



STANDARDS & DISCIPLINE
for
**INTERNATIONAL TAEKWON-DO FOUNDATION OF NEW
ZEALAND (Inc.)**

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DEFINITIONS

"**Executive**" and "**President**" means those members elected in accordance with the constitution of the International Taekwon-Do Foundation of New Zealand (Inc.) and "**National Body**" has a corresponding meaning.

"**Foundation**" means the International Taekwon-Do Foundation of New Zealand (Inc.).

"**Organisation**" means all the schools and members that belong to the Foundation.

"**Committee**" means the member's of the Standards & Discipline Committee appointed by the Foundation.

"**Director**" means the Director of the Standards & Discipline Committee appointed by the Executive Committee.

JOB DESCRIPTION

As stated in the "A" Constitution of International Taekwon-Do Foundation of New Zealand (Inc.) 2006 article 13.6(e): *"This Committee shall comprise of at least two (2) members appointed by the Executive Committee. The members of this Committee shall be responsible for the functions outlined in the "Standards & Discipline" document followed by the Foundation and its members, which includes: reviews of constitutions, implementation of rules, establishment and updating of rules, providing guidelines for the wearing of uniforms, legal proceedings, the appointment of assistants, guidance to instructors, reporting to the Executive, carrying out any other duty as outlined in the Standard's & Discipline Committee's Job Description, and any other matters relating to Standards & Discipline that the Executive Committee consider necessary."*

The members of the Committee shall ensure the maintenance of standards, good order and discipline within the Foundation, or outside the Organisation as far as it affects the smooth running and good reputation of the Foundation.

The Committee shall be responsible to the Executive and may have assistants in each region who will be responsible to the Director.

The "Standards and Discipline" member shall:

- (a) Endeavour to lift and maintain the general standard of discipline and etiquette within the Organisation.
- (b) Ensure the rules of conduct are implemented considering the spirit and intentions of this document.
- (c) Establish and update rules of conduct that relate to the behaviour of members in the Organisation, both in and outside the do jang in accordance with the accepted practices of the Foundation, to include matters that may cause or bring discredit upon the Foundation or any of its schools or members and have them ratified by the Executive.
- (d) Make sure that all instructors are aware of and are teaching the rules and regulations within this document.
- (e) Give guidance to school instructors where necessary on matters relating to standards, discipline and good order, including etiquette and standards of dress within their own school(s). These instructions are not intended to inhibit in any way the school's own rules of conduct being implemented.
- (f) Provide guidelines for the wearing of the correct uniform, including badges, and guidelines for the wearing of the 'official' dress.
- (g) Periodically review the constitution of the Foundation to ensure it is updated and is consistent with the intentions of the Organisation and have it ratified by the Executive.

(h) Make contact with, and if possible attend schools in their region to remind all members of the articles in this document.

(i) Make or cause to be made all necessary inquiries into matters of standards or discipline, including:

1 -any infringements of the Foundation's rules, and

2 -any complaints of or from any member or instructor, for reporting to the President or Executive of the Foundation. The Executive and Committee will decide on the appropriate course of action to be carried out by the Committee.

(j) Where necessary provide liaison and Taekwon-Do expertise to Council in civil or criminal matters involving members of the Foundation.

(k) Take suitable action to ensure no unauthorised persons pass themselves off or purport to be members of the Foundation whether by words, conduct, or demeanour.

(l) Be aware of any costs involved in performing the tasks of the Committee. Any expenditure outside normal and allowable expenses must be confirmed with the Treasurer prior to expenditure.

(m) It is not intended that general matters of "administration" come under the "Standards & Discipline" portfolio. Note: As stated in the "A" Constitution of International Taekwon-Do Foundation of New Zealand (Inc.) 2006 article 13.3: *"...The Executive Committee shall have the power to remove a member, including a co-opted member, from the Sub-Committee or Board at its absolute discretion without giving reasons therefore."*

RULES OF CONDUCT

All members of the Foundation shall abide by the following rules:

Preparation for Training:

1. Members must make sure they are clean and all nails are cut short for safety reasons.
2. Members should arrive at least 10 minutes before commencement of classes and be prepared both physically and mentally.

Entering the do jang: (training area)

1. Remove footwear prior to entering the designated training area.
2. Where several people are entering, ensure the senior person or adult is shown the courtesy of entering first.
3. Bow when entering or leaving the do jang.
4. Ensure shoes or other articles are neatly stored in accordance with the wishes of the instructor.
5. Bow and acknowledge others present in the do jang, which should include firstly the instructor, the assistant instructor, then senior members. Children will acknowledge adults. Similar courtesies should be paid when visiting other martial arts do jang, do jo or training halls.

Inside the do jang:

1. All members must treat each other with courtesy.
2. All instructions issued by instructors or senior members within the do jang must be obeyed.
3. When seeking to meet an instructor or senior, a student should stand at attention and keep alert to the situation at hand until approached or spoken to by the instructor or senior. The student shall ensure the do bok is well adjusted prior to the meeting.
4. All members present should acknowledge visiting instructors or seniors as they enter the do jang. (The senior member present should call others to attention & command Bow)
5. Members must not leave the do jang without permission of the instructor.
6. Members must not raise any objection or arguments during training in the do jang. Complaints, concerns or criticisms must be done in private and follow all the normal courtesies given to a senior ranked member of the Foundation.

7. Assistant instructors or other senior members (as indicated by the instructor) should advise in advance, their anticipated non-attendance at a training session. This is not only a courtesy but also has practical implications.
8. The junior students present shall be responsible for the setting up and tidying up of the equipment each training session. The senior members (other than the instructor or his assistant) shall supervise the putting away of equipment by junior members after the completion of training having regards to the wishes of the instructor.
9. Members must ensure their do jang is kept tidy.
10. Members should not smoke, eat or drink in the do jang. (Eating or drinking may be permitted at the instructor's discretion).
11. Members should ensure visitors are treated with courtesy, provided with seating, accompanied and given advice where necessary.
12. Students training at another school should seek permission of their own instructor and that of the instructor of the school being visited, prior to commencing the session.
13. Visiting members should be formally introduced to the school at the commencement of training.
14. Members must not make any unnecessary noise or disturbance inside the do jang.
15. All training fees or payments must be paid promptly at times indicated by the instructor.
16. Members shall address one another courteously, and use appropriate titles, e.g. Yes Sir, No Ma'am, Mr. Bloggs, Mrs. Kim, Dr. Who etc. The instructor should be addressed as Sir/Madam or by his/her surname, preceded by their title Mr/Mrs/Dr.
17. Questions or answers should end with the appropriate "Sir" or "Ma'am".

GENERAL

1. Members must not bring discredit upon, or breach the rules of the Foundation either within or outside the do jang, either by words, conduct or demeanour.
2. No member shall misuse Taekwon-Do. On investigation by the Committee, misuse may lead to possible suspension and/or expulsion.
3. The teachings, traditions and philosophy of the Chang Hon style of Taekwon-Do founded by Gen. Choi Hong Hi shall be observed.
4. The President of ITFNZ (or in his/her absence the member holding the relevant portfolio) shall have the ultimate discretion and authority whether written into the rules or not, on any matter relating to the art of Taekwon-Do, its administration, standards or discipline.

ALL MEMBERS SHALL OBSERVE

- (a) The Student Oath
- (b) The Tenets; Taekwon-Do by Gen. Choi Hong Hi pg. 12-14, Encyclopaedia of Taekwon-Do Vol. 1 pg. 14-17
- (c) The Moral Culture; Taekwon-Do by Gen. Choi Hong Hi pg. 26-36, Encyclopaedia of Taekwon-Do Vol. 1 pg. 45-68
- (d) The Student/Instructor Relationship; Taekwon-Do by Gen. Choi Hong Hi pg. 43-45, Encyclopaedia of Taekwon-Do Vol. 1 pg. 81-86
- (e) The Ideal Instructor; Taekwon-Do by Gen. Choi Hong Hi pg. 46, Encyclopaedia of Taekwon-Do Vol.1 pg. 87
- (f) The Philosophy of Taekwon-Do; Taekwon-Do by Gen. Choi Hong Hi pg. 47, Encyclopaedia of Taekwon-Do Vol. 1 pg. 88-90

The above can be found at: <http://www.itfnz.org.nz/what/>

PROCEDURES FOR THE START AND END OF CLASS

START OF CLASS

1. The senior member gives the command to face the instructor and bow (eg "Charyot, Boosabum nim kke, Kyong ye").
2. The senior member then gives the command to recite the Student Oath. ("Recite the Student Oath, Sijak")
3. The instructor watches the students recite the oath.
4. The senior member gives the command to return to attention stance ("Baro").
5. Class begins

END OF CLASS

1. The senior member gives the command to face the instructor and bow (eg " Charyot, Boosabum nim kke, Kyong ye").
2. The instructor gives the command to dismiss ("Hae san")
3. All Clap

NOTES

1. The title used for the instructor depends on his/her rank: 1st-3rd dan – boosabum, 4th-6th dan – sabum, 7th-8th dan – sahyun, 9th dan – saseong.
2. The instructor does not recite the Oath, but can take this time to observe the students, that they are saying the oath, uniform is correct and so on. The instructor should remain in attention stance.
3. When reciting the Oath, the students face forward, right hand raised and look straight ahead.
4. There is no longer a bow to the flag or to the senior member.

When there is more than one Instructor of different ranks, the procedure to bow is as follows:

The senior member gives the command to face the instructors and one bow takes place. eg. For a Master and a 4th dan instructor the commands would be: "Charyot, Sahyun nim kke, Sabum nim kke, Kyong ye".

GRADINGS

At a grading, Masters and Examiners should be positioned at the front of the class, instructors in the next line, then students lined up behind. The procedure for bowing at the start and end should be as follows:

1. Bow to the Masters and/or Examiners first (eg "Charyot, Sahyun nim kke, Simsa nim kke, Kyong ye").
2. Recite the Oath.
3. Instructors then turn to face the students and the senior member gives the command to bow (eg "Sabum nim kke, Boosabum nim kke, Kyong ye").
4. Grading begins (with the host introducing the Examiners and instructors) or ends (with the most senior Master or Examiner saying "Hae san").

TOURNAMENTS

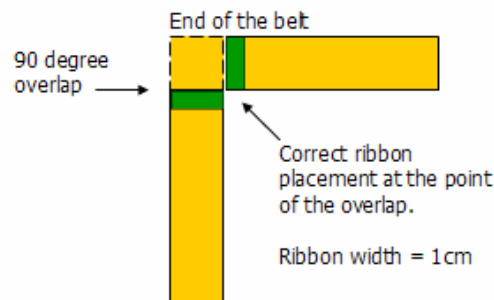
At a Tournament, the most senior instructor present should be bowed to at the start and end of the tournament.

STANDARDS FOR DRESS

For Training:

1. On arrival check your do bok and remove all accessories e.g. hats, headbands, rings, necklaces, watches, earrings and anything else dangerous. If wedding rings cannot be removed, they must be taped for safety. Medical Alert bracelets should be removed but the instructor made aware of their location (the instructor should already be clearly informed of any medical matters).
2. Do bok must always be clean, ironed and worn correctly. They should be in good repair. Students may wear a white singlet or T-shirt under their do bok top with the permission of their instructor. The do bok must also be of a good fit, hemmed appropriately and of a crisp white.
3. Belts shall be worn by those qualified for them. Wrapped around the waist once and tied in the correct manner. Care should be taken to ensure the colour of the belt is representative of the grade; some dyed belts often do not give a true colour. Striped belts should have the stripe placed the correct distance from the end of the belt (at the point of the 90 degree overlap).

For example:



4. The correct uniform (see do bok Regulations for more information) to be worn is white do bok top with white do bok trousers. Black belt holders shall wear an official ITFNZ black belt and have 3cm wide black trimming around the bottom of the jacket; *Black Belt members 4th 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 do bok top and a vertical black stripe three centimetres wide on the outside of both pant-legs. International Instructors (including Masters and Grand Masters) 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 do bok top and both of the pant-legs.*
5. The do bok top should have the ITF badge correctly mounted on the front left breast and the Foundation badge mounted on the front right breast. A small school badge may be attached to the right sleeve for individual school identity. (This should be smaller than the ITFNZ badge). For international events a small national flag of the member's country may be attached to the left sleeve, midway between the shoulder and elbow. The ITF Tree should be placed on the rear of the do bok top.
6. Do bok's obtained at International Events from overseas competitors maybe worn at school level, if permission is granted by the instructor, as they may provide inspiration and motivation. However, as they are not the correct uniform of the Foundation they may not be worn at any official event. E.g. Tournament or Grading.
7. If the do bok needs to be tidied up, students must turn to the left, away from the instructor to adjust.
8. The do bok should not be worn outside the do jang unless travelling directly to or from training or on special occasions as specified by the instructor.
9. Members who have participated in an authorised event of the Foundation shall be allowed to wear any specialised do bok worn for that event

For Tournaments:

Dress for Judges and Referees

Officials shall wear the following uniform: 1 navy blue blazer with ITF/NZ insignia or identifying lapel badge, 1 pair of navy blue trousers or 1 navy blue skirt. 1 ITF/NZ tie (International Instructors may wear the ITF Tie). 1 white shirt/blouse. 1 black dress belt. 1 pair white socks and 1 pair white shoes.

Dress for other Officials

Other Officials should be dressed for their tasks in a white top (preferably collared), navy blue pants (long) or skirt, and white shoes and white socks. Their dress should be clean and well presented. Tournament organisers may arrange identifying clothing different to the above, as long as it appears professional and responsibly reflects the ideals of the Foundation.

Dress for Competitors

Throughout the duration of the competition, the do bok must be worn (from official opening to official closing). During competition no other articles may be worn other than those specified - i.e. no sweatbands etc. During intervals, clothing such as a tracksuit may be worn over the do bok. All Sparring Equipment is as per pages 17-18 of the Tournaments Document for the Foundation.

For Gradings:

Dress for Instructors

All instructors and official assistant instructors should be fitted with a navy blue blazer blue trousers/skirt, and Official tie. If the instructors' uniform is unavailable or the instructor is required to participate during the grading, then a do bok is to be worn.

NB. Official Tie is the ITF/NZ Tie or for International Instructors the ITF Tie may be worn.

Below is a guide as to the wearing of the uniform:

1. The blazer is worn with a white shirt/blouse and the Official tie.
2. The trousers are worn with a black dress belt, black socks and black shoes.
3. The skirt is worn with appropriate leggings and black shoes.
4. Your uniform should be clean and well presented.
5. Your uniform should be in good repair.
6. Integrity and protocol are to be observed when you are in uniform.

The uniform consists of:

- 1 navy blue blazer.
- 1 pair of navy blue trousers or 1 navy blue skirt.
- 1 ITF/NZ tie. (International Instructors may wear the ITF Tie)
- 1 white shirt/blouse.
- 1 black dress belt.
- 1 pair black socks.
- 1 pair black shoes.

Dress for Black Belts

All must attend in an approved do bok as per the Standards of Dress for Training.

Dress for Grading Members

Students must attend in the approved do bok as per the Standards of Dress for Training. Students have the option of wearing shin pads, mouth guard, groin guard (men) and chest protector (women). Grading members must also appear well groomed, tidy and follow all the same Rules of Conduct as listed in this document regardless of the do jang, Hall or Gymnasium they are grading in.

DO BOK REGULATIONS

Information for Instructors, Suppliers and Students

It is the responsibility of the instructor to ensure that their members are dressed in the appropriate do bok and that their students clearly know the expectations in regards to the do bok's appearance and up-keep. The do bok is not merely a set of comfortable clothes that we wear to train in, but is steeped in thousands of years of Korean tradition and culture. Therefore, like the do jang it should be held in high regard and treated with respect.

There are now many competing do bok suppliers dealing with ITFNZ and its members. This is healthy and hopefully enables members to get the best value for money.

When choosing a do bok, it is paramount to keep the following in mind:

1. The do bok of choice must meet all of the requirements as outlined in the Standards of Dress for training (page 7).
2. The do bok of choice must have the correct version of each of the insignias / logos as outlined in the Standard of Dress for training (page 7). This must include the correct font.
3. The do bok of choice must not be covered with colourful, oversized or ostentatious branding. instructors should control this in their own do jang's.

Below are the correct versions of the current insignias / logos required on all ITFNZ do boks:

Official ITF Tree



Official ITF Badge



Official ITFNZ Logo (see Appendix C)

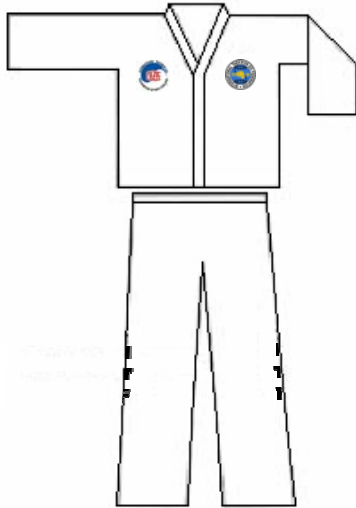


Official ITFNZ Black Belt Layout

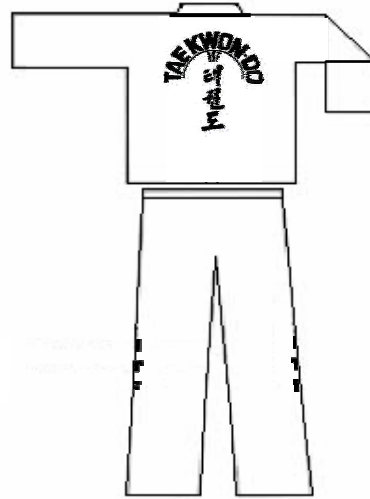


Below are standard mock-ups of both Gup Grade and Black Belt do boks:

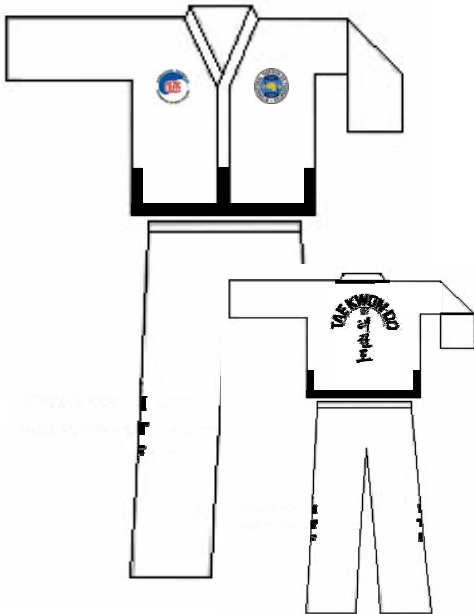
Gup Grade do bok (Front)



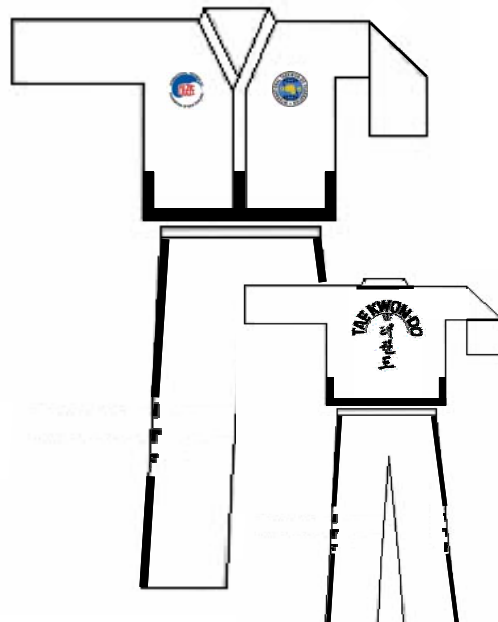
Gup Grade do bok (Rear)



Black Belt do bok 1st – 3rd Dan

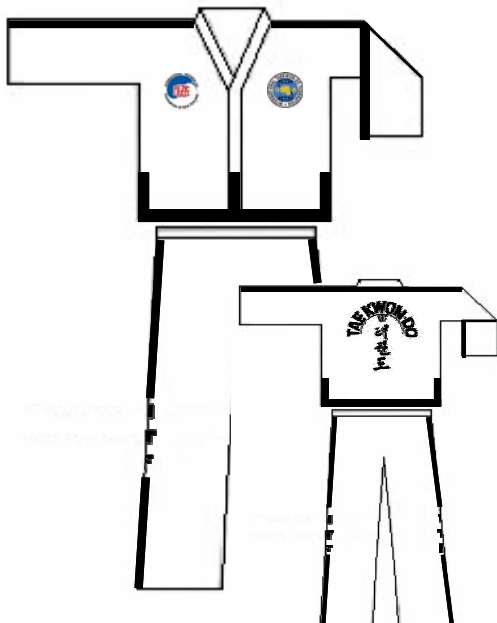


Black Belt do bok 4th Dan and above
(Non-International Instructor)



Note: Striped legs but not the arms.
(See Standards of Dress: For Training - Point 4)

Black Belt do bok 4th Dan and above
(International Instructor)



ITFNZ Inc. adherence to ITF Dress Guidelines

As members of the International Taekwon-Do Federation, all members of ITFNZ Inc. must adhere to the Dress Guidelines as published in the ITF By-Laws and as ratified by the ITF Board of Directors.

Master Trần Triều Quân –
President

The request to do so has been made at various International Instructors Courses throughout 2006 by the visiting Masters.

See: http://www.tkd-itf.home.pl/pub_web/ver_eng/bl-pp.html#drs

CRITERIA FOR OPENING AND OPERATING A SCHOOL

1. No person shall open a school or teach without prior approval, first by their Region for permission or acceptance, and then followed by the Technical Committee who will double check the applicant's credentials, give the final okay and then organise delivery of a new school kit. *Applications can be made online on the ITFNZ website.*
2. Instructors should be 18 years of age or over, must hold the rank of 1st Dan or above and should have successfully completed an accredited instructors' course recognised by the Foundation. (If an instructor is under 18 years of age he/she should be immediately overseen by a suitable adult who has been approved by the Region. His/her teaching and administration should be supervised by another instructor until they reach the appropriate age.)
3. Must have completed a current first aid course recognised by the Foundation.
4. Existing instructors should apply to their local region before opening a further school and approval shall also be sought from the Technical Committee before commencing.
5. Each instructor shall be a member of his/her regional organisation and the region shall be totally responsible for the schools within its area.
6. An instructor's certificate may be applied for by the new instructor once approval has been passed by the Technical Committee and the Region consents to the new school opening.
7. The person seeking to open a new school must comprehend the commitment they are about to make. This must be stressed by the Technical Committee, Region and Regional Director. Starting a school and then stopping 12 months later is not ideal and reflects badly on ITFNZ.
8. Official assistant instructors should also have completed an ITFNZ Instructors' Course.

9. Instructors and official assistant instructors are required to keep their qualifications current in accordance with the wishes of the Technical Committee.

DISPLAY MATERIAL

1. It is compulsory for the Foundation flag to be prominently displayed within the do jang.
2. The Tenets of Taekwon-Do and the Student Oath may be displayed within the do jang.
3. The Student/Instructor Relationship and Philosophy of Taekwon-Do may also be displayed within the do jang (2 & 3 are optional and are up to the instructor's discretion).

A GUIDE TO ETIQUETTE

Introduction:

Etiquette is the most important, valuable and fundamental aspect in one's life. Etiquette is that hidden element which comes spontaneously from within a person's heart and is expressed in actions, behaviour and/or speech. It is associated with personality and character building. Etiquette is not something, which is forced upon someone to abide by rules and regulations, but it is that element which flows naturally and automatically to make a person more readily accepted in our society. Etiquette enriches one's quality of life and thus gives a person peace and tranquillity not only to oneself but also to society at large.

Through Taekwon-Do, set out below is a code of etiquette, which may help to teach all Taekwon-Do members the moral and cultural values to enrich the quality of their lives. Etiquette is on one hand shown by example as upright conduct and humility, and yet is not cowardly, as natural pride is also present. There is a great need for these considerations as in our modern society we come increasingly into contact with large populations. All the rules set out below may not apply to each cultural background. However, correct etiquette and courtesy will apply regardless of different cultural backgrounds. These rules are set out so that the students may be acceptable internationally within the largest boundaries. For these reasons, the following code of etiquette should be read in conjunction with the rules.

Correct Salutation and Basics in the do jang:

1. When students bow they must first stand to attention (feet form a 45 degree angle). Fists are lightly clenched, bending the elbows slightly. Bend the body forward 15 degrees.
2. In the do jang or in the lounge or office etc., while sitting in the company of senior members (senior means higher ranking TKD students or an elderly person) one must maintain proper posture. In case of any senior member entering the room one must stand immediately and bow. You take your seat only after the senior member has sat down.
3. When entering a do jang, bow first to the instructor, then the assistant instructors and finally the senior members. Even when visiting other Martial Arts' do jangs, our students must show proper respect and observe the traits of modesty and courtesy at all times.
4. Members must observe the different grades (gup) and degrees (dan) by which rank and seniority in Taekwon-Do are maintained.
5. In the do jang, one must maintain silence as necessary, and attempt to build a serious training environment.
6. Receiving Certificates: Since Taekwon-Do is a Korean martial art, the official way to "receive" in ITF Taekwon-Do should reflect the traditional Korean culture of the Founder and, consequently, certificates should therefore be received in the same manner as shaking hands, putting the hand under the arm. This is not to say, of course, that it is wrong to extend both hand to receive. On the contrary, it is most polite to do so in many countries. However, etiquette/protocol in Taekwon-Do is determined in accordance with traditional Korean culture rather than local cultures.

Protocols & Guidelines:

VIP Etiquette

When transporting a VIP, always maintain the following rules:

1. If you are the driver and host, then the seating order should be (in order of seniority):
 - (a) front passenger seat next to you,
 - (b) rear passenger seat on opposite side to you,
 - (c) rear passenger seat on same side as you.
2. If using public transport e.g. a taxi or friend's car, the seating arrangements in order of seniority would be:
 - (a) rear passenger seat on side opposite driver.
 - (b) rear passenger seat on same side as the driver,
 - (c) front seat next to the driver.
3. Always show proper etiquette to a VIP, i.e. you should open the door and allow him/her to be seated first. When getting out you should open the car door for the VIP, giving assistance as necessary.

Dinner Table Etiquette

1. Maintain proper seated position while eating.
2. Wait for the senior member or any elderly person to start first.
3. Do not stand or leave the table while eating without seeking permission to be excused.
4. If you are the host, do not eat fast and finish before your guest who may still be eating. Adjust your speed so that you can finish your meal just about the same time as your guest.
5. Do not take uninvited guests to a party.
6. When eating with a number of people, always be considerate in sharing the food evenly, irrespective of your favourite dish.
7. When inviting a VIP, you, as host, should be seated at the table with the VIP and be readily available to serve.
8. When going out to restaurants or any outings, you must be prepared to share costs evenly. Do not be a parasite.
9. If you are invited by your friend, e.g. to a restaurant, and the costs are to be paid by the host, be reasonable and considerate when ordering food and drinks. i.e. do not order very expensive wine and food.

Seating Arrangements during Social or Official Functions

The middle is for the senior or the VIP. The right side must be the second and left is the third. The fourth place is again at the right, etc.

Taekwon-Do Tournaments or Occasions - Order of Speeches

1. Organiser. (Introductions should be formal and follow the Forms of Introduction on pg.5&16).
2. The most senior guest present e.g. President.
3. Followed by the next in seniority and then other guests who wish to speak.

Drinking

1. Never force anyone to drink too much. Respect their knowledge of their own limits.
2. Drinks should be poured by the junior, and attention should be paid to guests. When a drink is poured by a friend, then the recipient should immediately return the hospitality by pouring the friend's drink. When a toast is offered (often initiated by the senior), the glass should be held in two hands, the juniors glass being held slightly lower than the seniors.
3. When the occasion is over, the senior or VIP must leave first followed by others.

General Etiquette:**At Home or in Public**

Always try to use proper language in your conversation and maintain good or normal spoken language, (e.g. not slang). On all occasions, in whatever relationships you have (e.g. teacher-student, worker-boss, etc.) always maintain and display good etiquette.

During Conversation

1. Ensure that you use the correct and appropriate language.
2. When speaking to others, do not talk in an abrupt, violent or aggressive manner. Speak with humbleness.
3. Always remember to address a person with their proper title.
4. Always be a good listener. Do not cut in on someone else's conversation. When giving an opinion, think very carefully beforehand.
5. Do not point fingers at someone while talking and do not touch another person unnecessarily during the conversation.

Social Meetings

1. If you are introduced by a friend to a VIP, let your friend complete the introduction first before you speak.
2. When shaking hands, junior students must wait until the senior extends his hand first. A junior must never be the first to extend the hand to the senior.
3. When shaking hands, do not hold too tight (or loose) or for too long.

When Visiting

1. Do not give too many surprise visits. Try to give plenty of notice before your intended visit.
2. Avoid visiting early mornings or late nights, unless previously arranged.
3. If when visiting, your host gives you indirect hints to leave (e.g. looking at his watch etc) be considerate and leave.
4. When visitors leave, see them from the premises by accompanying them to the gate or car. Await their departure before returning inside.

Instructors' Attitude

1. Every movement of the instructor is being watched closely by the students. They want to follow their instructors very closely; i.e. students are "mirror-images" of their instructors. Instructors must at all times take special precautions and set excellent examples to others.
2. Instructors must not criticise fellow instructors or seniors in front of students.
3. Instructors must always be honest in their approach to the members.
4. Never use a military or dictatorial approach when giving instruction to members.
5. Instructors must show respect to the members for their outside status, professions or achievements. Members may not only be students of Taekwon-Do. In other fields they may be Masters. Respect them as individuals.

Visiting Instructors

Visiting instructors from other organisations should only be invited to instruct with the consent of the instructor of the school. If of high rank then our President should be advised.

TRANSFERRING SCHOOLS

Students may train at other schools on a casual basis when they have sought the permission of their instructor and the permission of the instructor at the school they wish to visit. If the student wishes to train elsewhere on a permanent basis then an official transfer must be undertaken by the student. This is so the following points are satisfactorily dealt with:

1. The original instructor is correctly notified, informed of the move and can release their student without reservation.
2. Reasons for the transfer become transparent to all parties involved.
3. The new instructor is correctly informed and can accept the new student without reservation.
4. The ITFNZ database is correctly updated in a timely fashion.

Applications to transfer must be made on the appropriate form (see Appendix A) – this form is also available online under General Documents (see www.itfnz.org.nz).

This protocol serves to ensure common courtesies are provided to the instructors and that no ill feeling manifests itself between different schools. Students must also be held accountable for their actions and should clearly explain their reasons for a particular transfer.

ATTENDING OUTSIDE EVENTS

When attending an outside event, always support the hosting organisation. The courtesies shown in one's own organisation should be displayed even where they may not be demonstrated by others. Until one has studied at length another martial art, then one is not in a position to criticise that art.

The following are considerations for members anticipating attending outside events:

- (a) The participant's standards and attitudes.
- (b) Judging, refereeing standards and attitudes.
- (c) Reputation that participation will give.
- (d) Administration -poor or otherwise.
- (e) Reflection on the Foundation.
- (f) The champion can be the one who quietly watches. Winning or losing is not important.

Approval from your regional cell must be obtained before any individual or school will be permitted to enter any non-ITFNZ sanctioned tournaments or seminars. The regional cell can refuse participation in any events of poor standard.

GRADING CHECKLIST

The following needs consideration when organising grading's:

Examiner

- Immediate acknowledgment of receipt of grading dates, and that arrangements are being made.
- Accommodation reservations. Host/driver to be available for uplifting from airport, to the grading, and to the airport for departure.

Forms

- Membership cards in order.
- Grading result forms in their respective grades (2) -examiner's copy -your copy, filled out as indicated on the bottom of the form.
- Payment for grading (to regional director with appropriate form).

Host School

- To organise venue for the grading (as below).
- To organise a venue for the examiner to discuss the results of the grading. Light refreshments should be provided.

Venue Checklist

- Consider size, seating available, and facilities.
- Reserve well in advance, payment made.
- Key to venue and someone to open up/close up.
- Water & power on.
- Table and chairs for examiner and instructors, black belts at the side of the do jang near the front -official table cloth, drink and glasses on the table.
- Flag hanging at the front.
- Floor markings (tape) to show students where to stand.
- Destruction materials should be readily available.
- Toilet paper and hand towels in the toilets.
- Security of valuables, occasional checks outside too.
- Parking space for examiners and other instructors' cars.

General Procedures

1. Warm-up about 25 minutes before examiner arrives. Nominate someone to prepare and conduct the warm-up (brain not brawn). Members should be instructed on where to be seated and advised as to proper conduct.
 - When to go to the toilet.
 - When and where older members should stretch.
 - When children can leave etc.
2. Examiner arrives (nominate someone to watch for his arrival).
3. Instructors must be dressed in the official uniform (unless required in do bok for the grading).
4. The instructors wait outside for the examiner. They walk in with the Examiner in accordance to their seniority with the Examiner at the front of the line.
5. The instructors line up at the front, facing forward. If a stage is used, then instructors line up at floor level moving to the stage following the bow.
6. The rest of the class is lined up directly behind the instructors, black belts etc. in rank.
7. Student oath as per procedure for the start of class.
8. Bow to the examiner, bow to the instructors.
9. The host instructor introduces the examiner and instructors (see Forms of Introduction below) and advises people of the evening's events.
10. Those grading move back and are seated while the examiner is introduced to the instructors and guests if any. Black belt students are to be seated at the side of the venue.
11. Grading begins.
12. Instructors need to be seated where practical near the examiner for consultation. Instructors only are permitted to be seated at the examiner's table. If your student is being examined, then sit next to the examiner so comments can be passed.
13. All black belts of the schools grading are to be present at the grading in do bok unless apologies have been given to their instructor. Black belts are to (a) be seated in a suitable manner on the seating provided, (b) share the task of ushering the students, (c) remain alert and maintain the correct standards/discipline among the students grading. General Ushering Duties: Make sure that students present themselves in the order called. Give the appropriate commands. At this point, keep a close eye on the examiner for changes of activities.
14. During the grading there may be further warm-ups, depending on the length of the grading. The examiner usually nominates someone specific to take it.
15. Finish with a speech from examiner & presentations, notices from the host school, notices from visiting instructors.

16. Final procedure: The senior gives the commands as per the procedure for the end of class with the following adjustment: The official instructors stand as per the start of the grading. The senior says to face the Examiner, then all bow to the examiner. Instructors turn to face main class - bow to instructors. Examiner then gives command – hae san (class dismissed).

After the Grading

1. After grading function: Announcement, time, date, venue, who attends, food, transport, reservations.
2. Always have one or two adults handy to host the examiner and for attending to odd jobs before, during, and after the grading.

Forms of Introduction

Should be in order of seniority. For information on how to correctly introduce the examiners see: <http://www.itfnz.org.nz/ref/documents/grading-hosting.htm>

For information on organising black belt gradings see: http://www.itfnz.org.nz/ref/documents/grad_bborg.html

INVESTIGATION OF BREACH OF RULES

1. Matters coming to notice should be referred to the school instructor first. If the matter is of a sensitive nature between student and instructor, then the matter is to be passed to the Regional Director. If they are able to be resolved at either level, then they should be.
2. A decision whether to advise the Committee should be made. As a guide, the Committee needs advising if the matter is of National importance, involves executive or management, or is a matter beyond regional jurisdiction, or through lack of co-operation by members involved etc.
3. If referred to the Committee, early written advice is required. Recommendations are to be made by the Regional Director. An explanation from all parties concerned should be included.
4. The Committee may exercise options listed under penalties in the rules. The matter should be forwarded to the Executive for an ultimate decision.
5. Parties are then to be advised of the results.
6. A flow chart of the official complaints procedure is available in *Appendix B*.

PENALTIES

1. Upon satisfactory evidence or explanations being produced, the Executive, or when delegated, the Director, may counsel, warn, suspend, or dismiss any member.
2. The Committee upon satisfactory evidence and where deemed prudent, shall counsel, warn, or suspend a member until an ultimate decision is made by the Executive. The member suspended shall be fairly informed of the reason for the suspension. If a member is suspended, the final decision and deliberations to dismiss or re-instate the member shall be carried out without delay by the Committee.
3. An instructor may counsel, warn or recommend suspension of a member to the Committee for breaches of rules or etiquette.
4. Where any member is suspended from a school, no other school, student, or instructor shall allow that member to train, formally or informally at a school or otherwise, until the suspension has been lifted.
5. The member suspended from his own school may, after a suitable period, have his case reviewed by his instructor and have a recommendation made to the Director of the Standards & Discipline Committee.



APPLICATION TO TRANSFER SCHOOLS

(Use this form to correctly apply to transfer between schools and begin training at a new location)

Applicant:
(Full name, Mr/Mrs/etc)

Rank:
(Gup or Dan)

	GUP DAN	ITFNZ Number: <small>(see your instructor)</small>	
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Address:

Phone:
(Home/Work/Mobile)

Email:

Current School & Instructor:

New School & Instructor:

Reason for Transfer:
(Use the reverse side of this form if necessary)

Medical Conditions:

Money outstanding: <small>(Do you owe any fee's etc?)</small>		School property: <small>(Any borrowed items returned?)</small>	
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Note: It is the applicant's responsibility to inform their current instructor of their intention to transfer and to seek their instructors consent. The new instructor cannot accept them as their own student until this has been done. This is a basic courtesy to your original instructor.

Applicants Signature:		Date:	
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Original Instructor Consent
(Please arrange mailing of membership card on consent)

New Instructor Consent
(Original Instructor must consent first)

Date:

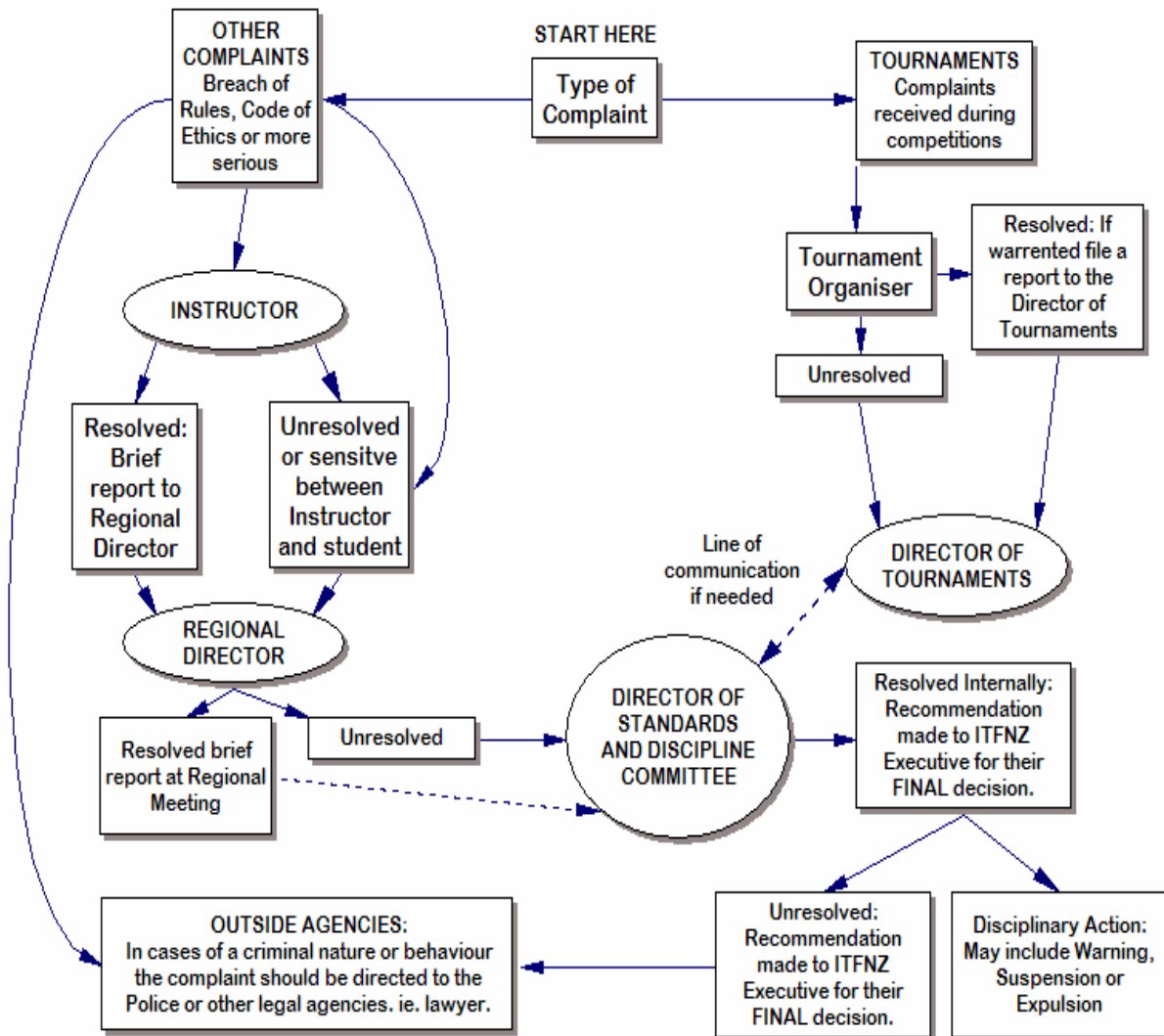
Date:

Signature:
(Original Instructor)

Signature:
(New Instructor)

[On completion this document is to be filed with the Regional Director of the transferring student's original region. The Regional Director will ensure that the student's school details are updated appropriately]

ITFNZ COMPLAINTS PROCEDURE



[Complaints Procedure Flow Chart courtesy of Mr. Ian Campbell, past Director - Standards & Discipline Committee]

ITFNZ LOGO



The logo for ITFNZ, which is featured on our official flag and badge was chosen from entries in a National competition held in late 1989. It was designed by David Sauvage. The logo reflects the oriental idea of opposite forces (Yin -Yang) making up a whole. It incorporates the Kiwi, the unofficial emblem of New Zealand.

- The circular design symbolises the never-ending nature of eternity and knowledge.
- The lettering in the center of the logo is "Taekwon-Do" written in the Korean phonetic alphabet system known as Han-Gul.
- The colours of black (lettering), red (Han-Gul), blue (Kiwi) and white (background) were chosen because not only are they present on both Korean and New Zealand flags, but they are the three most senior belt colours in Taekwon-Do.

Official computer graphics of the ITFNZ logo plus other official marketing material is available on the ITFNZ website, this includes all information on the correct typesetting and colours used for publishing and reproduction purposes.

<http://www.itfnz.org.nz/ref/documents/logo.html>

No adaptation of the official colours or design is allowed without the express permission of the Standards and Discipline Director. If you are unsure, ask first.