



INTERNATIONAL
TAEKWON-DO
FEDERATION



Administrative Headquarters
ITF Secretary General Office: Milenijna Str. 5/B – 20-884 Lublin – Poland.

Email: itfoffice@itftkd.sport. Phone: +48817431150 www.itftkd.sport

ITF DISCIPLINE COMPLAINT FORM

Version 3 – 03/11/2021

This form is used to submit a complaint of unethical behaviour or improper conduct to the International Taekwon-Do Federation (ITF) 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.

Please note that the ITF Discipline Committee cannot review a complaint about an individual member of ITF or a club/school of Taekwon-Do affiliated to a national member of the ITF unless it has been passed through the National Association or Allied Association and that the matter could not be resolved at that level.

For assistance in completing the form, 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. Have you verified that the association or the person you want to file against is an ITF member? ___ Yes ___ No

If no, please contact the ITF office to make sure that the association or the individual is a member of ITF. Contact information is available on the ITF webpage (www.itftkd.sport).

NOTE

ITF cannot process complaints against non-members.

2. Identification of the person filing the complaint (the “Complainant”):

a) Title: Mr ___ Mrs ___ Miss ___ Ms ___ Master ___ Grand Master ___

b) Full Name: _____

c) Address: _____

d) Phone: _____ Email: _____



e) Are you a member of ITF? ___ Yes ___ No

If yes, provide the following: Rank/Degree _____ ITF Plaque/Licence No: _____

Name of Association (NA or AA) _____

3. Identification of the member against whom the complaint is filed:

a) Title: Mr ___ Mrs ___ Miss ___ Ms ___ Master ___ Grand Master ___

b) Full Name: _____

c) Address: _____

d) Phone: _____ Email: _____

e) Rank/Degree _____ ITF Plaque/Licence No: _____

f) Name of Association (NA or AA) _____

4. Complaint:

a) When did the alleged unethical behavior or improper conduct begin?

b) What is the most recent date of the alleged unethical behavior or improper conduct?

c) Have you discussed this situation with the member you are complaining about?

___ Yes ___ No

d) Have you lodged this complaint with the national body of the member?

___ Yes ___ No

If yes, please indicate:

Name of association: _____

Date: _____

Status/Outcome: _____

If no, state why: _____

e) Have you filed a complaint with another other organization about this matter?

___ Yes ___ No



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If yes, please provide:

Name of association: _____

Date you filed the complaint: _____

Status/Outcome: _____

f) Does your complaint involve a matter before a court or a tribunal?

Yes No

If yes, please indicate: Civil Criminal

Date: _____ Status/Outcome: _____

Please answer the following questions to help us to understand your complaint:

g) Summarize for us in 3-4 sentences the nature of the alleged unethical behaviour or improper conduct:

h) If you are a member of ITF, refer to the *ITF Code of Conduct or the ITF Rules* and list the ethical standards or the disciplinary rules you believe have been violated:

i) If you are a member of ITF, refer to the *Encyclopedia of Taekwon-Do* (15 volumes) by General Choi Hong Hi (1985; 1987) or the condensed version of the *Encyclopedia – Taekwon-Do* by General Choi Hong Hi (5th ed., 1999) and identify the rule(s) of conduct, the moral principle(s) or the Tenet(s) of Taekwon-Do you believe have been violated:

Rule(s) of conduct: _____



Moral principle(s) (e.g., humanity, righteousness, propriety): _____

Tenet(s): Courtesy (*Ye Ui*): _____

 Integrity (*Yom Chi*): _____

 Perseverance (*In Nae*): _____

 Self-Control (*Guk Gi*): _____

 Indomitable Spirit (*Baekjul Boolgool*): _____

5. Additional Information:

On separate paper, please type (or print neatly in ink) the following information while being as concise as possible:

- (1) a summary of the events in chronological order leading up to the behavior including the most important dates related to the behavior by the member;
- (2) a complete account of the behaviour at issue, including the place, date and time the event(s) occurred;
- (3) the names and contact details of any witnesses;
- (4) any relevant information about what happened after the behaviour occurred; and
- (5) any steps you have taken to address this situation.

NOTES:

- Please send us photocopies (not originals) of any evidence you have related to your allegations.
- Also, send only documents directly relevant to your complaint. A large volume of unnecessary documentation may delay the completion of review of your complaint.

6. Declaration and Signature:

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

(signature of complainant)

(date of signature)



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7. Consent

I, hereby, authorize the ITF to:

- Investigates the issues described in this complaint form.
- Access information related to this complaint.
- Send to the member against whom I am making this complaint, copies of any materials submitted by me or on my behalf concerning this complaint.
- Provide relevant information to any necessary experts in order to obtain independent opinions in relation to the complaint and associated issues.

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

(Signature of complainant)

(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 complaint while it is returned to you to be completed.

Return the completed form and documentation to:

INTERNATIONAL TAEKWON-DO FEDERATION

ITF President

C/o Secretary General Office: Milenijna Str. 5/B – 20-884 Lublin – Poland.

You may also email the completed form and documentation as attachments directly to the President of the ITF at p.weiler@itf-d.de

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.