



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



Administrative Headquarters  
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## ITF DISCIPLINE APPEAL FORM

*This form is used to file an appeal with the International Taekwon-Do Federation (ITF) after the ITF has given notice of its decision regarding a complaint of unethical behaviour or improper conduct about a national member of the ITF (be it a National Association or Allied Association) or an individual who is a member of the ITF through a National Association or Allied Association.*

*An appeal may be filed by a defendant or a complainant. In both instances, the appeal must be sent **to the President of the ITF within 20 days** of the Appellant being notified of the ITF's decision.*

*For assistance in completing the form, and for further information about the appeal process, you are encouraged to consult the document "Rules and Procedures for Dealing with Reports and Complaints of Unethical Behaviour or Disciplinary Nature".*

*Please type or print neatly in ink.*

### 1. Identification of the person filing the appeal (the "Appellant")

- a) Title: Mr \_\_\_ Mrs \_\_\_ Ms \_\_\_ Miss \_\_\_ Master \_\_\_ Grand Master \_\_\_
- b) Full Name: \_\_\_\_\_
- c) Address: \_\_\_\_\_  
\_\_\_\_\_
- d) Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_
- e) Are you a member of ITF? \_\_\_ Yes \_\_\_ No
- f) If yes, provide the following: Rank/Degree \_\_\_\_\_ ITF Plaque/Licence No: \_\_\_\_\_
- g) Name of Association (NA or AA): \_\_\_\_\_



**2. Grounds for the Appeal**

*Please select the box(es) that best explain why the appeal is being made.*

- An error in fact that would affect the outcome.
- An error in interpretation or application of the *ITF Code of Ethics*, the *Encyclopedia of Taekwon-Do*, the *ITF Rules* or the *ITF Rules and Procedures for Dealing with Reports and Complaints of Unethical Behaviour or Disciplinary Nature*, which would affect the outcome.
- An error of procedure that would affect the outcome.
- A lack of impartiality with respect to the matter that would affect the fairness of the final decision.
- New evidence that would affect the final decision.
- Other – please explain: \_\_\_\_\_

\_\_\_\_\_

**3. Details of the Appeal**

*On a separate sheet of paper that you will attach to this form, please provide a brief outline of your concerns (type or print neatly in ink).*

*Please be as specific as possible. For example, if you believe that the process used by ITF in handling the complaint was flawed, indicate in what way it was flawed. Similarly, if you believe that the decision made by ITF was unreasonable, indicate in what way it was unreasonable. Similarly again, if you provide new information or documentation which you believe is relevant to your appeal and which was not available to the ITF in its initial consideration of the complaint, indicate how it is related to your appeal.*

**4. Previous Appeals**

*Please list any previous appeals with the ITF that may relate to this matter.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Declaration and Signature**



I, hereby, declare that all the information provided in this appeal form, and the information provided in support of this appeal, are true and correct.

I understand that I must return this Appeal form to the President of the ITF within 20 days of being notified of the ITF's decision.

\_\_\_\_\_  
(Signature of appellant)

\_\_\_\_\_  
(Date of signature)

## 6. Consent

I, hereby, authorize the ITF to:

- Investigate the issues described in this appeal form.
- Access information related to this appeal.

I understand that the ITF may be unable to process my appeal if I do not agree with the above and decline to sign this authorization.

\_\_\_\_\_  
(Signature of appellant)

\_\_\_\_\_  
(Date of signature)

### **IMPORTANT**

***Make sure that you have answered all of the relevant questions correctly and that you have signed and dated your signature as requested in this form. An incomplete form will delay the processing of your appeal while it is returned to you to be completed.***

***Return the completed form and all attachments to:***

***INTERNATIONAL TAEKWON-DO FEDERATION  
ITF President  
C/o Secretary General Office: Milenijna Str. 5/B – 20-884  
Lublin, POLAND***

***Sending e-mail over the internet is not secure in that it can be intercepted, manipulated and retransmitted. This is why you are asked to return the completed form and all attachments by regular mail.***

*Form revised – November 3<sup>rd</sup> 2021*