

ITF TAEKWON-DO OFFICIAL PROTOCOL

Rules & Regulations

INTERNATIONAL TAEKWON-DO FEDERATION



International Taekwon-Do Federation (ITF)

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Taekwon-Do ITF Official Protocol.

Developed and Written by:

GM Javier Dacak

ITF Vice President

Asunción, Paraguay, October, 8th, 2013.



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SECTION 1 - GENERAL

INTRODUCTION

Protocol refers to formal rules that establish what is proper and correct in official exchanges. Every type of social structure has its rules of protocol, whether those rules are described in an official document or simply part of the oral tradition. Following the appropriate protocol is considered to be civilized behavior.

In ITF Taekwon-Do we have always followed protocol. It is an integral part of the martial arts, and General Choi taught us that it is extremely important. However, because we have not had a written ITF Official Protocol, the rules have been applied differently from one place to another.

The general principle behind ITF Protocol can be summed up as the application of the first of the five Tenets identified by our Founder: called Courtesy; and that means showing respect for others.

P1. PURPOSE

The purpose of these rules is to introduce a *uniform standard protocol* for ITF Taekwon-Do people around the world. It describes the basics rules of protocol to be applied in each particular situation, both in the class (Dojang), at promotion examination tests, tournaments and also in the social sphere.

P2. APPLICATION

Protocol applies to all our relations with other ITF Taekwon-Do people. However, the underlying principle of Protocol -respect for others- should also be applied in the other aspects of our lives like family, schoolmates, colleagues at work, etc.

P3. GENERAL RULES



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When showing respect for their Seniors, Juniors follow the rules of protocol that give Seniors precedence at all times. Seniors must accept with humility the gestures of respect from their Juniors, recognizing that they were once Juniors too, and that they were only able to reach their present rank with the help of their own Seniors.

Protocol requires that Juniors bow to their Seniors when they meet. Bowing is always initiated by Juniors, and Seniors bows in return. When greeting their Senior, Juniors must bow, unless the Senior indicates that he prefers to shake hands.

Some more examples:

- Juniors must bow before addressing to Seniors;
- Juniors must never interrupt a Senior whilst speaking;
- Juniors in presence of Seniors, sit only when invited to do so;
- Juniors never remain seated if a Senior is standing;
- Juniors always walks behind or beside a Senior, never in front, except when showing the way.

P4. BOWING

Taekwon-Do ITF bowing is the traditional way to show respect and discipline in the martial arts. Bowing is not an indication of complete submission to one's Senior. It is a sign of mutual respect.

A bow can be used for different purposes. For example, it may be a greeting or an indication that a Junior would like to speak to his Senior. A bow can mean "thank you" or "I understand".

During training, before starting free sparring, step sparring or any type of exercise involving two or more people, those involved bow to each other. When finished, they bow again.



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Hugs, kisses or other gestures of any kind, within the strictly traditional martial classes in the field of promotions examination test, seminars and/or tournaments should be avoided.

It is essential that the bow be executed in full consciousness of the meaning of the gesture. It must never become automatic or be done half-heartedly or sloppily.

The following is a description of the bow that is unique to ITF Taekwon-Do:

- a. Stop moving and stand up straight;
- b. Put down anything you are carrying. Your hands should be empty;
- c. If you are wearing a hat, remove it;
- d. Place your heels together, with your feet at a 45° angle (forming a V shape);
- e. Hold your arms relaxed and slightly separated from the sides of your body;
- f. Close your hands slightly;
- g. The person who will lead the bowing shall step forward to bow and then will step back to resume position;
- h. Bend forward from the waist -never from the neck- to a 15° angle from upright. Bending by only moving the neck is considered impolite, an appropriate bow requires time;
- i. By bowing look forward to the eyes of the person you are bowing to; or the object you are bowing to, not looking to the floor.
- j. When bowing to a person (not to an inanimate object such as the ITF flag), say “*Taekwon*”. Juniors should initiate the tilt;
- k. When longer you maintain the bowing position, more respect is shown to the Senior; the Junior will always maintain the bow until the Senior straightens up.

P5. SAY “TAEKWON”

It is essential that all individual members of the ITF understand the meaning of “*Taekwon*” and when it is appropriate to say it.

General Choi explained why we say “*Taekwon*” when we bow, rather than “Taekwon-Do”: “Taekwon” (foot and hand) represents the physical side of our martial art; so saying “Taekwon” indicates that the person is present physically.



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There is no need to pronounce the word “Do” because when he/she is bowing the person’s physical posture and respectful attitude are a visible demonstration of the Do.

It is important to say “Taekwon” only when bowing to a living person. Thus, when bowing to his Senior, a Junior says “Taekwon”. Never say “Taekwon” when bowing to any inanimate objects (the Dojang, the ITF flag, the photograph of our Founder, etc.).

SECTION 2 – PROTOCOL IN THE DOJANG

P6. GENERAL RULES

When in the training hall (Dojang) the students must follow as a general rule the following rules:

- a. It is not permitted to wear shoes in the training hall (Dojang), this includes parents and visitors;
- b. It is not permitted to enter the office of the Master/Instructor, unless you have important matters to address. Do not lean or sit on the desk;
- c. No smoking, no beverages (except water), no foods or chewing gum are allowed in the Dojang;
- d. Swearing and inappropriate words are not tolerated in the Dojang.
- e. It is not permitted to leave the Dobok or personal items in the Dojang. Help to keep it clean and tidy at all times;
- f. Students should not indulge in idle chatter in the Dojang. Silence is the rule in the training hall; this helps students to concentrate on learning.
- g. Concentration in training. Don’t do something that could obstruct the learning of others students or yourself;
- h. The Dobok should be used only when training or in during competition, never as casual wear;
- i. The belt should never touch, fall or be placed on the floor;



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- j. Is very important to understand that the belt is bound and loosed once for each training. Attached with a commitment to meet the physical and spiritual training. Break Out after the class, once fulfilled this commitment;
- k. When tidying up the Dobok or belt, the student must turn 180 degrees to the left, avoiding to be in front of the Senior, it is the only case in which the student turns his back to present a flawless look in front of his Instructor/Master;
- l. It is considered rude to touch a Senior Dobok or belt;
- m. Avoid “playing” with the Dobok or belt;
- n. Always bow before entering or leaving the Dojang;
- o. To demonstrate a greater respect, after bowing to a Senior, Juniors must first take three steps back, to retire before turning. This act should be performed in all events: classes, promotion examination tests, tournaments, social events, etc.

P7. PREPARING FOR THE CLASS

Before the beginning of a training class students must take the following into account:

- a. Come to class perfectly groomed. To be presented in a hygienic manner, with short fingernails and toenails;
- b. To train in a clean and ironed official approved Dobok;
- c. To treat the Dobok and belt with respect. After class Dobok should be folded properly;
- d. Once at the Dojang, students should promptly put on the Dobok before training, the student should always dress in full uniform before the start of a training class;
- e. No jewelry, watches, or any accessory during training. May cause injury to himself or peers. They are also symbols of social difference;
- f. Students (male and/or female) with long hair must wear their hair up during training, with headbands or non-rigid soft elements;
- g. Never go to the Dojang in a drunken state or under the influence of stimulants;
- g. Before entering the Dojang, students must bow (only tilt, not say "Taekwon") facing the banner of the ITF and the picture of General Choi if present;
- h. Next, students will bow his/her Instructor/Master;
- i. Students may then exchange greetings with others present;



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j. Students arriving late to a class that has already started, before joining the group should make a bow to the symbols and the Instructor/Master before joining the group. They should remain standing in Attention position (Charyot) with their right hand up to be recognized by the Instructor/Master before joining the class. After being recognized they will bow their Instructor/Master and will enter by the back of the class, going to take the appropriate place based on their rank.

P8. AT THE BEGINNING OF THE CLASS

At the beginning of each class everyone must respect the following procedure:

- a. Students shall line up in order of their rank, facing the Instructor/Master and the wall where are located the banner of the ITF and the photo of General Choi, waiting in silence;
- b. The Instructor/Master also faces the official symbols (ITF flag and General Choi photo);
- c. The Instructor/Master commands to all students, who take the Attention Position (Charyot) and commands the bow/tilt to the ITF flag and General Choi photograph (without saying "Taekwon"), then the Instructor turns facing students;
- d. If there were an Assistant Instructor, he should be located to the right of the general formation (the left, looking from the Instructor/Master), facing the Instructor/Master. The assistant will be responsible for command the bow to the Instructor/Master. When they bow, everybody must say "Taekwon";
- e. The highest ranked student, shall be located at the right top of the formation (the left, looking from the Instructor), turns in the direction of Assistant Instructor and all students will turn facing the Assistant. The highest ranked student leads the bow/tilt to Assistant Instructor (always saying "Taekwon");
- f. The last protocol bowing is done to the highest ranked student (symbolizing the greeting between students and peers), which is formed at the right top of the general formation. This student will turn diagonally toward the general formation. The student who runs the greeting on this occasion is the second practitioner in the first row, which is the next in rank correlativity. This shift will take place in a single maneuver.
- g. After the above mentioned (a, b, c, d, e, f) greetings, the Instructor/Master and all students with their right hand raised, standing in Attention position (Charyot) recite the Student's Oath, or the Tenets of Taekwon-Do. After the initial protocol then the class can start normally.



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THE STUDENT OATH

1. I shall observe the Tenets of Taekwon-Do
2. I shall respect the Instructor and Seniors.
3. I shall never misuse Taekwon-Do.
4. I shall be a champion of freedom and justice.
5. I shall build a more peaceful world.

THE TENETS OF TAEKWON-DO

1. Courtesy.
2. Integrity.
3. Perseverance.
4. Self-Control.
5. Indomitable Spirit.

P9. DURING THE CLASS

During every class the students shall observe the following:

- a. Students wishing to ask a question should raise their hand and waits for the Instructor/Master's permission to talk. If students are sitting, they will stand assuming an Attention position, bow and will then ask their question. After being answered, they bow and gives thanks before sitting back down;
- b. Students in need of leaving the training hall for any reason, must raise their hand and when they are recognized by the Instructor/Master, they may withdraw from the class. If they want to return to class, they wait standing in the Attention position (Charyot) in the entrance of the Dojang. When they receive the Instructor/Master attention, they bow and take their position in the formation;
- c. Students withdrawing from training must respect their row, moving out of training walking behind their line, towards the side of general formation, as a matter of courtesy to the other students. The student may never pass through the middle of the formation.



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- d. Students should avoid dropping out of the training class. It should happen only in extreme cases;
- e. Students should avoid talking to their colleagues, spectators, parents and other guests whilst in the training class;
- f. Nobody can teach other students without permission of the Instructor/Master;
- g. Students must always listen carefully to what the Instructor/Master is saying. They must always be ready to react when the Instructor gives a command, and their posture and attitude should reflect this, so they stand in Attention position (Charyot). However, when the Instructor/Master is giving explanations and if so indicated, students may remain in a relaxed position;
- h. If an Instructor/Master reaches Dojang during the training class, the Instructor in charge will stop the training in order to have all bow with respect and firmness;
- i. Students when sitting down, must avoid showing the soles of their feet to their Instructor/Master, as it is considered impolite.

P10. ENDING THE CLASS

- a. Students at the end of the training class, might sit cross-legged and meditate for, at least, one (1) minute;
- b. Students will then stand up turn facing to the Senior student, located at the top right of the formation and bow saying "Taekwon";
- c. The Senior student will ask others students to turn diagonally facing to the Assistant Instructor and bow saying "Taekwon";
- d. The Assistant Instructor will lead the bowing facing to the Instructor/Master, (always saying "Taekwon");
- e. Finally, the Instructor/Master leads the bowing facing the ITF flag and the photo of General Choi (without saying "Taekwon") if present.

SECTION 3 – PROTOCOL PROMOTION EXAMINATION TESTS

P11. GENERAL RULES



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If there is a moment to display the Protocol in its maximum expression, it is during the promotion examination test for black belts and coloured belts. Necessary care should be taken in order to prioritize the act with special enhancement and excellence.

Therefore, this act is considered of "Etiquette", which implies that the examiner(s) should be dressed in a suit and tie color that identifies their category. The assistant/aide and examinees will be dressed in the official ITF Dobok, with the respective logos to represent their country and the ITF.

The area where the promotion examination testing takes place must have everything necessary for the test to be conducted properly. In particular, the logo of the ITF and the respective national organization should be on display.

P12. PROCEDURE

- a. There shall be a Board of Examiners, chaired by the most Senior person;
- b. Should be appointed an Assistant or Helper;
- c. The Assistant will be responsible for enforcing the protocol from the beginning to the end of the promotion examination test;
- d. If is a public examination, the Assistant will be responsible for ensuring that observers keep silent, that cell phones are turned off or on silent mode and that no people are moving during the promotion examination test, and checking that there are no conversations or unnecessary inconvenience, in order to preserve the concentration of examinees;
- e. Is not permitted to the public to attend the promotion examination test with minor children, pets of any kind or anything that may cause noise, nuisance or to decentralize the examinees;
- f. The Assistant may invite to leave the place to all those who do not follow these rules, and, in extreme cases make the promotion examination test private, previous consultation and authorization of the President of the examining board;
- g. The Assistant will organize the lining up of the examinees, before the examiners come in;
- h. After protocol of the bowing procedure, as specified for Class Initiation Protocol: Section 2, P8, the promotion examination test will begin;



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- i. The orders given from the Examining Committee should be channeled through the Assistant;
- j. The Examining Committee members will avoid, if possible, to speak directly to the examinees, except in very special cases;
- k. The examinees should not address to the Board of Examiners, but to the Assistant;
- l. The examinees may not withdraw from the grading test ceremony, without permission of the Assistant;
- m. Examinees will raise their right hand, addressing to the Assistant in order to ask to speak or to ask any question;
- n. It is important to provide breaks of five (5) minutes each hour, during which the examinees will not be allowed to leave in an indiscriminate way the site, (just go to the bathroom or drink water). This arrangement is intended to develop the "self-Control";
- o. At the end of the promotion examination test, conduct the protocol of bowing, (those specified for Class Ending Protocol: Section 2, P10). The Assistant waits for examiners to go out of the place before breaking the examinees formation, thus concluding the act of examination.

SECTION 4 – PROTOCOL IN TOURNAMENTS

P13. GENERAL RULES

It is very important to standardize the ITF Protocol for Tournaments, so that the same requirements are applied worldwide. This does not preclude each national and/or allied organization might create local rules, which enrich the protocol and identify their countries through customs or protocol traditional uses. The intent of these rules is not to detract from the traditional events that identify each country.

P14. PROCEDURE

- a. All ITF tournaments must be properly organized, so that they can begin and end on time. This is important as punctuality is a sign of respect for others, but also because the Tournament Official Party may not commence without the presence of the highest authorities (including special guests), which will prevent them wait unnecessarily;



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- b. The Organizer must provide a VIP lounge at the site of the tournament, for the "primary" reception of the ITF authorities and special guests;
- c. This VIP lounge should be equipped with a catering service (water, soft drinks and snacks);
- d. The organizer will appoint a "Chief of Ceremony and Protocol", who will have the necessary amount of helpers -properly identified-, and who will be responsible for guiding the ITF authorities and their special guests throughout their stay at the tournament site;
- e. Provision of a VIP place at the stadium, where those accredited as such may be accessed at any time they wish, without limitation of time.

P15. OPENING CEREMONY

- a. The day and time of the Opening Ceremony will be determined by the Tournament Organizing Committee and informed well in advance to the ITF authorities and their special guests;
- b. The Opening Ceremony will last -as maximum- two (2) hours between the beginning, presentation and entry of delegations and umpires, swearing-in procedures, speeches, demonstrations, etc.
- c. The "Chief of Ceremony and Protocol" will be responsible for coordinating and guiding the entrance of the ITF authorities and their special guests to the venue, taking care that competences to stop at all the rings during that time, inviting all competitors, instructors, coaches, umpires and the general public to stand up as a demonstration of courtesy to the ITF authorities and their special guests;
- d. The Organizer, as the host, will be responsible for directing the protocol greeting to authorities, special guests, as well as to all present;
- e. The ITF authorities and their special guests' location will be provided so that during the speeches of the Organizer or authorities they avoid standing with their back to the ITF authorities and their special guests in general;
- f. The "Chief of Ceremony and Protocol" will be responsible for providing the required seating locations for the ITF authorities and their special guests, which will be located along the ITF Protocol (according to rank). They should put the names of each person in their proper place, in order to facilitate its location. This will avoid incurring lack of respect and courtesy to the special guests and authorities.

P16. INAUGURAL SPEECH



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- a. The Tournament Organizer shall appoint a Presenter (who may be the Chief of Ceremony and Protocol, or preferably a professional speaker or entertainer) who during the presentation should announce the correct names of the ITF authorities and their special guests, their positions and the countries they represent;
- b. The Presenter, once having made the presentation at the Opening Ceremony and after having listened to the national anthem of the organizing country, shall invite the Tournament Organizer to give the welcome speech;
- c. After the welcome speech, the Organizer will invite -if present- some important authorities to give their speech. The ITF President will be the last to make a speech and declare the Championship open;
- d. Once finished the Opening Ceremony and before the ITF authorities and their special guests leave the place, the Chief of Ceremony and Protocol will take care to invite all competitors, instructors, coaches, umpires and the general public to stand up, following protocol for bowing, directed by the Tournament Organizer.

P17. CLOSING CEREMONY

- a. The Closing Ceremony of the tournament should be repeated with the same procedure of the Opening Ceremony, reducing the time to one (1) hour;
- b. Previous the end of the Closing ceremony the ITF flag will be delivered to the organizer of the next Tournament;
- c. This delivery will be done by the ITF President together with the tournament organizer to the next host, finishing with this act the present tournament.

P18. ETIQUETTE DURING TOURNAMENT CEREMONYS

- a. During the opening and closing ceremonies the ITF authorities will follow appropriate clothing etiquette;
- b. Such clothing is described in the By Law of ITF and is summarized below;
- c. Assistants Instructors, between 1st. and 3rd. degree use a blue tie; (Bo-Sabum);
- d. Instructors and International Instructors between 4th. and 6th. Degree use a red tie (Sabum);
- e. Masters, from 7th. to 8th. Degree use a gold tie; (Sahyum);
- f. Grand Masters, 9th. Degree use a white tie; (Sasung);



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- g. Appropriate etiquette is required for official events, therefore wearing of casual clothing such as jeans, shorts, or open sandals is not considered appropriate.

SECTION 5 – SOCIAL PROTOCOL

P19. GENERAL RULES

As a general rule it should be noted that the ITF Protocol must be met in all areas where the students interact with other members of the ITF, whether people are in the Dojang, promotion tests ceremonies, tournaments, social events and/or in public.

Outside the classroom (Dojang) the Juniors students must properly greet the Grand Masters, Masters, Instructors and Seniors. When they are in a group the Juniors must bow first to the Senior.

At social events such as dinners, banquets or any type of social gathering it is allowed that participants, Masters, instructors, practitioners can attend without dress with colorful ties that identify at graduation. In short, the use of tie is free.

P20. BOWING TO SENIORS

- a. Juniors should not offer their hand to the Seniors. They should expect that Seniors come first;
- b. Greet with AN outstretched right hand, placing the left hand under/near the right elbow, palm facing up. Perform a respectful bow;
- c. For a more personal greeting some Seniors might use both hands, taking the other's hand with the right hand and placing left hand above;
- d. For very respectful and formal greetings: place the left hand under the right elbow directly. The farther away the left hand is placed in relation to the right, the more respect is shown to Seniors;
- e. Seniors must be addressed as: Sir/Madam, Instructor/Master, Professor, Grand Master, Bo Sabum, Sabum, Sahyun, Sasung. Always use the title and last name, never the first name;
- f. Always perform a bow to approach a Senior, prior to any contact;
- g. Always use correct language, never vulgarity or profanity;



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- h. Never intentionally show your back to a Senior. Upon leaving, take three steps back and then turn to leave;
- i. Always say: "Thank you very much Sir/ Madam; Instructor, Professor, Master/Grand Master, Bo Sabum, Sabum, Sahyum, Sasung", and: "Yes/No, Sir/Madam; Instructor, Professor, Master/Grand Master, Bo Sabum, Sabum, Sahyum, Sasung", with a clear and audible voice;
- j. Juniors may disagree with the Seniors, as long as they express their feelings in a respectful and polite way;
- k. It is considered rude to interrupt a Senior; therefore, Juniors should first raise their hand indicating the intention of speaking;
- l. Open doors for Seniors, including car doors;
- m. If he Senior is carrying something, the Junior should be friendly and politely offer to carry it;
- n. Avoid asking opinions on: politics, religious, institutional matters, etc., to the Seniors, especially when they are in public;
- o. When giving or receiving an object, always use both hands. It is considered a gesture of respect and consideration.

P21. TABLE MANNERS

- a. Always wait for Seniors to take their location on the table and sit first;
- b. Seniors will be placed at the head or in the middle of the table, with their wife/husband and/or companion at their side. Others will sit down together with their wives/husbands and/or companions on both sides, from the rank of Senior to Junior, alternating from right to left;
- c. The host of the event should sit next to the Senior, regardless of rank;
- d. The host will arrange for the menu to be presented first to the Seniors, so that they can order their food/drink first, followed by others in descending order of rank. Wait patiently for the Seniors to open the menu and order their food first;
- e. Once the food and drink is on the table, wait until the Seniors take and try their food first;
- f. In a toast, make sure the top edge of the Junior's glass is below the Senior's glass. Use both hands (as in greeting);
- g. Seniors should never pour their own drink as this will be done by someone of lower rank. Be sure to fill the Senior cup before that of the Junior;



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- h. Juniors should pay attention to so the Senior cup is always fairly full;
- i. If a Senior is in need of something, it is the responsibility of the Junior to arrange it;
- j. Always ask permission to approach or leave the table;
- k. Always when Seniors are approaching or getting up from the table, Juniors must stand up and sit down only after the Seniors have done so;
- l. Observe good manners, never slouching or resting the elbows on the table.

P22. WHEN IN A VEHICLE

- a. The driver will open the car door for the Seniors;
- b. Seniors will always enter the vehicle first, followed by the others, in order of rank;
- c. Seniors will sit in the back seat (behind the front passenger seat). The host or the interpreter will sit in the front passenger seat, the others will be located next to the Senior category in descending order of rank (the rank of the driver will not be taken into consideration in this case);
- d. The driver of the vehicle disembarks first and opens the door of the Seniors. The other passengers leave the vehicle in order of rank.

P23. WHEN SPEAKING ON THE TELEPHONE

- a. While speaking on the phone (or any of its existing variants: Skype, video conferencing, etc.) Juniors should follow the protocol, showing the same respect as when talking face to face with the Seniors;
- b. Juniors will use the proper forms of address when speaking to the Seniors, and say: "Yes, sir", "No, Ma'am", etc.;
- c. It is important that Juniors listen carefully and do not interrupt the Seniors, therefore always requesting permission to ask a question.

P24. EXCHANGING CORRESPONDENCE

- a. Protocol should be respected also in written correspondence using appropriate forms to direct to Seniors;
- b. The tone of the correspondence should always be respectful;
- c. Due to e-mail (and other electronic media currently in use) through correspondence is almost instantaneous, and therefore there is a marked



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tendency to relax the standards of both grammar and etiquette. However, whether the correspondence is done through conventional media, e-mails or other, it is important to follow the protocol;

- d. Each person will be treated courteously and with the respect according to rank and/or position.

**"IT IS OUR WISH THAT ALL THESE RULES MAY SERVE TO
IMPROVE RELATIONS BETWEEN ALL TAEKWON-DO STUDENTS,
FOR THE WELLNESS AND THE FUTURE OF ALL THAT INTEGRATE
THE GREAT ITF FAMILY"**

MESSAGE FROM THE AUTHOR

It is very important for myself to have had the opportunity of formalizing the "Official Protocol of ITF Taekwon-Do"; as asked by the President of the ITF, GM Pablo Trajtenberg and the members of the Executive Committee.

I thank my colleagues for having the confidence in me to develop such an important contribution to the "Do" of our martial art, and I hope sincerely that this is a guide to human behavior in the society in which we are living.

Nobility forces me to recognize the teaching of many Masters who have enriched my knowledge and wisdom in the course of my Taekwon-Do training, emphasizing the martial art.

I cannot ignore the lessons learned due to my closeness, affection for and the place that has given me our "Father of Taekwon-Do", General Choi Hong Hi.

It is also important to remember that part of what has been done in this document was developed by the writings by GM Tran Trieu Quan, who with great tact left us documented very important and relevant concepts of the Protocol and the teaching of the "Do". Therefore, I wish to acknowledge the valuable work of Grand Master Tran Trieu Quan.



International Taekwon-Do Federation (ITF)

Protocol – Rules & Regulations

(Pages 1-17 in force of April 3rd, 2016)



Collaborators:

- Grand Master Pablo Trajtenberg
- Grand Master Van Binh
- Grand Master Tom Mc Callum
- Master Evan Davidson
- Master Abelardo Benzaquén
- Mr. Fabián Izquierdo

ITF Taekwon-Do Official Protocol.

Developed and written by:

Grand Master Javier Dacak

International Taekwon-Do Federation Vice President

Asuncion, Paraguay, October, 8th., 2013.-



INTERNATIONAL
TAEKWON-DO
FEDERATION



ITF Policy

Conflict of Interest Final Draft (v05)

1. Definitions

In this policy, unless the context otherwise requires:

- a) “ARC Committee” means the ITF Audit, Risk and Compliance Committee.
- b) “Directors” means members of the ITF Board of Directors.
- c) “Recuse” means to remove (oneself) from participation in discussions or decision-making process in order to avoid a real, apparent, or potential conflict of interest.
- d) “Significant conflict of interest” means the conflict would, or would be likely to, unduly influence the decision, or others would be likely to believe the conflict to unduly influence the decision.
- e) “Staff” means ITF employees and contractors, as well as chairs and members of ITF committees and working groups.

2. Purpose

2.1. What is a conflict of interest?

A conflict of interest is a situation in which an individual has competing interests or loyalties. Conflicts of interest involve a person who has two (or more) relationships that might compete with each other for the person's loyalties. They also arise when a person can derive personal benefit from actions or decisions made in their official capacity.

Most staff and directors of the ITF have other Taekwon-Do interests. For example, they may have official positions in their own countries, Taekwon-Do related businesses, or their own Taekwon-Do schools. Work they perform for the ITF may benefit them in their other capacities. Actions they take or decisions they make on behalf of the ITF may be influenced by the other Taekwon-Do relationships when their best interests conflict with those of the ITF.

Conflicts of interests may be *real*, *apparent* or *potential*:

- a) *Real* – where a direct conflict exists between current official duties and existing private interests.
- b) *Apparent* – where it appears or could be perceived that private interests are improperly influencing the performance of official duties whether or not that is actually the case.
- c) *Potential* – where there is not yet an actual or apparent conflict of interest, but the potential for a conflict is there and there is a reasonable possibility that an actual or apparent conflict could arise.

2.2. Why does the ITF have a policy about conflict of interest?

Conflict-of-interest situations can lead to distorted judgment and can motivate staff and directors working on behalf of an organization to act in ways that meet their own personal, social, political, financial, or business interests at the expense of the dignity, well-being or best interests of the organization and its members.

Avoidance of all conflicts of interest is not possible. In all conflict-of-interest situations, however, we are responsible for making an honest appraisal of the benefits and risks involved in the context of the specific situation, and taking reasonable steps to ensure that decisions we make on behalf of the ITF are not unduly influenced by other interests.

Any actual, apparent or potential conflict of interest should be managed and disclosed. This policy sets out the ITF's approach to identifying and managing conflicts of interest.

3. Behavioural compliance with the policy

There are various ways to show behavioural compliance with the ITF policy about conflict of interest. Here are some examples:

- a) We strive to consider and identify conflicts of interest when working for the ITF.
- b) We avoid conflicts of interest wherever and whenever possible.
- c) We disclose it to our team and take steps to mitigate the conflict when we cannot avoid a conflict of interest.
- d) We record our conflicts of interest in our Conflicts of Interest Register.
- e) We put the interest of the ITF ahead of our own when we work for the ITF.
- f) We recuse ourselves from discussions and decision-making if the conflict is significant and we are unable to avoid it.
- g) We do not exploit any relationship established as staff or directors of the ITF to further personal, political, or business interests at the expense of the dignity or well-being of the individuals and organizations we serve or work with.

4. Process

- a) Identify
 - i. All staff and directors should identify their other interests that may conflict with their duties for the ITF, and enter those interests in the Conflicts of Interest Register.
 - ii. All staff and directors should review their disclosed interests periodically (e.g., before each meeting) and update the register.
 - iii. When performing duties for the ITF, staff and directors should always be vigilant about whether they have another interest that is relevant to their duties or a pending decision.
- b) Disclose
 - i. When performing duties for the ITF, if a matter arises that involves another interest of the staff member or director, the person must disclose the interest to the Chair, the rest of the Committee, or the supervisor.
 - ii. If a person is unsure whether another interest is relevant, he or she should discuss the matter with the Chair, the rest of the Committee, or the supervisor.
 - iii. If a person thinks that another member of the team has another relevant interest, he or she should discuss the matter with relevant person, and the Chair, the rest of the Committee, or the supervisor.

c) Evaluate

- i. Does the interest that was disclosed conflict with the interests of the ITF?
- ii. Is the conflict of interest significant? Could it influence a decision, or would others think that it could influence the decision?

d) Avoid

- i. Where possible, if there is a significant conflict of interest (be it real, apparent or potential), the person should recuse themselves from involvement in the matter. For example, depending on the situation, the person could abstain from participating in the discussion and the decision-making process by leaving the meeting room while the matter is discussed.

e) Manage

- i. Where a conflict cannot be avoided, or the conflict is considered nonsignificant, the person (and the team) should implement techniques to ensure that the conflict does not influence the duties performed and any decisions made. Techniques may include evaluating decisions considering the conflict, ensuring that benefits to the ITF outweigh all costs and risks.

5. Controls to check compliance

- a) Our Audit, Risk and Compliance Committee (ARC Committee) review the Conflicts of Interest Register at least six-monthly.
- b) If a member of the ARC Committee becomes aware of a conflict that is not on the Conflicts of Interest Register, a representative of the ARC Committee will discuss it with the staff member or director involved.
- c) The ARC Committee will provide regular training and communication to ensure all staff and directors understand and comply with this policy.
- d) The ARC Committee review and update this policy at least every four years. This is to ensure that we can identify, disclose, evaluate, avoid and manage conflicts of interest.

6. Approval and version control

This policy was approved by the Board of Directors on [enter date].

Date	Description	Version



INTERNATIONAL
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ITF Policy

Gifts and Hospitality Final Draft

1. Definitions

In this policy, unless the context otherwise requires:

- a) "ARC Committee" means the ITF Audit, Risk and Compliance Committee.
- b) "Directors" means members of the ITF Board of Directors.
- c) "Gifts" means something given willingly to someone without payment. It may be tangible or intangible. It can be on a single occasion, multiple occasions, or can be ongoing (such as discounts on goods or services).
- d) "Hospitality" means generous and friendly treatment of visitors and guests by a host. It includes the host paying for a meal, accommodation, expenses, or activities outside ordinary business.
- e) "Staff" means ITF employees and contractors (i.e., self-employed persons who have contracts of service with the ITF), as well as chairs and members of ITF committees and working groups.

2. Purpose

This policy sets out our expectations of what is and is not acceptable when it comes to receiving a gift or accepting hospitality. It provides guidance to our directors and staff about what is and is not appropriate to accept as a present, offering, reward, token of appreciation, or hospitality from or to a current or potential member, staff member, vendor, supplier, stakeholder, or other party. It also sets out the procedure directors and staff must follow when receiving gifts and accepting hospitality.

This policy is about open and transparent operations and governance. It is about proactively disclosing gifts and hospitality, to manage actual and perceived conflicts of interest, so our members know that all staff and directors are working in the interests of the ITF.

2.1. To whom this policy applies?

This policy applies to volunteers acting in an official capacity for the ITF, such as Board and Committee Members. It also applies to full-time and part-time employees on a substantive or fixed-term contract, and to associated persons such as contractors and other self-employed persons under a contract of service with the ITF.

2.2. Why does the ITF have a policy about gifts and hospitality?

This policy does not necessarily prevent receiving a gift or accepting hospitality. The timing and appropriateness of a gift or hospitality is meant to show appreciation, not to obtain favours. However, accepting a gift or hospitality can create a conflict of interest, or perceived conflict of interest, no matter how well-intentioned it is. It can also influence a person's decision-making. A gift or hospitality should never be accepted if it were to influence your decision-making or if you think that the person giving the gift or hospitality is trying to influence your decision or behaviour.

For example, if a supplier takes Board Members out for a meal before they sign a contract to supply goods to the ITF, it may be intended to influence the decision. If the meal is after the contract is signed, it can be a celebration, to show appreciation. However, if the meal is at the most expensive restaurant in the city, and the supplier gives each Board Member a gold watch, this may be intended to influence future decision-making, and would be inappropriate. Another example is if the host of a seminar gives course instructors a cultural gift, and takes them out for a meal, it may be appropriate – unless the magnitude of the gift or hospitality is extravagant.

3. Behavioural compliance with the policy

There are various ways to show behavioural compliance with the ITF policy about gifts and hospitality. Here are some examples:

- a) We consider the implications of accepting a gift or hospitality before accepting it.
- b) Before accepting a gift or hospitality, we ask ourselves whether or not accepting the gift or the hospitality will create expectations that could give rise to a conflict of interest (real, apparent or potential).
- c) We keep a register for all gifts and hospitality received with a value of €100.00 or more. If we do not know the value of a gift or hospitality, we estimate the value conservatively.
- d) When we do not know for sure if it is appropriate to accept a gift or hospitality, we err on the side of abstaining or declining.
- e) We avoid soliciting or accepting gifts, rewards, benefits or hospitality which might compromise the integrity of the individual or the ITF.
- f) We avoid accepting a gift or hospitality that could be, or could be perceived by others as, either an inducement or a reward which might place us in a conflict of interest or under an obligation to a third party.
- g) We avoid accepting gifts or hospitality that breach the ITF's conflict of interest policy.

4. Process

a) Consider

When we are offered a gift or hospitality, we **consider** the following:

- How the gift or hospitality would look to an outside party;
- The reasons for the gift or hospitality being offered;
- The frequency of the gift or hospitality (a small gift or hospitality given repeatedly may create a conflict);
- Whether the gift or hospitality displays a company or organisation logo and how that brand aligns with ITF values;
- The value or importance of the gift or hospitality to the recipient; and
- The cultural context or etiquette.

b) Decide

When we are offered a gift or hospitality, we **decide** whether to accept or decline the gift or hospitality:

- We graciously accept a gift or hospitality if it does not contravene the ITF Gift and Hospitality Policy, and the giver does not appear to expect or require anything in return that has not already been agreed appropriately.
- We respectfully decline a gift or hospitality if accepting it creates a conflict of interest (be it real, apparent, or potential) that cannot be successfully managed;
- If declining a gift or hospitality has the potential to insult the giver,

we do one of the following:

- carefully explain that it contravenes (or may contravene) the ITF Gift and Hospitality Policy, and respectfully decline the gift;
- accept the gift on behalf of the ITF, and give it to the ITF;
- accept the gift and share it with all ITF staff and volunteers, insofar as possible;
- accept the gift, raffle it, and give the proceeds to charity;
- accept the gift and donate it to charity; or
- accept the gift and keep it, and donate money to charity of the approximate value of the gift.

c) Record

When we are offered a gift or hospitality, we **record** the gift or hospitality:

- If a gift or hospitality is or may be valued over €100.00, we record it in the ITF Gift Register.

d) Seek approval

When we are offered a gift or hospitality, we **seek approval** for significant gifts or hospitality:

- If the value of a gift or hospitality is or seems significant, we seek approval from the Chair of the Committee (for committee members), the Secretary-General (for staff or contractors), from the President (for Board Members), or from the Audit, Risk and Compliance Committee (ARC Committee, for the President and Executive Committee).

5. Controls to check compliance

- a) Our ARC Committee review the Gift Register at least every six months.
- b) If any gifts or hospitality are considered inappropriate, a representative of the ARC Committee will discuss it with the staff member or director involved. Where possible, the gift is returned.
- c) If a member of the ARC Committee becomes aware of a gift or hospitality that is not on the Gift Register, a representative of the ARC Committee will discuss it with the staff member or director involved.
- d) The ARC Committee will provide regular training and communication to ensure all staff and directors understand and comply with this policy.

6. Approval and version control

This policy was approved by the Board of Directors on [enter date].

Date	Description	Version



INTERNATIONAL
TAEKWON-DO
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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



INTERNATIONAL
TAEKWON-DO
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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



Ethical Guidelines for Board and Committee Members

Adopted by the ITF Board of Directors
at the board meeting held in Frankfurt, Germany on 5-7 September 2019

Name of board / committee member (in block letters): _____

Board / committee member (indicate position): _____

Committee member (indicate name of committee): _____

Statement of Commitment

“In establishing policy for and on behalf of ITF’s members, I am a custodian in trust of the assets of their organization. The members recognize the need for competent and committed elected board and appointed committee members to serve their organization and have put their trust in my sincerity and abilities. In return, the members deserve my utmost effort, dedication, and support.”

“Therefore, as a board / committee member of ITF, I acknowledge and commit that I will observe a high standard of ethics and conduct as I devote my best efforts, skills and resources in the interest of ITF and its members. I will perform my duties as board / committee member in such a manner that members’ confidence and trust in the integrity, objectivity and impartiality of ITF are conserved and enhanced. To do otherwise would be a breach of the trust which the membership has bestowed upon me.”

Ethical Guidelines

General

1. I will always hold the betterment of the membership of the organization as my priority, including during all participation in discussions and voting matters.
2. I recognize that I am obligated to act in a manner which will bear the closest public scrutiny.
3. It is my responsibility to contribute to the board of directors / the committee any suggestions of ways to improve the organization’s policies, standards, practices or ethics.
4. I will not abuse my position as a board / committee member by suggesting to any organization employee that I am entitled to or expect any special treatment beyond regular members of the organization.
5. I will declare any conflict of interest, be it real, potential, or apparent, which is not immediately obvious with regard to any matter being discussed in my presence during a meeting.

6. If the board / committee decides at any time during a meeting that I have a conflict, I will accept their request that I refrain from participating in the discussion and I will leave the meeting at the board's / committee's request. I understand that the board's / committee's decision will be recorded in the minutes, either with or without the reasons for the decision being also recorded.
7. I understand that the following activities are considered by the organization to be conflicts of interest, and that conflicts of interest are not limited to the following situations:
 - where a board / committee member makes a decision or does an act motivated by other or additional considerations than the best interests of the organization;
 - where a board / committee member personally contracts with the organization or where he is a member of other organizations which are contracting with this organization;
 - where a board / committee member learns of an opportunity for profit which may be valuable to him / her personally or to another organization of which he / she is a member, or to other persons known to the member;
 - where a board / committee member, in any circumstance as related to the organization, puts his / her personal interests ahead of the best interests of the organization.

Information

8. I will not knowingly take advantage of or benefit from information that is obtained in the course of my official duties and responsibilities as a board / committee member, and that is not generally available to membership.
9. I will be alert to information which the organization can use to develop improved policies and strategies.
10. I will protect the organizations information closely and will not release or share confidential information without the permission, preferably in writing, of the person who provided it.
11. I will maintain confidentiality of all information which the board deems ought to be kept confidential.

Resources

12. I will be mindful of resources which are in my trust on behalf of the organization, and will help establish policies which ensure the maximization of secure and protected resources.
13. I expect to be reimbursed for legitimate expenses incurred by myself on behalf of the organization. I will keep all such expenses reasonable and justifiable and will discuss expenses which may be in question with the organization's president.

Gifts and Hospitality

14. I will exercise care and due diligence at all times when giving or accepting any form of gift or hospitality on behalf of the ITF.
15. I will not give nor accept gifts or hospitality as inducements or encouragement for preferential treatment or inappropriate or dishonest conduct.
16. I will not actively seek nor encourage gifts or hospitality from any party, nor will I give the impression that the award of any business, contract or similar is in any way conditional on gifts or hospitality.
17. I may give or accept gifts or hospitality if there is no expectation of any favour or preferential treatment.
18. I will comply with any ITF's gift and hospitality policy once approved by the ITF. Such policy will replace the text in this section of the *Ethical Guidelines for Board & Committee Members*.

Representing the Organization

19. As part of my duties as a board / committee member, I represent the organization informally and formally to other associations, societies, government officials, and business representatives. I recognize that it is important that I represent the organization in such a way as to leave others with a positive impression of the organization. In my duties, I will preserve and enhance the good reputation of the organization and will avoid behavior which might damage its image.

Interpretation

20. The president of the organization shall ensure that the practice of this policy will be fair, just, and equitable in all situations of interpretation and application.

Enforcement

21. The president is ultimately responsible for immediate interpretation, application and enforcement of the board / committee members' ethical guidelines policy. All complaints concerning a possible ethical guidelines violation shall be made in writing to or by the president with a copy provided to the complainant.
22. The president shall make an initial determination of the issue and shall attempt initial resolution of the problem with the complainer and the complainant.
23. If this initial attempt at resolution is not successful, the president shall forward the complaint to the ITF Discipline Committee which shall conduct an investigation of the complaint and submit a written report to the president within 30 days. The president will render his decision within ten days of receiving the committee's report.
24. The president's decision may be appealed in writing to the board of directors for consideration at the board's next regular scheduled meeting for a final decision. The final decision shall be delivered in writing to the complainer and complainant.

Delegation

25. Should the president be the subject of a written complaint, the senior vice president shall perform the duties normally assigned to the president in this matter.

Sanctions

26. Sanctions imposed for violation of these guidelines may include, but are not limited to, the following:
- excluding the board / committee member from portions of all future meetings and discussions which relate to the stated conflict of interest, and/or
 - censure of the board / committee member, in private, in public, or both, and/or
 - removal of the board / committee member from office by a resolution passed by a vote of two-thirds of the members voting at a regular or a special meeting of the ITF congress, provided that notice of such a proposed resolution is given with the notice calling the meeting.

I have read and I accept ITF's Ethical Guidelines for Board / Committee Members.

Date

Signature of Board / Committee Member