

Revised Dan Grade Promotions Procedure for British Taekwondo Clubs

REVISED DAN GRADING PROMOTIONS PROCEDURE FOR LEAD EXAMINERS

One month before a British Taekwondo club Dan grade promotion the lead examiner must register the Dan grade promotion as an event with British Taekwondo. Email grading@britishtaekwondo.org. Listing the venue, date and times and names of the panel members. **Once this has been done an approval code will be sent to the lead examiner. This approval code will be unique and will be used to be able to trace the progress of the applications.**

The Panel

For candidates who are testing for 1st Dan/Poom to 4th Dan/Poom the panel must consist of a minimum of one 6th Dan plus two 4th Dans.

For candidates who are testing for 5th Dan the panel must consist of a minimum of one 6th Dan plus two 5th Dans.

For candidates who are testing for 6th Dan the panel must consist of a minimum of one 7th Dan plus two 6th Dans.

For candidates who are testing for 7th Dan the panel must consist of a minimum of one 8th Dan plus two 7th Dans.

8th and 9th Dan promotions will be conducted by Kukkiwon only.

The Lead Examiner

Is responsible for ALL the processing of applications and ensuring the British Taekwondo club Dan Grade promotion is conducted in a correct and proper manner.

Payment by candidates must be made to the Lead Examiner/club and not British Taekwondo.

The Lead Examiner must submit by email (to grading@britishtaekwondo.org) a complete list of candidates on the official BT Dan Application spreadsheet with all required data of successful candidates including photographs. For foreign nationals please include proof of residency in the UK for the last 6 months i.e. school letter, utility bill etc. The Lead Examiner will also attach to the same email proof of payment for the appropriate Kukkiwon and administration fees to British Taekwondo. Once the certificates have been received by BT, they will all be sent to the address submitted on the event form for the lead examiner to distribute to the relevant candidates.

Club Dan grade certification

An application for Kukkiwon certification must be made for all British Taekwondo Dan/Poom grade candidates. Kukkiwon certification must only be applied for by British Taekwondo.

The club should issue a Graduation Certificate/Award. Not a Dan Certificate, only the Kukkiwon are authorised to issue Dan Certification. It is common practice to award a certificate of achievement on the day of the examination in lieu of receipt of the Kukkiwon certificate. The Graduation certificate can only show a British Taekwondo and Club logo no other logo should be used. All certificates must be approved by BT prior to the examination. Please submit any designs in advance for approval.

An appointed British Taekwondo nominated officer may attend any British Taekwondo Club Dan grade promotion test.

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SUMMARY

The Lead examiner is responsible for all the administration for all the candidates that tested at the registered event, irrespective of what club they belong to. From the start of the application to the distribution of Kukkiwon certificates.

1. Fill in the event registration form, about a month in advance of the grading.
2. Email it to BT at grading@britishtaekwondo.org
3. Once BT have approved the event an approval code will be forwarded to the lead examiner.
4. Use this code for all correspondence regarding this event.
5. Once the grading has been conducted, fill in the LEAD EXAMINER LOCAL Dan Grading group listing form. Attach photo's and residential documents for foreign nationals. Please send photo's as a jpg file and name each file with the applicant's name and keep the file below 300KB.
6. Email it to BT at grading@britishtaekwondo.org
7. Once the forms have been received. Payment is taken using a WorldPay link via email. This payment link will be sent to the email address that you use to send this form.
8. Kukkiwon time-barred candidates must be applied for and paid for by the Lead examiner only when the time is due.
9. Once the correct payment has been received, BT will process the Kukkiwon applications.
10. Once BT receive the certificates back from Kukkiwon, all certificates will all be sent to the Lead Examiner for distribution to the candidates/instructors.
11. If there are any certificates that need replacing for any reason, we to be must notified within 28 days from the sent date. If the error is proved to be with BT, we will replace the certificate without charge. If it is after the 28 days and proved not to be the fault of BT then any costs for replacement will be the responsibility of the Lead Examiner.