



INTERNATIONAL
TAEKWON-DO
FEDERATION



ITF Policy

Honorary Black Belt

Purpose

The purpose of awarding an honorary black belt is to recognize those individuals who are not Taekwon-Do practitioners and who, in the opinion of the Review Committee:

- Have made a significant contribution to the promotion or development of Taekwon-Do at local, regional, national or international level, or
- Have given exceptional service to national or an international Taekwon-Do association, or
- Have made a significant contribution to the realization of a major national or international Taekwon-Do activity or event, or
- Whose commitment and persistent endeavors have significantly enhanced the well-being of society at regional, national or international level.

Compliant behaviour

- Upon application, the Review Committee recommend awarding an honorary black belt to an individual who meets the criteria.
- Upon recommendation by the Review Committee, the Board of Directors approve awarding an honorary black belt to an individual who meets the criteria.

Non-compliant behaviour

- Members of the ITF do not apply for an honorary black belt for an individual who does not meet the criteria.
- Members of the Review Committee and the Board of Directors do not decline an application for reasons that are not relevant to the criteria, such as personal feelings.

Process

- **Eligibility criteria**, an individual who:
 - Is not a Taekwon-Do practitioner and who is a citizen of high repute with no criminal record.
 - A person who has worked as a volunteer for a Taekwon-Do organization for a period of at least five years and has made significant contributions to Taekwon-Do activities or events while working for the organization; or
 - A person who has made a significant one-time contribution to the promotion or development of Taekwon-Do, or has played an important role in the

realisation of a major Taekwon-Do event. (The contribution may be financial or otherwise.) For example:

- a volunteer who has submitted an original proposal or an idea to render an activity or event to make it more successful;
- a scientist who has conducted a study that provided valuable information to the ITF or to Taekwon-Do practitioners;
- a volunteer who has designed a promotional campaign that made Taekwon-Do better known in their region; or
- A person who has made a significant contribution to peace, justice, freedom or human rights anywhere in the world, be it in Taekwon-Do, education, sports, science, politics or any other field of endeavor; or
- A person who has been involved in activities that resulted in major benefits to the public or to a community (e.g. contributions to disadvantaged groups, such as those who are underprivileged, those who have disabilities or members of a minority group etc...).
- **Who may apply**, on behalf of the nominated individual:
 - An Association;
 - A Continental Federation of the ITF; or
 - An ITF Standing Committee or Working Group.
- **An application** for an honorary black belt includes:
 - A completed application form (see Appendix 1); and
 - A letter of support from the Association, Board of Directors of Continental Federations or any ITF Standing Committees or Working Group; and
 - A current curriculum vitae of the nominee; and
 - A high resolution photograph of the deceased person; and
 - An application fee of €100; and
 - Letters of support from other parties, people or institutions, Association or Continental Federation (optional).
- The applicant emails the completed application and supporting documents, preferably in PDF format and with English translations (if not in English), to the Secretary-General of the ITF;
- **Appointing the Review Committee:**
 - If the application is incomplete, the Secretary-General notifies the applicant of the missing contents, and takes no further action until he or she receives an updated application;
 - If the application is complete, the Secretary-General notifies the ITF Board of Directors of the application, and confirms receipt to the applicant;
 - The Review Committee comprises three (3) people appointed as follows:
 - The Chair is nominated by the Board of Directors;
 - 2 members of the Board of Directors or Standing Committees who have no personal connection with either the applicant or the person applying.
 - The Secretary-General shall ensure that the Review Committee is appointed within four (4) weeks of receiving the application;
- The Secretary-General shall email the completed application and attachments to the Review Committee within two weeks of receiving the application;

- The **Review Committee assesses** the application:
 - Reviews the application and attachments to ensure that the applicant is eligible;
 - Considers the application;
 - Conducts additional inquiries as necessary to help reach a decision;
 - Notifies the ITF Board of Directors of its recommendation – to approve or decline the application – within four (4) weeks of receiving the application from the Secretary-General;
 - The recommendation includes a short report (e.g. 1-2 pages) summarizing the reasons for its decision;
- **The Board of Directors review** the recommendation:
 - The Board of Directors discuss the recommendation of the Review Committee, and decide whether to approve or decline the award;
 - Within four (4) weeks of receiving the recommendation of the Review Committee, the Secretary-General notifies the Review Committee of its decision;
 - If the Board of Directors does not take the recommendation of the Review Committee, the Secretary-General includes brief reasons in its email to the Review Committee;
- Within one (1) week of receiving notification from the Secretary-General, the Review Committee shall notify the applicant of the decision.
- **Awarding the Honorary black belt** to a successful applicant:
 - The Office of the Secretary-General produces an honorary black belt certificate for the nominated individual, and sends it to the applicant (see sample in Appendix 2);
 - The applicant’s Association produces an honorary black belt in the name of the applicant (see sample in Appendix 3) with the words “Honorary” on;
 - The applicant’s Association arranges to present the honorary black belt and certificate to the applicant;
 - The ITF recommend that the Association frame the certificate for the applicant;
- ITF records:
 - The Secretary-General maintains records of all applications for honorary black belts;
 - The Secretary-General maintains a register of applications for honorary black belts, including the Review Committee recommendations and Board of Directors’ decisions;
 - The ITF may publish a list of honorary black belt awards on the ITF website including photos.

Controls to check compliance

- The Audit, Risk and Compliance Committee annually reviews the register of applications for honorary black belts;
- The Audit, Risk and Compliance Committee audits recommendations of the Review Committees and the decisions of the Board of Directors, to ensure they comply with this policy.

Definitions

- *Applicant* means the individual who submitted the application documentation to the ITF Secretary-General.
- *Association* means an National Association, Allied Association, Recognised Club or other member of the International Taekwon-Do Federation.
- *Instructor* includes Master and Grand Master.
- *Nominated individual* means the individual nominated to be an honorary black belt by the applicant.
- *Review Committee* means an ad hoc Committee of the ITF, appointed according to the procedure defined in this policy.

Approval and version control

This policy was approved by the Board of Directors on [May 23rd, 2020].

Date	Description	Version