



A GUIDE FOR NEW MEMBERS

A MODERN OLYMPIC SPORT

A TRADITIONAL ART

2013

INFORMATION PACK

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FROM THE CHAIRMAN OF BRITISH TAEKWONDO

Dear Member,

First and foremost, thank you for choosing British Taekwondo (BT) to help you with the needs of your students.

Our members are our lifeblood and we fully recognize this fact. As a result, our management team is committed to providing you with a level of service of the very highest order - a quality of 'customer care' that will confirm that you have made the right decision.

This information pack provides you important information on how we can support you, your club and its members in the many and varied aspects of WTF Taekwondo. In everyday language, it explains who does what and who to contact should you need to for any reason whilst your membership is in force.

I strongly recommend that you keep it in a safe place. It could prove very useful in the future.

The BT Council takes its responsibilities very seriously and will always try to provide a service that is second to none. However if you should ever have cause for complaint please feel free to contact the Vice-Chairman. Your comments will be dealt with quickly and effectively.

Yours sincerely

Adrian Tranter

WHO ARE WE

SOME KEY FEATURES

The only UK Taekwondo organisation to:

- Hold World Taekwondo Federation, European Taekwondo Union, Commonwealth Taekwondo Union and British Olympic Association recognition.
- Send competitors to the Olympic Games.
- Win a Bronze medal in the 1992,2008, 2012 and a Gold medal in the 2012 Olympic Games for Great Britain

The BT has

- 14,000 members.
- Insurance cover for students and instructors.
- A Council elected by members at the AGM.
- Kyorugi, Poomsae and Referee Sub-committees

Competitions

- BT competes at Olympic, World and European championships (both fighting, and technical events).
- BT holds International, National and Local championships for juniors and seniors.
- BT has a structured system for team selection.

Technical training

- Provides regular Kyorugi and Poomsae seminars and squad training at both National and Regional level.
- Has trained members in both Kyorugi and Poomsae refereeing.
- Offers access to International Referee courses.
- Conducts supervised Kup gradings by 4th Dan or higher grade.

Aims

- To promote WTF Taekwondo in the UK
- To give all Taekwondo practitioners an opportunity to compete at Olympic. World and European level.
- To train its members to Olympic, World and European standard.
- To encourage all practitioners of WTF Taekwondo to join our growing number of members.

Instructor Support Services.

Instructors, particularly those just opening a club, need both technical and administrative support.

- The Technical Director is available for courses or advice by telephone.
- The Membership Services Director is available to advise on all aspects of club and insurance administration.
- The Vice-Chairman is available to deal with complaints swiftly and efficiently.

TAEKWONDO - A NEW OLYMPIC SPORT

Taekwondo advances to new heights

On the 3rd September 1994, the Korean martial art of Taekwondo was formally recognised as an official Olympic Sport by the International Olympic Committee. This spectacular contact sport has been consistently used for demonstration purposes, first in the 1988 Seoul Olympic Games, and then in the 1992 Barcelona Olympic Games before receiving this long awaited accolade as a FULL Olympic sport.

With over forty million practitioners worldwide, Taekwondo has been established as one of the largest participation sports. With its devastating speed and accuracy, Taekwondo has also created much excitement as a spectator sport due to the technical ability of its players.

The World Taekwondo Federation, with its headquarters in Seoul, South Korea, have confirmed that the British Taekwondo will be retained as the IOC recognised body representing the UK in Olympic Taekwondo. BT has, since 1982, established itself as a world class body attending some of the most prestigious sporting events. Since the British team's strong performances in the early eighties, they have produced many outstanding Champions and medal winners. Now, after participation in the Seoul, Barcelona, Sydney and Beijing Olympic Games, we have established ourselves as not only one of the top European junior nations, but have also created senior European and World Champions, defeating the likes of Germany, USA and even Korea.

In the IOC's 103rd Conference at the International Trade Centre in Paris, Executive members of the BT were called upon to attend the event and received the news of their new Olympic status first hand. BT players have already participated in Olympic Taekwondo at the Seoul 1988 and Barcelona 1992 Games where Taekwondo was a demonstration sport. BT won a bronze medal at the 1992, 2008 and 2012 Olympics and a Gold medal at the 2012 Olympics

Taekwondo became a full sport in the Sydney Olympic Games. BT sent a four-person team to the 2004 Olympic Games.

Organisations wishing to contact BT should telephone/fax the Chairman, Master Adrian Tranter, on 01623 656025.

RECOGNITION OF DAN AND KUP GRADES FROM NON-AFFILIATED GROUPS

Kup grades

Kukkiwon regulations require that kup grades only be awarded by someone who holds 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 BT if the grades have been tested and awarded in accordance with BT policy, procedures and Code of Conduct as outlined in this document and in the Constitution of BT.

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 BT 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 BT 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 BT examiner who will supply successful candidates with BT certificates.

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 BT. Applicants who have been awarded Dan grades by such an Examiner will not be required to undertake any assessment test on entry to BT.

Dan/poom grades without Kukkiwon certificates

BT 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 BT 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 BT 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 BT 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.

GRADING POLICY

PROMOTION IN THE KUP AND DAN GRADES

Kup Gradings

As the Member National Federation representing the WTF in the UK we are obliged to abide by the WTF constitution which permits only 4th Dan or higher grades to conduct Kup upgrading.

Successful candidates are required to be presented with a BT certificate signed by the examiner. No other certificate is recognised. Certificates must be given to the Instructor for distribution to the successful candidates within six weeks of the grading.

Certificates are numbered and candidates are expected to record the number in their licence book. Candidates submitted for 1st Dan promotion test must forward copies of BT Certificates with their application and they must display numbers spanning the period that they have been training.

BT Certificates are available exclusively to Examiners from Membership Services, 4 Tinshill Lane, Leeds, LS16 7AP. Price on application. Cheques should be made payable to the BT. Please allow 28 days for delivery as BT presents cheques for clearance seven days before despatch.

Please note that BT Certificates are only supplied to Examiners with a current BT Licence. It is also a BT 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 BT 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.

Dan Gradings

BT holds three Dan gradings per year at various locations in England and Scotland. No other Dan promotion testing is recognised.

Appropriate Kukkiwon certificates will be applied for on behalf of all successful candidates.

Members of BT with a resident address in the UK are required to take their Dan grades at one of the three annual official gradings and may not grade at any other Dan promotion test within the UK or abroad without first obtaining the permission of the BT Council in writing.

BT member's resident overseas for more than one year must notify the Council of their intention to grade in their new resident country.

BT will not recognise the new grade of members of BT who take non-BT Dan promotion tests when they are at the same time in membership of BT and the member concerned will have his/her licence revoked.

REFEREE STRUCTURE

WHERE FAIRNESS COMES FIRST

BT is proud of the lead it has taken in training its cadre of Referees. The structure in place allows each individual to progress at their own pace, whilst being a valuable asset at the numerous competitions that are staged around the country by BT, clubs and affiliated groups.

The following briefly outlines the organisation that is in place for these two systems of competition which provide opportunities for the members of BT to continually enhance their knowledge and skills.

POOMSAE (PATTERNS) CONTESTS.

BT was the first British organisation to boast an International Poomsae Referee who was trained in the new European rules for patterns contests and now has several under the WTF rules. It has been the leader amongst WTF groups in developing competitions that centre around technical performance rather than free fighting.

BT hold several Poomsae Competitions around the UK annually and hold Poomsae Referee courses to enable BT members to qualify as Poomsae Referees.

KYORUGI (SPARRING) CONTESTS

Alongside the excellent coaching structure that exists to train Britain's future champions (who knows this may mean Olympic champion) BT provides training courses for Judges, Referees and Contest Organisers. It is recognised within BT that if Britain's fighters are to have the best chance when competing abroad qualified officials who are of a standard equal to the rest of the world must have judged them.

In BT, all candidates for any level of Dan grade promotion test are encouraged to attend a Class 3 Corner Judges course. This ensures that the coaches of tomorrow understand the rules under which their students will train and compete.

Once an individual Class 3 Judge has gained sufficient experience as a Referee, to be sure they have consolidated their knowledge of judging, they may be invited to participate in a Class 2 Promotion Course.

Unlike the Class 3 course which is delivered within the space of one day, the Class 2 course is much more detailed and lasts for a full weekend. Eventually our Class 2 Referees, who take charge of a match from the centre of a contest area, are trained to organise teams of Referees, to teach Class 3 courses and to be able to offer assistance and advice to contest organisers both before and on the day of a competition. These Referees are then eligible for promotion to Class 1 Refereeing official.

The British Referee structure, under the guidance of the BT Referee Committee, provides opportunities for suitably qualified individuals to become International Referees.

International Referees have the honour of participating at the World's most important events including the World Championships and the Olympic Games. Not everyone can make it to International Referee level; nevertheless, British Referees are invited to attend events around the world because of the excellent rapport built up between BT and its international counterparts.

MEMBERSHIP SERVICES

Where the Member comes first - Administration Summary

Club Membership Number

When your club joins BT it is assigned a club membership number and branch number e.g 120 (club number) then 001 (branch number). Satellite clubs in the same group have sequential branch numbers.

This is a permanent number and will not change. It can be found on your club affiliation certificate and membership listings. Membership Services identifies your Club via this unique number.

All licence and club affiliation must have the CMN written on the application form in the appropriate box. It is difficult to allocate members to your Club account without this number.

Club Certificate-Number

A club certificate number is allocated to each club on an annual basis when the club affiliation fee is paid for the year. This number can be found on the club affiliation certificate and this number shows that the club affiliation fee for the year has been paid.

Personal Membership Numbers

A permanent Personal Membership Number is allocated to a member on application for the first licence. It can be found on the Membership and Insurance Receipt. The PMN is used by the database to recall all information on a member. It must be quoted on all correspondence relating to a particular member with Membership Services.

Insurance Number

An insurance or licence number is allocated to a member on application for a new or renewal licence. This number will change annually and *must* be quoted if the member makes an insurance claim.

The Licence and Insurance Receipt

This is issued to all members on application for a licence and is affixed to the inside of the front cover of the Licence and Grading Record book. The licence is valid for one year and should be renewed before its expiry for the holder to enjoy continuous insurance protection.

Licence Renewals.

All applications for licence renewal must have the previous year's details written in the renewal box on the application form. If this information is missing, the forms will be returned to you for correction prior to a licence being issued. This information can also be found on the Membership Services Club Membership Listings sent to you by e mail.

Payment for Licences, Club Affiliation and Instructor Insurance.

All applicant payments for licence applications should be paid into the instructor's personal, business or club account. You should then send a cheque from your personal business or club account payable to British Taekwondo covering the total amount owed.

Submission of Licences for Processing

Licence applications must be sent to Membership Services within two days of signature by the applicant. Insurance cover will be granted to each applicant only when BT has received payment into our bank account.

Do not wait until you have a bundle to send in. Please post forms to us as soon as you receive them. Remember that in the eventuality of an uninsured member having an accident, you could be sued for the money that member would have received had they been insured and therefore able to make a claim.

Insurance Cover

This is found separately in the BT Insurance Policy available on the BT website

Insurance Claims.

In the first instance insurance claim enquiries should be made to the Registrar within 7 days of the accident occurring.

Contact: graham.preece@britishtaekwondo.org

Instructor Insurance.

Instructor's indemnity Insurance is provided through BT. Both £5,000,000 £10,000,000 indemnity cover is available. Cover is compulsory and must be purchased by instructors at the time of applying for membership of BT and one month prior to the renewal date.

Competition and Event Insurance

Competition or Event insurance must be applied for one month prior to the date of the event.

Membership Services will process the application and at the same time send the application form to either the Poomsae or Kyorugi Referee Director for approval. The Event insurance certificate will be posted back to you after the event has been approved and Referees appointed. A copy will be sent to the Referee department supplying the Referees

Event insurance is applied for on the BT Event Insurance Application form. This is free to event organisers. The form is available on the BT website in downloads. It should be posted to:

Membership Services
4 Tinsill lane
Leeds
LS16 7AP

BT Badges and Kup Certificates

BT badges and Kup certificates are available from Membership Services. Call office for prices

Make cheques payable to the BT. All members of BT are required to wear the identification badge on the left breast of the dobok

HOW TO JOIN BRITISH TAEKWONDO

APPLICATION FORMS AND WHERE TO SEND THEM.

Contact BT Membership Services:

- (i) Sophie Threlfall, Senior Administration Officer
- (ii) Membership Services, 4 Tinchill Lane, Leeds, LS16 7AP
- (iii) Tel: 07799 073406. Opening times: Monday to Friday 9.00 am to 5.00 pm
- (iv) e mail: admin@britishtaekwondo.org
- (v) All application forms can be downloaded from:
<http://www.britishtaekwondo.org.uk/btcb-downloads.html>

Please complete each form in the list below:

1. BT Disclosure application form (BT Form 12 located inside the Criminal Records Bureau policy pack).

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).
2. Club Affiliation form (BT Form 1) for each venue your club trains at.
 3. Kup grade Examiner (BT Form 9) if you are 4th Dan or higher grade and wish to examine kup grades. Registration is free.
 4. Individual Membership Application form (BT Form 2). *These are only accepted through registered club instructors.* All Instructors and members should complete a BT Membership Application form.
 5. Instructor Insurance form (BT Form 13). Annual purchase is mandatory.
 6. Correspondence Form in BLOCK CAPITALS and send one each time you send applications to us

Where to Send Your Applications

Please send all application forms and cheques payable to British Taekwondo to Membership Services.

Student's cheques should be made payable to your own or your club account. Membership fees are collected by you and you should send us one club or personal cheque covering the applications applied for