

BRITISH TAEKWONDO CONTROL BOARD (WTF)



Policy & Procedures Manual

1st Edition

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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, "Members" refers to all categories of member, i.e. Full Member clubs and Member Groups. Any reference to "members" in lower case means individual person(s) who are registered as members of the BTCB.

POLICY & PROCEDURES

(1) Insurance & Registration of Members

(a) Individual membership

All individual members of a Member Club or a Member Group must possess current membership of the BTCB.

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.

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.

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 that it expires.

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

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

Insurance cover is restricted to the United Kingdom and its dependent territories, and EC countries. Additional cover should be purchased by members whose Taekwondo activities take them outside these areas.

(b) Dual membership

The BTCB insures its members through the BTC. The BTC's insurers have specific guidelines governing membership of two taekwondo organizations, at the same time, as described below

(i) Permanent UK Residents

Insured members of the BTC who are permanently resident at a UK address are not permitted to have insured membership of any other taekwondo organization 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 compete in any BTC-insured event.

(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 after six months in the UK

These members are permitted to have insured membership of a foreign taekwondo organization while at the same time being in insured membership of the BTC.

(c) Professional indemnity insurance

BTCB membership only provides personal accident and liability cover for the member. 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, judges, and members of BTCB committee) are required to take out instructor indemnity insurance for a minimum of £2 million through the BTCB. This means that the instructors 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

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.

(d) Insurance cover in other countries

Professional indemnity insurance cover is restricted to the United Kingdom and its dependent territories and EC 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.

(e) Policy Claims

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

(f) 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 Record Bureau, in England and Wales, or the Scottish Criminal Records Office) or a Police Vetting Certificate in St Helena & Dependencies. 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.

(g) 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 willful 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**(a) Recognition**

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

Executive Committees of National Branches	BTCB (Scotland) BTCB (Northern Ireland) BTCB (Gibraltar)
Specialised sub-committees	Disciplinary Committee Kyoruki Committee (now operating as Sport Taekwondo UK Ltd) Poomsae Committee Referee Committee Technical 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

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.

(4) Rank & Grade Training and Promotion Tests

(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 or BTCB-approved personal protective equipment as specified in the BTCB competition rule book, namely:

Head guard, mouth guard ("gum shield"), trunk protector (hogu), forearm guards, groin guard (suitable male or female type) and shin guards

NOTE

All brands of personal protective equipment (PPE) that bear the "WTF-recognized" mark are suitable for taekwondo use. The BTCB is in the process of evaluating and arranging for testing of other brands to British Standards EN 13277 (1-6). At the time of publication, no test results are available. Until these results are available, only WTF-approved brands of headguard may be used for full-contact (competition-style) sparring. In the meantime, other brands of PPE are acceptable for less critical areas (i.e., other than the head). Also, non-approved brands of head guard are acceptable for non-contact sparring.

Test results and lists of BTCB-approved brands and models of PPE will be published in due course.

Breast guards are optional for women. Groin guards must be worn inside the trousers of the dobok. Groin guards for other sports (e.g., cricketer's "box") are not suitable for taekwondo training.

Contrary to many rumours, the wearing of a mouth guard 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, those with serious medical conditions, such as heart conditions, high blood pressure or epilepsy, should not practice these.

(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**

A BTCB kup grade examiner is any registered member with the rank of 4th Dan or higher grade. Within the United Kingdom or in those dependent territories that are members of the BTCB, BTCB kup grade examiners may only grade BTCB members.

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. Any dan/poom grading panel must be supervised by an examiner of 6th dan or higher. (See also 4e.)

BTCB examiners and other individuals may not convene dan or poom promotion tests 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.*

(d) Kup grading policy & certificates

All Examiners, including those in Member Groups, are required to purchase BTCB kup grade certificates and to award one, signed 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 promotion 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

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 registered as BTCB members for at least 6 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.

(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 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.

(iii) 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

- (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 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 with the express approval in writing of both the association that the member wishes to leave and the association that they wish to join.

(6) Events

The term “events” covers 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 at least four weeks in advance of the date of the event. 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 preceding the date of the event.
- 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.
- 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) Medical cover

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

(d) Participation in BTCB events

Entry to official BTCB events (e.g., British Cup, National Poomsae Championships, 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 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.

(e) 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.

(7) Official BTCB teams

Members of British or Home Nations competition teams and any ancillary staff (coaches and team managers) must be members of the BTCB.