTROL	9

ITF Scotland Instructor Standard

Version: Rev0 – September 2025

Approved by: ITF Scotland Board of Directors

Applies to: All instructors, assistant instructors, coaches, and autonomous school instructors under ITF Scotland

Status: Mandatory Policy Document

1. Purpose

The ITF Scotland Instructor Standard defines the qualifications, safeguarding requirements, conduct expectations, and professional responsibilities for all individuals delivering ITF Taekwon-Do instruction under International Taekwon-Do Federation (Scotland) Limited (ITFS).

This policy ensures:

- Consistent instructor standards across all affiliated schools
- Compliance with ITF regulations and ITFS By-Laws
- Protection of children, young people, and protected adults
- Safe, professional, and aligned instruction nationwide

This document must be read alongside the ITFS By-Laws, ITF Rules & Regulations, and ITFS Safeguarding Policies.

2. Scope

This Standard applies to all individuals authorised to instruct under ITF Scotland, including:

- Grand Masters
 - Masters
 - Instructors / International Instructors
 - Assistant Instructors
 - Autonomous School Instructors
 - Club officials involved in teaching or supervision
-

3. Definitions

3.1 Instructor Levels

Assistant Instructor (Boo Sabum – 1st to 3rd Degree)

Supports instruction under supervision.

May teach independently if aged 21+ and fully compliant with all instructor requirements (including plaque, PVG/CWPS where applicable, First Aid, and

insurance).

All 3rd Degree instructors must complete an ITF International Do Course (IDC) before being eligible for promotion to 4th Degree.

Instructor / International Instructor (Sabum – 4th Degree and above)

Teaches independently, may conduct kup gradings, and must hold an International Instructor Certificate.

Master (Sahyun – 7th–8th Degree)

Senior instructor with advanced responsibilities.

Grand Master (Saseong – 9th Degree)

Technical authority and senior representative of ITF.

3.2 Active Member Requirement

Instructors must:

- Remain in good standing
- Hold all required licences and safeguarding certifications
- Support ITFS events, training, and development
- Comply with ITFS By-Laws and policies

4. Mandatory Instructor Requirements

Every instructor delivering instruction under ITF Scotland must maintain the following:

4.1 ITF Scotland Teaching Licence (Plaque)

- Mandatory for teaching
- Must be renewed annually
- Operating a club without a valid plaque is prohibited

4.2 ITF Membership and Degree Certification

- Required for all instructors
- For 4th Degree and above: International Instructor Certificate is mandatory

4.3 PVG Scheme Membership (Linked to ITF Scotland)

All instructors teaching or supervising under-18s or protected adults must:

- Hold valid PVG membership linked specifically to International Taekwon-Do Federation (Scotland)
- Obtain PVG before beginning any regulated role

- Maintain valid PVG status at all times
- Provide documentation upon request
- Understand that PVG membership through another employer does *not* cover ITF Scotland

4.4 CWPS – Child Wellbeing & Protection in Sport Qualification

Mandatory for anyone teaching or supervising under-18s.

CWPS requirements:

- CWPS training is organised by ITF Scotland, in conjunction with the Scottish Council of Taekwon-Do (SCoT), the Scottish Governing Body for Taekwon-Do recognised by SportScotland
- CWPS courses are organised and delivered to ITF Scotland instructors by Children 1st, the national agency for safeguarding in sport
- Both modules must be completed:
 - **Module 1 – Online theory**
 - **Module 2 – Instructor-led workshop**
- CWPS must be renewed every three (3) years
- No instructor may supervise under-18s without valid CWPS and PVG

4.5 First Aid Qualification

- Must be appropriate for martial arts environments
- Must be renewed every three (3) years

4.6 Instructor Indemnity Insurance

- Must be appropriate for martial arts instruction
- Evidence must be supplied upon request by the ITF Scotland Board of Directors

4.7 Compliance Responsibilities

All instructors must comply with:

- ITFS By-Laws
- ITFS Safeguarding and Reporting Procedures
- ITF Technical Standards
- ITFS Code of Conduct

5. Professional Standards & Conduct

Instructors must:

- Demonstrate courtesy, respect, integrity, discipline, and professionalism
- Maintain safe, inclusive training environments
- Use appropriate supervision ratios

- Wear correct ITF/ITFS uniform and comply with etiquette
- Treat all students fairly and equally
- Ensure equipment and training spaces are safe
- Maintain confidentiality and uphold safeguarding principles
- Act as positive role models in the martial arts community

6. Instructor Qualification Pathway

6.1 Assistant Instructor (1st–3rd Degree)

- Minimum age: 16
- May teach under supervision
- May teach independently if aged 21+ and fully compliant with:
 - Plaque
 - PVG (if applicable)
 - CWPS (if applicable)
 - First Aid
 - Insurance
- All 3rd Degree instructors must complete an ITF International Do Course (IDC) before being eligible for promotion to 4th Degree.

6.2 Instructor / International Instructor (4th–6th Degree)

- Must complete an ITF International Instructor Course (IIC)
- Must complete an ITF International Do Course (IDC) between promotions, in accordance with ITF regulations.
- Must hold a valid International Instructor Certificate
- May teach independently and conduct kup gradings
- Must complete an ITF International Do Course (IDC) between promotions, in accordance with ITF regulations.

6.3 Autonomous School Instructor

Must meet all requirements for independent instruction and additionally:

- Minimum age 21
- Minimum 1st Degree
- Boo Sabum qualification
- PVG (if working with under-18s)
- CWPS (if working with under-18s)
- First Aid
- Insurance
- Plaque
- If 3rd Degree or above: must have completed an ITF International Do Course (IDC) as required between degree promotions.

7. Instructor Responsibilities

Instructors must:

- Maintain accurate attendance and emergency contact records
- Keep student records up to date (grades, licences, etc.)
- Report safeguarding concerns immediately
- Support ITFS events, courses and seminars
- Notify ITFS of relevant qualifications, certifications, and updates
- Ensure appropriate safety procedures and risk assessments are in place

8. Child Wellbeing, Safeguarding & PVG Requirements

8.1 PVG Scheme Membership (Mandatory)

In line with Disclosure Scotland legislation:

- Required for anyone teaching, coaching, or supervising under-18s or protected adults
- Must be linked specifically to International Taekwon-Do Federation (Scotland)
- Must be obtained before beginning any regulated role
- Must remain valid at all times
- ITFS may verify PVG status at any time

8.2 CWPS Training (Mandatory)

CWPS is the national safeguarding qualification recognised by SportScotland and Children 1st.

CWPS training:

- Organised by ITF Scotland
- In partnership with the Scottish Council of Taekwon-Do (SCoT)
- Delivered to ITFS instructors by Children 1st
- Requires completion of:
 - **Module 1 – Online Learning (Brightspace)**
 - **Module 2 – Instructor-Led Workshop**
- Must be renewed every 3 years

8.3 Additional Safeguarding Responsibilities

Instructors must also:

- Follow safe supervision ratios
- Uphold professional boundaries
- Respond to safeguarding concerns appropriately
- Ensure that no one teaches under-18s unless they hold:
 - PVG linked to ITFS
 - CWPS

- First Aid
- Insurance
- Plaque

9. Compliance, Monitoring & Enforcement

ITF Scotland may:

- Audit instructor documentation
- Suspend teaching rights for non-compliance
- Withdraw plaques
- Impose disciplinary action under the ITFS By-Laws
- Report safeguarding concerns to statutory authorities when necessary

10. Review of the Standard

This document will be reviewed annually or sooner if:

- Laws or safeguarding guidance change
- ITF rules change
- Organisational needs require amendment

11. Instructor Compliance Checklist

Qualifications & Certification

- Valid ITF Scotland Instructor Plaque
- Valid ITF Degree Certificate
- International Instructor Certificate (if 4th Degree+)

Safeguarding (if teaching under-18s or protected adults)

- PVG membership linked to ITF Scotland
- CWPS Module 1 completed
- CWPS Module 2 completed
- CWPS is in date (renewed every 3 years)

Safety & Insurance

- First Aid certificate (renewed every 3 years)
- Instructor Indemnity Insurance (evidence provided on request)

Professional Conduct

- Comply with ITFS Safeguarding Procedures

- Maintain student attendance & emergency information
- Wear correct ITF/ITFS uniform
- Uphold ITF Tenets and professional standards
- Stay updated with ITFS policies, technical standards, and By-Laws

12. Document Control

Document Name: ITF Scotland Instructor Standard

Version: Rev0 – September 2025

Approved By: ITF Scotland Board of Directors

Review Date: September 2026