

ADDING A CLUB WELFARE OFFICER TO YOUR CLUB



British Taekwondo is committed to ensuring that every member trains, competes, and grows in a **safe, supportive and trusted environment**. To achieve this, **every British Taekwondo club must have a licensed Club Welfare Officer (CWO) in place**.

This is essential to maintaining the highest standards of safeguarding, ensuring members feel confident to speak up, and helping our clubs provide a safe space for all.

What Your Club Welfare Officer Must Have

Your appointed Club Welfare Officer, ideally, will be **independent** (not related to the club owner or part of the same household) and must hold the following credentials:

- **Valid Criminal Record certificate** (DBS/PVG/Access NI) - Click here to see how to apply for a DBS through [My Club Hub](#)
- **High Speed Training – Safeguarding in Sport** (*FREE*) - to complete at a time that suits you (Required across all the UK)
- **UK Coaching – Time to Listen** (CWO Training) (England and Wales) £44.00
- **Child Wellbeing and Protection Training** (Scotland)
- **Designated Safeguarding Children Officer (DSCO) training** (Northern Ireland)

These documents **must be uploaded to My Club Hub** to activate the CWO licence.

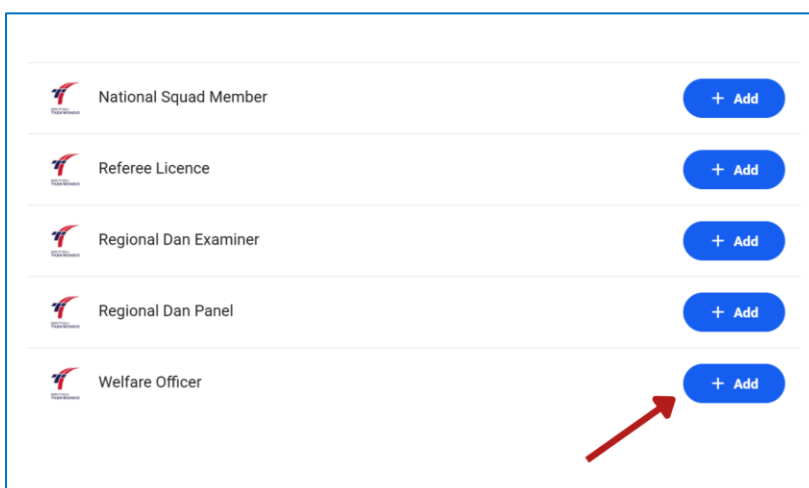
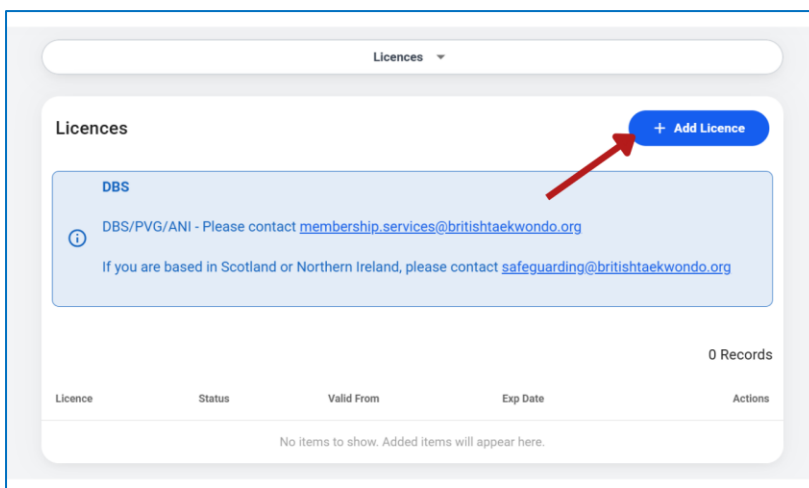
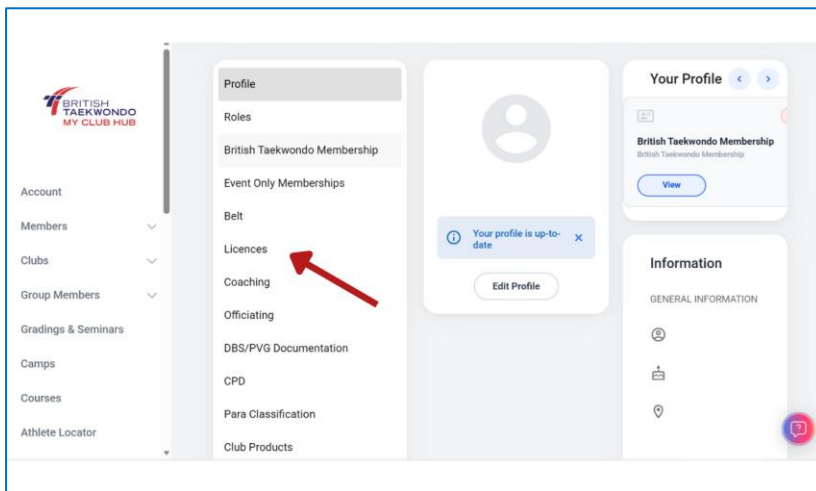
How to Set Up Your CWO on My Club Hub

1. **Firstly, your appointed Club Welfare Officer needs to create a My Club Hub account** and link themselves to the correct club. Select the free **BT – CWO (Non-Training)** Membership.

A screenshot of the 'British Taekwondo Membership Details' form. At the top, it says 'The available membership types may have been filtered to only show those available based on age. Select to see details and price.' Below this is a dropdown menu for 'Membership Type *' with the text 'Select a Membership Type' and an upward arrow. The dropdown is open, showing three options: 'Regular Membership', 'BT - CWO (Non Training)' (which is highlighted in blue), and 'Lifetime Membership'. At the bottom left of the form is a 'Prev' button and at the bottom right is a 'Next' button.

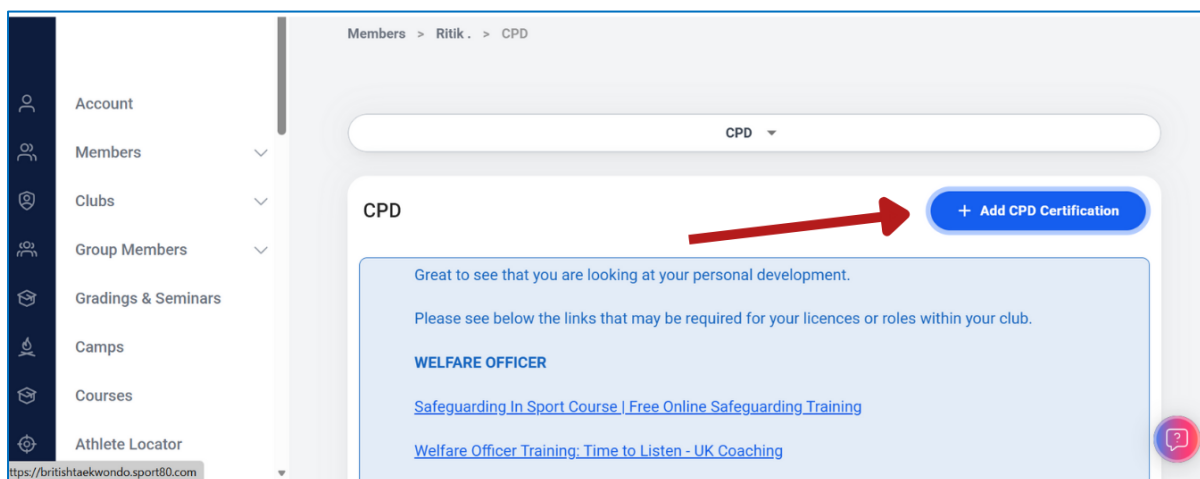
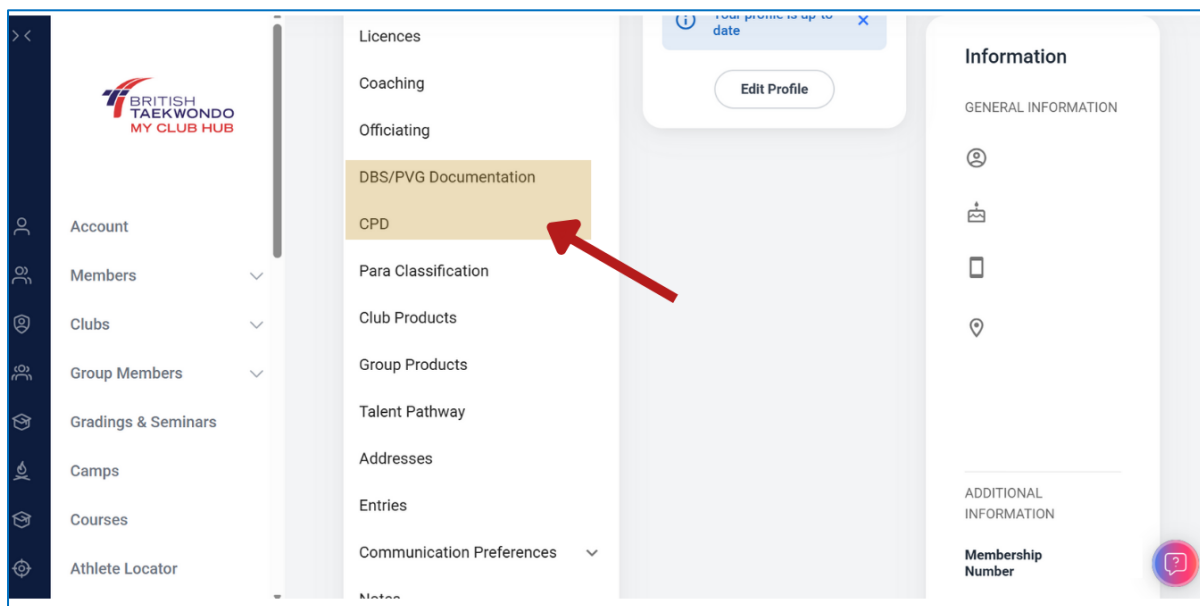
2. The Club Welfare Officer then adds the 'Welfare Officer' licence to their profile. (Follow the screenshots below to see how to do this)

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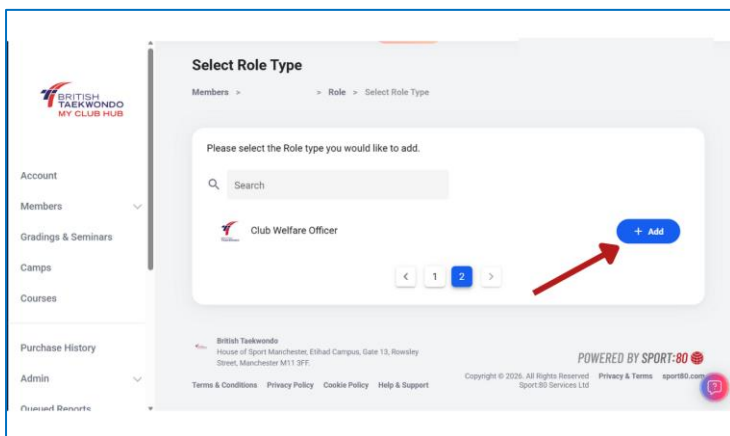
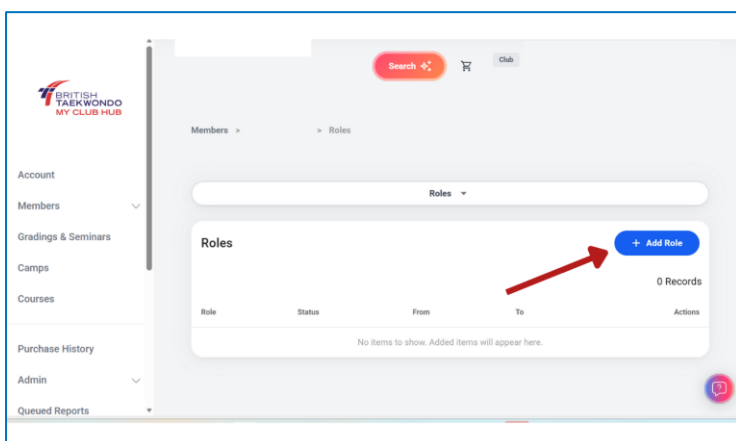
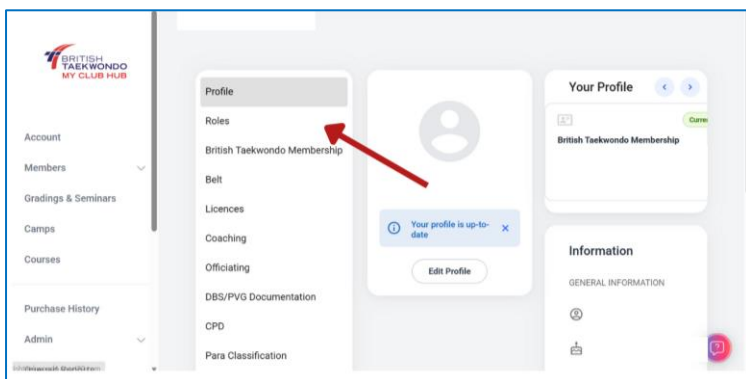
3. Once approved by British Taekwondo, the Club Welfare Officer must **upload their CRC, Safeguarding certificate, and Time to Listen (or equivalent) certificate** for validation.

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4. Once the licence has been validated by British Taekwondo, a Lead Instructor or Super Admin assigns the 'Club Welfare Officer' role to the individual. Please follow the screenshots below to do this.

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Important – Club Eligibility

From 1st January 2026, clubs **without a licensed CWO will NOT be able to enter** athletes into British Taekwondo **National Events, or host Gradings at their clubs.**

British Taekwondo will also check that clubs have a licensed CWO in place at the point of affiliation.

Together, We Make Taekwondo Safer

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This requirement is being introduced to protect the wellbeing of all members and to ensure safeguarding standards are upheld consistently across the UK.

We know this is a significant change, but it is a necessary one. If you would like to read further about the reasonings behind this please see [Key themes, learning and recommendations from The Whyte Review](#)

By ensuring every club has a trained and licensed Club Welfare Officer, we are taking a collective step toward creating a community where **every member feels safe, supported, and heard**.

Thank you for your commitment, cooperation, and dedication to safeguarding within British Taekwondo.