



International Do Course (IDC)

ITF / Organizers Agreement in charge of January 1st, 2018

NOTE

This is to inform the Organizer or the Host of the International Do Course (IDC) that the following must be considered when organizing an IDC.

AGREEMENT BETWEEN:

1. the **International Taekwon-Do Federation (ITF)** with address in C/Mercado 5, 03500 Benidorm, Spain (*hereinafter referred to as "ITF"*)

AND

2. _____ with address in _____

_____ (*hereinafter referred to as "O/H"*)

NAME AND ADDRESS OF THE IDC ORGANIZER/HOST

CONCERNING

The organization and instruction of the official ITF International Do Course to be held in:

_____ on _____

(**Name of country and city**)

(**date**)

BACKGROUND:

- The Organizer/Host is of the opinion that the ITF Do Committee has the necessary qualifications, experience and abilities to provide the below noted services to the Organizer/Host.
- The ITF Do Committee is agreeable to providing such services to the Organizer/Host on the terms and conditions set out in this Agreement.

IN CONSIDERATION OF:

The matters described above and of the mutual benefits and obligations set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the parties to this Agreement agree as follows:



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TERMS OF AGREEMENT

REGISTRATION FEES

Both parties agree to set the IDC course registration fees as prescribed in the following:

- Registration fee for Day 1 - 10th grade to 8th degree: € 50,00;
- Registration fee for Day 1 + Day 2 - 1st grade to 6th degree: € 75,00; 7th to 8th degree : €40,00
- 9th degree free of charge

All participants pay the set IDC course registration fee, with the exception of the participants from countries that are entitled to a reduction in fee according to the economic status of their country as approved by the ITF Congress members.

Whenever participants are requested to pay the registration fee in USD, the registration fee shall be based on the current exchange rate for euros (€) to U.S. dollars (USD).

ORGANIZING COSTS

Based on the economic status of their country, any O/H may request in addition to the set a maximum registration fee up to € 60,00 per participant in order to cover the organizing costs of the event (renting a venue for the course, hotel accommodation and meals for the course instructors, translation, etc.)

AGE REQUIREMENTS

Individuals who register for the IDC shall be no less than 13 years of age.

DESCRIPTION OF THE DO COMMITTEE

The Do Committee consists of the Chairperson and from 2 to 4 members according the ITF By-Laws.

ORGANISING COMMITTEE:

- Must have a minimum of 40 participants for Day 1 and a minimum of 40 for Day 1 + Day 2.
- **Must sent the final participation list to the ITFHQ the day after the course.**
- **Must give or transfer the total course fee income directly to the committee members involved. The members shall cover from those amounts their tax income.**
- Must cover the cost of hotel accommodation (single rooms), meals (breakfast, lunch and dinner), and internet connection for two course instructors for 4 days / 3 nights, and up to 5 days / 4 nights if the instructors are travelling across continents.
- Must organize transportation for the instructors from/to airport, hotel and course venue.
- Must provide a translator if the course instructors do not speak the local language.
- Must have a venue of at least 200 square meters for holding the course.



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OTHER OBLIGATIONS OF THE ORGANIZER/HOST

- The O/H must send the poster and any other promotional material (e.g. banners, images for social media) to the ITF Communications Committee (*communications@tkd-itf.org*) to be reviewed and approved. Following the approval of the Communications Committee, the information will be published on the ITF website and social media and then may be shared by the organizer with third parties.
- The O/H must provide an official photographer for the duration of the event.
- All photographs taken by the official photographer must be sent to the ITF Communications Committee (*communications@tkd-itf.org*) before they are shared with any third party so that they can be published on the ITF website and social media in a timely fashion. Whenever possible, photographs should be sent to the Communications Committee on each day of the event.
- The O/H must write a report about the event and submit it to the ITF Communications Committee (*communications@tkd-itf.org*) for publication on the ITF website, before sharing it with any third party.

OBLIGATIONS OF THE ITF HEADQUARTER

- The ITF HQ shall provide the certificates of participation for all participants.
- The ITF HQ shall publish the course at the ITF website and other media possibilities available.

PROGRAM SCHEDULE

- The IDC has a duration of 12 hours.
- It starts on Day 1 at 9h00 and continues until 16h00 with a 1 hour lunch and two 15- minute breaks (one around mid-morning and one around mid-afternoon).
- It starts on Day 2 at 9h00 and continues until 16h00 with a 1 hour lunch and two 15-minute breaks (one around mid-morning and one around mid-afternoon).

The program schedule may be modified with the mutual consent of the IDC Instructors and the O/H.

OTHER MATTERS TO BE ARRANGED BY THE ORGANIZER/HOST

- A covered table and chairs must be available to accommodate VIPs and course instructors during sessions.
- The ITF logo flag or banner must be placed in the venue.
- A picture of General Choi and a large poster or banner listing the Five Tenets of Taekwon-Do must be posted in the venue.
- Microphone, speakers, computer, projector and pointer must be available.
- A white board or flip chart with stand and coloured marker pens must be available.



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- Fresh water must be available at all times.
- Chairs or benches, preferably with tables, must be available for participants.
- Training equipment like pads and other materials must be available at the venue.
- The venue where the course is to be conducted must be close to the hotel, and preferably on the hotel site if it can be arranged, to reduce any waste of time due to transportation.

OPENING PROCEDURE

- Participants line up in order to greet the IDC Instructors when they enter the venue.
- Salute of Seniors and IDC Instructors and recital of the Tenets of Taekwon-Do.
- Word of welcome by the Organizing Chair.
- Introduction of the ITF Do Course Instructors by the Organizing Chair.
- Introduction of special guest(s), if any.
- Word of welcome by the leading ITF Do Course Instructor.
- Beginning of the ITF Do Course.

INFORMATION ABOUT RULES AND PROTOCOL FOR THE COURSE

The Organizing Chair shall provide the participants with the following information before they come to the IDC and shall give them reminders before the Opening of the course:

- Participants shall wear doboks during the course.
- Before beginning each session, participants shall line up according to ranks (degrees and grades) to greet the IDC Instructors when they enter the venue.
- After each session, participants shall remain in ranks until the instructors have exited the room.
- Participants shall act according to the ITF Taekwon-Do Protocol (<http://www.taekwondoitf.org/wp-content/uploads/2014/09/ITF-OFFICIAL-PROTOCOL.pdf>).
- Participants standing at ease shall assume a ready stance position with their hands behind their back at all times.
- Participants sitting at ease on the floor shall avoid showing the soles of their feet to the Course Instructor, as it is considered impolite.
- Participants who wish to ask a question or make a comment to an instructor shall raise their hands to let the instructor know that they wish to speak.
- When given the permission to speak, participants shall stand up if sitting down, bow to the instructor, and ask their question. Participants shall identify themselves by telling their name and the name of their country before asking their question. After being answered, they shall bow to the instructor and thank him or her.



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The Organizing Chair shall make arrangements to transfer the course instructors to their hotel right away at the end of each morning and afternoon sessions. **CLOSING PROCEDURE:** (at the end of Day 1 and at the end of Day 2):

- Feedback Questionnaire is completed by participants (15 minutes).
- Participants line up for Closing.
- Closing remarks and thanks by the Organizing Chair.
- Closing remarks and thanks by the leading ITF Do Course Instructor.
- Presentation of certificates of participation to participants (see note below).
- Salute to Seniors and IDC Instructors.
- Group and individual photo session with the Course Instructors if requested.
- Autographs by ITF Do Course Instructor if requested .
- Organizing Chair accompanies ITF Do Course Instructor out of the venue.

- ATTENTION -

The ITF "International Do Course" certificate of participation will be issued only to those who complete the full course (i.e., Day 1 and Day 2).

Those who complete only Day 1 will be issued an ITF certificate of participation called "International Do Introduction".

SPECTATORS

- No spectators are allowed during the ITF Do Course.

VIDEOS AND PHOTOS

Videos and photos may be taken only if approved by the ITF Do Course Instructors.

CANCELLATION OR POSTPONEMENT

Both parties do, hereby, agree that upon signing of this Agreement that:

- The above noted course (namely, the IDC) may be cancelled by the O/H no later than three months before the date set for the opening of the course.
- The IDC may be postponed and rescheduled only upon the consideration and consent of the ITF HQ in consultation with the ITF Do Committee.
- If the O/H of an IDC cancels or postpones the course, the O/H shall be liable for all costs already incurred by the IDC Instructors (such as, but not limited to, flights and hotel accommodation).

CONFIDENTIALITY:

Both parties do hereby agree that all information contained within this document is confidential and privileged, and is not to be disseminated, forwarded, copied or discussed with or to any person or entity.



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DISPUTE RESOLUTION:

In the event of dispute of the terms of service, or fulfilment of this agreement, both parties agree to have the dispute arbitrated solely by the ITF Ethics and Discipline Committee, and further agree to abide by the formal decision of the said committee.

ACCEPTANCE

In accordance and acceptance of the terms of this agreement, we, the undersigned do hereby affix our signatures, and do further agree to be bound by the terms contained within.

ITF Secretary-General
Master Juan Ferrando

Date: _____

Association's Name: _____

Organizer's Name: _____

This is to confirm that I, _____, agree with the above mentioned ITF/Organizers Agreement.

Organizer's signature: _____

Date: _____

Please sign the Agreement (6 pages), scan it and sent it to the ITFHQ : masterferrando@tkd-itf.org

