

Maritime Taekwondo Union – Nova Scotia

Code of Conduct & Sanctions Policy – SOP 3.0

1. Purpose

- 1.1. The purpose of this Code of Conduct (Code) is to provide a value system and behavioural guidelines for all Members of the MTU, and for all those involved in MTU events, programs, activities and projects.
- 1.2. All members of the MTU, their families and anyone associated with the organization is entitled to practice, compete and participate in Taekwondo free from harassment, undue interference, bullying of any kind, discrimination and abuse of any nature from any source.
- 1.3. This code of conduct is based on the traditional Taekwondo values and is supplemented by other specific codes of conduct for athletes, coaches and referees.

2. Scope

- 2.1. This Code of Conduct will govern the values and behaviour of all Taekwondo practitioners choosing to be a part of the MTU in the province of Nova Scotia.
- 2.2. The application of this Code of Conduct will be imposed on but not limited to all athletes, coaches, Master and Affiliate School owners, officials, Taekwondo practitioners of all ranks, visitors, guests, spectators and sponsors.
- 2.3. This Code of Conduct applies to any and all participants, spectators and visitors involved in a MTU event regardless of their place of origin or residence.
- 2.4. The application of this policy includes interactions carried out in person, face-to-face or in a written or other format including but not limited to social media and electronic communication means.

3. Definitions

- 3.1. “MTU” is refers to the Maritime Taekwondo Union – Nova Scotia
- 3.2. “Code” refers to this document – the Code of Conduct
- 3.3. “Members” refers to all classes of the Membership to the MTU as defined in Section 7.0 of the MTU Constitution and By-laws.
- 3.4. “Event” refers to any activity organized for and or by the MTU and includes but is not limited to tournaments, training sessions and meetings scheduled and attended by members of the MTU.

4. Taekwondo Tenets

The MTU has adopted the Tenets of Taekwondo as guiding principles in the governance and management of the organization.

4.1. Courtesy

Taekwondo practitioners will be polite to one another and demonstrate respect for one another regardless of rank.

4.2.Integrity

The MTU will base decisions on simple principles of right and wrong. If such a decision proves the wrong one the organization and the Board will respond according to conscience and accept responsibility.

4.3.Perseverance

MTU governance will demonstrate patience and use that ability when working to overcome difficulty and challenge.

4.4.Self-Control

Decisions and actions will demonstrate self-control and the truest principles of sportsmanship and fairness.

4.5.Indomitable Spirit

A true student of Taekwondo will never give up, not even when faced with insurmountable odds. The most difficult goals can be achieved with indomitable spirit.

5. Failure to Comply

- 5.1. The application of this Code of Conduct will be carried out with professionalism, tact and consideration for all involved.
- 5.2. Ignorance of this Code and/or any portion of its contents will not be accepted as defense for failing to comply with any portion of this Code.

6. Timing

- 6.1. Failure to comply with the tenets, letter and spirit of this document will be dealt with swiftly and without delay.
- 6.2. Anyone identified or suspected of failing to comply with this Code has the right to a fair hearing regarding their actions through an unbiased process as defined in this document.

7. Responsibility

- 7.1. The responsibility to enforce the tenets of this document is the responsibility of all members of the MTU. This responsibility extends to observers, witnesses and participants in situations that fall under this Code.
- 7.2. Responsibility for the enforcement and application of this Code falls to the Membership Chair as defined in Section 30.6 of the MTU Constitution.
- 7.3. Affiliate School Owners and/or Master Instructors must consider themselves responsible for the behaviour and conduct of their students and their student's families within the scope of this policy.

8. Application

- 8.1. The Code of Conduct is in effect within each Affiliate School, at every MTU event and whenever any member of the MTU is representing the organization or Taekwondo to the public or other organizations
- 8.2. Affiliate School Owners, Master Instructors, Event Hosts and members of the Board of Directors are all charged with the responsibility of enforcing this Code of Conduct at all times.
- 8.3. Code of Conduct for Officials of the MTU
 - 8.3.1. Definition of "Official" – For the purposes of this code of conduct, MTU defines "officials" to include but not restricted to members of its Board of Directors and

Executive Committee, Chairs and members of its Committees, those with the title of “Officer”, referees, coaches, instructors, volunteers and employees with the title of “Officer” (in management positions).

- 8.3.2. MTU expects of itself and of its officials ethical, professional and business-like conduct. This commitment includes the proper use of authority and appropriate decorum in both group and individual settings. Officials will govern their behaviour so that it conforms to this code of conduct.
- 8.3.3. Officials’ conduct will be governed by the code of conduct embodied in the principles:
 - 8.3.3.1. Officials must represent loyalty to the interests of Taekwondo and the aims of the MTU and Taekwondo Canada.
 - 8.3.3.2. Officials must avoid any conflict of interest with respect to their fiduciary responsibility as an official of MTU.
 - 8.3.3.3. There must be no self-dealing or conduct of any private business or personal services between any official and MTU, except as procedurally controlled and approved if applicable, to ensure openness, transparency, competitive opportunity and equal access to privileged information until reinstated by the Board.
- 8.3.4. Officials must not use their positions to obtain employment or business benefit for themselves, family members or close associates. Should an official be involved in such a circumstance, he or she must temporarily withdraw from MTU business operations, deliberations, voting and access to relevant MTU information.
- 8.3.5. Officials will not attempt to exercise individual authority over MTU or any part thereof, except as explicitly set forth in its Bylaw and policies.
- 8.3.6. Officials’ or member bodies interaction with MTU registrants and employees must recognize the lack of authority of any individual official or group of officials over MTU registrants and employees except as explicitly set forth in its Bylaw and policies.
- 8.3.7. The discussions and deliberations of MTU are confidential (that is, they are not to be shared outside MTU unless expressed permission is given by the appropriate individual or body), and officials will accord such confidentiality to MTU business.

8.4. Athlete’s Code of Conduct

- 8.4.1. MTU Athletes shall abide by the rules, regulations, constitution and bylaws of MTU, the World Taekwondo Federation of Canada (the NSO), any host countries and host venues. In particular, they will:
 - 8.4.1.1. Comply with the terms of any athlete agreement to which an athlete is party
 - 8.4.1.2. Comply with instruction and direction provided by team officials and coaches
 - 8.4.1.3. Participate fully in and be on time for all scheduled team events (i.e. training sessions, competitions, meetings, etc.) unless excused by an appropriate official.
 - 8.4.1.4. Show respect to all people regardless of gender, age, colour, race or creed.
 - 8.4.1.5. Ensure that personal grooming and appearance must reflect favourably on Nova Scotia and the Team. All team members must wear the official team

uniform(s) where one is provided, or appropriate clothing for official functions. During travel, all team members will dress appropriately and in a manner that reflects favourably on MTU as directed by MTU.

- 8.4.1.6. Avoid any behaviour which would cause unreasonable disruption or interference in competitions, training camps, or preparation of any athlete for a competition.
- 8.4.1.7. Avoid the use of banned substances that are contravention to the laws of Canada as well as the policies and regulations, and bylaws of MTU, the NSO, the World Taekwondo Federation, the COC, and IOC.
- 8.4.2. Submit to doping control tests at competitions and other reasonable times as requested by the NSO, the Canadian Centre for Drug Free Sport or any other authority designated to do so by the NSO, or the COC, or the Government of Canada (if applicable). Failure to submit to such testing shall be grounds for immediate dismissal from the Team and possible disciplinary sanctions.

9. Improper/Inappropriate Behaviour

- 9.1. The determination of what constitutes improper/inappropriate behaviour will be based on the tenets of Taekwondo and the principles of right and wrong.
- 9.2. Inappropriate behaviour will include but not be limited to:
 - 9.2.1. *Sexist or racist remarks or actions*
 - 9.2.2. *Verbal Aggression* – any language (verbal or nonverbal) directed at someone in a threatening or harmful manner or encouraging others to participate in such a manner. This can include obscene gestures and profanity.
 - 9.2.3. *Disruptive Behaviour* – Disruptive behaviours are those which a reasonable person would consider as being likely to substantially or repeatedly interfere with the conduct and enjoyment of an event.
 - 9.2.4. *Physically Aggressive* behaviours that have the potential to cause harm to another person, in particular if the behaviour is exhibited with the intent to abuse power, intimidate or bully. Such behaviour does not have to meet the standard of assault or physical contact in order to be considered inappropriate under this Code.
 - 9.2.5. *Intimidation* – Any verbal, physical or other use of power (perceived or actual), authority, position or status to affect the decision making process of an individual or group. In particular the use of such power or authority of adults upon minors. This Code applies but is not limited to issues of which school to attend, events to participate in and interpersonal interactions.
 - 9.2.6. *Drugs and Alcohol* – Members, Athletes, spectators, coaches, referees and officials and all others involved in any MTU event will refrain from using or being under the influence of illegal drugs of any kind and alcohol during such events. The use of such substances is grounds for immediate removal from any venue in use for a MTU event in addition to any further actions according to this Code.

10. False Claims

- 10.1. Members of the MTU and their Affiliate Schools have an obligation to avoid public claims of credentials and accomplishments that cannot be independently verified through documentation or other records.

- 10.2. Such claims made in the promotion of a school, program or individual will be subject to the processes described in this Code as inappropriate behaviour.
- 10.3. The Membership and Marketing & Sponsorship Chairs are provided the authority to investigate such claims and make recommendations of action to the Board if required.
- 10.4. Any Regular Member of the MTU has the right to challenge any such public claims made by an individual or Affiliate School through the Board of Directors.
- 10.5. It is the responsibility of the individual or the Affiliate School Owner to prove any such claims made about themselves or their school(s).
- 10.6. All recommendations accepted by the Board regarding such claims are considered binding and failure to meet the recommendations may endanger membership in the MTU.

11. Mobility of Athletes

- 11.1. Athletes and their families are consumers of Taekwondo services however provided within the Affiliate School system of this province. As such, consumers have every right to receive those services from whomever they feel best able to meet their needs.
- 11.2. Notwithstanding Section 11.1 the “poaching” of athletes by Affiliate Clubs and their representatives will not be permitted under this Code.
- 11.3. It is the responsibility of the athlete wishing to change Affiliate Schools to raise this desire with each of the relevant Masters / Head Instructors and discuss any issues of membership or Taekwondo services desired.
- 11.4. It is only with the agreement of both Masters/Head Instructors that such a change in Affiliate Schools will be permitted by the MTU.
- 11.5. Any athlete that changes Affiliate School without the agreement of both Masters/Head Instructors risks disciplinary action as defined by this Code up to and including denial of access to competition for up to one year, suspension or expulsion from the MTU.
- 11.6. Coaches, Masters, Head Instructors, Officials or any other persons suspected of “poaching” athletes from other Affiliate Schools are subject to the application of this Code.
- 11.7. Exceptions to this Section will be made in the case of family or athlete relocation in excess of 50 kilometers within Nova Scotia or outside the province.
- 11.8. Application of Section 7.3 of this Code is relevant and in effect for actions under this section.

12. Delivery

- 12.1. This Code defines inappropriate behaviour as unacceptable and subject to this Code regardless of how it is delivered or displayed.
- 12.2. The inappropriate behaviours described above apply whether observed or realized in person, face-to-face, through rumour and/or innuendo, encouraging others to engage in such behaviour, social media, electronic messaging of any kind, or through secondary action such as but limited to exclusion from an event

13. Immediate Actions

- 13.1. The following describes the actions to be taken upon observation or witnessing or, or participation in any behaviours as defined by this Code.
- 13.2. Recipients – should any member of the MTU find themselves the recipients of any behaviours defined by this Code they will report it immediately to one of more of the following:
 - 13.2.1. Their Master / Head Instructor
 - 13.2.2. A parent
 - 13.2.3. A member of the MTU Board of Directors
- 13.3. The following information should be described and recorded:
 - 13.3.1. The names and positions of those involved
 - 13.3.2. A description of the behaviour
 - 13.3.3. Date, time and location of the incident
 - 13.3.4. Names and contact information of witnesses and/or observers
- 13.4. Public displays of behaviours described in this Code will be dealt with immediately as follows:
 - 13.4.1. The person(s) displaying the behaviours will be asked to cease and desist the behaviour
 - 13.4.1.1. This responsibility falls to Event Hosts, Master/Head Instructors, Parents, Adult Members and Witnesses.
 - 13.4.1.2. Whomsoever intervenes in the behaviour is reminded not to engage in discussion or argument of the issues at hand.
 - 13.4.2. If the behaviour continues the offending person will be asked to remove themselves from the event or situation until a resolution can be found.
 - 13.4.3. If the offending person refuses to leave and the disruptive behaviour continues the Event Host or Senior Board member has the option to call police and have the person removed.
- 13.5. At all times the safety of members, spectators and participants, in particular of minors, must be considered when dealing with behaviours described in this Code. Actions must be taken or avoided to limit the possibility of harm to all members, spectators and participants.

14. Discipline

- 14.1. All parties involved in the behaviours described in this Code are entitled to a fair and impartial consideration of the circumstances and outcomes of any incident.
- 14.2. The responsibility for managing and monitoring this process falls to the Membership Chair including but limited to such duties as:
 - 14.2.1. Selecting members of the Discipline Committee
 - 14.2.2. Chairing or appointing a Chair of the Discipline Committee
 - 14.2.3. Notifying all involved of the adjudication and disciplinary process
 - 14.2.4. Overseeing the accurate recording of all proceedings
 - 14.2.5. Reporting to the Board all details and outcomes of the process.

- 14.3. Notice will be issued to all involved to appear before, or prepare written submission to, the Discipline Committee.
- 14.4. All parties notified will be given whatever amount of time or resources as are available to address the Committee.
- 14.5. The Committee will make its ruling upon the submissions made at the meeting of the Discipline Committee and no other sources of information.
 - 14.5.1. Rumour, innuendo, past rulings and other unrelated sources of information will not carry any weight in assessing fault and assigning consequences.
- 14.6. The ruling of the Discipline Committee is binding upon the MTU, Event Hosts, Members and Individuals involved.
- 14.7. Rulings can take the form of the following:
 - 14.7.1. No ruling and no consequences
 - 14.7.2. Verbal warnings
 - 14.7.3. Written warning
 - 14.7.4. Recommendations for changes to policies, procedures, disciplinary actions, competition/event rules and any other related recommendations as determined by the Committee
 - 14.7.5. Suspension of Membership
 - 14.7.6. Exclusion from future events for spectators and all Member classes
 - 14.7.7. Temporary expulsion from the MTU.
 - 14.7.8. Permanent expulsion from the MTU.