

CANADIAN TAEKWON-DO FEDERATION INTERNATIONAL



TAEKWON-DO
CANADA

CANADIAN TAEKWON-DO DELEGATION

Policies and Procedures Team Manual

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PURPOSE

ITF Taekwon-Do is a Martial Art, a Sport, a Way of Life and a Tool for Social Development. It is a Martial Art in the sense that it encourages development of the body, the mind and the spirit. The ITF encourages the sport aspect of our art by holding competitions and tournaments at various levels. This is a good way of developing character, developing skills and developing a sense of confidence in unfamiliar or uncertain situations.

The purpose of this manual is to act as a guide for selection of members of the Canadian National Delegation participating in ITF World Championships.

The World Championships are limited to participation by Black Belts from each National Association (NA) affiliated with the International Taekwon-Do Federation.

As of 2022, ITF has combined all age groups into a single overall competition period. The qualifying age groups now include Pre-Junior (age 12-14), Junior (age 15-17) and Adult (age 18+). ITF World Championships occur every 2 years. There are Team events and Individual events divided into a large number of divisions or categories by age, weight and rank.

THE CANADIAN NATIONAL DELEGATION

The Canadian National Delegation selected to attend a World Championships will consist of the maximum contingent shown below. The delegation may be smaller depending on the number of athletes, coaches and other personnel selected to attend each specific World Championships.

Officials of the Delegation

- 1 Chief of Delegation
- 2 Officials (Team Manager + other)
- 2 Head Coaches (one from the East and one from the West) to oversee team events (i.e. patterns, sparring, power breaking and special technique) and individual events athletes.
- Up to 6 Assistant Coaches to assist Head Coaches with individual patterns, sparring, power and special techniques. Assistant Coaches will be selected after the Athletes are selected and their number will be subject to the CTFI budget and the size of the team.
- 1 Adult Female & 1 Adult Male team pattern coach
- 1 Junior Female & 1 Junior Male team pattern coach
- 1 Pre-Junior Female & 1 Pre-Junior Male team pattern coach
- 1 Adult Female & 1 Adult Male Prearranged Sparring team
- 1 Junior Female & 1 Junior Male Prearranged Sparring team coach
- 1 Pre-Junior Female & 1 Pre-Junior Male Prearranged Sparring team coach
- 1 Medical doctor

The CTFI will also allow the participation of Individual Club Coaches and Trainers. These individuals, while they do not form part of the Officials of Delegation, must always adhere to the CTFI Code of Conduct and be in good standing with the CTFI. See [INDIVIDUAL CLUB COACHES AND TRAINERS](#).

Adult Division Athletes (age 18+)*Team Competition Divisions*

These athletes may be selected from athletes qualified for individual competition or may be others selected only for team events. According to the selection committee, an athlete that is part of the delegation may compete in more than one event.

- Up to 24 Adult Male athletes for men's team patterns, team sparring and team power breaking and team special technique.
- Up to 24 Female athletes for women's team patterns, team sparring and team power breaking and team special technique.

Individual Competition Divisions

- 2 female and 2 male athletes for sparring for each of the seven weight categories
- 2 female and 2 male athletes for pattern 1st degree division
- 2 female and 2 male athletes for pattern 2nd degree division
- 2 female and 2 male athletes for pattern 3rd degree division
- 2 female and 2 male athletes for pattern 4th degree division
- 2 female and 2 male athletes for power breaking division
- 2 female and 2 male athletes for special technique division
- 1 team of 2 male, or 2 female, or 2 mixed male-female athletes for Adult pre-arranged sparring division

Junior Division Athletes (age 15-17)*Team Competition Divisions*

These athletes may be selected from athletes qualified for individual competition or may be others selected only for team events. According to the selection committee, an athlete that is part of the delegation may compete in more than one event.

- Up to 24 Junior Male athletes for male team patterns, team sparring and team power breaking and team special technique.
- Up to 24 Junior Female athletes for female team patterns, team sparring and team power breaking and team special technique.

Individual Competition Divisions

- 2 female and 2 male athletes for sparring for each of the seven weight categories
- 2 female and 2 male athletes for pattern 1st degree division
- 2 female and 2 male athletes for pattern 2nd degree division
- 2 female and 2 male athletes for pattern 3rd degree division
- 2 female and 2 male athletes for power breaking division
- 2 female and 2 male athletes for special technique division
- 1 team of 2 male, or 2 female, or 2 mixed male-female athletes for Junior pre-arranged sparring division

Pre-Junior Division Athletes (age 12-14)

Team Competition Divisions

These athletes may be selected from athletes qualified for individual competition or may be others selected only for team events. According to the selection committee, an athlete that is part of the delegation may compete in more than one event.

- Up to 18 Pre-Junior Male athletes for male team patterns, team sparring and team special technique.
- Up to 18 Pre-Junior Female athletes for female team patterns, team sparring and team special technique.

Individual Competition Divisions

- 2 female and 2 male athletes for sparring for each of the seven weight categories
- 2 female and 2 male athletes for pattern 1st degree division
- 2 female and 2 male athletes for pattern 2nd degree division
- 2 female and 2 male athletes for pattern 3rd degree division
- 2 female and 2 male athletes for special technique division
- 1 team of 2 male, or 2 female, or 2 mixed male-female athletes for Pre-Junior pre-arranged sparring division

TOTAL: maximum 282 delegation members

CTFI SELECTION COMMITTEE

The CTFI Canadian Delegation Selection Committee consists of up to five members:

- The CTFI Technical Director
- The two CTFI Head Coaches
- Up to two additional members proposed by the CTFI Technical Director and approved by the CTFI Executive Committee

If any of the above individuals are unavailable to participate in the Selection Committee, they may be replaced by someone appointed according to the following requirements:

- The candidate must be at least a 4th degree black belt holder.
- The candidate, during the last two years, must have been present at the National Championships at least once, and at one Eastern or Western Championship.
- The candidate must apply for the position to the CTFI.
- The candidate must be in good standing with the CTFI.

DELEGATION MEMBER DETAILS

Chief of Delegation

Is chosen by the CTFI Executive Committee according to the following criteria:

- The candidate must be at least a 5th degree black belt holder.
- The candidate must have been present at a minimum of one ITF World Championship.
- The candidate must have at minimum a Canadian National Umpire B certification within 24 months prior to application for the Coach position.
- The candidate must be recommended by their provincial federation.
- The candidate must apply as chief of delegation to the Canadian Federation.
- The candidate must have a police and vulnerable sector check within 12 months prior to their application.

Responsibilities of the Chief of Delegation

- Has full authority to rule on consequences for athletes, coaches or officials of the Canadian Delegation with regards to any disrespect of the rules, in consultation with the coaches.
- Meet with the Canadian delegation as often as necessary to clarify any rulings.
- Assist coaches in communications with the Tournament Committee or Umpire Committee as required.
- Must be present at any meeting where their attendance is required: ITF Congress meeting, other ITF meetings, competition draws, problems with the delegation, etc.
- Call regular meetings with the coaches during pre-competition and competition periods to assess the current status and possible changes concerning the delegation.

Head Coaches

Two Head Coaches (one from the East and one from the West) must present a joint application to the CTFI and will be selected by the CTFI Executive Committee, according to the following criteria:

- The candidate must be at least 4th degree black belt holder.
- The candidate must be a former provincial team coach.
- The candidate must hold post-secondary education in a related field (such as physical education, kinesiology, etc.), hold at least National Coaching Certification Program (NCCP) Competition, and NCCP Instruction, or show other qualifications or experience judged adequate by the CTFI Executive Committee.
- The candidate must be certified in First Aid and CPR.
- The candidate must have been present at a minimum of one ITF World Championship as an athlete or other member of the Canadian Delegation.
- The candidate must have at minimum a Canadian National Umpire B certification within 24 months prior to application for the Coach position.
- The candidate must be recommended by their provincial federation.
- The candidate must apply as Head Coach to the Canadian federation.
- Head Coaches are appointed for a minimum term of one World Championship cycle (approximately two years), with the possibility to extend for a second cycle. They may serve for a maximum of two consecutive World Championship cycles, after which the position will be

reopened for applications.

- The candidate must have a police and vulnerable sector check within 12 months prior to their application.
- The candidate must have CATT Concussion training and certification within the 12 months prior to their application.

Responsibilities of the Head Coaches

- Select Assistant Coaches from their respective region (East and West).
- Participate in the Selection committee to select the members of the Teams for Sparring, Power Breaking and Special Technique Breaking.
- Develop a high-level training schedule for all athletes in the Canadian Delegation for presentation to prospective delegation members at the selection nationals.
- Organize, promote and facilitate Regional Development Training Camps with the assistance of Regional CTFI Vice-Presidents, Assistant Coaches and other qualified instructors.
- Give direction for training schedules to trainers and coaches responsible for training the individual athletes and for Prearranged Sparring and Team Patterns teams.
- Prior to competition, attend all meetings with the ITF Tournament Committee as required (e.g. rules, draws, etc.).
- Oversee all athletes, coaches and trainers to ensure that they attend training sessions as assigned.
- Manage all logistics to ensure competitors are present and on time for competition.
- During competition, ensure that a coach or trainer is assigned to each individual competitor (both patterns and sparring) or team prior to and during their competition.
- Oversee all athletes, coaches and trainers to ensure that established rules concerning Canada's image are applied before, during and after competition.
- Meet with Chief of Delegation during pre-competition and competition periods to assess the current status of the athletes, coaches and trainers and possible changes concerning the delegation
- Support Team Management Committee for all logistics regarding travel, accommodation, registration, etc. prior to the competition.
- Provide postmortem of the World Championships to CTFI Board of Directors.

Assistant Coaches

Assistant Coaches may be selected to participate in the Canadian Delegation by the CTFI Executive Committee. They will be:

- Up to six Coaches for Team Patterns (Adult Male, Adult Female, Junior Male, Junior Female, Pre-Junior Male, Pre-Junior Female)
- The number of Assistant Coaches from the East and the West will be determined based on the number of athletes representing each region.

Assistant Coaches will be selected according to the following criteria:

- Team Patterns coaches will automatically be selected as the coaches of the Patterns Teams that are selected for the Canadian Delegation according to the rules listed later in this document.
- The candidate must be certified in First Aid and CPR.
- The candidate must have at minimum a Canadian National Umpire B certification within 24 months prior to application for the Coach position.
- The candidate must apply as a Coach or Trainer to the Canadian federation.

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- The candidate must have a police and vulnerable sector check within 12 months prior to their application.
- The candidate must have CATT Concussion training and certification within the 12 months prior to their application.

Responsibilities of the Team Patterns Coaches

- Direct training and development of their specific team (e.g. Junior Male, etc.)
- Report to Head Coach(es) and Team Management Committee for all logistics regarding travel, accommodation, registration, etc.
- Ensure team participates in pre-competition training and also social aspects with delegation.
- Manage all logistics to ensure the team is present and on time for competition.
- Represent the team as coach during competitions.

Responsibilities of the Assistant Coaches

- Monitor training and development of individual competitors as directed by Head Coach(es)
- Support Head Coach(es) and Team Management Committee for all logistics regarding travel, accommodation, registration, etc.
- Ensure individual competitors participate in pre-competition training and also social aspects with delegation.
- Support Head Coach(es) to manage all logistics to ensure the individual competitors are present and on time for competition.
- Follow directions of Head Coach(es) to represent the individual competitors as coach during competitions (both patterns and sparring).
- Report to Head Coach(es) all results

Team Manager(s)

Team Managers report directly to the Chief of Delegation and indirectly to the Head Coaches. They will be selected by the CTFI Executive Committee according to the following criteria:

- The candidate must have demonstrated experience and skills in logistics and travel management for groups.
- The candidate must have been present at a minimum of one ITF World Championship or ITF World Cup as an observer, an athlete or other member of the Canadian Delegation.
- The candidate must apply as Team Manager to the Canadian Federation
- The candidate must have a police and vulnerable sector check within 12 months prior to their application.

Responsibilities of the Team Manager

- Develop a travel expense budget for presentation to prospective delegation members at the selection nationals.
- In concert with the Team Management Committee, is responsible for all transportation and accommodation logistics, including plane tickets, for the delegation to the Championships site.
- In concert with the Team Management Committee, is responsible, with the assistance of coaches, for the registration of all delegation members for the Championships.
- In concert with the Team Management Committee, is responsible to order the

adequate quantities and sizes for official team doboks and training suits with logos to represent Canada. Also responsible for timely delivery of all of these items to the end users (i.e. athlete, coach, supporter, etc).

- Arrange for pre-competition training areas near the competition venue.
- Arrange for socializing opportunities for delegation members to help develop team spirit prior to, during and after the competition.
- Participate in meetings with the coaches during pre-competition and competition periods to assess the current status and possible changes concerning the delegation.
- Report to Chief of Delegation before, during and after the event as required by the Chief of Delegation.

Individual Club Coaches and Trainers

Selected athletes may elect to have their own instructor/coach attend the World Championships and coach them in their respective individual event(s).

- Individual Club Coaches and Trainers are permitted to coach their own athletes in their respective individual event(s).
- They must be entirely self-funded.
- They are strongly encouraged to attend the National Team Training Camp(s) and Regional Development Training Camp(s).
- Individual Club Coaches and Trainers do not report to the CTFI Head Coaches but are encouraged to keep open lines of communication with the Coaching Team and Chief of Delegation.
- Must attend meetings organized by Chief of Delegation and Head coaches

Individual Club Coaches Requirements

- In good standing with the CTFI and ITF.
- Minimum Canadian National Umpire B certification within 24 months prior to application for the Coach position.
- Up to date First Aid and CPR.
- Self-funded for all expenses related to the World Championships.
- Adhere to the CTFI Code of Conduct at all times.
- The candidate must have a police and vulnerable sector check within 12 months prior to their application.
- The candidate must have CATT Concussion training and certification within the 12 months prior to their application.

Athletes

Age Qualification

To qualify as athletes in the Canadian Delegation, all persons must meet the age requirements as specified in item T5 of the International Taekwon-Do Federation Combined Rules of Competition, in effect for the immediate next World Championships.

The ITF introduced the following rules in 2022:

The valid age for competitors during the competition is the age at which they enter the year.

To calculate this age, use the following formula:

Year of competition - Year of birth – 1 = Competitors during the competition valid age

Examples:

Year of event 2025 - Year of birth 2007-1 = 17 → 2019 - 2001 - 1 = 17

This Competitor is only allowed to compete as a Junior

Year of event 2025 - Year of birth 2006 - 1 = 18 → 2019 - 2001 - 1 = 18

This Competitor is only allowed to compete as an Adult

Team Event Athlete Selection

Any athlete, regardless of their qualification in individual events, may be selected as a Team Pool Member for their respective team events according to their age group and gender.

Out of the Team Pool Members, a minimum of 5 competitors + 1 reserve (optional) may compete in each Pattern, Sparring, Special Technique and Power events.

The Selection Committee may therefore select up to 24 members for the Team Pool for each age group and gender division. Team Pool athletes do not have to be selected only from athletes selected for individual events.

Patterns Team

- Any Patterns team wishing to qualify for the Canadian Delegation must attend the Eastern Championships or the Western Championships prior to the selection National Championships. Only the winning patterns team in each division from each region (East and West) will qualify to compete at the National Championships. (5 members plus one spare member).
- The top Patterns team in each division (Adult Male, Adult Female, Junior Male and Junior Female) will be selected at the Canadian National Championships prior to the World Championships as members of the Canadian Delegation to represent Canada at the World Championships.
- If there is no Patterns team from a particular division present at the qualifying Eastern or Western Championships, a new team may apply to participate in the selection National Championships. They must apply to the Eastern or Western Canadian CTFI Vice President, depending on the region they originate from. The vice president will present the application to the CTFI Executive Committee, who may or may not authorize the team to be present to compete at the selection National Championships. Applications under this special circumstance must be made to the Board of Directors no later than 2 months prior to the selection National Championships.
- If a Patterns team is the only qualified team in their division present at a selection National Championships, they are not automatically confirmed for selection to the Canadian Delegation. The Patterns team must perform their patterns in front of judges and the CTFI Selection Committee as in a regular competition. The judges and Selection Committee will determine if the Patterns Team has performed to a standard acceptable to represent Canada at the World Championship and decide whether or not they qualify to be members of the Canadian Delegation. The decision of the CTFI Selection Committee is final and cannot be appealed.

Changes to Patterns Team personnel

Over the time between a regional qualifying tournament and the selection National Championships, it is possible that the personnel of a Patterns team may change due to illness/injury or changes in life circumstances (e.g. new jobs, moving to new area, etc.) To be considered the same team as the group that won at the qualifying tournament, a Patterns team may change no more than one half of the performance members originally registered at the qualifying Eastern/Western Championships. The coach may also change, but will be included in the total for the team. So, for example, if 5 members are registered for the qualifying regional event, they may change up to 2 team members plus the coach. If they have 6 members registered for the team, they may change up to 3 members, but not the coach, or up to 2 members plus the coach.

Sparring Team

- The Selection Committee will watch performances in both Individual and Team sparring events at the National Championships, and at the CTFI National Team Selection Training Camp.
- The Selection Committee will assess candidates in additional matches regardless of weight (i.e. to watch how a candidate in a given weight category manage in a match with a candidates from lighter or heavier categories.)
- The Selection Committee will then select up to six athletes to form the Sparring Teams in each division.

Power and Special Technique Breaking

- The Selection Committee will watch performances in Individual Power Breaking and Special Technique events at the National Championships, and at the CTFI National Team Selection Training Camp.
- The Selection Committee will assess candidates performing various breaking techniques.
- The Selection Committee will then select up to six athletes to form each of the Power Breaking and Special Technique Teams in each division.

Pre-arranged Sparring Teams Selection

- Any Pre-arranged sparring team wishing to qualify for the Canadian Delegation must attend the Eastern Championships or the Western Championships prior to the selection National Championships.

At the ITF World Championships there are only 3 categories:

1. Pre-Junior Male/Female/Mixed
2. Junior Male/Female/Mixed
3. Adult Male/Female/Mixed

Only the winning team of 2 members in each of these 2 categories from each region (East and West) will qualify to compete at the National Championships.

- The top Pre-arranged sparring team in each of the 2 divisions will be selected at the Canadian National Championships prior to the World Championships as members of the Canadian Delegation to represent Canada at the World Championships.
- If there is no Pre-arranged sparring team from a particular division present at the

qualifying Eastern or Western Championships, a new team may apply to participate in the selection National Championships. They must apply to the Eastern or Western Canadian CTFI Vice President, depending on the region they originate from. The vice president will present the application to the CTFI Executive Committee, who may or may not authorize the team to be present to compete at the selection National Championships. Applications under this special circumstance must be made to the Board of Directors no later than 2 months prior to the selection National Championships.

- If a Pre-arranged sparring team is the only qualified team in their division present at a selection National Championships, they are not automatically confirmed for selection to the Canadian Delegation. The Pre-arranged sparring team must perform their routine in front of judges and the CTFI Selection Committee as in a regular competition. The judges and Selection Committee will determine if the Pre-arranged sparring Team has performed to a standard acceptable to represent Canada at the World Championship and decide whether or not they qualify to be members of the Canadian Delegation. The decision of the CTFI Selection Committee is final and cannot be appealed.

Changes to Pre-arranged Sparring Team personnel

Over the time between a regional qualifying tournament and the selection National Championships, it is possible that the personnel of a Pre-arranged sparring team may change due to illness/injury or changes in life circumstances (e.g. new jobs, moving to new area, etc.) To be considered the same team as the group that won at the qualifying tournament, a Pre-arranged sparring team may change no more than one member originally registered at the qualifying Eastern/Western Championships. The coach may also change.

Individual Event Athlete Selection

All individual event athletes will be selected by the CTFI Selection Committee according to the following criteria:

Selection National Championships

- All athletes who compete in qualifying events will earn seeding points according to the criteria set out in [Appendix A](#), below.
- At the Selection National Championships, Black Belt Pre-Junior, Junior and Adult athletes will be seeded into the competition draws in each individual competition division using the standard placement of highest seed faces lowest seed, etc. (see [Appendix B](#)).

Individual Free Sparring

- The draw will be run as a normal “single elimination knockout” until the semi-finals.
- The 4 competitors who make it to the semi-finals of each division will then compete in a round robin event where each athlete will compete against each of the other 3 competitors to determine the top 3 places.
- Athletes awarded 1st, 2nd and 3rd place in the Free Sparring round robin groups will be the winners of the Gold, Silver and Bronze medals in each division. There will be only 1 bronze medal given at a Selection Nationals.

Individual Patterns

- The draw will be run as a “single elimination knockout” through the finals.
- Athletes awarded 1st, 2nd and 3rd place in the Patterns groups will be the winners of the Gold, Silver and 2 Bronze medals in each division. There will be 2 bronze medals given at a Selection Nationals.

Individual Power Breaking

- Divisions will follow the ITF World Championship Rules at Selection Nationals.
- All registered competitors will proceed to perform five designated breaking techniques.
- Athletes that do not score any points at their first round of breaking will not be allowed to continue to determine any place and will not receive any medal.
- Up to three medals will be awarded for 1st, 2nd and 3rd place.

Individual Special Technique

- Divisions will follow the ITF World Championship Rules at Selection Nationals.
- All registered competitors will proceed to perform five designated techniques.
- Athletes that do not score any points at their first round of breaking will not be allowed to continue to determine any place and will not receive any medal.
- Up to three medals will be awarded for 1st, 2nd and 3rd place.

CTFI National Team Selection Training Camp

- The day following the Selection National Championships, CTFI will hold a Selection Training Camp where the National Team will be chosen by the CTFI Selection Committee.
- Athletes finishing in 1st place at the Selection Nationals in divisions of four or more competitors will automatically be selected for Individual Competition on the National Team.
 - Under rare circumstances, the CTFI Selection Committee reserves the right to accept or refuse the selection of the 1st place athlete (in divisions of four or more competitors) in the event of absence from the National Team Selection Training Camp with written permission from the athlete.
- Athletes finishing in 1st place at the Selection Nationals in divisions of three or less competitors will automatically be selected to attend the National Training Camp for further assessment by the Selection Committee.
- Athletes finishing in 2nd place in each category at the Selection Nationals will automatically be invited to the Selection Training Camp for further assessment by the Selection Committee.
- All 1st place finishers must attend and participate in the National Training Camp.
- 1st and 2nd place finishers must age qualify for the same age categories at the coming World Championships.
- Any other athlete who did not finish in the top 2 at the Selection Nationals may be invited to the Selection Training Camp at the option of the CTFI Selection Committee.
- Under rare circumstances, the CTFI Selection Committee reserves the right to remove 1st place finishers at Selection Nationals from the list of selected athletes.

Some examples may include:

1. Divisions with three or less competitors.
2. Athlete is not in good standing with the CTFI.
3. Safety concerns.

REGIONAL DEVELOPMENT TRAINING CAMPS

In the two years leading up to the Selection Nationals, Regional Development Training Camps will be organized quarterly for all interested and prospective athletes. Training camps can be facilitated by the Head Coaches, Assistant Coaches and Regional CTFI Vice-Presidents.

Objectives of Regional Training Camps

1. Increased level of Canadian athletes and instructors.
2. Informed and objective decision-making by the CTFI Selection Committee

Regional Training Camps are open to all interested athletes that:

1. Age-qualify for the next ITF World Championships
2. Hold a rank of black stripe or above.

Regional Training Camps are also open to coaches and instructors who wish to observe, exchange and learn from their peers.

Athletes and instructors are responsible for all expenses related to participation in Regional Development Training Camps including any registration fees deemed appropriate by the organizers.

ATHLETE AND COACH COMMITMENTS

To qualify for participation in the Delegation, all athletes and coaches:

- Must follow the directives given by the CTFI through the current CTFI Taekwon-do Policies and Procedures Manual.
- Must commit to have the time and funding required to participate in all training sessions as well as to the World Championships. Information on the expected training schedule and budget will be provided at the selection nationals.
- Must meet all the requirements concerning their participation in competitions and training sessions prior to the Championship.

All members of the delegation must adhere to the Rules of the Delegation and Code of Conduct at all times.

GENERAL RULES FOR THE DELEGATION

After selection to the Canadian Delegation, all members must obey the rules listed below. They must show an exemplary attitude during the period when events are held and during all the time the members of the Delegation are representing Canada. Any disrespect of the rules will be judged by the Head Coach(es) and the Chief of Delegation. Any serious case will be submitted to

the CTFI selection committee.

1. The Canadian delegation official dobok shows the ITF crest on the left side, and the Canadian flag on the right side and the name “Canada” on the back under the Taekwon-Do tree, and above the belt. It must meet all requirements as an “Official” ITF approved dobok.
2. Any athlete who has not been selected as a member of the current Canadian Delegation is not allowed to wear the Canadian flag or the word “CANADA” on the dobok. Only officially selected members may wear the Canadian Delegation dobok at events or trainings outside of the World Championships. The Canadian Delegation dobok may be worn at outside events until the completion of selections for the next World Championships delegation.
3. Canadian Delegation doboks may not be worn by any competitor at the Selection National Championship. An acceptable dobok should only show the ITF crest on the left side, the club logo on the right side and the ITF designation on the back. As an option, it may also have the name of the competitor’s province on the back under the Taekwon-Do tree and above the belt.
4. All athletes must show proof of their current certification and rank as Black Belts under the ITF. Each competitor is responsible to produce their ITF Black Belt certificate as required.
5. All athletes are responsible for having all the necessary personal equipment for competition (e.g. official delegation dobok, 2 sets of appropriate coloured sparring safety equipment, etc.)
6. Competition in the Canadian National Championships, and membership in the Canadian Delegation is only open to current members of a CTFI affiliated school, club, Dojang or association.
7. The proper wearing of every uniform (dobok, training suit, ceremonial suit, etc) must respect the coaches’ instructions. These uniforms must be clean at all times.
8. Punctuality is required at all training sessions, meetings and competitions.
9. At a World Championships, any individual leaving the designated areas (hotel, competition site, etc) must receive permission of a coach or trainer. This applies from arrival in the city until all World Championship events, including the closing ceremonies, have ended.
10. Any absence from a meeting or training session must be authorised in advance by a coach or trainer.
11. Any directive from coaches or trainers regarding curfews, bedtimes, getting up in the mornings and proper nutrition must be rigorously observed by all athletes.
12. Any expenses for members of the Canadian Delegation to be paid by the CTFI must be approved by the CTFI president, or the Chief of Delegation as his authorized representative, in advance. Any unapproved expense will not be refunded.
13. Instructions concerning any and all assignments for athletes (e.g. hotel rooms, competition area, etc.) must be rigorously observed. Any change must be authorised in advance by the Head Coach.
14. All members of the Canadian Delegation must wear the required uniform as specified by the Chief of Delegation. Members of the Canadian Delegation must not exchange the Canadian training suit with competitors from other delegations at any time before, during or after the World Championship.
15. Consumption of intoxicants, including but not limited to alcohol and marijuana, by coaches, trainers, or athletes is strictly prohibited until all World Championships events have concluded.

Consumption of intoxicants is prohibited at all times for Canadian Delegation members under the age of 19.

16. All members of the Canadian Delegation must follow the correct etiquette in addressing adults and officials.
17. Any athlete selected as an official member of the Canadian delegation pulling out or refusing to participate as directed by the Head Coaches, before or during the Championship for no acceptable reason (other than accident, sickness, or family loss) will see their application for the next World Championship rejected.

Consequences

Members of the Canadian Delegation not following the rules listed above, in letter and in spirit, may be subject to disciplinary action and/or the following consequences according to the seriousness of the offence:

- loss the privilege to wear any uniform for the Canadian Delegation (i.e. track suit, dobok) until the next selection event.
- rejected as a Canadian delegation member for the next World Championship
- instantaneous expulsion from the Championship events.

APPENDIX A - NATIONAL SEEDING SYSTEM

Purpose

To serve as a national ranking system for all Black Belts by division in both individual Patterns and individual Sparring.

In all CTFI events, seeding points will be used to seed competitors into the single knockout elimination (SKO) draw trees for the divisions in which they enter to compete. The purpose is to reduce the chance of the top level athletes meeting early in a SKO elimination draw. Details for how this is done are found in [Appendix B](#) below.

Structure

Seeding points can be earned at the following CTFI sanctioned championships:

- Canadian National Championships
- Canada Cup
- Eastern Canadian Championships
- Western Canadian Championships
- Can-Am Championships
- Provincial level events (Cup or Championship)
- International events such as: Queens Tournament, White Tiger Tournament, ITF World Cup, ITF World Championships, Viking Cup, etc.
- Other qualifying events as determined by the CTFI Board of Directors from time to time.

Seeding points will be awarded for:

- Individual Patterns by Rank
For competition in categories for the current belt rank of the athlete (e.g. 3rd Dan Patterns = 3500 points)
- Individual Sparring any weight category.
Points will be aggregated for competition in any and all weight categories. This will accommodate including events where weight categories may be merged or changed from the ITF Standard weight categories due to low participation. (e.g. Free Sparring Individual = 3500 points)

Points will “decay”

Points totals only include those earned over the previous two year period. That means seeding points earned in events more than 2 years in the past are dropped from the current total. An athlete who fails to compete in events on an ongoing basis can therefore see their seeding points total drop to zero.

Changing Categories

Seeding points will only count towards categories in which they were actually won. In other words, seeding points will not move with the individual as he/she moves through different categories as a consequence of aging or changing rank.

If a competitor changes categories due to age or rank (e.g. moves from 1st Dan to 2nd Dan patterns, or from Junior to Adult) then their seeding points reset to zero for their new category.

This does not apply to changing weight categories in free sparring. Points are aggregated for any weight class category in the same age group.

Seeding Points are awarded as follows:

| Event | Participation in Division Points | Wins Points | Finish Place Points | | |
|--|----------------------------------|-------------|---------------------|------------|------------|
| | | | 1st | 2nd | 3rd |
| CTFI Nationals | 400 | 500 | 1st = 5000 | 2nd = 3000 | 3rd = 2000 |
| CTFI Canada Cup | 200 | 250 | 1st = 2000 | 2nd = 1000 | 3rd = 500 |
| CTFI Westerns/Easterns | 200 | 250 | 1st = 2000 | 2nd = 1000 | 3rd = 500 |
| Canadian Provincial Championships | 100 | 100 | 1st = 1000 | 2nd = 500 | 3rd = 250 |
| USA events (Queens, White Tiger, etc.) | 100 | 100 | 1st = 1000 | 2nd = 500 | 3rd = 250 |
| CanAm or PanAm | 100 | 100 | 1st = 1000 | 2nd = 500 | 3rd = 250 |
| Euro events (Viking Cup, etc.) | 100 | 100 | 1st = 1000 | 2nd = 500 | 3rd = 250 |
| ITF World Cup | 100 | 100 | 1st = 1000 | 2nd = 500 | 3rd = 250 |
| ITF World Championships | 100 | 100 | 1st = 1000 | 2nd = 500 | 3rd = 250 |

NOTE: Competitors must compete in the division to qualify for any of the points. A withdrawal without competing or a “no-show” will result in zero points awarded.

The current seeding points earned by any individual black belt (by category) over the past two years can be found on the CTFI ranking website - go to www.ctfi.org under the heading of “Ranking System”.

COMPETING UP No longer allowed

CTFI competition rules for Black Belts were changed in September 2024 so that the age of the competitor on the date of the first day of the tournament is now used to determine their competition category. Because of this, it is no longer required to allow “competing up” in a higher age group if the competitor age qualifies for the upcoming ITF World Championships.

APPENDIX B - CTFI Black Belt Competition Seeded Draw Tree System

This appendix describes how the seeding points are used to place competitors in competition draw trees at CTFI sanctioned competitions (i.e. Easterns/Westerns/CanAms/Nationals).

This system only applies to Black Belts who age qualify for the Adult (age 18+) and Junior (age 14-17) categories under the rules of the International Taekwon-Do Federation.

All Junior and Adult Black Belt division Single Knockout Elimination (SKO) draws at CTFI Sanctioned competitions are generated using the rules of the seeded draw system. These rules are quite straightforward and are very similar to the rules used in other major sporting events such as the NCAA basketball tournaments and professional tennis competition. Seeding does not apply to Round Robin competition draws where each competitor meets all other competitors.

Why use this system?

The goal of the CTFI using this system is to select the most skilled competitors for eventual participation in the Canadian National Delegation going to the ITF World Championships.

Under random draw or other systems, it is possible for the top 2 competitors in division to meet in the first round of competition, resulting in one of them being knocked out of the draw. This means the final results can see weaker competitors finishing in the top 4 and stronger ones not placing at all. Using the seeded draw system ensures that the most skilled competitors do not meet in the early stages of the competition.

How Seeding Points are used to populate the draw trees:

This applies only to Junior (age 14 – 17) and Adult (age 35+) Black Belts. For Colour Belts see below.

When athletes register to compete in an upcoming CTFI event, their current points standings are used to determine their placement in the draw trees for their division.

The order of competitive matching follows the rule of highest seed vs. lowest seed. For example, in a division containing 16 competitors the order of draw will be: #1 vs. #16, #2 vs. #15, and so on until #8 vs. #9.

Once competition begins, standard “single knockout” rules are followed. Match winners advance and losers drop out of the competition. In this situation, if a lower seed "upsets" a higher seed and wins the match, the higher seed drops out and the lower seed advances.

Higher seeding points are placed at opposite ends of the draw tree. If the draw continues exactly as would be expected, that is all higher seeds advance, then the pairings for the second round would be #1 vs. #8, #2 vs. #7, #3 vs. #6, #4 vs. #5 and so on until the semi-final pairings (#1 vs #4, #2 vs. #3) and ending with (#1 vs. #2) in the finals.

The draws for Pre-Junior, Junior and Adult Black Belts competing in CTFI events will be programmed with these rules and the competitors are simply placed into the trees in their seeded order to produce the final draw.

By following the rules of seeding, all possibility of bias or favoritism in the creation of the draws is eliminated and unlike "random draws" where the results are completely unverifiable, seeded draws will always produce the same final tree no matter how many times they are done.

Coloured Belt, Pre-Junior and Super Adult Draw seeding

For seeding draw trees in Coloured Belt and Black Belt Cadet (age under-12) and Super Adult/Veteran (ag 36+) competition, CTFI normally follows the rules of "delayed confrontation". This is because it is normal and desirable to have students from the same school not meeting in early rounds in the draw. Normally, where possible we consider these items in order: same family / same club. So in the first round of competition, we would not match 2 brothers together nor 2 people from the same club together if it can be avoided. No consideration is given for the relative skill level of the individuals.

You might be surprised by what you see

Following precisely the rules of seeding can and does produce pairings that some may find unusual, particularly those used to seeing other rules of draw creation like "delayed confrontation". Seeded draws give no consideration to degree of affiliation among competitors. They only consider demonstrated skill levels.

For example, if two students from the same school, even siblings for that matter, were entered in the same black belt division with one seeded #1 and the other seeded #16, the programming would have them meeting in the first round. Although this is clearly not a pleasant outcome, its occurrence is fairly rare and allowing subjective interference in the completely objective process that is at play would open the entire structure to valid criticisms of tampering and bias.

How "Byes" are programmed

To work out properly, single knockout elimination trees must contain exactly 2, 4, 8, 16 or 32 competitors (i.e. trees must be "powers of 2" or $2n$).

As we cannot control the number of entrants in a division, we often face an uneven draw where the number of competitors does not work out exactly to a "power of 2". To manage this, some competitors must have a "bye" to create a tree where we end up with the required draw numbers.

A "bye" means that the competitor faces an imaginary opponent in the first flight of matches. The "imaginary" bye opponent (1 or more) is inserted to make the competitor number in the division equal to 2, 4, 8, 16, 32, etc. Of course, the competitor wins the "match" and is moved up automatically to the next flight in the tree.

The allocation of byes, if left to random chance, would make the seeded trees unworkable, so byes are always awarded in order of seeded position. That is, byes are considered the lowest seeding positions (weakest competitors) in the division.

For example, if there is one bye position available to make up the even number required (competitor count = 3, 7, 15, 31) then only the top seed earns a bye.

If two byes are required (competitor count = 6, 14, 30) then the top two seeds are given a bye, and so on until the draw is completed.

What is done in the case of a seeding point tie?

Competitors in a tied seeding point position (e.g. with 0 points) will have as their tiebreak formula those points won in the similar division they moved up from.

For example, a competitor has 10,000 in Adult 1st Dan pattern points. They were promoted to 2nd Dan and have 0 points in that division. In that case, he/she would fall below any competitor in 2nd Dan patterns who had earned even 100 points in that division. However, they will be above any other competitor who currently has 0 points in that division, but less than 10,000 points from a previous patterns division.

If this does not result in a tiebreak decision, then those competitors are still tied and based on their overall position will be placed into the draw using the rules of delayed confrontation as described above.

Conclusion

This appendix was written to help everyone understand how Black Belt and Colour Belt tournament draws trees are created. If you have any further questions, comments or suggestions the CTFI tournament committee would be pleased to hear from you.

APPENDIX C – CTFI Funding – National Delegation

The following table outlines the Canadian Delegation funding model, providing a clear breakdown of the financial structure used to support delegation activities at the ITF World Championships. It details percentages allocated, and eligible expenses, ensuring transparency and accountability in how resources are distributed.

The Team Manager, in collaboration with the Chief of Delegation and Head Coaches must review, update and present their proposed budget to the CTFI Executive Board for approval.

| Category | % Funded |
|---|-----------------|
| National Team Selection Training Camp | |
| Facility Rental | 100 |
| Sportdata Registration | |
| Athletes (Individual - First Place Finishers and Team Events) | 100 |
| Coaches (Head Coaches, Assistant Coaches, Team Manager, Chief of Delegation) | 100 |
| Airfare | |
| Head Coaches & Chief of Delegation | 100 |
| Assistant Coaches & Team Manager | 50 |
| Accommodations | |
| Chief of Delegation, Head Coaches, Team Manager | 100 |
| Assistant Coaches | 50 |
| Miscellaneous | |
| Shuttle for airport transfers (all team members) | 100 |
| Tracksuits (First place finishers, Team, Coaches, Chief of Delegation, Team Manager)p | 100 |
| Doboks (First place finishers, Team, Coaches, Chief of Delegation, Team Manager) | 100 |
| Coach Shirts | 100 |
| Coaching Supplies | 100 |

The following expenses are not funded by CTFI:

1. Athletes who did not finish in 1st place and who are not participating in team events are 100% responsible for:
 - Individual Registration Fee
 - Team Canada Dobok
 - Team Canada Tracksuit

2. All athletes regardless of placement and events are 100% responsible for:
 - Airfare, accommodations, additional transportation (for ITF World Championships and training activities)
 - Optional Team Canada apparel

3. Individual Club Coaches acting as Trainers are 100 % responsible all expenses related to their participation in the ITF Taekwon-Do World Championships.