



# ITF REGULATIONS

(Version 1/2021)

On August 23<sup>rd</sup>, 2020, the Board of Directors of the ITF approved unanimously the adoption of the ITF Regulations. It was then duly signed by the President and the Secretary-General.

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# Anti-doping Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

To ensure that the ITF complies with the World Anti-Doping Agency (WADA) policies and requirements. To ensure that ITF has the tools and resources to be a doping-free organisation. To protecting athletes' right to participate in doping-free sport and thus promote health, fairness and equality for athletes worldwide.

### **II. Responsibilities**

The Committee shall be responsible for:

- Work with ITF members to facilitate developing and delivering best practice anti-doping in the ITF worldwide.
- Provide up-to-date information to athletes who may be tested, and to their support personnel.
- Develop educational tools and programmes for ITF members.
- Ensure the ITF complies with WADA policies, and complete WADA's CCQ.
- Recruit and develop anti-doping tutors who deliver workshops to clubs, squads, schools, coaches and parents to provide the best possible environment to keep ITF doping-free.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other

matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

## **IV. Membership**

### **A. Composition**

The Committee shall consist of at least three (3) and up to seven (7) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

Members of the Committee should together have skills and experience commensurate with the purpose, goals and objectives of the Committee. These include:

- Relevant background and experience (e.g., in sport, anti-doping, compliance, law, and/or otherwise);
- Relevant expertise in compliance (e.g. at least two members should have compliance experience, with substantial experience in compliance monitoring, quality assessment etc.).

### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

## **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

## **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

## **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

## **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Deliver a comprehensive anti-doping testing and educational programme;
- Deliver an anti-doping strategy focused on the following areas:
  - In- and out-of-competition testing of athletes at ITF-sanctioned tournaments;
  - In- and out-of-competition testing of young athletes (under 18 years);
  - Investment in additional testing to augment testing;
  - Mandatory anti-doping education for all coaches and athletes on national squads;
  - Anti-doping education available other ITF instructors, students and supporters.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

**ADAMS:** means Anti-Doping Administration & Management System, a Web-based database management system that simplifies the daily activities of all stakeholders and athletes involved in the anti-doping system. ADAMS addresses the key activities of anti-doping operations through its many functions.

**Anti-Doping Organisation:** A *Signatory* that is responsible for adopting rules for initiating, implementing or enforcing any part of the *Doping Control* process. This includes for example the International Olympic Committee, the International Paralympic Committee, other *Major Event Organisations* that conduct *Testing* at their *Events*, *WADA*, *International Federations*, and *National Anti-Doping Organisations*. The ITF is a *Signatory*.

**Athlete:** Any person who competes at any level in any sport under the authority of any *Signatory*, government or other sports organisation accepting the *Code*.

**CCQ:** means The Code Compliance Questionnaire (“Questionnaire”) is a tool developed by WADA to measure compliance of signatories to the mandatory requirements of the World Anti-Doping Code (Code) and International Standards. The Questionnaire has been developed into an online system to assist signatories in providing responses and data to a series of questions. The questions have been categorized into 7 sections, namely;

1. ADAMS, Budgeting and Reporting;
2. Testing and Investigations;
3. Results Management;
4. Therapeutic Use Exemptions (TUE);
5. Education;
6. Data Privacy, and
7. Anti-Doping Organization (ADO) information.

**Competition:** A single race, match, game or singular sport contest. For stage races and other sport contests where prizes are awarded on a daily or other interim basis the distinction between a Competition and an Event will be as provided in the rules of the applicable International Federation.

**Doping** is defined as the occurrence of one or more of the anti-doping rule violations set forth in Article 2.1 through Article 2.10 of the World Anti-Doping Code.

**In-Competition:** The period commencing twelve (12) hours before a *Competition* in which the *Athlete* is scheduled to participate through the end of such *Competition* and the *Sample* collection process related to such *Competition*, unless provided otherwise in the rules of the *International Federation* or the ruling body of the *Event* in question.

**International Federation:** An international non-governmental organisation administering one or more sports at world level. The ITF is an *International Federation*.

**International Standard:** A standard adopted by WADA in support of the Code (including any technical documents issued pursuant to such standard). Compliance with an International

Standard (as opposed to another alternative standard, practice or procedure) shall be sufficient to conclude that the procedures addressed by the International Standard were performed properly. International Standards shall include any Technical Documents issued pursuant to the International Standard.

*ITF-sanctioned tournament* means ITF World Championships, ITF World Cups and any other event to which the ITF Tournament and Umpire Committees have been formally invited, and with approval of the Board of Directors agreed to be the official authority of the event, presiding over and managing the rules of competition and the umpires.

*National Anti-Doping Organisation*: The entity designated by each country as possessing the primary authority and responsibility to adopt and implement anti-doping rules, direct the collection of *Samples*, the management of test results, and the conduct of hearings, at the national level. If this designation has not been made by the competent public authorities, the entity shall be the country's *National Olympic Committee* or its designee.

*Rules*: The International Taekwon-Do Federation Anti-Doping *Rules* 2019 which were enacted by the *International Taekwon-Do Federation* under article 5 of the *Constitution*, as may be amended from time to time by International Taekwon-Do Federation Anti-doping Committee.

*Signatory*: Those entities that have signed and agreed to comply with the *Code*, as provided in Article 23.5 of the *Code*.

*Testing*: The parts of the *Doping Control* process involving test distribution planning, *Sample* collection, *Sample* handling, and *Sample* transport to the laboratory.

*The World Anti-Doping Code*: The World Anti-Doping Code (Code) is the core document that harmonizes anti-doping policies, rules and regulations within sport organizations and among public authorities around the world. It works in conjunction with six International Standards which aim to foster consistency among anti-doping organizations in various areas. <https://www.wada-ama.org/en/what-we-do/the-code>

*TUE*: A Therapeutic Use Exemption as described in section 4.4 of ITF Anti-doping Rules.

*WADA*: The World Anti-Doping Agency. The World Anti-Doping Agency (WADA) was established in 1999 as an international independent agency composed and funded equally by the sport movement and governments of the world. Its key activities include scientific research, education, development of anti-doping capacities, and monitoring of the [World Anti-Doping Code \(Code\)](#) – the document harmonizing anti-doping policies in all sports and all countries. <https://www.wada-ama.org/en>

### **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 4<sup>th</sup> October, 2020.



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



# Athletes Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

Established in 2019 by the Board of Directors to advise and advocate on matters concerning ITF Athletes, and to develop tools and resources to help ITF athletes train safely, and at the highest level.

### **II. Responsibilities**

The Committee shall be responsible for:

- Advising on any proposal or amendments to technical rules for each discipline at a World Championships or World Cup.
- Representing the voices of athletes to ITF Committees, Board of Directors and Members.
- Prioritising athlete health and wellbeing above all other considerations in the International Rules and Regulations.
- Representing athletes for any decisions that may be made that will impact athletes directly in competition.
- Improving and developing knowledge for the Athletes regarding rules, regulations, health and the levels needed and required to attend international events.
- Providing a platform that enables athletes to communicate to the Committee any concerns or developments that they ask to be reviewed or examined.
- Working closely with the Coaches Committee and the Umpire Committee on competitions, rules and regulations.
- Developing a course, with the ITF Coaches Committee, to provide the best information possible for athletes.
- Establishing and delivering standardised accreditation for athletes before they compete at a World Cup or World Championships.
- Coordinating delivery of an International Coaches and Athletes Courses (ICAC).
- Working with the Coaches Committee to include Athlete Committee members in each course it runs.
- Developing tools and resources to help athletes train safely and at the highest level of performance.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and

- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least five (5) and up to six (6) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

### **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

### **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

### **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- When changes to competition rules are proposed, a report summarising the impact of the proposed changes on athletes.
- A platform for athletes to communicate with Committee about any concerns.
- Periodic proposals submitted to the ITF Tournament Committee and Umpire Committee for changes to competition rules and regulations (aiming for five rule proposals per year).
- A platform to provide athletes information on aspects such as weight loss and physical conditioning.

- At every World Cup and World Championships, a stall open for no less than two (2) hours per day of competition with at least one Committee Member present to discuss any issues with athletes.
- A proposal to the Tournament Committee for standardized equipment to be used ITF-sanctioned tournaments, such as tatami, power breaking machines, and special technique machines.
- An International Coaches and Athletes Course (ICAC), developed with the Coaches Committee.
- All athletes certified through the ICAC.
- Survey of athletes about ways to improve competition rules. Report results to the Tournament Committee and Umpire Committee.
- Platforms on social media, such as Facebook and Instagram, for athletes, with the accounts transferable to the Chair of the Committee as it changes.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*Athlete* means a Taekwon-Do practitioner who competes or aims to compete in competitions at an international level.

*Information for athletes* means any information on health, nutrition, strength and conditioning, and other relevant information for athletes.

*International Athletes and Coaches Course (ICAC)* means a course developed and organized by the Athletes Committee and the Coaches Committee to improve the knowledge and skills of ITF coaches and athletes relating to developing athletes and competing in ITF tournaments.

*ITF-sanctioned tournament* means the ITF World Championships, ITF World Cup, and any other tournament sanctioned by the Tournament Committee and the Umpire Committee.

*Stall* means a physical stand or display branded for the Committee with space for Committee Members to meet with athletes and other interested people.

## **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



# Audit, Risk and Compliance Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

The powers and authority of the Audit, Risk and Compliance (ARC) Committee are:

- a) The ARC Committee shall ensure the completeness and reliability of the financial accounting and review the financial statements, including the consolidated financial statements and the external auditors' report.
- b) The ARC Committee shall furthermore advise, assist and oversee ITF's financial and compliance matters including, in particular, the functioning of the Treasurer or any other official with the authority to either commit the ITF by his/her signature (alone or with other/s) and the distribution and flow of funds from the ITF to its members and officials, and suggest to the appropriate ITF bodies any action that it deems necessary as a result of such monitoring.
- c) As part of performing its duties as set out above, the ARC Committee may request and will have the right to be provided with any kind of relevant information from all bodies, units, officials and other individuals within ITF and shall be entitled to conduct or authorize reviews into any matters within the scope of its duties. The Chair of the Committee may also take part, upon specific requests made by him/her as observer, in all meetings and other activities of ITF bodies and units at any time. These powers are subject to applicable confidentiality obligations that apply to all the participants of same meetings.
- d) The ARC Committee's risk function will include advising the Board of Directors on all matters of strategic and operational risk (political, environmental, social, technological, legal, media, economic, etc.). The ARC Committee produces and maintains a risk matrix and risk register for the Board of Directors.
- e) The ARC Committee shall audit the operations and records of the ITF to ensure that the ITF and its members comply with ITF policies, and all applicable laws and regulations. The ARC Committee shall establish and maintain an Obligations Register to facilitate the compliance function.

### **II. General Responsibilities**

The following details the general responsibilities of the Committee and in no way derogate from the powers and authority as established in Section I above and Section XIII hereunder.

The Committee shall be responsible for:

- Monitor the integrity of the financial records of the ITF, including its annual report and financial statements;
- Review and report to the Board on significant financial reporting issues and judgements;
- Collaborate with the ITF accountants & auditor to understand matters arising from the audit, and work with the Board of Directors to correct those matters arising;
- Help the Board of Directors meet its responsibilities regarding financial statements, financial reporting systems and internal controls;
- Create and always maintain updated a risk management framework and risk management policy for the ITF;
- Establish and maintain a risk register for the ITF;
- Help the Board of Directors assess and manage enterprise risks , and support the Board of Directors' risk analysis when setting and reviewing strategy;
- Monitor the Board of Directors' compliance with mandated boundaries (constitution, bylaws, etc.) and voluntary boundaries (policy, procedures, etc.);
- Establish and maintain an Obligations Register for the Board of Directors and Executive Committee;
- Ensure the Board of Directors and Executive Committee as well as any other ITF official comply with their legal and regulatory obligations;
- Review, at least annually, tax matters, including the status of income tax reserves and governmental tax audits and developments in this area;
- Deal with other matters relating to the monitoring of ITF's finances.

The Chair of the Committee shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

Unless otherwise specifically provided at the Statutes, By-Laws and Published Policies of the ITF, the Committee has the authority to carry out the responsibilities listed above, and will perform its activity in accordance with the procedures under these terms of reference and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has authority to investigate any matter within its powers and authorities and to obtain any information it may require to verify. This includes read access to the financial accounts of the ITF.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

Without derogating or diminishing the powers of the Committee to exercise its duties and authorities with respect to any manner of the Board of Directors, The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the Constitution and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

## **IV. Membership**

### **A. Composition**

The Committee shall consist of at least three (3) and up to five (5) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors. The Chair of the Committee shall not be a member of the Board of Directors.

The Chair shall represent the Audit, Risk and Compliance Committee in dealings with other ITF bodies and officials. If the Chair is unable to represent the Committee, the Deputy Chair (if such position exists) shall deputise. If the latter is also unable to represent the Audit, Risk and Compliance Committee, this task shall be assumed by a member designated by the members of the Committee.

The Members of the Committee shall be recommended by the Chair and appointed by the Board of Directors. Neither the Treasurer, the Secretary-General, nor any member of the Board of Directors shall be members of the Committee.

Before establishing the list of the recommended persons, the Chair will conduct a conflict of interests check with each of the candidates. For this purpose, the Chair will prepare a questionnaire ("**Eligibility Questionnaire & Independence Confirmation**") to be signed by the candidates once they have filled in the answers. The Eligibility Questionnaire & Independence Confirmation will be drafted by the Chair at its own discretion, yet he must ensure that the questions and the information to be provided will consist of (a) a declaration that there exist no conflict of interests nor any of his/her activity may be considered – also in the eyes of a third party – as a conflict of interest between the candidate and the candidate's activities and his position as member of the committee; (b) a disclosure of any fact that establish or may establish a conflict of interest between the candidate and his/her activities and his membership in the committee; (c) a disclosure of any fact that even though the candidate does not consider as a ground for a conflict of interest, in the eyes of a third party such facts may be considered as ground for a possible conflict of interest; and (d) all the needed information that will satisfy the Chair that the candidate is eligible and capable to serve as a member of the committee taking into consideration also the fact that the members of the committee will be exposed to confidential information regarding the ITF, its members, Taekwon-Do (ITF) practitioners, and other third parties including, in some relevant cases, personal and commercial information.

The Signed Eligibility Questionnaire & Independence Confirmation will be sent to the Board. The Board will always be entitled to reject any of the recommendation of the Chair or to remove any member, including the Chair, of the Committee that were appointed if the Board will decide, based on reliable information that the member does meet the eligibility requirements. A decision to remove a member of the committee, including the chair, will be taken only after the member will be given the right to comment and provide his answers to

the Board in relation with the information based on which the Board will initiate the proceedings to remove the member from the committee. Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

The Committee members shall be knowledgeable and experienced in financial and/or regulatory and legal matters and may not be involved in any decision affecting the operations of ITF.

The Chair shall periodically meet separately with the Treasurer and other appropriate directors of ITF, and the external auditors.

From time to time, the Committee may co-opt non-voting members with specialist expertise (e.g. finance specialists, forensic accountants, lawyers, risk management experts).

## **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype or any other reliable video technology), or by telephone (such as WhatsApp or Messenger).

### **B. Rules of Order**

On Matters not dealt with or cover by these terms of reference, the rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the the Deputy Chair (if such position exists) or in the absence of the Deputy Chair the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

## **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

## **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise. In case of unclarity regarding the confidentiality of any information or documents, The Chair will decide the matter and he may consult for the purpose of making such determinations the ITF General Counsel.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Chair shall annually present to the Congress the Annual Activity Report and, on request by the Board, inform the President and the Board on the committee's work, either orally or in writing.

The Committee shall submit The Annual Activity Report containing also an Executive Summary of approximately three (3) pages to the Board of Directors annually, two months before the Annual General Assembly of the ITF (The Congress). The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee must have read access to accounting records at all times. The audit activity is simplified if the ITF use cloud-based accounting software that the Committee can access securely at anytime from anywhere.

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account (or any other reliable video technology) with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Minutes of each Committee meeting.
- Committee A report of the work of the Committee in discharging its responsibilities for inclusion in the Annual report, including an explanation of how the Committee has assessed the effectiveness of the external audit process; the significant issues that the Committee considered in relation to the financial statements and how these issues were addressed, having regard to matters communicated to it by the auditor.
- A risk management framework and risk management policy for the ITF.
- A risk register for the ITF.
- An Obligations Register of legal and regulatory requirements of the Board of Directors and Executive Committee.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

The following definitions are presented for the purpose of providing a general understanding of the meaning of the defined terms, however these definitions in no way will be considered

conclusive and in no way will derogate any of the powers or authorities of the Committee as stipulated in the various articles of these Terms of reference.

**Audit:** an audit is a systematic and independent examination of books, accounts, statutory records, documents and vouchers of an organization to ascertain how far the financial statements as well as non-financial disclosures present a true and fair view of the concern. It also attempts to ensure that the books of accounts are properly maintained by the concern as required by law.

**Risk:** risk management is predicting and managing risks that could hinder the organization from reliably achieving its objectives under uncertainty.

**Compliance:** looking at the present and towards the future to ensure that all activities comply with the prevailing legal and regulatory requirements (laws, regulations, constitution, by-laws, etc.) because appropriate policies and procedures are in place and being adhered to.

**Obligations Register:** a list of laws, regulations, codes, standards and other requirements that are applicable to ITF operations and that the ITF wish to monitor for changes. An obligations register will contain (1) a summary of the rule, law, regulation, policy or other obligation, (2) the organization's policy that is designed to ensure compliance with the rule, (3) a list of the controls defined in the policy to test compliance with the rule, (4) how frequently the control should be tested, and (5) who is responsible for testing the control.

### **XIII. Specific Responsibilities of the Committee**

#### **a) Powers and responsibilities of The Committee in general**

- i) The Committee shall ensure the completeness and reliability of the financial accounting and review the financial statements, including the consolidated financial statements and the external auditors' report.
- ii) The Committee shall furthermore advise, assist and oversee ITF's financial and compliance matters including, in particular, the distribution and flow of development-related funds, and suggest to the appropriate ITF bodies any action that it deems necessary as a result of such monitoring.
- iii) As part of performing its duties as set out above, The Committee may request any kind of relevant information from all bodies, units, officials and other individuals within ITF and shall be entitled to conduct or authorize reviews into any matters within the scope of its duties. Representatives of the Committee may also take part, as observers, in all meetings and other activities of ITF bodies and units at any time. These powers are subject to applicable confidentiality obligations.

#### **b) Powers and responsibilities of The Committee with regard to operational matters:**

- i) To monitor the internal control environment;
- ii) To annually review the effectiveness of risk assessment, risk management and the internal control system;
- iii) To review reports and the effectiveness of the internal audit function;
- iv) To deal with other matters relating to the monitoring of ITF's finances

- v) To review the external auditors' reports in order to ensure that appropriate action is taken if shortcomings have been detected in internal controls or procedures;
  - vi) To review, at least annually, tax matters, including the status of income tax reserves and governmental tax audits and developments in this area.
- c) **Powers and responsibilities of The Committee with regard to financial reporting matters:**
- i) To ensure the accuracy of the financial statements and other published financial information;
  - ii) To ensure compliance with the applicable accounting standards;
  - iii) To work with the external auditors in order to ensure that the audits of the annual financial statements, including the consolidated financial statements, are being carried out properly;
  - iv) To review major issues regarding accounting policies and financial statement presentations, including any significant changes or applications of accounting principles;
  - v) To provide the Finance Committee and the Board with an opinion on the approval of the financial statements;
  - vi) To monitor and review related-party transactions at least annually;
  - vii) To review the reports of the yearly independent audits that the ITF member associations are subject to or requested to provide to the ITF Board under the ITF Statutes & By Laws.
- d) **Powers and responsibilities of The Committee with regard to compliance matters**
- i) To review the status of ITF's compliance with the applicable national law and ITF's rules and regulations relating to compliance;
  - ii) To monitor compliance with ITF policies regarding social responsibility, human rights, environmental protection and gender equality matters;
  - iii) To review reports directly submitted to The Committee by the Chief Compliance Officer;
  - iv) To review ITF employees' compliance with the applicable national laws and all relevant ITF rules and regulations;
  - v) To review the processes and procedures relating to the Secretary General's monitoring of ITF employees' compliance with all relevant ITF rules and regulations;
  - vi) To review ITF's rules and regulations relating to compliance with regard to their effectiveness;
  - vii) To review and assess the external auditors' qualifications and independence;
  - viii) To take note of all non-audit-related services to be provided by the external auditors and any fees for such services. The chair of the Committee may take note of any such services in advance of the committee's regular meetings;
  - ix) To issue guidelines regarding compliance matters;
  - x) To make recommendations regarding any changes, amendments, and modifications to ITF's rules and regulations relating to compliance;
  - xi) To review any major legislative and regulatory developments that may have a significant impact on ITF;

- xii) To handle cases of alleged non-compliance. In order to fulfil its duties relating to compliance matters, the Committee will obtain and review information and reports submitted by the Secretary General on a regular basis or on special request.

#### **XIV. Compensation Sub-Committee**

A Compensation Sub Committee will be established by the Committee. This Sub-Committee will be chaired by the Chair of the committee and will consist of two other members. The Sub Committee will have the following responsibilities:

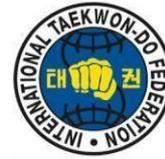
- a) To define – as long as such are not defined in the Constitution or By-laws or by rules or decisions or policies decided by the Board - Compensation Rules for any ITF officials that are not Board Members.
- b) To determine the compensation of the President, the vice-presidents and members of the Board, and the Secretary General;
- c) If the ITF will establish a practice of having signed agreements with the President and the Secretary General or other officials that are members of the Board, to approve these contracts.
- d) To monitor compliance with the Compensation Rules and the compensation of the President, the Secretary General and any other board Member.

#### **XV. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 4<sup>th</sup> October, 2020.



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



# Business and Marketing Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

Established in 2019 by the Board of Directors to provide advice on matters of business, marketing, strategic management, and operations. This includes the expansion of the ITF by increasing its membership worldwide and creating sustainable business models for its members. This also includes designing, implementing, and managing sponsorship and fundraising initiatives to bring global awareness to the ITF and to provide financial resources to meet current and future needs.

### **II. Responsibilities**

The Committee shall be responsible for:

- Developing strategic recommendations for the ITF Board's consideration.
- Evaluating the business model of the ITF, and recommending and implementing improvements as required.
- Identifying key elements of future sustainable growth for the ITF, by improving brand awareness, optimising traditional and digital marketing, and offering new value-added services for schools, instructors, and the wider ITF community.
- Analysing ITF membership and revenue data to provide strategic insights.
- Reviewing the brand impact.
- Creating and managing fundraising tools, activities and actions, and researching avenues for attracting new commercial sources of funding, in order to make the ITF financially sustainable.
- Working closely with the Communications and Development Committee to optimise the visual identity in line with the Business and Marketing Committee's digital marketing and online platform strategy.
- Managing the ITF eCommerce platforms.
- Providing feedback to the ITF on the components of the new visual identity to ensure that all material produced is in line with the ITF strategic objectives.
- Providing business and marketing competencies to support continental and national ITF entities.
- Building a network of Taekwon-Do business professionals charged with implementing the objectives of the Committee at the continental and national levels.
- Designing and implementing courses and training related to the business of Taekwon-Do and the use of ITF proprietary management tools.

- Creating and managing the ITF Sponsorship Program, Policies, and Fundraising.
- Expanding ITF global awareness under a set of Social Responsibility Programmes and creating a framework to source funding from Non-Government Organisations (NGOs) for development of such Programmes.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board-approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least three (3) and up to six (6) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

The Committee shall have three (3) levels of Membership:

1. Members appointed by the Board of Directors;
2. Committee-appointed Continental Federation Members; and
3. Committee-appointed staff members.

The Committee will invite member associations to select a member from its Continental Federation who is in good standing with all member associations in their regions to sit on a Subcommittee of the Committee. This Subcommittee will implement Committee programmes at the Continental and National levels. This person will be Chair of a Continental Federation Subcommittee and will invite members from the member associations to form that Subcommittee.

The Committee will appoint staff members from the ITF community with skills required to achieve the Committee's aims and objectives.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

## **B. Terms of Appointment**

The Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be held as often as needed but no less than once per year.

Meetings may be held in person, by an online medium, or by telephone.

### **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the Member of the Committee substituting for the Chair shall be required to form a quorum.

### **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

## **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree on an annual work plan with the Board of Directors by 30 July each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium-term goals (two to three years) and long-term goals which are more than three (3) years of the Committee tenure.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration.

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Committee may have access to a portion of the funds generated directly by commercial activities and new Sponsors developed by the Committee to go toward further development of the Business and operational expenses.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year may include, but may not be limited to, any of the following:

- Deliver an annual report summarising the activities and accomplishments of the Committee over the past year (see Reporting section above);
- Deliver an annual report containing summary statistics of trends in membership and financials;
- Deliver a Short Term Business Strategic Plan, including new projects for Board approval;
- Deliver a Fundraising and Sponsorship Report, including activities, new accounts, generated incomes and next year opportunity framework;
- Deliver an NGO funding framework, reporting main social targets, activities, stakeholders and social targets for next year;
- Deliver a Community Activity Report, including tools, developed to collaborate with all ITF community;
- Deliver Continental and National Activity Report that describes the progress of the implementation of the objectives of the Committee at the continental and national levels;
- Deliver the Sponsorship Programme that maintains a stable relationship with sponsors and key stakeholders, closes key sponsorship arrangements; and generates commercial activities such as online sales, new events;
- Deliver informative digital content for training purposes (written and video);
- Deliver a seminar series with successful school owners bringing their expertise to all members;
- Deliver a mentorship program where instructors can learn from one-on-one business coaching from a successful school owner;
- Deliver an NGO funding framework:
  - Defining a clear mission and brand image, with a focus on social responsibility, to attract NGOs to partner with the ITF;
  - Reaching out to NGOs, such as those that work with local governments to expand access to education in developing countries, to advertise Taekwon-Do as a way of social development;

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*Affinity marketing* is a partnership between a company (supplier) and an organisation (e.g., the ITF) to bring a greater consumer base to their service, product, or opinion.

*Brand* is the image and perception of the organisation in the eyes of the world.

- *Branding* is a marketing practice of actively shaping a distinctive brand.
- *Brand identity* is the collection of elements created by the organisation to portray the right image to its customer and member base.

To build a strong brand identity, the following elements must be in place:

- (1) *Mission*, what does the organisation stand for?; what is its purpose?;
- (2) *Values*, what are the beliefs that drive the organisation;
- (3) *"Face" of the organisation*, the logo is essentially "the face" of the organisation and must be memorable and meaningful;
- (4) *Credibility and consistency*, building trust among the members and customers by maintaining a stable business strategy and goals;
- (5) *Unique positioning*, differentiating from competitors; what is the organisation's value proposition?;
- (6) *Brand voice*, organisation's communication strategy online, on social media, and directly.

*Business plan* is a document that describes the nature of the business, the sales and marketing strategy, and the financial background, containing a projected profit and loss statement. A typical business plan contains an executive summary, description of the business, description of service/product, market analysis, competitive analysis, operations and management, financial components, and other supporting documents, such as legal documents, supplier contracts, tax returns, and leadership team resumes.

*(Corporate) Social Responsibility (CSR)* is an evolving business practice that incorporates sustainable development into the organisation's business model. A socially responsible organisation or firm has a positive impact on social, economic, and environmental factors, effecting social change with its business beliefs, practices, and profits. Adopting long-term practices consistent with CSR is a way to bolster the image of an organisation, build a brand, and attract members and customers. The four areas where CSR has been applied are:

- (1) *Environmental efforts*, reducing the carbon footprint of the organisation;
- (2) *Philanthropy*, donating funds, products, or services to social causes and nonprofits;
- (3) *Ethical labor practices*, treating employees and members fairly and ethically, particularly when operating in international locations with labor laws that differ from those in the OECD countries; and
- (4) *Volunteering*, serving the community and doing good deeds without expecting anything in return, and expressing commitment to specific issues and/or to certain organisations.

*Digital marketing* is the component of marketing that utilises internet and online based digital technologies, such as apps, YouTube, and websites to promote products and services. Digital marketing campaigns employ combinations of search engine optimisation (SEO), search engine marketing (SEM), content marketing, influencer marketing, content automation, campaign marketing, data-driven marketing, e-commerce marketing, social media marketing, social media optimisation, e-mail direct marketing, display advertising, e-books, and online games.

*Fundraising* (also known as *development*) is the process by which nonprofit organisations solicit and gather voluntary financial contributions from individuals, businesses, charitable foundations, or governmental agencies. A successful fundraising strategy consists of building long-term relationships with existing donors to retain them for future development, bringing in foundation support, and attracting new donors. Much more than being about "money", giving to a cause or an organisation helps people follow their own interests, express their values, and advance their own aspirations. Thus, fundraising strategies must also include a reporting component that explains to existing and prospective donors why and how their interests are aligned with those of the organisation.

*Sponsorship* is a form of affinity marketing that gives certain rights and benefits to the buyer or "sponsor." Benefits to the sponsor include, advertising activated by affiliation with the partner organisation ("sponsee"), and access to its fan and membership base. In exchange, sponsors support the organisation, its events, its activities, or its persons, financially or by providing products or services. Sponsors may use the images and logo of the partner and call themselves an "official sponsor" of the partner's event, venue, or activity. Sponsorship is particularly effective when the sponsor and the partner have similar goals, values, and vision.

### **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



# Children's Development Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

To provide advice, support, training and resources about involving children in the ITF's activities, particularly regarding education, health and safety, and participation.

### **II. Responsibilities**

The Committee shall be responsible for:

- Doing research, giving opinions and making suggestions and recommendations regarding Taekwon-Do education for children and their participation in events.
- Answering questions from members regarding the children's education, health and safety, and participation in events.
- Consulting members about their needs regarding teaching children.
- Collaborating with the Technical Committee to ensure that there are no contradictions in the children's educational material.
- Preparing training programs for children to cover age groups below 18yrs.
- Reviewing and improving existing training programs for children.
- Reviewing and revising the contents and organization of International Kids Courses (IKC).
- Defining the qualifications necessary to conduct official ITF children's programs and offering instructor courses for these qualifications.
- Writing and updating regulations for safety and quality of training for children.
- Developing resources to facilitate efficient and effective teaching.
- Provide articles and content for the International Taekwon-Do Federation website.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least three (3) and up to six (6) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

### **V. Meetings**

#### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

## **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

## **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

## **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

## **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January

to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee can produce and sell merchandise to raise funds for its activities and reduce funding required from the ITF.

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- The 'ITF Kids' website, regularly updated.
- Regular social media content to promote activities.
- Channels of communication via e-mail, website and social media to answer questions from parents and instructors.
- Resources, such as books and badges.
- An annual work plan, budget and annual report.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*Taekwon-Do Kids Development Program* (also known as the '*Kids Program*') means the official ITF Kids Program for students aged 3 years to 7 years, which takes them from beginner level to 8<sup>th</sup> gup / grade.

*ITF Kids Website* is a dedicated website for the Kids Program which provides information and resources to students, parents and instructors. The website will be linked to the official ITF website, and comply with ITF brand guidelines.

## **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



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# Coaches Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

Established in 2019 by the Board of Directors to advise and advocate on matters concerning ITF Coaches and to coordinate and advance the education and training of Coaches to meet the highest recognized standards of excellence.

### **II. Responsibilities**

The Committee shall be responsible for:

- Advising on any proposal or amendments to Technical Rules for each discipline at World Championships and World Cup;
- Advocating for coaches wherever ITF policy, rules and decisions might affect coaches directly or indirectly;
- Continuously develop, educate and improve the coaches' level for the advancement of the martial art and sport;
- To provide a medium for coaches' progression and to become accredited (with international recognition) for their professional achievements;
- To offer all coaches around the world the opportunity to become ITF Certified Coaches, recognising the work they have accomplished;
- Coordinating the programme of Coach Education for ITF;
- Certify all coaches participating in ITF Championships;
- Increase the number of certified coaches and provide opportunities to further develop all coaches;
- Coordinating the delivery of International Coaches Conferences
- Represent ITF in coaching groups, collaborative projects and international organizations pertaining to the education and training of coaches.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee awards the rights to applicants to host an ITF International Coaches Course.

The Committee decides on applications for training in the role of Coach Developer, Coach Developer Assessor, Trainer of Coach Developer and their subsequent deployment.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least three (3) and up to six (6) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

### **V. Meetings**

#### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

## **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

## **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

## **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

## **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- The Committee will deliver a quality assured Coach Education programme certified against standards accepted worldwide.
- The Chair will report to the board annually on all matters detailed under 'Reporting' above.
- The Committee will keep records of:
  - Coach Developer and Coaching courses delivered;
  - Coach Developers trained and certified;
  - Coaches trained and certified;
  - Coach Developer Assessors trained and certified; and
  - Trainers of Coach Developers trained and certified.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

### *ITF International Coaches Course*

A conference aimed at providing further education and training opportunities in a collegial environment emphasizing the sharing of knowledge and experience amongst coaches and experts in subject areas relevant to ITF coaches.

### *Coach*

The ITF definition of “Instructor” aligns closely with the wider sport definition of “Coach”, rather than the narrower sport term “Instructor”. Because the Committee interacts with and uses resources from international sporting bodies, the Committee uses sport definitions of these terms. In Committee deliverables, “Coach” and “Instructor” are used interchangeably, generally using “Coach”.

### *Coach Developer*

Coach developers are experts in learning. They are trained to develop, support and challenge coaches to continue improving their knowledge and skills to provide positive and effective sport experiences for all participants.

### *Coach Developer Assessor*

Coach developer assessors provide the support structure necessary to facilitate ongoing personal development of Coach Developers and serve the ITF by mentoring or assessing Coach Developers in training.

### *Trainer of Coach Developers*

Individuals trained to standards endorsed by the International Council for Coaching Excellence to deliver Coach Developer training and support as well as training of Coach Developer Assessors.

### *Continuous Professional Development*

Providing opportunities for learning, growth and development within a role in formal, non-formal or informal settings and reflects the nature of the Taekwon-Do as a lifelong learner.

### *Quality Assurance*

Developing awards against accepted standards, validating training programmes, recognising qualifications, protecting enrolled learners, having appropriate procedures for access, transfer, progression and recognition of prior learning, etc. A functioning system of education and training that is robust and learner-centred.

## **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



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# Development and Communication Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

The purpose of this committee is to help the ITF develop institutional communications. There are two target audiences:

- a) External public, which includes National Associations, Allied Associations, clubs, and practitioners.
- b) Internal public, comprising Committees, Working Groups, the Executive, and the Board of Directors.

Campaigns include communication about ITF activities (including Board and Committees' activities) and specific events (conferences, competitions, seminars, etc.), and institutional campaigns that contribute to strengthening the institutional image. This will contribute to consolidating the ITF brand, complementing actions of the Business and Marketing Committee.

### **II. Responsibilities**

The Committee shall be responsible for:

- Create and maintain the ITF's communication strategy, including website and social media.
- Assist ITF members with strategic planning, communications and public relations.
- Manage official ITF social media channels.
- Recommend the best channels to communicate with ITF members.
- Cooperate with the ITF webmaster to develop and maintain an ITF website that is effective, appropriate, attractive, informative, interactive, and user-friendly.
- Update information on the ITF website regularly and frequently, collaborating with ITF members.
- Coordinate and publish articles, supervised by the First Vice President.
- Establish contacts for coverage by major martial arts magazines and other media.
- Develop an image of the ITF as a dynamic, growing organization that listens to and helps its members to promote that image.
- Prepare an ITF information kit and support to the Board for international events (GAISF, WADA, etc)
- Plan and implement campaign communications.
- Manage relationships with the press and the public.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least two (2) and up to four (4) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

### **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

### **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

### **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Delivery of a communications strategy, including website and social media;
- Delivery of a brand guidelines and design standards document, applying to written documents, audio-visual presentations, signage, and other media;
- Delivery of an ITF communications style guide;
- Delivery of communication campaigns that contribute to the proposed objectives, according to available resources;

- Delivery of custom pieces for non-ITF events that ITF officials attend, such as brochures, stand design, and signage;
- Delivery of advice to members who request it, regarding forms and styles of communication and design.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*Brief* means a document that summarizes the needs to be communicated.

*Caption* means text that accompanies the post.

*Central idea* is what will help to communicate the goal in a different way.

*Communication concept* refers to the central concept that you want to communicate.

*Copy* means text that accompanies a communication piece.

*Current logo* refers to the fist logo with colored fingers.

*Elements of the goal* are Intention, Proportion, Term.

*Goals to communicate* is a specific communication task that must be fulfilled before a defined audience and in a certain period of time.

*Post* refers to communication pieces created specifically for social networks.

*Poster* means a graphic piece of traditional communication.

*Rough* means a communication piece to present the idea and on which the necessary corrections will be made.

*Social media* refers to any new or future social network.

*Target audience* means segment of the audience to which the message is directed.

*Title* means the heading of a communication piece.

*Traditional Logo* refers to the round logo created by General Choi.

*Website* means a page or collection of pages on the World Wide Web that contains specific information which was all provided by one person or entity and traces back to a common Uniform Resource Locator (URL)

## **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



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# ITF Discipline Committee

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## ***Terms of Reference***

### ***Standing Committee***

version 2/21 – (approved by the ITF Board on 14/11/21)

**Preliminary Note:** These Terms of Reference complement other ITF documents, and must be read together with them, notably:

- ITF Instructors Code of Conduct (“Code of Conduct”), version 2 – 20/03/2020; and
- The Rules and Procedures for Dealing with Reports and Complaints of Unethical behaviour or Disciplinary nature of ITF (“Rules and Procedures”); and its Appendix 1 ITF Discipline Complaint Form, and Appendix 2 ITF Appeal Form, version 2 – 20/03/2020.

## **I. Purpose**

The purpose of the **ITF Discipline Committee (“Committee”)** is to:

Receive, examine, investigate and/or resolve complaints of [alleged breaches](#)/violations of the Code of Conduct and other ITF documents, related to unethical behaviour or disciplinary nature by a National Member of ITF or an individual who is member of a National Member of ITF, in a way that is objective, educational, and not adversarial; and, when necessary, recommend specific actions.

## **II. Responsibilities**

The Committee shall be responsible for:

- a. Receiving and conducting preliminary investigation of Complaints of alleged unethical behaviour or disciplinary nature as described in the Rules and Procedures;
- b. Make recommendations to the ITF Board as to what actions or sanctions they should take in respect to a Complaint received by them;
- c. When requested by the ITF President, to provide advice on specific Complaints to NA and/or AA; provided that NA and/or AA have not been able to resolve such Complaints internally;
- d. Promoting and raising awareness about the Code of Conduct and the desired behaviour among all Instructors of Taekwon-Do ITF;
- e. Applying a decision-making process to review Complaints in compliance with the Rules and Procedures;
- f. Facilitating, where possible, dialogue and the informal resolution of Complaints; and
- g. Communicating and discussing by e-mail, mail, conference call and/or by telephone/Skype among its Committee Members whenever required.

The Chair of the Committee shall be responsible for:

- a. Scheduling meetings;
- b. Preparing an agenda for each meeting and sending it to Committee Members;
- c. Chairing meetings efficiently and effectively;
- d. Ensuring that a correct record of meeting minutes is maintained;
- e. Preparing an annual budget for the Committee, and operating within that budget; and
- f. Provide reports and updates on Committee matters to the ITF Board of Directors, and to ITF Congress on request;
- g. Ensuring that a copy of all material documentation received or produced related to Complaints is forwarded to the Secretary-General for inclusion in the records held by the ITF.

The Chair may delegate responsibilities to other Committee Members, but remains responsible for their completion.

### **III. Authority**

The Committee is accountable to the ITF Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in section 2. Responsibilities and in the ITF By-Laws.

The Committee is governed by the Rules and Procedures and has authority to decide operational matters within its approved Annual Plan or a proposal that has been approved by the ITF Board of Directors.

### **IV. Membership**

#### **4.1. Membership composition**

The Discipline Committee shall consist of at least three (3) and up to five (5) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair and appointed by the Board of Directors.

Where possible, the Committee Membership would reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **4.2. Term of the Appointment**

The Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the appointment of one or more Members for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **5.1. Meeting frequency and format**

Meetings shall be convened as needed but not less than once per year.

Meetings may be held in person, or by on-line medium (such as Zoom or Skype), or by mobile phone (such as WhatsApp or Messenger).

### **5.2. Robert's rules of order**

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order the ITF or the Committee may adopt.

### **5.3. Quorum**

Quorum shall be reached with the presence of the majority of Committee members (more than half of the members). The Chair or his /her delegate in exceptional circumstances must be present to form a quorum.

### **5.4. Agenda and record-keeping**

The Chair shall send a meeting agenda to all members at least two weeks before each meeting.

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained. The Chair or nominee shall send minutes of the meetings to all members within one month of each meeting.

## **VI. Confidentiality**

All Complaints and information received by the Committee, or shared with or between members shall remain confidential, unless the Committee obtains permission in writing by the relevant people (Complainant and Defendant) to do otherwise.

## **VII. Reporting**

The Committee reports to the ITF Board of Directors.

The Committee will agree an Annual Plan with the ITF Board of Directors by 30<sup>th</sup> June each year.

The Committee will send a report to the ITF Board of Directors annually, two months before the World Championships or World Cup competition begins. The report will include:

- a. The number of Complaints received and investigated each year;
- b. The general nature and a brief summary of the Complaints;
- c. Resolutions recommended and final result of action taken;
- d. If any assistance from the ITF Board of Directors is requested for the Committee.

## **VIII. Resources and budget**

The Chair may receive a compensation per year on approval of the ITF Board of Directors, as stipulated in the ITF By-Laws 2016 section 4.11, Standing Committees.

The Chair shall submit a proposed budget to the Board of Directors annually by 30<sup>th</sup> June.

## **IX. Deliverables**

The Committee will do reasonable efforts to put in place instruments/procedures to provide:

- a. Protection of alleged violated or disputed rights and legitimate interests in compliance with the Code of Conduct and other relevant ITF documents;
- b. Access to the Discipline Committee by the NA and/or AA;
- c. Fair consideration of the Complaint within a reasonable time by an independent and impartial Committee;
- d. In cooperation with another committees and/or NA and/or AA, developing campaigns, directly or indirectly, to raise awareness to prevent the non-desired behaviour and to build a culture of respect towards the ITF laws and its governing bodies.

## **X. Review**

This document will be reviewed by the Chair every four years, within the first year of the Chair's term. The next review is due: 30<sup>th</sup> June 2024.

The updated document will be subject to approval by the ITF Board of Directors.

## **XI. Definitions**

-“Complaints”: means complaints of alleged unethical behaviour or disciplinary nature as described in the Rules and Procedures of ITF;

-“ITF”: means the International Taekwon-Do Federation which Secretary General Office is located at Milenijna Str. 5/B – 20-884 Lublin – Poland;

-“National Member of ITF”: means National Association/s (“NA”) or Allied Association/s (“AA”).

## **XII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 14<sup>th</sup> November 2021.



# Do and Ethics Committee

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## Terms of Reference

Type of Committee: Standing Committee

### I. Purpose

The Do and Ethics Committee was established by the Board of Directors to promote moral development and ethical behaviour, and ensure the legacy of General Choi Hong Hi regarding the moral culture of Taekwon-Do.

### II. Responsibilities

The Committee shall be responsible for:

- Promoting moral development and education through the teaching of the “Do” (i.e., moral culture, moral values, and moral reasoning).
- Developing courses, seminars, workshops, and teaching tools to help Instructors to learn how to teach the Do to their students and apply the Do in the dojang and daily life.
- Achieving consistency and excellence in teaching the Do.
- Supporting Instructors in learning and teaching the Do.
- Promoting ethical conduct, ethical awareness, and ethical thinking among members through seminars and workshops on ethics and related topics.
- Developing ethical guidelines and policies for the ITF.
- Reviewing, updating, and refining ITF ethical guidelines and policies when necessary.
- Providing guidance and information to members about the application and interpretation of the ITF ethics documents.
- Advising board and committee members of actual or potential conflicts of interest in their work as board or committee members.
- Providing advice and consultation to board and committee members on ethical issues and related matters.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least three (3) and up to six (6) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **B. Terms**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

### **V. Meetings**

#### **A. Frequency and format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

## **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

## **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

## **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

## **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the last report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors;

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Delivery of handouts and teaching material for courses, workshops and seminars related to learning and teaching the Do;
- Delivery of guidelines, policies and statements related to ethics;
- Delivery of International Do Course (IDC);
- Delivery of part of International Instructors Course (IIC) related to learning and teaching the Do when invited to do so;
- Delivery of workshops and seminars on ethics and related topics;
- Delivery of written information, opinion, advice and recommendations to board and committee members on ethical issues and related matters;
- Delivery of news and material for the webpage of the Committee on the ITF website;
- Delivery of written proposals;
- Delivery of annual report;
- Delivery of work plan;
- Delivery of proposed budget.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*Ethics*, *Etiquette* and *Protocol* are three terms used to refer to rules and norms governing the behaviour of people. The three concepts may appear similar because they all refer to human behaviour. However, there are not the same. It is important to be aware of those differences to avoid confusion and misunderstanding in communications regarding ethics, etiquette and protocol. Hence the following definitions:

- ***Ethics***

The term “ethics” is used to refer to a set of *moral* principles governing the behaviour of people in life. These principles are used to articulate rules of behaviour that are based on ideas of what is *morally* good or bad, *morally* right or wrong. The terms “ethical standards” and “standards of ethical conduct” are commonly used to refer to ethical rules. A code of ethics provides *moral* guidance to people. It helps people to take actions and make decisions that are *morally* sound and *ethically* appropriate.

Examples: being honest in relations; telling the truth; respecting the dignity of persons, avoiding conflict of interest, working conscientiously, being fair, being impartial, keeping promises, taking steps to do no harm or minimize potential harm.

- ***Etiquette***

The term “etiquette” is derived from the French language and is used to refer to the set of conventions, norms, manners, or rules governing *social* behaviour within a society or among members of a particular group. Based on customs and traditions, it outlines expectations for *social* behaviour within a society or group, and indicates what is the proper and polite way to behave in that society or group.

*Etiquette* is not driven by moral principles, values or standards. It is driven by traditions, conventions, or customs. This why *etiquette* tends to vary across cultures.

Examples: chewing with your mouth closed; saying “please” and “thank you”; not speaking until the other finishes.

- ***Protocol***

The term “protocol” is used to refer to the code of conduct or behaviour prescribed for members of an institution, government and international officials to demonstrate courtesy and ensure politeness. It is like *etiquette*, but on a more formal level and in a more limited sphere of interactions (interactions among members of a specific group as opposed to interactions among members of a society in general).

Traditionally, it is defined as the etiquette of diplomacy and affairs of the state. This means that *Protocol* constitutes the code of behaviour, ceremonial forms, courtesies, and procedures accepted and required for interactions between heads of states, government and/or diplomatic officials. Protocols take on a more serious nature in that they are rules detailing how certain activities should be carried out and how government and international officials must conduct themselves. As with *etiquette*, *protocol* establishes the correct, formal and polite behaviour that should be maintained by the above-mentioned officials. However, unlike *etiquette*, which governs the polite behaviour of society in general, *protocol* focuses on the behaviour of government and/or diplomatic officials including heads of states.

Applied to Taekwon-Do, and as reflected in the *ITF Protocol* (2017), the term “protocol” refers to the set of formal rules and procedures adopted by the ITF to demonstrate and ensure courtesy, consideration, respect in relations among the members of the ITF, particularly in relations between juniors and seniors. These rules and procedures are based on the traditions and customs of Taekwon-Do as a martial art and as passed down by its Founder General Choi.

*Protocol* is not driven by moral principles, values or standards. Like *etiquette*, it is driven by traditions, conventions, or customs.

Examples: Manner in which ceremonies or meetings are conducted; manner in which respect is demonstrated to a Master or Grand Master.

- ***Definition Summary***

To sum up, ***ethics*** has more to do with moral principles and values – it deals with issues related to what is morally right or wrong (ethical behaviour); ***etiquette*** has more to do with customs and traditions - it deals with issues related to good manners and politeness in general (social behaviour); and ***protocol*** is like etiquette but on a more formal level, prescribing specific rules of behaviour for interactions among members of an organization or institution to demonstrate courtesy and ensure correct and polite behaviour.

### **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



# Grand Masters Promotion Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

To assess applications for 9<sup>th</sup> degree Grand Master, and recommend promotion outcomes to the Board of Directors.

### **II. Responsibilities**

The Committee shall be responsible for:

- Upon application, assessing 8<sup>th</sup> dan members of the ITF for suitability to be promoted to 9<sup>th</sup> dan Grand Master.
- Ensuring that all relevant documents are present for consideration, interviewing candidates and asking such questions as are appropriate.
- Liaising with the ITF administration to ensure that all business is carried out in accordance with the instructions of the ITF Board, By Laws and Constitution.
- Reporting such concerns as arise over disciplinary matters.
- Deciding the date of promotion of the candidates.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

## **IV. Membership**

### **A. Composition**

The Committee shall consist of at least four (4) and up to six (6) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

### **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

#### **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

#### **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

### **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

### **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

### **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

### **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Delivery of policy and criteria for promotion to 9<sup>th</sup> degree Grand Master.
- Delivery of recommendations to the Board of Directors for promotion to 9<sup>th</sup> degree Grand Master, following assessment of applications that fulfil the criteria.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*All relevant documents* means the documents specified for an application for 9<sup>th</sup> degree Grand Master in the Grand Master's Promotion Policy.

## **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



# Harmony Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

To provide appropriate tools and resources to instructors to improve the quality of life of older adults by practising Taekwon-Do.

### **II. Responsibilities**

The Committee shall be responsible for:

- Technical
  - a. Give instruction concerning Harmony matters.
  - b. Answer Harmony questions from members.
  - c. Consult members about their needs concerning Harmony matters.
  - d. Provides articles for the ITF website.
- Instruction
  - a. Review and redefine contents of Harmony programs.
  - b. Determine the qualifications necessary and select new instructors.
  - c. Write and update model regulations for safety and quality of training.
  - d. Develop and update training tools (techniques, mental development, moral culture, ethics, etc.) using all available media.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee

can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

## **IV. Membership**

### **A. Composition**

The Committee shall consist of at least two (2) and up to five (5) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

### **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

### **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

### **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Delivery of a report after each course about what happened in the course, number of participants, number of countries attending, duration of the course, organizing country, members of the organizing committee, and characteristics of the venue;
- Delivery of materials and resources required to deliver the ITF Harmony programme;
- Delivery of Harmony Course Calendar;
- Delivery of Harmony Course Schedule;
- Delivery of research work results.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*Harmony Programme* means a programme adapted for older people or those who have never practised martial arts with the aim of improving their quality of life through practising Taekwon-Do.

## **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



# Inclusion Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

To develop and teach courses and resources to develop Taekwon-Do as a tool of comprehension, acceptance, integration and social development.

### **II. Responsibilities**

The Committee shall be responsible for:

- Technique:
  - Develop and maintain a Taekwon-Do Adapted Program, to enable people with different pathologies and deficiencies to participate in and practice Taekwon-Do.
  - Provide opinions, suggestions and recommendations regarding teaching Taekwon-Do for people with different pathologies and deficiencies.
  - Collaborate with the Technical Committee to ensure that there are no contradictions in the Adapted Taekwon-Do teaching material.
  - Provide papers and other content for the official website of the ITF.
- Instruction:
  - Review and update the contents of the Adapted Taekwon-Do Program periodically and as required.
  - Review and update the contents and organization of International Courses for teaching Adapted Taekwon-Do.
  - Draft and update the models of regulations for safety and quality of teaching to people with different pathologies and deficiencies.
  - Develop teaching tools for people with different pathologies and deficiencies.
  - Develop an Adapted Taekwon-Do competition system.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least two (2) and up to five (5) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

### **V. Meetings**

#### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

#### **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

### **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

### **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Deliver International Adapted Taekwon-Do Courses;
- Deliver an Adapted Taekwon-Do programme;
- Deliver tools and resources to teach Adapted Taekwon-Do;
- Deliver definitions of the main pathologies for which to develop educational materials.
- Develop training courses for instructors about Adapted Taekwon-Do.
- Deliver working methodologies for the main pathologies.
- Deliver educational materials such as books, online documents, selection of exercises, etc. that make it easier for instructors to teach people with different physical and neurological abilities.
- Deliver methodologies to implement competences (formats, judgment parameters, regulations, etc.).
- Deliver courses to train judges and instructors to assess these competencies.
- Deliver membership of paralympic organizations and / or special games.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*Adapted Taekwon-Do* is a way to collaborate with therapeutic support and early stimulation treatments for people with disabilities, helping not only in the physical aspect but also in the emotional, moral and mental aspects.

*Deficiencies* means any permanent or temporary abnormality of a psychological, physiological or anatomical structure or function. Sometimes the same person simultaneously produces two or more deficiencies.

*Disability* means any restriction or absence due to a deficiency in the ability to carry out an activity, in the form or within the range that is considered normal for the human being.

*Inclusion* means the attitude, tendency or policy of integrating all people in society, with the aim that they can participate or contribute to it and benefit from this process.

*Pathologies* has two meanings. One is the branch of medicine that focuses on human disease, and the other is the group of symptoms associated with a certain disease. Pathologies relevant to Adapted Taekwon-Do include:

- Down's Syndrome. Generalities.
- Autism Spectrum Disorder.
- Pervasive Developmental Disorders (PDD). Generalities. Causes and symptoms.
- Autistic Syndrome (Kanner's Autism or Kanner's Syndrome).
- Rett's Syndrome.
- Childhood Disintegrative Disorder. Asperger's Syndrome. Pervasive Developmental Disorder Not Otherwise Specified.
- Cerebral Palsy.
- Sensory Disabilities.
- Visual Disability.
- Maturation Delay.
- Multiple Disabilities (Comorbidity).
- Generalities. General characteristics of a person with multiple disabilities.
- Attention Deficit Hyperactivity Disorder (ADHD).
- Hypoactivity. Behavioral Syndrome.
- Congenital Deficiencies and Amputations.
- Amputations for traumatic injuries and diseases.
- Muscular Dystrophy.

## **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



# Information Technology (IT) Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

Give all participants of ITF-sanctioned tournaments the same systems and criteria in registration, scoring and rules, to give fair results efficiently and effectively.

### **II. Responsibilities**

The Committee shall be responsible for:

- Defining IT standards for all software and hardware to be used in ITF-sanctioned tournaments, including electronic equipment, computers, scoring boxes, projectors, sound systems, giant screens, LCD screens, printers, photocopiers, Wi-Fi or LAN or WAN or other networks, internet speed and bandwidth, and any other IT requirements that may be necessary for events organized by the ITF.
- Defining electrical and engineering standards, and electrical circuits and requirements for all electronic equipment, and other electrical devices mentioned above in order to guarantee normal functioning during competition or special events.
- Setting technical and electrical requirements for organizers of ITF-sanctioned tournaments and other events.
- Cooperating with the Tournament Committee to set standards, deadlines, and other requirements, including Internet Online Registration.
- Organizing and monitoring the online registration system.
- Cooperating with the Tournament Committee to create the competition schedule and electronic draws.
- Creating print files for participant certificates for ITF-sanctioned tournaments and other events.
- Creating print files for ID accreditation cards for ITF-sanctioned tournaments.
- Cooperating with the Tournament Committee to prepare the weigh-in stations and execute the weigh-in.
- Selecting, training, certifying, supervising, defining job descriptions, and assigning Computer Operators to each post or ring in ITF-sanctioned tournaments.
- Maintaining the electronic scoring systems and its accessories and computers.
- Supplying the hardware to all competition areas with electronic scoring systems and monitoring them, as well troubleshooting and corrections.
- Installing and monitoring the network used for implementing the software which handles and administers ITF-sanctioned tournaments.
- Printing certificates for medalists at ITF-sanctioned tournaments.
- Supporting the awarding ceremony at ITF-sanctioned tournaments.

- Producing performance and evaluation reports of ITF-sanctioned tournaments.
- Cooperating with the Tournament Committee and the Umpire Committee to improve tournament and umpire rules.
- Contacting the suppliers of tournament software and scoring hardware to ensure its front end, operational procedures, and supporting hardware are aligned with ITF Official Rules of Competition; and to know additional features, updates and new releases and any other critical information released by IT suppliers.
- Cooperating with the Tournament Committee and organizer to draft the hall layout for competition areas, main table and awarding prize area.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least two (2) and up to three (3) persons, of which one shall be the Chair. Additionally, up to three (3) persons in a tournament as Technical Support.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

## **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

### **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

### **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

### **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- IT standards for software and hardware to be used in ITF-sanctioned tournaments;
- Electrical and engineering standards, and electrical circuits and requirements, for ITF electronic equipment;
- Competition schedule and electronic draws for ITF-sanctioned tournaments;
- Print files for participation certificates, ID accreditation cards, and medalist certificates for ITF-sanctioned tournaments;
- Job descriptions for computer operators at ITF-sanctioned tournaments;
- Performance and evaluation reports of ITF-sanctioned tournaments.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*Computer operator* means people who are in a tournament operating the computer on the jury table as part of the ring council.

*Technical Support* means people recruited to assist the IT Committee during ITF-sanctioned tournaments. These persons must be experts in technical matters, their Taekwon-Do knowledge is secondary. They must know the equipment, prepare the competition areas and supervise the computer operators.

*ITF-sanctioned tournament* means ITF World Championships, ITF World Cups and any other event to which the ITF Tournament and Umpire Committees have been formally invited, and with approval of the Board of Directors agreed to be the official authority of the event, presiding over and managing the rules of competition and the umpires.

*LAN*, or local-area network, is a computer network that spans a relatively small area. Most often, a LAN is confined to a single room, building or group of buildings, however, one LAN can be connected to other LANs over any distance via telephone lines and radio waves.

*Official Rules of Competition* means ITF Competition Rules (World Championship and World Cup Rules).

*WAN*, or wide area network, is a telecommunications network that extends over a large geographical area for the primary purpose of computer networking. Wide area networks are often established with leased telecommunication circuits.

*Wi-Fi* is a local area wireless technology. It allows an electronic device to transfer data or connect to the internet using ISM radio bands. It is an underlying technology of wireless local area network (WLAN).

## **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



# Technical Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

To protect ITF Taekwon-Do techniques and preserve the legacy of our Founder.

To settle differences in interpretation of ITF techniques, review technical documentation and examine how they can be used to minimize any contradictions.

### **II. Responsibilities**

The Committee shall be responsible for:

- Preparing International Instructors Course programs according to the request of each country;
- Ensure consistency of Taekwon-Do technique and technical knowledge throughout the ITF and its members;
- Determining which Masters can give International Technical Seminars;
- Collaborate with one Vice-President (appointed by the President) on technical matters;
- Answer technical questions from members, Masters and Instructors;
- Inform the Vice-President in charge of technical matters of any major technical changes;
- Have one member present during International Umpire Courses (pattern session) to work closely with the Umpire Committee and participants on technical matters;
- Have one member present during the Umpires meeting and pattern competition at ITF-sanctioned tournaments to ensure correct technique is adjudicated correctly.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least four (4) and up to six (6) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

### **V. Meetings**

#### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

## **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

## **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

## **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

## **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Delivery of International Instructors' Courses (IICs): the Committee will deliver International Instructors Courses in countries throughout the world, based on the IIC contracts received by those countries and subsequently approved by the ITF.
- Delivery of an annual report summarizing refinements and standardization of ITF techniques.
- Oversee delivery of the International Instructors Certificate on-line exam and monitor results.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*ITF-sanctioned tournaments* means the World Championships, World Cup, and any other official tournament sanctioned by the Tournament Committee.

*Our Founder* means General Choi Hong Hi, Founder of Taekwon-Do.

*Legacy of our Founder* means Taekwon-Do as defined by General Choi Hong Hi in the Encyclopaedia of Taekwon-Do (1993), Taekwon-Do (condensed encyclopaedia, 1999), Moral Guide Book, and other written and video recordings of General Choi Hong Hi. .

### **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on *23<sup>rd</sup> August 2020*.



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



# Tournament Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

Give all participants of ITF-sanctioned tournaments the same criteria to perform in the best way to make it possible to reach the highest level of achievement.

### **II. Responsibilities**

The Committee shall be responsible for:

- Run the Tournament inside the competition area, supervise the organization inside the stadium and all the ceremonies during the tournament schedule which will be carried out by the tournament organizer.
- Work with IT Committee on all IT matters.
- Cooperate with the IT Committee to create the competition schedule and electronic draws, supervise the official weigh in and supervise any other important issue.
- Cooperate with the IT Committee to maintain tournament records, including results of competition.
- Cooperate with the IT Committee to set standards, deadlines, and other requirements, such as Internet Online Registration.
- Ensure Official Rules of Competition are applied consistently as safely.
- Cooperate with the IT Committee to introduce computers and other technology for tournament organization and scoring.
- Assist and supervise preparation with the organizer and report results to the Board of Directors periodically.
- Develop guidelines on how to organize a competition at national and international levels.
- Develop a model business agreement between ITF and the competition organizer.
- Establish a policy for selecting hosts and venues. If there are more than three (3) submitting countries, the Committee shall submit a report to the Board of Directors that evaluates the submissions and recommends a shortlist of three (3) countries to visit and evaluate.
- Receive applications from potential organizers and present the qualified candidates to the General Assembly, where the decision is put to a vote.
- Check facilities for ITF-sanctioned tournaments, and report to the Board of Directors regarding each applicant's capability.
- Substantiate proposals to host ITF-sanctioned tournaments, including information about possibilities and experience of candidate to be a host of ITF-sanctioned tournament, support of local authorities, possibilities of media promotion, other attributes connected with a place for the competition and other details, which could influence the adjudication for hosting the event.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least three (3) and up to five (5) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

### **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

### **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

### **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

## **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

## **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

## **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

## **IX. Resources and Budget**

For World Championships and World Cups, the ITF send the Chairman of the Committee (or one Committee Member) to up to three (3) submitting countries to check the facilities and other items mentioned by the organizer(s). The full cost of each trip shall be paid by the submitting country.

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- A process manual about how to run an ITF-sanctioned tournament;
- Competition schedule and electronic draws for ITF-sanctioned tournaments;

- Tournament records, including results of competition; A model business agreement between ITF and the competition organizer;
- A policy for selecting hosts and venues, including detailed hosting requirements.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*General Assembly* means the voting members of the ITF at an ITF Congress.

*Internet Online Registration* means the procedure for competitors and others to register to participate in an ITF-sanctioned tournament via a website controlled by the ITF and managed by the Tournament Committee.

*ITF-sanctioned tournament* means ITF World Championships, ITF World Cups and any other event to which the ITF Tournament and Umpire Committees have been formally invited, and with approval of the Board of Directors agreed to be the official authority of the event, presiding over and managing the rules of competition and the umpires.

*Official Rules of Competition* means the Official rules for *ITF-sanctioned tournaments* approved by the Board of Directors and published on the ITF website.

*Organizer* means the person, people or committee who organize an ITF-sanctioned tournament.

*Submitting country* means a country or member association that fulfils the requirements of the ITF's bidding procedure to host an ITF-sanctioned tournament.

## **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.



# Umpire Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

To promote and facilitate ITF tournaments of the highest level of technical quality, visual spectacle, and competitor safety, by defining rules and training umpires. Responsible for all aspects of the official ITF Rules of Competition, the ITF Umpire Rules, developing training material and courses for ITF Umpires, delivering ITF Class A and Qualifying Umpire Training Courses, approve, select and manage umpires for ITF-sanctioned tournaments.

### **II. Responsibilities**

The Committee shall be responsible for:

- Developing, presenting, and conducting International Umpire Courses (IUCs).
- Training and qualifying class “A” Umpires in IUCs.
- Monitoring the qualification and training of class “B” Umpires.
- Approving Umpires for ITF-sanctioned tournaments.
- Assigning Umpires to Ring Councils for ITF-sanctioned tournaments.
- Monitoring the performance and conduct of Umpires during ITF-sanctioned tournaments.
- Collecting and handling personal data of Umpires.
- Updating, revising, editing, safekeeping, and presenting the official ITF Rules of Competition and the ITF Umpire Rules, including though not limited to:
  - Ensuring fairness of the rules.
  - Interpreting the rules.
  - Developing and proposing changes to the rules.
  - Overseeing compliance with the rules, protocols and procedures outlined in the rules.
  - Promoting recognition and understanding of the ITF Rules of Competition and the ITF Umpire Rules.
    - Enhancing the ease of understanding of the rules.
    - Increasing the availability of the rules.
    - Providing the ITF and its members with information and clarification about the rules.
    - Informing the ITF membership about any changes to the rules
    - Managing the frequency of changes to the official ITF Rules of Competition, and the efficient implementation of those changes.
- Cooperating with the Technical Committee on technical matters, and inviting at least one member of the Technical Committee to each International Umpire Course.
- Consulting with the Tournament Committee, IT Committee, Coaches Committee, Athletes Committee and Technical Committee before changing the official tournament rules.

The Chair shall be responsible for:

- scheduling meetings;

- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

Recommendations to the ITF Board of Directors:

- Major changes to official ITF Rules of Competition.
- Approval of locations and dates of official Class A and/or Qualifying Umpire Courses.
- Approval of safety equipment, new technologies and new infrastructure for competitions as it relates to competitor safety, competition management, and or umpire performance.
- Disciplinary action for officials, umpires, coaches, or athletes in the event of complaint or necessity (cooperating with the Discipline Committee).

Internal Decisions and Actions:

- Minor updates to official ITF Rules of Competition.
- Updates and revision to the ITF Rules of Competition: ITF Appendices.
- Updates and revision to the ITF Umpire Rules.
- Content and delivery of ITF Class A and Qualifying Umpire Courses.
- Approval and selection of Umpires for ITF-sanctioned tournaments.
- Assigning of umpires to Ring Councils for ITF-sanctioned tournaments;
- Receiving and adjudication of Official Protests at ITF-sanctioned tournaments;
- Operational matters within its approved Annual Plan or a proposal that has been approved by the Board of Directors.

## **IV. Membership**

### **A. Composition**

The Committee shall consist of at least four (4) and up to six (6) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

### **B. Terms of Appointment**

Normally, the Chair and the Members of the Committee shall be appointed for a four-year term, renewable once. Exceptionally, however, the Board of Directors may renew the Chair or a Committee Member for more than two terms if it can be demonstrated that it is in the best interest of the ITF to do so.

Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

### **B. Rules of Order**

The rules contained in the latest edition of *Robert's Rules of Order Newly Revised* shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITF and any special rules of order that the ITF or the Committee may adopt.

### **C. Quorum**

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

### **D. Agenda and Minutes**

The Chair shall send a meeting agenda to all members no less than two weeks before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

### **E. Record-Keeping**

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

### **VI. Confidentiality**

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

### **VII. Reporting**

The Committee shall report to the ITF Board of Directors.

The Committee shall submit an activity report of approximately three (3) pages to the Board of Directors annually, two months before the World Championships or the World Cup competition begins. The report shall include:

- Highlights and achievements since the previous report to the Board of Directors;
- Any Committee decisions to be approved by the Board of Directors;
- Any assistance requested from the Board of Directors.

### **VIII. Planning**

The Committee shall agree an annual work plan with the Board of Directors by 30 June each year.

The work plan submitted to the Board of Directors for approval shall include a description of the proposed objectives, activities and timeline for the following year running from 1 January to 31 December. The work plan shall also include a description of the medium- (2-3 years) and long- (more than 3 years) term goals of the Committee.

### **IX. Resources and Budget**

The Committee shall have access to administrative support from the ITF Head Office to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to support from the ITF Communications Committee and any other relevant ITF Committees to perform its duties and carry out its activities, as approved by the Board of Directors.

The Committee shall have access to the ITF webmaster to maintain and update information about the Committee and its activities on the ITF website.

The Committee shall have access to a Zoom account with an annual subscription paid by the ITF to allow the Committee to hold video conference meetings with unlimited meeting duration (the basic plan is free, but it has a time limit on group meetings).

The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Archival and management of the official ITF Rules of Competition, ITF Umpire Rules, and all related Appendices.
- Updates, and amendments to the official ITF Rules of Competition and all related Appendices.
- Updates, and amendments to the official ITF Umpire Rules.
- Development and delivery of official ITF Class A Umpire Courses and Qualifying Umpire Courses.
- Approval, selection, assigning, and management of Umpires for ITF World events.
- Proposals for adoption of new technologies, methodologies and resources for Umpiring and Competition.

## **XI. Review of Terms of Reference**

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## **XII. Definitions**

*ITF-sanctioned tournaments* means ITF World Championships, ITF World Cups and any other event in which the ITF Umpire Committee has been formally invited and subsequently agreed to be the official authority of the event, presiding over and managing the rules of competition and the umpires.

*Rules of Competition* means the official ITF World Junior and Senior Tournament Rules, (current version) as held by the Chair of the ITF Umpire Committee, and published in the ITF Official Web Site (ITF World Junior and Senior Tournament Rules).

*Tournament rules*, see *Rules of Competition*.

*Umpire course* means any and all courses officially sanctioned and presented by an official, standing member of the ITF Umpire Committee. These courses include, but are not limited to, all Class "A" Umpire courses, all Qualifying Umpire courses for World Championship and World Cup events, all continental umpire courses, any and all ITF Umpire Refresher Courses, and any such course as shall be developed by the ITF Umpire Committee.

*Umpire rules* means the official ITF Umpire Rules, (current version) as held by the Chair of the ITF Umpire Committee, and published in the ITF Official Web Site (ITF Umpire Rules).

For additional definitions, refer to the “Glossary of Terms” (current version) as held by the Chair of the ITF Umpire Committee, and published in the ITF Official Web Site (Championships Rules & Regulations: Appendix #7).

### **XIII. Board Approval**

These Terms of Reference were approved by the ITF Board of Directors on [23<sup>rd</sup> August 2020].



INTERNATIONAL  
TAEKWON-DO  
FEDERATION



# Women Committee

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## *Terms of Reference*

Type of Committee: Standing Committee

### **I. Purpose**

Established in 2019 by the Board of Directors to advise on matters related to women (activities, development) and/or equal opportunities for the gender. This includes promoting Taekwon-Do as a tool for gender equality and empowerment.

### **II. Responsibilities**

The Committee shall be responsible for:

- Consider questions related to women (activities, development) and equal possibilities for the gender and advise the ITF and its members.
- Promote ITF Taekwon-Do as a tool for gender equality and empowerment.
- Represent the rights and interests of female members and make recommendations to the standing committees and the executive board in relation with gender equality and women empowerment within the ITF.
- Ensure communication with representatives in all continents.
- Maintain contact with International Women Commissions when applicable.
- Support the developing women's skills in management and leadership within the ITF, including but not limited to training, seminars, workshops and mentoring.
- Support local projects beneficial for women and girls.
- Promote and advocate for women in ITF Standing Committees and Working Groups, and communicate with these Committees. Motivate women to take positions in national boards and Committees.
- Motivate women to participate in ITF Taekwon-Do activities and events on both national and international levels, including ITF-sanctioned tournaments (as athletes, umpires, coaches or officials). Thus, increasing women attending those events.
- Establish and maintain a team of female Grand Masters, Masters and Instructors to conduct classes and seminars for female members who cannot travel abroad or take part in classes conducted by a male instructor, due to e.g. cultural or religious restrictions.
- Promote female instruction in official ITF courses and seminars, to have a more female approach to certain disciplines in ITF Taekwon-Do to female members present.
- Establish and implement an adapted programme for women, to attract more women to ITF and to present a programme to vulnerable women, emphasising relevant topics e.g. self-confidence, resilience, etc. These women may later join regular Taekwon-Do classes.
- Develop tools and resources to help ITF instructors teach and promote Taekwon-Do to women.

The Chair shall be responsible for:

- scheduling meetings;

- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- preparing an annual budget for the Committee, and operating within that budget; and
- providing reports and updates on Committee matters to the Board of Directors, and to Congress on request.

The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

### **III. Authority and Accountability**

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITF, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee has the authority to decide operational matters within its Board approved annual work plan or a proposal that has been approved by the Board of Directors. On other matters, the Committee makes recommendations to the Board of Directors. The Committee can recommend changes to anything within its mandate that has been approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITF.

The Committee reports to the Board of Directors through the Committee Chair.

### **IV. Membership**

#### **A. Composition**

The Committee shall consist of at least three (3) and up to six (6) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be recommended by the Chair, and appointed by the Board of Directors.

Committee Membership shall reflect the diversity of the ITF general membership regarding gender and geographical representation.

#### **B. Terms of Appointment**

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Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

## **V. Meetings**

### **A. Frequency and Format**

Meetings shall be convened as often as needed but no less than once per year.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

### **B. Rules of Order**

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### **C. Quorum**

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The presence of the Chair or, exceptionally in the absence of the Chair, the presence of the member of the Committee substituting for the Chair shall be required to form a quorum.

### **D. Agenda and Minutes**

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The Chair or a member designated by the Chair shall send minutes of meetings to all members within one month of each meeting.

### **E. Record-Keeping**

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The Committee shall have access to funds from the ITF for its activities, as approved by the Board of Directors.

The Chair shall submit a proposed budget to the Board of Directors annually by 30 June.

The budget submitted to the Board of Directors for approval shall be for the ITF's following financial year of 1 January to 31 December.

## **X. Deliverables**

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

The typical output created as the result of the work done by the Committee during any given year shall include, but shall not be limited to, any of the following:

- Tools and resources to help ITF instructors teach and promote Taekwon-Do to women;
- A team of female Grand Masters, Masters and Instructors specialising in teaching Taekwon-Do to women at an international level;
- An adapted programme for women, to attract more women to ITF and to present a programme to vulnerable women, emphasising relevant topics, e.g. self-confidence, resilience, etc.
- Tools or programs to facilitate gender equality and women empowerment within the ITF and in society.

## XI. Review of Terms of Reference

This document shall be reviewed by the Chair in consultation with the members of the Committee every four years, the date of next review determined by the date this document was approved by the Board of Directors.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITF Board of Directors.

## XII. Definitions

*Religious beliefs* is the belief in the reality of the mythological, supernatural, or spiritual aspects of a religion.

*Cultural beliefs* can be identified as one's world view which includes experiences, expressions, symbols, materials, customs, behaviors, morals, values, attitudes, and beliefs created and communicated among individuals, and passed down generations as cultural traditions.

*Cultural or religious restrictions* can be explained by refraining from any action or activities related to these beliefs.

*Empowerment* is the process of becoming stronger and more confident, especially in controlling one's life and claiming one's rights.

*Gender equality* means that the different behaviours, aspirations and needs of women and men are considered, valued and favoured equally. It does not mean that women and men have to become the same, but that their rights, responsibilities and opportunities will not depend on whether they are born male or female.

*International Women Commissions* means various worldwide organisations working to create policies and programs aiming towards gender equality, empowerment and advancement of vulnerable women and women in general.

*Vulnerable woman* means to describe a woman exposed to being attacked or harmed, either physically or emotionally in regards of her social or/and economical situation.

## XIII. Board Approval

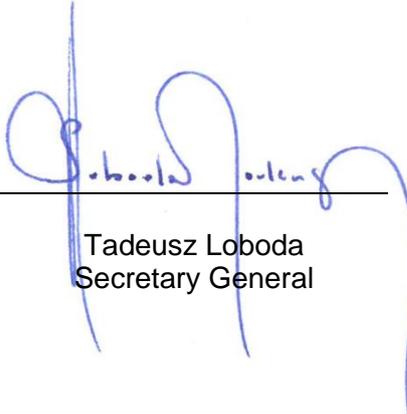
These Terms of Reference were approved by the ITF Board of Directors on 23<sup>rd</sup> August 2020.

Signed on behalf of  
the Board of Directors

Signed by (print name):

Date of signature:

  
\_\_\_\_\_  
Paul Weiler  
President

  
\_\_\_\_\_  
Tadeusz Loboda  
Secretary General

23<sup>rd</sup> September 2020