



International Harmony Course (IHC)

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

To:

The organizing committee (OC) of the International Harmony Course (IHC)

This is to inform the OC or responsible that the following must be considered when organizing an IHC Agreement between:

1. _____ (*hereinafter referred to as "OC"*)
OF THE FIRST PART

AND

2. ITF with address in C/Mercado 5, 03500 Benidorm, Spain (*Hereinafter referred to as "ITF"*)
OF THE SECOND PART

CONCERNING

The organization and instruction of the Official ITF Harmony Course to be held in:

_____ on _____
(Country and City) (date)

BACKGROUND:

- The Organizer/Host (O/H) is of the opinion that the ITF Harmony Committee has the necessary qualifications, experience and abilities to provide the below noted services to the Organizing Committee.
- The ITF Harmony Committee is agreeable to providing such services to the Organizing Committee 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

TUITION FEES:

Both parties agree to the following prescribed course tuition charges:

PARTICIPATION FEE PER PERSON

- 2nd kup to 6th degree : € 75,00 / 7th and 8th degree : € 40,00 / 9th degree free of charge

Participants pay the settled IHC course fee with the exception of the approved countries that have a reduction of fees according the economic status in their country as approved by the ITF Congress members.

In case the seminar fee will be requested in US \$ then the seminar fee shall be based at the € / US \$ currency change rate.

ORGANIZING COSTS:

Based on the economic status in their country any organizer may request a maximum of: **€ 60,00** in order to cover the costs of rent , hotel and meals etc.

DESCRIPTION:

The Harmony Committee consists of the Chairman and 2 to 4 members according the ITF By Laws.

ORGANISING COMMITTEE:

- Must collect a minimum of 40 participants (2nd Kup / Black Belts 1st degree and above).
- 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 a maximum of three (3) single rooms Hotel accommodation including breakfast, lunch, dinner and free internet connection for a 4days/3 nights arrangement.
- Must organize transportation for the committee members from/to the airport /venue.
- Must rent a place of at least 200 square meters.



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OTHER OBLIGATIONS:

- The organiser must send the poster and any other promotional material e.g. banners, images for social media to the ITF communications committee to be checked. Following the confirmation of the communications committee the information will be published on the ITF website and social media and then may be shared by the organiser to third parties.
- The organiser 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. Where possible photographs should be sent to the communications committee on each day of the event
- The organiser must write a report on the event and share with the ITF communications committee (communications@tkd-itf.org), for publication on the ITF website, before it is shared with any third party.

ITF HQ:

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

PROGRAM:

- The IHC has a duration of 12 hours.
- Starting on Saturday at 11am to 19pm with a 1 hour lunch and a 15 minutes coffee break
- Starting on Sunday at 9am to 14pm including a 15 minutes coffee break

The time schedule might be discussed.

OTHER MATTERS TO BE ARRANGED BY THE OC:

- a covered table and chairs to accommodate any VIPs during sessions.
- the ITF logo flag or banner must be in the venue
- a big picture of the founder will be in the venue.
- microphone, computer and projector.
- training equipment like pads and other material shall be available.
- the venue should be close to the hotel (or better inside the hotel) in order not to waste time for transportation.
- fresh water, soft drinks and a blackboard should be present at all times.



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OPENING PROCEDURE:

- participants line up in order to welcome and receive the Instructor(s).
- welcome word by the OC
- introduction of the ITF Harmony course instructor(s) by OC
- introduction of special guest(s) if present
- welcome word by the ITF Harmony course Instructor
- beginning of the ITF Harmony course

TRAINING PROCEDURE:

The OC informs the participants about the following before Opening Procedure:

- participants shall wear doboks.
- before each new session participants line up in order to welcome the instructor(s).
- after each session participants remain until the instructor(s) leave the venue.
- participants must act according to the principles of Taekwon-Do.
- participants standing at ease must assume ready stance with their hands behind the back at all times.
- participants sitting on the floor at ease must cross their legs at all times.
- participants allowed to ask questions shall stand up at all times and assume ready stance with their hands behind the back.
- participants before asking a question shall first announce their name and country.
- transportation ready for the committee right away after the session.

CLOSING PROCEDURE: (right after the last training session):

- Questionnaire given to the participants (15 minutes)
- closing ceremony by the OC / closing of the ITF Harmony course Instructor
- group photo session / individual photo session with the instructor if requested
- signatures to be given by ITF Harmony course instructor if requested .
- The OC accompanies the ITF Harmony course Instructor out of the venue.

SPECTATORS:

- No spectators are allowed during the ITF Harmony course.
- Filming and or Photographs taken , only if approved by the ITF Harmony course Instructor.



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ATTENTION:

The ITF Harmony course certificate of participation will be issued to those who completed the full course.

CANCELLATION OR POSTPONEMENT

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

- The above noted course (namely, the IHC) may be cancelled by the O/H no later than **three** months before the date set for the opening of the course.
- The IHC may be postponed and rescheduled only upon the consideration and consent of the ITF HQ in consultation with the ITF IHC Committee.
- If the O/H of an IHC cancels or postpones the course, the O/H shall be liable for all costs already incurred by the IHC 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.

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 said committee.



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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: _____

Associations Name: _____ /Organizers Name: _____

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

Signature Organizer

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