

| | | | |
|---|---|------------------------|-----|
| Taekwondo Ireland (TI) Document Register | | Approval Date: | |
| | | Review Date: | |
| | | Version No: | 1.1 |
| President: | Sign:  | Name Martin Fleming | |
| Vice-President: | Sign: | Name Aine Jones | |

Policies and Procedures

| Document Number | Document Title | Principle Folder |
|------------------------|---|-------------------------|
| 1.1.b.1 | Taekwondo Ireland - Induction Manual 2021 | P1 |
| 1.1.c.1 | Taekwondo Ireland - Org Chart | P1 |
| 1.1.d.1 | Taekwondo Ireland - Access and Equity Policy | P1 |
| 1.1.d.2 | Taekwondo Ireland - Feedback Procedure Policy | P1 |
| 1.1.d.3 | Taekwondo Ireland - Garda Vetting Policy | P1 |
| 1.1.d.4 | Taekwondo Ireland - GDPR Statement | P1 |
| 1.1.d.5 | Taekwondo Ireland - Membership Policy | P1 |
| 1.1.d.6 | Taekwondo Ireland - Volunteer Policy | P1 |
| 1.1.d.7 | Taekwondo Ireland - 9 Grounds of Discrimination Policy | P1 |
| 1.1.d.8 | Taekwondo Ireland - Anti Bullying Policy | P1 |
| 1.1.d.9 | Taekwondo Ireland - Child Safeguarding Statement | P1 |
| 1.1.d.10 | Taekwondo Ireland - Coaches Policy | P1 |
| 1.1.d.11 | Taekwondo Ireland - Code of Conduct Policy | P1 |
| 1.1.d.12 | Taekwondo Ireland - Health and Safety Policy | P1 |
| 1.1.d.13 | Taekwondo Ireland - Photography Policy | P1 |
| 1.1.d.14 | Taekwondo Ireland - Principle 5 of Good Governance Policy | P1 |
| 1.1.d.15 | Taekwondo Ireland - Racial Vilification Policy | P1 |
| 1.1.d.16 | Taekwondo Ireland - Social Media Policy | P1 |
| 1.1.d.17 | Taekwondo Ireland - Supervision Policy | P1 |
| 1.1.d.18 | Taekwondo Ireland - Supporters Policy | P1 |
| 1.1.d.19 | Taekwondo Ireland - Principle 4 of Good Governance Policy | P1 |
| 1.3.b.1 | Taekwondo Ireland - Board Members Org Chart | P1 |
| 2.1.f.1 | WTI Policy - Garda Vetting | P2 |
| 2.1.f.2 | WTI child safeguarding statement | P2 |
| 2.1.i.1 | Taekwondo Ireland - Child-Safeguarding-statement | P2 |
| | | |
| | | |

Forms

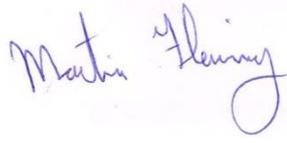
| Form Number | Form Title | Relates Policy / Procedure |
|--------------------|---|-----------------------------------|
| | Feedback Form | Feedback Procedure Policy |
| | Suggestion Form | Feedback Procedure Policy |
| | ITU Representative Form | Code of Conduct Policy |
| | Dan Grading Registration Form | |
| | Club Membership Form | Membership Policy |
| | | |
| | | |

President of Board [Date]

Secretary of the Board [Date]

Board Member [Date]

Board Member [Date]

| | | | |
|---|--|------------------------|----------|
| Taekwondo Ireland Access and Equity Policy | | Approval Date: | 05/07.21 |
| | | Review Date: | 05/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name Martin Fleming | |
| Secretary: |  Sign: | Name Áine Jones | |

Access and Equity Policy

PURPOSE

To ensure that Taekwondo Ireland continues to strive towards access for diverse members and volunteers and that all people associated with the club are treated equally and fairly, with dignity and respect.

POLICY STATEMENTS

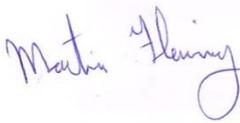
The organisation will:

- Value the diversity of its participants and welcomes people of all abilities and backgrounds to participate in the club
- Ensure equity is adopted across all areas of its operations including representation in areas of decision-making. The development of consistent and transparent procedures for selection, dealing with grievances etc will assist in the fair treatment of those associated with the club
- Respect the rights, dignity and worth of every person and will treat everyone equally, regardless of age, gender, race, ability, religious belief, sexuality and /or preferences or social / economic status
- Recognise the role every person plays to make the club a success. Success is not only measured by the on-field results, but by the feel and atmosphere of the club

- Commit to everyone having the right to enjoy their sport in a friendly and positive environment, free of harassment and intimidation and abuse. All club members have a responsibility to oppose discriminatory behaviour and promote equality in opportunity
- Deal with any incidence of discriminatory behaviour seriously, according to club disciplinary guidelines and grievance procedures. These dealings should be transparent and consistent
- Help new members feel like they belong, by introducing them to other members and showing them around the club
- Ensure that where juniors are concerned, that equal learning opportunities and playing time are put ahead of winning.

PROCEDURES

Relevant to this policy are procedures relating to selection, appointment of club positions, grievance and complaint procedures, junior coaching guidelines and member and volunteer induction.

| | | | |
|--|--|------------------------|------------|
| Taekwondo Ireland Feedback Procedure Policy | | Approval Date: | 21/07.2021 |
| | | Review Date: | 21/07.2021 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name Martin Fleming | |
| Secretary: |  Sign: | Name Aine Jones | |

Taekwondo Ireland Feedback Procedure

This procedure is to be used in conjunction with the Irish Sports Council Code of Ethics and Best Practice for Youth Sport and the guidelines for members, team Mentors and Officials The procedure is designed to provide guidance to Mentors, players and their representatives on the general principles, which apply in the operation of the Feedback’s procedures. These guidelines are not legally binding; however, an arbitrary body can take into consideration the provisions of the code when issuing decisions.

A Feedback is an expression of dissatisfaction, which suggests a failure to perform a function or provide a service in line with stated policies and practices. It gives the Club the opportunity to put something right which has gone wrong or restore a service to the required standard. Feedbacks will ensure that faults and mistakes are acknowledged and that remedies are provided. Confidentiality should be maintained in respect of all issues and people in cases of abuse, welfare or bad practice with young members. A guarantee of confidentiality or undertakings regarding secrecy cannot always be given, as the welfare of the young person will supersede all other considerations. It is important that the rights of all concerned in the Feedback are protected. All information gathered be treated in a careful and sensitive manner and will be discussed only with those who need to know. Giving information to others on “a need to know” is not a breach of confidentiality. All persons involved in a protection process (the player, the parents/guardians, the alleged offender, his/her family, Mentors) will be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure. All information in relation to Feedbacks will be stored in a secure place, with limited access only by designated people. The requirements of Data protection legislation will be adhered to. Anonymous Feedbacks or rumours can be difficult to deal with but should not be

ignored. In all cases the safety and welfare of the Club members (particularly young members) is paramount. The information should be brought to the Children's Officer. The information should be investigated and handled in a confidential manner. Stages in the Feedbacks Procedure: The vast majority of Feedbacks are best resolved informally and at the point nearest to the delivery of the service.

If the Feedback cannot be resolved at club level then the following steps should be followed:

- Receiving a Feedback – Feedbacks received via Feedback form
- The Feedback should be acknowledged within 5 working days of its receipt.
- Feedbacks will be reviewed by board at next available meeting
- Investigation committee will be formed if necessary as decided by board actions
- An investigation committee consisting of the Chairperson, the Children's Officer and an ordinary member of the Club will be set up. If any member of the investigating committee has a vested interest in the Feedback, they must step aside from the investigation.
- Committee will liaise with parties involved
- Club Codes, Policies and Procedures checked.
- The Mentor/Player/Parent/Guardian against whom the Feedback has been made should be notified of the nature of the Feedback by telephone and in writing.
- If a Feedback made against the Mentor is of a serious nature, the Mentor should be asked to temporarily step aside during the investigation and a care taker Mentor should be put in place.
- If a Feedback is of a suspected abuse (sexual or physical) the Statutory Authorities should be contacted to receive professional guidance. Child protection policy invoked.
- All letters of Feedback should be kept safely and confidentially.
- Letters of Feedback remains the property of Taekwondo Ireland. They will remain confidential and will not be read at a meeting or circulated to any person.
- Appointment of Investigation Committee: The investigating committee will deal all incidents of suspected misconduct including of bullying, however, any Feedback concerning child abuse will be referred to the appropriate Statutory Authorities.
- Dealing with the Feedback: On receiving a Feedback, the investigation committee will inform the individuals involved with details of the Feedback being made.
- Each party to the Feedback will be afforded the opportunity of providing a response verbally at a meeting with the investigation committee.
- If either party does not attend the meeting, they will be offered the opportunity of providing a response in writing.
- If either party fails to co-operate with the investigating committee, the investigation will continue.
- An underage player must be accompanied by a parent/guardian.
- If a parent/guardian is party to the Feedback, an underage player should be accompanied by an independent adult of their choice.
- In certain circumstances the investigation committee will enlist the assistance of professional help.
- In delivering its findings, the investigating committee will furnish a written report giving details of the procedures followed, investigation conclusions and recommendations or any actions to be taken.
- The written report will be signed by all members of the investigating committee.
- All parties to the Feedback will receive a copy of the investigating committee's findings.
- Sanctions: Where it is established that an incident of misconduct has taken place, the investigation committee will notify the member (verbally and in writing) of any sanctions or corrective actions being imposed and the reason why.

- If the member is under 18 years of age, correspondence should be addressed to his/her parents/guardian. Club Codes, Policies and Procedures. Page. 30
- Appeals: If either party to a Feedback is unhappy with the outcome of the investigation committee, they have the right to appeal the decision to an appeals committee (independent of the investigation committee).
- All appeals should be made in writing within 7 days of the issuing of the investigating committee's findings.
- At least one member of the Executive will be a member of the appeals committee.
- The appeals committee will have the power to confirm, set aside or change any corrective action imposed by the investigation committee.
- Having exhausted all procedures to resolve a Feedback, if any party is still not satisfied with the outcome, the matter will be referred to the National Children's Officer.
- The Committee's decision on any appeal will be final.
- Filing of Feedbacks: All correspondence, reports, minutes and findings will be treated with confidence, securely filed and will remain the property of Taekwondo Ireland.
- The provisions of the Data Protection Act 1998 and 2003 will be adhered to i.e., information will be obtained fairly, it will be kept for one or more specified, explicit and lawful purposes, it be used only in ways compatible with the purposes for which it was given, it will be kept safe and secure, it will be kept accurate and up to date, the data collected will be adequate, relevant and not excessive and finally it will not be retained longer than is necessary.

Article 18 – Dispute resolution

(a) Subject to all internal avenues of appeal having been exhausted, this Article shall apply to any dispute or difference arising out of, in connection with or under these Articles of Association or any rules, bye-laws, codes, policies or equivalent of Taekwondo Ireland. This shall include without limitation any dispute arising out of, under or in connection with the legality of any decision made or procedure used by Taekwondo Ireland or any part of it.

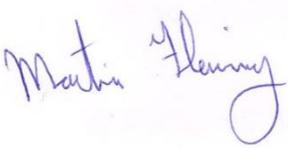
(b) Each such dispute or difference shall be referred to Just Sport Ireland (JSI) for final and binding arbitration by a single arbitrator in accordance with the JSI Arbitration Rules and in accordance with the Arbitration Act 2010 as amended.

(c) This Article shall also apply to every participant and member of every Unit (as defined below). Each such participant or member is bound to refer any dispute or difference which remains unresolved after all internal avenues of appeal have been exhausted to JSI arbitration in accordance with sub-article (b) above.

(d) The provisions of this Article shall apply notwithstanding any other provision to the contrary contained within these Articles of Association and/or any other rules, byelaws, codes, policies or equivalent of Taekwondo Ireland and/or any Unit from time to time. This Article applies notwithstanding the level within Taekwondo Ireland that any such dispute or difference occurs in the first instance.

(e) The effect of this article is to prohibit any party to such dispute or difference from commencing legal proceedings before the Courts.

(f) The purpose of this article, "Unit" means any team, association, club or committee or subcommittee or other grouping, association or entity of any type, which is in turn a member, part of, affiliated to or governed by Taekwondo Ireland.

| | | | |
|---|--|------------------------|----------|
| Taekwondo Ireland Garda Vetting Policy | | Approval Date: | 13/07.21 |
| | | Review Date: | 13/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name Martin Fleming | |
| Secretary: |  Sign: | Name Aine Jones | |

Garda Vetting Policy

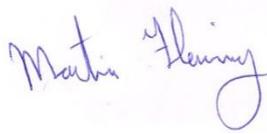
Taekwondo Ireland provides Garda Vetting to all registered clubs. This includes all who have any role that has contact with minors or vulnerable adults that train with them. These can be coaches, assistance coaches, first aid, Children's Officers, Designated Liaison Person, Mandate Person and any other person in your club who is in contact with your members.

Taekwondo Ireland will require this Garda Vetting be in place for all who have contact with Children & Vulnerable Adults in according to the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012-2016.

All persons will be re-vetted every 3 years in accordance with Section 20 of the National Vetting Bureau (Children & Vulnerable Persons) Acts 2012-2016. Clubs will be informed when the first join Taekwondo Ireland. There after they will be informed at yearly renewal of membership at start of each year and also at yearly AGM held mid-year.

All disclosures with any type of report will be discussed at the next board meeting if deemed an emergency an Emergency Board meeting will be called and all relevant persons will attend, and all follow up meeting or reporting will be conducted by the relevant persons. (Children Officers, Mandate Persons and / or Designated Liaison Person.)

all information or form needed can be requested from gv.taekwondoireland.ie

| | | | |
|---|--|------------------------|----------|
| Taekwondo Ireland ITU GDPR Statement | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name Martin Fleming | |
| Secretary: |  Sign: | Name Áine Jones | |

Taekwondo Ireland GDPR Statement

Taekwondo Ireland collect the following information:

Club application forms:

Data collected is held on a secure server and is not made available to third parties.

These forms are held for one year and renewed the following year.

Instructors are welcome to access and change this data at any time.

Club Member Spreadsheets.

Member list are collected each year and stored on a secure server, encrypted with 128 bit encryption and password protected and is not made available to third parties.

Spreadsheets are deleted each year.

From 2019 each Taekwondo Ireland member will be issued a digital form which will allow them to give their own consent to data being held.

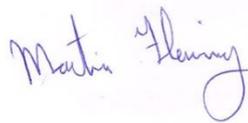
GMS GAL Applications:

We have been touch with the WT GMS Team and they are currently consulting with lawyers to prepare a statement on GDPR and how and why data is stored.

Kukkiwon applications:



We are awaiting a response from the Kukkiwon

| | | | |
|--|--|----------------|----------------|
| Taekwondo Ireland Membership Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name | Martin Fleming |
| Secretary: |  Sign: | Name | Áine Jones |

Policy on Annual Taekwondo Ireland Membership Updated July 2021

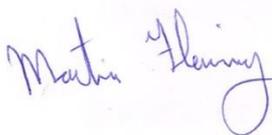
- Club Membership - €100 per annum for each club registered, due January 1st each year with Club Registration form, all applications will be reviewed on an annual basis by the Executive Committee at its first meeting.
- Student/Individual Membership - €25 per student Child Under 11 €15 Per annum due by 31st January each year. Students who are not registered will be unable to take part in Gradings or Taekwondo Ireland sanctioned events. Forms must be submitted and WTF Gal cards will be issued. Students must reside in Ireland or be in possession of an Irish passport if resident outside of Ireland.
- Clubs must register all members to Taekwondo Ireland.
- Criteria for membership of Taekwondo Ireland. Club affiliation: Club must be based in Ireland. Club must practice World Taekwondo and must agree to be bound by the rules of Taekwondo Ireland.
- Individual Membership criteria: Membership can only be provided through a registered Taekwondo Ireland club. Members must train primarily in the Taekwondo Ireland club through which they are registered. Members must agree to be bound by the rules of Taekwondo Ireland. Individual membership will be reviewed on an annual basis.
- Taekwondo Ireland reserve to the right to refuse membership of any club or individual. Taekwondo Ireland reserve the right to revoke membership at any time at the discretion of the organisation.
- GRADINGS: All registered Taekwondo Ireland clubs must follow the Taekwondo Ireland grading syllabus and agree to notify the Taekwondo Ireland grading panel at least 4 weeks before any Kup Gradings are held.
- Taekwondo Ireland registered clubs must agree to purchase and issue Taekwondo Ireland certificates only. All certificates must be paid for before commencement of grading.

- Taekwondo Ireland 4th Dan registered instructors will be allowed to conduct their own Kup Gradings and must issue Taekwondo Ireland grading certificates.
- All Taekwondo Ireland registered clubs can request a member of the grading panel to conduct the grading (mandatory for instructors under the rank of 4th Dan)
- Clubs must notify Taekwondo Ireland Grading Director if they wish to invite non-Taekwondo Ireland members, i.e., foreign or domestic Masters, to conduct Gradings.
- Instructors who have a Kukkiwon Certificate of 4th Dan and above may apply to sit on the Grading Panel.
- Dan gradings: Taekwondo Ireland must be notified and all Dan gradings must be co-ordinated with the Taekwondo Ireland Grading Director
- Instructors will be required to take part in Instructor Training, Referee & Corner Judge and any other applicable courses which are run throughout the year in order to update their skills.
- All Instructors must complete a Code of Ethics course.
- Instructors must nominate two people (one male, one female) from their club to become Children's Officers. Nominated Children's Officers must then attend a Code of Ethics and a Children's Officers course and submit the details to Taekwondo Ireland. These courses are available through your Local Sports Partnership.
- Instructors and Students must abide by the Taekwondo Ireland Rules Regulations & Code of Conduct which is available to download on www.taekwondoireland.ie
- Instructors must submit Garda Vetting Applications through the Taekwondo Ireland.
- Clubs must agree to state that they are affiliated to Taekwondo Ireland, World Taekwondo, European Taekwondo and Olympic Council of Ireland on any promotional material or advertising.
- Clubs must consult with the Taekwondo Ireland on use of logos.

Sanctions:

Please note the changes in membership terms and conditions with regards to gradings. It has been decided by the executive committee that any clubs who do not adhere to these conditions throughout the calendar year will be deemed non-compliant and will be charged an increased annual fee of €300 in the following year rising to €500 in the third year. The club registration form can be found online at:

<https://goo.gl/forms/i0pEnLcdixkwFwKq2>

| | | | |
|---|--|----------------|----------------|
| Taekwondo Ireland Volunteer Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name | Martin Fleming |
| Secretary: | Sign:  | Name | Áine Jones |
| | | | |

Volunteer Policy

PURPOSE

To ensure that volunteers are well catered for and treated with respect and that volunteer management is in line with legal requirements and Taekwondo Ireland's principles

POLICY STATEMENTS

- Taekwondo Ireland values the role of volunteers as essential to the organisation. Volunteers are respected for their skills and talents
- Taekwondo Ireland aims to maximise volunteers' potentials by creating opportunities to utilise their talents and abilities and supporting them to develop social connections
- Taekwondo Ireland will clearly specify the work of volunteers through role descriptions to ensure that roles match volunteers' skills, interests and capabilities
- Taekwondo Ireland will provide induction to volunteers and ongoing support as required
- The duty of care for the volunteer remains with the board of Taekwondo Ireland
- Taekwondo Ireland will provide a safe and healthy workplace as far as is practical
- Taekwondo Ireland will reimburse volunteers for any purchases where receipts can be provided. Volunteers will not be reimbursed for general costs e.g., phone, travel unless approved
- Volunteers will be briefed and provided training on the relevant legislative requirements related to their role, Volunteers will be subject to child safety checks and Garda vetted.
- All volunteers must adhere to the policies and Code of Conduct and need to understand that failure to do so may result in disciplinary action or dismissal



- All volunteers will be subject to a Probationary Period of 6 months to ensure that the role is right for them and that they are suitable for the role
- Volunteers have the right to refuse work which is outside their role description or skillset
- Volunteers have the right to leave their role but should give as much notice as possible. The Club Committee can decide to terminate a volunteer position for just cause e.g. gross breach of the Codes of Conduct. Dismissal in other instances will be a last resort after other attempts or approaches have failed.

The Volunteer Policy applies to all volunteers of the organisation.



| | | | |
|--|--|----------------|----------------|
| Taekwondo Ireland Nine Grounds of Discrimination Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name | Martin Fleming |
| Secretary: |  Sign: | Name | Áine Jones |

The Nine Grounds of Discrimination

1. **Gender:** A man, a woman or a transsexual person (specific protection is provided for pregnant employees or in relation to maternity leave)
2. **Marital Status:** Which means single, married, separated, divorced, or widowed.
3. **Family Status:** This means having responsibility either as a parent or as a person in loco parentis for someone below 18 years of age, or as a parent or resident primary carer for someone 18 years or over with a disability who requires a high degree of support and attention.
4. **Age:** In general this means people in employment between the ages of 18 and 65; and people in vocational training between the ages of 15 and 65.
5. **Disability:** This is broadly defined including people with physical, intellectual, learning, cognitive or emotional disabilities and a range of medical conditions
6. **Race:** Includes race, colour, nationality, ethnic or national origin.
7. **Sexual Orientation:** Gay, lesbian, bisexual or heterosexual; (The Court of Justice in PSV held that discrimination against a transsexual constituted discrimination on the grounds of sex.)
8. **Religious Belief:** Includes religious background or outlook or lack of religious belief.

- 9. Membership of the Traveller Community:** People who are commonly called Travellers, who are identified both by Travellers and others as people with a shared history, culture and traditions, identified historically as a nomadic way of life on the island of Ireland.

Taekwondo Ireland will ensure that all activities are accessible in a safe and non-judgemental environment under the employment equality act 1998 and the equality act 2004.

What is Discrimination?

Discrimination is defined as less favourable treatment. A person is said to be discriminated against if he or she is treated less favourably than another is, has been or would be treated in a comparable situation on any of the 9 grounds.

Direct Discrimination:

To establish direct discrimination, a direct comparison must be made, for example, in the case of disability discrimination the comparison must be between a person who has a disability and another who has not, or between persons with different disabilities.

Indirect Discrimination:

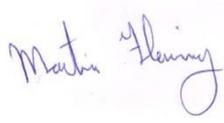
Indirect discrimination occurs when practices or policies that do not appear to discriminate against one group more than another actually have a discriminatory impact. It can also happen where a requirement that may appear non-discriminatory.

Conflict of Interest:

A conflict of interest arises when your private interests compete with your professional duties. A conflict of interest may arise, for example, if a board member influences the awarding of a contract to a company owned by a family member. It is legal to award a contract to the best qualified company, even if that company is owned by a relative, but the board member themselves could not be part of the decision-making process. This would be a conflict of interest, because their own family would benefit financially from his position. A conflict of interest can also happen in relation to connections the board member might have that are unrelated to family connections, but to do with others with whom he/she may have a business connection.

Conflict of Loyalty:

This arises where a board member may be involved in board decisions and may be (or perceived to be) potentially influenced by considerations other than the best interests of the organisation. This might happen when the board member has come onto the board as a nominee of a particular group e.g., members in a particular county, a funding body, beneficiaries or staff. This situation may possibly cause the board member to think that they should act in the interests of the grouping which nominated them. However, in all cases, regardless of their route onto a board of directors, all board members should act in the interests solely of the organisation on whose board that they sit, rather than acting in the interests of the grouping which nominated them. Conflicts of loyalty may be sufficiently serious to amount to conflicts of interest.

| | | | |
|---|---|----------------|----------------|
| Taekwondo Ireland Anti-Bullying Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: | Sign:  | Name | Martin Fleming |
| Secretary: | Sign:  | Name | Áine Jones |

Anti-Bullying Policy:

Bullying behaviour can be defined as repeated aggression. It can be verbal, psychological or physical, conducted by an individual or group against others. It includes behaviours such as teasing, taunting, threatening, hitting or extortion by one or more children against a victim.

Bullying contains seven key features:

1. An intention to be hurtful.
2. The intention is carried out.
3. The behaviour harms the target.
4. The bully overwhelms the target with his or her power.
5. There is often no justification for the action.
6. The behaviour repeats itself again and again.
7. The bully derives a sense of satisfaction from hurting the target.

Many young people are reluctant to tell adults that they are being bullied. Older youths or children are even more reluctant. A constant need for vigilance and encouragement will be underlined in the Club to report bullying.

Forms of Bullying:

- Direct bullying - where the behaviour is obvious and bystanders are aware of it e.g. physical or verbal.
- Indirect bullying - where the behaviour is more difficult to recognize e.g. intimidation or isolation.
- Verbal bullying - including slandering, ridiculing, slagging, abusive telephone calls, name calling etc.
- Physical bullying - including pushing, shoving, assaults, damage to person's property.
- Gesture bullying - includes non-verbal gestures/glances which convey threatening or frightening messages/intent.

Forms of Bullying Continued:

- E-bullying/cyber bullying - using web pages, What's App, Facebook or any other forms of social media, emails or texts, to abuse, intimidate and attack others, either directly or indirectly.
- Relational bullying - behaviour which sets out to deliberately damage another person's friendship or feelings of inclusion in a friendship group e.g. exclusion, isolation etc.
- Extortion - the deliberate extortion of money or other items of property accompanied by threats.
- Homophobic bullying - bullying that is typically aimed at young people who are gay or bi-sexual, or who are perceived to be gay or bi-sexual. It will include name-calling, isolation and violence.
- Racial bullying - can be expressed physically, socially, or psychologically when one is labelled negatively as being different from others according to one's race.
- Mobbing - This means that the target is being bullied by a group of perpetrators and not just one perpetrator.

All types and forms of bullying are unacceptable. It is important to be aware, that bullying of a child may be carried out by other children (young and old) either individually or as part of a group or by an adult/adults.

Bullying is a matter for the whole organisation.



This means that everyone in the organisation have a part to play in countering bullying.

It is the responsibility of the Club, whether through the Children's Officer(s), Mentors or other Club Officers to deal with any instances of bullying.

Child Safeguarding Statement

Section 1 – NGB / club information

World Taekwondo Ireland provides Martial arts activities and opportunities for young people through participation in clubs, regional/provincial events and through our national teams.

NGB/Club details:

- • World Taekwondo Ireland /ITU
- • Taekwondo
- • National NGB
- • 34 CLUBS
- • Olympic Taekwondo/Traditional Taekwondo

Section 2 - Principles to safeguard children from harm

World Taekwondo Ireland is committed to safeguarding children and by working under the guidance of our *NGB* Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop within sport. The following set of principles should be adhered to:

- • **Importance of childhood** - The importance of childhood should be understood and valued by everyone involved in sport.
- • **Needs of the child** - All children's sport experiences should be guided by what is best for children. This means that adults should have a basic understanding of the emotional, physical and personal needs of young people.
- • **Integrity in relationships** - Adults interacting with children in sport are in a position of trust and influence. They should always ensure that children are treated with integrity and respect, and the self-esteem of young people is enhanced.
- • **Fair Play** - All children's sport should be conducted in an atmosphere of fair play. The principles of fair play should always be emphasised, and organisers should give clear guidelines regarding acceptable standards of behaviour.
- • **Quality atmosphere & ethos** - Children's sport should be conducted in a safe, positive and encouraging atmosphere.
- • **Competition** - Competition is an essential element of sport and should be encouraged in an age appropriate manner. A child centred ethos will help to ensure that competition and specialisation are kept in their appropriate place.
- • **Equality** - All children should be valued and treated in an equitable and fair manner regardless of ability, age, gender, religion, social and ethnic background or political persuasion.

World Taekwondo Ireland 2019

Section 3 - Risk Assessment

This *World Taekwondo Ireland* written Risk Assessment document indicates the areas of potential risk of harm, the likelihood of the risk occurring, and gives the required policy, guidance or process documents require to alleviate these risks. The list of risks identified and procedures to manage these risks are contained in the following categories:

Risk Identified

Club and Coaching Practices

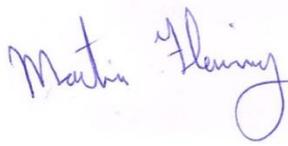
- Lack of coaching qualification.
- Supervision issues.
- Unauthorised photography & recording activities.
- Behavioural Issues.
- Lack of gender balance amongst coaches
- No guidance for travelling & away trips
- Lack of adherence with misc procedures in Safeguarding policy

Complaints & Discipline

- Lack of awareness of a Complaints & Disciplinary policy.
- Difficulty in raising an issue by child & or parent
- Complaints not being dealt with seriously

Procedure in place to manage risk identified

- Coach education policy/Recruitment policy.
- Supervision policy/Coach education policy
- Photography & Use of Images policy
- Code of Conduct / Safeguarding 1 / Complaints & Disciplinary policy.
- Coach education policy / Supervision policy.
- Travel/Away trip policy / Child Safeguarding Training.
- Safeguarding Policy / Complaints & disciplinary policy
- Complaints & Disciplinary procedure/policy / Communications procedure.
- Complaints & Disciplinary procedure/policy / Communications procedure.
- Complaints & Disciplinary procedure/policy.

| | | | |
|---|--|----------------|----------------|
| Taekwondo Ireland Coaches Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name | Martin Fleming |
| Secretary: |  Sign: | Name | Áine Jones |

Club & International Coach Policy

The Taekwondo Ireland is the National Governing Body for World and Olympic Taekwondo. We are committed to creating and maintaining the safest possible environment for all young people who wish to participate in our martial art and sport.

All Instructors and coaches must meet the following minimum criteria:

Instructors & Coaches:

- Holder of 1st Dan Taekwondo Ireland recognised Black Belt certificate or higher
- Garda Vetted (renewed every 3 years)
- Holder of Safeguarding 1 Certificate
- Gal Licence Holder
- First Aid Certificate

Holder International Coaches:

- Holder of current WTE Continental Coach Licence

Taekwondo Ireland will provide ongoing guidance/ training for new instructors and endeavour to provide opportunities for certification on an ongoing basis.

| | | | |
|---|---|----------------|----------|
| Taekwondo Ireland Health and Safety Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  | Name | |
| Vice-President: | | Name | |

Health and Safety Policy

PURPOSE

To provide a safe and healthy sporting club environment for players, spectators, volunteers, coaches and officials. This policy encourages everyone to take a role in accident / incident prevention.

POLICY

Taekwondo Ireland is committed to keeping all people associated with it safe and to manage any accidents and /or incidents in a manner which minimizes harm to individuals and the organisation.

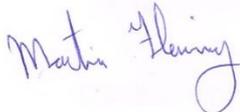
POLICY STATEMENTS

- The Club will adhere to all safety related directives from its parent body and the Committee e.g. heat policies, head injury policies
- Everyone involved with the Club is encouraged to contribute to accident prevention by reporting potential risks or dangers on sighting
- The Club will only use accredited coaches and child safeguarding Checks are compulsory for all volunteers who are likely to have unsupervised contact with minors
- The Club aims to have first aid equipment and adequately trained volunteers available for competition and training
- In the case of an accident occurring where there are no trained personnel present, club representatives will act on the side of caution and will seek medical assistance, or ambulance support
- Club coaches will ensure that players utilise personal safety equipment and that general playing equipment is well maintained
- Club officials will inspect playing surfaces to determine safety prior to play including the removal of any temporary hazards
- Accidents, incidents and near misses occurring will be documented on an accident register including the actions undertaken by Club personnel. This register will be kept by the Secretary and will be regularly viewed by the Committee to inform risk management strategies required
- Taekwondo Ireland promotes fair play in accordance with the rules of the sport and adheres to the state government's Victorian Code of Conduct for Community Sport 2010

- Taekwondo Ireland is a smoke-free organisation and does not permit smoking in or around the venue facilities, courts or fields, in eyeshot of junior players, or in vehicles used to transport players
-
- Taekwondo Ireland encourages all coaches to adopt a health promotion approach to player welfare including adoption of good warm-up, hydration, SunSmart, and injury management practices.

EXAMPLE PROCEDURES TO SUPPORT MEMBER SAFETY

- The Committee reviews policy statements prior to the commencement of the season and amends / develops where necessary
 - The Committee communicates policy contents to members through newsletter, email or Registration Forms encouraging everyone to take a role in accident prevention
 - Collection of emergency contact details from members occurs at Registration. Team data bases to be provided to a chosen official for each team e.g. Coach, Team Manager
 - Development of a record of first aid representatives willing to support the Club and the team with which they are associated
 - Check maintenance dates on fire extinguishers and inform relevant authority if required
-
- Determine who accidents and incidents should be reported to for the season, communicate the procedures and provide reporting forms to team officials
 - Safety briefing to be conducted at the commencement of events for all Committee members, coaches, first aid representatives, team managers etc. Include information on how to report accidents / incidents
 - Emergency procedure checklist to be posted around venue
 - Check Coaching Accreditation and Working with Children Check status of all coaches prior to the season commencement
 - Maintain the accident register

| | | | |
|---|--|------------------------|----------|
| Taekwondo Ireland Photography Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name Martin Fleming | |
| Secretary: |  Sign: | Name Áine Jones | |

Photography Policy

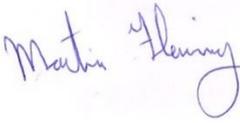
Taekwondo Ireland utilises Facebook, Twitter, Instagram and its website solely for the promotion of Taekwondo.

Our policy is that we will not publish photographs or references to individuals on our social media channels without prior consultation and permission from the individual or groups in question.

GDPR legislation requires that permission be sought for publication from all parties even background persons.

Taekwondo Ireland will:

- Seek permission before publishing photographs or social media posts
- Facilitate requests for removal of Photos or articles without question
- Only publish material in the context agreed
- Facilitate requests for information regarding any photos or information held by Taekwondo Ireland.

| | | | |
|---|---|----------------|----------------|
| Taekwondo Ireland Racial Vilification Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: | Sign:  | Name | Martin Fleming |
| Secretary: | Sign:  | Name | Áine Jones |

Racial Vilification Policy

PURPOSE

To send a clear message to players, coaches and officials as well as spectators that harassment of any kind based on race, religion, colour, descent or national or ethnic origin is not tolerated at the Club and will incur disciplinary action.

POLICY STATEMENT: Taekwondo Ireland supports diversity and is proud to have a membership that is multi-cultural and reflective of the broader community. Taekwondo Ireland is committed to an environment which promotes racial and religious tolerance by prohibiting certain conduct and providing a means of redress for victims of racial vilification and/or racial discrimination.

This policy is not a substitute for legislation but reinforces the Racial and Religious Tolerance Act 2001.

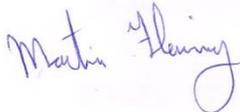
Under this policy:

No person, member, spectator, official or otherwise associated with this organisation, will engage in conduct that offends, insults, ridicules, threatens, disparages, incites hatred against, or vilifies another person on the basis of their race, religion, colour, descent or national or ethnic origin.

In the event that there is an alleged breach of this policy, an umpire, spectator, or participant may lodge a complaint using the feedback form on our website.

PROCEDURES

Please see our feedback policy to report any issues you may have in relation to this policy.

| | | | |
|--|--|------------------------|----------|
| Taekwondo Ireland Social Media Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name Martin Fleming | |
| Secretary: |  Sign: | Name Áine Jones | |

Social Media Policy

Taekwondo Ireland social media sites policy includes but not limited to Facebook, Twitter, Instagram, Youtube and Blog.

Taekwondo Ireland uses interactive online social media to share information, gather feedback and create a dialogue of conversation and promote the activities of Taekwondo Ireland.

We welcome feedback and ideas from all our followers and will endeavour to join the conversation where possible. However, we may not be able to reply individually to all messages or comments received.

This social media policy may be revised at any time.

Any of the following comments or content that include the following on social media sites will be removed and we will not be held responsible for such posts: -

- Offensive or inappropriate comments
- Unsanctioned photographs
- Obscene or racist content-Personal attacks, insults, or threatening language
- Comments that advertise commercial products or services.
- Comments that suggest or encourage illegal activity

Guidelines



- You must adhere to the following guidelines when using social media related to Taekwondo Ireland or its business, products, competitions, teams, participants, services, events, sponsors, members or reputation.
- Use common sense Whenever you are unsure as to whether or not the content you wish to share is appropriate, seek advice from others before doing so or refrain from sharing the content to be on the safe side. When using social media, the lines between public and private, personal and professional, may be blurred. Remember, you are an ambassador for Taekwondo Ireland.

Protecting your privacy

- Be smart about protecting yourself and your privacy. When posting content online there is potential for that content to become publicly available through a variety of means, even if it was intended to be shared privately.
- Therefore, you should refrain from posting any content online that you would not be happy for anyone to see, even if you feel confident that a particular individual would never see it.
- Where possible, privacy settings on social media platforms should be set to limit access. You should also be cautious about disclosing your personal details.

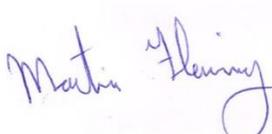
Honesty

- Your honesty—or dishonesty—may be quickly noticed in the social media environment. Do not say anything that is dishonest, untrue or misleading. If you are unsure, check the source and the facts before uploading or posting anything.
- Taekwondo Ireland recommends erring on the side of caution –if in doubt, do not post or upload. Do not post anonymously, using pseudonyms or false screennames. Be transparent and honest. Use your real name, be clear about who you are and identify any affiliations you have. If you have a vested interest in something you are discussing, point it out.
- If you make an endorse mentor recommendation about something you are affiliated with, or have a close relationship with, you must disclose that affiliation. The web is not anonymous. You should assume that all information posted online can be traced back to you. You are accountable for your actions both on and offline, including the information you post via your personal social media accounts.

Use of disclaimers

- Wherever practical, include a prominent disclaimer stating who you work for or are affiliated with and that anything you publish is your personal opinion and that you are not speaking officially. This is good practice and is encouraged, but don't count on it to avoid trouble –it may not have legal effect.



| | | | |
|---|--|------------------------|----------|
| <ul style="list-style-type: none"> Taekwondo Ireland Supervision Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name Martin Fleming | |
| Secretary: |  Sign: | Name Áine Jones | |

Supervision Policy

Supervision Policy

Taekwondo Ireland require that all activities involving children and young people must be supervised.

An individual should avoid being alone with a child and it is the responsibility of adults to ensure adequate supervision is provided for any activities in accordance with best practice requirements as described in these procedures.

For any activity the welfare and safety of the child must be put first.

General

Young people are left at the dojang or training facility by parents/guardians who expect this to be a safe environment.

Supervision must also be provided in line with this policy for away events where further requirements may be required

–See specific policy for Travelling and Away Trip Policy.

A safe environment can only be created when everybody in the Club works together to put safeguards in place for everyone’s protection.

Parents/guardians must also understand that they have an important role in implementing safe practices for their children and be willing to help.

Responsibilities

Each Taekwondo Ireland club must take responsibility for the safety of all students and provide.

- A safe training environment
- Fully supervised training with suitably qualified personnel (Please see coach education)
- A contact list for Children's officers and DLP.
- Class attendance List
- A log of all incidents that occur.
- A local club policy for safety and supervision. To include detail on changing facilities, entering/leaving the training area, toilet facilities and protocol during class.

Taekwondo Ireland Events:

Taekwondo Ireland sanctioned training events and competitions

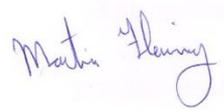
Taekwondo Ireland will ensure a safe environment for children at all events and will carry out a risk assessment and implement procedures to ensure all necessary steps are taken in the interest of Child Safety.

Travelling and Away Trips

When children are required to travel as individual or part of a Taekwondo Ireland team to events either in Ireland or Internationally.

A risk assessment will be carried out prior to the trip; potential issues will be identified and a travel plan will be put in place to include:

- Supervision duties-assigning parents and or qualified personnel.
- Accommodation logistics
- Travel logistics
- DLP and Children's Officers will be appointed
- All incidents will be logged

| | | | |
|--|--|----------------|----------------|
| Taekwondo Ireland Supporters Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  | Name | Martin Fleming |
| Secretary: | Sign:  | Name | Áine Jones |

Supporters Policy

Supporters:

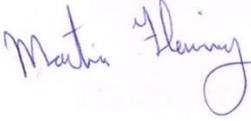
Supporters have a responsibility to ensure that they conduct themselves in a manner that is acceptable and well behaved at all times when attending underage or adult games and competition. Supporters should realise that young players participate in competitions for fun.

Supporters should:

- Applaud good performance and efforts from our player's and from the opponents regardless of the result.
- Condemn the use of violence in any form, be it by fellow supporters, spectators, mentors, officials or players.
- Encourage players to participate according to the rules and the referee's decisions.
- Demonstrate appropriate social behaviour by not using foul language or harassing participants, mentors or officials.
- Respect the decisions of all officials.
- Never ridicule or scold a player for making a mistake during competitions.
- Show respect to our Clubs opponents.
- Uphold the principles of Fair Play and Respect for all.

Non-Conformance of the above may lead to the following in the order of severity:

- Verbal request to conform to Taekwondo Ireland Supporters policy
- Expulsion from the competition area.
- Continued performance or abusive behaviour shall result in a Ban from current event or future events.
- Coach / Club will be notified of same.

| | | | |
|--|--|------------------------|----------|
| Taekwondo Ireland Principle 4 of Good Governance Policy | | Approval Date: | 08/09.21 |
| | | Review Date: | 08/09.21 |
| | | Version No: | 1.1 |
| President: |  Sign: | Name Martin Fleming | |
| Secretary: |  Sign: | Name Áine Jones | |

The Governance Code: Principles of Good Governance

We, Taekwondo Ireland, the National Governing Body of World Taekwondo in Ireland commit to:

Principle 4. Working effectively.

We do this by:

4.1. Making sure that our governing body, individual board members, committees, staff and volunteers understand their: role, legal duties, and delegated responsibility for decision making.

4.1.A :

(Make Sure all board member and sub-committee members understand and are familiar with the Governance Code and the constitution)

4.1.B :

(Make sure that board members understand that while they were nominated by a particular group, they must not act as a representative of that group in acting as a board member. Instead, they should promote the aims of the organisation in line with its governing document. Board members must at all times respect board confidentiality)

4.1.C :

(Identify a chair, secretary and treasurer for the group and decide when and how the positions will be rotated)

4.1.D :

(Decide and record how decisions will be taken at meetings and between meetings if necessary)

4.2. Making sure that as a board we exercise our collective responsibility through board meetings that are efficient and effective.

4.2.A :

(Have regular meetings with sufficient notice)

4.2.B :

(Have an agenda for each meeting)

4.2.C :

(Take minutes and agree them at the next meeting)

4.2.D :

(Start and finish meetings on time. Chair keeps order at meetings, encourages participation and ensures that decisions are made)

4.3. Making sure that there is suitable board recruitment, development and retirement processes in place.

4.3.A :

(Take time once a year to identify ways in which the working of the board could be improved. We confirm that our organisation is committed to the standards outlined in these principles)

4.3.B :

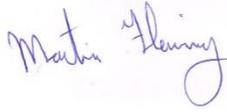
(Take time once a year to discuss who might be interested in joining the board and who might want to leave.

Agree who you would like to invite onto the board, bearing in mind the need for a mix of skills and diversity in terms of background and experience. ((Make sure that you follow your own rules about election to the board as laid out in your constitution.)) Consider the extent to which your board is made up of member representatives, beneficiaries or external representatives to avoid loyalty dilemmas and decide what the best mix is.)

4.3.C :

(Welcome new board members, explain the work of the board and its committees and help them to get involved. Make sure they have a copy of the constitution and this Governance Code.)

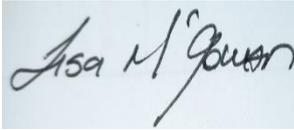
We commit to reviewing our organisational practice against the recommended actions for each principle every year.



President of Board [Date]



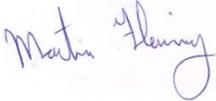
Secretary of the Board [08/9/21]



Lisa McGowan [08/09.21]



Board Member [Date]

| | | | |
|--|---|------------------------|----------|
| Taekwondo Ireland Principle 5 of Good Governance Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: | Sign:  | Name Martin Fleming | |
| Secretary: | Sign:  | Name Áine Jones | |

The Governance Code: Principles of Good Governance

We, Taekwondo Ireland, the National Governing Body of World Taekwondo in Ireland commit to:

Principle 5. Behaving with Integrity

We do this by:

| |
|---|
| 5.1. <i>Being honest, fair and independent</i> |
|---|

5.1.A :

(Making sure the chair leads the board in developing an ethical culture in line with the values of the organisation.)

5.1.B :

(Developing and agreeing a code of conduct or set ground rules for board or committee members)

5.1.C :

(Making sure the code of conduct gives clear guidelines on the receipt of gifts or hospitality by board members.)

5.1.D :

(Making sure all board members sign a commitment to the code.)

5.1.E :

(Reviewing our code of conduct at least every three years.)

5.1.F :

(Being fair by consistently applying the same ethical standards to every person and situation.)

5.2. Understanding, declaring and managing conflicts of interest and conflicts of loyalties

5.2.A :

We pledge to hold a discussion about the issues of ‘conflict of interest’ and ‘conflict of loyalty.’

5.2.B :

(Each board member and anyone else present must tell the board if they believe they have a conflict of interest on a matter to be decided on at a meeting. Unless the board decides otherwise, they must leave when the board is discussing or deciding on that matter. The person concerned should be told what decision was reached.

Conflicts of interest must be recorded in the minutes.

Conflicts of loyalty may be serious enough to be conflicts of interest.)

5.3 Protecting and promoting our organisation's reputation

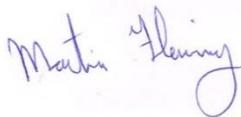
5.3.A :

(We will make sure all board members understand their responsibility to act as champions for the group by promoting its work and reputation.)

5.3.B :

(We will make sure the code of conduct clarifies that board members have a duty to maintain the confidentiality of board meetings.)

We commit to reviewing our organisational practice against the recommended actions for each principle every year.

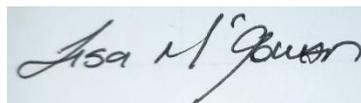



President of Board

[Date]

Secretary of the Board

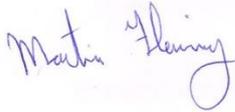
[21/07/2021]



Board Member [-7/09/2021]
Lisa McGowan



Board Member [Date]
Albert Shortt

| | | | |
|---|---|----------------|----------|
| Taekwondo Ireland Code of Conduct Policy | | Approval Date: | 21/07.21 |
| | | Review Date: | 21/07.21 |
| | | Version No: | 1.1 |
| President: |  : | Name | |
| Vice-President: | Sign: | Name | |

Code of Conduct

Contents

| | |
|--|--|
| 1. Conduct Guidelines | |
| 2. Young People Responsibilities | |
| 3. Players Code of Conduct | |
| 4. Parents Responsibility | |
| 5. Sports Leaders (Coaches, Selectors, Team Managers & Appointed Volunteers) | |
| 6. Taekwondo Sports Leaders | |
| 7. Supporters and Spectators | |
| 8. Event Officials | |
| 9. Club and Committees | |
| 10. Taekwondo Ireland Code of Conduct | |

1. Conduct Guidelines

The Taekwondo Ireland Code of Conduct is our leading policy on establishing acceptable standards of behaviour in our sport.

A young person's experience of sport should be guided by what is best for the child/young person. The stage of development and the ability of the child/young person should guide the type of activity provided within a Taekwondo environment.

Adults will need to have a basic understanding of the needs of a child/young person, including their physical, emotional and personal needs.

Sport gives young people an opportunity to be part of a team and to learn and develop skills; the sporting environment should be regarded by children as a safe place.

Within Taekwondo Ireland, we want children to have fun and develop skills in a safe and fair environment where good standards of behaviour are adopted at ALL times.

We recognise that competition and winning is an important goal but winning at all costs does not meet the needs of children/young players.

Taekwondo Ireland is aware that there are increasing numbers of children leaving the sport at a certain age. A number of the most common reasons given are; that sport was no longer fun, they did not get to compete, overemphasis on winning, and competing against all other sports

Therefore, we have to make every effort to ensure that we keep a balanced approach to competition, make sure all players get a chance to compete and strive to keep the fun in juvenile competition.

2. Young Peoples Responsibility

Just like coaches and volunteers, young people have responsibilities to make the activity **fun** and **safe**. This means respecting the coaches' volunteers and other players who are there to help young people by:

- Sticking to the rules of the game
- Not making insulting comments or swearing at the coach or other helpers and other club members.
- Being prepared and on time for sessions/training
- Doing their best at all times.
- Giving their friends a second chance if they make a mistake.
- Welcoming new members

- Saying NO to bullying

3. Player's Code Of Conduct

Taekwondo Ireland recognises that the nature of the sport allows adults and juveniles to play with / against each other. The following highlights what players should **NEVER** allow happen:

- Never argue with the coach or referee in public.
- Never cheat.
- Never use foul language especially in front of or to a juvenile.
- Disrespect anyone in the training area with you,
- Take photos of juveniles unless parental consent has been given.
- Show aggressive behaviour or threaten anyone.
- Use bullying tactics to gain an advantage or manipulate other players.
- Train or play if they feel unwell or are injured.
- Use social media negatively (see social media policy)

Players should behave appropriately and should act in a manner which sets a good example to all involved within the club. Players should:

- Play fairly and within the rules.
- Respect their fellow players regardless of ability, cultural, or ethnic origin, gender, sexual orientation or religious beliefs. (see racial and vilification policy)
- Take due care of Club Equipment and that of other players.
- Accept the decisions of referees and/or officials.
- Be gracious in defeat and modest in victory.
- Adhere to acceptable standards of behaviour in line with the Code of Conduct.
- Know they can talk to their Safeguarding Officer with any concerns they may have about themselves or other players.

Adult-child relationships in sport should be:

- Open, positive and encouraging.
- Entered into by choice.
- Defined by a mutually agreed set of goals and commitments.
- Respectful of the creativity and autonomy of children/young people.
- Carried out in a context where children/young people are protected and where their rights are promoted.
- Free from physical, emotional or sexual abuse and neglect or any threat of such harm.
- Respectful of the needs and developmental stage of the child.
- Aimed at the promotion of enjoyment and individual progress.
- Governed by a code of ethics and good practice in sport that is agreed and adhered to by all members of the sports club/organisation.

- Respectful, but not unquestioning of authority.
- Mindful of the fact that children with disabilities may be more vulnerable.

4. Parents Responsibility

Taekwondo Ireland recognise the significance of parental behaviour and how it can influence young players. Parents should be there to support the running of the club. As parents they should:

- Help out when asked – (once they are Garda Vetted, parents can help out on a regular basis)
- Be enthusiastic and cheer the young people on but not embarrass them.
- Never argue with the coach or referee in public.
- Never put undue pressure on their child.
- Be realistic in their expectations.
- Applaud the effort and performance rather than the result.
- Encourage a balanced and healthy lifestyle for their child or children.
- Drop their young person off and collect them on time.
- Listen to any concerns the club may have.
- Make sure the young people have the correct kit/shoes/equipment.

Parents and young people should be provided with a copy of the guidelines contained within this document about their responsibility and expectations, to sign and return an acknowledgement of their agreement to behave to an agreed standard.

5. Sports Leaders (Coaches, Selectors, Team Managers & Appointed Volunteers)

Taekwondo Ireland recognises the key role leaders play in the lives of children/young people in sport. Coaches and volunteers involved in youth taekwondo have a great opportunity to be a positive role model and help build an individual's confidence. They have an overall responsibility to take the necessary steps to ensure that positive and healthy experiences are provided.

All Leaders should have as their priority the child's safety and enjoyment of the sport and should adhere to the guidelines and regulations set out in Taekwondo Ireland's Safeguarding Children and Young People policy.

This summary explains what you should do to keep young people **safe** and make sure they have **fun**. It also helps you think about what responsibilities you have.

6. Taekwondo Sports Leaders

Are there to make sure children/young people learn skills, enjoy the activity and keep safe. It means you should respect children/young people and consider their safety by:

- Being reliable.
- Being fair and letting them have their say.
- Making them feel safe.
- Letting them take part.
- Encouraging them.
- Being a good role model not showing favouritism.
- Never condoning bullying or abusive language.
- Work in an open environment where children and young people can voice concerns adhere to Taekwondo Ireland supervision guidelines as per the supervision policy.
- Holding a register of those who attend each session – This is very important from an insurance perspective.
- Agreeing to safe recruitment procedures (including vetting) Making sure that they do not feel uncomfortable.

Coaches and Volunteers must make sure that:

- They themselves are vetted through Taekwondo Ireland.
- The activity is FUN.
- They have the right qualification for their role.
- The equipment used is safe.
- You know what you are doing.
- You work to the Taekwondo Ireland code of conduct. Act as a good role model for children and young people. You treat young people as individuals.

You should not:

- Engage in rough, physical or sexually provocative games, including horseplay, allow or engage in any form of inappropriate touching.
- Allow children/young people to use foul, sexualised or discriminatory language unchallenged.
- Make sexually suggestive comments to a child/young person.
- Enter the area of play unless the referee/official in charge has given permission to do so.
- Take coaching sessions on your own.
- Reduce a child/young person to tears as a form of control.

- Smoke, consume alcohol or use non-prescribed drugs whilst underage players are in your care.
- Allow allegations made by a child/young person to go unchallenged, unrecorded or not acted upon.
- Over-train your players.
- Invite or allow children/young people to stay with you at your home.
- Communicate individually by text, email or via social media with children or young people.
- Ignore any concerns a child/young person may have regarding their welfare.

It is hugely important that the coach is made aware of who their Safeguarding Officer is, and that any concerns that are made aware to a coach regarding a child/young person are passed onto the Safeguarding Officer.

Coaches and volunteers within Taekwondo are expected to make themselves familiar with and sign the more detailed Sports Coaches Charter.

7. Supporters and Spectators

Supporters and spectators are encouraged to appreciate the entertainment given by the sport of Taekwondo. We acknowledge the impact that supporters and spectators have in promoting our sport and enhancing the image of Taekwondo.

In this capacity, supporters of the game and those who play it should take into consideration the following in terms of their behaviour within our sport:

- Applaud good performances and effort, particularly when watching children/young players
- Condemn the use of violence in any form
- Using appropriate and acceptable language
- Respecting all officials within the game
- Never disrespecting a player who makes a mistake
- Never entering the court of play at any stage
- Ensuring that respect is shown to opponents to those of whom you are supporting

It is important that all those who are there to support players do so in a manner which upholds the principles of fair play.

8. Event Officials

Without the event officials Taekwondo Ireland supports, we would struggle to implement our matches, programmes and tournaments in an efficient, safe and fair environment. Our referees and officials in particular have an important role to play in implementing the principles and rules we have set out in the Code of Conduct.

Our officials should behave in a manner by which we follow the below guidelines:

- Apply the playing rules impartially and with consistency
- Deal with any breaches of the code in a fair and transparent manner



- Communicate effectively and respectfully to all players, coaches and officials
- Work in unison with fellow officials at an event
- In a case of a challenge of decision, communicate your reasons for such decision to a player in a respectful manner
- Maintain composure regardless of the situation
- Deal with foul or abusive language in a firm and fair manner
- Report any cases of misconduct, in line with this document to the person in charge.
- Undertake agreed checks / training as requested by Taekwondo Ireland and its affiliated body's.

9. Clubs & Committees

Clubs and committees have a massive role to play in protecting the integrity of Taekwondo. The volunteers who run and deliver activities do so in the best interests of the development of the sport, and Taekwondo Ireland fully supports volunteers in carrying out their roles.

In terms of applying best practice at a local level, it is important that our affiliated bodies adopt an approach which offers great levels of protection to our children and young people who play the sport, to the parents of these players, and offer support and reassurance to our officials in order that we can enjoy the sport of Taekwondo in a safe, enjoyable environment where fair play is at the core of what we implement in practice.

Affiliated Bodies can act in a proactive manner by:

- Adopting and implementing the code of conduct
- Leading by example
- Developing effective and efficient procedures particularly in terms of enforcing the code of conduct
- Agreeing the roles and responsibilities of people working within the club
- Ensuring that all checks such as Vetting and Safeguarding Training are completed.
- Ensuring that all people working with children and young people are adequately qualified with respect to these checks, and any other qualifications that are required
- Ensuring that there are structures in place to protect all involved such as the implementation of safe travel and supervision policies
- Appointing a suitably qualified Safeguarding Officer
- Appointing a Designated Liaison Person .
- Encouraging participation and interaction of parents of young players
- Ensuring that all those who join their Taekwondo Club are appropriately affiliated to Taekwondo Ireland for eligibility purposes
- Promoting the code of conduct with their club and at events
- Ensuring that principles of transparency, fairness and integrity are upheld in the case of a complaint being made.
- Ensuring that all documentation legally required is administrated, and adhered to

By promoting the importance of the Code of Conduct within your affiliated body at the start of the year, and continuing on through, the affiliated body is in a position where they can enforce set rules in terms of what is expected by all within the club. The Safeguarding Officer can implement informal actions in the case of a breach of the code and can seek advice from Taekwondo Ireland in such a scenario.



Web: www.taekwondoireland.ie

Board members:

All board members must declare any substantial gifts or contributions received in the course of their tenure as a member of the board.



Taekwondo Ireland Code of Conduct

Please complete and return this sheet to Taekwondo Ireland

I have read and accept the Taekwondo Ireland Code of Conduct in accordance to my role within Taekwondo Ireland and its affiliated body's.

I understand that any breach of the Code of Conduct may lead to disciplinary action being taken in line with the Taekwondo Ireland Complaints and Disciplinary Procedures, or in the case of suspected abuse under the regulations in Taekwondo Ireland Safeguarding Children and Young People Policy.

Signature.....

Date.....



Welcome Welcome to Taekwondo Ireland

Promoting and Developing World Taekwondo, Olympic style and Kukkiwon Taekwondo within Ireland.

World Taekwondo Ireland are the *ONLY Taekwondo organisation* recognised directly by Sport Ireland and the Olympic Federation of Ireland.

We are officially endorsed by World Taekwondo and World Taekwondo Europe.

All of our clubs are compliant with the Children's First Act with regards to safeguarding Children and all of our instructors have been Garda vetted and approved.

Information

- The ITU was formed in 1982
- Our Mission is to promote and develop World Taekwondo and Kukkiwon Taekwondo in Ireland.

The ITU/World Taekwondo Ireland are mandated by World Taekwondo as designated Member National Association (MNA)



Current Board and Contact details

| Board Member | Specific role | Contact details of Board member (email & telephone details) | | Skills/Qualifications |
|----------------|--------------------|--|--|-----------------------|
| Martin Fleming | President | 0862620906 president@taekwondoireland.ie | | Business owner |
| Aine Jones | Secretary General | secretary@taekwondoireland.ie 0879356678 | | Managerial |
| Albert Shortt | Treasurer | Albert@taekwondoireland.ie 0872625703 | | Financial |
| Lisa McGowan | Education/training | lisamcgowan@taekwondoireland.ie | | Managerial |
| Michael Rooney | Membership | membership@taekwondoireland.ie | | Organisational |
| | | | | |

Useful Information and next steps

Taekwondoireland.ie

[ITU Memos and articles](#)

[HP Strategic Plan](#)

[GDPR Statement](#)

Accounts – Hardcopy will be made available at next meeting

Minutes of previous meetings to be circulated and discussed at next board meeting

Schedule of meetings will be agreed at next board meeting

Ongoing Supervision and Appraisal-

Actions will be assigned to each member at board meetings where appropriate and these actions will be followed up at each subsequent meeting.

Board members will report on difficulties encountered if unable to carry out actions assigned and the board will discuss.



Non-executive directors

HP Director – Robert Taaffe hp@taekwondoireland.ie

Grading director- Robert Kenny grading@taekwondoireland.ie

Kyrougi committee Lead – Brian Kerr kyrougi@taekwondoireland.ie

Poomsae Committee lead - Greg Smith poomsae@taekwondoireland.ie

Childrens Officer/Ethics – Brenda Mahon brenda@taekwondoireland.ie

Referee Director – Richard Ulliyott richard@taekwondoireland.ie

