



International Taekwon-Do Federation I.T.F.

국제태권도연맹

Draugasse 3, 1210 Vienna, AUSTRIA

Tel: (+43-1) 2928467 | Fax: (+43-1) 292846789

E-Mail: secretary-gen@itfhq.org | director-af@itfhq.org

Website: www.itf-tkd.org



To: ITF NGB Representatives

From: ITF EB

18th Sep. 2020

Dear ITF NGB Representatives,

Dear Grand Masters, Masters and Instructors,

We would above all like to pray & beg all of you including your family to stay safe & healthy from the coronavirus pandemic and further, overcome the unexpected challenges & hardships you are facing in this horrible time with the strong Spirits of Taekwon-Do.

On this occasion, the ITF EB informs you of its decision as below in the hope to make ITF more dynamic & professional in its running & managements to meet the requirements & demands of the modern time like today, which should be mandatory & obligatory to all NGBs/Associate Members.

△ Official ITF Online Platform with the Integrated Database (ITF DB)

- The ITF digital infrastructure, consisting of the Official ITF Online Platform with the integrated Database, is part of ITF.
- Official ITF Online Platform with the Integrated Database (ITF DB) will be managed directly by the ITF HQ officials supported by the ITF Online Platform Team.
- To ensure and warrant compliance with the ITF Regulation on the Official ITF Online Platform with the Integrated Database (ITF DB), each NGB/Associate Member & Continental Federation (CF) must appoint an English-Speaking Data Protection Coordinator from their Executive Boards, who will be responsible for the important works relating to the Official ITF Online Platform with the integrated Database (ITF DB) within their countries or areas.
- All the CFs, NGBs/Associate Members, Clubs/Schools and individual members will have access to the Official ITF Online Platform with the integrated Database (ITF DB) within their rights limited by their respective domains and will manage their operations & personal profiles on one single platform, so that the data & operational processes are all in one place for seamless coordination by the ITF HQ.
- Each NGB/Associate Member & CF must ensure and warrant compliance with any & all applicable laws, rules and regulations governing the protection of each member's personal data and/or sensitive information handled through the ITF DB. ITF reserves the right to require that each NGB/Associate Member & CF signs the Data Protection Agreements that can be modified and/or supplemented from time to time.

△ ITF Online Platform with the Integrated Database - Key Features

- Registration of the personal particulars to the ITF DB
 - Personal Profile and ITF ID number
 - WADA e-Learning Certificates verification & Testing history
 - Gup promotion history
 - Dan promotion history
 - International Instructor qualification status
 - International & National Umpire qualification (A/B class) status
 - Award of the ITF Order & Outstanding Instructor Medal
 - Award of the ITF Honorary Dan Certificates
 - Recognition Plaques & its annual renewals status
 - History of serving in ITF, Continental Federation & NGB/Associate Member in such Positions as President, Secretary General etc., including Sub-Committees & Task Force (Adhoc Committees) organized by ITF.
 - Roles of activities (Athlete, Coach, Umpire, Instructor, Assistant Instructor, etc.)
 - Thesis & Publication
 - Professorship, Doctorate, etc.
- ITF Live (Conventional) and Online Event Management System
 - Event Accreditation
 - Live & Online Event Registration and management
 - Results Reporting
 - Ratings
 - Video archives
 - Electronic scoring systems plug-ins
 - CFs, NGBs & Sub-Organizations Management System and Directory
 - Club Management System
 - ITF Cyber Arena for Online competitions
- ITF Academy
 - International Webinars (Seminars)
 - Online Certification
 - ITF International Seminar/Course/Camp registration and records
 - ITF Grand Masters' online classrooms
- ITF e-shop, featuring ITF Official merchandise

△ ITF ID and the Annual ITF Membership Fee

- Each individual registered in the ITF Database will be assigned a unique electronic identification number ("ITF ID").
- The ITF ID is mandatory for all individual ITF members from the 10th Gup and up under every NGB/Associate Member:
 - a. CFs and NGBs/Associate Members will be registered by the ITF HQs and the ITF Online Platform Team

b. Schools/Clubs and Instructors by the NGBs (Data Protection Coordinators)

c. Individual members will be registered by their Club/School Instructors

- In order for each individual member to obtain the electronic ITF ID, an Instructor or NGB Executive Data Officer or the ITF HQ official must fill out & submit an online registration form, through the ITF DB, indicating the type of membership required together with the following information on every applicant: full name, gender, date of birth, e-mail address and details for the Club/School & Instructor and the current Gup or Dan status.
- At the initial registration, filing the detailed Gup/Dan promotion history per member is optional and it may be recorded in the system by an Instructor at his/her own discretion. Nevertheless, this information might be mandatory & obligatory at a later date, subject to a separate circular letter from the ITF HQ.
- Timely recording of the Gup promotions of every member after registration is mandatory and will be a direct responsibility of Instructors or the respective NGBs/Associate Members.
- Every Instructor will be given an optional right to request and download the official ITF GUP Certificate for each of the students after filing the promotion history or updating his/her Gup grading details in the ITF Database.
- The cost to download the official ITF GUP Certificate is 3 Euro per student. The Instructor is further allowed to surcharge the students with reasonable additional fee for the ITF GUP Certificate.
- The registration of all the individuals (colour & black belt holders) for their personal ITF ID and schools (with Plaques & without Plaques) in the ITF DB at the Official ITF Online Platform will start from October 1st, 2020 on the country by country basis strictly in accordance with the guidelines & schedules released by the ITF HQ for every/each NGB & Associate Member.
- Within 30 days after the registration, every registered individual is required to pay the 10 Euro for the Annual ITF Membership Fee to have his/her ITF ID, issued at the registration, active & valid.
- If the Annual ITF Membership Fee of 10 EUR is not paid within 30 days after the registration, the ITF ID becomes invalid and may not be recognized until the dues are paid.
- The Annual ITF Membership Fee paid by members at the time of registration this year 2020 is counted towards the year 2021 with the next payment due in January, 2022.
- From 2021 and on, the individuals who do not bear a valid ITF ID will be exempted from the rights & prerogatives provided by ITF to its members, including the Gup & Dan promotions, International Instructor & Umpire qualifications, Club/School registrations and will be banned from any events in ITF Taekwon-Do worldwide, including the World & Continental Championships.

△ Distribution of the Annual ITF Membership Fee

2 Euros out of the Annual ITF Membership Fee will be distributed to the ITF NGBs/Associate Members and 1 Euro to the Continental Federations. The rest will be utilized to develop & promote ITF Taekwon-Do worldwide as follows:

- To work more closely with IOC, GAISF, WT and other International Sports Organizations
- To help NGBs in a desperate need of aid
- To support the ITF Special Needs activities
- To establish the ITF Harmony Fund and support the ITF Pioneers & Grand Masters in a critical condition
- To support the world tours of the ITF Taekwon-Do Demonstration Team
- To maintain & improve the ITF DB

As you are well aware, it is first ever challenge & attempt for ITF to upgrade its image as one of the best International Federations, therefore, it requires the specific attentions & active collaborations from all ITF members for its completion.

The Presidents of the Continental Federations as the ITF EB Members are strongly & particularly requested to pay due attentions to & play the active roles in carrying out this ambition on schedules in close contacts with the NGBs/Associate Members under you.

For making this project implemented properly & smoothly, ITF has appointed Mr. Anton Archipov as the ITF Data Protection Officer & the Official ITF Online Platform Executive Officer.

He would be ready to provide you with the necessary assistances & services and you are kindly required to contact him at: a.archipov@taekwondo-itf.com and the ITF Online Platform Team at: support@taekwondo-itf.com at any time should you have any queries & problems.

For further details, please refer to the attached ITF Regulation on the ITF DB and the Appendices thereto.

Thank you in advance for your attentions & collaborations.

ITF EB

International Taekwon-Do Federation

Draugasse 3, 1210 Vienna, Austria
Tel: +43 1 292 84 67, Fax: +43 1 292 846789
secretary-gen@itfhq.org, www.itf-tkd.org

Attachments:

ITF REGULATION on the Official ITF Online Platform with integrated Database
Appendices: ITF Privacy Policy; ITF Database Security Protocol