Belt Promotion and Lineage Verification Policy

Suggested rules for how your academy awards rank, documents promotions, and verifies the rank and lineage of every instructor.

Important notice: This is a free sample safety document. It is a starting point, not a finished policy, and it is not a legal document or legal advice. Laws differ by location. Have a qualified attorney review and adapt it for your academy before use. Academy Safe is not responsible for errors or missing information in this document, or for how it is used. In an emergency, call 911.

Academy name: _____

Academy address: _____

Effective date: _____

Last reviewed: _____

Purpose

Parents and students trust that an instructor's rank is real and was earned. A clear, written promotion process also protects students from favoritism and pressure. This policy explains how your academy awards rank and verifies instructor credentials.

Instructor Rank and Lineage

- Every instructor provides proof of current rank, such as a rank certificate, before teaching.
- Every instructor provides a written lineage showing who promoted them and that person's rank.
- The academy confirms rank with the promoting instructor or organization where possible and records how it was confirmed.
- Instructor rank and lineage are listed accurately on the academy website, social media, and promotional materials.
- Rank claims that cannot be confirmed are not advertised.

Student Promotions

- Promotion criteria for each rank are written down and available to students and parents.
- Promotions are decided by the head instructor, or a panel, based on the written criteria.
- Testing and promotion take place at the academy in a visible setting, never in private.
- Rank is never offered, delayed, or withheld as a reward or punishment for anything outside training, such as personal favors, gifts, or keeping secrets.
- Promotion fees, if any, are posted in advance and applied the same way to every student.

Promotion Record

Date	Student	New rank	Promoted by	Criteria met

Date	Student	New rank	Promoted by	Criteria met

Reporting Concerns

Anyone with concerns about a rank claim or the fairness of a promotion should tell [designated safety contact]. Concerns are reviewed without retaliation.

Signatures

Head instructor name: _____

Signature: _____

Date: _____

Owner or director name: _____

Signature: _____

Date: _____

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