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Taekwondo Chungdokwan Great Britain

Disciplinary Procedure and Code of Conduct



As agreed by the Annual General Meeting on the 26th January 2003
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DISCIPLINARY PROCEDURE

TAEKWONDO CHUNGDOKWAN GREAT BRITAIN

1. TERMS OF REFERENCE

1.1. Disciplinary Committee

The President of **Taekwondo Chungdokwan Great Britain (TCGB)** is responsible for the management of these disciplinary procedures. The President shall convene a Disciplinary Committee as and when required to investigate a specific incident or complaint. The President or their delegate shall chair this committee. In the event of the incident or complaint materially involving the President, the duties of the President in this matter shall be delegated to the Secretary General. The committee will consist of not less than three and not more than five members. The chairperson of the specific Disciplinary Committee will appoint these members.

1.2. Investigating Officer

The Disciplinary Committee shall appoint from amongst its members an Investigating Officer. This Investigating Officer shall have the responsibility to investigate the incident or complaint.

1.3. Scope of Control

All members shall be subject to the code of conduct and the disciplinary procedure as set forth herein.

2. CODE OF CONDUCT

2.1. The Code of Conduct is detailed in Appendix A to these procedures.

3. DISCIPLINARY MATTERS

3.1. The following matters may be considered appropriate for investigation by the Investigating Officer: -

- Abuse of authority

- Conduct likely to damage the reputation of **TCGB**
- Criminal conduct
- Malicious falsehood
- Misuse of **TCGB**'s name, documents, or reputation
- Neglect of duty
- Noncompliance with competition rules
- Corruption or fraudulent practice
- Improper practice
- Failure to comply with the Code of Conduct

4. COMPLAINTS PROCEDURE

Any member wishing to submit a complaint against either another member or **TCGB** shall follow the procedures outlined below. This procedure will also apply to disciplinary actions initiated by officials of **TCGB**.

- 4.1. The Applicant shall write to the Secretary General detailing the nature of the complaint. Within 7 days of receipt of the complaint, the Secretary General shall write to the Applicant confirming receipt of the said complaint.
- 4.2. The Secretary General shall write to those implicated in the complaint (herein after called the Respondent) confirming receipt of the said complaint, and request a full statement in regards of the incident or grievance. The Respondent shall reply with a full statement within 7 days unless an extension has been agreed in writing with the Secretary General. The Secretary General shall pass this reply to the Investigating Officer upon their appointment under paragraph 4.3. Non-compliance by the Respondent with the terms of this paragraph shall be considered a breach of the Code of Conduct.
- 4.3. The Secretary General will inform the President of the complaint, and in accordance with paragraphs 1.1 and 1.2, the President will convene a Disciplinary Committee that shall appoint an Investigating Officer.
- 4.4. In the event of criminal proceedings against the Respondent, the Respondent shall be immediately suspended from membership of **TCGB**. This shall not prejudice any rights of the Respondent under this procedure. In the event of the criminal proceedings terminating without successful prosecution, the suspension shall be revoked.
- 4.5. If the Respondent is **TCGB**, the President shall reply and act on its behalf.
- 4.6. On receipt of the reply from the Respondent, the Investigating Officer may seek whatever information will aid their investigation. They may also seek interviews with any parties involved either directly or as witnesses.

- 4.7. Upon completion of their review, the Investigating Officer will make a recommendation to a meeting of the Disciplinary Committee.
- 4.8. The Disciplinary Committee may choose at its sole discretion to hold a meeting with either or both of the Applicant and Respondent. The Disciplinary Committee may adopt what every procedure it feels fit for such a meeting.
- 4.9. Upon invitation to attend a meeting of the Disciplinary Committee, the invitees shall attend unless reasonable cause can be shown for non-attendance. The Disciplinary Committee shall have sole discretion to determine whether cause for non-attendance is reasonable. If the reasonable cause can be shown, the Disciplinary Committee shall reconvene the meeting for another date giving all parties not less than 7 days notice. Failure to attend without reasonable cause shall be considered a breach of the Code of Conduct. In the absence of one or both parties without reasonable cause, the Disciplinary Committee may choose either to proceed or to postpone the meeting at its sole discretion.
- 4.10. The Disciplinary Committee shall on completion of the investigation, prepare a report on the complaint and any actions or penalties to be imposed. The Disciplinary Committee shall convene a meeting of the Management Committee (herein after referred to as the Meeting) to consider the report.
- 4.11. The so convened Meeting shall either accept or reject the report from the Disciplinary Committee by a simple majority vote of those present and voting. In the event of the report being rejected, the meeting may request the Disciplinary Committee to reconsider all or part of its report. The meeting shall not have the right to modify the penalties imposed by the Disciplinary Committee, and if it does not endorse the penalties, the report must be rejected.

5. Penalties

- 5.1. The Disciplinary Committee may choose to impose on the Respondent any of the following actions:
 - Caution
 - Removal from office
 - Suspension of the right to hold office (for a period not less than one year and not more than five years to be determined by the Disciplinary Committee)
 - Suspension of membership
 - Termination of membership
- 5.2. The Disciplinary Committee may choose to suspend the penalty for a period of no more than 24 months, and impose any reasonable conditions specifically or generally that it sees fit to this suspension.
- 5.3. Within 7 days of the meeting of the Disciplinary Committee, the Investigating Officer shall write to both the Applicant and Respondent, informing them of any penalties, and any conditions attached to the said penalties.

- 5.4. The penalties shall not be enforced until the report of the Disciplinary Committee has been endorsed by a properly convened meeting of the Management Committee.
- 5.5. If a caution has been imposed, and upon endorsement of the penalty by the Management Committee, within 7 days the Secretary General shall write to the Respondent. If the Respondent accepts the caution in writing within 14 days, the matter shall be considered closed. If however, the Respondent does not accept the caution, the matter shall be referred back to the Disciplinary Committee for further consideration. The Disciplinary Committee will then reconsider the caution and recommend other actions, as it deems appropriate. These new recommendation will be subject to these paragraphs 4.10 and 4.11 of these procedures.
- 5.6. Actions and penalties under this Disciplinary Code shall not preclude **TCGB** from taking any proceeding, civil or criminal, that it consider necessary and appropriate.
- 5.7. If the penalty imposed is termination of membership, this termination shall be without prejudice to either party, and shall not require **TCGB** to repay any fees to the terminated member.

6. Appeals

- 6.1. Either the Applicants or Respondent may appeal the decisions of the Meeting. This appeal shall be submitted in writing to the Secretary General with 7 days of the Meeting.
- 6.2. A specifically convened General Meeting will consider the appeal. This meeting will consider the decision and any penalties. The General Meeting will by a simple majority vote of those present and voting, choose to either accept or reject the appeal. The quorum for the meeting shall be as required for General Meetings by the Constitution and Rules of **TCGB**. The decision of the General Meeting shall be final and binding on all parties.



Taekwondo
Chungdokwan
Great Britain



APPENDIX A

CODE OF CONDUCT

Introduction

The Taekwondo Chungdokwan GB membership book includes the following statement on the Code of Conduct

'Members must not misuse their knowledge of Martial Arts or boast of power or ability for an improper purpose. They should by example and by observance of this code of conduct, provide the public with a better understanding of Korean Martial Arts'.

As the organisation has developed and grown over recent years, it has been necessary to develop this Code of Conduct further. This is shown in full in the following paragraphs.

All registered clubs, coaches, instructors and students of Taekwondo Chungdokwan GB are required to abide by this Code of Conduct. Clubs are expected to work with their supporters, including parents to ensure as far as is practical that they also follow this Code of Conduct.

Fundamental Concept

The underlying fundamental concept is **respect**. Respect for yourself, respect for others and respect for the rules.

Code of Conduct

Instructors and coaches must:

- respect the rights, dignity and worth of each and every person and treat them equally within the context of the Taekwondo
- place the well being and safety of each student above all other considerations, including the development of performance
- develop an appropriate working relationship with each student based on mutual trust and respect
- not exert undue influence to obtain personal benefit or reward
- encourage and guide students to accept responsibility for their own behaviour and performance
- ensure that the activities they direct or advocate are appropriate for the age, maturity, experience and ability of the students

- always promote the positive aspects of Taekwondo
- consistently display high standards of behaviour and appearance
- ensure that they hold appropriate insurance cover
- comply with the policies and procedures of TCGB

Instructors, coaches, competitors, students, supporters must

- cooperate in the spirit of Taekwondo
- promote the reputation of Taekwondo and take all possible steps to prevent it from being brought into disrepute
- not engage in any conduct or activity that may impair confidence in Taekwondo, or in the integrity and good character of any person
- not engage in any behaviour that constitutes any form of abuse (physical, sexual, emotional, neglect, bullying) or harassment (sexual, racial, sexuality)
- not use prohibited substances or techniques
- at competitions accept and observe the authority and decisions of the referee, corner judges, head of court or other appropriately appointed official
- not abuse, threaten or intimidate the referee, corner judges, head of court or other appropriately appointed official, other competitors or spectators
- not use crude or abusive language or gestures towards the referee, corner judges, head of court, other appropriately appointed official, other competitors or spectators

Breaches of code of conduct

Any breach of any provision of the Code of Conduct shall be dealt with in accordance with the Disciplinary Code of Taekwondo Chungdokwan GB.

Taekwondo Chungdokwan GB wishes to acknowledge the valuable work undertaken by the National Coaching Federation that has enabled this Code of Conduct to be developed.