

**SASKATCHEWAN W.T.F.
TAEKWONDO ASSOCIATION INC.**

**POLICIES & PROCEDURES MANUAL
Version 2004.1**

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ABOUT THE POLICY AND PROCEDURES MANUAL

It is intended to be a guideline of the operation of the Saskatchewan W.T.F. Tae Kwon Do Association Inc. for the board of directors and members alike. In this manual "SASK WTF" refers to the Saskatchewan W.T.F. Tae Kwon Do Association Inc. The Policies and Procedures Manual was developed and approved by the board of directors to plan and standardize the future direction of SASK WTF. It was presented and approved at a board meeting on NEW DATE, 2004

The Policy and Procedures are the guidelines and methods for the day to day business of SASK WTF conducted by the Board of Directors.

Any revisions to policies and procedures that affect the constitution bylaws of SASK WTF will have to be first approved at a members meeting. Whenever a policy and procedure is in conflict with SASK WTF's constitution and bylaws, the constitution and bylaws will be deemed correct. Likewise, whenever a policy and procedure of SASK WTF is in conflict with the World Tae Kwon Do Federation, the rules and regulations of the World Tae Kwon Do Federation will be deemed correct.

Many of these items in this document might be found on the SASK WTF website at the location <http://saskwtf.ca/>

**CONSTITUTION OF THE SASKATCHEWAN
W.T.F. TAE KWON DO ASSOCIATION INC.
Sask. WTF version 2004 1.0**

Schedule 1

1. Class of Membership

Regular Memberships

The members of which shall be entitled to have a voice at the meetings

Of members and who are members of WTF Taekwondo Schools who receive instruction under either to the following

Conditions:

Condition one: From a 6th Dan Kukkiwon Black Belt or higher That has been a Saskatchewan resident for at least 1 year from first notice by registered mail to SASK. WTF of desire to become a member.

Condition two: From a 4th Dan Kukkiwon Black Belt That has been a Saskatchewan resident and a Sask. WTF member for at least 4 years

Honorary Memberships

The members of which shall not be entitled to vote at meetings of members and shall be exempted from the payment of membership fees.

Member on Probation

This is a member who has applied to be an affiliate member. This person or club will be on probation for a maximum of two years while they try to complete the necessary steps to qualify as an Affiliate Member. If they complete these steps before the two years are up they can be upgraded to Affiliate Member immediately.

1. have a voice at our AGM but can not serve as board members.
2. Will be given funding at the board's discretion.
3. Receive coverage under Sask.WTF insurance plan.
4. Participation at the Provincials, possible participation at the Nationals, (any funding levels at the directors discretion).
5. Participation in Sask. WTF seminars that are aimed at the whole province in general. (with an attendance charge if applicable).

Affiliate member

The Affiliate member is a "Member on Probation", that has completed the following:

1. the instructor must attain a minimum of level 1 National Instructors' certificate.
2. The instructor must hold a WTF Dan
3. The instructor must pass our screening process

4. Must collect memberships and follow our other procedures the same as a regular member.
5. Must be under the supervision of our technical committee.
6. Benefits are the same as “Member on Probation” but with access to MAP Grant Funding in the fiscal year following their acceptance as an Affiliate Member

2. Every member shall up hold the constitution and comply with Bylaws.

Schedule 2

The purposes of the Corporation are:

1. To promote and train the art and the philosophy of W.T.F. Tae Kwon Do throughout Saskatchewan.
2. To Promote and train Saskatchewan athletes to represent Saskatchewan in national competitions and to represent Canada in international games such as the Olympics, the Pan-Am Games and the World Games (sponsored or sanctioned by the World Tae Kwon Do Federation).
3. To research, study, promote and teach the competition rules of the World Tae Kwon Do Federation (WTF).
4. To conduct development programs and pre-competition training of Saskatchewan athletes for the provincial, inter-provincial and national competitions.
5. To conduct seminars of the WTF technical aspects of Sport Tae Kwon Do and traditional Korean martial art (physically and mentally) in order to educate for the true Tae Kwon Do.

Schedule 3

Other Provisions

1. A director is required to be a member of the Corporation.
2. A meeting of directors may be called at any time by the president or by the vice president or more than three directors.
3. No directors shall be remunerated for being or acting as directors, but a director shall be remunerated for expenses necessary and reasonably incurred by him/her while engaged in the affairs of the Corporation.
4. The president shall be the chairperson of all meetings and in the case of his/her absence the vice president or one of the directors shall be chairperson of the meeting.
5. All Bylaws shall be made, amended or replaced by the members in the general meeting.

Schedule 4

Subject to Section 199(5),(6) of the Non-profit Corporations Act, on dissolution of the Corporation, its property and assets shall, after the payment of all liabilities be transferred to one or more charitable corporations as may be decided b the Corporation in General Meeting.

BYLAWS

1. HEAD OFFICE

- The head office of the Corporation shall be in the City of Saskatoon or Regina in the province of Saskatchewan or at such other places in the province of Saskatchewan as the directors may determine.

2. OFFICERS

- The officers of the Corporation shall be President, one Vice Presidents, Secretary and Treasurer.
- The officers shall be elected by the members representation votes and the directors shall terminate any such appointment in the case of the officers inability to act.
- The directors may fix the terms of office, prescribe the duties and fix the remuneration payable to officers.

3. MEMBERS MEETINGS

- The Annual General Meeting of members shall be held within three months after the end of the fiscal year of the Corporation at such place and time as the directors may determine.
- Other meetings of the members of the Corporation, whether special or general, may be convened at any time and place by order of the president or directors.
- A special meeting of the members of the Corporation shall be convened by the president upon requisition of the Corporation in writing made by five members.
- A requisition for a special meeting shall specify the purpose or purposes for which such a meeting is required. The notice of a special meeting of the members shall state in general terms the purpose of the meeting and no other matters may be transacted unless all members entitled to vote are present in person and consent to the transaction of such business.

QUORUM

- Ten members with a voice personally present as well as vote carrying representatives that carry a majority of eligible votes and entitled to vote shall be a quorum for the transaction of business at any meeting of members.

NOTICE OF MEETING

- Not less than ten (10) day notice shall be given for any meeting of members. Notice of meeting shall be in writing and shall be posted in each Tae Kwon Do school at which the members receive instruction in Tae Kwon Do.

ATTENDANCE AND VOTING

Voice

- Every member in good standing has the right to be present and have a voice at member meetings.

Vote

- Clubs will have representation votes at a ratio of 1 vote for the first block of up to 10 members and 1 vote for each full block of ten memberships paid by the March 31 deadline in the year of the AGM
- Motions shall be decided by a majority of votes present.
- Votes shall be cast by a show of hands except when a majority of votes present request a secret ballot.
- In the case of equality of votes the motion is defeated.

Representation

- The clubs will determine who will represent them at a member meeting
- In case of a dispute of the valid representative-the valid representative will be determined by presentation of a dated document with the signatures of a block of members from the March 31 membership list.

PROXY

- Clubs are entitled to appoint any other member to attend and act in the manner and same power as the member at the meeting. This shall be done by filling out the approved Proxy form. Proxies must be submitted and validated prior to the start of the meeting.

RESIGNATION

- Any member may resign at any time by sending written notice. Such will be effective when accepted by the directors. Membership fees are not refundable.

REMOVAL

- The directors in their absolute discretion may pass a resolution authorizing the removal or suspension of a member and thereupon such a person is removed or suspended as the case requires and membership fees are not refundable.

REINSTATEMENT

- The directors in their absolute discretion may pass a resolution authorizing the reinstatement of a suspended or removed member, and thereupon such a person shall become re-instated as a regular member

4. DIRECTORS

- The President, Vice president, Secretary, Treasurer, special advisor and seven or less other persons shall be the directors.
- The number of directors shall not be less than five nor more than twelve.
- Directors shall be elected every three years by the members at the general meeting and shall hold office until the dissolution of the meeting at which their successors are elected.
- Members running for director's positions must forward the approved nomination form to the secretary one month prior to the Annual General Meeting.

Directors shall be elected in the following rotation to ensure continuity of operations.

Block A: Secretary plus 2 directors

Block B: Treasurer plus Vice President

Block C: President plus 2 directors

- A member may only hold the same executive position for two consecutive terms.

VACANCY

- The office of director shall ipso facto be vacated where the director: resigns his office, resigns his membership, becomes mentally incompetent, dies, or is removed at a meeting of members.
- The members may by special resolution remove a director before the expiration of his office.
- The remaining directors may appoint any member in good standing to fill the vacancy until the next Annual General meeting.

DIRECTORS' MEETING

- A meeting may also make use of the available technology such as conference calls and emails to conduct business and arrive at decisions.

NOTICE OF MEETING

- Not less than ten (10) day notice shall be given for any meeting of directors. The notice may be waived if all of the directors eligible to attend unanimously agree to waive the notice.

VOTING

- Every question submitted to directors shall be decided by a majority of votes. In the case of equality of votes, the chairperson shall have a deciding vote.

QUORUM

- A majority of directors holding office constitute a quorum of directors for the transaction of business.

POWERS

- The directors shall administer the affairs of the Corporation in all things and may make or cause to be made for the Corporation any description of contract that the Corporation may enter into.

ATTENDANCE AND VOTING

- Only directors in good standing are entitled to be in attendance at a meeting or directors and to vote thereat.

CHAIRPERSON

- The president shall be the chairperson. The chairperson presides at a meeting of directors. The vice chairperson shall preside in the absence of the chairperson.

COMMITTEES

- The directors may constitute one or more committees and prescribe the duties of such committees.

FISCAL YEAR

- The fiscal year of the Association shall be from April 1 to March 31.

EXECUTION OF DOCUMENTS

- Contracts, documents, or any other instrument in writing requiring the signature of the Corporation shall be signed by the president and secretary/treasurer.

NOTICE

- Any notice required to be given to a member or director may be delivered personally to the person or shall be sufficiently given if posted in a prominent place at each Tae Kwon Do school at which members receive instruction in Tae Kwon Do.

DEFINITION OF A SASKATCHEWAN W.T.F. TAE KWON DO MEMBER

An active member in good standing with the Saskatchewan Tae Kwon Do Association Inc. during the operating fiscal year that meets the requirements set out in the constitution of SASK WTF under the heading of regular memberships.

Only active members will be considered and included on the yearly membership list. This membership will be confirmed with both of the following:

1. A signed receipt by the member with their current address.
2. A membership fee deposited to the Corporation's bank account.

Before any Saskatchewan athlete, coach, official or club can receive any SASK WTF Funds, they must meet the definition of an active member and their membership fee must be paid and original receipt received and recorded by the Treasurer and Membership committee chairperson before the fiscal year deadline of March 31st.

CONFLICT OF INTEREST POLICY

All employees and volunteers of the organization are expected to arrange their private affairs in a manner that will prevent conflicts of interest from arising or from appearing to arise. Personnel should not place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part, or seek to gain special treatment from them in any way. Equally, employees and volunteers should not have a pecuniary or other interest that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities. All employees and volunteers of the organization must disclose to the Board of Directors any potential conflict or appearance of conflict of interest.

GUIDELINES

Category A

The following are considered to have the potential to be conflicts of interest or appear to be conflicts of interest and as such, they are to be disclosed to the Board of Directors. The Board of Directors will review the individual's responsibilities and the degree of potential or apparent conflict in determining what actions, if any, are required. Any director with any possible conflict of interest may not vote on, take any part in or influence other members of the Board of Directors on what, if any, action or actions will be taken to resolve such possible conflicts of interest involving themselves.

1. Investments with a supplier or customer of in any other company, partnership, association or commercial entity that has a significant present or prospective business relationship with the organization.
2. Contracts, agreements or undertakings between the individual and a supplier, customer or any other company, partnership, association or commercial entity that has a significant present or prospective business relationship with the organization.
3. Seeking or accepting from any of the parties outlined in (1) and (2) above, either directly or indirectly, loans (except with banks or other financial institutions at terms and conditions generally available to the public), services, payments, commissions, entertainment or gifts.
4. Serving as a director, officer, employee, member or consultant for any of the parties outlined in (1) and (2) above, or for any other organization if such service could place demands on individuals inconsistent with their duties or call into question their capacity to perform their duties in an objective manner or cause job performance to suffer.
5. Acquisition of real estate or other forms of property of present or prospective interest to the organization.

Category B

The following are considered to be actual or apparent conflicts of interest and are to be avoided:

1. Using or appearing to use, or revealing without proper authorization to persons outside the organization, for the personal gain, any information acquired during the course of an individual's duties which is not generally made to the public.
2. Using or permitting others to use the organization's volunteer's, employees, property, equipment, materials or time for personal gain.
3. According preferential treatment beyond the common courtesies usually associated with accepted business practice and prerogatives of office to friends, relatives or to organizations in which the individual or relatives and friends have an interest financial or otherwise.
4. Using the organization's name or one's position with the organization in such a way as to lend weight or prestige to sponsorship of a political party or cause or to endorse, without proper authorization, a product or a service of another company.

Category C

Engagement in educational, professional, philanthropic, social and recreational activities is encouraged and is not subject to review by the Board of Directors, provided individuals do not make unseemly use of their position with the organization or permit an association with the organization which may be detrimental to its business, nature, role, or reputation.



Policies and Procedures

Article 1 - CONFLICT OF INTEREST POLICY

All employees and volunteers of the organization are expected to arrange their private affairs in a manner that will prevent conflicts of interest from arising or from appearing to arise. Personnel should not place themselves in a position where they are under obligation to any person who might benefit from special consideration or favour on their part, or seek to gain special treatment from them in any way. Equally, employees and volunteers should not have a pecuniary or other interest that could conflict or appear to conflict in any manner with the discharge of their duties and responsibilities. All employees and volunteers of the organization must disclose to the Board of Directors any potential conflict or appearance of conflict of interest.

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1. Investments with a supplier or customer of in any other company, partnership, association or commercial entity that has a significant present or prospective business relationship with the organization.
2. Contracts, agreements or undertakings between the individual and a supplier, customer or any other company, partnership, association or commercial entity that has a significant present or prospective business relationship with the organization.
3. Seeking or accepting from any of the parties outlined in (1) and (2) above, either directly or indirectly, loans (except with banks or other financial institutions at terms and conditions generally available to the public), services, payments, commissions, entertainment or gifts.
4. Serving as a director, officer, employee, member or consultant for any of the parties outlined in (1) and (2) above, or for any other organization if such service could place demands on individuals inconsistent with their duties or call into question their capacity to perform their duties in an objective manner or cause job performance to suffer.
5. Acquisition of real estate or other forms of property of present or prospective interest to the organization.

Category B

The following are considered to be actual or apparent conflicts of interest and are to be avoided:

1. Using or appearing to use, or revealing without proper authorization to persons outside the organization, for the personal gain, any information acquired during the course of an individual's duties which is not generally made to the public.
2. Using or permitting others to use the organization's volunteer's, employees, property, equipment, materials or time for personal gain.
3. According preferential treatment beyond the common courtesies usually associated with accepted business practice and prerogatives of office to friends, relatives or to organizations in which the individual or relatives and friends have an interest financial or otherwise.
4. Using the organization's name or one's position with the organization in such a way as to lend weight or prestige to sponsorship of a political party or cause or to endorse, without proper authorization, a product or a service of another company.

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Engagement in educational, professional, philanthropic, social and recreational activities is encouraged and is not subject to review by the Board of Directors, provided individuals do not make unseemly use of their position with the organization or permit an association with the organization which may be detrimental to its business, nature, role, or reputation.

Article 2 -HARASSMENT POLICY

Policy Statement:

The Saskatchewan WTF Taekwondo Association Inc. is committed to providing a sport and work environment, in which all individuals are treated with respect and dignity. Each individual has the right to participate and work in an environment, which promotes equal opportunities and prohibits discriminatory practices.

- Harassment is a form of discrimination. Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by the Human Rights legislation in every province and territory.
- Harassment is offensive, degrading and threatening. In some extreme cases it can be an offense under Canada's Criminal Code.
- Whether the harasser is a director, special advisor, coach, employee, volunteer, parent, student, or a competitor, harassment is an attempt by one person to assert abusive unwarranted power over another.

The Saskatchewan WTF Taekwondo Association is committed to providing a sport environmentally free of any harassment on the basis of: race, national or ethnic origin, color, sex, sexual orientation, marital status, family status, disability or pardoned conviction.

This policy applies to all employees, including directors, special advisors, volunteers, coaches, athletes, officials and members to the Saskatchewan WTF Taekwondo Association. The Saskatchewan WTF Taekwondo Association encourages the reporting of all incidents of harassment, regardless of who the offender may be.

This policy applies to harassment, which may occur during the course of the Saskatchewan WTF Taekwondo Association's business, activities and events. It also applies to harassment between individuals associated with the Saskatchewan WTF Taekwondo Association. Outside the Saskatchewan WTF Taekwondo Association's business, activities and events when such harassment adversely affects relationships within the Association's work and sport environment.

Notwithstanding this policy, every person who experiences harassment, continues to have the right to seek assistance from the provincial human rights commission; they also have the option of pursuing this matter through external mediation or an arbitration mechanism even when the steps are being taken under this policy.

Definitions:

1. Harassment takes on many forms, but it can be generally defined as a comment, conduct or gesture, directed towards an individual or group of individuals which are insulting, intimidating, humiliating, malicious, degrading or offensive.
2. For the purpose of this policy, sexual harassment is defined as an unwelcome sexual advance or request for sexual favors, or other verbal or physical conduct of a sexual nature when:
 - (a) Submitting to, or rejecting this conduct is used as the basis for making decisions with an individual; or

- (b) Such conduct has the purpose or effect of interfering with an individual's performance; or
 - (c) Such conduct creates an intimidating, hostile, or offensive environment.
- 3. The type of behavior which constitutes harassment includes, but is not limited to:
 - (a) The display of visual material which is offensive or which one knows is offensive.
 - (b) Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex, or sexual orientation;
 - (c) Leering or other suggestive or obscene gestures;
 - (d) Condescending, paternalistic, or patronizing behavior which undermines self-esteem, diminishes performance or adversely affects working conditions;
 - (e) Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affects their performance;
 - (f) Unwanted physical contact including touching, petting, pinching, or kissing;
 - (g) Unwanted sexual flirtations, advances, requests or invitations; or
 - (h) Physical or sexual assault.
- 4. Sexual harassment most commonly occurs in the form of behavior by males towards females, however it can also occur between males, between females, or as behavior by females towards males.
- 5. For the purposes of this policy, retaliation against an individual for:
 - (a) having filed a complaint under this policy;
 - (b) having participation in any procedure under this policy;
 - (c) having been associated with a person who filed a complaint, or participated in any procedure under this policy will be treated as harassment, and will not be tolerated.

Responsibility:

- 6. The Saskatchewan WTF Taekwondo Association Inc., the secretary and board of directors is responsible for the implication of this policy. In addition, the Saskatchewan WTF Taekwondo Association's secretary and board of directors are responsible for:

- (a) Discouraging and preventing harassment within the Saskatchewan WTF Taekwondo Association;
 - (b) Investigating formal complaints of harassment in a sensitive, responsible and timely manner;
 - (c) Imposing appropriate disciplinary or corrective measures when a complaint of harassment has been sustained, regardless of the position or authority of the offender;
 - (d) Providing advice to person(s) who experience harassment;
 - (e) Do all in their power to support and assist any employee or member of the Saskatchewan WTF Taekwondo Association who experience harassment by someone who is not an employee or a member of the Saskatchewan Taekwondo Association;
 - (f) Making all members and employees of the Saskatchewan WTF Taekwondo Association aware of the problem of harassment
 - (g) and, in particular, sexual harassment, and the procedures contained in this policy;
 - (h) Inform both complainants and respondents of the procedures, contained in this policy, and their rights under the law;
 - (i) Regularly review the terms of this policy to ensure that they are adequately meet the organization's legal obligations and public policy objectives;
 - (j) Appointing harassment officers, and providing the training and resources they need to fulfill their responsibilities under this policy; and
 - (k) Appointing unbiased case review panels and appeal bodies, and providing the resources and support they need to fulfill their responsibilities under this policy.
7. Every member of the Saskatchewan WTF Taekwondo Association has a responsibility to play a part in ensuring that the Saskatchewan WTF Taekwondo Association's sport environment is free from harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy. In addition, any member of the Saskatchewan Taekwondo Association, who believes that their fellow member has experienced harassment, is encouraged to notify a harassment officer appointed under this policy.
8. In the event that Saskatchewan WTF Taekwondo Association, the secretary, special advisor, or member of the board of directors are involved with a complaint which is made under this policy, the Saskatchewan WTF Taekwondo Association's president shall appoint a suitable alternate for the purpose of dealing with the complaint.

Coach/Athlete Sexual Relations:

9. The Saskatchewan WTF Taekwondo Association takes the view that the intimate sexual relationships between coaches and athletes are not against the law, however, they can have harmful effects on the individual athlete involved, on other athletes, coaches and on the Saskatchewan WTF Taekwondo Association's public image. The Saskatchewan WTF Taekwondo Association therefore takes on the position that such relationships are unacceptable for the coaches who coach the following levels:
 - (a) Provincial coach that is traveling to the nations;
 - (b) A coach that is paid by the association.
10. Should a sexual relationship develop between an athlete and a coach, the Saskatchewan Taekwondo Association will investigate and take action. This could include reassignment, or if this is not feasible, a request for the resignation or even dismissal from employment.

Disciplinary Action

11. Employees or members of the Saskatchewan WTF Taekwondo Association, against whom a complaint of harassment is substantiated, may be severely disciplined, up to and including employment dismissal or termination of membership in the case. When the harassment takes on the form of assault, sexual assault or a related sexual offense.

Confidentiality

12. The Saskatchewan WTF Taekwondo Association understands that it may be extremely difficult to come forward with a complaint of harassment, and that it can be devastating to be wrongly convicted of harassment. The Saskatchewan WTF Taekwondo Association recognizes the interests of both the complainant and the respondent in keeping the matter confidential.
13. The Saskatchewan WTF Taekwondo Association shall not disclose to outside parties the name of the complainant, the circumstances giving rise to the complaint, or the name of the respondent, unless such disclosure is required by a disciplinary, or any other remedial process.

Harassment Officers

14. The Saskatchewan WTF Taekwondo Association shall appoint at least two people, one male and one female, who are members or employees of the organization, to serve as officers under this policy. If more than two officers are appointed, the Saskatchewan WTF Taekwondo Association shall ensure a gender balance.
15. The role of the harassment officers is to serve in a neutral, unbiased capacity and to receive complaints, assist in formal resolutions of complaints and to investigate formal written complaints. In carrying out their duties under this policy, officers shall be directly responsible to the Saskatchewan WTF Taekwondo Association's secretary.
16. The Saskatchewan WTF Taekwondo Association shall ensure that officers receive appropriate training and support, for carrying out their responsibilities under this policy.

Complaint Procedure

17. A person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive and contrary to this policy.

18. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should seek the advice of the harassment officer. The harassment officer shall inform the complainant of:

- (a) The option of pursuing an informal resolution of his or her complaint;
- (b) The right to lay out a formal written complaint, under this policy when an informal resolution is inappropriate or not feasible;
- (c) The availability of counseling and other support provided by the Saskatchewan WTF Taekwondo Association;
- (d) The confidentiality provisions of this policy;
- (e) The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
- (f) The external mediation/arbitration mechanisms that may be available;
- (g) The right to withdraw from any further action in connection with the complaint at any stage) even though the Saskatchewan WTF Taekwondo Association might continue to investigate the complaint); and
- (h) Other avenues of recourse, including the right to file a complaint with the human right commission or, where appropriate, contact the police to have them lay a formal charge under the Criminal Code.

19. There are four possible outcomes from the initial meeting of the complainant and harassment officer:

- (a) The complainant and officer agree that the conduct does not constitute harassment.
 - (i) If this does occur, the harassment officer will take no further action and will not make a written record.
- (j) The complainant brings the evidence of harassment and chooses to pursue an informal resolution of the complaint.

- (i) If this occurs, the harassment officer will assist the two parties to negotiate a solution acceptable to the complaint. If desired by the parties and, if appropriate, the harassment officer may also seek the assistance of a neutral mediator.
 - (ii) If an informal resolution yields a result, which is acceptable to both parties, the harassment officer will make a written record that a complaint was made, and was resolved informally to the satisfaction of both parties, and will take on no further action.
- (k) The complainant brings the evidence of harassment and decides to lie out a formal written complaint.
- (i) If this occurs, the harassment officer will assist the complainant in drafting a formal written complaint to be signed by the complainant, and a copy is to be given to the respondent without delay. The written complaint should set out the details of the incident(s), the names and witnesses to the incident(s) and should be dated and signed.
 - (ii) The respondent will be given an opportunity to provide a written response to the complaint. The harassment officer may assist the respondent in preparing this response.
- (l) The complainant brings the evidence of harassment, but does not wish to lie out a formal complaint.
- (i) If this occurs, the harassment officer must decide if the alleged harassment is serious enough to warrant laying out a formal written complaint, even if it is against the wishes of complainant.
 - (ii) When the harassment officer decides that the evidence and surrounding circumstances require a formal written complaint, the harassment officer will issue a formal written complaint and, without delay, provide copies of the complaint to both the complainant and respondent.

20. As soon as possible after receiving the written complaint, but within the twenty-one days, the harassment officer shall submit a report to the Saskatchewan WTF Taekwondo Association's board of directors, containing the documentation filed by both parties along with the recommendation that:

- (a) No further action be taken, because the complaint is unfounded and the conduct cannot reasonably be said to fall within the policy's definition of harassment; or
- (b) The complaint should be investigated further.

21. A copy of this report shall be provided, without further delay, to both the complainant and respondent.

22. In the event that the harassment officer's recommendation is to proceed with an investigation, the Saskatchewan WTF Taekwondo Association's board of directors shall, within fourteen days, appoint three members of the Saskatchewan WTF Taekwondo Association to serve as a case review panel. This panel shall consist of at least one woman at least one man. To ensure freedom from bias, no member shall have a professional relationship with either the complainant or the respondent.

23. A copy of the report of the case review panel shall be provided, without delay, to both the complainant and the respondent.

24. When determining the appropriate disciplinary action and corrective measures, the case review panel shall consider factors such as:

- (a) The nature of the harassment;
- (b) Whether the harassment involved any physical contact;
- (c) Whether the harassment was an isolated incident or part of an ongoing pattern;
- (d) The nature of the relationship between the complainant and the harasser;
- (e) The age of the complainant;
- (f) Whether the harasser has been involved in previous harassment incidents;
- (g) Whether the harasser admitted responsibility to and expressed a willingness to change; and
- (h) Whether the harasser retaliated against the complainant.

25. In recommending disciplinary sanctions, the panel may consider the following options, singly or in combination, depending on the severity of the harassment:

- (a) A verbal apology;
- (b) A written apology;
- (c) A letter or reprimand from the Saskatchewan WTF Taekwondo Association;
- (d) A fine or levy;
- (e) Referral to counseling;
- (f) A removal of certain privileges of membership or employment;

- (g) A demotion or a cut in pay;
- (h) A temporary suspension with or without pay;
- (i) A termination of employment or contract; or
- (j) An expulsion from membership.

26. Where the investigation does not result in finding the harassment, a copy of the report of the case review panel shall be placed in the harassment officer's file. These files shall be kept confidential and access to the files shall be restricted only to the Saskatchewan WTF Taekwondo Association's secretary and the harassment officers.

27. Where the investigation results in finding of harassment, a copy of the report from the case review panel shall be placed in the personnel of membership file or the respondent. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.

Procedure Where A Person Believes That A Colleague Has Been Harassed

28. Where a person believes that a colleague has experienced harassment and reports this belief to a harassment officer, the officer shall meet with the person who has said to have experienced harassment, and shall then proceed in accordance with the complaint procedure as set out in this policy.

Appeals

29. Both the complainant and the respondent shall have the right to appeal the decision and recommendations of the case review panel. A notice of intention to appeal, along with grounds for appeal, must be provided to the chairperson of the case review panel within fourteen days of the complainant or respondent receiving the panel's report.

30. Permissible grounds for appeal are:

- (a) The panel did not follow the procedure laid out in this policy;
- (b) A member of the panel was influenced by bias; or
- (c) The panel reached a decision, which was grossly unfair or unreasonable.

31. In the event that a notice of appeal is filed, the Saskatchewan WTF Taekwondo Association's secretary and the president shall together appoint a minimum of three members to constitute the appeal body. This appeal body shall consist of at least one woman and at least one man. These individuals must have no significant personal or professional involvement with the complainant or the respondent, and no prior involvement in this dispute between them.

32. The appeal body shall rely solely on a review of the documentation surrounding the complaint, including the complainant's and respondent's statements, the harassment officers statements, the case review panel and the notice of appeal.
33. Within ten days of this appointment, the appeal body shall present its findings in a report to the Saskatchewan WTF Taekwondo Association's secretary and president. The appeal body shall have the authority to uphold the decision of the panel, and/or to modify any recommendations for nay disciplinary action or remedial measures.
34. A copy of the appeal body's report shall be provided, without delay, to the complainant and the respondent.
35. The decision of the appeal body shall be final.

Review and Approval

This policy was approved by the Saskatchewan WTF Taekwondo Association Inc. in the city of _____ in the province of _____, this _____ day of _____, AD 2001.

The Saskatchewan WTF Taekwondo Association Inc.'s Board of Directors shall review this policy on an annual basis.

Article 4 - MEMBERSHIP ASSISTANCE PROGRAM (MAP Grant)

Introduction:

These policies and procedures are Saskatchewan WTF Taekwondo guidelines for the Sask Sport M.A.P. Grant.

Purpose:

To distribute MAP Grant funds fairly and equally to Sask WTF clubs according to their membership numbers for the previous fiscal year. Special consideration may be given to a new club.

Eligibility:

Sask WTF Taekwondo clubs with active members.

Notification:

Member clubs or schools will be individually notified by email and in the Sask WTF Newsletter of the amount of their MAP Grant for the fiscal year. It is the clubs responsibility to supply the Board of director's with an up to date email address and contact information. This notice will in general be received by July 1st of the current fiscal year.

How to apply:

1. Capital expenditures, such as construction, upgrading and maintenance, full time wages and club socials are ineligible expenditures. If unsure if your project is acceptable contact the SASK WTF Treasurer for verification.
2. Each club requiring assistance shall provide minimum 10% self help toward the funding of the project.
3. Applications where there is duplicate funding or deficit funding will not be accepted.
4. Projects are to be completed by December 31st during the fiscal year of the grant. Eg. Fiscal Year start is April 1, 2005 then Map Grant project to be complete by December 31, 2005.
5. One completed MAP Grant package is required for each project to be run. The document package to submit to the treasurer will consist of:
 - a) SASK WTF expense claim as a cover document
 - b) SASK Sport MAP Grant Spending Plan (*Typewritten or clear block lettering*)
 - c) SASK Sport MAP Grant Follow-up Report with original receipts

Payment of Grants:

1. 100% of the funds approved by Sask WTF will be dispersed to all successful applicants upon receipt of all required documentation. Incomplete claims will be returned.
2. MAP Grant allocations not claimed by December 31st will be re-allocated by the Board of Directors according to written requests for access to those funds received by the Treasurer.

Acknowledgment of Assistance

All printed correspondence referring to MAP must acknowledge the assistance provided by Saskatchewan Lotteries and the Saskatchewan WTF Taekwondo Association.

Article 5 - REFEREE CERTIFICATION

Program Purpose:

1. To develop provincial referee and corner judges to fairly and accurately conduct Taekwondo games according to the competition rules set out by the World Taekwondo Federation.
2. Provincial Certification will prepare Saskatchewan referees to be prepared for National Level Referee Seminars and able them to get the most out of the National Seminars.
3. SASK WTF will not fund any provincial referee towards their National Seminar fees unless they are at least a Class 1 SASK WTF Provincial referee or a certified National referee in good standing and have been recommended by the referee chairman or Board of Directors.
4. To create three levels of Provincial Referees for incentive to improve referee skills.
5. To conduct referee seminars before provincials to refresh, standardize and upgrade referee skills.

Level Three: Fee \$30 (or as stated on application)

- Purpose: concentrates on developing corner judges and educating competitors.
- Eligibility: 13 year old Red belt and up
- Focus: to get an understanding of the points and penalties of the game.

Level Two: Fee \$40 (or as stated on application)

- Purpose: concentrates on developing centre referees for local and provincial games.
- Eligibility: minimum 16 year old 1st Dan, Class 3 referee status and obtain first aid certificate
- Seminar: 2 sessions of 3 hours (or 1 -6 hour) on hand signals with emphasis on Articles 14 to 19 including written test and hand signal test.

Level One: Fee \$50 (or as stated on application)

- Purpose: concentrates on preparing the centre referee for the National Referee Seminar.
- Eligibility: minimum 18 year old 1st Dan, Class two referee status and a pass of 70% or higher
- Experience: centre referee at 4 tournaments including at least one provincial championship.
- Seminar: one six hour session covering all articles and hand signals.

Refresher: Fee \$20

National Manual Fee \$15

G.S.T. ADDITIONAL ON ALL PRICES!

To qualify for upgrading to a new level a referee must have completed practical experience. Referee Seminars will be held in central locations such as Regina and Saskatoon. The Referee Seminars, testing and evaluation will be conducted by the SASK WTF Referee Chairman and/or the Referee committee.

The Referee Chairman position must be an active International Referee or active Class 1 National Referee.

Article 6 - ELITE ATHLETE AWARDS AND SELECTION CRITERIA

Each year a number of elite athlete awards will be presented to the top outstanding athletes of the year. The athlete will be judged on their accomplishments during the year (January to December). The deadline for elite athlete nomination applications is January 31st in the year following the judgment year. The nominations will be ranked according to the elite athlete award selection criteria by the SASK WTF Board of Directors. Include the tournament history with details regarding such information as date, number of matches, participants in division, etc.

Elite Athlete Selection Criteria

Definition

1. SASK WTF member eligible to represent Saskatchewan at the National Championships or Team Trials
2. Potential medallist at the National Championships.
3. Must be actively training and competing throughout the year.
4. Must be an athlete in good standing with the Saskatchewan W.T.F. Taekwondo Association.

Ranking

1. Official International Championship Medallist.
2. Official Adult National Championship Medallist.
3. Official Junior National Championship Medallist.
4. Performance at National and Inter provincial Championships with the potential to be a national champion in the future.
5. Master instructors will verify regarding the above stated criteria with consultation with branch instructors.

Article 7 - Provincial Tournament Hosting

7.1 Outline of hosting guidelines

Purpose:

1. To provide each years host with a comprehensive guide to requirements of hosting the provincials.
2. To provide a job description and responsibility list to ensure that all aspects of running the provincials are accomplished in a professional manner.
3. To ensure that the event day's proceedings happen in a timely manner and that the event stay athlete focused.

7.1.1 Allowable expenses (examples):

Copier for event day
Event day meals (VIP, referee, staff)
Gym rental
Incidental office supplies (paper, clips, markers, pens)
Mail
Mat rental
Medals (purchased from Sask WTF)
Score cards
Sound system
Table & chair rental
VIP gifts & plaques
Grandmaster's hotel rooms?
Referee chairman hotel room?
Organizing committee hotel room?
Scoring System techs hotel room

7.1.2 Non-Allowable expenses (examples)

∴
Limo for tournament director
Entertainment

7.1.3 Income to share with SASK WTF:

Spectators,
Entry fees,
Corporate sponsors (including hotel)
Program

7.1.4 Hosts own risk or benefit:

T-shirt & souvenirs
Food & concession
Draws (50/50)
Banquet

7.1.5 Expenses covered by Provincial Association:

Electronic Scoring rental up to \$500

7.1.6 Percentage share of profits:

- 25% of profit for host club
- 5% bonus for financial report delivered within 6 weeks along with profit cheque
- 10% bonus for information package received by clubs 6 weeks prior to event.
- 10% bonus for securing tournament date and informing organizing committee clubs with a letter of intent 6 months in advance.

Note - Hosting club submits all profits to SASK WTF Taekwondo Association and the host's share will be determined by the above criteria. A cheque will then be issued back to the host.

7.2 Provincial Hosting Duties & job description:

7.2.1 Organizing Committee:

1. Rules: (in conference with host's wishes)
2. Score cards or electronic scoring (cost covered by Provincial Assn up to \$500)

All Black Belts only

3. Poomse: lists and results
4. Kyorgi: Draws, line-ups, trees, fight numbering
5. Staging
6. Inspection desk
7. Announcing next contestants
8. Results

7.2.2 Referee Committee:

1. Referee seminar
2. Referee teams and shifts
3. Weigh-ins
4. Protests

7.2.3 Host:

All Coloured Belt

1. Poomse: lists and results
2. Kyorgi: Draws, line-ups, trees, fight numbering
3. Staging
4. Inspection desk
5. Announcing next contestants
6. Results
7. Hotel room for scoring system techs
8. Awards or presentations
9. Entry forms & fees receiving (database?)
10. Event site rental and reservation
11. Financial report (within four weeks of event)
12. Food for staff, officials and VIP's.
13. Hotel official designated with back up for overflow
14. Mat rental (ALL RINGS FOR SPARRING MUST BE MATTED FOR SAFETY CONCERNS)
15. Medals to be on site (keep track of how many used).
16. National Anthem singers:
17. Office supplies; draw sheets, score cards, pens, stopwatches, calculators, paper, copier, tape
18. Opening ceremonies
19. Posting fight trees

20. Results on computer to be available event night for emailing to all schools.
21. Safety rule guideline (with consultation of organizing committee)
22. Security
23. Sound system (including headless mike for organizing committee)
24. Tournament package (notification & information to all clubs)
25. Weigh-in time and place with two medical scales available the night before event.
26. Volunteer Staff
27. Security
28. Hosting assistants
29. Staging (4 adults, preferably moms)
30. Timekeepers (2 x ring numbers)
31. Announcer

Article 8 - Rules for Sanctioning Provincial Events

Bid for Provincials
Hosting Agreement

Article 9 - PROVINCIAL TEAM SELECTION

1. Must be a Kukkiwon Dan Holder
2. Must be a member of SASK WTF in good standing.
3. Only four (4) athletes in each weight division are allowed to compete at the Canadian National Taekwondo Championships (Team Trials) for their province according to W.T.F. Taekwondo Association of Canada.
4. The top four (4) athletes of each division will be selected each year by a provincial competition under the rules of the World Taekwondo Federation.
5. If there is four (4) or less athletes in a particular weight division, all will be eligible to compete in their weight division at the National Team Trials.
6. Funding for athletes will vary according to their standings at the Provincial Team Trials as well as performance history and coaching evaluation. They must compete in the same division at the Nationals that they competed in at the Provincials to obtain funding support. If there is only one competitor in a division at the Provincial Team Trials that athlete will be required to test their performance in consolidated weight divisions to be eligible for funding. The athlete must make their weight division and compete in one match at the event to receive funding. SASK WTF Board of Directors will determine the amount of funding.
7. The master instructors will assess each athletes readiness and recommend or deny participation at the Nationals in order to protect their safety at this level of competition and to emphasize the true philosophy of the art of Taekwondo.
8. Official Team Positions will be selected by the Board of Directors. Additional coaches can participate with SASK WTF approval if they have a competitor as a participant. SASK WTF Board of Directors will determine the amount of funding.
9. All approved SASK WTF Team participants must acquire a current approved SASK WTF Track Suit. Payment should be sent before or with National event applications forwarded for SASK WTF president's signature.
10. All approved Team participants that are representing SASK WTF must sign a tournament agreement before National applications are forwarded. The agreement includes the responsibility of making weight, appearance at the opening and closing ceremonies dressed in their SASK WTF Track Suit (except Team Head and Team Manager). Trading of SASK WTF tracksuit can happen after closing ceremonies.

Article 10 - DRUG POLICY

Anti-doping policies and procedures:

WTF Taekwondo Association of Canada

10.1 Background

Taekwondo is a Korean martial art whose origin can be traced back approximately 2000 years in the history and culture of Korea. Modern international competition in Taekwondo is sanctioned by the Kukkiwon, the headquarters of the World Taekwondo Federation in Seoul Korea. All Taekwondo sporting events recognized by bodies such as the Canadian Olympic Association, the International Olympic Committee, the Pan American Games, the Conseil International Sportive Militaire (CISM) and International University Sports Federation (FISU) include only competitors who are recognized at the black belt level by the Kukkiwon.

From its origins, the practice of Taekwondo has been more than a sport. It also represents a very deeply engrained philosophy (do: 'the way of method and philosophy'). As practiced and taught by the Kukkiwon, modern Taekwondo places a primary emphasis on the martial art philosophy. This philosophy includes the concept of body and mind training where the goal of Taekwondo training is personal development. Striving toward strength of character is more important than the development of physical skills or success in competition. Sporting events provide practitioners the opportunity to test and develop themselves under conditions of competitive stress. Sportsmanship, courtesy, and humility in competition are ideals of modern Taekwondo as practiced by the Kukkiwon. Harmony of body and mind in the pursuit of excellence are the ideals of this important philosophy. Doping procedures of any kind in sporting competitions are incompatible with this philosophy and therefore doping would be unnecessary for true practitioners of Taekwondo.

Considering the historical origins, affiliation with the Kukkiwon, and philosophical principles underlying Taekwondo, the WTF Taekwondo Association of Canada is fully in support of all methods and sanctions against the use of any doping procedures by competitors in Taekwondo or any other sporting competition. The WTF Taekwondo Association of Canada fully supports the International Olympic Council's proposals on Doping Control. It also supports all efforts to ensure that the practice of doping in sport is controlled and efforts are made to eradicate doping practices in sport. In this regard the WTF Taekwondo Association of Canada supports the development of anti-doping policies and procedures and educational programs for competitors, coaches and officials.

10.2 Definition

"Doping" is defined as: " the use by, or distribution to an athlete, of substances or methods which could have the effect of improving the athlete's physical and/or mental condition and so augment their athletic performance." The WTF Taekwondo Association of Canada opposes blood doping as well as doping substances within the following groups:

- a) stimulants
- b) narcotics
- c) anabolic steroids
- d) beta-blockers
- e) diuretics
- f) peptide hormones and analogues
- g) blood doping
- h) pharmacological, chemical and physical manipulation methods or substances, or combinations thereof, which alter the integrity and validity of urine samples used in doping controls.

10.3 Anti-Doping Programs

- a) The WTF Taekwondo Association of Canada will provide on a regular basis information and news on the anti-doping program domestically and internationally, and will arrange for the presentation of an anti-doping educational program with the support material from the Sports Medicine Counsel of Canada to groups of athletes and coaches at competitions and training camps whenever possible.
- b) The WTF Taekwondo Association of Canada will provide, on a yearly basis, information to all national team athletes and their coaches concerning the deleterious effects of using doping compounds or methods.
- c) The WTF Taekwondo Association of Canada will make persistent representations to the International Olympic Committee for stringent anti-doping programs and education internationally.
- d) Educational programs emphasizing a spirit of sporting competition consistent with martial art philosophy will be emphasized by the WTF Taekwondo Association of Canada. Doping practices are not consistent with this philosophy . In association with the Kukkiwon (WTF headquarters, Seoul, Korea) the development of attitudes toward competition which strongly oppose drug doping procedures will be emphasized through educational programs in all schools of Taekwondo throughout Canada. Educational programs highlighting the adverse physical and physiological effects of doping will be incorporated into Taekwondo instruction throughout Canada.

10.4 Competition Rules

The use of banned substance is covered in the WTF Competition Rules and Interpretations:

Article 4.3 Medical Control.

- a) The use or administration of drugs or chemical substances described in the I.O.C. doping bylaws is prohibitive.
- b) The W.T.F. may carry out any medical testing deemed necessary to ascertain if a contestant has committed a breach of this rule and any winner who refuses to undergo this testing or proves to have committed such a breach shall be removed from the final standings.

10.5 Disciplinary Action

The suspension penalty of a guilty athlete for drug use will be determined by the Board of Directors.

Article 11 - DISCIPLINARY ACTION

11.1 Grounds for Disciplinary Action:

1. Any personal conduct that reflects badly on Taekwondo
2. Misuse of Sask WTF Funds.
3. Any breaking of Sask WTF Taekwondo Association Constitution and Bylaws.
4. Violation of any written agreement or contract with SASK WTF, Grandmasters, Masters and or instructors.

11.2 Procedure for Hearing:

Complaint:

A member may be suspended from an individual school or club by the instructor. To suspend from Sask WTF a type written letter must be sent to all Board members by the instructor outlining the reasons for a disciplinary hearing.

11.3 Disciplinary Committee

Composition: Special Advisors, President, Any Board member requested to attend

11.4 Hearings:

Reason: Only upon written request of disciplinary action
Where: At a location convenient to individuals involved or through a conference call meeting
When: Two weeks notice of meeting date from receipt of notice
How Notify: Registered letter backed by phone call notice to person(s) facing disciplinary action.
Meeting: Written presentations and defence should be sent to Disciplinary Committee for review seven (7) days before meeting. Either a face to face, conference call or other technological equivalent communication method for a meeting will suffice.

11.5 Recommendations:

Minutes of the hearing and resulting recommendations will be submitted in writing to all Board Members by the Disciplinary Committee.

11.6 Action:

The Board will meet to discuss and act on the recommendations of the Disciplinary Committee. If the member is suspended, the beginning date will be the Board Meeting date. The punished member(s) will be notified by registered mail.

11.7 Appeals:

The punished member(s) will have 30 days from the suspension date to file a written request for an appeal hearing, outlining to the President and Board of Directors the reasons for a review of their case. If the board deems that an appeal case is to be heard then the Disciplinary Committee will meet once again. The Board of Directors decision after the appeal request and or resulting appeal hearing decision will be final.

Article 12 - APPEAL POLICY

12.1. OBJECTIVE

The objective of this policy is to describe the appeal policy and the role, responsibilities and operations of the Appeal Board.

12.2. RIGHT OF APPEAL

Individuals or members against whom sanctions or other penalties have been recommended or awarded, or who feel that they have suffered an injustice within SASK WTF will have the right of appeal of any recommendation or decision and the right to present their complaint to the Appeal Board. Individual members of Taekwondo Canada may present matters for consideration by the Appeal Board. The Board of Directors or by the Executive Committee may also refer matters to the Appeal Board.

12.3. APPEAL BOARD

Role and Composition The Appeal Board will be an independent body of a Chair and up to four additional individuals selected by the Board of Directors for the purposes of hearing complaints from Taekwondoists regarding any matter and hearing appeals to findings of the Disciplinary Committee.

12.4. SELECTION OF THE APPEAL BOARD

The Board of Directors shall select an Appeal Board consisting of a Chair and up to five members to hold office until such time as the Board of Directors replaces them. The Board may fill any vacancy in the Appeal Board.

12.5. APPEALS

Appeals: Appeals may be presented to the Chair of the Appeal Board.

Grounds for Appeal: A party (either the complainant or the respondent in any matter) may appeal to the SASK WTF Appeal Board from a SASK WTF finding and / or determination(s). Grounds for appeal could include, for example:

- that the investigation was conducted in an unfair or biased manner
- that the findings of fact contained in the investigation report are insufficient to support a determination that discrimination or harassment has been established.

Time Is Of The Essence: Appeals must be registered within 30 days of receipt of a Disciplinary Committee finding, and such appeals will be presented to the Appeal Board for resolution. Other matters may be presented to the Appeals Board at any time. The Appeal Board shall render their decision within thirty (30) days of receipt of the registered appeal request by the Secretary.

Participation: In an appeal regarding a SASK WTF determination(s), the complainant and the respondent shall be entitled to participate in the appeal process. They shall also be entitled to call witnesses on their behalf.

Appeal from Inaction: A complainant may also appeal to the Appeal Board from a SASK WTF's decision not to deal with a complaint. In such a case, the respondent shall not be identified in the appeal and shall not be entitled to participate as a respondent in the appeal.

Notice of Appeal: The notice of appeal must be made in writing to the SASK WTF Secretary, within 30 days of the appellant receiving notice of the SASK WTF decision with respect to sanctions, and must state the specific grounds for the appeal. A copy of the notice of appeal shall be promptly provided to the President, the SASK WTF Official, the Head of Team if the appeal involves conduct at Games, and to every person entitled to participate as a respondent in the appeal.

The Hearing: The following persons may appear before the SASK WTF Appeal Board at its closed hearing and make representations in the appeal:

- the appellant(s);
- any person entitled to participate as a respondent in the appeal;
- the SASK WTF Official who may make representations with respect to the investigation of the appeal, the determinations and any sanctions imposed and/or recommended.
- the Head of Team who may make representations where the appeal involves conduct at Games;
- if the appeal is from a decision by SASK WTF, SASK WTF may designate a representative to make representations on behalf of SASK WTF, and;
- any other person invited by the SASK WTF Appeal Board to make representations.

No member of the SASK WTF Appeal Board having had any personal involvement in the complaint, or who is otherwise in conflict of interest, shall participate in the deliberations or decision in the appeal.

Deliberation on An Appeal: The Appeal Board's deliberations shall take place in closed session (that is, behind closed doors). The appellant(s), respondent(s) if any, and SASK WTF Official(s) or representative) shall not be present during the deliberations.

Decisions: The Appeal Board will render a written decision on the complaint or appeal, and, within SASK WTF, its decision will be final. Individuals will retain the right to further pursue their appeal(s) outside of SASK WTF.

Decisions of the Appeal Board: The SASK WTF Appeal Board, by a majority of votes cast, may:

- dismiss the appeal;
- substitute its own determination for the determination under appeal;
- substitute a sanction for the sanction under appeal; or
- remit the complaint for further investigation and/or for re-determination in accordance with its directions.

Reasons for Decisions: The SASK WTF Appeal Board shall provide a written decision with supporting reasons. Minority and dissenting reasons may also be provided. A written copy of the reasons shall be provided to the appellant, to any respondent in the appeal, to SASK WTF if applicable, and to the Head of Team if the appeal involves conduct at Games.

Appeal Summaries A summary of each appeal and the reasons for disposition shall be published annually in such a form as to protect identities of individuals involved.

12.6. REPORT

The Appeals Board will present its annual report to the Annual General Meeting and to the Board of Directors.

Article 13 - Technical Committee

Under construction

Article 14 - Athlete and coaching development

Under construction

Article 15 - Executive Director and Committee

Duties

Term of Office: Committee Chairpersons term of office are three (3) years to be selected in the same year as the President's election. They will chair their committee until the Board of Director's vote to appoint new committee chairs following the President's election.

Special Circumstances: In the event that a Disciplinary or Appeal Committee is still meeting on a current matter, that committee will continue until a decision is rendered. They will not deal with any new matters unless directed by the Board of Directors.

Removal: Committee chairs can be removed by the Board of Directors if they are deemed to be not adequately performing their prescribed function. Vacancies may be filled by the Board of Directors

Description:

Referee committee

- Order and stock Rule books
- Set levels & criteria of referees
- Determine when, where to conduct and oversee seminars & testing
- Submit and maintain a non deficit budget for referee seminars
- Select & delegate qualified seminar instructors & assistant instructors
- Keep ID records of referees (including level & experience)
- Issue certificates and member ID cards
- Have a contact & mailing list available for tournament hosts
- Referee Chairman is to be the chairman for the Provincials

Tournament Organizing Committee

- Organizing of black belt competition at Provincials including draws
- Details of expectations & guidelines,
- Provincial medals (ordering and stock)
- Which incomes to share and allowable expenses
- What is hosting risk? (t-shirts, other sales, programs...)
- Maintain and update Guidelines for a sanctioned Provincial Event
- Supply tournament package template to Hosting Organization
- Produce a "*Hosting manual*"

Constitution Committee

- Constitutional revisions to review and present to members
- Policy & Procedure manual update
- Five Year Plan to renew

Communications Committee

- Newsletter
- Web site

Membership Committee

Collecting of fees and original receipts
Entry into database of information for associations use
Printing & distribution of member books

History committee

To compile and maintain tournament records of Saskatchewan athletes at the National and International level. This record shall be available in the handbook and revised upon each new printing. It is possible that this could be included on the web site either as a downloadable Handbook document or as a page on it's own.

Harassment & Screening committee

Secure copy of policy on computer disk.
Finalizing of guidelines
Zone and school reps
Securing of personal information
Board to be final appeal process

Awards and Sanctions Committee Chairman

- Also Chairman for Disciplinary Committee
- All forms required for all "Awards" available.,
- General notification of deadlines, eligibility details and follow-up report requirements to Grandmasters, Board, Instructors and students in a timely manner.
- Final notification of deadlines to Grandmasters, Board, Instructors and students especially to any deserving athlete's that have not yet submitted.
- Collection of award nomination forms.
- General notification of award nomination list to SASK WTF board for review.
- Keep a file of all submitted award nomination forms and correspondence for future reference with a copy going to the Secretary for archival filing.
- Notification to the successful award nominee's and their follow-up report requirements and deadlines.
- Confirm in writing that the follow-up report satisfies all of the requirements of the awards to the board of SASK WTF and specifically the Treasurer.
- Searching and applying for any outside grants that are available.

Disciplinary committee

- Chaired by Awards and Sanctions Committee
- Makeup - Special advisors and other persons designated by the Board of Directors
- Handle hearings as per Disciplinary Action guidelines
- Render decisions on written request for Disciplinary matters
- Report their findings and recommendations to the Board of Directors.

Appeal Board committee

- Chairman and up to 5 members to hold office
- Handle hearings as per Appeal Policy guidelines
- Render decisions on written request for Appeal Policy matters
- Report their findings and recommendations to the Board of Directors.

Secretary

- Ensure all information is communicated to directors
- Minutes
- Meeting notices
- Secure and reserve meeting room
- Up to date constitution on file available upon request
- Keeper of the archives and web site

Treasurer

- Book keeping
- Budget (Sport Profile)
- SASK Sport reports (Follow-up)
- Map Grant Splits
- STI Committee submissions for SASK Sport requirements

Vice President

- Seat on STI Committee

S.T.I. Committee

- Represent WTF at S.T.I. meetings by Vice President and Board Member
- Ensure that a report is emailed to all Directors within one week of meeting
- Ensure minutes of meetings are passed on to directors in a timely fashion
- Ensure that SASK WTF is present at all SASK Sport meetings and AGMs
- STI Report will be included on all Board of Director meeting Agendas.

President

- Chair SASK WTF meetings as per constitution.
- Represent SASK WTF at Taekwondo Canada meetings and functions as required.
- To first consult with board regarding decisions on Taekwondo Canada matters.
- To report on a timely basis results of Taekwondo Canada meetings.
- To share all correspondence available between the Taekwondo Canada directors and Executive.
- Co-ordinate communication between the SASK WTF Board and Executive as well as all committees
- To delegate any committee functions that are not adequately being performed.

Article 16 - SPORT Budget Process

Budget Process

1. SASK Sport's **Sport Profile Seminar** should be attended by directors responsible for budget.
2. The directors are to inform the members of each school of any changes and ask for their input for suitable projects that need to be included in the Sport Profile.
3. Branch school instructors are to set up project submissions according to members recommendations and submit to the board of directors.
4. Directors meeting to draft the budget in consultation from the Board of Directors.

Sport Profile Committee:

1. the compiling of the finished budget or Sask Sport Profile will be the responsibility of the Treasurer or whomever the Treasurer may require to assist. The finished budget has to be approved at Board of Directors meeting prior to submission to STI and Sask Sport
2. input for the budget shall come from any and all Directors with input through them from the membership.
3. compile a preliminary budget report with projected grants and membership numbers for discussion, revision and approval at a Board of Director's meeting preferably held in November. This draft report should be available to the Directors at least two weeks before the Board Funding meeting.
4. Complete the Year end follow-up report for STI and Sask Sport.

Sport Profile Definition and Guidelines:

1. the annual budget is the Sports Profile Grant Application that is required by Sask Sport and approved by the board of Directors. The document becomes a pre-approved spending plan to allow the projects to run their course without further board meetings or delays in payments. Any revisions will require SASK WTF Board of Director's approval and a written request to Sask Sport. Sask Sport will require that SASK WTF receive their written approval before the changes can be implemented.
2. The fiscal year of the Corporation is April 01 to March 31 of the following year

3. Grants are to be spent according to Sask Sport's guidelines
4. Provincial projects are to be funded first and the balance loosely split according to membership, with consideration to their self help contribution.
5. Self Help that is raised by local associations to meet their requirement shall have those funds returned to that local area to complete projects that were requested in the budget process. Before SASK WTF can release these funds, the expense claim will have to be signed by the signing authorities of that local association. Signing authorities of the local associations will have to be members of SASK WTF.
6. Saskatchewan athletes, coaches and officials must be a paid up member before receiving any SASK WTF funds

Annual General Funding Sub-Committee:

1. shall be composed of a chairperson appointed from the board of directors and as many committee members that are deemed necessary. It may also be the same construction as the Sport Profile Committee.
2. the chairperson must understand the Sask Sport Profile guideline and follow-up
3. shall receive their input and advice from the branch clubs and instructors as to their wishes for programs in their area with great consideration to the special advisors' instruction and guidance
4. shall use a report from the Budget Committee to establish funding divisions according to Sask Sport and Saskatchewan W.T.F. Tae Kwon Do Association Inc. guidelines
5. shall compile a report for the budget committee that indicates what spending blocks the projects appear in. The projects are to be broken down into each area (zones) and what expenditure amounts are being funded from self help, grants or a combination of both. The projects require dates of completion.
6. Follow-up reports on the projects are required 1 month after the fiscal year end. It is to include information on all aspects of each project including dates, number of athletes, etc.
7. shall inform the Directors of all committee meetings for their attendance if they are available.

Sask First Sub-Committee:

1. shall be composed of a chairperson appointed from the board of directors and as many committee members that are deemed necessary

2. the chairperson must understand the Sask Sport Profile guideline and follow-up
3. shall receive their input and advice from the branch clubs and instructors for programs that have special emphasis on the elite Athletes and Provincial Team with great consideration to the special advisors' instruction and guidance
4. shall use a report from the Budget Committee to establish funding divisions according to Sask Sport and Saskatchewan W.T.F. Tae Kwon Do Association Inc. guidelines
5. shall compile a report for the budget committee that indicates what spending blocks the projects appear in. The projects are to be broken down into each area (zones) and what expenditure amounts are being funded from self help, grants or a combination of both. The projects require dates of completion.
6. Follow-up reports on the projects are required 1 month after the fiscal year end. It is to include information on all aspects of each project including dates, number of athletes, etc.
7. shall inform the Directors of all committee meetings for their attendance if they are available.

Fundraising Sub-Committee:

1. composed of an appointed board member as chairperson with as many committee members as required by the chairperson
2. purpose to co-ordinate fundraising methods and develop corporate sponsors
3. to compile and report to the Budget Committee chairperson of the projected new fiscal year's sponsorship, Self Help and Membership Fee's Revenue. In short, all revenue except the Sask Sport Grants. The report should be delivered to the President and Secretary/Treasurer by January 1st of each year.

Special Committees:

1. any special committee that will be required shall report their findings in a written report. The report shall be signed by the chairperson then delivered to the President, the Secretary/Treasurer and all of the board members. Further action will be a decision of the board.

Sask Sport AGM:

1. shall be attended by the President and the Secretary/Treasurer or board members approved in their absence. The President shall make a written report for all board members.

S.T.I. Committee

1. VP and Board Member should be the SASK WTF representatives for this committee. A written report should be emailed to all Board of Directors within one week of STI meetings. STI items should automatically be included on all SASK WTF Board of Director meeting agendas.

Article 17 - LONG TERM PLAN

The long term plan will be a five (5) year plan. Goals are not listed in order of priority.

2004 Year One:

- to continue to build a permanent trust fund to assist in future self help
- to complete, print and distribute the Revised Policies and Procedures Manual
- to set the guidelines for hosting a SASK WTF sanctioned Taekwondo tournament or Provincial Championships
- to host 1 to 2 Provincial Referee Certification Seminars in the year 2004.
- begin collecting all past records and accomplishments of W.T.F. Tae Kwon Do in Saskatchewan for Sport History purposes (Awards Committee)
- set up a committee to investigate fundraising methods and to compile and present a report to the board
- establish a procedure for recording competition results and a possible ranking system
- expansion into all zones (sponsorship of new clubs by SASK WTF) especially Zone 5
- further administrative efficiency with the purchase of required equipment and relevant education
- develop future First Nations instructors and identify potential 2004 NAIG competitors and coaches
- develop NCCP Instructors for the NCCP TKD Technical Component
- To discuss the NCCP Practical requirements for Provincial certification and licensing.
- Establish an Athlete Representative to sit on a voting Board position elected by Saskatchewan Athletes. This Athlete Representative will also sit on the National Athlete Council as the Saskatchewan Representative.

2005 Year Two:

- continue to build up a permanent trust fund for future self help
- evaluate and improve the provincial tournament
- continue to hold 1 to 3 Provincial Referee Certification Seminars per year
- to compile and organize the past records of W.T.F. Tae Kwon Do for Sport History purposes
- utilize the Fundraising Committee's report and aggressively approach potential corporate sponsors
- implement the competition ranking and recording system
- continue expansion in all zones
- develop and implement the NCCP Practical Program component
- to begin hosting of the NCCP technical programs towards the certification of Level I, II, III coaches
- begin planning a Provincial Summer Camp to provide a variety of seminars to all Saskatchewan Tae Kwon Do athletes with specialize instruction in Poomse (patterns), Self-Defence and Kyorugi (sparring) with separate sessions emphasizing such topics as strategy, stamina training and stepping practice
- establish a committee to develop an unified Saskatchewan Team Training approach to develop potential National and Olympic athletes.
- develop a program evaluation process for the projects
- consolidate the Tournament Sanctioning Process
- develop and implementation of the Western Canadian Championships concept. Possible pre-requisite to National participation
- strong NAIG Game involvement

2006 Year Three:

- continue to enlarge the permanent trust fund
- a committee formed to establish an Award Night and Banquet to honour the athletes, coaches and especially the volunteers that have promoted W.T.F. Tae Kwon Do; to coincide with the Provincial Tournament
- to evaluate the Sport History Project and record keeping of SASK WTF
- secure a corporate sponsor
- continue expansion projects with a focus on getting involved in the school system and community programs
- Have at least 2 qualified NCCP technical Instructors to teach the NCCP Taekwondo technical course for the NCCP Levels I, II, III
- implementation of the Summer Camp
- finish and implement the unified Saskatchewan Team Training approach to allow the provincial athletes with national potential to train together to better the team
- strongly promote national potential athletes with sponsorship to major events in and out of Canada to develop them for the 2007 Pan-Am Games and the 2008 Olympics
- Special Fundraising projects to sponsor elite athletes to train in elite training camps or centres such as Korea, Spain or USA.
- Implementation of the Western Canadian Championships
- analyze to potential for SASK WTF to host a National Event in Saskatchewan.

2007 Year Four:

- continue to enlarge the permanent trust fund
- implement and expand the Awards Night with more awards, possibly corporate sponsored
- establish a committee to access the Sask Sport History Grant and develop a permanent record keeping and archives. Seek to get Sport Hall of Fame recognition for deserving Taekwondo builders.
- continue to seek corporate sponsors
- refine the Summer Camp
- further expansion into the school system
- refine implementation of the NCCP technical and practical course for Level I, II, III coaches
- continue to refine an unified Saskatchewan Team Training program to have a successful member on the Canadian Team for the 2007 Pan-Am Games
- promotion and sponsorship of Olympic Potential Athletes to ready them for the 2008 Olympics
- review of the Long Term Plan and directions for the next Five Year Plan
- Special Fundraising projects to sponsor elite athletes to train in National Training opportunities
- Involvement in the Multi Sport Western Canada Games and or Canada Games
- host a National event in Saskatchewan

2008 Year Five:

- review the permanent trust funds' purpose and status
 - analyze successes and failures
 - continue to analyze corporate sponsorship and revise the product approach as required
 - one unified Saskatchewan Team Training program should be in place to allow exposure of all elite athletes to the best training and competition that the SASK WTF can provide. The Saskatchewan athlete should expect no less from the SASK WTF.
 - revise policy and procedures manual
- Secure SASK WTF as the “SGB” for Taekwondo in Saskatchewan.