



# INTERNATIONAL TAEKWON-DO RICCARTON INC



**GRADING POLICY - 2019** 







### **SECTION I - INTRODUCTION**

### ARTICLE 1. INTRODUCTION & PURPOSE

- 1.1. A core activity of the Club is to prepare members for promotional grading tests, in a fair and consistent manner.
- 1.2. This policy will provide:
  - a. clear guidelines for members on requirements for promotion;
  - b. fairness, consistency, and transparency to all members;
  - c. compliance with International Taekwon-Do requirements for gradings.
- 1.3. Gradings are optional but you have to attend them to attain a higher grade (belt).
- 1.4. Payment of fees does not guarantee participation in gradings, promotion, or belt certification by the School or International Taekwon-Do.
- 1.5. Students must demonstrate the required level of skill as evaluated by the Instructor and International Taekwon-Do for all levels of belt certification as laid out in this policy.

### ARTICLE 2. APPLICATION

2.1. This policy will apply to all Club Members; an exemption from any of the requirements are sole at the discretion of the school.

#### ARTICLE 3. REVIEW OF POLICY

- 3.1. This policy will be reviewed by the Senior Instructor on an annual basis and will apply to the calendar year following the review.
- 3.2. The review will include, but not be limited to:
  - a. seeking recommendations from Instructors on potential changes, and
  - b. any changes in grading requirements from the International Taekwon-Do Federation or International Taekwon-Do Foundation of New Zealand Inc.
- 3.3. Notification of the outcome of the policy review to Instructors and Members and the changes becoming effective as follows:

	Review	Notification	Effective
Policy review and implementation timeline	October	1 December	1 January

#### ARTICLE 4. EXECUTION

4.1. This policy was approved by the Senior Instructor of International Taekwon-Do Riccarton Inc on 28 December 2018 and will be effective from 1 January 2019.

Signed by:

Senior Instructor Date: 28 December 2018







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### SECTION II - BLACK BELT GRADINGS

### ARTICLE 5. BLACK BELT (DAN) GRADING SYSTEM

- 5.1. The degree system for International Taekwon-Do has nine grades of black belt, from 1st degree (I dan) to 9th Dan (IX dan).
- 5.2. The degree grading system is controlled directly by International Taekwon-Do.

### ARTICLE 6. INSTRUCTING REQUIREMENT FOR DAN GRADING

- 6.1. There is a requirement for members to assist in instructing regularly for six months before they can grade to black belt.
- 6.2. In order to ensure fairness and consistency at the club this requirement should:
  - a. Comprise of at least 50 hours of assisting or instructing classes, and
  - b. be completed after the successful completion of the instructor's induction course.

### ARTICLE 7. TOURNAMENT PARTICIPATION FOR DAN GRADING

- 7.1. The reasons for competing in tournaments as a requirement for grading are included in Article 17.
- 7.2. The guideline for the cumulate number of International Taekwon-Do tournaments that a student should have competed in is set out in the following table:

Requested grade	Nationals	Regionals	All Tourn.
I Dan	2	3	10
II Dan	3	4	12
III Dan	4	5	14

7.1. Allowances for students who have already completed several gradings but have not attended many tournaments will be made at the discretion of the club.







### SECTION III - ADULT GUP GRADINGS

### **COLOURED BELT (GUP) GRADING SYSTEM**

- 8.1. The grade system for International Taekwon-Do has 10 grades between white belt and first degree black belt.
- 8.2. These are represented by belt colours white, yellow, green, blue and red, together with a stripe grade between each belt colour.
  - 10th Gup White Belt a.
  - 9th Gup White Belt with a Yellow Stripe b.
  - C. 8th Gup - Yellow Belt
  - 7th Gup Yellow Belt with a Green Stripe d.
  - 6th Gup Green Belt e.
  - f. 5th Gup – Green Belt with a Blue Stripe
  - 4th Gup Blue Belt g.
  - h. 3rd Gup – Blue Belt with a Red Stripe
  - 2nd Gup Red Belt i.
  - i. 1st Gup – Red Belt with a Black Stripe
- 8.3. To attain these grades, students attend a Gup grading conducted by International Taekwon-Do with an examiner assigned by International Taekwon-Do.

#### **ARTICLE 9. GUP GRADINGS**

- 9.1. A Gup grading will be requested from International Taekwon-Do as required by the School, and approval of the request is at the discretion of International Taekwon-Do. Usually there are 3 or 4 Gup gradings per year.
- 9.2. Gup Gradings are conducted by an Examiner approved by International Taekwon-Do who reviews the progress of students and determines if they have reached the standard for promotion.
- 9.3. The examiner usually provides feedback to the Instructors for each member to work on before their next grading.
- 9.4. Parents are invited to photograph the students and instructors at the end of the grading.

### ARTICLE 10. ELEGIBILITY FOR GUP GRADING

- 10.1. To be eligible to grade, students must meet the following requirements:
  - a. attended the minimum number of classes:
  - completed the required minimum waiting period for the grade; b.
  - demonstrate sufficient attitude and effort at training; C.
  - junior aged students need to have a satisfactory behaviour report from the d. student's Class Instructor, parent(s), and main school teacher retuned the week before the grading per the Kids grading requirements (see Article 23);







- e. competent at the physical techniques in their current syllabus as assessed by their Class Instructor, usually at a pre-grading;
- f. passed the written Theory Test;
- g. demonstrates the tenets of Taekwon-Do and recommended by their Instructor;
- h. competed in the required number of tournaments; and
- i. all fees and monies due to the school (including the grading fee) are paid.
- 10.2. Completion of some or all of these requirements does not automatically mean a student can grade. Students who are being put forward for grading will be notified, usually by their Instructor at class. When a student is confirmed for a grading then the grading fee needs to be paid, along with any outstanding fees, before the grading.

### ARTICLE 11. PRE-GRADING

- 11.1. Instructors will usually hold a pre-grading assessment approximately 1 month before a gup grading.
- 11.2. All members are expected to attend pre-gradings regardless of their intention to grade, or if they do not meet all the eligibility requirements.
- 11.3. As well as letting students practice this lets the Instructors check the standard of all students and see how they are progressing towards their next promotion.
- 11.4. If any student misses a pre-grading without advising the instructor in advance, and arranging an alternative, or without a reasonable reason they will not be able to grade.

### ARTICLE 12. ATTENDANCE AND WAITING PERIOD FOR GUP GRADING

12.1.International Taekwon-Do has minimum recommended requirements for training (in hours) to grade to I dan black belt, and this is converted to a number of classes and is broken down by grade as follows:

	Min. attendance guidelines	
Requested grade	2+ per week	once per week
Yellow Stripe	24	36
Yellow Belt	24	36
Green Stripe	24	36
Green Belt	24	36
Blue Stripe	24	36
Blue Belt	32	48
Red Stripe	32	48
Red Belt	32	48
Black Stripe	32	48

12.2. Remember that the number of classes is the minimum number of classes. If you have not attended enough classes you cannot grade, but once you reach the required class numbers it doesn't automatically mean that you can grade.







- 12.3. If you don't regularly train at least twice per week then you may need to attend more classes than stated above to be allowed to grade. You should also attend at least 75% of the required classes in the 3 months leading up to your grading (i.e. if you take a break from training and come back you may have to do more trainings).
- 12.4. If you are not able to attend a class then it is correct etiquette to let your Instructor know that you are not coming. All blue belts and above must follow this rule or they may need to attend an additional training for each instance.
- 12.5. The waiting period between gup gradings is 90 days.

### ARTICLE 13. THEORY TEST

13.1. Students must complete a written theory test relevant to their current grade, which may include any theory from previous grades.

#### ARTICLE 14. ATTITUDE

- 14.1. General Choi had a saying: "Train hard: Grading easy; Train easy: Grading hard". Just coming along to the minimum number of trainings is not enough! We must see that you are applying yourself at every training.
- 14.2. Good behaviour and correct etiquette is required in every class. If members are unsure of the correct etiquette check the rules of conduct which are in the gup syllabus book. If students are disruptive or behave inappropriately, or do not apply themselves they may not have that class counted towards the minimum number of classes.
- 14.3. The rules of conduct include a requirement that students are to arrive at least 10 minutes early to training to prepare both mentally and physically, as well as helping to set up the equipment.

### ARTICLE 15. GUP GRADING RESULTS

- 15.1. Grading results are determined by the Examiner and will be given out by an Instructor at a class following the gup gradings.
- 15.2. The examiner can award one of the following results:
  - Unrequested double promotion,
  - b. A-Pass,
  - c. Pass, or
  - d. Unsuccessful.
- 15.3. Students who are successfully promoted will receive a certificate for grade progression from International Taekwon-Do in due course.

#### ARTICLE 16. MISSING A GUP GRADING

- 16.1. If a student is unable to attend a Gup grading that they were eligible to grade at, they will need to attend another gup grading conducted by International Taekwon-Do,
- 16.2. There are not usually alternative gradings available in Christchurch meaning that the student may need to wait some time to attend another gup grading.
- 16.3. If a student progresses well, it is possible for a requested double grading at the following grading to make up for the missed grading.







16.4. The student needs to meet all the eligibility requirements for the second requested grade as if they had graded at the first grading and will need to pay the relevant grading fee for both gradings.

#### ARTICLE 17. TOURNAMENT PARTICIPATION FOR GUP GRADING

- 17.1. Successfully being promoted at a grading involves a physical performance in front of an examiner where they determine if a candidate has reached a set standard. Competing in a tournament also involves a physical performance in front of judges, who compares one competitor's performance against another. Winning is when the judges determine one competitor's performance was better then the others in the match, and there is no set standard to reach.
- 17.2. Competing in a tournament will provide a student with valuable experience in completing a physical performance while being assessed. This is an essential component of a grading and if a student is not able to perform in a tournament, then it raises questions about their ability to successfully complete a grading.
- 17.3. Other reasons to compete include:
  - a. Learning to win humbly and losing graciously;
  - b. Testing & improving skills;
  - c. Developing a community with club members; and
  - d. Being inspired.
- 17.4. The guideline for the cumulate number of International Taekwon-Do tournaments that a student should have competed in is set out in the following table:

Requested grade	Nationals	Regionals	All Tourn.
Yellow Stripe	N/A	-	-
Yellow Belt	N/A	-	1
Green Stripe	-	-	2
Green Belt	-	1	3
Blue Stripe	-	1	4
Blue Belt	-	2	5
Red Stripe	-	2	6
Red Belt	1	2	7
Black Stripe	1	3	8

17.5. Allowances for students who have already completed several gradings but have not attended many tournaments will be made at the discretion of the club.







### SECTION IV - KIDS GRADINGS

#### ARTICLE 18. KIDS GRADING SYSTEM

- 18.1. The standard grade system for International Taekwon-Do is explained at Article 8.
- 18.2. The requirements of this grading system are very difficult for children, so we have a Kids grading system with additional grades between white belt and yellow belt as follows:
  - a. between white belt and yellow stripe, kids earn first green, first blue, first red and first black stripes,
  - b. between yellow stripe and yellow belt, kids earn double yellow stripe and triple yellow stripe.
- 18.3. Kids students will need to attend one of the Gup gradings conducted by International Taekwon-Do to grade to yellow stripe, yellow belt and so on, and meet the eligibility requirements of the Gup grading system (see Article 10).
- 18.4. Gradings for the remaining grades are conducted by International Taekwon-Do Riccarton at a Kids grading.

### ARTICLE 19. KIDS GRADINGS

- 19.1.A Kids grading will be scheduled once per term, usually there will be one grading in the final week of a term. Additional kids gradings may be held at the discretion of the school.
- 19.2. The Senior Instructor reviews the progress of students. He will provide feedback to the Class Instructor's including areas on which to focus during the following term.
- 19.3. At the end of the grading, all students are awarded a certificate for grade progression and those who graded are also awarded their next stripe.
- 19.4. Parents are invited to photograph the students and Instructors at the end of the grading.

#### ARTICLE 20. ELIGIBILITY FOR KIDS GRADINGS

- 20.1. To be eligible to grade, students must meet the following requirements:
  - a. attended the minimum number of classes:
  - b. been awarded the minimum number of good behaviour stickers;
  - c. completed their homework assignments the week before the grading;
  - d. satisfactory behaviour reports from the student's Class Instructor, parent(s), and main school teacher returned the week before the grading;
  - e. competent at the physical techniques in their current syllabus as assessed by their Class Instructor;
  - f. demonstrates the tenets of Taekwon-Do and recommended by their Instructor;
  - g. competed in the required number of tournaments; and
  - h. all fees and monies due to the school (including the grading fee) are paid.







20.2. Completion of some or all of these requirements does not automatically mean a student can grade. Students who are being put forward for grading will be notified, usually by their instructor at class. When a student is confirmed for a grading then the grading fee needs to be paid, along with any outstanding fees, before the grading.

### ARTICLE 21. ATTENDANCE FOR KIDS GRADINGS

- 21.1.Adults members are recommended to complete 24 classes between Junior Gup gradings and increase for Senior Gup grades and dan gradings. This number is based on attending training twice per week, with attendance of only once per week means skill fade is seen, and attendance at more classes is usually needed.
- 21.2. The Kids classes are shorter so the attendance guidelines have been based on this, taking into account that Kids classes are shorter than Adults classes.
- 21.3. Attendance guidelines are as follows:

	Min. attendance guidelines	
Requested grade	2+ per week	once per week
First Green	6	8
First Blue	8	10
First Red	10	15
First Black	12	18
Yellow Stripe	12	18
Total	48	72

	Min. attendance guidelines	
Requested grade	2+ per week	once per week
Double Yellow Stripe	15	21
Triple Yellow Stripe	15	21
Yellow Belt	18	30
Total	48	72

	Min. attendance guidelines		
Requested grade	2+ per week	once per week	
Green Stripe	48	72	
Green Belt	48	72	
Blue Stripe	48	72	
Blue Belt	48	72	







- 21.4. The expectation is for kids to be generally be well behaved and the accumulation of stickers on the sticker chart.
- 21.5. Gradings after yellow belt are in accordance with the adult's system. The minimum attendance guideline for Kids classes will typically be twice the number of Adults classes.
- 21.6. Individual changes from these minimum classes are at the sole discretion of the Senior Instructor on recommendation of the appropriate class instructor.

### ARTICLE 22. GOOD BEHAVIOUR STICKERS / PEGS

- 22.1. During the session, any student who disrupts the class or performs poorly will have a peg attached to his or her uniform. If a student receives three pegs during a class, he or she has not achieved satisfactory attendance.
- 22.2.At the end of the session, the Class Instructor will stamp on a wall chart with each student's name on it. Those with satisfactory behaviour will receive a stamp. Those with three pegs will be noted.
- 22.3. The minimum number of good behaviour stickers to be eligible to grade, are as follows:

Requested grade	Good Behaviour Stickers	
First Green	6	
First Blue	8	
First Red	10	
First Black	12	
Yellow Stripe	12	
Total	48	

Requested grade	Good Behaviour Stickers	
Double Yellow Stripe	15	
Triple Yellow Stripe	15	
Yellow Belt	18	
Total	48	

### ARTICLE 23. THEORY / HOMEWORK

- 23.1. The Kids syllabus book has theory and homework tasks that need to be completed for each grading.
- 23.2. The homework must be returned to the Instructor one week before the term grading. If the student's theory and homework is determined unsatisfactory by the Instructor the student may not be permitted to grade.







### ARTICLE 24. GRADING REPORTS - INSTRUCTOR, PARENTS AND TEACHER

- 24.1.International Taekwon-Do is not about kicking and punching particularly for kids. It is about building great people. For this reason, a student's behaviour both within the dojang (training area) and outside it are very important.
- 24.2. For this reason, one or two weeks before the grading, the Class Instructor will give each student a report template, complete with their feedback.

### 24.3. We ask:

- a. parents to complete their section, and
- b. student's teacher to complete his or her section.
- 24.4. The report must be returned to the instructor one week before the term grading. If the student receives unsatisfactory reports from the parent or teacher, the student may not be permitted to grade.

### ARTICLE 25. KIDS GRADINGS RESULTS

- 25.1. Grading results are determined by the Examiner and will be given out at the end of the Kids grading by the Examiner or an Instructor.
- 25.2. The Examiner can award one of the following results:
  - a. Double promotion
  - b. A-Pass
  - c. Pass
  - d. Unsuccessful.
- 25.3. The Kids system is about rewarding effort. The regular system is about meeting a standard. If a student is trying hard and needs a little more time to achieve the standard for a Kids grade leading up to yellow stripe, they may be awarded a second stripe of the existing colour called "second green", "second blue", "second red" or "second black", as an alternative to an unsuccessful result. In the unlikely event that a Kids refuses to cooperate at a grading then they will be unsuccessful.

### ARTICLE 26. MISSING A KIDS GRADING

- 26.1. If a student is unable to attend a Kids grading that they were eligible to grade at, the next opportunity to grade is usually at the end of the following term.
- 26.2. If a student progresses well, it is possible for a requested double grading at the following grading to make up for the missed grading.
- 26.3. If the requested double grading includes a standard gup grade (e.g. yellow stripe) then at the schools' discretion the student may be graded during a pre-grading before a gup grading.







26.4. The student needs to meet all the eligibility requirements for the second requested grade as if they had graded at the first grading and will need to pay the relevant grading fee for both gradings.







### ARTICLE 27. TOURNAMENT PARTICIPATION FOR KIDS GRADINGS

- 27.1. The reasons for competing in tournaments as a requirement for grading are included in Article 17.
- 27.2. The guideline for the cumulate number of International Taekwon-Do tournaments that a student should have competed in is set out in the following table:

Requested grade	Regionals	All Tourn
First Green	-	-
First Blue	-	1
First Red	-	2
First Black	-	3
Yellow Stripe	-	4
Double Yellow Stripe	-	5
Triple Yellow Stripe	-	6
Yellow Belt	1	8
Green Stripe	1	12
Green Belt	2	16
Blue Stripe	2	20
Blue Belt	3	25

27.1. Allowances for students who have already completed several gradings but have not attended many tournaments will be made at the discretion of the club.







### SECTION V - KUBZ GRADINGS

#### ARTICLE 28. KUBZ GRADING SYSTEM

- 28.1. The Kubz programme is a life skills programme that uses Taekwon-Do as a method to teach children communication and discipline, along with life skills. Therefore, the Kubz gradings are not a test of physical skill, even though they do involve physical skills. The gradings reward the effort and attitude of the children along with their demonstration of the life skills taught in the programme.
- 28.2. It is important for parents to remember that for children to develop confidence that will lead to an excellent attitude and effort they need to support their child for grading. If a parent questions their child's readiness to grade, then this will be passed onto the child, who will lose confidence if one of the most important people in their lives doesn't have confidence in them.
- 28.3. Grades are represented by stripes on the end of each belt, along with a badge for each sleeve the same colour as the stripe, as follows:
  - a. White Stripe / Kool Kubz
  - b. Yellow Stripe / Kubz Safe
  - c. Green Stripe / Kubz Courage
  - d. Blue Stripe / Team Kubz
  - e. Red Stripe / Clever Kubz
  - f. Black Stripe / Kubz Elite
- 28.4. Gradings for the stripes are conducted by International Taekwon-Do Riccarton at a Kubz grading.

#### ARTICLE 29. KUBZ GRADINGS

- 29.1.A Kubz grading will be scheduled once per term, usually there will be one grading in the final week of a term. Additional Kubz gradings may be held at the discretion of the school.
- 29.2. The Kubz Class Instructor reviews the progress of students and will provide feedback to the other Instructors including areas on which to focus during the following term.
- 29.3. At the end of the grading, all students are awarded a certificate for grade progression and are also awarded their next stripe.
- 29.4. Parents are invited to photograph the Kubz and Instructors at the end of the grading.

### ARTICLE 30. ELIGIBILITY FOR KUBZ GRADING

- 30.1. To be eligible to grade, students must meet the following requirements:
  - a. attended the minimum number of classes:
  - b. completed their home tasks regularly;
  - satisfactory reports from the student's, parent(s), and main school teacher returned the week before the grading;
  - d. all fees and monies due to the school (including the grading fee) are paid.







### ARTICLE 31. ATTENDANCE FOR KUBZ GRADINGS

31.1. Attendance guidelines are as follows:

Requested grade	Min. attendance guidelines	
White Stripe	10	
Yellow Stripe	10	
Green Stripe	10	
Blue Stripe	10	
Red Stripe	10	
Black Stripe	10	
Total	60	

31.2. Progress will be relative to age, and younger members will take longer between gradings than older members.

#### ARTICLE 32. KUBZ GRADING RESULTS

- 32.1 Kubz gradings are a recognition of effort and attitude and, the Kubz will be tested leading up to the grading to make sure they know all areas of the grading requirements.
- 32.2. The Examiner can award one of the following results:
  - a. Pass
  - b. Unsuccessful.
- 32.3. The primary criteria for passing is to demonstrate excellent effort and attitude. In the unlikely event that a Kub refuses completely to cooperate at a grading then they will be unsuccessful.

### ARTICLE 33. MISSED KUBZ GRADINGS

33.1. The purpose of a Kubz grading is to reward effort and attitude. As a Kub will likely be too young to wait for another grading, in the event a Kub misses a grading, the Kubz Instructor may grade that Kub at a subsequent Kubz class.







### **SECTION VI - GRADING FEES**

#### ARTICLE 34. DAN GRADING FEES

34.1. Black belt grading fees are set by International Taekwon-Do and are subject to change and should be confirmed with International Taekwon-Do before deciding to grade.

### ARTICLE 35. GUP GRADING FEES

35.1. Gup grading fees are set as follows, and are subject to change, the discounted rate is available to tertiary students and holders of community services cards.

	Grading Fee	
Requested grade	Standard	Discounted
Red Stripe to Black Stripe	\$95	\$75
Green Belt to Blue Belt	\$85	\$65
Yellow Stripe to Green Stripe	\$75	\$65

#### ARTICLE 36. KIDS & KUBZ GRADING FEES

36.1. Kids and Kubz grading fees are set as follows, and are subject to change, the discounted rate is available to tertiary students and holders of community services cards.

	Grading Fee	
	Standard	Discounted
Kids / Kubz grading fee	\$45	\$30

#### ARTICLE 37. FAMILY DISCOUNTS

37.1. Family discounts are available at the discretion of the school as follows and are subject to change. Family members must be grading at the same grading for the discount to apply.

Family Size	Discount
2-member family	20%
3-member family	25%
4+ member family	30%

### ARTICLE 38. GRADING FEE REFUNDS

- 38.1. Grading fees are not refunded if you are unsuccessful.
- 38.2. If you miss a grading then the grading fees can be utilised towards a future grading, or towards other costs payable to the school.







### SECTION VII - INTERPRETATION

#### ARTICLE 39. GENERAL

- 39.1. The School will be solely responsible for the interpretation of this policy.
- 39.2. Words importing the singular number only include the plural number and vice versa and words importing the masculine gender include the feminine and vice versa unless the context requires otherwise.
- 39.3. Present tense applies to future time. Whenever any matter or thing is expressed in the present tense, then the matter or thing is applied to the circumstances as they arise, so that effect may be given to this Policy and every part of it according to its spirit, true intent, and meaning.

### **ARTICLE 40. TERMS**

- 40.1. "ARTICLE" means an ARTICLE of this policy.
- 40.2. "Assistant Instructor" means an Instructor appointed in accordance with the Instructors Policy of the School.
- 40.3. "School" means International Taekwon-Do Riccarton Inc, and includes its officers, employees, Committee Members, agents, and personnel.
- 40.4. "Committee" means the Committee of the School as elected in accordance with the Constitution.
- 40.5. "Constitution" means the registered constitution of International Taekwon-Do Riccarton Inc as may be amended from time to time in accordance with the Incorporated Societies Act.
- 40.6. "Class Instructor" means an Instructor appointed in accordance with the Instructors Policy of the School.
- 40.7. "Family" is a group of two or more Members who are paying from the same income source(s).
- 40.8. "Instructor" means one the Senior Instructor, a Class Instructor or an Assistant Instructor.
- 40.9. "International Taekwon-Do" or "Int. Taekwon-Do" means the International Taekwon-Do Foundation of New Zealand Inc.
- 40.10. "Member" means any member of the School as described in the Constitution.
- 40.11. "Senior Instructor" means the Instructor appointed in accordance the Instructors Policy of the School.
- 40.12. "Taekwon-Do" means the Chang-Hon style of Taekwon-Do, the amateur sport, the martial art, and the philosophy as promoted by the International Taekwon-Do Federation (ITF) and in accordance with the teachings of Gen. Choi Hong Hi, the founder of Taekwon-Do.
- 40.13. "Year" means a calendar year, beginning on 1 January.

