

General Bylaws of Petrolia Bluewater Taekwondo Corp

Bylaw 1: Governance & Board Operations

1.1 Qualifications of Directors

To serve as a Director on the Board, an individual must:

- Be at least 18 years of age.
- Be a member in good standing of the Corp.
- Not have the status of bankrupt.
- Pass a **Vulnerable Sector Check (VSC)** screening as required for sports administrators working with youth.

1.2 Board Meetings

- **Frequency:** The Board shall meet at least eight (8) times per year.
- **Notice:** Notice of Board meetings must be given at least seven (7) days prior.
- **Quorum:** A simple majority (50% + 1) of elected Directors constitutes a quorum for conducting Board business.
- **Decision Making:** Motions are passed by a simple majority vote. In the case of a tie, the President holds the casting vote.

1.3 Removal of Directors

A Director may be removed from office before the expiration of their term by a resolution passed by a two-thirds (2/3) majority of voting members at a Special General Meeting called for that purpose.

Bylaw 2: Financial Governance

2.1 Dues and Fees

- Annual or monthly membership dues, grading fees, and tournament entries shall be set annually by the Board of Directors.
- Dues are non-refundable except under special circumstances approved by the Treasurer and President.

2.2 Financial Controls

- All funds received must be deposited into the Corp's official financial account at a recognized Canadian financial institution.
- The Treasurer shall present a budget and actual financial summary at every regular Board meeting.
- Any unbudgeted expenditure exceeding **\$500 CAD** requires explicit Board approval.

Bylaw 3: Belt Grading & Technical Governance

3.1 Belt Examination Standards

- Belt gradings (*Gup* levels) shall be conducted in accordance with World Taekwondo (WT) technical standards.
- Only certified Kukkiwon/WT Black Belt instructors recognized by Taekwondo Ontario/Taekwondo Canada may evaluate and award rank.

3.2 Dan/Poom Certificate Submissions

- High-rank promotions (*Dan/Poom*) must be submitted through official provincial/national channels to **Kukkiwon** (World Taekwondo Headquarters).

Member Code of Conduct

All members, instructors, parents, and guests of Petrolia Bluewater Taekwondo Corp are expected to uphold the five core tenets of Taekwondo: **Courtesy, Integrity, Perseverance, Self-Control, and Indomitable Spirit.**

Section A: Athlete Code of Conduct

1. **Respect & Courtesy:** Bow to instructors, black belts, and training partners when entering the *Dojang* (training area) and before/after practicing together.
2. **Punctuality & Uniform:** Arrive on time wearing a clean, official *Dobok* (uniform) with the appropriate belt properly tied.
3. **Safety First:**
 - Keep fingernails and toenails trimmed to prevent injury.
 - Remove all jewelry, watches, and sharp objects prior to training.
 - Wear required protective sparring gear during *Kyorugi* sessions.
4. **Controlled Technique:** Martial arts techniques are to be used **only** within supervised class settings or in legitimate self-defense situations outside the Corp. Misuse of techniques is grounds for immediate expulsion.

5. **No Bullying:** Physical, verbal, or cyberbullying of any member will result in immediate disciplinary action.

Section B: Parent & Spectator Code of Conduct

1. **Positive Reinforcement:** Support all athletes with positive encouragement. Avoid coaching from the sidelines or criticizing referees, instructors, or competitors.
2. **Respect the Dojang:** Spectators must remain in designated viewing areas and refrain from distracting athletes or instructors during class.
3. **Communication Channel:** Address technical or progress questions directly with the Head Instructor outside of active class times.

Section C: Instructors & Coaches Code of Conduct

1. **Safe Sport Compliance:** Adhere strictly to the **Taekwondo Canada Safe Sport Policy**, ensuring a safe, open, and transparent training environment.
2. **Duty of Care:** Prioritize the physical and emotional wellbeing of all students above competitive performance or grading speed.
3. **Professional Boundaries:** Maintain appropriate physical and professional boundaries at all times. Physical contact must strictly be for instructional, safety, or correction purposes with prior consent.

Disciplinary Procedure & Sanctions

If a member fails to adhere to the Bylaws or Code of Conduct, the Board of Directors shall apply the following progressive discipline procedure:

1. Informal Verbal Warning (Instructor / Director)
2. Formal Written Warning (Board Review)
3. Temporary Suspension from Training / Events
4. Formal Revocation of Membership (2/3 Board Vote)

Note on Gross Misconduct: Severe infractions—including harassment, violence, theft, or breaches of Safe Sport—may result in immediate suspension pending an official investigation, bypassing steps 1 and 2.

APPENDIX

APPENDIX 1: RULES, REGULATIONS, RIGHTS AND OBLIGATIONS

Board Of Directors:

1. The Board will declare, amend or delete rules.
2. Board members wishing to vote must be:
 - (a) in good standing (dues paid)
 - (b) at least a 1st dan black belt recognized by the World Tae Kwon Do Federation or an official elected by the existing Board
 - (c) at least 18 years of age or older
 - (d) must attend meetings regularly
3. Meetings will be:
 - (a) held regularly
 - (b) recorded in a log book
 - (c) open for members to watch
4. The Board makes all business decisions including renovations, fund raising, disciplinary actions, etc.

Registration:

1. All members must be registered within the Corp.
2. Registration occurs the 15th of every month
3. Dues are due according to the registration agreement
4. Insurance must be bought or waived.

In The Corp:

1. Members are allowed to attend all classes
2. Members have reasonable access to the facilities
3. Alcohol, drugs and smoking are forbidden.
4. Members are responsible for maintenance and cleanliness of the Corp.

In The Do-Jang:

1. All members must sign in before training.
 1. Members bow when entering or leaving the do-jang.
 2. Members bow to higher belts and refer to them as "Sir" or "Ma'am".
 3. Students will have serious attitudes.
 4. No profanity or loud talking.
 5. Personal hygiene is essential. Nails will be kept short.
 6. Higher belts will help lower belts kindly.
 7. Sparring:
 - a) permission from a black belt is required.
 - b) full protective gear must be worn.
 8. Regular attendance is expected.
 9. No jewellery will be worn.
 10. Clean WTF uniforms or loose clothing must be worn.
 11. Students must obey any rules applied by the instructor.
- **Proper Tae Kwon Do ethics are expected outside the Corp also.**

APPENDIX 2: Serious Occurrences Policy

Petrolia Bluewater Tae Kwon Do is fully committed to safeguarding the welfare of all children and vulnerable persons accessing its facilities and programs. All instructors, volunteers, board members and adult participants share a responsibility to promote safe environments to protect children and vulnerable persons from harm. Petrolia Bluewater Tae Kwon Do recognizes its responsibility to promote safe environments and practices and to protect children and vulnerable persons from abuse and exploitation.

Policy Statement:

Petrolia Bluewater Tae Kwon Do recognizes its responsibility to promote safe spaces and to protect children and vulnerable persons from abuse and exploitation. Petrolia Bluewater Tae Kwon Do will refer any concerns that a child might be abused or at risk of harm to the appropriate child protection authority which is the Children's Aid Society. To fulfill the above policy statement, Petrolia Bluewater Tae Kwon Do is committed to:

- Providing safe environments for children and vulnerable persons;
- Identifying a child who is suffering, has suffered or is likely to suffer harm.
- Reviewing and evaluating implementation of this policy regularly for effectiveness.

Guiding Principles:

In our Corp where we teach respect and the 5 Tenets of Taekwondo: Perseverance, Indomitable Spirit, Self-Control, Courtesy and Integrity, we expect all students and instructors to live by these values. We will not condone any behaviours or activities that harm any of our students. We are bound by the "Duty to Report" if it becomes known in any way that a child has been harmed. We must call the authorities immediately (Children's Aid Society, OPP, medical assistance) to protect the child.

Key Concepts:

Any and all forms of abuse will not be tolerated or condoned and will be taken very seriously. Abuse comes in many forms such as, but are not limited to:

- Physical Abuse – involves a single or repeated instances of using force against a child or adult in such a way that the victim is injured or at risk of injury
- Discrimination – any form of unequal treatment whether based on race, gender, rank, socioeconomic status, or any other treatment deemed unfair by an individual
- Harassment – any words or actions that are unwelcome to an individual including but not limited to any unwelcome words and actions that are offensive, embarrassing, humiliating, demeaning or hurtful in any other way to an individual

- Sexual Harassment or Abuse – this is a form of abuse that is sexual in nature and can include but is not limited to inappropriate comments based on gender, unwelcome physical contact, displaying or sharing sexually offensive pictures, demands for dates or sexual favours etc.
- Emotional Abuse – this is a failure to provide a developmentally appropriate and supportive environment which is harmful to a person's sense of self-worth
Psychological Abuse – this involves attempts to dehumanize or intimidate vulnerable individuals.
- Neglect – this is failing to provide what a child needs for his or her physical, psychological or emotional development and well being
- Poisoned Environment – this is created by comments or conduct that create an unhealthy environment for individuals
- Social Media - Abuse of any form will not be tolerated in our outside of the Corp which includes our social media platforms. Please refer to the photograph and social media policy for more information on the steps that are to be taken to protect members from abuse.

Responsibilities of Board Members and Instructors:

Petrolia Bluewater Taekwondo will ensure the Instructors, Board Members and other individuals provide a safe, healthy environment for students of all ages and genders. Everyone at Petrolia Bluewater Taekwondo Corp is expected to uphold and abide by this policy by refraining from any form of harassment or discrimination, and by fully cooperating in any investigation of discrimination, harassment or abuse.

All instructors, coaches and Board Members are required to obtain a Police Check with a Vulnerable Sector check every 2 years and give a copy to President or Master Instructor to be kept on file.

All instructors and Board members must be First Aid and CPR trained and a certificate must be kept on file at Corp.

Any new instructors to the Corp must provide 2 references to be followed up on by President.

Rule of two – there must always be 1 instructor and 1 adult present (ex. parent) during private lessons, training lessons, tournament activities and even when giving rides to other students to protect everyone involved.

Contact the President immediately upon becoming aware of any incidences.

Fill out serious occurrence form.

A confidential list will be kept with the Master Instructor at Petrolia Bluewater Taekwondo of individuals who have been banned from our Corp due to their behaviour or actions that are counter to this child protection policy.

**At present there is no list with the Ontario Taekwondo Association (the governing body for Taekwondo in the province) or Taekwondo Canada of individuals who are banned from Taekwondo.

Consequences:

Anyone involved in an active police investigation will be temporarily suspended from any and all classes and activities offered by Petrolia Bluewater Taekwondo Corp until innocence or guilt is proven. If and when a conviction is made or the situation is resolved, the Board will vote on how to proceed (cancel membership/Board seat/Instructor's privileges) with the individual and what the repercussions will be. If a person is banned from our Corp by decision of the Board, the individual's name will be added to our Banned List kept on file with the President and Master.

APPENDIX 3: Photograph Policy

Objective:

To protect our students from photographs being displayed (especially on social media) increasing the risk of vulnerability.

Parameters:

1. Upon filling out registration forms, all students and/or guardians must sign a photo/website waiver.
2. No photographs can be taken at any time by anyone for any purpose; except days set aside by the Master and Board of Directors.
3. On days when photos are allowed, a notice will be given in advance. Those who do not wish to have their children in photos can choose to avoid these particular days. If this isn't an option (ex. Testing days) the Taekwondo Corp will not post pictures - with students who have specifically requested no photos - on social media. **

**However in saying this, other parents have no way of knowing what other students don't want pictures taken/posted on social media. We can make our policies/procedures known to other families but it will be extremely difficult to monitor everyone being aware of everyone else's picture preferences.

Consequences:

First offence – If anyone is noticed taking pictures on any day other than a allowable picture day, they will be asked to stop and be reminded of our policy. Likewise, if anyone posts pictures on social media they will be asked to remove them immediately.

Second offence – If they refuse to comply or for a second time the policy is ignored, the student will be given a week's suspension.

Third offence – The student's membership will be terminated.

APPENDIX 4: Dress Code Policy

Objective:

To always represent Petrolia Bluewater TaeKwonDo Corp in a respectable manner, in all venues.

During Class:

Clean uniforms and belt. In summertime when the weather is hot, a clean white t-shirt or a TaeKwonDo t-shirt are acceptable in place of the uniform top. Absolutely no attire with offensive language is to be worn.

Demonstrations:

Clean uniforms and belt; shoes may be worn if outdoors.\

Fundraising and Community Events:

Corp TKD shirts or plain white shirt. Clean jeans or pants; no shorts or short skirts. No tank tops or clothing with offensive language or images.

Consequences:

Person will be asked to leave the event until proper attire is worn.