
Standards and Discipline

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Lena Walton – Standards Advisor



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Definitions

"ITKD Board" and "President" mean those members elected in accordance with the constitution of the International Taekwon-Do of New Zealand (Inc.) and

"ITKD Council" means the President and all ITKD schools and members.

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

"Advisor Group" mean the members of the Standards and Discipline Advisor Group as appointed by ITKD.

"Advisor" means the Head Advisor of the Standards and Discipline Advisor Group as appointed by the ITKD Advisory Panel.

Job Description

Introduction

As stated in the "A" Constitution of International Taekwon-Do Of New Zealand (Inc.) 1990 article 13.6d: "This Advisor Group shall comprise of at least two members appointed by the ITKD Board Advisory Panel. They shall be responsible for the functions outlined in the "Standards and Discipline" document followed by ITKD 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 ITKD Board, and any other matters relating to Standards and Discipline that the ITKD Board Advisory Panel consider necessary."

The members of the Standards and Discipline Advisor Group shall ensure the maintenance of standards, good order and discipline within ITKD, or outside the organisation as far as it affects the smooth running and good reputation of ITKD.

The Advisor Group shall be responsible to the ITKD Board / Advisory Panel and may have assistants in each region that will be responsible to the Advisor.

Standards & Discipline Advisor Job Description

The Standards & Discipline Advisor will be appointed, on a biannual basis, by the Advisory Panel. The position is held by a 4th Degree or above and report directly to the Advisory Panel.

The role is one that relies on confidentiality, tact and the ability to listen well and make informed and fair decisions. Historical evidence shows that reported incidents can often be menial and easily solved, but others can be both difficult and damaging to the

organisation if not dealt with correctly. Hence, the need to have someone in the position who is trusted, senior in rank and impartial.

The Standard and Discipline Advisor has a team of selected individuals who fulfil the role of regional S&D representatives. It is important that these selected members also have a vested interest in the organisation and can also fulfil the responsibilities listed below. For this reason, they are not voted in, but are asked directly by either, the Standard and Discipline Advisor or are put forward by their own Regional Director for consideration, and approved by the Advisory Panel.

Responsibilities of the Standard and Discipline Advisor

- To accept complaints regarding Standards or Disciplinary issues within International Taekwon-Do.
- To create and hold a record of all complaints and their resulting proceedings for historical evidence.
- To seek assistance whenever necessary from the Advisory Panel, Operations Executive or CEO.
- To utilise when necessary other team members to assist in decision making processes.
- To be prepared to suspend stand-down or expel members as the need arises.
- To produce a report to the Board two weeks prior to each Board Meeting.
- To update and ensure the implementation of the Standards and Discipline document and all its contents.

Expectations of the Standard and Discipline Advisor

- To always show the utmost confidentiality and to only involve those necessary and needing to be involved.
- To deal with each complaint in a timely fashion and in an efficient manner.
- To make the time available to meet, mediate and question all parties involved in any complaint.
- To take every complaint on its own merit, to gather evidence and to remain impartial at all times.
- To immediately pass on any serious legal matters to the Police when required.

Standards & Discipline Budget

The S&D Advisor is to prepare and submit an annual budget to the CEO. Liaise with the S&D Advisor Group on how best to allocate the budget so that the majority of members benefit from it. S&D Advisor will approve the final budget prior to it being submitted to the CEO. Any allocated funds from International Taekwon-Do will be held by the organisation's Accounts Administrator and approval for funds to be released via the S&D Advisor.

Standards and Discipline Regional Representative Job Description

The Standard and Discipline Regional Representative position is held by a senior degree black belt (3rd degree or above). They report directly to the Standards and Discipline Advisor.

Responsibilities of the Standard and Discipline Regional Representative

- To accept complaints regarding standards or discipline issues within International Taekwon-Do.
- To create and hold a record of all complaints and proceedings for their own region for historical evidence, plus to copy in all correspondence to the Standards and Discipline Advisor.
- To seek assistance whenever necessary from the Standards and Discipline Advisor and their Regional Director.
- To utilise when necessary other team members to assist in decision making processes.
- To be prepared to suspend stand-down or expel members as the need arises within their own region in conjunction with the Standards and Discipline Advisor.
- To ensure the implementation of the Standards and Discipline document and all its contents within their own region.

Expectations of the Standard and Discipline Regional Representative

- To always show the utmost confidentiality and to only involve those necessary and needing to be involved.
- To deal with each complaint in a timely fashion and in an efficient manner.
- To make the time available to meet, mediate and question all parties involved in any complaint.
- To take every complaint on its own merit, to gather evidence and to remain impartial at all times.
- To immediately pass on any serious legal matters to the Standards and Discipline Advisor for reporting to the Police.

Rules of Conduct

All members of the International Taekwon-Do shall abide by the following rules:

Preparation for Training

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

Bowing

Bowing is the traditional way to show respect and discipline in the martial arts. In ITF Taekwon-Do, bowing is not an indication of complete submission to one's senior. It is a sign of mutual respect.

A bow can be used for different purposes. For example, it may be a greeting or an indication that a junior would like to speak to his senior. A bow can mean "thank you" or "I understand". In training, before starting free sparring or step sparring or other practices involving two or more people, those involved bow to each other. When finished, they bow again.

It is essential that the bow be executed in full consciousness of the meaning of the gesture. It must never become automatic or be done half-heartedly.

To correctly bow the ITF way, the following procedure applies:

- Stop moving and stand up straight;
- Put down anything you are carrying. Your hands must be empty;
- If you are wearing a hat, remove it;
- Place your heels together, with your feet at a 45° angle (Forming a "V" shape);
- Hold your arms straight at a 30° angle from the sides of your body;
- Close your hands slightly;
- Bend forward from the waist to a 15° angle from upright;
- Keep your head up so you can look forward at the person or object you are bowing to, not down at the floor.
- Maintain the bowing position until the senior bows to you;
- When the senior starts to straighten up, you may do so also.

Following protocol and bowing in the ITF way shows respect and gratitude for our founder, our teachers, and other seniors. It also serves as a reminder that we are in a Taekwon-Do environment. This helps to create a favourable atmosphere for teaching and learning, for training and competition, and at meetings and other ITF events.

Entering the do Jang

- Remove footwear prior to entering the designated training area.
- Where several people are entering, ensure the senior person or adult is shown the courtesy of entering first.
- Bow when entering or leaving the do jang.
- Ensure shoes or other articles are neatly stored in accordance with the wishes of the instructor.
- 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

- All members must treat each other with courtesy.
- All instructions issued by instructors or senior members within the do jang must be obeyed.
- 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.
- All members present should acknowledge visiting instructors or seniors as they enter the do jang. (Senior member present should call others to attention & command bow)
- Members must not leave the do jang without permission of the instructor or assistant instructor if the instructor is busy.
- 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 ITKD.
- 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 a practical application.
- 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.
- Members must ensure their do jang is kept tidy.
- Members should not smoke, eat or drink in the do jang. (Eating or drinking may be permitted at the instructor's discretion).
- Members should ensure visitors are treated with courtesy, provided with seating, accompanied and given advice where necessary.

- 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.
- Members must not make any unnecessary noise or disturbance inside the do jang.
- All training fees or payments must be paid promptly as indicated.
- 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/Ma'am or by his/her surname, preceded by their title Mr/Mrs/Dr.
- Questions or answers should end with the appropriate "Sir" or "Ma'am".
- Members must turn to the left to tidy up.

Outside the Do Jang

- Outside the do jang, students must bow to all Grand Masters, Masters, instructors, and other seniors they meet. When greeting a group, the junior bows to the most senior first.
- When speaking on the telephone it is important to follow protocol, showing the same respect as when speaking to that person face-to-face. Thus a junior will use the proper forms of address when speaking to his/her senior and will say "Yes, sir" or "No, Ma'am". He or she will listen carefully and not interrupt the senior, always asking permission if he or she must ask a question.
- All protocol must be followed in written correspondence too. Appropriate forms of address must be used, and the tone must be respectful. Because e-mail is an almost instantaneous means of correspondence, there is a tendency to relax standards for both grammar and etiquette. However, whether the correspondence is transmitted by conventional mail or by e-mail, it is important to follow protocol. Each person must be addressed politely and with the deference due to their rank and/or position.

Refer to the social networking policy on the iTKD website:

<http://www.itkd.co.nz/reference/documents/policy/ITFNZ-SocialNetworkingPolicy.doc>

General

- 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 demeanor.
- No member shall misuse Taekwon-Do. Upon an investigation by the Advisory Panel, misuse may lead to possible suspension and/or expulsion.
- The teachings, traditions and philosophy of the Chang Hon style of Taekwon- Do founded by Gen. Choi Hong Hi shall be observed.
- The ITKD President (or in his 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

- The Tenets; Taekwon-Do by Gen. Choi Hong Hi.
- The Moral Culture; Taekwon-Do by Gen. Choi Hong Hi.
- The Student/Instructor Relationship; Taekwon-Do by Gen.
- The Ideal Instructor; Taekwon-Do by Gen.
- The Philosophy of Taekwon-Do.

Please refer to the 1999 condensed encyclopaedia for above 5 points.

Procedures for the start and end of class

Start of the Class

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

End of the Class

- The senior member gives the command to face the Instructor and bow (eg " Charyot, Sabum nim kke, Kyong ye")
- The member standing to the left of the senior member gives the command to face the senior member and then gives the command to bow "Kyong ye"
- The instructor gives the command to dismiss ("Hae san")
- All clap

NOTES

- 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.
- When reciting the Oath, the students face forward, right hand raised while looking straight ahead.
- There is no longer a bow to the flag.
- 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".

Grading

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:

- Bow to the Examiners, regardless of rank, and Masters should they be present but not part of the Examiners Panel for that Grading (eg "Charyot, Simsa nim kke, Sahyun nim kke, Kyong ye").
- Recite the Oath.
- 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").
- 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 official and/or Master present should be bowed to at the start and end of the tournament by the competitors, then followed by the officials present for the event.

Standards for dress

For Training

- On arrival check your do bok and remove all accessories e.g.hats, headbands, rings (other than wedding bands that don't have raised stones) necklaces, watches, earrings and anything else thats dangerous. Religious items and cultural clothing, e.g. Head Burka, that are non-removable must be covered and taped in manner that keeps both the wearer and others safe.

- 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.
- 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.
- Refer how to correctly tie your belt: (see full encyclopaedia volume 2 page 178 – 179).
- Black Belts ensure that your name ends on your left side and the knot also faces left.
- 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 ITKD black belt and have 3-4cm 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 shirt and a vertical black stripe three centimetres wide on the outside of both pant-legs. International instructors may also wear the vertical stripe of the same width down each arm. Masters and Grand Masters wear the same uniform as degree members with the addition of a vertical white stripe 1cm wide down the centre of the original black stripe on the outside of each sleeve of the shirt and both of the pant legs.
- The do bok top should have the ITF badge correctly mounted on the front left breast and the International Taekwon-Do (ITKD new branding 2010) 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 International Taekwon-Do badge). For international events, selected NZ Team Members only, can wear a small NZ national flag and one small personal sponsor logo on the left sleeve midway between the shoulder and elbow. The ITF Tree should be placed on the rear of the do bok top.
- Do boks obtained at international events from overseas competitors may be worn at school level or other training event, if permission is granted by the instructor or coach, 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.
- If the do bok needs to be tidied up, students must turn to the left, away from the instructor to adjust.
- Do bok should not be worn outside the do jang unless traveling directly to or from training or on special occasions as specified by the instructor.
- Members who have participated in an authorised event of the Foundation shall be allowed to wear any specialised do bok worn for that event. E.g. members who wear a NZ Team do bok.

For Tournaments

Dress for Judges and Referees

Officials shall wear the following uniform:

- Navy blue blazer with ITF identifying lapel badge,
- Pair of navy blue trousers or 1 navy blue skirt.
- ITKD blue tie (International Instructors may wear the ITF Tie).
- White shirt/blouse.
- Black dress belt.
- Pair white socks
- Pair white shoes.

Ladies may forgo the tie and wear a suitable and appropriate white blouse.

Dress for other Officials

Other officials should be dressed for their tasks as follows

- White top (preferably collared).
- Navy blue pants (long) or skirt.
- White shoes.
- White socks.

Their dress should be clean and well presented. Tournament organisers may arrange identifying clothing different from 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 or visible skins etc. When not in competition a team tracksuit or team wear (not civvies) may be worn over or in lieu of a do bok.

All sparring equipment is as per details outlined in the Tournaments Document for the Foundation

<http://approved.tkd-itf.org/ext/approved-itf/?department=safety-equipment>

For Grading

Dress for Instructors

All instructors and official assistant instructors should be fitted with a navy blue blazer, navy blue trousers/skirt, and official ITF or ITKD tie relevant to their rank. If the instructors' uniform is unavailable or the instructor is required to participate during the grading, then a do bok is to be worn. Ladies may forgo the tie and wear a suitable and appropriate white blouse.

NB. Official tie is the ITKD tie or for international instructors the ITF tie may be worn.

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

- The blazer is worn with a white shirt/blouse and the official tie.
- The trousers are worn with a black dress belt, black socks and black shoes.
- The skirt is worn with black shoes.
- Your uniform should be clean and well presented.
- Your uniform should be in good repair.
- Integrity and protocol are to be observed when you are in uniform.

The uniform consists of:

- 1 navy blue blazer with ITKD insignia or identifying lapel badge.
- 1 pair of navy blue trousers or 1 navy blue skirt.
- 1 ITKD 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 and Students

It is the responsibility of the Instructor to ensure that their members are dressed in the appropriate and approved 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 our traditional uniform that has stemmed from Korean tradition and culture. Therefore, like the do jang it should be held in high regard and treated with respect.

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

- The do bok of choice must meet all of the requirements as outlined in the Standards of Dress for training (pg 10).
- The do bok of choice must have the correct version of each of the insignias / logos as outlined in this standards document.
- The do bok of choice should preferably not be covered with loud or ostentatious branding (these can be removed at the instructor's discretion).
- It should be kept clean and simple, not cluttered up with various badges and patches. It must never be used for commercial messages of any kind.

Below are the correct versions of the current insignias / logos required on all International Taekwon-Do of New Zealand (Inc.) do boks:

Official International Taekwon-Do Logo



Official ITF Co-Branding Logos



Official ITF Tree logo



Official Black Belt Layout



Guidance on use of the International Taekwon-Do brand please refer to the Standards Guide <http://itkd.co.nz/logos/>

Criteria for opening a school

- No person shall open a school or act as the instructor or assistant instructor without prior approval first by their Region for permission / acceptance, and then followed by the Technical Advisory Group who will double check the applicant's credentials, give the final okay and then organise delivery of a new school kit. However, it's alright to teach and assist if you are asked by the instructor, but you can't lead a class on your own unless you are approved.

See: <http://itkd.co.nz/members/black-belts/apply.php>

- Instructors should be 18 years of age or over, must hold the rank of 1st Dan or above and should have successfully completed an Instructor Induction Course and an Instructor Update Course every two years to remain qualified. (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.)
- Must have completed a current first aid course recognised by the International Taekwon-Do of New Zealand (Inc.). Existing instructors should apply to their local region before opening a further school and approval shall also be sought from the Technical Advisory Panel before commencing.
- Each instructor shall be a member of his/her regional organisation and the region shall be totally responsible for the schools within its area.
- The person seeking to open a new school must comprehend the commitment they are about to make. Starting a school and then stopping 12 months later is not ideal and reflects badly on ITKD.
- Assistant instructors should have also completed an Instructors Induction Course and have a current First Aid Certificate.

Display material

- The International Taekwon-Do banner should be prominently displayed within the do jang.
- A portrait of the founder, General Choi Hong Hi, should be prominently displayed in the do jang (as supplied in the club kit).

Other material (ie) Tenets of Taekwon-Do, Student Oath, Student/Instructor Relationship, Philosophy of Taekwon-Do may be displayed at the discretion of the instructor, as long as it correctly supports the ideals of the organisation, philosophy of Taekwon-Do and Moral Culture.

A guide to etiquette

A high degree of etiquette should be observed by students, both inside and outside the training hall (do-jang). This should be applied by lower ranking students to senior students while training, by higher ranking students to elder students outside of the do-jang, and by all students when visiting another do-jang. In all cases, emphasis should be placed on correct and proper salutation. It is a form of respect and courtesy in Western as well as Oriental societies.

General Choi Hong Hi, Founder of ITF Taekwon-Do

The Encyclopedia of Taekwon-Do (vol. 1, p. 66)

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.

Set out below is a code of etiquette, which may help to teach all Taekwon-Do members moral and cultural values that may help to enrich the quality of their lives. Etiquette is, on the 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.

Establishing the correct hierarchy among members (Seniority among members)

According to Section 7.5.1 "Seniority among Members" of the official By-Law of the ITF, seniority is described as follows:

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

- The date on the grade or degree certificate determines seniority;
- 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;
- If the above criteria are not decisive, the person with the earlier date of birth will be considered to be senior.

Correct Salutation and Basics in the Do Jang

- Black Belt ranks are correctly saluted addressed as follows:
 - 9th degree, Grand Master, will be addressed as SASUNG NIM.
 - 8th and 7th degree, Master, will be addressed as SAHYUN NIM.
 - 6th, 5th and 4th degree, Instructor, will be addressed as SABUM NIM.
 - 3rd, 2nd and 1st degree, Assistant Instructor, will be addressed as BOOSABUM NIM.
- Say: “Grand Master”, “Master”, “Instructor”, “Sir” or “Ma’am”, “Mr”, “Mrs” or “Ms” followed by the family name. Instead of a simple “Yes”, the correct response would be “Yes, Sir” or “Yes, Ms, family name”. Avoid saying “Yeah” or “OK” instead of “Yes”, as it could be perceived as showing a lack of respect.
- 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.
- 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.
- 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 jang, our students must show proper respect and observe the traits of modesty and courtesy at all times.
- Members must observe the different grades (gup) and degrees (dan) by which rank and seniority in Taekwon-Do are maintained.
- In the do jang, one must maintain silence as necessary, and attempt to build a serious training environment

Protocols & Guidelines, VIP Etiquette

When transporting a VIP, always maintain the following rules:

- If you are the driver and host, then the seating order should be (in order of seniority):
 - front passenger seat next to you,
 - Rear passenger seat on opposite side to you,
 - Rear passenger seat on same side as you.

If using public transport e.g. a taxi or friends' car, the seating arrangements in order of seniority would be:

- Rear passenger seat on side opposite driver.
- Rear passenger seat on same side as the driver,
- Front seat next to the driver.

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

- Maintain proper seated position while eating.
- Wait for the senior member or any elderly person to start first.
- Do not stand or leave the table while eating without seeking permission to be excused.
- 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.
- Do not take uninvited guests to a party.
- When eating with a number of people, always be considerate in sharing the food evenly, irrespective of your favourite dish.
- When inviting a VIP, you, as host, should be seated at the table with the VIP and be readily available to serve.
- When going out to restaurants or any outings, you must be prepared to share costs evenly.
- 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.

Tournaments or Occasions - Order of Speeches

- If the local Iwi are invited to do a mihi and karakia, the Manawhenua speaks first.
- Organiser. (Introductions should be formal and follow the Forms of Introduction previously presented).
- The most senior guest present e.g. President.
- Ministers or other guests.

Drinking and smoking

- Never force anyone to drink too much. Respect their knowledge of their own limits.

- Smokers should remove themselves from the vicinity and smoke in private and in a place that does not cause offence to anyone.
- 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 toast is offered (often initiated by the senior), the glass should be held in two hands, the junior's glass being held slightly lower than the senior's.
- 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

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

Social Meetings

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

Shaking Hands

In ancient times Chinese mandarins wore tunics with very long, very wide sleeves. When a mandarin pulled up his sleeve it was a practical gesture – it was difficult to use his hands if he didn't – but it was also a way of signalling that he was being open and honest. Perhaps this is the origin of the expression “to have nothing up your sleeve”, meaning that you have nothing to hide?

In Taekwon-Do, we always use two hands when shaking hands. While leaning forward slightly from the waist (as for a bow), the right hand is extended to shake the other person's hand. The left hand is placed under the right elbow with the palm turned up so that it is supporting the right arm. This two-handed greeting is a symbol of respect and an indication that the other person has your full attention.

By supporting the right forearm with the left hand and shaking hands the Taekwon-Do way, you are following protocol and, although you may not always be conscious of it, you are also signalling to the other person that he can trust you.

Giving and receiving

Always use both hands when giving or accepting any object, even if it is a business card. This is a gesture of respect and should be used at all times, even outside the do jang. Using both hands shows that you are giving your full attention and ensures that you are being careful.

At events when awards are being presented, the presentations should generally be made starting with the award to the most junior person and working up to the most senior. If there is a special senior guest, he/she should be introduced at the end of the presentations, and time must be reserved so he/she can address those present immediately after he/she is introduced.

When Visiting

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

Instructors' Attitude

- 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.
- Instructors must not criticise fellow instructors or seniors in front of students.
- Instructors must always be honest in their approach to the members.
- Never use a military or dictatorial approach when giving instruction to members.
- 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 a 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 an official transfer must be undertaken by the student.

This ensures the following points are satisfactorily dealt with:

- The original instructor is correctly notified and informed of the move.
- Reasons for the transfer become transparent to all parties involved.
- The new instructor is correctly informed and can accept the student without reservation.
- The ITKD database is correctly updated in a timely fashion.
- The student(s) must immediately ensure that all outstanding fees have been settled and all equipment belonging to the original school are returned.

Applications to transfer must be made on the appropriate form (see Appendix A or <http://www.itkd.co.nz/reference/documents/index.php#regulations>)

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 Internal or External Events

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:

- The participant's standards and attitudes.
- Judging, refereeing standards and attitudes.
- Reputation that participation will give.
- Administration, whether it be poor or otherwise.
- Reflection on ITKD.
- The champion can be the one who quietly watches. Winning or losing is not important.
- Approval from your Regional Director must be obtained before any individual or school will be permitted to enter any non ITKD sanctioned tournaments or seminars. The Regional Director, in consultation with the Technical Advisor, can refuse participation in any events of a poor standard or that might reflect badly on the organisation's ideals or philosophy.

Attending internal events

Attendance at any International Taekwon-Do events by members and non-members is:

- Governed by the Standards and Discipline Document, supported by other International Taekwon-Do Policies as applicable.
- By permission of the instructor / arbiter / organiser / National Association whether expressed or not.
- Permission may be removed and any person, member or non-member, may be instructed to leave an event by the instructor / assistant instructor / officials / organiser / coach / examiner or their delegate.
- Removal is at the discretion of the instructor / assistant instructor / officials / organiser / coach / examiner.
- Once instructed a person must leave immediately, pausing only to collect their belongings.
- Children must wait in a safe place such as a foyer until collected by a parent or caregiver.
- The Standards and Discipline Advisor Group must be informed about the situation.

Permission may be removed for behaviour contrary to the Standards and Discipline Document in detail or spirit.

Such behaviour may include, but is not limited to:

- Disobeying instructions from instructor / assistant instructor / officials / organiser / coach / examiner.
- Audibly criticising instructor / assistant instructor / officials / organiser / coach / examiner.
- Foul, sexist, racial, obscene or abusive language or gestures.
- Disruptive behaviour.
- Theft or property damage.
- Consuming or being under the influence of drugs or alcohol.
- Clothing that is overly revealing or with objectionable messages or images, including the promotion of drugs and alcohol.

Persons who are red flagged may also be excluded from events

Grading Checklist

The following needs consideration when organising Gradings:

Examiner

- The school / club instructor must submit a grading date and examiner of choice to the Technical Advisor and wait confirmation. It would be a common courtesy to first contact the Regional Examiner you would like to have and inform them that you would like to submit a club grading date.
- Immediate acknowledgment of receipt of grading dates and that arrangements are being made should be made by the Regional Examiner.
- Accommodation reservations. Host/driver to be available for uplifting from airport, to the grading and to the airport for departure if necessary.

Forms

- Grading result forms printed off the database and available for the examiner.
- It is recommended that a second set is printed and used by the branch / club instructor to make personal notes and to record examiner comments and feedback.
- Payment for grading is made promptly on the appropriate screen of the database (Instructors Only Area) and fund transfer is made.

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.
- ITKD banner / flag hanging or positioned at the front.
- Destruction materials should be readily available.
- Toilet paper and hand towels in the toilets.
- Security of valuables, occasional checks outside too.
- Parking space for examiner and other instructors' cars.

General Procedures

Warm-up for about 15 minutes before examiner arrives. Nominate someone to prepare and conduct the warm-up. Members / Public 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.
- Cell Phones off etc.

Nominate someone to watch for the Examiners arrival.

- Instructors must be dressed in the official uniform (unless required in do bok for the grading).
- 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.
- The instructors line up at the front, facing forward (if present, this includes the Regional Director). Examiner positioned at the table. If a stage is used, then instructors line up at floor level, moving to the stage following the bow.
- Bow to the examiner.
- Student oath as per procedure for the start of class.
- Instructors to about turn, class bows to the instructors. Instructors join examiner at the table.
- The host instructor introduces the examiner and instructors (see Forms of Introduction below) and advises people of the evening's events.
- Those grading move back and black belt students are to be seated at the same side of the venue as marshals.

Grading begins

- 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.
- All current 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 be seated in a suitable manner on the seating provided. Share the task of ushering / marshalling the students. Remain alert and maintain the correct standards/discipline among the students grading.

General Ushering / Marshalling Duties: Make sure that students present themselves in the order called. Give the appropriate commands for the gup students rank and at this point, keep a close eye on the examiner for changes of activities. Be loud, clear and commanding – your attitude can help set the tone and expectation.

For more information refer to the marshalling guide on the iTKD website:

<http://www.itkd.co.nz/reference/essays>

- 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.
- Finish with a speech from examiner & presentations, notices from the host school, notices from visiting instructors.
- Final procedure: The senior gives the commands as per the procedure for the end of class with the following adjustment:

The official instructors stand at the front (at the table) with the examiner. The class bows to the examiner first then to the instructors / Regional Director. The senior gives the command – “Hae San”.

After Grading

- After grading function: Announcement, time, date, venue, who attends, food, transport, reservations.
- 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)

1. **Master Evan Davidson**, 8th Dan ITKD President
Chairman of the ITF Ethics & Discipline Committee
Vice President of Oceania Taekwon-Do Federation
Member of ITKD Advisory Panel
Senior Examiner and member of the Technical Advisor Group
2. **Master Paul McPhail**, 8th Dan
Member of ITF Technical Committee
Chief Examiner & Technical Advisor for ITKD
Member of ITKD Advisory Panel
3. **Master Mahesh Bhana**, 8th Dan
Senior Examiner
ITKD Board Member
Member of ITKD Advisory Panel
Treasurer of the Oceania Taekwon-Do Federation

For information on organising Black Belt grading see the document section of the International Taekwon-Do website. For other titles and positions within ITKD, please refer to:

<http://www.itkd.co.nz/reference/documents/regulations/grading-hosting.php#examiners>

Investigation of breach of rules

1. Matters coming to notice should be referred to the school / branch / club instructor first. If the matter is of a sensitive nature between student and instructor, then the matter is to be passed to the Regional Standards and Discipline Representative (at this stage, the Regional Director must also be informed). If the matter can be resolved at this stage, then it should be.
2. If resolution is not forthcoming, then the Standards and Discipline Advisor must be informed and further investigation of the issue will be made. Mediated meetings and recommendations for resolution will be provided after all information/evidence has been reviewed.
3. All information collected is collated and kept on file by the Standards and Discipline Advisor.
4. A decision whether to notify the Advisory Panel should also be made at this stage. As a guide, the Advisory Panel needs advising if the matter is of National importance, involves ITKD Board or management, or is a matter beyond regional jurisdiction, or through lack of co-operation by members involved etc.
5. If referred to the Advisory Panel, early written advice is required. Recommendations are to be made by the Regional Director. An explanation from the accused party should be included.
6. All members of the Advisory Panel will exercise at all times confidentiality and will not disclose any matter without the prior permission of those involved.
7. Only the Advisory Panel and through the President or CEO, may make any statement or press release to the media surrounding any serious Standards and Discipline situation faced by a member of the organisation.
8. The Advisory Panel may exercise options listed under penalties in the rules. The matter will be forwarded to the ITKD Board for further deliberation and the Advisory Panel and ITKD Board will make a final decision.
9. Parties are then to be notified of the results.
10. A guided flow chart of the official complaints procedure is available in Appendix B.

It is an expectation that discourse is kept at a minimum between all uninvolved parties and absolute discretion is upheld at all times.

Penalties and Consequences

1. Upon satisfactory evidence being produced, the ITKD Board, or when delegated, the Standards and Discipline Advisor, may counsel, warn, suspend, or dismiss any member.
2. The Advisory Panel upon satisfactory evidence and where deemed prudent, shall counsel, warn, or suspend a member until an ultimate decision is made by the ITKD Board. The member suspended shall be fairly informed of the reason for the suspension. No unnecessary delays shall be caused, where suspension is implemented, before a final decision is made on the matter causing suspension.
3. An instructor may counsel, warn or recommend suspension of a member to the Advisory Panel 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.

5. The member suspended from his /her own school may, after a suitable period, have his /her case reviewed by his instructor and have a recommendation made to the Standards and Discipline Advisor. The case may then be brought in front of the Advisory Panel for consideration depending on the merits / demerits of each individual situation.

Appendix A&B (Application to transfer Schools/Complaints procedure)



Standards and Discipline Official Application Form (2006)
International Taekwon-Do Foundation of New Zealand Inc.

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/Ms/Ms)

Rank: (Gup or Dan) **GUP DAN** **ITFNZ Number:** (see your instructor)

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: (Do you owe any fees etc?) **School property:** (Any borrowed items returned?)

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:**

Original Instructor Consent
(Please arrange mailing of membership card on consent)

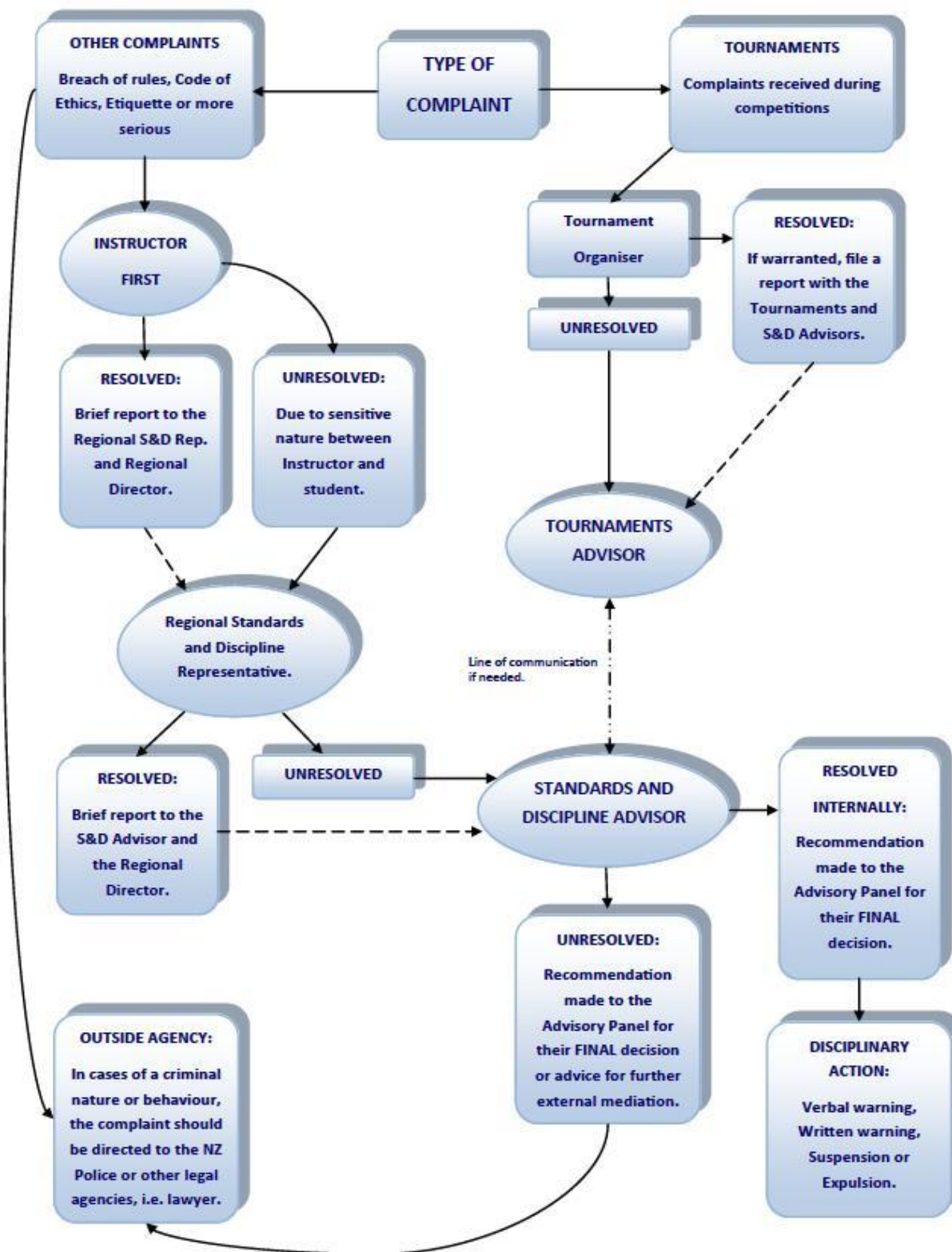
New Instructor Consent
(Original instructor must consent first)

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]

Appendix B (Standards and Discipline Official Complaints Procedure)



Acknowledgements

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