



Policy & Procedures Manual

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BRITISH TAEKWONDO® POLICY & PROCEDURES MANUAL

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INTRODUCTION

British Taekwondo is responsible for developing and administering the practice of WTF taekwondo in the United Kingdom and Dependent Territories. British Taekwondo'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 under the Term of Reference of the Board and Executive Board of British Taekwondo. 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 British Taekwondo.

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 British Taekwondo member.
British Taekwondo members may not be members of other organisations or clubs that practise or purport to practise WTF-style taekwondo or so-called *kukki-taekwondo* in the UK.
Everyone who teaches, coaches or referees must have British Taekwondo professional indemnity insurance.

(2) BRITISH TAEKWONDO COMMITTEES AND SUB-COMMITTEES

British Taekwondo has various sub-committees and branches to deal with different areas of responsibility.

(3) BRITISH TAEKWONDO REPRESENTATIVES

British Taekwondo officials must be British Taekwondo members.
British Taekwondo members can only take on external taekwondo posts with British Taekwondo approval.

(4) RANK & GRADE TRAINING AND PROMOTION TESTS

British Taekwondo members can only sit British Taekwondo promotion tests.
British Taekwondo examiners may only test British Taekwondo 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 British Taekwondo.

(6) EVENTS & EVENT INSURANCE

All events must be registered for event insurance.
All competition officials (organisers and referees) must have indemnity insurance.
Only British Taekwondo members or members of other WTF-affiliated federations may participate in events run by British Taekwondo or its members.

(7) OFFICIAL BRITISH TAEKWONDO TEAMS

Team members and staff must be British Taekwondo members.

POLICY & PROCEDURES

(1) INSURANCE & REGISTRATION OF MEMBERS

- Everyone who trains at a club must be a British Taekwondo member.
- British Taekwondo members may not be members of other WTF-style organisations or clubs in the UK.
- Everyone who teaches, coaches or referees must have British Taekwondo professional indemnity insurance.

(a) Individual membership

All individual members of a Member Club or a Member Group must possess current membership of British Taekwondo (BT). British Taekwondo 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 British Taekwondo, 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-British Taekwondo clubs registered only their competitors, through existing BT clubs, in order to gain access to BT events. This is not allowed. Clubs that are not already Members of British Taekwondo must affiliate to British Taekwondo and must register all of their members, not a selected few.

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

(b) Applying for membership & renewing membership

All students must apply for British Taekwondo membership when they commence training with the Club or Group.

Two 'taster' sessions are allowed for new members prior to membership having to be applied for. After that, students must be registered as members of British Taekwondo. Anyone who is subsequently allowed to train without membership of British Taekwondo 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 British Taekwondo.

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 current British Taekwondo membership in order to train, grade and compete.

(c) New members

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

(d) British Taekwondo officials

All members of British Taekwondo committees and sub-committees and British Taekwondo trustees must be members of British Taekwondo, 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 British Taekwondo membership immediately.

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

(e) Insurance cover

British Taekwondo membership Insurance and Instructors' Professional Indemnity Insurance are valid world-wide. However, they do not include insurance cover for the following:

- theft/damage to motor vehicles
- Personal possessions.

Event Insurance is only valid in the UK and associated territories.

Instructors must have current membership, indemnity insurance, and criminal records check. The club affiliation must be current. If any of these are lapsed the entire club's insurance is invalid.

(f) Instructor registration & professional indemnity insurance

(i) There are five categories of instructor:

- Main Club Instructor (at least 18 years of age; minimum 1st Dan)
- Assistant Club Instructor (at least 18 years of age; minimum 1st Dan)
- Junior Assistant Club Instructor (16-17 years of age; minimum 1st Dan)
- Emergency Instructor (at least 18 years of age; minimum 1st Dan)
- Class Assistant (at least 18 years of age; minimum 2nd kup)

(ii) The roles and responsibilities of these categories are defined in the Insurance Policy and Schedule and in Section 1 h (below).

(iii) All instructors (including assistant instructors) and coaches must be members of British Taekwondo and be registered instructors. All instructors, apart from emergency instructors and class assistants, must have the appropriate criminal records clearance (as specified in Section 1k) 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

(i) **Permanent UK Residents**

Members of British Taekwondo are not permitted to be members of any other organisation in the UK or dependent territories (Isle of Man, Channels Islands, Gibraltar, St Helena & Dependencies) that practises or purports to practise WTF-style taekwondo and/or so-called *kukki-taekwondo*.

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

Members of the British Taekwondo may, if they so wish, and without prejudice, also be members of associations for other styles of martial art, including ITF taekwondo. Any decision as to what is or is not another style of martial art, distinct and separate from WTF taekwondo, shall be at the sole discretion of the Board of British Taekwondo.

(ii) **Temporary UK Residents**

Insured members of British Taekwondo 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 British Taekwondo if they are going to be resident in the UK for more than six months.

Members are permitted to have insured membership of an overseas WTF-recognised MNF while at the same time being in insured membership of British Taekwondo.

(h) Professional indemnity insurance

British Taekwondo membership only provides personal accident and liability cover for the member. It does provide a limited amount of indemnity insurance. Nor does it indemnify them against professional liability claims.

All British Taekwondo-registered instructors, assistant instructors, officials (such as coaches, referees, and members of British Taekwondo committees) are required to take out individual personal instructor professional indemnity insurance through British Taekwondo for a minimum of £5 million through British Taekwondo. This means that they will be properly insured and protected.

Instructors are required to ensure that no member of the club trains without being registered as a member of British Taekwondo. If any member trains without membership 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 British Taekwondo 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 to act as junior assistant 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 (i.e. cannot run a club in their own right) although they may take out instructors' professional indemnity insurance to act as junior instructors. (See also Section 1b.) Under the terms of the indemnity insurance, those who are 16-17 years old may only teach under the supervision of a senior instructor (i.e. a registered instructor who is at least 18 years of age) and may not teach classes unsupervised.

All members of British Taekwondo committees and sub-committees and British Taekwondo trustees who teach, or perform other related duties must purchase professional indemnity insurance. This ensures that they are covered by British Taekwondo 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 £10 million.

(i) Insurance cover in other countries

Membership and professional indemnity insurance cover are valid world-wide. Travel insurance is not included in the policies. Standard travel insurance policies may have exclusion for martial arts activities so travel insurance for taekwondo activities should be purchased from Membership Services by members whose taekwondo activities take them outside the UK. 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 criminal records clearance

Professional indemnity insurance can only be issued to an instructor or assistant instructor who:

- (i) has cleared the criminal record check by the appropriate national criminal records agency, as follows:

England, Wales and IOM	Current Disclosure & Barring Service enhanced disclosure check
Scotland	Registered with the Protection of Vulnerable Groups scheme
Northern Ireland	Registered with Access Northern Ireland
Gibraltar	Police Certificate of Good Conduct

- (ii) is a Registered British Taekwondo Instructor
- (iii) has personal membership of British Taekwondo
- (iv) has preferably completed the relevant voluntary Level 2 instructor education courses (this may become mandatory in the future).

British Taekwondo 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, British Taekwondo will discuss whether or not an instructor is disqualified, according to details of the individual case.

The Martial Arts Technical Team of British Taekwondo 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) BRITISH TAEKWONDO COMMITTEES AND SUB-COMMITTEES

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

(a) Recognition

The Board establishes sub-committees to undertake specialised tasks. The current sub-committees are:

Executive Committees of National Branches	British Taekwondo (England) British Taekwondo (Scotland) British Taekwondo (Wales) British Taekwondo (Northern Ireland) British Taekwondo (Gibraltar) British Taekwondo (Jersey) British Taekwondo (Isle of Man)
Specialised sub-committees	Disciplinary Committee GB Taekwondo Poomsae Committee Referee Committee Games Committee Martial Arts Technical Team Health & Safety Committee Para-Taekwondo Committee Safeguarding Committee University Development Committee

The Board may also establish other sub-committees as appropriate.

(b) Appointment

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

Chairpersons of other committees shall be appointed by the Board of British Taekwondo.

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

(c) Authority & Accountability

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

To this end, the chairpersons of sub-committees shall prepare an annual report which shall be submitted in writing to the President of British Taekwondo 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 Board to decide on any further action to be taken.

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

(d) Sub-committee financial accounts

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

(3) BRITISH TAEKWONDO REPRESENTATIVES

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

(a) British Taekwondo Officials

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

(b) Other organisations

British Taekwondo members who take posts with other taekwondo organisations will be perceived as representing the wishes and opinions of British Taekwondo or its members or Board of British Taekwondo.

British Taekwondo members must therefore have the prior written approval of Board of British Taekwondo 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 British Taekwondo-approved taekwondo organisation.

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

(4) RANK & GRADE TRAINING AND PROMOTION TESTS

- **British Taekwondo members can only sit British Taekwondo promotion tests.**
- **British Taekwondo examiners may only test British Taekwondo 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 British Taekwondo Health & Safety policy document.

(ii) Syllabuses

Training programmes must adhere to British Taekwondo 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 British Taekwondo Referees are in attendance, to wear WTF- approved, ETU-approved or British Taekwondo-approved personal protective equipment (PPE) as specified in British Taekwondo 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 British Taekwondo for kyorugi competitions and for training.
2. Any other brands or models of PPE will be accepted by British Taekwondo for kyorugi competitions and for training 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 British Taekwondo will be entitled to be marked with the 'British Taekwondo-approved' logo.
4. Contact British Taekwondo Vice-President for up to date lists of which brands and items of PPE are approved.

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

British Taekwondo 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, British Taekwondo will apply for the next Kukkiwon certificate due to the candidate.

All members must apply and pay for a Kukkiwon certificate *via* British Taekwondo when they apply to sit a promotion test. All members of British Taekwondo, in all categories, including Member Groups, must apply for their Kukkiwon certificates through British Taekwondo. Members may not apply for or obtain Kukkiwon certificates by any other route.

(c) British Taekwondo grading examiners

(i) Kup grade examiners

British Taekwondo kup grade examiners must be registered as Examiners with British Taekwondo 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 British Taekwondo, British Taekwondo kup grade examiners may only grade British Taekwondo members, except as provided for in Article 4(c)(iii) below.

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

(ii) Dan & poom rank examiners

British Taekwondo 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.)

British Taekwondo dan/poom examiners may only grade British Taekwondo members, except as provided for in Article 4(c) (iii) below. British Taekwondo examiners and other British Taekwondo members may not convene dan or poom promotion tests, for British Taekwondo members or other organisations, independently of those approved by Board of British Taekwondo, 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

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

British Taekwondo 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 Board of British Taekwondo Executive and the British Taekwondo Martial Arts Technical Team.

(d) Kup grading policy & certificates

All Examiners, including those in Member Groups, are required to purchase British Taekwondo 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 membership books. Candidates submitted for 1st Dan promotion test must forward copies of their British Taekwondo certificates with their application and they must display numbers spanning the period that they have been training.

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

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

(e) Dan/poom Promotion Policy

(i) British Taekwondo 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 Board of British Taekwondo. Anyone who is a member of a Full Member club may only sit dan/poom promotion tests that have been requested and authorised by Board of British Taekwondo. Members of a Full Member club may not sit any test that has not been so authorised.

British Taekwondo holds three Dan promotion tests per year at various locations in England and Scotland but can, at the discretion of the Board, arrange others. No other Dan promotion testing is permitted or recognised. Dan promotion tests are normally supervised by British Taekwondo Chief Instructor, Master Ian Lennox, 7th 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 British Taekwondo 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 British Taekwondo Technical Committee in order to be eligible to sit a promotion test.

(iii) Kukkiwon certificate applications

British Taekwondo will apply for appropriate Kukkiwon certificates on behalf of all successful candidates.

(iv) British Taekwondo members not resident in the United Kingdom

Members of British Taekwondo with a resident address in the UK are required to take their dan or poom promotion tests at one of British Taekwondo'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 Board of British Taekwondo, in writing.

British Taekwondo members who are resident overseas for more than one year must notify the Board of their intention to grade in their new resident country by writing to the Chair of the Martial Arts Technical Team.

(v) Non-British Taekwondo dan & poom promotion tests

British Taekwondo members may not take dan or poom promotion tests outside British Taekwondo, except as provided for in 2(e)(iv) above. British Taekwondo 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 Board of British Taekwondo.

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

(vi) Lapsed British Taekwondo members who grade outside British Taekwondo

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

Persons whose membership has lapsed and who have taken a dan promotion test outside British Taekwondo for justifiable reasons must submit a letter to apply to re-join British Taekwondo, 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 British Taekwondo if the grades have been tested and awarded in accordance with British Taekwondo's policy, procedures and Code of Conduct as outlined in this document and in the Constitution of British Taekwondo.

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 British Taekwondo 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 British Taekwondo 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 British Taekwondo examiner who will supply successful candidates with British Taekwondo certificates.

(ii) 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 British Taekwondo. Applicants who have been awarded Dan grades by such an Examiner will not be required to undertake any assessment test on entry to British Taekwondo.

(iii) Dan/poom grades without Kukkiwon certificates

British Taekwondo 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 British Taekwondo 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 British Taekwondo 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 British Taekwondo 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 British Taekwondo.**

These matters are covered in detail in British Taekwondo's *Collaborative Working Policy* but the following provides a brief outline of its provisions.

- (a) Members clubs may not transfer membership between British Taekwondo and Member Groups without the express approval in writing of both the organisation (British Taekwondo 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 or Provisional Member clubs and Member Groups without the express approval, in writing, of the Club or Group that the member wishes to leave.
- (c) Individual members of clubs that belong to other styles of martial (including ITF and GTF Taekwondo) are free to join any British Taekwondo club or Member Group provided they genuinely train with that club or Group. Members may retain their membership and insurance of that style while being in membership of British Taekwondo
- (d) Individual members of other WTF-style taekwondo ('kukki-taekwondo') associations in the UK may not become members of BT while remaining in membership of their non-BT association. Under these circumstances, dual insurance (for the same style of martial art) is not permitted, so such individuals must cancel any previous membership and insurance.

British Taekwondo insurance does not cover such individuals to continue to train at non-BT clubs. Registering with British Taekwondo merely to gain access to British Taekwondo events and facilities while continuing to train with a non-BT, WTF-style club is not permitted.

(6) EVENTS & EVENT INSURANCE

- All events must be registered for event insurance.
- All competition officials must have current indemnity insurance.
- Only British Taekwondo members may participate in events.

The term 'events' refers to any activities other than normal class training, kup grading examinations or national, local and club *kyorugi* or *poomsae* training days. 'Events' includes activities such as competitions, demonstrations, seminars and dan/poom promotion tests. If you are in doubt about whether or not an activity constitutes an event and requires registration and insurance, please contact Membership Services for clarification.

(a) Event organisers

Event Organisers must read and implement the *Event Regulations, Event Organisers regulation and Player & Coach regulations Policy*, which can be found in 'Downloads' on the British Taekwondo website.

(b) British Taekwondo Safeguarding Policy

Event Organisers are required to comply with and enforce the British Taekwondo Disclosure Policy which can be found in 'Downloads' on the British Taekwondo website.

(c) British Taekwondo Photography Policy

- (i) Event Organisers are required to implement the British Taekwondo 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 British Taekwondo website:

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

(7) BRITISH TAEKWONDO TEAMS & TEAMS OF OTHER COUNTRIES

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

(a) British Taekwondo teams

Members of British or Home Nations competition teams or any teams representing British Taekwondo Member Clubs, Association and groups, and any ancillary staff (coaches and team managers) must be members of British Taekwondo. 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 41

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, in continental or regional games or in world or regional championships recognised by the relevant IF, 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, in continental or regional games or in world or regional championships recognised by the relevant IF, 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.*

http://www.olympic.org/Documents/olympic_charter_en.pdf

Commonwealth Games Federation Constitution: ARTICLE 24
Eligibility

2. Subject to Article 24(3), where a competitor was born in a Commonwealth Country that has common citizenship/passport with other Commonwealth Countries, the competitor may initially represent either the competitor's Commonwealth Country of birth; or the Commonwealth Country of birth of his or her father or mother that shares the same citizenship/passport.
3. After having represented one Commonwealth Country at the Commonwealth Games, a competitor may not represent another Commonwealth Country unless he or she receives the approval of the Federation, the relevant IF and the Affiliated CGAs of the two Commonwealth Countries concerned. Applications under this article must be submitted to the Executive Board at least 12 months prior to the commencement of the Games.

(b) Other teams

British Taekwondo members who are citizens of other countries may compete for those countries. British Taekwondo 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).