**ITF Policy**

**Posthumous Black Belt**

**Purpose**
The purpose of awarding a posthumous black belt is to honour individuals who passed away before reaching a black belt level in Taekwon-Do. Practitioners who, in the opinion of the Review Committee:

- passed away before reaching a significant and recognized level in Taekwon-Do, and
- touched the lives of many in his or her school, Association, Continental Federation, or the ITF; or
- gave exceptional service to his or her instructor, or at a national or international level.

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

**Non-compliant behaviour**
- Members of the ITF do not apply for a posthumous 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:
  - was a Taekwon-Do practitioner
  - passed away before he or she was able to grade to a level of black belt, for which he or she had been training;
  - was a citizen of good reputation with no criminal record, who lived by the tenets of Taekwon-Do;
  - was a member of an Association who trained as a member in the ITF for a reasonable period of time as a Taekwon-Do student;
  - until the point of their illness or passing, was training regularly and was an active member of his or her Association.
• **Who may apply**, on behalf of the deceased practitioner:
  o An ITF instructor with a current plaque certificate;
  o An Association;
  o A Continental Federation of the ITF; or
  o An ITF Standing Committee or Working Group.

• **An application** for a posthumous black belt includes:
  o A completed application form (see Appendix 1);
  o A letter from the applicant describing the deceased practitioner’s suitability to receive a posthumous black belt;
  o A letter from the deceased person’s Association confirming eligibility;
  o A copy of the deceased person’s grading history, certified by his or her Association;
  o A high resolution photograph of the deceased person;
  o An application fee of €100;
  o A current ITF Plaque Teaching Licence (if the deceased person is 4\textsuperscript{th} degree black belt or higher); and
  o Letters of support from other parties, such as the deceased person’s instructor, 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**:
  o 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;
  o If the application is complete, the Secretary-General notifies the ITF Board of Directors of the application, and confirms receipt to the applicant;
  o 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.
  o The Secretary-General shall ensure that the Review Committee is appointed within four (4) weeks of receiving the application;
  o 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:
  o Reviews the application and attachments to ensure that the deceased person is eligible;
  o Considers the application;
  o Conducts additional inquiries as necessary to help it reach a decision;
  o 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;
  o The recommendation includes a short report (e.g. 1-2 pages) summarizing the reasons for it decision;
• The Board of Directors review the recommendation:
  o The Board of Directors discuss the recommendation of the Review Committee, and decide whether to approve or decline the award;
  o Within four (4) weeks of receiving the recommendation of the Review Committee, the Secretary-General notifies the Review Committee of its decision;
  o 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 posthumous black belt to a successful applicant:
  o The Office of the Secretary-General produces a posthumous black belt certificate for the deceased person, and sends it to the applicant (see sample in Appendix 2);
  o The deceased person’s Association produces a posthumous black belt in the name of the applicant (see sample in Appendix 3) with the words “Posthumous” on;
  o The deceased person’s Association arranges to present the posthumous black belt and certificate to the deceased person’s family;
  o The ITF recommend that the Association frame the certificate for the deceased person’s family;
• ITF records:
  o The Secretary-General maintains records of all applications for posthumous black belts;
  o The Secretary-General maintains a register of applications for posthumous black belts, including Review Committee recommendations and Board of Directors’ decisions;
  o The ITF may publish a list of posthumous black belt awards on the ITF website.

Controls to check compliance
• The Audit, Risk and Compliance Committee annually reviews the register of applications for posthumous 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.
• Deceased person means an individual, who is deceased, upon whose behalf the Applicant applies for a posthumous black belt.
• *Instructor* includes Master and Grand Master.
• *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 [enter date].

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