



Dear Grand Masters, Masters, Instructors and Students,

It is with great pleasure and an honour to invite you to the 120th International Instructor Course to be held in Manchester England.

The IIC will be held from the afternoon of Friday 7th July 2017 to the afternoon of Sunday 9th July 2017 and will be conducted by the ITF Technical Committee consisting of:

- Grand Master Hector Marano, IX degree, Argentina;
- Grand Master Ung Kim Lan, IX degree, Germany; and,
- Master Pierre Laquerre, VIII degree, Canada.

The IIC will be held at the Armitage Centre, University of Manchester, Gunnery Lane, off Moseley Road, Fallowfield Manchester M14 6HE, which is the University of Manchester's main sports facility, accommodating many of the sports provided by the University.

The IIC is open to all ITF members from 1st degree to 9th degree.

Accommodation is available in the many hotels in the nearby city centre. In addition, there is the possibility of staying in adjacent student accommodation run by the University of Manchester.

Places on the IIC will be limited so book early to avoid disappointment and to guarantee places.

The event is organised by Taekwon-do UK (T-UK) on behalf of ITF England with local assistance from the T-UK clubs in Manchester.

The organising committee comprises:

Mr John Archer VI
T-UK

Mr James Miley VI
T-UK

Dr Jeff Brider IV
T-UK



Detailed information for the IIC

1. Venue

The 120th IIC will take place at:

The Armitage Centre,
The University of Manchester,
Gunnery Lane,
Off Moseley Road,
Fallowfield,
Manchester
M14 6HE.



The Armitage Sports Centre is the main sports facility for the University of Manchester. The facilities include: free weights area; resistance machines; cardiovascular equipment; double sports hall; squash courts; changing facilities as well as conference and meeting facilities. In addition to the above there is an extensive provision of external pitches.



The IIC will be based in the double sports hall and the associated meeting and conference rooms that are in the venue.

Please note that neither the venue, ITF England, T-UK nor the organising committee will be responsible for any injury that might occur during the course. It is essential that participants have all necessary insurances to cover themselves for all activities undertaken during the course and stay in the UK.

2. Transport

Travelling to Manchester by Air

Course members travelling by air will find the venue is easily accessible from Manchester International Airport. The airport is served by an increasing number of direct international flights from all over the world. In addition, the airport has excellent links with the major hub airports in Britain and Europe.

Travel to Manchester by train

Manchester is within a 2 hour 10-minute journey from London and there are good connections with other major cities in the UK.

Travelling to Manchester by Car

Please use the venue address in your SatNav. There will be free parking at the venue and nearby conference centre.

Manchester has an extensive Metrolink service which has a link from the Manchester International Airport to the centre of Manchester.

3. Accommodation

There are many hotels in the city centre, which is only 3 miles from the IIC venue. The list below provides some idea of the different hotels:

- Premier Inn
- Hilton Hotel Deansgate 4*
- Radisson Hotel (based in the old Free Trade Hall in the Centre of Manchester, this is where Bob Dylan was famously booed when he started to play an electric guitar) 4-5*
- The Midland Hotel 4*



- Holiday Inn (provides several locations in the centre of Manchester)
- Didsbury House 4* (boutique hotel located a mile away from the venue in a thriving suburb of Manchester)
- Travel Lodge (several in and around Manchester; the Centre and the South Manchester districts are the most convenient)
- Double Tree by Hilton 4*

In addition to hotels in the centre of Manchester there are numerous serviced apartments which are available for short-term lets that are ideal for group bookings.

Arrangements can also be made to stay in adjacent student accommodation facilities which are run by the University of Manchester. The address of this accommodation is:

Richmond Park,
University of Manchester,
Whitworth Lane,
Fallowfield
M14 6YY

Accommodation at Richmond Park is on a bed and breakfast basis with the possibility, depending on numbers, for the provision of evening meals. This accommodation is used by students and is of a single en-suite study bedroom type. The accommodation is made up of 'apartments' based on a communal area comprising a kitchen, sitting area and several individual en-suite study bedrooms. Participants interested in booking this accommodation should do so by contacting Jeff Brider directly at iicmanchester17@btinternet.com as bookings can only be made through the organiser. Participants who wish to book accommodation and dinner in Richmond Park must do so by completing the accommodation form and returning this to the organiser at iicmanchester17@btinternet.com. Once the accommodation has been booked a separate invoice will be raised which must be paid prior to the closing date of 10th May 2017.

Participants who would like advice before booking accommodation can contact Jeff Brider at iicmanchester17@btinternet.com.

We will provide detailed information on travel arrangements within Manchester, for participants, after the closing date for participation on the IIC.

4. Meals during the course

Lunch on Saturday, 8th July 2017 is available by pre-order at the venue. The choice of menu is as follows:



For non-vegetarians, a choice:

- Kosheri with chicken and paprika kebabs;
- Hot smoked salmon and tarragon salad;
- Mackerel apple and horseradish in Focaccia.

For vegetarians and vegans, a choice of:

- Vegan Kosheri, lentils, rice, vermicelli with a hot tomato sauce;
- Summer Slaw with mango and hazelnuts;
- Hummus and avocado in Focaccia.

Included in the pre-order will be other items such as flap jacks, hot and cold drinks.

Participants indicating that they wish to pre-order a lunch at the venue will receive details asking them to make the choice once their place has been confirmed.

Items above must be pre-ordered prior to 10th May 2017.

It will also be possible to have lunch at local restaurants and cafes.

5. Banquet

A banquet will be held on the evening of Saturday 8th July to provide an opportunity to meet and talk with the Grand Masters and Masters in a relaxed atmosphere. The banquet will cater for 150 participants and these will be allocated on a first come first served basis. In the event of over subscription, the organisers will create a waiting list.

The price will be £35 for three courses with water, wine, soft drinks, tea and coffee, included. Registration for the banquet should be made on the application form. Further information on the venue, menu and other relevant information will be issued upon receipt of your application.

The dress code for the banquet is smart casual, no jeans, T-shirts or trainers please.

6. Itinerary

Registration for the IIC will take place prior to the commencement of the course and participants will have an opportunity to register from midday on Friday 7th July. Full details of the registration venue will be provided to participants following the closing date for applications to the IIC.



Friday 7th July

- 10:00- 13:30 Registration and payment of participation fees
14:30- 18:30 Official opening of the IIC and IIC Part 1

Saturday 8th July

- 08:30 Training hall opens
9:00-12:00 IIC Part 2
12:00-13:30 Lunch Break
13:30-16:30 IIC Part 3
16:30 Promotion tests
20:00 Banquet

Sunday 9th July

- 08:30 Training hall opens
09:00-12:00 IIC Part 4
12:00-13:00 Closing of the IIC and group photographs

7. Course content

The IIC will include the following programme and/or qualifications:

- Patterns from Chon-Ji to Tong-II;
- Step sparring;
- Self-defence;
- ITF Instructor qualification, IV degree and above; and,
- Promotion tests up to VIII degree (with the prior approval of the individual's National Association/Allied Association and ITF, where necessary).

8. Course registration

Once your registration has been received we will provide updates and further information to help you in preparing for the IIC.

Registration must be made via the application form. Please download and complete the Excel application forms available on the ITF and AETF websites or request the application form by email from iicmanchester17@btinternet.com.



Once completed please send your application forms to icmanchester17@btinternet.com.

The closing date for the receipt of applications including relevant payments is 10th May 2017. Applications received after this date may not be accepted.

You will receive a response with a provisional confirmation number and details of accommodation at Richmond Park if requested and the amount to be paid by bank transfer.

Provisional registrations on the IIC will be held for seven days. Once payment has been received your registration will be confirmed. You will receive confirmation by email to the address supplied when applying for a place on the IIC. This will include a form for you to indicate the choice of the pre-ordered lunch on 8th July.

No refunds can be made once provisional places have been confirmed.

Participants must also make application to their NA (National Association) or AA (Allied Association) to register their participation via the ITF online system. This should be done as soon as your place on the IIC has been confirmed.

Final Registration and payment of the participation fees will take place between 10:00 and 13:30 on 7th July 2017 at the venue. Further details will be provided to all those who have secured a place on the IIC.

9. Payment of fees

The following ITF participation and IIC Inscription/organisation fees are stipulated in the ITF By-Laws and are:

	ITF Participation fee (€ Euros)	Inscription fee (GBP £)	Banquet fee (GBP £)	Lunch fee (GBP £)
1 st to 3 rd degree	120	55	35	10
4 th to 6 th degree	150	55	35	10
7 th to 8 th degree	80	55	35	10
9 th degree	0	55	35	10

The ITF participation fee must be paid in cash during registration on 7th July. Please bring the correct fee to speed up the registration process.

The Inscription (organisation) fee, Banquet Fee and Lunch fees are to be paid online by bank transfer to the following account:



For participants from outside the UK please use the following information:

Bank: Lloyds Bank Stratford-on-Avon
Account name: T-UK
BIC (Swift code): LOYDGB21093
IBAN: GB94LOYD30982600502708

For participants from the UK please use the following:

Bank: Lloyds Bank Stratford-on-Avon
Account name: T-UK
Sort Code: 30-98-26
Account Number: 00502708

Please ensure that all bank charges are paid by the sender and that you use the IIC registration number supplied by the organisers.

10. Tests for degree promotion

There will be an opportunity for participants to test for degree promotion. Those wishing to do so must:

- Send the appropriate application form, letter of approval from the National/ Allied Association, thesis and curriculum vitae through their National/ Allied Association at least three months before the test date to the ITF Administrative Headquarters;
- Bring 5 wooden boards measured 30x30x2 cm (only for those testing for IV to VIII degree);
- Pay the appropriate fees, in cash, one hour prior to the grading test;
- The promotion test will be on Saturday 8th July 2017 and the result will be given to candidates immediately following the grading test;
- No spectators are permitted to attend the degree promotion tests; and,
- The candidate may be accompanied by their instructor.

11. Rules for the IIC

The following rules apply throughout the IIC:

- Participants must wear an official ITF dobok which must be a clean and ironed;
- Before each session participants must line up to welcome the Masters and Grand Masters;



- After each session participants remain in place until the Grand Masters and Masters leave the training hall;
- Participants must act according to the principles of Taekwon-do;
- Participants standing at ease must assume ready stance with their hands behind their back always;
- Participants sitting at ease must cross their legs and never show the soles of their feet to the Grand Masters and Masters;
- Participants are permitted to ask questions but in all cases, they should stand up, bow and assume a ready stance with their hands behind their back. When asking questions, this should include the questioners name and country;
- No spectators are permitted in the training hall during the IIC;
- Filming and photography is only permitted with the prior approval of the Chairman of the IIC Committee; and,
- The IIC certificate of participation will only be issued to those who have completed the full course.

12. Other information

Participants should verify whether there is a need to secure a visa to enter the UK and, where necessary, make the appropriate arrangements before travelling to the IIC.

Manchester and the surrounding area provides many opportunities for sightseeing and other tourist activities. The Lake District is only a short journey away (one and a half to two hours) and there are many points of interest in Manchester itself, including tours to Manchester United and Manchester City football clubs. It is also possible to visit the beautiful Peak District or Liverpool, home of the Beatles. For the adventurous there will be possibilities to be initiated into the game of cricket.

Where possible, the organisers, through Jeff Brider, can offer advice on the opportunities that might be available. Manchester is a dynamic city and is well known for, amongst many things, its music scene.

We hope to welcome you to Manchester at the 120th IIC.