

TAEKWONDO ASSOCIATION OF NORTHERN IRELAND Ltd

Membership Requirements

**Issue1
1st June 2006**



Document and Distribution Control

The Honorary Secretary maintains the document content.

Each copy is uniquely identified and the circulation list of registered holders is held by the Honorary Secretary. Holders are requested to return their copies to the Honorary Secretary when no longer required.

This document is subject to regular review. A vertical line on the right hand side of each affected paragraph will indicate amendments to previous issues.

A letter of transmittal containing amendment instructions will accompany revisions. All pages will be at the same revision status.

Copies of this document marked '**UNCONTROLLED**' will not be updated.

Comments or queries relating to this document should be referred to the Honorary Secretary. Notification of any errors or necessary alterations should be made in writing to the Honorary Secretary.

COPY HOLDER:	COPY No.
--------------	----------

Copyright and Proprietary

This document is the copyright of the Taekwondo Association of Northern Ireland Limited (TANI) and contains information proprietary to TANI.

ALL RIGHTS RESERVED

This document must not be reproduced, copied, transmitted in any format, in whole or in part or further disseminated for any reason whatsoever without the express written permission of the Honorary Secretary.

General requirements:

- 1.1 Members are required to subscribe to and promote the philosophy, the aims and the objectives of the Taekwondo Association of Northern Ireland (TANI), hereinafter set out.
- 1.2 Members are required to subscribe to and adhere to the code of conduct of TANI, which may be amended from time to time, and to observe the rules and regulations of TANI.
- 1.3 Failure to adhere to the matters listed at 1.1 and 1.2 above will attract disciplinary proceedings.
- 1.4 The philosophy of TANI is to promote health, physical well-being and the acquisition of physical skill development in Taekwondo.
- 1.5 The overall aim of TANI is to be the most successful martial art and combat sport in Northern Ireland.
- 1.6 The objectives of TANI are
 1. to maximise the popularity of Taekwondo.
 2. to ensure people realise their potential of getting to black belt.
 3. to strengthen our ability to produce medal winning performers.
 4. to deliver a superior service.
 5. to ensure that Taekwondo is taught and practised in a controlled and secure environment.
 6. ensure that the reputation of Taekwondo is not brought into disrepute.

Pre-registration requirements:

- 2.1 If a person (hereinafter referred to as the applicant), intending to open a Taekwondo club (or having opened such a club), wishes to obtain TANI recognition for that club, that person must satisfy TANI that he or she is a fit and proper person to run and operate such a club.

To that extent, TANI may require any or all of the following -

- a. A letter of reference from the applicant's current or previous chief instructor.

- b. A declaration as to whether the applicant has a criminal record, and details thereof, if applicable.
 - c. Consent to a Protection of Children (NI) check, which includes a criminal record check.
 - d. A written history of training in Taekwondo and paper copies of relevant qualifications obtained.
 - e. Details of previous clubs run and operated by the applicant, or wherein the applicant assisted.
 - f. Details of previous clubs in which the applicant has trained.
- 2.2 If a person is unable to satisfy TANI that he or she is a fit and proper person to run and operate a Taekwondo club, registration facilities will be declined.
- 2.3 If a person is deemed unfit, pursuant to 2.2 above, he or she will be notified and given an opportunity to make representations in writing to TANI before the decision is made final. If, within 3 weeks of notification, no representations are made to TANI, then the decision will be deemed final.
- 2.4 TANI may make any further arrangements for the making of representations by a person aggrieved by a decision made pursuant to 2.2 above as are deemed appropriate in the interests of fairness to the applicant.

Registration requirements: Forming a new club

- 3.1 The following steps must be taken to become a registered TANI club:
- (a) Notify, consult and liaise with the TANI Hon Secretary concerning plans for the establishment of a club, or supply details of a club already operating without TANI recognition.
 - (b) Complete a Risk Assessment of the proposed premises.
 - (c) Provide a club constitution (with a copy forwarded to the TANI Hon Secretary).
 - (d) Fill out the 'Pre-Registration for New Clubs Form' (Appendix 1).

- (e) Submit a letter of support showing they belong to a group that is recognised by the BTCB/BTC (where applicable).
- (f) Submit Taekwondo qualifications of the club instructor that satisfy the requirements of the TANI Club Instructor Qualification. Club Instructors who do not meet these requirements will not be recognised. TANI will offer support in helping the Club Instructor obtain the necessary requirements of the TANI Club Instructor Qualification.
- (g) Supply, where applicable, details of two child protection officers where it is anticipated that members may be under the age of 18 years (to include details of qualifications attained by the aforesaid officers).
- (h) Any instructors operating on a for-profit basis must be registered for tax and any other required government schemes.

Location

- 3.2 A club opening or seeking TANI recognition must acquire the written permission of the club instructor, or where would seem reasonable, the clubs instructors closest to their proposed venue. Where permission is withheld then it can be appealed to the TANI board, which will have the authority to over rule the nearest clubs objection.

Conditional Status/ probationary period

- 4.1 All new clubs/groups are assigned Conditional Status from their application until completion of their first full year of operation. (i.e. their first year will run from the first day following their application through March until the following April.) This will be regarded as a probationary period.
- 4.2 Each club/group has one year to demonstrate viability in terms of administration, member interest, and support to TANI and its stated philosophy, aims and objectives.
- 4.3 Financial assistance is not available for Conditional Status clubs/groups. A group assigned Conditional Status must be completely self-supporting.
- 4.4 Conditional Status clubs/groups are not eligible to have a voting representative on the TANI Board but must send a representative to attend TANI meetings.
- 4.5 Upon successful completion of Conditional Status a club will be voted to Returning Status and shall be eligible for such support as deemed suitable (at the discretion of the TANI Board). No club being run by instructors who have failed to achieve all the requirements of a TANI Club Instructor

will be elevated to Returning Status. Financial assistance to do this will be solely at the discretion of the TANI board.

Returning Status

- 5.1 Returning Status is the normal operating mode for a previously recognised group.
- 5.2 Returning Status groups will have access to financial, promotional, administrative and resource support.
- 5.3 Returning Status clubs/groups are eligible to have their club instructor (or designated representative) as a voting representative on the TANI Board.
- 5.4 Returning Status groups that have been found, through a disciplinary meeting of the TANI Board (ref. TANI Discipline Regulations), to be in violation of the specified rules and regulations may be reduced to Conditional Status at any given time, following on from a formal adjudication and finding, where it is deemed appropriate.
- 5.5 Each Returning Club must annually submit for renewal with TANI.

Registration procedures for Returning Clubs

- 6.1 Recognition of a club is granted for one year only - April until March. It is necessary in March for each club to supply -
 - 1 Year-End Report submitted in writing to TANI including a notification therein of the club's intent to return as a club the following year, plus
 2. An updated list of TANI recognised Club Instructors and Assistant Club Instructors and a copy of their coach insurance certificate(s).
 3. Names of club committee officers.
 4. Names of two child protection officers for clubs with members under the age of 18 years.
 5. Membership list (name, grade, DOB).
 6. Breakdown of members: male and female, 7yrs and under, 8-10yrs, 11-13yrs, 14-17yrs, and 18yrs +.
 7. 'Request for Renewal of Recognition' Form. (Appendix 2).
 8. Any other information requested by TANI Board or SCNI.

- 6.2 All clubs are responsible for renewing their registration each year.
- 6.3 Unless a club completes the above procedures then it will be not recognised by TANI. Conditional acceptance may be possible where a club is late in submitting all the required information, but this must be forthcoming within a reasonable time period and should be applied for in advance.

Recognition as a TANI Club

- 7.1 Clubs are permitted to use the name "TANI" in describing their clubs only at such times as they qualify as a Returning Club. In using the name TANI they must make it clear that they speak only for their own members and do not represent TANI as a whole.
- 7.2 The use of "Sports Council for Northern Ireland recognised" or terms to that effect should only be used in connection with TANI. Only TANI is recognised by the SCNI.
- 7.3 New clubs must spend one year on probation (on conditional status) to demonstrate stability in terms of attracting 15 members on an annual basis.

TANI Meeting Representatives

- 8.1 The Chief Instructor of each Association shall attend TANI Meetings. Others may attend as guests but have no voting rights nor can they input to the meeting unless requested by the TANI Chairman. If unable to attend the Hon Secretary must be advised prior to the meeting and a representative nominated to attend in his/her place and who been delegated voting rights for that association.

Failure to attend TANI meetings

- 9.1 Associations/Clubs that fail to regularly attend TANI Meetings will be reduced to conditional status for the remainder of the current year and the following year. All funding for members of that Association/Club will be withheld. This could also affect funding for the following year, at the discretion of TANI.
- 9.2 The determination of the meaning of the term "failure to attend regularly" will lie with TANI. An opportunity will be given to the club that is deemed to have failed to attend regularly to be heard, prior to a final adjudication being made on the issue.

- 9.3 All privileges may be restored at the termination of the probationary period by TANI board or automatically on application to become a Returning Club in April.

Termination

- 10.1 Where any club that begins to show a steady decline in participation, leadership, general interest and involvement, the TANI Board will investigate the decline to ascertain the possible causes and whether the problem is a temporary condition. If it is determined that a club is no longer meeting the requirements as a member club, termination of the current status may be appropriate. Once terminated the club must re-enter the programme by following the procedures for forming a new club.
- 10.2 An opportunity will be given to the club that is deemed to be in decline and no longer meeting the requirements as a member club, to be heard, prior to a final adjudication being made on the issue.
- 10.3 TANI may issue a formal warning to a club to which 10.1 applies and allow the club an opportunity to rectify the situation, upon such terms and within such a timescale as TANI deems fit.
- 10.4 Any club leaving a governing body to join another will be required to withdraw from TANI and re-apply for membership. This will bar them from receiving funding for the conditional period and they will be subject to section 4.1

Funding

- 11.1 All funding requests to the SCNI must be reviewed and approved by the TANI Board and presented jointly to the SCNI by TANI.
- 11.2 Individuals/clubs/associations/groups must not approach the SCNI for funding. This is a requirement of the SCNI.
- 11.3 The SCNI guidelines for grants will be adhered to.
- 11.4 The financial year runs from April – March.
- 11.5 Funding may be requested from the SCNI in the following funding areas:
1. Coaching/Officials – joint plans submitted by BTCB(NI) and ITF groupings within TANI.

2. Competition (WTF) – committee approved plans submitted by BTCB(NI) grouping within TANI.
3. Competition (ITF) – committee approved plans submitted by ITF grouping within TANI.
4. Modernisation – plans formulated and approved by TANI Board.
5. Lottery grants - plans formulated and approved by TANI Board.
6. Capital projects - plans formulated and approved by TANI Board.

Club Instructors

12.1 All club instructors:

1. Must be in membership of an approved national governing body within the British Taekwondo Council.
2. Must complete the TANI Club Instructor Qualification within an agreed time period as determined by the TANI Board.
3. World Taekwondo Federation coaches/instructors must hold a Kukkiwon certificate.
4. Must hold valid coach insurance.
5. Are fully responsible for abiding by UK law as well as TANI regulations.

TANI Annual General Meeting

- 13.1** Each Club is responsible for assuring that they have at least one voting representative at the TANI AGM. The club will be in jeopardy of losing recognition and/or being fined £50 if they do not.

Standards of Conduct

- 14.1** By obtaining membership of TANI, clubs, groups and their membership assume an obligation to conduct themselves and their groups in a manner compatible with TANI's role as governing body for Taekwondo. Individuals must always act in a manner that does not detract from the reputation of TANI. This includes behaviour in competitions and other event situations. When involved, or travelling to and from events and competitions, members must be aware that they still represent TANI.

Definition section:

“SCNI” - means Sports Council Northern Ireland

“A Taekwondo Club” - is a group of persons organised for the purpose of furthering their common interest in Taekwondo through training, participation, grade advancement and competition. A Club is organised if it meets regularly at a defined venue and/or time with training under the supervision of a qualified club instructor.