



**INTERNATIONAL  
TAEKWON-DO  
FEDERATION**



## **By Laws No. 1**

On November 28th, 2009, the Board of Directors of the ITF approved unanimously the adoption of By-Law No.1. It was then duly signed by the President and the Secretary-General.

Excerpts of By-Law No. 1 and headings of all sections are reproduced below. To obtain a copy of the complete text, please contact the National Association in your country or the Secretary-General of the ITF.

### **1. Scope of Application**

The International Taekwon-Do Federation, ITF, and all affiliated organizations operate in accordance with the Constitution as approved at the 4<sup>th</sup> ITF General Assembly in Mar del Plata, Argentina, on November 28th, 2009.

The By-Laws, Rules and Regulations supplement the Constitution and reflect the detailed policy of the ITF. The By-Laws must be in harmony with the Constitution and in case of conflict, the terms of the Constitution prevail.

### **2. Communications**

English and Spanish are the official languages of the ITF, but other languages may also be used where appropriate.

Meetings of the Board of Directors and of the various committees may be held in person, by telephone or by Skype videoconferencing.

Official ITF information may be transmitted through:

- a. Information letters.
- b. Advertising, featuring in-depth articles.
- c. Official Web site.

### **3. Guiding Principles**

- a. Practitioners of Taekwon-Do (TKD) recognize that they are forever students of our Founder, General Choi Hong Hi. The ITF and its affiliated organizations will strengthen and promote the legacy of General Choi as described in his



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- Encyclopaedia of Taekwon-Do, notably the twenty-four patterns and his philosophy.
- b. The ITF belongs to all its members and must work for its members and with its members to provide the services they need and want.
  - c. The ITF and its affiliated organizations are always open to suggestions from members and encourage innovative ideas.
  - d. The ITF and its affiliated organizations are and must remain free of all political influence.
  - e. All decisions made by the administrators of the ITF and its affiliated organizations must be fair, impartial and justified.
  - f. The ITF must play a proactive role in strategic areas such as communications and the development of ITF Taekwon-Do in its four facets as a sport and a martial art but also as a way of life and a tool for social development.
  - g. The ITF and its affiliated organizations must put maximum on-going efforts into building and maintaining an efficient structure and professional operation.
  - h. All qualifications and promotions within the ITF and its affiliated organizations will be attributed according to merit and in conformity with well-established criteria.
  - i. The key to the future development of the ITF and its affiliated organizations is its core group of Grand Masters, Masters and Instructors.
  - j. Each individual who holds an official position in the ITF or an affiliated organization or is accredited by the ITF (including instructors, umpires, seminar leaders, examiners) must be an active member. This means they must have taken the appropriate courses, have the required certificates, and have paid all fees applicable. They must not be subject to disciplinary measures and must respect and apply the regulations of the ITF.
  - k. The respect of hierarchy authority is an important principle in all martial arts. All members of ITF will respect those who are their seniors in the organization, particularly their teacher. On the other hand, the seniors will treat their students and other juniors with respect and fairness.

#### **4. Structure**

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#### 4.1 The General Assembly – Voting Procedure

Each member representing his country has the right to attend with a maximum of two delegates. Only one of the representatives has the right to vote. The number of votes is based on the number of the schools/clubs (plaque holders) in their country.

From one (1) to twenty five (25) schools /clubs (plaque holders): one (1) vote.  
From twenty six (26) to fifty (50) schools/clubs (plaque holders): two (2) votes.  
From fifty one (51) to seventy five (75) schools/clubs (plaque holders): three (3) votes.  
From seventy six (76) to one hundred (100) schools/clubs (plaque holders): four (4) votes.

From one hundred and one (101) and up, schools/clubs (plaque holders): five (5) votes.

The members, that at the time 30 days previous to the initiation of the General Assembly of the ITF not are current in the payment of all fees, and other contributions whose payments are liable as members; and they had not refuted them judicially or proceeded to the judicial or notarial consignment of the amount due, may participate in Assembly deliberations although not entitled to vote. The minutes of the Assembly private partners the right to vote, who will not be counted in order to achieve the majorities required by law will be reflected.

#### 4.2 The Board of Directors

The Board of Directors is composed of the President, one (1) First (Senior) Vice President, two (2) Vice Presidents, one (1) Secretary-General, one (1) Treasurer, one (1) Director and up to four (4) members.

All members of the Board of Directors must be elected in the Congress and serve a four-year term. Board Meetings are generally held once a year. When possible, these meetings are planned to coincide with international events. In between meetings, on a monthly basis or for urgent business, Board Members will be contacted by e-mail or other means to vote or provide their opinion on subjects within their mandate.

The Board:

- a. Approves objectives, action plans and budgets.
- b. Amends and approves By-Laws, rules, policies and procedures.
- c. Presents to General Assembly for approval any modifications to the Constitution that may become necessary.



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- d. Participates in development and review of strategic planning.
- e. For each Standing Committee, nominates a Chair and approves the list of committee members submitted by the Chair.
- f. Approves decisions of Masters Promotion Committee (including recognition of equivalencies).
- g. Approves decisions of the Technical & Instruction, Tournament and Umpire Committee.
- h. Ratifies decisions to accept new members.
- i. Makes decisions about cases of discipline and expulsion.
- j. Makes decisions to take legal action when necessary.
- k. Takes any other actions within the mandate conferred by the Constitution and in the best interests of the ITF and its members.
- l. May apply temporary disciplinary measures to a member or an individual.

When an item relating to the country of a member of the Board of Directors is voted for then that member will have no vote.

The Board of Directors may approve expenses of up to € 5,000 (five thousand Euro) per case.

#### 4.3 The Executive Committee

The Executive Committee is composed of the President, one (1) First (Senior) Vice President, and the Secretary General. The President may appoint any other board member for the executive meeting depending on the matter(s) to be discussed.

The Executive Committee:

- a. Executes decisions taken by the Board of Directors.
- b. Ensures day-to-day management of ITF.



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- c. May apply temporary disciplinary measures on a member or an individual, pending investigation and a decision by the Board of Directors.

The Executive Committee may approve expenses of up to € 5,000 (five thousand Euro) per case.

#### 4.4 The President

As stated in the Constitution, the President "is responsible for the development and maintenance of policy affecting the affairs of the ITF" and "represents the ITF in all international functions".

The President oversees the general operations of the ITF.

The President chairs meetings of the Board of Directors and the Congress, as well as other meetings involving the members of the Board of Directors and the Chairs of the Standing Committees. He is an ex officio member of all committees.

The President works with the members of the Board of Directors and with other advisors chosen for their knowledge and experience.

The office of the President is responsible for:

- a. Strategy and orientation.
- b. Public relations (general public, other martial arts organizations, international sports organizations, etc.).
- c. Communications (media interviews, Web site, press releases, ITF News and other publications).
- d. Ethics and discipline.

The President may authorize expenses of up to € 10,000 (ten thousand euro) per year.

#### 4.5 The First (senior) Vice-President

The First (senior) Vice-President is responsible for:



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- a. Analysing ITF revenues, reports and making recommendations to the President regularly.
- b. Identifying and developing strategies to generate new services for the ITF and ensures the implementation of these strategies in co-operation with the Development Committee.
- c. Follow-up on action plans with those responsible and reporting results to the President.
- d. Providing solutions and resources necessary to reach objectives.
- e. Mediating in conflicts.
- f. May be given responsibility for specific files or projects.
- g. Coordinating and supervising articles to be published through the Communication Committee (CC).

#### 4.6 The Second Vice-President

The Second Vice-President is responsible for:

- a. Developing and maintaining relations with Grand Masters, Masters and Instructors.
- b. Identifying their needs in technical matters in co-operation with the Technical & Instruction Committee.
- c. Conducting surveys, consultations, and analyses of technical needs.
- d. Ensuring a good relation between technical decisions and administration.
- e. For legal cases in which the ITF may be involved in co-operation with the Board of Directors.

#### 4.7 The Third Vice-President

The Third Vice-President is responsible for:

- a. Promoting development of ITF TKD in countries with schools and practitioners.
- b. Ascertaining current status in each country and needs for development.



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- c. Suggesting short-term and long-term priorities.
- d. Monitoring and controlling the use of the ITF name, logo, etc. Worldwide.
- e. Making sure that the ITF name is registered as a trademark in all member countries.
- f. Sponsorship relation(s).

#### 4.8 The Secretary-General

The Secretary-General is responsible for:

- a. Handling correspondence and queries about ITF.
- b. Forwarding correspondence to the appropriate officer or committee and ensuring it is followed-up.
- c. Ensuring regular dissemination to members of the Board of Directors and Chairs of Standing Committees of information pertinent to their mandates or of general interest.
- d. Agenda, logistics, and minutes of meetings of the Board of Directors and of the General Assembly.
- e. Using e-mail or other means to transmit to members of the Board of Directors documents about current files, requesting that they vote or give their opinion and ensuring it is followed-up.
- f. Consulting the Board of Directors about actions to be taken in urgent matters.
- g. Processes membership applications.
- h. Maintaining a filing system, including files on national and individual members.
- i. Issuing all ITF certificates (International Instructors, Umpires, and Black Belt Degree, International Instructor Training Certificate, etc.).
- j. Performing other administrative tasks as required.



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#### 4.9 The Treasurer

The Treasurer is responsible for:

- a. Implementing and maintaining the ITF accounting system.
- b. Preparing the budgets for operations, development and promotion.
- c. Ensuring application of appropriate policies and procedures for accounting.
- d. Producing detailed quarterly and annual financial statements.
- e. Producing other financial reports as required.
- f. Communicating frequently with the Board of Directors to provide feedback about the finances of ITF.

#### 4.10 The Director:

The Director is responsible for:

Keeping relations with the Tournament Committee and Umpire Committee in order that proposals from the Tournament Committee or Umpire Committee are being processed to the Board of Directors. Supervising that all Job Responsibilities of the Tournament Organizing Committee are being complied with. Any other responsibility might be given to the Director by the Board of Directors.

#### 4.11 The Standing Committees

The Chair of each Standing Committee is appointed by the Board of Directors. The Chair then submits to the Board of Directors for approval the names of the individuals proposed as members of that committee. From among the names submitted, the Board of Directors appoints at least two and no more than four members for each committee. The Chairs and members of the Standing Committees serve a four-year term. The President of ITF is an ex officio member of all committees.

The Standing Committees:

- a. Are empowered to promulgate and act according to their rules, which must not be in conflict with the Constitution or By-Laws, subject to approval of the Board of Directors.



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- b. On their own initiative or at the request of the Board of Directors, give opinions, make suggestions and recommendations within the scope of their responsibilities.
- c. Apply all policies, rules, and procedures within the scope of their responsibilities.
- d. Set objectives, outline action plans, and identify resources needed to reach those objectives.
- e. Present a formal annual progress report to the Board.

The Chair of each Standing Committee may authorize, with the approval of the ITF Board of Directors, expenses of up to a total of € 1,000 (one thousand Euro) per year.

If a member of a committee resigns or is otherwise unable to perform his duties, the Board of Directors may appoint another member to serve for the remainder of his term.

#### 4.11.1 The Technical & Instruction Committee (TIC)

The responsibilities of the Technical & Instruction Committee include the following:

##### Technical

- a. Settle differences in interpretation of ITF techniques.
- b. Prepare programs and organize Technical Conferences.
- c. Collaborate with the Second Vice-President responsible for technical matters.
- d. Review documentation on techniques and examine how they are used and eliminate any contradictions.
- e. Answer technical questions from members.
- f. Consult members about their technical needs.
- g. Provides articles for the ITF and Instructors website.

##### Instruction



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- a. Review and redefine contents of training programs for all levels and all ages.
- b. Revise contents and organization of International Instructors Courses.
- c. Determine the qualifications necessary and develop a list of Masters selected to give International Seminars or International Instructors Courses.
- d. Determine the qualifications necessary and select potential seminar leaders.
- e. Write and update model regulations for safety and quality of training.
- f. Develop and update training tools (techniques, mental development, moral culture, ethics, etc.) using all available media.
- g. Consult high ranking 8th and 9th degree Masters about important interpretation or major changes.

#### 4.11.2 The Tournament Committee (TC)

The responsibilities of the Tournament Committee include the following:

- a. Run the Tournament inside the Competition Area, supervises the organization inside the Sport Stadium and all the Ceremonies during the Tournament Schedule which will be carried out by Tournament Organizing Committee's.
- b. Make the competition schedule and electronic draws, supervises the official weigh in and supervises any other issue the TC considers of importance.
- c. Keep track of the results.
- d. Set standards, deadlines, and other requirements like Internet Online Registration.
- e. Modernize rules to promote safety.
- f. Ensure application of Official rules of competition.
- g. Introduce the use of computers and other new technology for tournament organization and scoring.



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- h. Assist and supervises preparation with the local organizer(s) and report results to the Board of Directors periodically.
- i. Develop guidelines on how to organize a competition at national and international levels.
- j. Develop a model business agreement between ITF and the competition organizing committee.
- k. Establish a policy for the selection of hosts and venues. Receive applications from organizing committees and presents the qualified candidates to the General Assembly where the decision is put to a vote.

#### 4.11.3 The Umpire Committee (UC)

The responsibilities of the Umpire Committee include the following:

- a. Train and qualify class "A" Umpires.
- b. Monitor qualification and training of class "B" Umpires.
- c. Assign Umpires for World Cups and World Championships.
- d. Monitor performance and conduct of Umpires during Competition.
- e. Keep personal data of Umpires.
- f. Arrange the daily ring councils for the Umpires during Competition.
- g. Modernize rules of competition, ensure fairness and enhance ease of understanding.
- h. Keeps a very close relation with the ITF Technical & Instruction Committee requesting at least one of the members of the ITF Technical & Instruction Committee to be present at the Umpire course.

The Umpire Committee will be the only one in charge of representing and conducting the Official Umpire Course.

In order to request an "A" class Umpire Certificate the candidate must have participated in an Official ITF Umpire Course.



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#### 4.11.4 The Ethics & Discipline Committee (EDC)

The responsibilities of the Ethics & Discipline Committee include the following:

- a. Develop and promote a Code of Ethics.
- b. Promote awareness and knowledge of ethical issues among members.
- c. Develop and conduct seminars on ethics and related topics, in collaboration with the Technical & Instruction Committee.
- d. Develop and update tools for teaching ethics and moral culture in collaboration with the Technical & Instruction Committee.
- e. Provide advice and consultation to members on ethical issues and related matters.
- f. Develop and apply a decision making process to review ethical complaints.
- g. Negotiate informal resolutions of ethics complaints and if necessary refer complaints to the Board.
- h. Study and recommend principles, policies, and procedures for cases warranting suspension or expulsion.
- i. Conduct preliminary investigations of unethical conduct by ITF members particularly in cases of violation of the ITF Constitution, By Laws, policies, or standards.
- j. Make formal ethics complaints to the President when warranted.

#### 4.11.5 The Masters Promotion Committee (MPC)

The responsibilities of the Masters Promotion Committee include the following:

- a. Define criteria for promotion to titles of Master and Grand Master.
- b. Receive membership applications, conduct examinations, and make recommendations for Black Belts 7<sup>th</sup> degree and higher.
- c. Define promotion criteria for all levels, colours and Black Belts.
- d. Develop Examiner's Guide and pertinent evaluation forms.



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- e. Develop and conduct seminars for examiners.

#### 4.11.6 The Development and Marketing Committee (DCM)

The Development and marketing Committee assists the ITF, its national members, and its Instructors to develop and manage their business.

The responsibilities of the Committee include the following:

- a. Organize courses and offer training in development (planning, marketing, sales, public relations, management, motivation).
- b. Organize and present seminars on how to set up a TKD school and run it as a successful business, and any other marketing action that improves the success of schools promoting Taekwon-Do.
- c. On request, support NA's and AA's by providing assistance for strategic planning, pilot projects, and financing.
- d. Suggest programs for social development and possible sources of financing.
- e. Develop and maintain an ITF Web site that is attractive, informative, interactive, and user-friendly in cooperation with the ITF webmaster.
- f. Update information on the ITF Web site regularly and frequently in collaboration with affiliated organizations.
- g. Publish articles, coordinated and supervised by ITF's First (Senior) Vice President.
- h. Establish contacts for coverage by major martial arts magazines and other media.
- i. Develop an image of the ITF as a dynamic, growing organization that listens to and helps its members to promote that image.
- j. Prepare an ITF information kit.
- k. Planning and implementation for communications.
- l. Relations with the press and public relations.



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#### 4.11.7 The Youth and Students Committee (YSC)

The Youth and Students Committee ensures the quality of communication between the members.

The responsibilities of the Committee include the following:

- a. To create a forum for all Youth and Students to put forward suggestions and opinions.
- b. To create a web site where discussion might take place.
- c. That university students be encouraged to take part in their own events.

The Chairman is responsible as a liaison between the ITF and the others.

#### 4.11.8 Children's Development Committee (CDC)

The responsibilities of the Children's Development Committee include the following:

##### Technical

- a. Give opinions and make suggestions and recommendations with regard to Taekwon-Do education for children.
- b. Prepare new programs for children.
- c. Collaborate with the ITF Board of Directors for technical matters to ensure that there are no contradictions in the children's educational material.
- d. Answer questions from members.
- e. Consult members about their needs.
- f. Provide articles for the International Taekwon-Do Federation website.
- g. Observes that Children from 3 to 7 years attending classes with a Taekwon-do qualified Instructor use the official KIDS DOBOK.



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The official program for children from 3 to 7 years old is the Development Kids Course.

#### Instruction

- a. Review and redefine contents of training programs for children.
- b. Revise contents and organization of International Children's Development Courses.
- c. Write and update model regulations for safety and quality of training for children.
- d. Develop and update training tools (techniques, mental development, moral culture, ethics, etc.) using all available media.

They will be members those that meet the rules and regulations stipulated for each case have requested officially agreeing to follow the Constitution and Internal Regulations of the Federation.

Will be members who meet the regulations stipulated for each case.

#### **4.11.9 The Competition Committee (CC)**

The responsibilities of the Competition Committee include the following:

##### Technical

- a. Give instruction concerning competition matters.
- b. Answer competition and technical competition questions from members.
- c. Consult members about their needs concerning competition matters.
- d. Provides articles for the ITF and Instructors website.

##### Instruction

- a) Review and redefine contents of training programs for all levels and all ages.
- b) Revise contents and organization of International Competition Courses.
- c) Determine the qualifications necessary and select potential new instructors.
- d) Write and update model regulations for safety and quality of training.
- e) Develop and update training tools (techniques, mental development, moral culture, ethics, etc.) using all available media.

#### **4.12. Members**

**Members are classified as:  
National Association (NA)**



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Recognised Allied Association (AA)  
Recognised Club or School

#### **4.12.1 Continental Federations (CF)**

Continental Federations are legally registered democratic organizations, structured in harmony with the ITF Constitution. The Continental Federation of each continent:

- a. Consists of National Associations (NA) recognized and affiliated to the ITF on their continent.
- b. Represents the ITF for that continent and may not be a member of any International Taekwon-Do body other than ITF.
- c. Assures the respect and implementation of ITF By-Laws, policies, standards, and rules by the NA on that continent.
- d. Ensures that all Black Belts and all Taekwon-Do teaching members and examiners have official ITF certification and that all country members are members of ITF, in collaboration with the NA's.
- e. Collaborates in the preparation of the yearly ITF calendar of competitions and other activities.
- f. Organizes and coordinates tournaments between member countries on their continent.
- g. Organizes seminars and other activities.
- h. Coordinates the timing of regional events such as seminars and international courses taking place on that continent.
- i. In the first quarter of each calendar year, sends a report to the Board of Directors.
- j. May collect fees from their member countries.

The elected President of the Continental Federation or a person appointed by the ITF Board of Directors is also a member of ITF Board of Directors.

#### **4.12.2 National Association (NA)**



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In each country there will be only one affiliated Association holding the status of "National Association (NA)", as approved by the Board of Directors.

The approved NA shall be the Association considered the most advantageous to the cause of the ITF. The approved NA must be ratified at the next Congress.

The Board of Directors yearly reviews that the NA full fill all the requirements in order to keep their status.

#### **NA Requirements:**

- a. Must be a democratic and well structured Association/Federation and legally registered as non profit organization at the Ministry of Sports. In case of impossibility to register to the Ministry of Sports another instance of a well structured legally registered administration and a non profit organization might be accepted.
- b. Affiliating all instructors with a minimum of 12 Instructors in possession of ITF teaching plaques and 25 black belt holders (requirements may change according to the country's population, economical resources or existing laws, etc).
- c. Sends one delegate to the Continental Federation and ITF General Assembly Congress.-
- d. Represents officially the ITF in that country and may not be a member of any National, Continental or International Taekwon-Do organization or similar body without the permission of the ITF. In case the NA is integrated into another national martial arts association, the discipline of Taekwon-do ITF must comply with the ITF rules.
- e. Assures implementation and respect of the ITF Constitution, By-Laws, policies, regulations of the International Taekwon-do Federation.
- f. Ensures that all Black Belts, teaching members, and examiners have official ITF certification.
- g. Ensures that its Members are not affiliated to any other National or International Taekwon-Do or similar body other than ITF.



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- h. Will be able to issue national Black Belt Certificates to those that possess an ITF Black Belt certificate.
- i. May organize national Umpire seminars given by qualified ITF “A” Class Umpires and might request the ITF Umpire “B” certificate.
- j. Organizes and coordinates annual national tournaments in that country as well as other activities.
- k. Ensures that only those authorized by ITF are involved in the manufacture, distribution, and sale of doboks, equipment, badges, and other items bearing the logo and/or the name of ITF.
- l. In the first quarter of each calendar year, makes a report to the Board of Directors.
- m. Must pay the annual membership fee before March 30<sup>th</sup>.
- n. Collects Extraordinary membership fees (plaques and certificates) of its members and remits appropriate amounts to ITF.
- o. The NA shall maintain a cordial relation with the AA.

In order to remain a National Association (NA) the NA must request at least 15 Plaques Licences yearly. (Requirements may change according to the country's population, economical resources or existing laws, etc).

National Associations (NA) who do not fully fill above mentioned requirements or are unable to deliver required documents, if requested, as laid down in art. 4.12.2 may lose the status of NA but might obtain the status of recognized AA.

#### **4.12.3 Allied Association (AA)**

In addition to the NA in a country, the ITF may recognize other Associations as “Allied Associations” (AA) only in case of agreement on between the existing Associations, or that the NA of the country is inactive or loses its legal identity .

The ITF does not accept applications from Associations that:

- a. Received disciplinary sanctions or were expelled by any other national or International Taekwon-Do Federation.



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- b. Released negative propaganda towards the ITF through articles, letters, interviews and other.
- c. Created serious problems to the existing National Association in any country.
- d. Are affiliated or have commitments to other Taekwon-Do groups/ associations which practice ITF Taekwon-Do in their country.
- e. Don't wish to be part of the National Association anymore but aren't able to supply a credible reason to create an Allied Association.

In addition the applicant, to be eligible to apply for a temporary recognition as an AA, must fulfil the following requirements:

- a. Must be democratic, legally well structured and registered as non profit association.
- b. Affiliate all instructors with a minimum of 10 Instructors and 20 black belt holders (requirements may change according to the country's population, economical resources or existing laws, etc).
- c. Must practise Taekwon-Do as taught by the founder of TKD, General Choi Hong Hi, and act in accordance with the ITF Constitution, By-Laws, policies, standards, and regulations.

Must not be a member of any National or International Taekwon-Do or similar body other than ITF. In case the AA is integrated into another national martial arts association, the discipline of Taekwon-do ITF must comply with the ITF rules.-

- d. Must ensure that all Black Belts, teaching members, and examiners have official ITF certification.
- e. May organize national Umpire seminars given by qualified ITF "A" Class Umpires and might request the ITF Umpire "B" certificate.
- f. Must ensure that only those authorized by ITF are involved in the manufacture, distribution, and sale of doboks, equipment, badges, and other items bearing the logo and/or the name of ITF.
- g. Must collect extraordinary fees from their members previous to 31<sup>st</sup> Maech and remit appropriate amounts to ITF.



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- h. Must affiliate all instructors with a minimum of 10 Instructors, and must request yearly the teaching licence (plaque) for the Instructors.  
(Requirements may change according to the country's population, economical resources or existing laws, etc).

Allied Associations (AA) who do not full fill above mention requirement may lose the status of AA and might obtain the status as a Recognised Taekwon-Do School, Club and/or Recognised Training Centre.

An existing Allied Associations (AA) that is unable to deliver required documents – if requested - as laid down in art. 4.12.3 - may lose their status as AA and might obtain the status as a Taekwon-Do School, Club and/or Training Centre.

#### 4.12.4 Recognized Taekwon-Do School, Club and/or Training Centre.

In a country where there does not exist an NA or AA, or where the applicant does not meet the required items, a Taekwon-Do School, Club and/or Training Centre might be recognized by the ITF Board of Directors. All Black Belts must be in possession of the ITF Black Belt Degree certificate. Instructors teaching in the recognized Schools/Clubs and/or Training Centre must be in possession of the teaching licence (plaque).

In a country where any requested membership the applicant can't for fill the affiliation requirements they might be accepted as a recognized club or school.

#### 4.13 Procedure between National Association (NA) and Allied Associations AA's:

##### Organizations:

The entities are entitled to work independently following the By Laws, Rules and Regulations.

Entities will remain, economically and administratively independent of the National Association (NA) and have the possibility to have their own activities.

##### Countries with one or more than one Allied Association (AA)

In countries where exists one or more than one Allied Association (AA) in agreement, the Board of Directors will appoint one Chairman who will be the representative for all of them during Continental and ITF General meetings.



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Promotions for Black Belt degree:

Organizations are authorized to promote for Black Belt Degree requesting the ITF Black Belt certificate within one month of the promotion test.

Discipline:

- a. The NA will be in charge of updating the National Discipline Register. The AA will provide the information needed.
- b. Both entities are deemed independent for a disciplinary matter and will accept the decision of the other with previous agreement of the ITF.

International Instructor and /or Umpire Courses:

- a. Any NA or AA have the right to organize an International Instructor, Umpire Course, Kids or any other ITF course and it must allow the participation of any member of the ITF. In case that both organizations request the same course, the NA will have priority .
- b. In the case an AA wishes to organize an IIC or IUC, it must obtain approval from the ITF.

Continental and ITF General Assembly:

- a. The NA will represent its country at the Continental or ITF General Assembly.
- b. AA's members may be present as observers.

Championships:

- a.—The NA shall be in charge of organizing the National ITF Taekwon-Do Championship and might invite all ITF practitioners whether they are affiliated with the National Association (NA) or with Allied Associations (
- b.—The NA shall set the date, place, time and competition entrance fee.
- e.—A copy of the invitation must be send to the ITF and the Continental Federation.
- d.—NA and AA Black Belt competitors shall compete in the categories and /or divisions according to the ITF Tournament rules in order that they may qualify



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for their speciality, like pattern, sparring, power, special techniques and Free Pre Arranged Sparring.

e.—All competitors must wear the official ITF Dobok.-

Umpires for National Championships:

Participating Umpires at the National Championships shall be selected Umpires from in possession of the ITF Umpire “B” or “A” certificate and Umpire ID Card.

Continental and World Championships - Selection Procedure and Participation.

For any ITF Continental and World Championship the NA shall forward the list of their individual and team competitors. In case the NA does not have individual competitors or teams in various competition categories and/or divisions the AA will be able to cover those individual and/or team divisions and/or categories.

The NA must inform the AA and ITF sending their participation list at least **30 days prior to the deadline of the event** in order that the AA has the right time to bring forward their list of competitors and/or teams.

Any matter of disagreement between the NA and AA shall be judged by the ITF who shall take a fair decision.

If the NA or AA request the presence of a member of the ITF Board of Directors in order to discuss any matter then they need to cover the necessary expenses.

Economical participation at Continental and World Championship:

Each Competitor may be sponsored through their own organization.

The individual competition entrance fee for Continental and World Championship shall be paid by organization or competitors of both entities.

The Team competition entrance fee for Continental and World Championship shall be paid by the NA.

National Team trainings:

The National Team Training(s) and decisions will be made by the NA Coach.



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In the case of a selected Team, NA or AA competitors shall pay the same training fee set by the NA in order to cover the hall rent and coach(es) travel expenses if requested.

The National Team Training(s) will be announced at least 2 weeks prior to the training sessions.

#### National Tracksuit:

The National Tracksuit will be designed and ordered through the NA and will be given to the selected members.

Any selected NA or AA member will cover the same cost of the tracksuit.

In case of a sponsor the tracksuit will be given to all selected members for free.

#### Dobok and Safety Equipment:

Both entities must wear the ITF Dobok and must print the country name above the belt level of the Dobok jacket.

Sparring competitors must be in possession of a red and blue pair of safe T equipment approved by the ITF.

#### Travel and Accommodation Expenses:

Both entities may arrange and take care of their own travel and accommodation expenses.

#### Umpires and Officials for International Continental and World Events:

- a. Both entities might indicate their own Umpires and officials.
- b. NA Umpires will have their accommodation expenses covered by the Championships organization as written in the official Championships invitation.
- c. AA Umpires will cover their own expenses or might be in agreement with the Championships organization Committee.



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#### 4.14 Individual Black Belt

To be recognized as a Black Belt Degree they must be affiliated through the NA, AA or Taekwon-Do Schools, Clubs and/or Training Centres accepted by the ITF Board of Directors, and must be in possession of the ITF Black Belt Degree certificate.

### **5. Instructors and Teaching Licence (Plaque Certificate)**

Each individual - Grand Masters, Masters, Instructors, and Assistant Instructors (from 1<sup>st</sup> to 9<sup>th</sup> degree)- teaching in a NA, AA, TKD School, Club and/or Training Centre - must have a valid teaching licence, known as a "plaque".

The application of a candidate for a teaching licence must be approved by the NA or AA. This approval will be given only for those applicants who train regularly and have attended teaching courses offered by the NA or AA during the period preceding the application.

Starting from November 28<sup>th</sup>, 2009 the yearly teaching licence (plaque) fee is € 50.00 (fifty euro). The fee is collected by the NA or AA which may keep € 10.00 (ten euro) and must remit € 40.00 (forty euro) to the ITF Treasurer.

Upon receipt of the application approved by the NA or AA and the plaque fee, the Secretary General will issue or renew the teaching licence for the applicant.

In case an International Instructor from 4<sup>th</sup> to 9<sup>th</sup> degree does not pay the annual Teaching licence( plaque) fee during a certain period of time , then the waiting time for promotion will be increased for that the period of time.

### **6. International Activities**

#### 6.1 Teaching/Promotion/Development

An International Instructor, Master or Grand Master may teach in countries other than his home country only with the approval of the Chair of the Technical & Instruction Committee.



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A seminar leader may present seminars in countries other than his home country if he has been invited by the NA or AA of that country and if the Chair of the Technical & Instruction Committee has given approval.

An examiner may grade candidates in countries other than his home country if he has been invited by the NA or AA of that country and if the Chair of the Masters Promotion Committee has given approval.

Anyone who wishes to develop ITF Taekwon-Do in regions not yet served by ITF must present his project to the Chair of the Development Committee. The project must then be accepted by the NA or AA responsible for that region if any. The ITF Board of Directors makes the final decision.

## 6.2 International Activity Participation.

Any member participating in an International ITF event is fully responsible for his own insurance regarding injury, trauma and/or fatal accident. The ITF is only the promoter of those events and cannot be held responsible for any injury at any level.

To participate in activities of other organizations the permission from the ITF should be requested, however in organizations with few members a cooperation might be accepted.

Any ITF member wishing to invite a Master or a Grand Master from another ITF organization must request permission of their NA/AA.

Open Taekwon-Do ITF Tournaments will be open to our ITF members ONLY. For special cases, an organiser wishing to invite participants and/or officials from another Taekwon-Do organization they must request permission through the NA/AA from the ITF.

## **7. Qualifications**

### 7.1 Requirements

#### 7.1.1 Black Belt Membership Degrees

Before applying for testing for a Black Belt Degree membership, the candidate must have completed the required preparation period.



Therefore, the original of the ITF Black Belt membership card or certificate indicating the degree held currently and the promotion date must be shown to the Examination Committee prior to the grading.

grading	preparation period	additional requirements
1 <sup>st</sup> to 2 <sup>nd</sup> degree	18 months	a 3 months reduction will be applied if the candidate participates at one or more IIC's during preparation period.
2 <sup>nd</sup> to 3 <sup>rd</sup> degree	2 years	a 3 months reduction will be applied if the candidate participates at one or more IIC's during preparation period.

Note: The preparation period for advancement from 1<sup>st</sup> to 2<sup>nd</sup> degree or from 2<sup>nd</sup> to 3<sup>rd</sup> degree will be reduced by a maximum of three (3) months if the candidate takes one or more International Instructors Courses during the preparation period. In that case, the International Training Certificate number for the course must be provided when applying for grading.

grading	preparation period	additional requirements
3 <sup>rd</sup> to 4 <sup>th</sup> degree	3 years	<p>minimum age: 21 years *</p> <p>The candidate must participate in at least at one (1) IIC during the preparation period.</p> <p>A 6 months reduction will be applied if the candidate participates at a 2<sup>nd</sup> IIC during the preparation period. A maximum of one reduction time may be applied.*</p> <p>Compulsory to be plaque holder.</p>
4 <sup>th</sup> to 5 <sup>th</sup> degree	4 years	<p>The candidate must participate in at least at one (1) IIC during the preparation period.</p> <p>A 6 months reduction will be applied if the candidate</p>



		<p>participates at a 2<sup>nd</sup> IIC during the preparation period. A maximum of one reduction time may be applied.* Regular payment of the annual Teaching licence “Plaque”. In case the candidate did not pay the annual Teaching licence “Plaque” fee during a certain period of time, then the waiting time for promotion will be increased for that the period of time.</p> <p><b>Compulsory to be plaque holder.</b></p>
5 <sup>th</sup> to 6 <sup>th</sup>	5 years	<p>The candidate must participate in at least one (1) IIC during the preparation period.</p> <p>A 6 months reduction will be applied if the candidate participates at a 2<sup>nd</sup> IIC during the preparation period. A maximum of one reduction time may be applied.*</p> <p>Regular payment of the annual Teaching licence “Plaque”. In case the candidate did not pay the annual Teaching licence “Plaque” fee during a certain period of time, then the waiting time for promotion will be increased for that the period of time.</p>
6 <sup>th</sup> to 7 <sup>th</sup> degree	6 years	<p>The candidate must participate in at least two (2) IIC’s during the preparation period.</p> <p>No reduction time is given.</p> <p>In order to become a 7<sup>th</sup> degree Black Belt the candidate must be at least 40 years old.</p> <p>Regular payment of the annual Teaching licence “Plaque”. In case the candidate did not pay the annual Teaching licence “Plaque” fee during a certain period of time, then the waiting time for promotion will be increased for that the period of time.</p> <p>Compulsory to be plaque holder.</p>
7 <sup>th</sup> to 8 <sup>th</sup> degree	7 years	<p>The candidate must participate in at least two (2) IIC’s during the preparation period.</p>



		<p>No reduction time is given</p> <p>Compulsory Teaching plaque. Regular payment of the annual Teaching licence “Plaque”. In case the candidate did not pay the annual Teaching licence “Plaque” fee during a certain period of time, then the waiting time for promotion will be increased for that the period of time. To be</p>
8 <sup>th</sup> to 9 <sup>th</sup> degree	8 years	<p>The candidate:</p> <ul style="list-style-type: none"><li>a. should be active and must participate in at least two (2) IIC’s during the preparation period.</li><li>b. no reduction time is given.</li><li>c. need the support of at least three (3) 9<sup>th</sup> Degrees to request the promotion.</li></ul> <p>Compulsory to be plaque holder.</p> <ul style="list-style-type: none"><li>d. should during his career have been loyal and accomplished duties for Taekwon-Do in his country and for the ITF.</li><li>e. must appear in front of the Master Promotion Committee panel at the appointed date. The panel will ask questions which they deem appropriate for the circumstances.</li></ul> <p>Compulsory to be plaque holder.</p> <p>In the case that the candidate does not full fill above mentioned requirements the board might agree to accept the applicants promotion request according to:</p> <ul style="list-style-type: none"><li>a. Special work given by the Board of Directors and completed by the candidate.</li><li>b. Having under his Leadership/Instruction 3 Masters in</li></ul>



		activity.  NB: an extra waiting period of 4 years will be applied for candidates coming from another organization and whom did not obtain the 7 <sup>th</sup> and 8 <sup>th</sup> degree degrees through the ITF, or having received a replacement ITF Degree Certificate for above mentioned Degrees
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- Completion of at least one International Instructors Course during each preparation period.
- Regular Payment of the annual Teaching licence “Plaque”. In case the candidate did not pay the annual Teaching licence “Plaque” fee during a certain period of time, then the waiting time for promotion will be increased for that the period of time.

**Special notes:**

Candidates facing physical problems and in time to take a promotion to a higher degree could be recommended by the NA or AA to the Masters Promotion Committee in order to take a special promotion test.

The candidate for Black Belt Degree membership 7<sup>th</sup> to 9<sup>th</sup> degrees submits the following requirements one (1) month prior the promotion date to the ITF Administrative HQ:

- a. National Degree Application Form.
- b. Curriculum vitae.
- c. Thesis (minimum of 6 pages).
- d. Letter of approval of NA or AA.



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The President of the NA or AA signs the candidate's forms and forwards them to the ITF within one month of the grading date. The new degree holder will receive a Black Belt Degree Certificate, a plastic ID Black Belt degree ID card and an ITF degree pin.

#### 7.1.2 Regulations for the acceptance of Degree graduations of other organizations.

- a. From 1<sup>st</sup> up to 3<sup>rd</sup> Degree the regulations of the NA or AA apply and the ITF shall issue replacement ITF Black Belt Degree certificates for those who are not in possession of the ITF Black Belt Degree certificate on payment of the appropriate fee.
- b. Candidates from 4<sup>th</sup> to 6<sup>th</sup> Degree wearing the black stripes at the pants and jacket and not in possession of the ITF Black Belt Degree certificate must participate in an IIC in order to obtain the right to apply for a replacement ITF Black Belt Degree certificate on payment of the appropriate fee.
- c. Candidates from 4<sup>th</sup> to 6<sup>th</sup> Degree wearing the black stripes at the pants and jacket and in possession of the ITF Black Belt Degree certificate must participate in an IIC in order to confirm their degree status.
- d. Applications for 7<sup>th</sup> to 9<sup>th</sup> degree must have the approval of the ITF Board of Directors.
- e. Candidates must be a member of an NA or AA and must apply for the ITF plaque and International Instructor Certificate.
- f. Candidates shall pay the plaque certificate fee for the last three years.

#### 7.1.3 International Instructors Course (IIC)

The International Instructors Course is open to Black Belts, Instructors, Masters and Grand Masters. The NA or AA organizing the course must have received the approval of the Chairman of the ITF Technical & Instruction Committee.

A minimum of two (2) members of the ITF Technical & Instruction Committee is required in order to conduct the course.

Participants receive an International Training Certificate.



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a. Contents of International Instructor Course for Black Belts 4<sup>th</sup> Degree and above:

- patterns from Chon-Ji through Tong-II, according to level
- steps, traditional and sports sparring
- self-defence
- applications of traditional techniques
- philosophy
- protocol
- possibility of grading for 7<sup>th</sup> and 8<sup>th</sup> Degree Black Belt with the approval of the NA and/or AA
- qualification for ITF International Instructor (4<sup>th</sup> degree and higher)

b. Contents of International Instructor Course for Red Belts (Gup 1 & 2) and Black Belts 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> Degrees:

- theory of power
- patterns from Chon-Ji through Choi-Yong, according to level
- steps, traditional and sport sparring
- self-defence
- applications of traditional techniques
- tenets of TKD and student oath
- protocol and the meaning of the Do



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## 7.2 Grading

### 7.2.1 Promotion

- a. Promotion to 9<sup>th</sup> Black Belt Degree membership will be conferred by ITF Board of Directors and ratified by the General Assembly.
- b. Promotion to 7<sup>th</sup> and 8<sup>th</sup> Black Belt Degree membership will be conferred by at least two (2) members of the Masters Promotion Committee.
- c. Promotion to 6<sup>th</sup> Degree Black Belt membership will be organized and authorized in writing by the NA or AA and conferred by an ITF Master (8<sup>th</sup> or 9<sup>th</sup> degree) appointed by the Technical & Instruction Committee.
- d. Promotion to 5<sup>th</sup> Degree Black Belt membership will be organized and authorized in writing by the NA or AA and conferred by an ITF Master (7<sup>th</sup> ,8<sup>th</sup> or 9<sup>th</sup> degree) appointed by the Technical & Instruction Committee.
- e. Promotion to 4<sup>th</sup> Degree Black Belt membership will be organized and authorized in writing by the NA or AA and conferred by an ITF Master (7<sup>th</sup> , 8<sup>th</sup> or 9<sup>th</sup> degree) appointed by the Technical & Instruction Committee.
- f. Promotion to 3<sup>rd</sup> Degree Black Belt membership must be authorized by the NA or AA and conferred by an ITF International Instructor (6<sup>th</sup> degree Black Belt or higher).
- g. Promotion to 2<sup>nd</sup> Degree Black Belt membership must be authorized by the NA or AA and conferred by an ITF International Instructor (5<sup>th</sup> degree Black Belt or higher).
- h. Promotion to 1<sup>st</sup> Degree Black Belt membership must be authorized by the NA or AA and conferred by an ITF International Instructor (4<sup>th</sup> degree Black Belt or higher).
- i. Candidates for Gup grades are graded by International Instructors who are 4<sup>th</sup> Degree Black Belt members and higher.

### 7.2.2 Instructors



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Instructors are selected among the 4<sup>th</sup> to 6<sup>th</sup> Degree Black Belt members and approved by their NA or AA.

### 7.2.3. International Instructor

An International Instructor is an individual who:

- i. Is at least 21 years old.
- j. Is at least a 4th Degree ITF Black Belt member.
- k. Has participated at the required International Instructors Course.
- l. Is the holder of a International Instructor Certified.
- m. Has a valid ITF teaching plaque.

### 7.2.4 Assistant Instructors

Assistant Instructors are selected among the 1<sup>st</sup> to 3<sup>rd</sup> Degree Black Belt members and approved by their NA or AA.

### 7.2.5 Grades (Gup)

There are ten Gup grades from 10<sup>th</sup> grade (white belt) to 1<sup>st</sup> grade (red belt with black stripe). Gup certificates are issued by the NA or AA.

## 7.3 Membership Fees.

### 7.3.1 Ordinary membership fee

The annual membership fee of the NA is proposed by the Board of Directors and approved by Congress. Annual fees must be paid before March 31<sup>st</sup>.

The annual membership fee of the AA is proposed by the Board of Directors and approved by Congress. Annual fees must be paid before March 31<sup>st</sup>.

Late payments will incur a 20% surcharge.

A violation of this obligation might be sanctioned by the Board of Directors with a temporary suspension of the rights of the NA or AA until the financial obligation has been fully satisfied.



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### 7.3.2 Extraordinary Fees

The Board of Directors may approve other extraordinary fees.

### 7.3.3 Teaching Licence (plaque) fees

The teaching licence (plaque) is available to the NA or AA Instructor or recognized Schools/Clubs/Training Centres and will be payable annually.

### 7.3.4 Black Belt Membership Degrees extraordinary Fees

The settled amounts are available to NA, AA, Schools/Clubs/Training Centres.

### 7.3.5 Other extraordinary Fees

Other extraordinary fees may be approved by the Board and available to NA, AA, Schools/Clubs/Training Centres according to the budget approved.

### 7.3.6 Reduced Fees

ITF shall define a policy of reduced extraordinary fees. Reduced fees are granted on the principle that the reduction will be passed on to the students.

### 7.3.7 World Bank Group

According to the level of economy in a country a formula used to pre-classify those countries will be based at the World Bank Group, but each country must present an official request to be considered by the Board. The final classification will be approved by the Board of Directors.

### 7.3.8 International Instructor Courses fees

Fees for International Instructor Courses may be adjusted, depending on the number of participants.

### 7.3.9 Other official International Courses fees



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Fees for any other Official International Course will be fixed by the Board of Directors and may be adjusted, depending on the number of participants.

#### 7.4 Titles & Functions of Black Belt Teaching Members

- a. 9<sup>th</sup> degree, **Grand Master**, will be addressed as SASUNG NIM.
- b. 8<sup>th</sup> and 7<sup>th</sup> degree, **Master**, will be addressed as SAHYUN NIM.
- c. 6<sup>th</sup>, 5<sup>th</sup> and 4<sup>th</sup> degree, **Instructor**, will be addressed as SABUM NIM.
- d. 3<sup>rd</sup>, 2<sup>nd</sup> and 1<sup>st</sup> degree, **Assistant Instructor**, will be addressed as BOOSABUM NIM.

#### 7.5 Hierarchy

##### 7.5.1 Seniority among Members

Seniority is established according to grade or degree. If two members hold the same degree, seniority will be established according to the following rule:

- a. The date on the grade or degree certificate determines seniority.
- b. If two members hold the same grade or degree and their certificates were issued on the same date, the one who started practising Taekwon-Do earlier will be considered senior.
- c. If the above criteria are not decisive, the person with the earlier date of birth will be considered to be senior.

##### 7.5.2 Respect & Affiliation

- a. The student owes respect, loyalty, and gratitude to his teacher at all times because of the teaching and guidance he has received. Therefore, as the student progresses to higher levels in ITF Taekwon-Do, he continues to work in affiliation with his teacher. Exceptionally, a student may reach a higher Black Belt degree than his teacher, who may have interrupted his training for some



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- reason. Nevertheless, the student must show a special regard for that former teacher.
- b. Income from the operations of an ITF accredited school, such as examination fees, might be divided between the Master and the instructors according to agreement.

### 7.5.3 Arbitration

Sometimes, particular circumstances make it difficult for a student and his teacher to continue working in harmony. The student may request permission from the NA or AA to change to another teacher.

### 7.5.4 Sanctions

After investigation, the ITF Ethics & Discipline Committee may recommend that the Board of Directors apply sanctions, which may include expulsion.

## **8. Dress Specifications**

### 8.1 Dobok:

Practitioners must wear the current ITF approved Dobok introduced in 1982. The Dobok consists of a jacket, pants, and a belt.

- a. Grade members (colour belts) wear the basic uniform:
  - The jacket and pants are white.
  - The ITF badge is worn on the left-hand side of the jacket front at chest level.
  - On the back of the jacket is a logo which symbolizes an evergreen tree and incorporates the word "Taekwon-Do" in English and Korean as well as the letters "ITF".
  - On the outside of both pant-legs, at knee level, appear the letters "ITF".



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- b. Black Belt members 1<sup>st</sup> to 3<sup>rd</sup> Degree wear the basic uniform with the addition of black piping three centimetres wide around the bottom edge of the jacket.
- c. Black Belt members 4<sup>th</sup> Degree and above not qualified as International Instructors wear the basic uniform with the addition of black piping three centimetres wide around the bottom edge of the jacket and a vertical black stripe three centimetres wide on the outside of both pant-legs.
- d. International Instructors 4<sup>th</sup> to 6<sup>th</sup> degree wear the same uniform as degree members with the addition of a vertical black stripe three centimetres wide on the outside of each sleeve of the jacket and both of the pant-legs.
- e. Masters and Grand Masters wear the same uniform as International Instructors with the addition of a vertical white stripe of one centimetre wide through the centre of the black stripe on each sleeve of the jacket and both of the pant legs.
- f. The Board may approve a different Dobok for Kids up to 7 years old.

#### 8.1.1. Suit and Tie

- a. At official occasions Black belt holders from 1<sup>st</sup> to 3<sup>rd</sup> degree wear a suit and blue tie.
- b. At official occasions International Instructors 4<sup>th</sup> and 6<sup>th</sup> degree wear a suit and red tie.
- c. At official occasions Master Instructors 7<sup>th</sup> and 8<sup>th</sup> degree wear a suit and gold tie.
- d. At official occasions Grand Master Instructors 9<sup>th</sup> degree wear a suit and a white tie.

#### 8.2 Belt:

- a. The belt is five centimetres wide and five millimetres thick. It is worn wrapped around the body once.
- b. There are six colours of belts:

Black: 9<sup>th</sup> to 1<sup>st</sup> degree



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- Red with black stripe: 1<sup>st</sup> grade (gup)  
Red: 2<sup>nd</sup> grade (gup)  
Blue with red stripe: 3<sup>rd</sup> grade (gup)  
Blue: 4<sup>th</sup> grade (gup)  
Green with blue stripe: 5<sup>th</sup> grade (gup)  
Green: 6<sup>th</sup> grade (gup)  
Yellow with green stripe: 7<sup>th</sup> grade (gup)  
Yellow: 8<sup>th</sup> grade (gup)  
White with yellow stripe: 9<sup>th</sup> grade (gup)  
White: 10<sup>th</sup> grade (gup)
- c. The stripe at one end of the belt that indicates 9<sup>th</sup>, 7<sup>th</sup>, 5<sup>th</sup>, 3<sup>rd</sup> or 1<sup>st</sup> gup, is five millimetres wide. The distance between the stripe at only one part of the belt is five centimetres.
- d. The level of Black Belt degree membership is written in gold-coloured Roman numerals at one end only of the belt.
- e. A grade or degree holder may add his name and surname in gold letters as well as the name "ITF" and/or of the NA or AA.
- f. Junior Black belts (up to 17 years) must wear a black and white in horizontal division belt, and at the age of 18 years the belt must be changed into the Black belt.

## **9. Administration**

### 9.1 Policies, Procedures, Rules & Standards

In order to facilitate the application of this By-Law, the Board of Directors may issue and apply policies, procedures, rules and standards on various subjects. Items such as the criteria for admission, re-admission and country annual renewal application to membership in the ITF, acceptable equivalencies for degrees, the division of monies collected for examination fees or from the sale of doboks and equipment, etc.

### 9.2 Remittance of fees

All fees remitted by Continental Federations, NA or AA's, as well as those paid directly to ITF, should be sent to the ITFADMHQ for deposit in the ITF Bank account plus the Bank charges.



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### 9.3 ITF Certificates & Plaques

The Secretary-General issues all official ITF degree membership certificates, teaching licence (plaques), attestations of participation and other certificates.

### 9.4 Reimbursement of Expenses

- a. The Board of Directors will develop and update a policy and procedures for the reimbursement of expenses.
- b. Eligible expenses incurred by the members of the Board of Directors and the Standing Committees whilst carrying out their duties will be reimbursed if they were included in a budget approved by the Board of Directors. Requests to cover unbudgeted expenses will receive individual consideration by the Board of Directors, but such requests should be presented before the expenses are incurred.
- c. To be eligible for reimbursement expenses must be reasonable. Eligible expenses may include the cost of travel (transportation, accommodation, meals, etc.), meetings (facilities, documents, etc.), communications (telephone, fax, Internet access, etc.), office supplies and equipment, purchase of publications and subscriptions, registration fees for conventions and other meetings, membership in certain organizations, and consultants fees.
- d. Requests for reimbursement must be made on the form provided and include original receipts for all expenses. They must be forwarded to the ITFADMHQ every quarter or more frequently.
- e. The ITFADMHQ will verify that the reimbursement requested falls within the guidelines, obtain approval from the Board of Directors as appropriate and proceed with the reimbursement.

## **10. Doping Control Requirements - Facilities Doping Control**

### 10.1 Doping Control in accordance with WADA Code

ITF has established the ITF Anti-Doping Rules in accordance with the World Anti-Doping Agency (WADA) Code.



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### 10.2 Doping control during International Competition

The organizer of an International event will arrange for a doping control during the competition in compliance with the ITF Anti-Doping Rules. The Organisers will coordinate with the ITF Doping Control Officer on the number of tests to be taken with 5 as a minimum. The organizer will coordinate with the National Anti Doping Authorities (NADO) to arrange the actual testing.

### 10.3 Doping control facilities

The Organisers will provide adequate facilities for doping control. They will coordinate with the ITF Medical/Doping Commission and the NADO on the actual arrangements for the facilities.

## **11. Administration for Doping Control**

### 11.1 Acknowledgement of Anti-Doping Rules

All participants in International Taekwon-Do competitions will confirm that they are aware of the ITF Anti-Doping Rules. The participants will therefore sign an applicable document to acknowledge their awareness of the rules.

Participants will only receive their accreditation card after they have provided confirmation of their acknowledgement.

### 11.2 Guidelines for Doping Control arrangements

The Organisers will appoint a person in charge of the arrangements for the Doping Control at the Championship, preferably the Doping Control Officer of the National Association. He or she will closely cooperate with the ITF Doping Control Officer.

Issues to be coordinated with the NADO before the event:

- a. The staff of the NADO, in charge of taking the samples, should be male and female to ensure that they can take samples from male and female competitors.
- b. Ensure that the NADO staff is available not later than 12.00 hours on the day of competition.
- c. Ensure that enough persons are available to accompany the competitors after they have been selected until the samples have been taken.

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- d. Ensure that the staff of the NADO brings the required forms and containers for the samples.
- e. Ensure that the staff of the NADO is aware that a competitor can attend the Medal Ceremony in case his or her team is involved in the ceremony.

## **12. Honorary Members & Distinctions**

The Board of Directors, on a recommendation from one of its members, a Chair of one of the Standing Committees, or a President of a Continental Federation, an NA or an AA, may bestow on deserving individuals such honours and distinctions as they see fit.

## **13. Amendments to By-Laws**

This By-Law may be amended at any time by a majority vote of the Board of Directors.

### **ELECTORAL REGULATIONS**

### **INTERNATIONAL TAEKWON-DO FEDERATION ITF**

#### **PART ONE: SETTING THE ELECTION PROCEDURE**

#### **CHAPTER I. POSITIONS, ELIGIBILITY AND ELECTORS**

##### **Article 1.- The President and the Board of Directors**

The President and the Board of Directors shall be elected by vote of all associations entitled to vote, as established in the By-Laws of the International Taekwon-Do Federation ITF (hereinafter By-Laws) and in these Regulations.

##### **Article 2.- Election**

The election of President and other members of the Board of Directors will be held on the following assumptions:

- 1) On the expiry of the mandate.



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- 2) Dismissal, resignation, death or physical disability of more than 50% of the members of the Board of Directors, so that they cannot properly perform their duties.
- 3) Motion of censure to the President and/or to the Board of Directors.

If the President ceases to carry out his function prior to the term of his mandate, by dismissal, resignation, death or physical disability, he will be replaced by the Senior Vice President, and failing him the 2<sup>o</sup> or 3<sup>o</sup> Vice President elected by vote of the members of the representative body, during the remaining time until the end of the mandate.

#### Article 3.- Eligibility

To be eligible the following requirements must be fulfilled under the Regulations:

- a) That the application is filed by an association entitled to vote.
- b) That the association submitting his candidature is up to date with the membership fees, and that the candidate in a personal capacity has satisfied all obligations that apply.
- c) Has been a member of the Board of Directors of a National Association (NA), for at least 4 years.
- d) Be a holder of a 4th Degree (DAN) as a minimum.
- e) Being older than 30 years old and have belonged to that Federation for over 7 years.
- f) To be in full exercise of his civil rights.
- g) Had not been subject to any disciplinary proceedings or be immersed in their processing.

#### Article 4.- Conditions for electors

Will be members of all those associations that are present at the General Assembly with the right to vote, under the By-Laws.



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Accordingly, shall not be considered elector the association or member with voice and no voting rights, as well as anyone who is suspended or sanctioned under the By-Laws and Regulations of this Federation.

## CHAPTER II.

### ELECTION PROCEDURE OF THE REPRESENTATIVE BODY

#### Article 5.- The Procedure

The Representative Body or Board of Directors shall be elected at the Extraordinary General Assembly called for that purpose, which shall be governed by the provisions of this Regulation.

#### Article 6.- Calling of election of the Board of Directors

The Board of Directors shall convene the General Assembly in extraordinary session for all the members of the Federation who, under this Regulation, are entitled to vote,. Upon at least half an hour between the first and the second convening, specifying the agenda, the place, date and time thereof.

#### Article 7.- Display of the electoral register

The electoral register will be displayed at the place and on the date set for the voting, and shall include a list of associations with rights to vote. Allowing the interested to consult, and if necessary, to fill the appropriate claims before the Board of Directors.

#### Article 8.- Requirement of the Candidature

In the candidature to the representative body or Board of Directors must be included the relationship of its components, either individually or through a closed list, with the designation of the positions each one will hold, at the head of which will be a President and being a part of it, in addition, a Secretary, a Treasurer, and a minimum of two Members, having to write the name and surname, id number and association to which they belong, with the express acceptance of the position through their signature.



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Applications shall be supported by at least THREE assembly members. The assembly members who endorse candidates, shall record under their signatures, their name and surname, id number and association to which they belong. No association may submit or endorse more than one candidature..

#### Article 9.- Presentation of candidatures

Candidates must submit their details fifteen calendar days prior to the celebration of the General Assembly, candidatures will be submitted to the Secretary or designee by the Board of Directors, who shall verify the eligibility of the submitted candidature and its respective guarantees, based on the requirements mentioned in the previous article. In the event of some defect in the requirements, the candidate will be required to correct, in a timely manner, the observed defects. If they do not meet the requirements, or the defect is irremediable, the applicant must be notified immediately.

#### Article 10.- Duplicity of members

The eligible candidates may only submit one candidature.

#### Article 11.- Submission term

Initiated the General Assembly that convey the election of the new Board of Directors, and elapsed the period referred in the Article 9, no more candidatures can be submitted.

The candidatures which not remedied the formal defects will not be admitted, having to rectify prior to the closing of the term for submission the candidatures. Consequently, after such term will not be accepted the remedying of the candidature by extemporaneous, having to be rejected.

#### Article 11.- Initiation of the election

At the point of the Agenda of the General Assembly that convey the election of the Representative Body, the Secretary will read the nominations that meet the requirements.

#### Article 12.- No candidature has been submitted



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The General Assembly may:

- 1) Convene a new election process for the next General Assembly in the same terms. In this case the current Board of Directors shall serve until the new call, but as a Management Board, with purely administrative and management functions, to perform the indispensable formalities necessary within the association.
- 2) Unanimously agree to prolong the government mandate of the current Board of Directors for four more years, provided that the President and at least half of its members accept that mandate. In this case it will be proclaimed by the General Assembly as Board of Directors, continuing in possession of the positions as a representative Body.

#### Article 13.- One candidature submitted

If only one candidature had been submitted in a timely manner, and having met the requirements, the Secretary shall indicate this and it will be proclaimed by the General Assembly as a new Board of Directors for a period of four years, taking possession of the new positions as representative Body, at the completion of the General Assembly.

#### Article 14.- Two or more submitted candidatures

If it had been submitted more than one candidature, the Secretary shall indicate this and will proceed to the constitution of the Polling Station and to perform the corresponding voting.

#### Article 15.- The constitution of the Polling Station

The constitution of the Polling Station will be decided by the attending members of the General Assembly who will nominate the President of the Polling Station who will be the older, and as a Secretary the youngest, being assisted by the Secretary of the Board of Directors.

#### Article 16.- Voters registration, materials and means

The Polling Station, once chosen, will be provided with the voter registration members of the General Assembly with voting rights, and its identification data, along with the candidatures and its members. Also through the Board of Directors will be provided



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with whatever necessary means to carry out its functions: ballot boxes, ballot papers, pens, enumerated lists, sample records, etc.

Article 17.- Shall not be members of the Polling Station

- The members of the candidatures, nor those who act as witnesses, if any, shall not be members of the Polling Station.

Article 18.- The Candidatures

The candidatures may appoint one of its members as witness in the Polling Station having to apply to the Polling Station before the start of the voting.

Article 19.- Competencies and functions of the Polling Station

The Polling Station is assigned the following duties:

- a) Verify the voter's identity.
- b) Collect ballots and deposit them in the ballot box.
- c) Proceed to recount the votes.
- d) Announce the winning candidature to the General Assembly which will proclaim it as the new Board of Directors or Representative Body.

Article 20.- Exhibition of the Candidatures

Once the Polling Station is constituted and previous to the voting, the President of the Polling Station will proceed presenting the names of each candidature, and prior to the voting, each of the candidates will orally present their CV to the Assembly. For a period which does not exceed 15 minutes. Then the Assembly will proceed to the voting.

Article 21.- Ballot boxes

The Board of Directors shall make available to the Polling Station the box needed to perform, with maximum transparency, the deposit of the ballots where the votes cast will be introduced with the necessary guarantees and under the supervision of the Polling Station.



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#### Article 22.- Delegation of vote

Voting by mail will not be accepted, although the delegation of a vote will be. Associates with voting rights contained in the electoral register may delegate their vote in writing with their signature and a copy of their identity card, which the polling table will check for authenticity.

#### Article 23.- The voting

The voting will take place once the exposition of the program by the names of each candidature before the Assembly is concluded, the President of the Electoral Pooling Station will announce the start of the voting and the following procedure shall be followed:

1. The voting shall be by ballot previously completed, which will be given for fulfillment counting if it is without erasures or amendments.
2. The Secretary of the Pooling Station will appoint the voters and proceed to verify their identity, and if they meet the requirements for exercising the right to vote, or in the case of delegation, the full name of the delegator and its validity. The Secretary, in any case, will check by examining in the electorate registration the right to vote of the elector.
3. At the ending time for of the voting the President of the Pooling Station shall loudly communicate that the voting is over.
4. After the voting, the President and Secretary, and the interveners witnesses, if any, will sign the numbered lists of voters, at the margin of each sheet, and below the last registered name.

#### Article 24.- The scrutiny

After the voting, the scrutiny counting will start immediately afterwards, subject to the following procedure:

- 1) The scrutiny counting shall not be suspended except in cases of force majeure. The President of the Pooling Station will ensure that nobody or nothing disrupts the



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count.ordered the expulsion from the local of those who disrupt or hinder the development.

- 2) The scrutiny will take place by extracting the President names, one by one, the envelopes or ballots from the ballot box, and the Secretary will take note and count the number of votes cast for each candidate.
- 3) Is null the vote cast in a different model than the ballot provided, or those containing two or more candidatures or more ballots. Also will be nulls the ballots with erasures or overwriting.
- 4) The ballots, minutes used and all documentation will be provided to the Board of Directors.

#### Article 25.- Proclamation of the Candidature

The counting of votes completed, the President of the Electoral Board will announce the winning candidature. The General Assembly will proclaim the new Board of Directors of the Federation. If a tie occurs successive ballots shall be held with the same requirements outlined above.

#### Article 26.- Minutes of proclamation

Completed the voting the Secretary of the Polling Station shall write the electoral minutes which will be subscribed by the President and the Secretary of the Polling Station, as well as witnesses, if any, subsequently submitting it to the incoming Board of Directors to be transcribed into the General Assembly minutes, on the appropriate agenda item.

#### PART TWO: CLAIMS & RESOURCES IN THE ELECTORAL PROCESS



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#### Article 27.- Electoral Guarantee Commission

The electoral guarantee commission shall consist of a collegial body composed by the legal advisors of the Federation, who shall ensure the legal security of the electoral process in accordance with the By-Laws and these Regulations.

The functions of the electoral guarantee commission:

- a) Resolve any dispute being presented concerning the electoral register, the candidacies, the guarantees, voting rights, among others, as well as those relating the celebration of the elections and results thereof.
- b) Decide on any matter that directly affects the election.

#### Article 28.- The claims

The claims on electoral matters against decisions of the Board of Directors shall be formulated before the electoral guarantee commission no later than three days after the contested decision was notified, by any associate who can credited a legitimate interest.

#### Article 29.- Motion of censure

The motion of censure to the President and/or the Board of Directors should be constructive, by incorporating the proposal for candidatures in accordance with this Regulation.

The censure of motion proposal must be presented in writing signed by at least 40% of the full members of the assembly with voting rights.

Introduced the motion of censure, the President shall have the obligation to convene the extraordinary General Assembly to discuss and approve it if appropriate, within a maximum period of three months.



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For the approval of the motion of censure, favorable vote of two thirds of the General Assembly full members with voting rights will be required.

#### FINAL PROVISION

This Electoral Regulations of the International Taekwon-Do Federation ITF shall enter into force on the next day following its approval by the Board of Directors.