

# **International Chi Taekwon-Do Organization**

## Rules of Conduct



December 2007

# International Chi Taekwon-Do Organization

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# INTRODUCTION

## A. Purpose

1. The International Chi Taekwon-Do Organization policy manual contains policies, information and forms as approved by the ICTO. This manual is to be used to further lay out procedures and help insure uniformity and compliance with all ICTO requirements and standards which may be changed from time to time as the need arises. The ICTO's main purpose is to serve strictly as a technical support to all active Chi schools; organization for independent groups, independent schools, clubs or students, without interference with their established identity and who are in need of additional technical support and help from the ICTO.

## 2. ORGANIZATION

1. The International Chi Taekwon-Do Organization may affiliate itself directly to any National or International organization as voted upon by the majority of its members.

## A. Logo

1. The ICTO logo is a registered trademark and can not be used in any fashion without prior permission from the ICTO. An annual license fee is required if the logo is used and a copy of this license agreement can be obtained from the ICTO headquarters. "Any person or school using said logo without permission will be prosecuted to the utmost letter of the law".

## 3. ICTO OFFICERS

### A. Executive Committee and Administration

**Kwan Jang Nim:** Grandmaster Steiner

**President:**

**Senior Vice President:**

**Secretary General:**

**Treasurer:**

**Vice Presidents:**

**Committee Chairs:** (see B. Committees)

### B. Committees:

Committees except Executive are made up of volunteer ICTO members of any rank and from any country, who choose their chair person from among their membership.

### Executive Committee:

This Committee shall manage the operations of the ICTO consisting of the, Founder, President, Senior Vice President, Secretary General, Treasurer, Vice President. Executive Committee members must have their yearly Associate Membership current in order to be considered active voting members at any meeting.

### **Ethics/Disciplinary Committee:**

Chairman:

Responsible to hear grievances as chaired by an attorney and responsible for monitoring and implementation, of ethics as well as review and resolve grievances and apply disciplinary action.  
*See section 13*

### **Marketing/Communications Committee:**

Chairman:

Responsible for the business practices of the ICTO, responsible for the expansion of the ICTO's cash flow and assets. Must review and study the financial and marketing opportunities. Responsibilities are to maintain the web page and all forms of communications and information media. Posting of announcements or events will be at the request of the Executive Committee or Committee Chairs, through a coordinated effort.

### **Membership Committee:**

Chairman:

This Committee is responsible to ensure that prospective members are qualified and accepted as ICTO members and to ensure proper previous certification of prospective members. *See section 8*

### **Promotion Committee:**

Chairman:

This Committee is responsible for establishing minimum promotional requirements and standards, process applications and issue certificates. *See section 9 AB, 10 ABCD, 12 C*

### **Technical Committee:**

Chairman: Grandmaster Steiner

This Committee is responsible for all Dan and grade technical requirements, seminars and exams. All technical committee members must be familiar with the "*Encyclopedia of Taekwon-Do*", as written by General Choi Hong Hi, as well as all appropriate manuals plus take and pass the Instructors Course and exam. *See section 12 BC*

**Breaking Sub-Committee (Under Technical Committee)**

**Self-Defense Sub-Committee (Under Technical Committee)**

### **Tournament/Umpire Committee:**

Chairman:

Responsible for Umpire certification courses and exams, oversees all aspects of competition. All committee members must be familiar with all appropriate manuals plus take and pass the Umpire Course and exam. *See section 12 ABD*

### **Fitness Enhancement Committee:**

Chairman:

Responsible for nutrition courses, first aid and CPR, grappling, weapons and any other eclectic course.  
*See section 12B*

### **Historical Committee:**

Chairman:

Responsible for maintaining all historical information as to the formation of the ICTO as well as researching the historical background on Ch'ang Hon Taekwon Do.

## **4. AFFILIATED COUNTRIES**

### **A. Active Countries**

- 1.1. United Kingdom
- 1.2. USA
- 1.3. Venezuela

## **5. PRESIDENTS OFFICE**

### **A. Requirements**

Anyone wishing to be President of the ICTO may so apply at the time of electing said officer. The President will choose his Senior Vice President.

### **B. Election**

The election of the President at a Congress Meeting requires a majority vote by the Executive Committee members.

### **C. Duties**

The President is the chairman of the Executive Committee. The President shall have general supervision, direction and control of the business, as well as oversee the officers in carrying out their duties of overseeing ICTO activities. The President is the official spokesman of the ICTO and will direct the day to day operations and shall have the general powers and duties of management of the organization and preside over all meetings. The President is the chief executive officer (CEO) of ICTO. The President may call any meeting at any time without the approval of the Executive Committee. The President shall be invited to international events at the expense of the event.

## **SENIOR V. P.**

The Senior V.P. will operate in the absence of the President and will assist him in the function of his duties.

## **6. MASTER AND GRANDMASTER**

### **A. Requirements**

A Master Instructor must be a member of the International Chi Taekwon-Do Organization in good standing and have earned the rank of 7<sup>th</sup> or 8<sup>th</sup> Dan according to all of the minimum requirements in the *“Encyclopedia of Taekwon-Do”*, written by General Choi Hong Hi, as well as any additional requirements of the ICTO training manual.

A Grand Master must be a member of the International Chi Taekwon-Do Organization in good standing and have earned the rank of 9<sup>th</sup> Dan according to all of the minimum requirements in the *“Encyclopedia of Taekwon-Do”*, written by General Choi Hong Hi, as well as any additional requirements of the ICTO training manual.

### **B. Testing**

1. Testing to 7<sup>th</sup> and 8<sup>th</sup> Dan Master levels must be done by a panel consisting of no less than three (3) ICTO affiliated members that are ICTO certified Masters and/or (1) Grand Master. All candidates for master level must be intimately familiar with all up to date technical aspects of the Ch’ang-Hon Taekwon-Do system and have attended and passed all the requirements of the Technical Course and exam, as well as be actively training and teaching.
2. A panel made up of at least three (3) ICTO Associate Members that are ICTO certified 7<sup>th</sup>, 8<sup>th</sup>, and 9<sup>th</sup> Dans must be convened in order to promote anyone to 9th Dan, Grand Master level.
3. Individual Masters and Grand Masters may test Black Belts up to one level below as first approved by the requirements of the ICTO.
4. Black belts from 4<sup>th</sup> degree to 6<sup>th</sup> degree, who have their own school, can test students up to half of their own degree. Exceptions to this rule are as follows; two 5<sup>th</sup> degrees can sit on a panel to test a student up to 4<sup>th</sup> degree and two 6<sup>th</sup> degrees may test up to 5<sup>th</sup> degree with approval from the Promotions Committee.
5. Black belts of the 3<sup>rd</sup> degree level can test students up to half of their degree if they have taken an ICTO technical course as approved by the Technical Committee Chair and have either received permission from their instructor or have no instructor. Half of a 3<sup>rd</sup> degree is considered to be 1<sup>st</sup> Gup. Approval for this must be in writing from the Promotions Committee.
6. Black belts of the 2<sup>nd</sup> degree level can test students up to half of their degree if they have taken an ICTO Technical Course as approved by the Technical Committee Chair and have either received permission from their instructor or have no instructor. Half of a 2<sup>nd</sup> degree is considered to be 3<sup>rd</sup> Gup. Approval for this must be in writing from the Promotions Committee.

## 8. MEMBERSHIP

### A. Who may join?

1. Anyone who meets the ICTO philosophical criteria, pays their membership fee, whether a martial artist or not, may become an Associate Member of the ICTO.

### B. Fees

1. The ICTO Associate Membership student fee is a set fee of \$ 30.00 for the first family member of which the instructor will keep \$ 15.00 and will include one Chi patch. If there is more than one member in a family each additional family member will only pay \$ 15.00 with half being kept by the instructor. This is an individual membership. All yearly membership fees will be collected by each instructor. Each instructor will send in all membership forms and fees to the ICTO. These fees may be prorated quarterly. All payments will be made in US funds unless as otherwise agreed. All Black Belt membership fees are the same as any other member. All fees for certain qualifying countries will be at 50 % of published rates. Established Chi TKD schools will already be included and considered members without additional fees. Membership will entitle benefits at certain ICTO events.

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#### **Available Supplies**

Velcro embroidered 8.5 oz. uniform

Sparring gloves/boots

Bags

Sweat suits

Black Belt Training Manual = \$ 10.00

Gup Training Manuals = \$ 7.00

Etiquette book= \$ 25.00

ICTO patch = \$ 3.50

1/2" gold/black ICTO lapel pin= \$1.00

Gup certificates= \$ 1.00

Umpire Certification = \$ 75.00 includes manual, certificate

Umpire renewal= \$ 40.00 includes certificate

Black belt applications can be sent directly to the ICTO promotions committee.

Gups and Black Belts must pay a yearly individual Associate Membership fee to be considered as active members. These fees must be current retroactively at time of testing, competition or seminar, in order to qualify for the next rank, competition or seminar. A current membership will be proof of active status. Lack of active membership may cause delays due to red tape in searching data banks for membership status. The yearly Associate Membership fee may be adjusted as voted by the Executive Committee.

### C. Certification

Only Black Belts or gups who are active and current ICTO Associate Members will receive ICTO certification when testing for their next level as no exchange certificates are available.

## 9. GUP TESTING

Testing of gups as well as requirements, are at the discretion of the instructor as long as the minimum testing requirements are met as described in the *“Encyclopedia of Taekwon-Do”*, as written by General Choi Hong Hi and ICTO training manuals. More may be required but not less.

In order for Gups to be considered active ICTO members their membership fee must be renewed yearly through their instructors. Additional fees may be added by the instructors. Gups not paying yearly dues will need to pay retroactively to qualify at time of testing for Black Belt.

### A. Evaluation Forms

Instructors may request testing evaluation forms, or use their own as required.

### B. Test fees

Gup test fees may be set by each member school. The school instructor may charge what they believe necessary to cover the professional fee of the test board as well as to cover breaking materials, belt and certification, however, test fees shall not be unreasonable.

## 10. DAN TESTING

### A. Application

1. Any student requesting permission to test for any Dan rank must be an Associate Member in good standing in the ICTO and receive approval from the Promotion Committee. Dan test applications should be type written. Applications, photos, test fees, payment summary and BB certificate summary, must be sent to the ICTO Promotions Committee. Under special circumstances, for those students who are ICTO members in good standing and who have their own school without access to a higher ranked instructor, may qualify for video testing but only up to 3<sup>rd</sup> Dan, and as first approved by the Promotions Committee. Testing for 4<sup>th</sup> Dan and above must be done in person and in front of an approved ICTO Instructor or panel of Instructors, whose rank is according to normal testing requirements as set forth in the Policy Manual under *section 10 D*.
2. Payment must be made by international money order, credit card, or cashier check as specified by ICTO headquarters. A copy of all applications as well as thesis, should be kept by the instructor.
3. Ranks and certification received from any other styles of Martial Arts not primarily practicing and teaching Ch’ang-Hon Taekwon-Do **will not** be accepted on an equal basis or for a higher rank in the ICTO. Only those Black Belts, whose training and certification in Ch’ang-Hon Taekwon-Do style, which can be verified, may be recognized by the ICTO. The ICTO is not in the business of legitimizing rank certification received from other organizations.



4. Recognition and approval of previously received Black Belt certification from other Ch'ang-Hon style organizations will be at the discretion of the ICTO Promotions Committee, and may be subject to a 6 month probationary period in order for the prospective candidate to be reviewed, take a Technical Course (see section 12 C) and pass the exam. A second 6 months probationary period may be added after which certification may be denied or issued. If an ICTO Black Belt member in good standing, who is also a member of another Ch'ang Hon style organization, takes and passes a higher level Black Belt exam through the other Ch'ang Hon style organization, may also request from the ICTO Promotions Committee to be considered to receive the same higher grade certification. This certification request will be strictly at the discretion of the Promotions Committee, who may request for the candidate to also be tested by the ICTO. If approved, the cost of the higher ICTO certificate will be at the current cost of standard certification.
5. In order for Black Belts to be considered active members of the ICTO their yearly membership fees must be current. If an application for promotion is received and the candidate has not paid their membership fees for previous years, the application will be held until those fees have been paid. Failure to pay the yearly membership fees sends the assumption that the member has not been actively training and so their degree application will be denied.
6. Senior testing of 4<sup>th</sup> Dan and above at International Events will be standardized by the Technical and Promotions Committee. Testing requirements will be supplied to the prospective previously qualified candidates no later than 60 days before testing, in order for the candidate to be properly prepared. The Chief Examiner on the testing board will be responsible to oversee the testing physical requirements as well as administer a written exam. Testing fees will be paid by the prospective candidate, to their instructor who in turn, will pay the appropriate fees and send in the proper applications to the ICTO Promotions Committee to include the cost of ICTO certification, breaking materials, belt and the cost for those on the testing board. The candidate should be first pre qualified by the instructor in order to review the testing requirements prior to submitting a candidates name for testing to the ICTO. The Instructor or prospective candidate must submit a testing request to the Promotions Committee no later than 90 days before testing. The Promotions Committee will then notify the candidate of their eligibility for testing.

## B. Requirement

1. Time and age requirement for every level of Black Belt as to testing, are set according to the *"Encyclopedia of Taekwon-Do"*, as written by General Choi Hong Hi and the ICTO training manuals. Any deviation of the time requirement will be at the discretion of the ICTO Executive Board in consultation with the Promotions and Technical Committees.
2. Minimum age for 1<sup>st</sup> Dan will be 9 years old, 13 years old for 2<sup>nd</sup> Dan, 17 years old for 3<sup>rd</sup> Dan and 45 years old for 9<sup>th</sup> Dan. Waiting time for active Executive Committee members will be reduced by one year per one year of service, as long as they are contributing to the betterment of the ICTO and as approved by the Executive Committee unless they are being compensated in some way for their labor. Time waiting requirements may be reduced for those Black Belts over 45 years old as long as all other requirements are met.
3. No promotion to 7<sup>th</sup> or 8<sup>th</sup> degree will be approved for any new ICTO Associate Member until 6 months has passed from the date of their membership application being accepted.

4. No promotion to 9<sup>th</sup> degree will be approved for any new ICTO Associate Member until 6 months has passed from the date of their membership application being accepted.
5. Testing requirements for all Black Belts will be as according to the appropriate training manual 1<sup>st</sup> to 3<sup>rd</sup>, 4<sup>th</sup> to 6<sup>th</sup> and 7<sup>th</sup> to 9<sup>th</sup>. The ***Taekwondo Book of Etiquette and Custom*** will be a required manual to be read by all Black Belts.

### **C. Thesis/community service/history/certification**

Black Belt testing requirements include a written thesis for 4<sup>th</sup> Dan and above of minimum typed 2 pages on any subject as relating to Taekwon-Do, although it is suggested that all lower ranked Black Belts submit a thesis as well, and some form of community service is suggested to be performed by all up to 6<sup>th</sup> Dan in keeping with, *"I shall build a more peaceful world"*. Community service hours should be documented by the benefiting organization, 12 for 1<sup>st</sup> Dan, 24 for 2<sup>nd</sup>, 36 for 3<sup>rd</sup>, 48 for 4<sup>th</sup>, 60 for 5<sup>th</sup> and 72 for 6<sup>th</sup>. In addition, the same amount of hours should also be required in teaching other students as well, for those without a school or club. A personal training history documenting all ranks and dates received, names of instructors, and copies of all certification is required for anyone applying for ICTO Black Belt certification and for 4<sup>th</sup> Dan and above, copies of the ICTO Technical Course completion certificate. These documents along with photographs and fees are to be submitted along with the request for testing application form. Technical Courses must be taken and exam passed at every level of Black Belt in order to qualify for promotion. Dan certification shall be issued by the International Chi Taekwon-Do Organization indicating the individual's name, rank and date of issue.

### **D. Black belt test board**

1. A Dan Test Board shall be composed of Black Belts who have been approved by the ICTO and who are certified members in good standing of the ICTO. The rank of the Black belts seated on the Dan Test Board should be at least twice the rank of those testing unless otherwise instructed and approved by the ICTO Executive Board. With authorization from the ICTO, a panel of 2 or more 5<sup>th</sup> Dans may test up to 4<sup>th</sup> Dan, and 2 or more 6<sup>th</sup> Dans may test up to 5<sup>th</sup> Dan. All tests conducted by this test board shall be in strict accordance with the test requirements as set forth by the requirements of the ICTO and the *"Encyclopedia of Taekwon-Do"*, written by General Choi Hong Hi, more may be required but not less. The test board should be dressed either in ICTO approved Doboks or in coat and tie.

## **11. UNIFORMS**

### **A. Uniform type**

1. The uniform (dobok) which shall be used at all ICTO sanctioned functions will be white with Velcro closure with the appropriate badges befitting the wearers rank and organizational membership. Black stripping of 1 inch (2.5 centimeters) will be worn on the jacket bottom by all Black Belts. In addition, from 4<sup>th</sup> to 6<sup>th</sup> Dan, the dobok jacket will have black stripes from the collar to the top of the outside of the sleeve and on the outside of the pants leg as well, interrupted only so that the stripes stop shortly before and commence shortly after, the Korean script for Ch'ang Hon on the pants. Stripping for 7<sup>th</sup> and 8<sup>th</sup> Dan Master will be stripes in red, while striping for 9<sup>th</sup> Dan Grandmaster, will be stripes in blue. The color red and blue stripes are in keeping with the rank flash colors contained in the encyclopedia to denote Master and Grandmaster levels, respectively. The back of the jacket will display Taekwon-Do in a semi circle with Ch'ang Hon Taekwon-Do in Korean perpendicular as in a tree. The pants will have Ch'ang Hon written in Korean on the outside pant knee. The black belt will have writing in yellow with the Korean letters of Ch'ang Hon Taekwon Do as worn on the wearers left side while the

wearers name and Roman numeral rank on the wearers right. Students may wear whatever type, color or kind of uniform while in their own school.

## **B. Patches**

1. The International Chi Taekwon-Do Organization patch may be worn on the left chest side of the uniform jacket if so desired. The Club, National or Organizational patch, if any, will be worn on the right chest side. The school patch will be worn 2" below the right shoulder seam of the sleeve and the country flag patch if any, will be worn below the left shoulder seam. No shoulder flashes will be required to be worn.

## **12. TOURNAMENTS, SEMINARS, CAMPS**

### **A. Tournaments**

1. Any ICTO sanctioned tournament must pay the ICTO a sanction fee determined by the level of the competition. Any event classified lower than National must pay US \$ 50.00 and any National level event must pay US \$ 500.00. to the ICTO. (A National event is any event advertised by any means and understood to be a 1 country event). Any International level event must pay a flat fee of US \$2,000.00. (An International event is any event advertised by any means and understood to be an International event between any 2 countries). World Championship hosts must pay a flat fee of US \$ 10,000.00 or an amount as contractually agreed upon by those concerned. The host will then earn profits after all expenses are paid plus the *miscellaneous 14 f, g, h*. (A World Championship is any event advertised by any means as, and understood to be, a World event, and between more than 2 countries). No event will have a change in classification due to last minute cancellation by country participants or for any reason and the event profits and expenses will remain as contractually agreed above and under *miscellaneous 14*.
2. The President, Senior Vice-President, Secretary General, and the Treasurer as well as the Tournament Chairman or their assigns, must be in attendance at International as well as World Championships with all their expenses paid for transportation, hotel and meals. Requests for tournaments will be made in writing and approved at the discretion of the tournament committee. World Championships will be open to all active ICTO members up to 6<sup>th</sup> Dan, and or any Ch'ang Hon style practitioners. Masters and Grandmasters may choose to perform a demonstration of a specialty at these events. Drug and chemical testing may be conducted according to I.O.C. requirements for World Championships. World Championships will be awarded through a bidding system.
3. All local, national and international tournaments are to be run according to the established rules and regulations as set forth in the ICTO Tournament Rules and Regulations manual, which may be purchased from ICTO headquarters. Any questions regarding tournament rules and regulations not covered by this manual should be addressed to the Tournament/Umpire committee. Any Black Belt wishing to referee in any capacity, must first take and pass the Umpire Course as given by the ICTO.

### **B. Seminars**

1. All seminars will be scheduled by the national groups or individuals.
2. Any Associate Member may request from the ICTO committees the right to host a seminar. The appropriate committee of the ICTO will coordinate with the host to ensure the success of the seminar.
3. Petitioners of any seminar must ensure that all expenses are met in order to put on the seminar, including airfare, hotel, meals and a professional fee to be paid to the instructor teaching the seminar. Requests for all seminars for self-defense, breaking, nutrition, technical, marketing, referee, and sparring, etc, must be made in writing to the appropriate committees.
4. In order to host an ICTO sanctioned seminar, the host must pay US \$ 50.00 registration fee to the ICTO at time of application as well as a minimum of US \$ 5.00 per participant certificate fee. Some seminars require a \$10.00 certificate fee per participant. Applicants will be advised by the appropriate committee of their fee requirements.
5. The suggested professional fee charged by those teaching the seminar is as follows: 1<sup>st</sup> to 3<sup>rd</sup> Dan instructor should receive travel expenses. 4<sup>th</sup> to 6<sup>th</sup> Dan instructor should receive travel expenses plus US \$ 250.00 professional fee; Master and Grandmaster instructors should receive travel expenses plus US \$ 500.00 professional fee per day. The instructors may not require any compensation for professional fee.

### **C. Technical Committee Course**

1. A 1 day minimum Technical Seminar and exam will be required for anyone of 3<sup>rd</sup> Dan and above in order to qualify for said rank and to be promoted to the next.
2. The Technical Course must also be re-taken upon reaching every level of Black Belt. Black Belts who take the Technical Course will receive a certificate of completion, which will need to be included with all promotion requests for the next rank.
3. Color Belts, Gups, may also take the Technical Course. Technical Courses will cover fundamentals, patterns, step sparring etc.
4. Course requests must be made in writing to the Technical Committee Chair.
5. A 3-day Masters Technical course and written exam will be offered for anyone of 6<sup>th</sup> Dan and above desiring to teach and be certified as a Technical Course Instructor (TCI).
6. A 6 month reduction from the waiting time will be applied, one per year regardless how many courses taken in one year. For black belts of at least 4<sup>th</sup> degree who take the Masters Technical course and pass the written exam will then be certified as National Instructor. (NI)

### **D. Umpire/Referee Committee course**

1. Class A, B, and C, course cost, which is subject to change, will be US \$75.00 for a 2 hour course and successfully pass a written and physical test. The course will include a referee manual and certificate.
2. Course certification must be renewed every 2 years to be considered active.
3. Fees for renewal will be US \$40.00. Renewal courses also include a new book and a new certificate.
4. The host will be responsible for providing the facility, the airfare, meals, lodging, local transportation and a professional fee of US \$ 100.00 to the instructor.

### **E. Camps**

1. Taekwon-Do camps may be run at the discretion of the appropriate National Groups with notice to ICTO headquarters so as not to be in conflict with each other.

## **13. GRIEVANCES, DISCIPLINARY PROCEDURE**

### **A. Grievances**

1. Grievances concerning any member of the ICTO shall be handled through the chain of command. A grievance by a student shall be made to their respective instructor, a grievance about an instructor shall be handled by ICTO headquarters and any grievance against any ICTO Officer shall be handled by the Ethics/Disciplinary Committee. All grievances shall be stated in writing with copies to the Ethics/Disciplinary Committee.

### **B. Disciplinary procedures**

1. Any member of the ICTO who does not follow the guidelines as set forth in the procedure manual, any ICTO rules, as to certification of Black Belts, uniforms, techniques, etc...shall be subject to disciplinary actions. No senior instructor will suspend much less demote a Dan rank unless the proper procedures are followed.

### **C. Local/national problem**

2. The local instructor will make his/her recommendations supported with factual findings to the Ethics Committee which shall also include testimony from the aggrieved student. The Committee shall approve or disapprove a reprimand, demotion, resignation, suspension or expulsion based on clear and convincing evidence that the instructor did not abuse his/her discretion. The reprimanded, demoted, resigned, suspended, or expelled party must comply with this order once the decision is imposed

### **D. Officers**

1. Any ICTO officer may be brought before the Ethics/Disciplinary committee or Legal Council for failure to conduct themselves according to the guidelines as set forth in the ICTO rules and or through abuse of their office, rank or laws of the land.

13-1. – The Ethics and Disciplinary Committee is capable of making decisions regarding violations to the dispositions of the Constitution, Statutes and Regulations of the ICTO, and in particular, the offenses committed by its Associates and may initiate any proceedings on its own accord. It will immediately recognize offenses committed by any of its Associate Members; they will be investigated by the faculty, who will represent the particular case, and decide on the case, applying the measures and sanctions that are in place. By virtue of its functions, the ICTF will have the ability to solicit the aid of its members regarding the offense and to interrogate them on the individuals that contributed to the offense, as well as a third party; to request documents from the Regional Associations, Schools, Clubs or Associated Institutes and everything considered necessary to implement the correct application of the sanctions.

13-1.1. - Their decisions are appealable before the Executive Committee, within five (5) days following notification to the party in question.

13-1.2. - In case of an appeal, the Ethics and Disciplinary Committee will forward the case to the Executive Committee through the Secretary General, who will print a receipt note; within a term of ten (10) days following the receipt date, the party in question will need to submit in writing an explanation along with its pleas and foundations for the appeal. Failure to provide this document in writing will be

understood as acceptance of the findings and the decision made by the Ethics and Disciplinary Committee will stand.

13-1.3. – When the appeal is received in writing, the Executive Committee will decide within the following thirty (30) days, if it is necessary to ask for the personal appearance of the party in question and the presentation of any document(s) that they consider pertinent. The final decision will be definitive and of obligatory fulfillment.

13-2. - All natural or legal persons have the right to be heard by the Ethics and Disciplinary Committee, before a punishment or sanction is ruled against them. The right to be heard includes a review of the case and an appearance personally or by means of a defender credited in writing.

13-3. - The Ethics and Disciplinary Committee will notify the party in question or its legal representative in writing or personally of all punishments or sanctions that are decided upon. If the party is unreachable, the notification will become public by means of publication on the ICTO webpage.

13-4. – School Directors, technical personnel, and support personnel, as well as athletes, will be subject to the disciplinary regime outlined in the Statutes and Regulations of the ICTO.

13-5. - The disciplinary regime applicable to the underage affiliates will have to be of essentially educative nature and reaffirmation of the moral and ethical values of the sport.

13-6. - In case the violations to the Constitution or Statutes and Regulations are committed by directors of organizations, national bodies, affiliated schools, or when the hierarchic entity of these organizations solicits the Ethics and Disciplinary Committee, or that the offense is committed by senior instructors, by Masters or Grand Masters, the application of the sanctions will correspond to the Executive Committee that will hear the opinion of the Ethics and Disciplinary Committee. In any case, they will be obligated to hear the party in question, in order to start the corresponding proceedings and an analysis that clearly establishes the person or the institution being sanctioned.

13-7. - The conflicts that are provoked in an affiliated organization, in which members of the same group, its authorities, or sectors take part for electoral reasons, by interpretation of the Law, its regulation or of the statutes of the organization; or for disciplinary reasons, they could be put under the arbitration procedure. The Meeting of Arbitrators will be integrated by a representative of each one of the parts and a representative of the Executive Committee that will be designated to the effect that will coordinate it and decide upon hearing the exhibitions and reviewing the presented tests. Those who decide on arbitration will have to accept the decisions that are dictated, which will have definitive character.

13-8. - The Ethics and Disciplinary Committee is authorized to impose the following penalties:

- a) Verbal reprimand.
- b) Written reprimand.
- c) Temporary suspension.
- d) Retirement of a member.

The severity of the penalties imposed will be determined by the severity of the offense, the conditions of the violator, if it is the case, the recidivism and other circumstances under which offense occurred. In order to apply the punishments or sanctions stated above in “c” and “d”, the favorable opinion of the Executive Committee is required.

13-8.1. – If the offense is committed at an occasion, such as the celebration of matches or competitions, the following sanctions will be able to be applied:

13-8.1.1. - In relation to the individual participant athletes or teams:

a. – Non-admission or exclusion, of one or several athletes of the competition; in case of exclusion, all the obtained medals and trophies will be restituted to the Organizing Committee.

13-8.1.2. - In relation to the official personnel, leaders or other members of any delegation, as well as with the referees and members of the juries; non- admission in a competition or the official matches or exclusion of such, may also be a result.

13-8.1.3. - In relation to any other credited person: Retirement of accreditation.

13-9. – The following are offenses, in addition to those which will be defined in the Constitution of the ICTF, its Statutes, Regulations and any other body of norms emitted by ICTO;

- a. – The following infractions to the Constitution, the Statutes, Regulations and any other body of norms emitted by ICTO;
- b. - The breach of duties indicated in the statutes, regulations and Regulations and any other body of norms emitted by the ICTO.
- c. - Any act that injures the ethics, disciplines and sport solidarity.
- d. - Behavior that goes against the honor or normal unfolding of the sport activities.
- e. - Misconduct in another association and/or federation.
- f. – To show aggression by any means to an opposite team or teammate, or spectator or director of the ICTF, association, federation or any other authority of national or international sport.
- g. – To make crude and obscene comments, attitudes or gestures against participants, judges, referees, officials or the public.
- h. - To somehow cause the suspension of a competitor, to leave or urge another to leave a competition.
- i. - To insult a director, judge or referee in words or in writing.
- j. - To ingest spirits, to consume drugs or to smoke during the development of a competition in which one is participating.
- k. – To systematically disobey the disposition of the competent organisms and team delegates of which one is a member.
- l. – To deliberately alter the annotations or the numerical results of the competitions; or to provide false data in documents or official formats.
- m. – To not pay the regular and/or extraordinary annual dues.
- n. – To not attend the activities, whether National or International, that are listed on the official calendar of activities of the ICTO for a specific rank.

13-10. – If a member of the Executive Committee is involved in a reported offense, the Ethics and Disciplinary Committee will deliberate over the respective case according to the established norms. Those proceedings will be forwarded to the Executive Committee so that the members can vote on which sanction to take. The decision on the application of sanctions will be taken by majority (50+1) of the members

## **14. MISCELLANEOUS**

### **A. Event Cancellation**

1. Any previously scheduled event may be cancelled or postponed, but not later than 4 weeks before the event due to, inability of the main guest/instructor to appear, insufficient participants, or due to illnesses, or circumstances beyond the control of the host, otherwise the event must be put on as scheduled. Instructor fees and or costs refunds may still be required to be paid after event cancellation, depending on the circumstances.

### **B. World/International Championships**

Outline of the break down regarding the hosting of International/World events:

The ICTO will own these events which include but not limited to World Championship, Intercontinental Championship, North America Championship, or whatever the agreed name may be etc..... All qualified

Black Belts attending these events will submit their names to the ICTO Tournament Committee, for judging.

All competitors entry fee will be paid directly to the host and then sent to the ICTO within 7 days of the event with a US \$ 100.00 per day late fee penalty. The host will take care of all bracketing and submit a preliminary budget to the ICTO no later than 4 months before the event and the final one no later than 30 days before the event. The host within 7 days of the end of the event will also submit a written report and pictures of the event to the full membership. In the event of a Organization Meeting during any event, the Secretary General will submit the OM minutes to the Executive Committee no later than 7 day after the OM. All expenses related to these events will also be paid by the ICTO according to receipts submitted by and based on, a budget submitted for the event by the host, (no reimbursement will take place without a documented original receipt) which include but not limited to:

- a. Event location, ring mats as necessary, tournament supplies, PA system etc...
- b. Accommodation and transportation for dignitaries and executives
- c. First aids, security, required facility personnel
- d. Medals and awards
- e. Flights for dignitaries and executives

Any club/school/country wishing to host these events must submit a bid accompanied with a deposit of US \$ 200.00. The deposit will be credited after the club/school/country is selected as host and after a fully executed contract of agreement is signed and notarized by the host and the ICTO, spelling out all terms and conditions as to the type of event the host will conduct and monies to be paid out. The host is responsible for finding the location for all the events, locating at least three hotels for the ICTO to choose from, finding volunteers, and supplying food for the judges, dignitaries and executives at the event. The host will keep the proceeds from:

- f. All sponsorship fees they receive for the event
- g. The sale of food and memorabilia, at the event.
- h. All spectator fees

## C. ETIQUETTE

Under the section of Moral Culture in the encyclopedia and under the heading of etiquette it states in part that *"a high degree of etiquette should be observed by students, both inside and outside the do jang."* Not all circumstances are explained in the encyclopedia but most but not all are included in **"Taekwon-Do-Book of Etiquette and Customs"**, by Steve A. Blakely, Blue Dragon Press, June 2001. *"Etiquette is a prescriptive code coordinating acceptable social interactions, a code of instructions for doing and saying the right (or socially acceptable) things at the correct times and places. Taekwon-Do etiquette applies to all Taekwon-Do practitioners, whatever their rank."* In order to not have any misunderstandings during any ICTF events and to further standardize and better explain rules of customs, etiquette and manners; the aforementioned book will be the minimum standard to follow for any and all ICTO events. Further, in the event that there is a lack of respect from any student shown towards any of the members of the Executive Committee members or seniors of the organization, the reprimand will be extended to their instructor who will also be reprimanded in writing, or in person if attending the same



event. The student's instructor would then be responsible for taking appropriate corrective measures within their dojang, school or club assuring that it would not happen again. In the event that the lack of respect is from an Instructor, Master or Grandmaster, appropriate measures will be taken according to *section 13* above or as deemed appropriate by the Ethics Committee.

## **15. REQUIRED FORMS**

1. See the official web site for downloads.
2. [www.chitkd.com](http://www.chitkd.com)