



# BRITISH TAEKWONDO

## NEW CLUB POLICY & PROCEDURES

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## **SECTION 1: Policy**

**Clubs are the heart of British Taekwondo, and we recognise the importance of creating strong, sustainable clubs.**

**Our aim is to support, develop and grow our club network, enabling them to offer quality products and services to their members.**

### **Venue Policy**

When considering setting up a new British Taekwondo club, coaches should first investigate favourable locations with good catchment area potential, considering the impact on any other BT club in the area, or competition from other Martial Arts based clubs.

British Taekwondo will not accredit and register a new club wishing to operate within the same venue as an existing BT club, without prior written agreement from the existing BT club in that venue.

Any agreement must be provided to BT in writing by the lead coach of the existing club. An agreement cannot be withdrawn at a later date.

Consideration should be given to the following if seeking agreement from an existing club:

- What days and times sessions will take place
- What types of sessions both clubs will offer e.g. beginner, intermediate, advanced, fitness only, female only, children only etc.
- How both clubs can work together and collaborate to maximise their coexistence

### **Exception**

The National Taekwondo Centre in Manchester is excluded from this policy.

This unique facility, run by Manchester City Council, its operators GLL and GB Taekwondo, has multiple Taekwondo specific users on a regular basis.

All users of the National Centre do so on a non-exclusive basis.

## **SECTION 2: Procedures**

### **2.1 Registering as a Coach**

To open a club with British Taekwondo or to access our club support resources in the 'BT Club Portal' (still in production), you must be registered as a coach with us. If you are already a British Taekwondo member, you will have to contact our Membership Services Officer at: [membership.services@britishtaekwondo.org](mailto:membership.services@britishtaekwondo.org) to convert your profile into a coach profile. You will then be advised on how to apply for British Taekwondo Coaching Insurance, and Disclosure clearance in order to activate your coach profile. Please be aware that where a check has content and it is important to note that this does not necessarily stop them from working with children or adults. It is necessary to determine the level of risk that that persons poses in the role that they are being checked for. Please take time to read our Safer Recruitment Policy which identifies the process that will be undertaken when "risk assessing" an individual based on their criminal record check.

If you are already registered as an Assistant Coach with British Taekwondo and you are looking to open your own club(s) with BT, you will have to contact our Membership Services Officer to change your BT coach profile from 'Assistant Coach' to 'Coach'. Having a 'Coach' profile on our membership

system will allow you to create a club(s)/venue(s) on your profile where you can sign-up and manage your members.

As a registered BT Coach or Assistant Coach, you will also have access to our exclusive 'Club Portal' which has advice, guidance and templates on: club development, volunteer recruitment, funding, income/expenditure spreadsheet, online delivery advice and much more.

## **2.2 Club Requirements**

All unsupervised Club Coaches MUST be Kukkiwon 1st Dan/Black Belt Grade or higher (photos/scans of Dan-Grading certificates must be emailed to British Taekwondo as evidence)

*Assistant coaches must first attain Kukkiwon 1<sup>st</sup> Dan as a minimum before opening a club or leading a session unsupervised within a club.*

The club must be based within suitable premises to host sessions (club must carry out health and safety checks in accordance with British Taekwondo Health & Safety Policy and Procedures)

The club must have a designated Club Welfare Officer who is not related to, in a relationship with or co-habiting with a Coach, to deal with all Safeguarding and child protection matters at the club and maintain contact with the Safeguarding Manager of the NGB.

The Club Welfare Officer must attend 'Safeguarding & Protecting Children' and 'Time to Listen' or equivalent child protection training workshops in your home nation and provide British Taekwondo with photocopies of their certificates. Find more information on our various welfare and safeguarding policies here: <https://www.britishtaekwondo.org.uk/welfare-pack/>

The club (or venue) must always have a first aid trained person in attendance at all times during sessions.

## **2.3 Club Structure**

These are the different types of club structure that are most relevant for Taekwondo clubs:

- A. Unincorporated Associations
- B. Incorporated Organisations
  - I. Companies Limited by Guarantee (Incorporated Organisations)
  - II. Community Interest Company (CIC) (Incorporated Organisations)
  - III. Charitable Incorporated Organisation (CIO) (Incorporated Organisations)
- C. Community Amateur Sports Club (CASC) (Incorporated or Unincorporated Organisations)
- D. Registered Charity

### **A. Unincorporated Association (Member's Club)**

Many sports clubs are formed, and continue to run, as a group of individuals bound together by common rules (or a club constitution). These clubs are known as unincorporated associations or member's clubs. This means that the club is not a legal entity in its own right, this means any contract of the club must be entered into by someone on behalf of the club. Normally there is a committee to run the club and it will be a member or members of the committee who will enter into contracts and hold land on behalf of the club.

An unincorporated association is particularly well suited to smaller, simpler clubs. This is the most common type of structure for an amateur club, largely because it is the easiest, cheapest and most informal way of forming a club. Typically, these clubs would not employ staff, own significant assets (e.g. land, investments or facilities) or enter into significant contracts.

## **B. Incorporated Organisations**

To protect their committee and members, more and more clubs are choosing to separate their legal identity by becoming incorporated clubs.

Being incorporated allows the club to enter into contracts in its own right and offers protection for club members. Below are the different types of incorporation your club could adopt:

### **i. Company Limited by Guarantee**

Like an unincorporated association, a club set up as a company limited by guarantee will be owned by its members. The main difference is that the club will have a separate legal identity allowing it to enter into contracts in its own right. This structure is well suited to club operating on a non-profit making basis where membership changes regularly. Members agree to pay a minimal amount if the club becomes insolvent, limiting their liability. Members are entitled to attend members meetings and vote which includes appointing and removing directors.

A club set up as a Company Limited by Guarantee will be governed by its Articles of Association and depending on how the articles are written, may qualify for grant funding.

### **ii. Community Interest Company (CIC)**

A Community Interest Company is a company that operates for the benefit of the community. To become a CIC the company (limited by guarantee or shares) must apply and demonstrate their community benefit. As a company, members enjoy limited liability. CICs must meet certain requirements which set out how assets can be used (e.g. asset lock). Only companies can apply for Community Interest status, i.e. this is not available to unincorporated associations.

### **iii. Charitable Incorporated Organisations**

Charitable Incorporated Organisations are, as the name suggests, organisations that offer the benefits of being incorporated and charitable status in one body. A CIO is a simple mechanism for a charity to trade although trading for a profit would still require a trading arm.

CIOs are regulated by one body – the Charities Commission – and therefore can be simpler to administer than clubs set up as a company with charitable status. The latter would have obligations to both Companies House and the Charities Commission.

In order to register as a CIO, the objects must be exclusively charitable and meet the public benefit test.

If all of the club's income is to come from gifts and grants then a CIO model may be appropriate. But it restricts fundraising if the club wanted to develop property or land that could be borrowed against.

The CIO was created in response to requests from charities for a new structure which could provide some of the benefits of being a company, but without some of the burdens.

### **C. Community Amateur Sports Club (CASC) – can be Unicorporated or Incorporated**

The Community Amateur Sports Club (CASC) scheme provides a number of charity-type tax reliefs to support local sports clubs.

The CASC scheme can offer important financial benefits to clubs including significantly reducing business rates charges and allowing clubs to generate additional income through Gift Aid.

On 1 April 2015, significant changes were introduced to the scheme. The Government introduced the new rules to encourage more clubs to sign up, enabling them to generate more tax-free income and to make the rules easier to understand for existing CASC's.

### **D. Registered Charity - can be Unicorporated or Incorporated**

Types of charity structure

To set up a new charity, you must decide what sort of legal structure it will have.

Your charity structure is defined by its 'governing document' (the legal document that creates the charity and says how it should be run).

The type of structure you choose affects how your charity will operate, such as:

- who will run it and whether it will have a wider membership
- whether it can enter into contracts or employ staff in its own name
- whether the trustees will be personally liable for what the charity does

There are four main types of charity structure:

- charitable incorporated organisation (CIO)
- charitable company (limited by guarantee)
- unincorporated association
- trust

You need to choose the right structure for your charity, depending on whether you need it to have a corporate structure and whether you want to have a wider membership.

**For more information on the advantages of each scheme or help in determining which would be most suited to your club please contact [development@britishtaekwondo.org](mailto:development@britishtaekwondo.org)**

## **2.4 Volunteers**

**Volunteers are the lifeblood of community sport – without them, a large proportion of grassroots sport and physical activity simply wouldn't happen.**

Organisations rely on their skills, passion and commitment, but we know 70% of clubs and groups have a shortage of volunteers.

That's why it's so important organisations know how to recruit new volunteers as well as inspire, manage and support those already helping out.

***Information on developing and supporting your volunteer team can be found here.***

<https://www.sportenglandclubmatters.com/volunteer-development/>

Further resources can also be found at Sport Scotland

<https://www.volunteerscotland.net/for-organisations/guidance/all-guidance-and-templates/>

## 2.5 Written Constitution

**A constitution sets out the purpose and rules of your club.**

**It is a basic document which helps to ensure smooth and proper running of your affairs.**

Typically, the constitution will set out:

- The objectives for your club (e.g. what you want to do or provide for your members)
- the different forms of membership (e.g. adult, junior, social) and perhaps their subscription rates
- The rules by which your club will operate
- How the affairs of the club are to be managed (e.g. by officers and a committee)
- How the members control the club, usually through an annual general meeting

**All relevant clubs should have a proper constitution**

**(e.g. those that are not-for-profit and/or have a Management Committee).**

British Taekwondo can provide a template, however not all the elements will be relevant to every club and they should be amended or deleted as appropriate.

**For further advice and guidance on your club model please contact**

**[development@britishtaekwondo.org](mailto:development@britishtaekwondo.org)**

## 2.6 Additional Information

- Guidance for applying to external funding streams for your club can be found on the British Taekwondo website
- British Taekwondo Membership and Insurance is renewable on an annual basis
- Coach criminal record disclosures last 3 years before renewal is required, with an annual declaration of no change required in the interim years
- The club is responsible for setting their own membership price (factoring hall hire, electricity, coach experience etc.) but British Taekwondo will be open and transparent in advertising its membership cost and publishing this on the BT website.

- BT does not currently supply any clothing recommendations and this should be determined by the club, with members participating in competition following the apparel and equipment rules applicable for that event.

Support on all of the above can be found on our website and through contacting our Development Officer at [development@britishtaekwondo.org](mailto:development@britishtaekwondo.org)