

# BRITISH TAEKWONDO CONTROL BOARD (WTF)



## Policy & Procedures Manual 5th Edition

(19<sup>th</sup> July 2009)

**BRITISH TAEKWONDO CONTROL BOARD POLICY & PROCEDURES MANUAL**

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# INTRODUCTION

The British Taekwondo Control Board (BTCB) is responsible for developing and administering the practice of WTF taekwondo in the United Kingdom and Dependent Territories. The BTCB's principal aim is to keep the standard of taekwondo as high as possible, in every aspect of taekwondo, from club training to Olympic teams.

This document is authorised by the Article 5(B)(v)(c) of the Constitution of the BTCB. The policies and rules listed here are designed to help maintain and raise the standards of British taekwondo in a fair, open and efficient manner. For the purposes of this document, "*Member*" refers to all categories of member, i.e. Full, Provisional or Associate Member *clubs* and Member Groups. Any reference to "*member(s)*" in lower case means individual person(s) who are registered as members of the BTCB.

Failure to adhere to the regulations in this document could result in disciplinary action.

## Summary of Policies

### (1) INSURANCE & REGISTRATION OF MEMBERS

Everyone who trains at a club must be a BTCB member.

Everyone who teaches, coaches or referees must have BTCB professional indemnity insurance.

### (2) BTCB COMMITTEES AND SUB-COMMITTEES

The BTCB has various sub-committees and branches to deal with different areas of responsibility.

### (3) BTCB REPRESENTATIVES

BTCB officials must be BTCB members.

BTCB members can only take on external taekwondo posts with BTCB approval.

### (4) RANK & GRADE TRAINING AND PROMOTION TESTS

BTCB members can only sit BTCB promotion tests.

BTCB examiners may only test BTCB members for promotion.

All testing and training must conform to the Health & Safety rules.

### (5) TRANSFER OF MEMBERSHIP

Membership can only be transferred with the approval of the BTCB.

### (6) EVENTS & EVENT INSURANCE

All events must be registered for event insurance.

All competition officials (organisers and referees) must have indemnity insurance.

Only BTCB members or members of other WTF-affiliated federations may participate in events run by the BTCB or its members.

### (7) OFFICIAL BTCB TEAMS

Team members and staff must be BTCB members.

# POLICY & PROCEDURES

## (1) INSURANCE & REGISTRATION OF MEMBERS

- Everyone who trains at a club must be a BTCB member.
- Everyone who teaches, coaches or referees must have BTCB professional indemnity insurance.

### (a) Individual membership

All individual members of a Member Club or a Member Group must possess current membership of the BTCB. BTCB membership insurance is valid when all persons who train or compete together are insured under the same policy. Clubs must therefore register *all their members* with the BTCB, not just those that wish to enter competitions or sit dan or poom promotion tests.

There has, in the past, been an irregular practise where some non-BTCB clubs registered only their competitors, through existing BTCB clubs, in order to gain access to BTCB events. This is not allowed. Clubs that are not already Members of the BTCB must affiliate to the BTCB and must register all of their members, not a selected few.

Member Clubs or Member Groups may not register individual members of non-BTCB clubs. Members of non-BTCB clubs may only register as BTCB members if the whole club joins the BTCB.

### (b) Applying for membership & renewing membership

*All students must apply for BTCB membership on the first day they commence training with the Club or Group.*

There is no “grace” period allowed before membership is taken out. Anyone who is allowed to train without membership of the BTCB does not have personal accident insurance and this dangerous arrangement is not permitted. The instructor may be liable in any claim instigated by an uninsured student and which arises from an accident due to negligence on the part of the instructor: this dangerous arrangement is not permitted by the BTCB or the BTC.

It is the responsibility of the member to ensure that their membership is renewed in good time for insurance cover to be continuous. It is recommended that members renew their membership in the first week of the month in which it expires.

Instructors are required to ensure that students have a current BTCB membership in order to train, grade and compete.

### (c) New members

If a non-BTCB club wishes to register any of its members with the BTCB, the club must affiliate to the BTCB and register *all* of its members. It is not permissible to register only those who wish to enter competitions.

### (d) BTCB officials

All members of BTCB committees and sub-committees and the BTCB trustees must be members of the BTCB, whether or not they are physically involved in taekwondo training, teaching, competing, refereeing or other related activities. If they are not already members whenever they are appointed, they must apply for BTCB membership immediately.

There is no insurance cover for BTCB representatives attending meetings or using their cars for official BTCB business.

### (e) Insurance cover

Insurance cover is restricted to the United Kingdom and its dependent territories, and EC countries. Members whose taekwondo activities take them outside these areas should purchase additional cover *via* Membership Services.

### (f) Instructor registration & professional indemnity insurance

The senior instructor of any registered club must be at least 18 years of age. All instructors (including assistant instructors) and coaches must be registered instructors and must have taken out professional indemnity insurance. Centre referees must also have indemnity insurance although they may take out officials’ insurance without being registered instructors.

**(g) Dual membership**

The BTCB insures its members through the BTC. The BTC's insurers have specific guidelines governing simultaneous membership of two taekwondo organisations as described below.

**(i) Permanent UK Residents**

Insured members of the BTC who are permanently resident at a UK address, with the exception of those resident in Northern Ireland, are not permitted to have insured membership of any other taekwondo organisation within the European Union, while at the same time being in insured membership of the BTC.

If an insured member of the BTC has taekwondo insurance elsewhere either in the United Kingdom or abroad then their BTC insurance is invalid and they cannot participate in any BTC-insured event or training.

Northern Ireland residents may take out membership of both the BTCB and the Irish Taekwondo Union, provided they only take out insurance with the BTCB.

**(ii) Temporary UK Residents**

Insured members of the BTC who are *not* permanently resident at a UK address (for example students and foreign workers who stay in the UK on a temporary basis and return home after a few weeks stay) are required to take out insured membership of the BTC if they are going to be resident in the UK for more than six months.

Members are permitted to have insured membership of a foreign taekwondo organisation outside the EC while at the same time being in insured membership of the BTC.

**(h) Professional indemnity insurance**

BTCB membership only provides personal accident and liability cover for the member. It does not provide a limited amount of indemnity insurance for temporary or emergency use. It does not insure instructors or coaches for teaching or other officials for activities such as refereeing. Nor does it indemnify them against professional liability claims.

All BTCB-registered instructors, assistant instructors, officials (such as coaches, referees, and members of BTCB committees) are required to take out instructor indemnity insurance through the BTCB for a minimum of £2 million through the BTCB. This means that they will be properly insured and protected.

Instructors are required to ensure that no member of the club trains without a license. If any member trains without a license the instructor's insurance is invalid as the insurers see this as negligence by the instructor.

A club may only become or remain a member of the BTCB if it has at least one instructor who has current professional indemnity insurance. Members who are at least 16 years of age may apply to become registered instructors and may take out instructors' professional indemnity insurance. Members who are under the age of 18 years may not be registered as club instructors although they may take out instructors' professional indemnity insurance. (See also Section 1b.)

All members of BTCB committees and sub-committees and the BTCB trustees who teach, compete, referee or perform other related duties must purchase professional indemnity insurance. This ensures that they are covered by BTC public liability insurance whenever they are engaged in taekwondo activities.

Referees and other officials who work abroad are recommended to take out enhanced indemnity cover for at least £5 million.

**(i) Insurance cover in other countries**

Professional indemnity insurance cover is restricted to the United Kingdom and its dependent territories and European Union countries. Additional cover should be purchased by members whose taekwondo activities take them outside these areas. Members who wish to purchase such cover should contact Membership Services.

**(j) Policy Claims**

All accidents must be reported to Membership Services within 14 days of the incident. Failure to do so may delay the settlement of any claim. It may also jeopardise or invalidate the insurance cover.

**(k) Instructor education & criminal records clearance**

Professional indemnity insurance can only be issued to instructors and assistant instructors who

have attended the compulsory instructor course approved by the British Taekwondo Council and who have cleared the Enhanced Disclosure check by the appropriate national criminal records agency (e.g., Criminal Records Bureau for England, Northern Ireland, St Helena, Ascension Island and Wales, or the Scottish Criminal Records Office, *via* Disclosure Scotland, for Scotland). The British Taekwondo Council has decided what criminal offences shall disqualify any person from obtaining instructor insurance. These include violent crimes, sexual offences and offences against children. However, a conviction for a criminal or civil offence does not automatically mean that an application for professional indemnity insurance will be rejected. In such instances, the BTC and BTCB will discuss whether or not an instructor is disqualified, according to details of the individual case.

The Technical Committee of the BTCB has the authority to specify other courses as a compulsory part of instructor education.

**(l) Duty of care: waivers and disclaimers**

Instructors, coaches and officials (organisers, administrative staff and referees) have a legal duty of care to ensure the safety and welfare of all participants and spectators. Insurance does not protect against wilful or careless neglect in these matters. No-one can be asked to sign away their legal right to sue an individual for injuries or other distress due to negligence. Entry or application forms must therefore not include any waivers or disclaimers that attempt to remove this right. Instructor and event insurance will not be valid if any such waiver or disclaimer is included.

**(2) BTCB COMMITTEES AND SUB-COMMITTEES**

- **The BTCB has various sub-committees and branches to deal with different areas of responsibility.**

**(a) Recognition**

The Executive Committee establishes sub-committees to undertake specialised tasks. The currently active sub-committees are:

<b>Executive Committees of National Branches</b>	BTCB (Scotland) BTCB (Northern Ireland) BTCB (Gibraltar)
<b>Specialised sub-committees</b>	Disciplinary Committee Kyoruki Committee ( <i>now Sport Taekwondo UK Ltd</i> ) Poomsae Committee Referee Committee Technical Committee Health & Safety Committee Child Protection Committee University Development Committee

The Executive Committee may also establish other sub-committees as appropriate.

**(b) Appointment**

Each National Branch shall be administered by an executive committee, elected by the BTCB Members and Member Groups in that country or territory.

The chairperson of the Disciplinary Committee is, *ex officio*, the vice-chairperson of the BTCB. All other chairpersons shall be appointed by the Executive Committee of the BTCB.

The chairperson of each sub-committee (apart from the Executive Committees of the National Branches) shall appoint committee members, in consultation with other committee members and, where appropriate, with the approval of the Executive Committee. Dismissal of any sub-committee member must be approved by the Executive Committee.

**(c) Authority & Accountability**

Each sub-committee has the authority to operate independently and is entitled to represent the BTCB in communications with outside bodies appropriate to its area of interest. However, each sub-committee is accountable to the BTCB Executive Committee.

To this end, the chairpersons of sub-committees shall prepare an annual report which shall be submitted in writing to the Chairperson of the BTCB at or within one month of the end of each calendar year. They shall also submit reports or proposals on any major events, incidents or

developments. These reports need not be detailed and should only contain enough information to allow the Executive Committee to decide on any further action to be taken.

The sub-committee may, if the members so wish, also present the annual report verbally, at the Annual General Meeting of the BTCB.

**(d) Sub-committee financial accounts**

Treasurers of sub-committees must close their books, submit budgets to the Executive Committee and present account books to the auditors of the BTCB in accordance with any deadlines provided by the BTCB Treasurer.

**(3) BTCB REPRESENTATIVES**

- **BTCB officials must be BTCB members.**
- **BTCB members can only take on external taekwondo posts with BTCB approval.**

**(a) BTCB Officials**

Persons who represent the BTCB in key positions shall normally be Full Members. 'Key positions' are Officers of the Executive Committee and Chairpersons of BTCB sub-committees or National Branches of the BTCB.

**(b) Other organisations**

BTCB members who take posts with other taekwondo organisations will be perceived as representing the wishes and opinions of the BTCB or its members or the BTCB Executive Committee.

BTCB members must therefore have the prior written approval of the BTCB Executive Committee to take any post, paid or unpaid, within the WTF, the Kukkiwon, WTF continental unions, the Commonwealth Taekwondo Union, WTF-affiliated Member National Federations or any other WTF-approved or BTCB-approved taekwondo organisation.

BTCB members are not permitted to take an official position in any taekwondo organisation that is not approved by the WTF or the BTCB.

**(4) RANK & GRADE TRAINING AND PROMOTION TESTS**

- **BTCB members can only sit BTCB promotion tests.**
- **BTCB examiners may only test BTCB members for promotion.**
- **All testing and training must conform to the Health & Safety rules.**

**(a) Dan, poom and kup training programmes**

**(i) Health & Safety**

It is inevitable that there are risks of physical injury associated with the practice of taekwondo but instructors must ensure that students are not asked to do anything which is inherently dangerous or which is beyond their capabilities. Training practices must be graded according to the student's age, sex, health, physical abilities and grade. In particular, students must not be asked to do advanced techniques in the early stages of their training. For example, beginners (i.e., those who have not yet passed their first grading examination) should not practise full-contact free sparring.

All activities of a club or Group Member must conform to the BTCB Health & Safety policy document.

**(ii) Syllabuses**

Training programmes must adhere to the BTCB dan and kup grading syllabuses. Instructors may, at their discretion, extend training beyond the syllabus for talented students but they must make a written risk assessment for the advanced practices in question. The nature and risks of the activity must be explained to the student who must sign a declaration that these have been adequately explained.

**(iii) Full-contact (WTF/Olympic) sparring**

It is compulsory for insured members who participate in full-contact WTF sparring, at both

(1) club level and (2) competition level where BTCB Referees are in attendance, to wear WTF- approved, ETU-approved or BTCB-approved personal protective equipment (PPE) as specified in the BTCB competition rule book, namely:

*Head protector, mouth protector ('gum shield'), trunk protector (hogu), forearm protectors, hand protectors, groin protector (suitable male or female type) and shin protectors*

#### NOTE

1. Any PPE that is already WTF-recognised or ETU-approved will be accepted by the BTCB for kyorugi competitions.
2. Any other brands or models of PPE will be accepted by the BTCB if they pass testing to BS EN 13277 Standards.
3. Items that have passed BS EN 13277 and for which the suppliers have paid the appropriate fee to the BTCB will be entitled to be marked with the 'BTCB-approved' logo.
4. Contact the BTCB Vice Chairman for up to date lists of which brands and items of PPE are approved.
5. Until a substantial number of non-approved brands has been tested and passed to BS EN 13277, non-approved brands of PPE will remain acceptable for class training, provided this does *not* entail full-contact, competition-style sparring.
  - (a) What constitutes 'a substantial number' will be decided by the BTCB.
  - (b) Non-approved items will only be used to minimise the risk of injury in the case of accidental contact. Only WTF-approved or BTCB-approved equipment may be used for full-contact sparring or training.
  - (c) Instructors must conduct risk assessments to ensure that non-approved equipment is satisfactory for the type of training.

Breast protectors are optional for women. Groin protectors must be worn inside the trousers of the dobok. Groin protectors for other sports (e.g., cricketer's "box") are not suitable for taekwondo training. The wearing of a mouth protector is compulsory for all full-contact sparring, whether in normal classes, special competition training or in competition matches.

Each club must make suitable, approved protective equipment available to its members. It is not mandatory for insured members who do not participate in full contact sparring at club level to wear approved protective equipment. It is at the discretion of the instructor whether or not suitable protective equipment is worn. The instructor must formally assess the risks of any activity, in writing, and must be able to justify their decisions if a claim arises.

#### (iv) Self-defence training

The practise of self-defence techniques is encouraged but instructors must not encourage the indiscriminate use of techniques that are designed to maim or cause permanent physical injury. The use of techniques to produce unconsciousness (such as choke holds) is absolutely forbidden, in class training or public demonstration.

The application of so-called 'pressure point' techniques must take account of the health of the participant. In particular, these techniques should not be applied to those with serious medical conditions, such as heart conditions, high blood pressure or epilepsy.

#### (b) Application for Kukkiwon Dan and Poom certificates

The BTCB dan/poom promotion test fee includes the cost of the grading and the next Kukkiwon certificate due.

The fee paid is in proportion to the rank for which the candidate tests so higher ranks require higher fees, *no matter what rank of Kukkiwon certificate is being applied for*. The grading fee does not contain a specific proportion for the Kukkiwon certificate appropriate to the rank for which the candidate has tested. However, the BTCB will apply for the next Kukkiwon certificate due to the candidate.

All members must apply and pay for a Kukkiwon certificate *via* the BTCB when they apply to sit

a promotion test. All members of the BTCB, in all categories, including Member Groups, must apply for their Kukkiwon certificates through the BTCB. Members may not apply for or obtain Kukkiwon certificates by any other route.

**(c) BTCB grading examiners**

**(i) Kup grade examiners**

BTCB kup grade examiners must be registered as Examiners with BTCB Membership Services and must be 4th Dan or higher rank. Those who are not registered as Examiners may not conduct kup grading examinations. Within the United Kingdom or in those dependent territories that are members of the BTCB, BTCB kup grade examiners may only grade BTCB members, except as provided for in Article 4(c)(iii) below.

All BTCB members may only be tested and promoted for kup grades by BTCB examiners (i.e., by BTCB members of 4th dan or higher). Only dan holders of the rank 4th Dan and above who are members of the BTCB are permitted to act as kup grade examiners for BTCB members. This applies to all categories of member, including Member Groups. BTCB full members may only be graded by examiners who are also full members.

**(ii) Dan & poom rank examiners**

BTCB dan/poom examiners are normally members of the rank of 5th Dan or higher. However these ranks do not convey an automatic right to conduct dan or poom promotion test. Any dan/poom grading panel must be supervised an examiner of 6th dan or higher. (See also 4e.)

BTCB dan/poom examiners may only grade BTCB members, except as provided for in Article 4(c) (iii) below. BTCB examiners and other BTCB members may not convene dan or poom promotion tests, for BTCB members or other organisations, independently of those approved by the BTCB Executive Committee, other than those allowed for Member Groups. (See 4e, below.) *Private club tests for dan and poom promotion are therefore not allowed.*

**(iii) Promotion tests in other countries**

BTCB examiners may grade members of WTF-affiliated Member National Federations in other countries if they have the prior written approval of both the BTCB Technical Committee and the MNF of that country.

BTCB members may not grade candidates who are not members of a WTF-affiliated Member National Federation, unless the country in question does not yet have a WTF-affiliated Member National Federation. In such cases, the examiner may only grade candidates with the prior written approval of both the BTCB Executive and Technical Committees.

**(d) Kup grading policy & certificates**

All Examiners, including those in Member Groups, are required to purchase BTCB kup grade certificates and to award one, completed by the examiner, to every successful candidate. No other certificate is recognised. Certificates must be given to the candidates' instructors for distribution to the successful candidates within six weeks of the grading.

Certificates are numbered and candidates are expected to record the numbers in their licence books. Candidates submitted for 1st Dan promotion test must forward copies of their BTCB and/or ETU Certificates with their application and they must display numbers spanning the period that they have been training.

BTCB certificates are only supplied to examiners with current BTCB membership. It is also a BTCB requirement that every candidate who is submitted for a kup grading also has a current licence. This ensures that both Examiners and candidates are protected by the BTCB insurance policy. Examiners are not authorised to grade any candidate who does not have a licence.

Examiners may negotiate the grading fee per candidate with the instructor concerned.

**(e) Dan/poom Promotion Policy**

**(i) BTCB dan/poom promotion tests**

All dan/poom promotions tests, other than those organised independently by a Member Group that is permitted to do so, must be requested and authorised by the BTCB Executive Committee. Anyone who is a member of a Full Member club may only sit dan/poom promotion tests that have been requested and authorised by the BTCB Executive Committee. Members of a Full Member club may not sit any test that has not been so authorised.

The BTCB holds three Dan promotion tests per year at various locations in England and Scotland but can, at the discretion of the Executive Committee, arrange others. No other Dan promotion testing is permitted or recognised. Dan promotion tests are normally supervised by the BTCB President, Grandmaster Park Soo-Nam, 9th Dan, assisted by two or more 5th Dan or higher grade Examiners.

**(ii) Eligibility to sit dan/poom promotion tests**

It is disheartening for any candidates and their instructors if they fail a promotion test. Moreover, given the intense physical nature of taekwondo, there would be a risk of injury if poorly prepared or unsuitable candidates were allowed to sit promotion tests. In order to maximise a candidate's chance of passing a test, the following policies must be adhered to:

- Candidates are required to have been in continuous BTCB membership for at least six months leading up to the date of the test in order to qualify to take the dan/poom promotion test.
- Between promotion tests, candidates must have attended at least one technical seminar organised by the BTCB Technical Committee in order to be eligible to sit a promotion test.

**(iii) Kukkiwon certificate applications**

The BTCB will apply for appropriate Kukkiwon certificates on behalf of all successful candidates.

**(iv) BTCB members not resident in the United Kingdom**

Members of the BTCB with a resident address in the UK are required to take their dan or poom promotion tests at one of the BTCB's official gradings and may not grade at any other dan or poom test within or outside the UK without first obtaining the permission of the BTCB Executive Committee, in writing.

BTCB members resident overseas for more than one year must notify the Executive Committee of their intention to grade in their new resident country by writing to the Secretary-General of the BTCB.

**(v) Non-BTCB dan & poom promotion tests**

BTCB members may not take dan or poom promotion tests outside the BTCB, except as provided for in 2(e)(iv) above. BTCB members who wish to test for 6th dan or higher ranks may opt to test at the Kukkiwon, provided that they have the prior written permission of the BTCB Executive Committee.

The BTCB will not recognise the new grade of members of the BTCB who take non-BTCB Dan or poom promotion tests, without the *prior* written permission of the BTCB Executive Committee, while they are in membership of the BTCB and the member concerned may be subject to disciplinary action.

**(vi) Lapsed BTCB members who grade outside the BTCB**

BTCB members may not allow their membership to lapse in order to take a non-BTCB dan or poom promotion test and then reapply for membership.

Persons whose membership has lapsed and who have taken a dan promotion test outside the BTCB for justifiable reasons must submit a letter to apply to rejoin the BTCB stating why their membership lapsed and providing details of their dan or poom promotion test.

**(f) Recognition of Dan and Kup grades from Non-affiliated groups**

**(i) Kup grades**

Kukkiwon regulations require that kup grades only be awarded by someone who hold the rank of Kukkiwon 4th Dan or higher. Kup grades awarded by an examiner who holds a 4th Dan or higher grade Kukkiwon Certificate will therefore be recognised by the BTCB if the grades have been tested and awarded in accordance with the BTCB's policy, procedures and Code of Conduct as outlined in this document and in the Constitution of the BTCB.

Kup grades awarded by an Examiner who holds either

- (a) a 3rd Dan or lower grade Kukkiwon Certificate *or*
- (b) an official ITF Dan Certificate *or*
- (c) a taekwondo Dan certificate obtained from any other source

will be recognised on the following condition.

Some clubs that join the BTCB may have students who have been graded by an examiner who falls into categories (a), (b), or (c) above and may not have a recognised 4th Dan or higher grade in or associated with the club. In such cases, an existing BTCB 4th Dan and or higher grade instructor should be introduced to that club to maintain and, if necessary, develop the standard within it.

The club will also be required to conduct future kup upgrading under the auspices of the same BTCB examiner who will supply successful candidates with BTCB certificates.

**(vii) Dan/poom grade holders with Kukkiwon certificates**

Dan or poom grades awarded by a 6th Dan (or higher grade) Kukkiwon Certificate holder and who also have a Kukkiwon Certificate bearing their current grade will be recognised by the BTCB. Applicants who have been awarded Dan grades by such an Examiner will not be required to undertake any assessment test on entry to the BTCB.

**(viii) Dan/poom grades without Kukkiwon certificates**

The BTCB will recognise Dan or poom grades without Kukkiwon Certificates if the grades have been awarded by a 6th Dan Kukkiwon holder (or higher grade). The documentation must prove that the applicant has taken and passed the appropriate Dan grading with a Kukkiwon-registered 6th Dan (or higher grade) examiner (i.e. the applicant's certificate and the Kukkiwon certificate number of the examiner). Further evidence (such as the examiner's contact details) may be required so that the BTCB can verify the grade.

Dan grades awarded by an examiner who holds either

- (a) a 5th dan or lower grade Kukkiwon certificate or
- (b) an official ITF Dan certificate or
- (c) a taekwondo Dan certificate obtained from any other source

will be recognised by the BTCB when the following requirement has been satisfied.

Holders of dan grades awarded by an examiner who fall into category (a), (b) or (c) above are required to:

*undertake an assessment test for their current grade at a BTCB dan/poom promotion test within one year of their application for membership and apply for Kukkiwon Certification at the same time as they apply for the promotion test.*

All dan and poom grades are required to submit copies of their certificates when applying for membership for the first time, together with their application form.

## **(5) TRANSFER OF MEMBERSHIP**

- **Membership can only be transferred with the approval of the BTCB.**

- (a) Members clubs may not transfer membership between the BTCB and Member Groups without the express approval in writing of both the organisation (BTCB or Member Group) that the member wishes to leave and the one that they wish to join.
- (b) Individual members may not transfer membership between Full, Provisional or Associate Member clubs and Member Groups without the express approval, in writing, of the Club or Group that the member wishes to leave.
- (c) Member clubs may not transfer membership between the BTCB and associations in the British Taekwondo Council without the express approval in writing of both the association that the member wishes to leave and the association that they wish to join. However, if any group refuses to grant a club permission to join the BTCB, the BTCB Executive Committee will consider the application individually, on its merits.
- (d) Individual members of non-BTCB and non-BTC taekwondo clubs are free to join any BTCB club or Member Group provided they genuinely train with that club or Group. Dual insurance is not permitted so such individuals must cancel any previous membership insurance. BTCB insurance does not cover such individuals to continue to train at non-BTCB clubs. Therefore, registering with the BTCB merely to gain access to BTCB events and facilities while continuing to train with a non-BTCB club is not permitted.

## **(6) EVENTS & EVENT INSURANCE**

- **All events must be registered for event insurance.**
- **All competition officials must have indemnity insurance.**
- **Only BTCB members may participate in events.**

The term 'events' refers to any activities other than normal training and kup grading examinations. This includes events such as competitions, demonstrations, seminars and dan/poom promotion tests.

### **(a) Event insurance**

Event organisers must notify Membership Services of any public event that they hold by submitting an event registration form by post at least four weeks in advance of the date of the event to the following address:

BTCB Membership Services,  
Manchester Tennis Centre,  
Gate 2 - Alan Turing Way,  
Manchester,  
M11 3FF.

This applies to all public events open to both BTCB members and non-members, including members of the public. This includes events such as competitions, demonstrations, seminars and small club functions. This does not include kup grading tests: these are classified as part of the students' training programme.

Event insurance is included in the instructors' indemnity insurance and every instructor or event organiser is required to have this.

Competitors, coaches and officials must also have personal insurance. Centre and chief referees must have instructor indemnity insurance. Judges are also advised to have their own indemnity insurance.

### **(b) Registration of events and validity of insurance**

The British Taekwondo Council (BTC) requires event organisers to:

- have professional indemnity insurance that is valid on the day of the event and has been valid for four weeks prior to applying for Event Insurance.
- register the event with the BTC twenty-one days in advance of the date of the event, on the BTC Event Registration Form available from BTCB Membership Services or downloadable from the BTCB web site ([www.btc.org](http://www.btc.org)).
- only permit those who are licensed with the BTCB or, in certain cases, as specified in (6)(d) below, the BTC to participate in the competition.

Event insurance is void if any member participates without a BTCB or BTC licence. This section applies to any event other than normal class training or kup gradings, but applies especially to competitions.

### **(c) Coaches**

Coaches are required to hold a current Instructor Indemnity Insurance and must be at least 18 years of age.

### **(d) Referees & Official**

All Centre Referees and Officials attending an event are required to hold Instructor Indemnity Insurance. Referees who do not teach taekwondo can apply for Official's insurance. In all cases, individuals must purchase their indemnity insurance from BTCB Membership Services: other sources of insurance are not permitted.

### **(e) BTCB Membership**

All competitors, coaches, referees and officials must have a current BTCB licence.

**(f) Competition insurance**

In the case of *kyorugi* (sparring) competitions, a copy of the BTC Event Insurance Certificate must be posted to:

Brian Tilley (BTCB Referee Chairman),  
20 Jade Walk,  
Chilton,  
Co Durham, DL17 0QL.

BTCB Referees will only attend the event if the Referee Committee has received a copy of the Event Insurance Certificate.

**(g) Medical cover**

A medical doctor and a paramedical, ambulance or first aid team must be present at all competitions.

**(h) Participation in BTCB and other events**

Entry to official BTCB events (e.g., British Nationals, British Open International, National Poomsae Championships or Scottish Open Championships) or to events organised by BTCB members is restricted to members of WTF-affiliated national federations only. This applies to competitors, coaches and refereeing/judging officials.

Exception will be made for any events specifically staged for, or on behalf of, the British Taekwondo Council (BTC). In these cases, entry will be restricted to BTCB and BTC members. However, in these circumstances, all refereeing or judging officials for competitions under WTF rules, must be qualified by the BTCB, the WTF or a WTF-affiliated Member National Federation.

BTCB members may only participate in taekwondo events that have been organised by

- the BTCB or BTCB members
- the BTC or BTC members
- other WTF-affiliated Member National Federations or their members

BTCB members may not participate in taekwondo events run by any other organisations or individuals unless these events have been approved by the BTCB Executive Committee.

BTCB members are free to participate in other martial arts activities but are advised that they do not do so as BTCB members and that their BTCB insurance does not cover any other martial arts. Separate insurance must be obtained for such activities.

**(i) Safety of participants**

Organisers must ensure that any events meet the requirements of the BTCB Health & Safety Policy and, if appropriate, BTCB Competition Rules. Competitors in *kyorugi* (sparring) or *kyuk-pa* (power test/breaking) competitions must be at least 9th kup (9th grade). Competitors in *kyuk-pa* competitions must be at least 16 years of age.

One-on-one *kyorugi* competitions are primarily designed to allow novice players to experience taekwondo competitions so organisers must ensure that novice players are not drawn against experienced and/or advanced grade players.

**(j) Competitions**

The organisers of Poomsae and *Kyorugi* competitions are required to comply with the prevailing BTCB and WTF rules and regulations in force at the time of the competition.

**(k) Seminars**

The organisers of BTCB seminars are required to comply with the BTCB rules and regulations in force at the time of the seminar.

**(l) BTCB Referees**

- (i) The Event Organiser is required to apply at least three months prior to the event for BTCB Referees to attend the competition. The application must be made to the Chairman of the Referee Committee at the address below:

Brian Tilley (BTCB Referee Chairman),  
20 Jade Walk,  
Chilton,  
Co Durham, DL17 0QL.

- (ii) The Event Organiser is required to comply with all the regulations governing Referee attendance at the competition. The regulations will be determined by the Referee Department and confirmed in writing by the Referee Chairman.
- (iii) All competitions are required to have BTCB Referees in attendance.
- (iv) The Event organiser is required to appoint BTCB qualified and approved Referees. The Event organiser must contact the BTCB Referee Chairman to confirm that the Referees they wish to invite to Referee at the Event are suitably qualified and approved.
- (v) The Event organiser's choice of Chief Referee for the Event will be approved by the Referee Department and be named on the application for event insurance.

**(m) Licence Check**

- (i) The Competitors, Coaches, Referees, Instructors and members attending competitions or seminars are required to hold a current BTCB licence or membership of another WTF-recognised Member National Federation (WTF MNF) when they attend and participate in an event hosted by a BTCB member.
- (ii) Holders of a licence issued by any other organisation are not permitted to take part in BTCB sanctioned Events.
- (iii) Event Organisers are required to visually inspect the BTCB licence or proof of other WTF MNF membership of all the attendees and keep a written record of the attendee's name, membership number, licence expiry date and weight for inspection by BTCB Membership Services on request. This information must be retained by the competition organiser for three years after the event and produced if required by the BTCB or its insurers.
- (iv) Attendees cannot purchase a BTCB licence on the day of the Event. It must be applied for at least two weeks in advance from:

BTCB Membership Services,  
Manchester Tennis Centre,  
Gate 2 - Alan Turing Way,  
Manchester,  
M11 3FF.

**(n) Weight categories**

- (i) The Event Organiser is required to use the current weight categories stipulated by the WTF or, in the case of children, by the BTCB. The Referee Department will provide a list of weight categories.
- (ii) Competitors under the age of 16 years are not permitted to compete against competitors over 16 years of age in a senior category.
- (iii) Competitors are required to be 9th Kup or higher grade. No 10th Kup or white belts are permitted to enter any competition.

**(o) Personal Protective Equipment**

- (i) All personal protective equipment used by the Event Organiser, Competitors, Coaches and members attending seminars must be fit for purpose and in good condition. Damaged or split head protectors or trunk protectors repaired with adhesive plastic tape are not permitted.
- (ii) Only equipment approved by the WTF, the ETU or the BTCB can be used.
- (iii) No other equipment is permitted and competitors will be refused entry if they fail to comply.

**(p) BTCB/BTC Child Protection Policy**

Event Organisers are required to comply with and enforce the BTCB/BTC Child Protection Policy as set out in the BTC Child Protection booklet given out to Instructors at the BTC Instructor Course.

**(q) BTCB/BTC Photography Policy**

- (i) Event Organisers are required to implement the BTCB/BTC photography policy at the Event. This requires that all those who wish to take photographs or make video recordings must register with the Organiser on the photography application form.
- (ii) The application form to apply to be permitted to photograph competitors and policy can be downloaded from the Download section of the BTCB website:

<http://www.britishtaekwondo.org.uk/btcb-downloads.html>

## (7) BTCB TEAMS & TEAMS OF OTHER COUNTRIES

- Team members and staff must be BTCB members.
- BTCB members may not compete for any country other than the UK or associated territories.

### (a) BTCB teams

Members of British or Home Nations competition teams or any teams representing BTCB Member Clubs, Association and groups, and any ancillary staff (coaches and team managers) must be members of the BTCB. Members of the Irish Taekwondo Union resident in Northern Ireland are eligible to be members or staff of British and Northern Ireland teams, subject to Article 2(c) (i) of this Manual and to the terms of the Olympic Charter and the Constitution of the Commonwealth Games Federation, as follows:

#### ***Olympic Charter: Bye-law to Rule 42***

- 1. A competitor who is a national of two or more countries at the same time may represent either one of them, as he may elect. However, after having represented one country in the Olympic Games...he may not represent another country unless he meets the conditions set forth in paragraph 2 below that apply to persons who have changed their nationality or acquired a new nationality.*
- 2. A competitor who has represented one country in the Olympic Games...and who has changed his nationality or acquired a new nationality, may participate in the Olympic Games to represent his new country provided that at least three years have passed since the competitor last represented his former country.*

#### ***Commonwealth Games Federation Constitution: ARTICLE 25***

##### ***Conditions for Representing a Country***

- 2. A competitor shall be a citizen or subject of a constituent part of the Commonwealth as defined in Article 4 - a "Commonwealth Country" - and may represent either the Commonwealth country of birth; or the Commonwealth country in which he or she has resided for a minimum period of three years during the five years prior to the Games.  
The requisite period of residence shall normally be established by physical presence in the country.*
- 3. Where a competitor was born within the British Isles (England, Scotland, Wales, Northern Ireland, Isle of Man, Jersey or Guernsey) he is or she is qualified to compete at his or her own choice for the Commonwealth country of birth or the Commonwealth country of birth of his or her father or mother (if within the British Isles) or the Commonwealth country of residence.*
- 4. A competitor who has already competed in the Commonwealth Games for one Commonwealth country may represent another Commonwealth country at a future celebration of the Commonwealth Games with the approval from the Federation and the permission of the CGAs of the two countries concerned, and of the International Federation where applicable.*

### (b) Other teams

BTCB members who are citizens of other countries may compete for those countries. BTCB members who are British citizens may not compete for any other country other than the United Kingdom or associated territories, except as provided for by the Olympic Charter and the Constitution of the Commonwealth Games Federation. This applies to teams of individual clubs or associations as well as national teams.

The associated territories include the Home Nations (England, Northern Ireland, Scotland and Wales), Overseas Territories (Gibraltar, St Helena & Dependencies) or Crown Dependencies (the Isle of Man and the Channel Islands).