

International Taekwon-Do Federation I.T.F.



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To ITF EB members and NGB Representatives, ITF Masters

Ref: ITF Membership Booklet issuance

30th Mar.2010

Dear ITF NGB Representatives and ITF Masters,

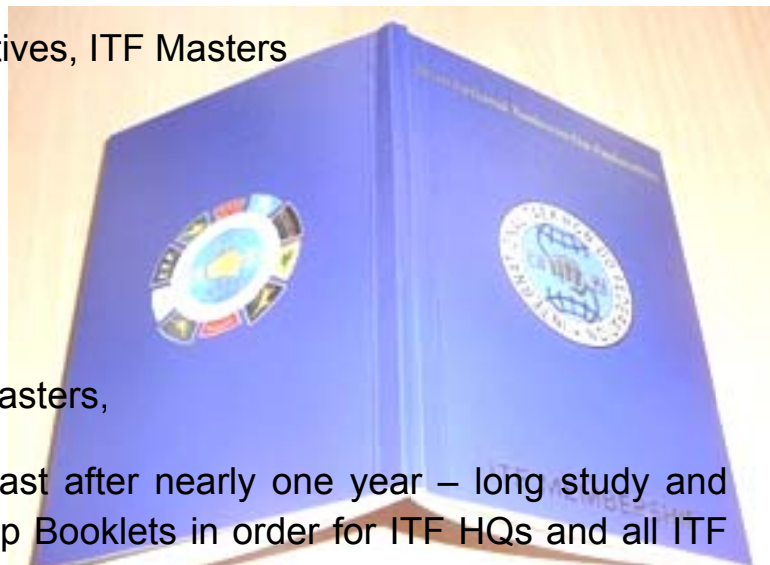
ITF HQs is pleased to announce that at last after nearly one year – long study and endeavor, ITF issues the ITF Membership Booklets in order for ITF HQs and all ITF NGBs to have a unique lifelong record system through issuance of ITF Memberships booklets in accordance with the decision made at the 18th ITF Congress at Tashkent and regulations made at the 19th ITF Congress.

▲ What is this ITF Booklet for?

This is one of Membership certificates like Dan certificate, not commercial commodity.

- To encourage all the ITF members to exalt their pride, honor and Membership sense as ITF member.
- To keep regular and systematic records of a lifelong Taekwon-Do -related activities of all ITF members
- To ensure a correct assessment in promotion procedure on the basis of the scientific and historical records.

The copy of this ITF Booklet record will be important request for ITF Membership promotion especially for promotion of International Instructor, International Umpire and Master and ITF Commendation.



•To maintain systematic International Seminar / course participation list through ITF Membership Booklet and to reduce the fee of International Seminar / course participation by replacing the International Seminar / course certificate with seminar / course endorsement sticker.

▲How to apply for this Booklet ?

The ITF Membership Booklets shall only be applied for by NGBs and ITF Masters, but recording (writing on ITF Memberships Booklet) and NGB endorsement on each page of ITF Membership Booklet will be done by NGB.

—Only NGBs and ITF Masters are allowed to send application to ITF HQs.

1.)The ITF Booklet application list (in Excel list)

All the contents in this application list should be filled out as the same format as shown in sample list, especially ITF Membership booklet No., birthday and name.

ITF membership booklet No. :

Country code in ITF Dan certificate + ITF membership booklet holder' birthday

For example: 21st Feb.1956 →**19560221**

2.) Photo

Each photo should be sent in jpg format with the ITF Membership booklet number (the number in Excel list) under each photo (without writing the name of applicant).

The photo should be of a clear image in a high resolution with white color background.

3.) ITF endorsement barcode data application (in Excel list)

When applying these Booklets, if NGBs or Masters might send the relevant ITF endorsement barcode data application.

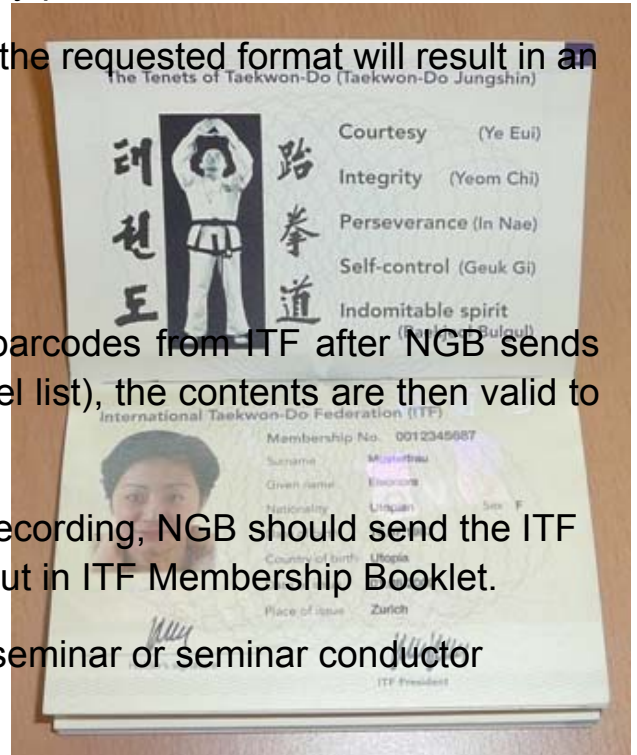
These ITF endorsement barcodes created based on ITF endorsement barcode data applications will be sent through Email or by post.



–This application can be sent at the same time of applying for these booklets or later after having received the booklets.

– ITF HQs will send the ITF Membership Booklet by post.

Incorrectly filled application due to not following the requested format will result in an indefinite delay or refusal of barcode issuance.



▲ Recording on ITF Membership Booklet

–Only upon receiving relevant ITF endorsement barcodes from ITF after NGB sends ITF endorsement barcode data application (in Excel list), the contents are then valid to be written by NGB on relevant line in the booklet.

•As for the Social service and Contribution to ITF recording, NGB should send the ITF its report before receiving ITF approval and filling out in ITF Membership Booklet.

•As for the Seminar record it will be written by the seminar or seminar conductor organizer on ITF Membership Booklet .

•Other items such as Dan promotion, qualification, plaque, medal and cup will have to be recorded on ITF Membership Booklet by NGB upon receiving of the relevant ITF Endorsement barcode from ITF HQs.

–NGB endorsement means putting NGB representative‘ signature or stamp or proof barcode sticker created by NGB itself.

•NGB representative who puts certification (signature, stamp or proof sticker) on NGB Endorsement on each page of ITF Membership Booklet is legally responsible for all NGB members‘ certification on ITF Membership Booklet.

–NGBs are required to keep their own database solution to keep all those members‘ record on ITF Membership Booklet.

▲Barcode sticker of ITF endorsement

—All barcodes contain relevant data and are readable through scanner for the purpose of proving and registering.

— ITF endorsement barcode will be sent via Email in Excel format or by post to NGB after ITF HQs has verified the data application.

(See the scanned images of ITF Membership Booklet pages)

—As for the Barcode sticker of ITF endorsement on the previously issued certificates and other records NGB will need to send the Barcode data applications through email and ITF HQs will send these barcode through email.

—Upon receiving these ITF endorsement barcodes through email the NGBs will copy and print these ITF endorsement barcode on a good quality white color sticker paper, cut by each barcode and stick each barcode on the appropriate page of ITF Membership Booklet.

— In case of ITF HQs' request to send the photocopy of the recorded pages of ITF membership booklet containing ITF endorsement barcode sticker NGB will have to send these photocopies to ITF HQs through Email.

These photocopy will be verified for Dan promotion of 4th Dan and the above and Master, Instructor and Umpire and ITF commendation.

—Barcode scanner

NGB or Masters might purchase barcode scanner locally for reading all the barcode for confirmation or simple record through barcode scanner connected to computer

– During Championships

- Registration of participants

At the registration desk those participants can be registered simply by scanning its barcode sticker on ID page of ITF booklet by scanner connected to computer.

- Dan holder status prove

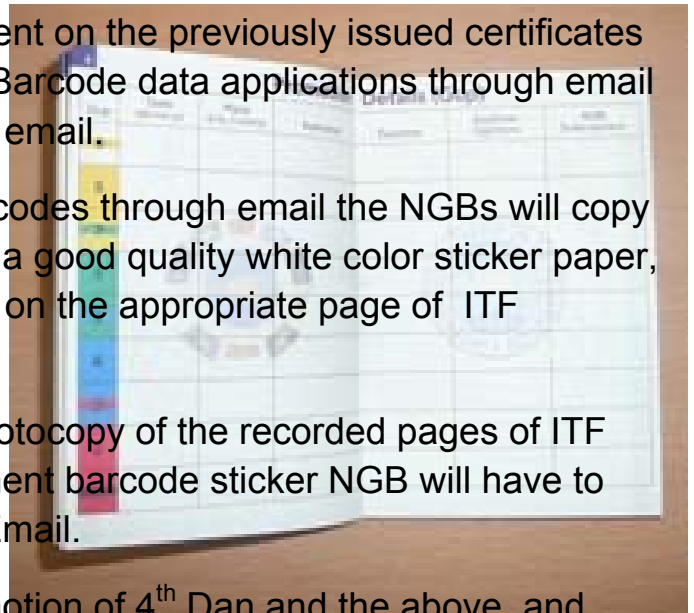
It can be proved simply by scanning its barcode sticker on Dan page booklet pages through barcode scanner connected to Computer.

▲This Membership Booklet is distributed at a cost of 25 Euro.

—its replacement fee is of 25 Euro in case of replacing when lost or damaged by its holder.

▲**Seminar/Course certification** with ITF Membership Booklet issuance

From Jan.2010 ITF HQs does no longer issue the Seminar/Course participation certificates , instead all record regarding the seminar / Course will be done on this ITF booklet by sending the relevant ITF endorsement barcode stamp to be put on ITF Booklet.



In consideration of this non-issuance of the seminar / Course Certificate, the Seminar participation fee will be dramatically reduced.

—Previous International Seminar Fee :

- Seminar fee up to 2nd Dan :80 Euro(100 USD)

To the ITF : 32 Euro (40% of the seminar fee,80 Euro)

- Seminar fee from 3rd Dan & over : 165 Euro (200 USD)

To the ITF : 66 Euro (40% of the seminar fee,165 Euro)

—New International Seminar Fee (from Jan.2010)

- Seminar fee up to 2nd Dan : 50 Euro

To the ITF : 15 Euro

- Seminar fee from 3rd Dan & over :100 Euro

To the ITF: 30 Euro

This fee to the ITF is for ITF endorsement barcode to stick on ITF membership booklet.



When requested to issue the seminar certificate having been issued until the last year (for only International Technical Seminar) by participants they will need to pay 25 Euro in addition to the above payment.

—During or immediately after Seminar the seminar organizer or seminar conductor will request ITF HQs to send the ITF endorsement barcode with seminar participation list.

Upon this request ITF HQs will send the ITF endorsement barcode as a ITF endorsement stamp by Email to Seminar conductor and organizer for Seminar participation certification to put on ITF membership booklet.

Upon receiving these ITF endorsement barcodes through email Seminar Conductor will copy and print these ITF endorsement barcode on white color good quality sticker paper and stick these barcode on Seminar/ Course page of participants' ITF Membership Booklet before participants' returning home.

—The Umpire passport (red color, adopted from 2007) is no more in use with this Booklet introduction.

—During ITF World Championships the seminar participants holding ITF membership booklet will get the ITF endorsement sticker (Barcode sticker) on spot to put on ITF Memberships Booklet.

—The validity of ITF endorsement barcode on Seminar :

Only fill in and provide seminar certificate number of the seminar held since 2003.

▲Duty of application

In accordance with the new ITF Constitution and By-Laws adopted at this 19th ITF Congress, those Dan applicants without his or her ITF Membership Booklet are not entitled to apply for Dan certificate, which will be in effect from Apr.2010.

They might apply for this Booklet at the same time of their applying for Dan Certificate.

This information letter might be subject to a slight modification or an alteration upon your constructive suggestion unless it is not beyond ITF Constitution and By-Law.

Thanks in advance for your great assistance to this project.

With warm regards,

Yours in Taekwon-Do,

Cholgyu Kim

ITF Treasurer