



International Instructors' Course – Participant Protocol

Thank you for attending this International Instructors' Course (IIC).

We appreciate your support and trust that you will find this course both beneficial and enjoyable.

For this event to run properly, we must all observe the correct Taekwon-Do protocol. This document is to remind of the basics of etiquette that are expected throughout the course. Any questions please feel free to ask the course organiser.

IIC OPENING PROCEDURE:

- Participants line up early ready to welcome the IIC Instructors
- Participants bow to the course instructors and any senior masters and / or guests
- All students recite the Taekwon-Do Student Oath
- Welcome speech by the organiser and introduction of the IIC Instructors
- Introduction of special guest(s) if present
- Welcome from the IIC Chairman
- Start of the IIC

CLASS PROCEDURE:

- Before each new session participants line up to welcome the Instructors
- After each session participants remain in lines until the Instructors leave the venue
- Participants standing must assume an at ease position with their hands behind the back at all times
- Participants sitting must cross their legs at all times
- Students when sitting down, must avoid showing the soles of their feet to their Instructor, as it is considered impolite
- Participants allowed to ask questions shall stand up at attention, announce their name and country, followed by their question

BASIC TAEKWON-DO PROTOCOL:

- The course venue is our dojang for the duration of the course. Please treat it as a dojang, taking care to keep it clean and tidy. Bow when entering and leaving, remove footwear and observe the other normal dojang rules

- Respect others in the dojang and take care to show respect to your seniors
- **Do not talk while the Instructors are talking.** Please remember it is sometimes difficult enough for participants to hear, and others talking makes things worse – not to mention that it shows very poor courtesy
- Students who need to leave the training hall for any reason, must raise their hand and when they are recognized by the Instructor, they may withdraw from the class. When they want to return to the class, they wait standing in the attention position until they are received the Instructor
- Nobody can teach other students without permission of the Instructor

SPECTATORS:

- No spectators are allowed during the IIC without prior permission
- Filming and or photographs can only be taken if approved by the Chairman of the IIC Committee
- No publishing of photos or videos on social media or anywhere online is allowed without permission of the organizer

HOSTING PROTOCOL:

- The person hosting the Technical Committee should respond to emails and other communications in a timely manner.
- Hosts should meet the Technical Committee at the airport or designated place dressed appropriately (smart casual).
- The host must organize a brief report and photos to be emailed to the Chairman by the end of the final day of the IIC.

CERTIFICATES:

- The IIC certificate of participation will be issued to those who complete the full course only
- To receive your certificate, answer your name by calling “Yes Sir” or “Yes Ma’am” and run up to the person issuing the certificate. Stand at attention and receive the certificate by extending both hands and bowing