

# **INTERNATIONAL TAEKWON-DO FEDERATION (ITF) OFFICIAL PROTOCOL**

## **CHAPTER I**

### **SECTION I**

#### **INTRODUCTION**

##### **1. PROTOCOL ON DIFFERENT DEFINITIONS**

- a) A set of rules that are followed in the conclusion of certain official or formal events that have been established by decrees or customs.
- b) A set of rules governing Acts and Ceremonies.
- c) Set of etiquette Social Relations.
- d) A set of rules and ceremonial to be followed in certain acts or certain personalities.
- e) One of a set of procedures to standardize human behaviour or artificial systemic facing a specific situation.
- f) Certain rules established for official ceremonies or social intercourse or in some specific social areas.

##### **2. THE TERM PROTOCOL**

The term encompasses several meanings protocol , while the more familiar and currently in use by the common people refer to the set of behaviours and rules that a person must observe and respect when moving in certain government or social areas , either as a matter of special circumstances or because it holds a charge has to travel on these.

Generally, those who hold any executive position of importance in a country such as a minister, a president, a diplomat or a position of importance in any organization or in a social institution, must respect and take account of specific issues that do not only good manners or questions related only attitudes, but also those a little more frivolous things such as clothing, but in certain cultures or societies are strictly enforced and will not at all unnoticed by those that respect and respect asking protocols.

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Some historians suggest that there were ceremonial terms and expressions in such important documents as the Code of Hammurabi, in ancient Egyptian hieroglyphics and in many other written references.

If any man has evolved, in addition to the inventions, this has been education. From the earliest times known the existence of social norms and rules of behaviour. Since man is on earth has always had certain forms of behaviour in certain events. Although these rules are found scattered throughout all of history, there is a definite and clear fact that gives us important starting point: the creation of the court. This will give a definitive height of good manners.

The nobility, it was said at the time, not only in the blood leads but how to behave to the King and to the people. A fact that we must always present in our lives. You can be rich, educated and even a genius, but we are all people and to behave politely with others. The rise of good manners was glossed by troubadours and romances of chivalry which gave advice on how to be a lady or a gentleman polite.

Among the published books include "The Courtier" by Baldassare Castiglione, a benchmark in the world of good manners.

We can say that was the first book with extensive information about polite behaviour. It refers in detail many aspects of the protocol at the time.

Although many of the rules or should become obsolete, good manners never go out of fashion. Being educated is not a fad; it is inherent in our human condition. It makes us freer and more tolerant.

Being educated is not a fashion, although some think otherwise. Now, not be abused, and fall into pedantry. All excesses are bad. A good education opens many doors and says a lot of people. Says a well-known phrase of Talleyrand, Prince of Benevento: "Only fools laugh at the good education."

You have to be natural in manner, and not force. A phrase that is widely used in learning the protocol will be: if you are unsure, it is better not to pretend (can fall into a ridiculously awful) look to other people how to behave (or what is the same, " When in Rome do as the Romans do, "referring to the ability to observe how they behave the rest of the people).

And in any case, it is always better to ask than to act on our own, at the risk of doing it wrong, because the customs are very different, and we can "disturb" without us hardly counts. What for some cultures have a particular meaning for other seems totally weird, but we must not fail to act in a respectful way.

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An open mind, we will act at all times in the most appropriate way. Precisely the protocol is to join forces so that these "problems" do not arise in large events or events with different cultures and participants.

All that I said above about the protocol that human relations should be observed in various fields. However, there is also a protocol in other media. For example, the social, political, academic, military and employment have to respect other issues, but with the respect and obedience to superiors considered certain positions as may be the case of the military and in our case in the Martial Arts especially as far as we compete in ITF Taekwon-Do. Indeed, hierarchical organizations such as the military or security, the structure of the Church and to a lesser extent, the school network, and in all Martial Arts, respect for the protocol is not only frowned upon, but compliance strict and specific.

### **3. MARTIAL PRACTICE PROTOCOL AND INSTITUTIONAL**

This story shows the importance we place on the Principles and Protocols of Taekwon -Do. This guide describes some of the protocols needed in different situations. While not a definitive guide, this document will help you better understand some of the ways in which we use the Protocol to show respect, discipline, and compassion to all.

This story shows the importance we place on the Principles and Protocols of Taekwon-Do. This guide describes some of the protocols needed in different situations. While not a definitive guide, this document will help you better understand some of the ways in which we use the Protocol to show respect, discipline, and compassion to all.

Confucius Ze Laot Asking about Education. Lao Zi sits cross-legged on a stone bench, with his long white hair tied at the nape. His mustache and eyebrows are white. Confucius is standing with a cup in hand showing great respect and modesty, with both hands together in front and reverence to Lao Zi.

**General Choi Hong Hi  
Father of Taekwon-Do  
1918 - 2002**

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### **4. IMPORTANT**

It is important to differentiate the official protocol, social and institutional level protocol martial or ITF Taekwon-Do itself, whose regimes are based or have to rely at all times respect the hierarchical system that characterizes and identifies.

As we know, the Taekwon-Do ITF, born as a martial art and then the face is enriched with sports, emphasizing their skills. However you should not ignore its original essence as martial art, similar to the military regime.

The wealth of Taekwon-Do ITF and Practice of "DO" as an educator in human behavior to use good manners and good education is to keep in every act of pointing a protocol practices and strengthening the respect and obedience, making a habit of these values in their relationship in the daily practices.

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## **SECTION II**

### **1. PROTOCOL DOJANG**

#### **1.1 START OF CLASS:**

- a) The Master or Instructor who is leading a conventional class should indicate to all practitioners in the position of Firm (Charyot), the salute to the flag "symbol Patriot" and others to identify them.
- b) If there is an instructional aide shall be located to the right of the general formation, facing the Master or Instructor, taking charge of greeting the Teacher or Principal Instructor leads the class.
- c) The oldest practitioner located at the top right of the training must turn towards the instructional aide and all who are similarly formed diagonally revolved looking towards the assistant, the oldest practitioner lead the greeting the assistant.
- d) The announcement last protocol is what is done to oldest practitioner (symbolizing the greeting between practitioners and peers), which is formed at the right vertex point training. Turning it diagonally toward practitioner training, who runs the greeting on this occasion is the second practitioner in the first row, which is the next oldest correlativity.
- e) After greetings protocol, all forming part of the practice of hands in position right Sign (Charyot), repeating aloud each of the principles of Taekwon -Do ITF or the Student Oath. From this time and terminates the protocol class may start normally.

#### **1.2 PURPOSE OF CLASS:**

- a) Repeat the same procedure and protocol by greeting Class Home (*Chapter I, Section II, 1.1.*)

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### **TENETS**

1. Courtesy
2. Integrity
3. Perseverance
4. Self-Control
5. Indomitable Spirit

### **STUDENT OATH**

1. Will comply with the tenets of Taekwon-Do.
2. Instructors and will respect the Elders.
3. Never use the wrong way to Taekwon-Do.
4. I will be a champion of freedom and justice.
5. Build a more peaceful world.

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## **SECTION III**

### **1. RULES AND PROTOCOL BEHAVIOR IN TAEKWON-DO ITF**

Taekwon- Do is a traditional martial art based on the respect for life that preaches Peace and Justice. The proper protocol for each situation that arises is interpreted in terms and behaviours based on martial discipline.

The first thing for a student to learn the rules of behaviour but exactly what we mean by this? This word refers specifically to the appropriate code of conduct to be followed by all students. This deceptively simple answer exists, which is based on everything that is motivated by respect.

Through the practice will develop respect for art in a natural way, so you can appreciate the true beauty of a comprehensive growth, in this way you will learn to have respect for the teachers and instructors who impart their knowledge.

Simultaneously, have respect for classmates to share the adventure of learning. Finally have respect for yourself.

### **2. PREPARATION FOR A CLASS**

- a) Class must be reached perfectly neat.
- b) DOBOK must practice complete and presentable, this means that the uniform must be clean, pressed and in good condition and with their corresponding shield.
- c) DOBOK Treated with respect. After class fold it properly.
- d) Put on your uniform without delay prior to practice and do not leave the dressing poorly unformed, always dressed in full uniform at the start of each class.
- e) Do not wear jewelry or any other accessories during practice; these are causing injury to yourself or your teammates. And symbols of social difference.
- f) For women should wear her hair during practice, if you use headbands should be no metallic elements.
- g) Never acudas to Doyang intoxicated or under the influence of a stimulant.

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## **3. SALUTATIONS**

Reverence is a very traditional way of showing respect, self -control, and discipline in martial arts. Reverence takes time to be done properly. It comes from the heart and is carried by honor and respect, not out of necessity or obligation. If we hurry when we bow, then just because we are doing, and not because they really feel.

Take your time, do your bow slowly and correctly, and then get up to greet, this proves we really feel that we are showing respect.

### **3.1. Like all things in Taekwon -Do is a right way to bow:**

- a) Stand straight with your heels together and the toes at 45 °.
- b) Arms slightly outstretched to the sides, hands closed and palms downward angle
- c) Lean forward from the waist, (15 °), not the neck.
- d) The reverence only from the neck is considered impolite, a proper reverence takes time.
- e) Always look the other person in the eye as you make your bow.
- f) The lower class should start bowing.
- g) The more we keep our reverence, show more respect, as when there is an age difference or the lowest graduation graduation must maintain reverence until Major is back upright.
- h) Always do your reverence before and after addressing a senior.
- i) Always do your reverence to enter or leave the Doyang.
- j) When a greater enters the room or go near you take the time to turn, acknowledge their presence and make your bow.
- k) If you are seated and more passes near you or coming towards you, stand up and make your reverence, is considered rude to remain seated.
- l) Always take off the hat before bowing.

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### **4. WHEN DISMISS HELLO OR A MAYOR:**

- a) The less advanced not offer his hand to the Mayor, wait it is presented first.
- b) Greet using his right hand by placing his left hand under the right elbow with your palm facing upward.
- c) Take a bow of respect whenever greet hand.
- d) For a very personal greeting, greet some older using both hands, taking her hand and placing the other on top of both hands.
- e) For a formal or very respectful greeting, place your hand directly below his right elbow. The farther this left hand on his right will show more respect to the highest.
- f) The major should be treated as "Mr. / a, Professor / a, Master / a" Bo-Sabon Sabon-Sajium-säsong.
- g) Always use your name or title, never his first name.
- h) Make a bow when approaching a higher priority before making contact.
- i) Always use proper language, do not say blasphemies.
- j) Try to never turn your back on a major.
- k) When he retires, three steps back, takes a bow and then rotate to retire
- l) Remember to say Thank you Mr. / a Master / a, Professor / an If Mr. / a, not Master / an aloud.
- m) A lower graduation may be in disagreement with as long as you do so respectfully and politely.
- n) It is rude to interrupt a greater, therefore raise your hand indicating their desire to speak.
- o) Open the doors to the elderly, including cars.
- p) If the major is carrying something, kindly offer to take him.
- q) When you are seated, as a class, a tournament or a seminar avoids showing the soles of your feet to the elderly.
- r) Avoid asking for opinions to the elderly, especially if they are in public.

"Many years ago the Father of Taekwon-Do, General Choi Hong Hi, was the guest of honor at an incredible demonstration by some very talented black belt instructors. Once this exhibition, General Choi asked "What he thought of the exhibit?" Waiting flattering phrases for a job well done, practitioners were impressed and happy to listen to General Choi said, "Okay, Courtesy demonstrated excellent "Being happy with the show, what impressed him most q General Choi was the courtesy, discipline and respect in which practitioners were handled"

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### **5. TO ENTER THE DOJANG**

- a) Upon entering the DOJANG, site practice and learn the Taekwon-Do, stand firm in the position of (Charyot) and learning the trade salute to the flags and symbols.
- b) Later will greet in the direction of greater member or instructor.
- c) In the absence of the instructor should greet the oldest practitioner.
- d) At the same time the lower grade students will be welcomed from the position of attention to all persons of higher degree. So return the greeting themselves at less member.
- e) Tardiness: When the student (s) arrive late and want to enter the DOJANG after the class has begun the student will follow the following protocol:

"Will greet the flags and instructor and will remain in the position of attention with hand up until it is recognized by the instructor and to enter class. After recognizing the student greet the instructor from the position of attention and walk through the back of the class and take the proper position according to the degree corresponding"

- f) When comes a higher grade instructor and enters DOJANG, you have an obligation to stop the workout and greet with respect and firmness.
- g) When you leave the DOJANG should do reverence to the instructor at the time of leave.

### **6. RECEIVING INSTRUCTION**

At any time before, during or after class, when the instructor or any member of offering greater student personal correction to a lower grade, the lower grade students will be put in the position of attention, firm (Charyot). At the end of the instruction the students receive lower grade show respect and appreciation to the formal greeting and give thanks.

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### **6.1. DURING THE CLASS:**

- a) If a student has a question, raise your hand. When the instructor acknowledges the student will care position will greet and question. After being answer your question, the student will greet you and thank you.
- b) If the student must leave class for any reason, the student will raise his hand to receive recognition from the instructor, the student will withdraw from the class. If the student wishes to return to class, the position will care for the recognition of the instructor. When this happens the student will go to its proper position depending on their grade. The student avoided the maximum output, only if requested by end.
- c) Avoid talking with colleagues, spectators, parents and other guests while in class.

### **6.2. WHAT TO DO AND DO NOT DO IN THE DOJANG**

- a) Remove shoes upon entering the DOJANG. This includes parents and spectators.
- b) Do not go to the office unless you have important matters to address.
- c) Do not sit on the desk.
- d) No eating, drinking, chewing gum or smoking inside the DOJANG.
- e) Do not use profanity.
- f) Do not leave the DOBOK or personal items in the DOJANG.
- g) DOJANG helps keep clean.
- h) Concentration in training, do nothing to obstruct the learning of other people or yours.
- i) There should be no unnecessary talk or jokes during practice. Talk least.
- j) The uniform must be clean and presentable at all times.
- k) Uniform should be used only when training or competing, not as casual wear.
- l) The belts should never touch, fall or be placed on the floor.

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- m) When it suits the uniform or belt pull to the side to avoid being compared to the greatest or give her back.
- n) It is considered extremely rude to touch the belt uniform or greater.
- o) Avoid "playing" with your uniform or belt.

### **7. HIERARCHIES**

All saw the instructors recalling its hierarchy; never call him by his first name, always putting the word for its hierarchy (Bosabon, Sabon, Sajium, and Sasong).

### **8. NOTE**

**It is very important to note that the expression of "Taekwon" to greet "DO" o completing the trunk inclination, will be used to greet a person. The greeting to any inanimate object (trade practice, flags, symbols, etc.) Is not necessary "Taekwon" expression! In these cases, only the trunk should be tilted slightly (15 °), without expression.**

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## **SECTION IV**

### **1. EXAMINATION OF GUPS AND DANES**

If there is a place and time in which we must implement, at its best "protocol" is in the examination of the categories of colour belts (GUP) and black belts (DANES).

Care must be necessary so that in this circumstance so important, this act is nested with special enhancement and excellence.

For these reasons this act is declared "tag", which means that the examiner or examiners, should be dressed in suits and ties that identify their categories, the assistant or aide and examinees must wear the official uniform of our organization with their badges and IDs belonging to your country (national body) and the school to which he belongs. The scope of examination should have everything necessary for the proper conduct of the examination. In particular identificatory symbols of the country, our organization and any other organization or hierarchy among institutions enhancement of the act.

### **2. PROCEDURE**

- a) Examining table will be formed chaired by the most senior.
- b) Nominate a helper or assistant exam.

### **3. HOME**

- a) The assistant or auxiliary is looking after the protocol from the beginning to the end of the act of examination.
- b) If the test is public or auxiliary assistant, ask the general public silence phones silent, not moving from where during the examination, or loud conversations and unnecessary inconvenience, especially in view of the protection of the concentration tested.
- c) It is forbidden to the general public carrying young children, pets of any kind or anything that could lead to riots and desconcentration examined.

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- d) The assistant or aide may remove from the premises the person or people who do not comply with these regulations. Being able to dislodge public including the scope of the review and make it private, “authorized by the President of the examining board.”
- e) You must perform the training of previously examined the entry of the examiners.
- f) Relevant Greetings Then, following the same criteria classes initiation protocol (*Chapter I, Section II, 1.1.*), is given by the act started.
- g) Examinees must meet the same requirements that must be met in mainstream classes and above.
- h) There shall be: admission to any considered once the review (in no case be allowed to review the late arrival).
- i) Similarly there is no retirement until after the examination; if it is done this examination is cancelled.
- j) An order issued by the examining board shall be through the auxiliary or helper.
- k) The examining board may not be in contact directly to the examinee, except in very special class.
- l) The examinee may not apply to the examination table, but through the auxiliary or helper.
- m) The examinee may not be withdrawn or training grounds without permission from the assistant or aide.
- n) The examinee will raise your right hand, addressing the assistant or aide for any questions or concerns you may have.
- o) It will be important to consider a break or make a break at intervals of 1 (one) hour, during which the output will not allow or permit indiscriminate examined the place of examination (permission for toileting, taking water or rest). The purpose of this arrangement is practical demonstration of “Self”.
- p) After the examination shall meet the relevant greetings protocol similar to home. The assistant or auxiliary expect the authorities to break out of the receptacle training, providing them at the end of the act.

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## **SECTION V**

### **1. TOURNAMENT PROTOCOL**

It is very important to have a protocol guide tournament, with the ultimate goal of standardizing a single protocol for all our events. This does not mean that each organization can create attachments that enrich the protocol and identify their countries in their traditional customs protocol. The main objective is not to detract from the traditional events that identify each country.

### **2. PROCEDURE**

- a) The organizer should provide a VIP lounge prior to the entrance of the venue of the tournament for the reception; call the authorities and primary special guests ITF Taekwon-Do.
- b) This room shall be provided with a break (drinks, soft drinks and snacks).
- c) There should be a " ceremonial head of protocol " with the amount of necessary assistants , identified , who will be responsible for guiding the authorities and special guests at every moment of his stay on the premises.
- d) Provision of a VIP place at the stadium where the borrowers as VIP, can access whenever they want without limited time.

### **3. OPENING CEREMONY**

- a) The opening ceremony will be held on a specific day, determined by the organizers on the day or a time that was convenient, such determination will be made by the event organizer.
- b) The opening ceremony will not last more than two hours, from the beginning, oaths, speeches, demonstrations and / or important final competitions.
- c) The Master of Ceremonies is responsible for guiding the entry of officials and special guests to the venue , taking care of the competition at that time is stopped in every ring, requesting that all practitioners , competitors , trainers , coaches , etc. . , which are within the perimeter, in the field

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of competition and in the stands, stand as a demonstration of courtesy to the ITF officials and special guests.

- d) The organizer will be responsible for directing the protocol greeting to the authorities and special guests as host.
- e) The location of the authorities and special guests will be located in one place so that the president's speech or some important authority can do it from the front to the authorities and special guests generally avoid giving back during speech.
- f) The ceremonial head is responsible according to institutional protocol and special guests provide needed seats, placing the aforesaid procedure, putting the names of people in their place so to facilitate the location of each of the participants. This will prevent incurring not a lack of respect or courtesy to special guests and authorities.

### **4. SPEECH**

- a) The organizer must have a ceremonial head if possible a speaker or professional entertainer, who must take into account in presenting the exact names of the authorities and special guests, their respective positions and the countries they represent.
- b) The chief ceremonial presentation given at the opening and once sung the national anthem of the organizing country, invited to the event organizer for the respective welcome back to the organizer will invite the President of the ITF to give his speech, and if there is any authority important host government of the event will be the last to make the speech.
- c) Once the opening ceremony chief asked again to stop the event and request all practitioners, competitors, trainers, coaches, etc., standing to fire authorities and special guests led previous protocol greeting the event organizer.

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### **5. CLOSING EVENT**

- a) In the closing ceremony of the event will repeat the same procedure of the opening ceremony, reducing the time to an hour, which will be delivered as a final act of the ITF flag to the next host.
- b) This act made the president of the ITF or the organizer of the event the next organizer, as the end of that event.

### **6. DRESS**

- a) In the opening ceremony and the closing tag is mandatory and compliance of each respective ties graduation.
- b) In any other occasion, unlike the opening or closing officer can use the label dress one more choice.

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## **SECTION VI**

### **1. IIC PROTOCOL**

IIC courses conducted around the world must be, in addition to its excellence in technical education, a clear example of the practice of martial protocol since this course is for trainers, teachers and advanced practitioners and higher category.

The emphasis must show is that our organization remains active and unalterable legacy protocol Gen. Choi Hong Hi , in all activities in the Taekwon -Do ITF .

### **2. PROCEDURES**

- a) The organizer shall provide a space according to the number of participants in the course.
- b) Where possible the location must meet certain conditions to building and infrastructure to nest the course.
- c) For the proper development of the protocol, this room should have national symbols, symbols of our organization and other identificatory symbols, to be presented at the leading front of the enclosure.
- d) It will free space and / or be put on a platform high in the main front so that the speaker has a place of prominence and can be seen and observed by all.
- e) The main table usually used to great teachers, authorities and special guests (located on the front), will be placed on the side of the enclosure in the front , with the main object of the speaker to address the audience not back a main table which is usually placed on the front.
- f) The organizer must take account of a ceremonial head of his absolute confidence to protocol handling at all times during the course of ongoing development.

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### **3. START OF COURSE**

- a) The ceremonial head of state is responsible for timely entry of the speakers to campus.
- b) You should note that participants must be strictly stand "firm" (Charyot), ordering such participants observe and look towards the place of entry of the speakers.
- c) The protocol used during the development of the course is similar to that developed in the conventional class.
- d) The organizer must be accompanied at all times to the speakers.
- e) Once the speakers entered the enclosure material, the protocol "handshake", following the start up procedure class (Chapter I, Section II, 1.1.)
- f) Who will greet the speakers and / or masters present, should be the most senior and the oldest lodges in the course, which will be located in the front right corner.
- g) The great teachers and special guests will be located in the VIP table, meant for them.
- h) The ceremonial chief organizer shall call for his welcoming speech, then give the floor to director of international education and thus provide for the course started.

### **4. END OF COURSE**

- a) The Master of Ceremonies will arrange delivery of certificates to participants.
- b) Upon completion of the presentation of certificates, ceremonial chief liaison with the organizer responsible for leading the delivery of awards to the presenters and if there is any special authority, provided courtesy of thanks.
- c) With the same boot order ceremonial chief gives the word to the course organizer for his farewell and later as the director of the department of international education, providing them at the course completed or closed.

**SECTION VII**

**SOCIAL PROTOCOL**

**1. LUNCH AND / OR DINNER**

- a) Always expect the more it feels first.
- b) The largest should sit at the head of the table (or in the middle), the other on the sides as rankings ( always from right to left )
- c) The host must always sit next to the biggest.
- d) The wives or companions are welcome to sit next to their partners, regardless of their graduation in Taekwon -Do.
- e) Patiently wait for the more open the menu and make your order first.
- f) Once the drinks and food are on the table, let the largest take and try their food first.
- g) When making a toast, make sure your drink is below that of the greater, always use both hands (like when waves his hand).
- h) The largest should never pour their drink; this must be done by someone of lower rank.
  - i) As a priority the lowest graduation shall fill the cup more before yours.
  - j) If the greatest need something smaller is the responsibility of graduation.
  - k) Always ask permission to move away or closer to the table.
  - l) Whenever more approaching or getting up from the table should stand.
  - m) Use good table manners should not slouch or put your elbows on it.

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## **CHAPTER II**

### **SECTION I**

#### **1. INSTITUTIONAL PROTOCOL**

It is important to document and regulate the protocol to be followed at meetings of both the Executive Committee and members of the Congress of representatives from each country, affiliated to the ITF.

We note that Gen Choi has bequeathed a protocol focused especially eminently martial rules for behaviour in the conventional practices DOJANG Taekwon- Do ITF , likewise, the GM Tran Trieu Quan was dedicated to regulating and his Guide Protocol , protocol documented the social behaviour of a practitioner of Taekwon -Do ITF , beyond the behaviour of their daily practices . In view of the need to regulate and document the protocol to be used in meetings involving the ITF as an institution regulates the following items:

#### **2. EXECUTIVE COMMITTEE MEETING PROTOCOL**

##### **2.1 OPENING :**

- a) The President of the ITF, take the most important place of the meeting table.
- b) On the right, will house the second largest in the institution, who is the Senior Vice President.
- c) On the left, will be located next most important, who is the Senior Vice President.
- d) To the right of the second largest, Second Vice President will sit.
- e) To the left of the third most important will sit the General Secretary.

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- f) From these positions of greater institutional relevance, will be considered and respected the most senior and oldest, who conformasen the following positions, respecting the same initial ordering in successive locations (always right).

### **2.2. IN OFFICIAL EVENTS**

In an official ceremony chairs will be necessary for all members of the Executive Committee and special guests. It will follow the same order mentioned above.

### **2.3. SPECIAL GUEST LOCATION**

Special guests considers the importance the President , take the first right , next to the President and in this case consecutively , will be located EC Members from left to right as stated above .

If they have two special guests, both will sit next to the President, and the order from right to left remains as stated above.

### **2.4. SALUTE PROTOCOLARY**

The charge of greeting the President and his inauguration, will be the next most important institutionally fall on the Vice President of the ITF.

This is done at the beginning and end of the meeting.

## **INTERNATIONAL TAEKWON-DO FEDERATION (ITF) OFFICIAL PROTOCOL**

### **3. PROTOCOL OF CONGRESS**

The most important assemblies protocol, both Ordinary and Extraordinary ITF or Institutional Congress, members must be located in place before mentioned, respecting the location of each country according to the alphabet.

To start the meeting, all representatives' present member countries to endorse the quorum of the meeting shall stand up at the time of admission to the site of the President of the ITF and Entourage.

The executive committee will take its proper place as the location protocol.

#### **3.1. SALUTE**

The salute to the president and his inauguration, serve the same protocol used in the EC Meeting (Senior Vice President is in charge of greeting).

The greeting to the members of the Executive Committee held the first country delegate List Location (the first country located at the top right of the site).

At the end of this meeting is held the same greetings and in the same order as at the beginning.

Before leaving, the President and his Entourage everyone in the audience will be standing for the departure of President and Entourage.

## **INTERNATIONAL TAEKWON-DO FEDERATION (ITF) OFFICIAL PROTOCOL**

### **MESSAGE**

It is very important for me to have had the opportunity to formalize the "Official Protocol ITF Taekwon-Do", entrusted me by the ITF President Grand Master Pablo Trajtenberg and each of the members of the Executive Committee of the ITF.

I thank my colleagues the confidence in me to develop important contribution to "DO" of our martial art, and it really is a guide to human behaviour in society in which we live.

Noblesse oblige to recognize the teaching of many teachers that have enriched my knowledge and wisdom in the course of my practice of Taekwon -Do, the martial emphasis , I cannot ignore the lessons learned by my closeness , affection and place me given our "Father of Taekwon -Do" Gen. Choi Hong Hi .

***It is important to remember that part of what was done in this protocol with the help of the writings by the GM Tran Trieu Quan (+), who left us much hit upon important concepts documented and relevant to the Protocol in its teaching of "Do".***

***I want to make a report to GM Tran Trieu Quan (+) for such valuable work.***

**Official Protocol ITF Taekwon-Do.  
Developed and written by:  
GM Javier Dacak  
Vice President of the ITF  
09/04/2013**