



INTERNATIONAL
TAEKWON-DO
FEDERATION



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:
 - An ITF instructor with a current plaque certificate;
 - An Association;
 - A Continental Federation of the ITF; or
 - An ITF Standing Committee or Working Group.
- **An application** for a posthumous black belt includes:
 - A completed application form (see Appendix 1);
 - A letter from the applicant describing the deceased practitioner's suitability to receive a posthumous black belt;
 - A letter from the deceased person's Association confirming eligibility;
 - A copy of the deceased person's grading history, certified by his or her Association;
 - A high resolution photograph of the deceased person;
 - An application fee of €100;
 - A current ITF Plaque Teaching Licence (if the deceased person is 4th degree black belt or higher); and
 - 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:**
 - 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 deceased person is eligible;
 - Considers the application;
 - Conducts additional inquiries as necessary to help it 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 posthumous black belt** to a successful applicant:
 - 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);
 - 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;
 - The deceased person's Association arranges to present the posthumous black belt and certificate to the deceased person's family;
 - The ITF recommend that the Association frame the certificate for the deceased person's family;
- ITF records:
 - The Secretary-General maintains records of all applications for posthumous black belts;
 - The Secretary-General maintains a register of applications for posthumous black belts, including Review Committee recommendations and Board of Directors' decisions;
 - 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].

Date	Description	Version
24.05.2020	ITF Board of Directors Meeting via Zoom	V01 20200523