

Rules and Regulations of the Canadian Taekwon-Do Federation International 2024

Pursuant to Bylaw 23 of the Canadian Taekwon-Do Federation International - Federation Canadienne de Taekwon-Do International, the following are the Rules and Regulations of the Federation originally adopted at the Federation's Annual General Meeting on 11 May 2001 and modified at the Federation's Annual General Meeting on 7 April, 2024.

1. Definitions

- a. an "ITF Taekwon-Do instructor" or "instructor" is a person holding a rank of at least 4th Dan, an International Instructor's Certificate, and an ITF Plaque.
- b. an "ITF Taekwon-Do Club" or "Club" is any facility where ITF Taekwon-Do is instructed.
- c. a "recognized provincial association" is provincial association that is affiliated with the Federation.

2. Interpretation of Rules and Regulations

- a. In addition to all its other powers, the Federation may by resolution interpret the intent or meaning of any rule and regulation and may determine any dispute with regard to such intent or meaning.
- b. Any such interpretation shall be final, binding and conclusive with regard to any such dispute.

3. Membership and Affiliation

- a. Instructors shall not open and operate Clubs until they have received a valid membership or affiliation certificate, as the case may be, from the Federation.
- b. All applications for membership and Club affiliation shall be on the application forms provided by the Federation.
- c. If applicable, all applications for affiliation and membership shall be submitted to a recognized provincial association. Recognized provincial associations shall forward all applications for affiliation and membership to the Federation within seven (7) days.
- d. The membership fee for each instructor is as prescribed by the Federation at the time of application. The fee includes the instructor's membership and affixation for his/her primary Club.
- e. All Clubs shall be under the supervision of an instructor.
- f. The affiliation fee for each additional Club is as prescribed by the Federation at the time of application.
- g. Membership and affiliation fees are payable by March 31 each year. Membership and affiliation fees paid after March 31 but prior to May 1 shall be subject to a penalty equal to 50% of the fee. Instructors and Clubs that have not submitted fees prior to May 1 are suspended and forfeit all privileges of membership and affiliation. Members of suspended instructors and Clubs are not eligible to participate in Federation sanctioned tournaments

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and events.

- h. Members and Clubs suspended for failure to pay fees prior to May 1, may reapply for membership or affiliation and shall be subject to a penalty equal to 100% of the fee. The membership and affiliation fees and penalties shall be paid for each year, or part thereof, since the instructor or Club was a fully paid member or affiliated Club of the Federation.
- i. Instructors shall promptly inform the Federation about any changes to their registration information and the registration information of their Clubs, e.g., addresses, phone numbers, etc.

4. Provincial Association Affiliation

- a. Provincial associations shall apply in writing for affiliation with the Federation and their applications shall include their constitutions, bylaws, and rules and regulations.
- b. Provincial associations and recognized provincial associations have no powers with respect to the Federation's members or the Federation's operations except those powers specifically delegated to them in writing by the Federation.
- c. By written notice, the Federation may amend, alter, or rescind any powers it has delegated to provincial associations and recognized provincial associations.

5. Purchasing of Certain Goods and Services

- a. Instructors shall purchase all grading certificates from the Federation at a cost of \$1 per certificate.
- b. Instructors shall purchase all doboks and equipment from the Federation's approved suppliers.
- c. Instructors should purchase liability insurance from the Federation's approved suppliers.
- d. The Federation shall maintain a current listing of approved suppliers and shall make the listing available to instructors on request. The Federation shall inform all instructors of changes to the Federation's approved suppliers.
- e. Instructors that do not purchase grade certificates, doboks and equipment from the Federation's approved suppliers will not be eligible:
 - I. for the Federation's support at international competitions, in addition, students of those instructors will not be eligible for the Federation's support at International competitions; and
 - II. to host any Federation sanctioned event.
- f. Instructors that do not purchase liability insurance from the Federation's

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approved suppliers must submit proof of adequate liability coverage before the instructors or their students are eligible to participate in any Federation sanctioned events.

6. Tournaments

- a. The Federation shall sanction the National Championship, the Eastern Championship, the Western Championship and all provincial championship events.
- b. Provincial Associations affiliated with the Federation are, where allowed by Canadian federal or provincial law, responsible for organizing the hosting of CTFI Regional and National Tournaments on a rotating basis as specified below:
 - I. CTFI Western Championships hosted alternately by Saskatchewan, then Alberta, then British Columbia;
 - II. CTFI Eastern Championships hosted alternately by Quebec, then Ontario, then New Brunswick, then Nova Scotia, then Newfoundland;
 - III. CTFI National Championships to alternate between Eastern and Western Regions.

Provincial Associations that are prohibited by law from hosting a tournament will be excused from responsibility, and are encouraged to provide assistance to other Provinces with volunteers, equipment, etc.

Provinces may exchange years for hosting responsibilities with prior approval of the Tournament Director.

The annual tournament schedule for the Federation will be arranged by the Tournament Director in coordination with the Provincial Associations such that Nationals and Regionals do not happen in the same province in the same year.

Provincial Associations must provide confirmed event dates and venues a minimum of eighteen months in advance of their upcoming Tournament.

All Tournament venues and dates must meet the minimum requirements as set out by the Federation and must be reviewed and approved by the Tournament Director before they will be confirmed by the Federation.

- c. All affiliated instructors must inform the Federation in writing of participation by any of their members in events outside of Canada.
 - I. "Events" include any Taekwon-Do related activity such as tournaments, championships, instructor courses, officials' courses, training seminars, etc.
 - II. Members may only participate in events that are sanctioned by the Federation.
 - III. Written notice must be made using the official Federation "International Event Participation Notice Form" and include details of Who, What, Where and When for the event.

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IV. Written notice must be received by the Federation a minimum of 1 month in advance of the event.

- d. Prospective hosts for all other ITF Taekwon-Do Tournaments held in Canada, e.g., the PanAm Championship, North American Championship, etc., must submit their application for the Federation's sanction.

7. Elections of Officers

- a. Members shall nominate and decide on an election committee that consists of a President and Secretary. Members of the Executive Committee are not eligible to be members of the election committee.
- b. The election committee shall direct the procedure of the election of officers.
- c. The election committee shall ensure that the nominations for member of the Executive Committee meet the requirements set out in the Bylaws.

8. Black Belt Certification

- a. instructors shall send all Black Belt certificate applications to the Federation within 30 days of testing.
- b. 4th Dan and higher applications must have prior approval of the ITF.

9. Disciplinary Procedures

- a. Instructors who have concerns with the conduct of other instructors should seek to resolve the matter with the other instructor.
- b. If the matter is not resolved, the matter should be discussed with the President of the recognized provincial association.
- c. If the matter is still not resolved, the matter should be discussed with the Eastern or Western Vice President, as applicable.
- d. If the matter is still not resolved, the instructor may submit a written complaint to the President of the Federation, if the matter is not frivolous, the President shall convene the Discipline Board to hear and decide the matter.

10. Members' Insurance

- a. All affiliated instructors must have 3rd party liability insurance coverage for their club members that meets the following criteria:
 - I. Minimum liability coverage of CAD\$5,000,000
 - II. The policy covers all members in the affiliated club specifically for participation in "Martial Arts activities".
- b. Affiliated instructors must request from their insurance company/broker:
 - I. Insurance certificates showing the Federation named as "additional insured". It is recommended that the Provincial association also be named as additional insured.
 - II. Written confirmation that their 3rd party liability insurance policy has "No exclusions for members participating in Martial Arts activities and no

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exclusions for kicks or strikes directed to the head or neck”.

- c. At the time of payment of annual membership/affiliation fees, Instructors must provide, as proof of insurance, copies of their insurance certificates and written confirmations as specified in item b. i. and ii. above. Instructors who do not provide such proof of sufficient insurance will not have their membership renewed and will not be affiliated members of the Federation. Where affiliated instructors purchase their liability insurance as part of a group plan administered by their Provincial Association, the Provincial Association is responsible for providing proof of insurance as noted above to the Federation for all group member instructors.
- d. Standard liability insurance policies do not normally cover members for participation in Taekwon-Do activities outside of Canada. Therefore affiliated instructors must purchase additional 3rd party liability and travel medical coverage for any of their students participating in tournaments, courses, or training taking place outside of Canada. Both 3rd party liability and travel medical insurance must include coverage for participation in martial arts activities with no exclusions of any sort, as noted in item b. II. above.