

Organising an ITA Black Belt Grading



Venue:

Organise the venue 3 to 4 weeks in advance. Ensure that the venue will be of a suitable size. If unsure about the size of the venue - the technical director may be able to advise a suitable location.

Expenses:

Expenses for such things as rental of hall, refreshments, printing etc must be claimed from the ITA treasurer and an expense claim form should be completed. Examiner expenses are outlined in the ITA Bylaws.

Black Belts:

Contact Instructors for Black Belt volunteers to assist in the running of the grading & partnering with grading students if necessary. The Examiners will require a list of all available Black Belts for the formal Grading, showing their ranks.

Board Holders and breaking equipment:

Ensure breaking stands and special technique equipment is available and of a safe and workable standard

As well as breaking stands several board holders will be needed - they may be Colour or Black Belts.

Ensure board holders are aware of what is required of them and that they are aware they must move quickly and quietly when asked as breaks are completed remove all broken boards as quickly as possible.

Ensure that the usual protocol for board holders is followed: Face the Examiners, bow and move quickly to their positions, etc.

When all breaking is finished, ensure that they again face the Examiners and bow.

Boards:

The technical director will advise quantities. Allow 2 weeks minimum to order these. The Regional Examiner can advise where these can be sourced from. If plastic breaker boards are being used ensure that adequate quantity and quality are available. Technical director will advise if plastic or wooden boards are being used.

Checklist:

The following is a checklist of all the items that you will need for a successful Grading:

Refreshments	Miscellaneous	Equipment
Tea Coffee Sugar Milk Biscuits Water Juice or soft drinks Snacks	Coffee Cups Teaspoons Teatowels Broom Dustpan Rubbish Bags Ice First Aid Kit Markers Pens Toilet Roll/Paper Grading Kit Club flag (your own or your Instructors) ITF Flag Table for examiners Table for narrator Chairs for examiners Chair for narrator Chairs for spectators	Kick Shields Jig-saw Matted floor Hurdles Special tech. holder Boards Breaking stand Sticks, knives

The Grading Kit should consist of:

ITA Table Cloth
First Aid Kit
Jug and glasses for examiners
Pens
Printed grading sheets
List of applicants & their details
ITA training manual & syllabus

The Technical Director & Examiners Panel:

The Technical Director is responsible for:

Inviting applications for the Examiners Panel well in advance & the selection of a suitable grading panel

Selection of a grading narrator & ensuring checking examiners call sheet well in advance of the grading

Ensuring all examiners narrator & any other officials are present in official attire (suit, shirt, ITA tie, dark shoes & wearing ITF pin)

Assigning responsibility to a member of the examiners panel for ensuring all grading sheets are printed in advance of the grading

Liaise with the Secretary General as necessary

Liaise with the Organiser about the venue, times and what is happening on the day.

Liaise with the Organiser if accommodation is required and any preferences.

Liaise with the Organiser as to the size of the venue.

Conducting the grading.

The Secretary General:

The Secretary General will:

Invite applications for the black belt test and provide all necessary information including application forms, date of grading, venue, deadlines etc

Inform all applicants of the amount of money due for each level of grading

Liaise with the technical director to ensure good organisation

Apply to the ITF for certificates for successful candidates

Grading applicants:

Must have passed the required preliminary black belt testing in their region

Must have sent all required documentation, photograph, application forms and fees to the Secretary General by the required deadlines

Must have instructors written permission to present for black belt grading

They should arrive at least 30 minutes before the start of the Grading to pay any outstanding fees & to warm up.

Must present in a clean pressed official ITF dobok and belt

Ensure they conduct themselves in an exemplary manner at the grading, address the examiners in the correct manner, bow entering and leaving the grading area and answer the examiners in an audible manner

Perform each aspect of the grading to the best of their ability

Ensure they have adequate nutrition and hydration with them on the day of the grading

Accept the decision of the examiners panel

Set-up of Venue:

The Organiser and their helpers should ensure the following items are carried out:

Ensure the venue is adequately heated and has good lighting

Ensure venue is safe.

Make sure venue is insured

Set up Examiners table with ITA Tablecloth, chairs, water and glasses. Place flag & banners in appropriate area.

Supply tea, coffee, sugar, milk, mugs, spoons and a few clean tea towels. Some students and supporters could appreciate extra mugs and spoons.

Ensure all kick pads and focus pads, breaking and special technique holders, breaker boards and any other miscellaneous equipment that are required are made available and are easily accessible to Black Belts during the Grading.

Place ice packs in a suitable position along with the First Aid Kit. Allow at least one ice pack for each student grading

Ensure sufficient seating is set up for spectators

Advise Black Belts of the warm-up area and ensure they are aware of what is expected of them.

Ensure hall is fully matted well in advance of grading

Check toilets are clean and stocked with sufficient toilet paper. Soap and towels to be made available.

When the Examiners arrive they will take over.

Be available should the Examiners require anything.

During break for lunch ensure at least one person remains at the hall for when everyone comes back.

Tidy up the hall and remove any rubbish. In the case of a 2-day grading ensure any valuables are safely packed away for day 2 and replenish any items, which may be needed on day 2. Check all equipment is still available and clean the mugs, spoons etc.

Ensure the Examiners have a list of all the Black Belts including their ranks, and if they are junior or senior Black Belts.

The Grading Organiser should welcome the Examiners, Supporters and Students.

Introduce the Examiners, then Instructors in order of Seniority.

Hand over to the Examiners.

Keep alert to all happening at the Grading should you be needed for anything.

During the Breaking part of Grading - make sure that the ice packs and first aid kit is nearby.

Close the Grading after the Examiners have finished their speeches and presentations (if any).

CHECKLISTS

Host Checklist

Insurance for venue Tea Coffee Sugar Milk Biscuits Water Juice or soft drinks Snacks Coffee Cups Teaspoons Teatowels Broom Dustpan Rubbish Bags Ice First Aid Kit Markers Pens Toilet Roll/Paper Soap, towels Grading Kit Club flag (your own or your Instructors) ITF Flag Table for examiners Table for narrator Chairs for examiners Chair for narrator Chairs for spectators Kick Shields Jig-saw Matted floor Hurdles Special tech. holder Boards Breaking stand Sticks, knives ITA Table Cloth First Aid Kit Jug and glasses for examiners Pens Printed grading sheets List of applicants & their details ITA training manual & syllabus Breaking & Special technique stands Breaker boards Volunteers for holding boards Helpers for organisation	
--	--

Technical Director Checklist

<p>Invite applicants for examiners panel</p> <p>Select narrator</p> <p>Call sheet for grading</p> <p>Dress code for all examiners and officials present (suit, shirt, ITA tie, dark shoes & wearing ITF pin)</p> <p>Printing of grading sheets</p> <p>Check list if applicants and paperwork in order with Secretary General</p> <p>Check on venue</p> <p>Liaise with organizer and Secretary General as necessary</p>	
--	--

Secretary General Checklist

<p>Invite applications for the grading</p> <p>Provide all necessary information including application forms, date of grading, venue, deadlines etc</p> <p>Inform all applicants of the amount of money due for each level of grading</p> <p>Liaise with the technical director to ensure good organisation</p> <p>Apply to the ITF for certificates for successful candidates</p>	
---	--

Grading applicant Checklist

<p>All required documentation, photograph, application forms and fees to the Secretary General by the required deadlines</p> <p>Written permission from instructor</p> <p>Arrive at least 30 minutes before the start of the Grading to pay any outstanding fees & to warm up.</p> <p>Clean pressed ITF Dobok</p> <p>Belt</p> <p>Sparring safety equipment</p> <p>Towel</p> <p>Water & refreshments</p>	
---	--