

REPUBLIC OF IRELAND TAEKWON-DO ASSOCIATION

Disciplinary & Complaints Committee Outline of Constitution, Functions & Procedures

1. DEFINITIONS

"**Association**" means the Republic of Ireland Taekwon-Do Association

"**Masters Council**" means those members 7th Degree and above who are appointed to the Masters Council of the Republic of Ireland Taekwon-Do Association.

"**Committee**" means the members of the Disciplinary & Complaints Committee or Appeal Committee appointed by the Masters Council.

"**Chairperson**" means the Chairperson of the Disciplinary & Complaints Committee or Chairperson of the Appeals Committee appointed by the Masters Council.

"**The Tenets of Taekwon-Do**" means the received Tenets of Taekwon-Do being, Courtesy, Integrity, Perseverance, Self Control and Indomitable Spirit.

2. COMPOSITION OF COMMITTEES

Disciplinary & Complaints Committee:

The Disciplinary and Complaints committee shall consist of not less than three (3) and not more than five (5) Black Belt Members of the Association who will be appointed by the Masters Council.

The appointees of the committee will be nominated for a term of one year. The committee can be re-elected in its entirety or members can be replaced as required by the Masters Council. One nominated person will be appointed secretary to the committee for the purpose of minute taking and preparation of documentation for each convened meeting.

The Chairperson must be a member of the Masters Council and the remainder must be constituted of senior black belts who have given long service to and are full members of the R.I.T.A.

The members of the committee should be independent of

- the incident surrounding the complaint,
- the person making the complaint
- the person defending the claim

Any person with involvement with the above must recuse themselves from the process and a valid replacement be appointed. A panel of alternates should be created so additional/replacement members can be appointed at short notice.

The persons holding the following appointments cannot be a member of the Disciplinary and Complaints Committee; the President of the R.I.T.A. the Vice President of the R.I.T.A. and the National Secretary to the R.I.T.A.

Appeal Committee:

The Appeal Committee shall consist of three (3) members and not more than five (5). The Chairperson of the committee will be either the President of the R.I.T.A. or the Vice President of the R.I.T.A. The remainder must be constituted of senior black belts who have given long service to and are full members of the R.I.T.A. One nominated person will be appointed secretary to the committee for the purpose of minute taking and preparation of documentation for each convened meeting.

The members of the committee should be independent of

- the incident surrounding the complaint
- the person making the complaint
- the person defending the claim
- any person who sat on the Disciplinary and Complaints Committee that heard the original complaint

Any person with involvement with the above must recuse themselves from the process and a valid replacement be appointed. A panel of alternates should be created so additional/replacement members can be appointed at short notice.

3. FUNCTIONS OF THE DISCIPLINARY AND COMPLAINTS COMMITTEE

The members of the Committee shall ensure the maintenance of standards, good order and discipline within the Association, or outside the Association as far as it affects the smooth running and good reputation of the Association.

The Committee shall be responsible to the Masters Council

The Disciplinary & Complaints Committee shall:

- (a) Endeavour to lift and maintain the general standard of discipline and etiquette within the Association.
- (b) Ensure the rules of conduct are implemented considering the spirit and intentions of this document.
- (c) Establish and update rules of conduct that relate to the behaviour of members in the
- (d) Association, both in and outside the Dojang in accordance with the accepted practices of the Association, to include matters that may cause or bring discredit upon the Association or any of its schools or members and have them ratified by the Masters Council.
- (e) Make sure that all instructors are aware of and are teaching the rules and regulations as per the R.I.T.A. Constitution.
- (f) Give guidance to instructors where necessary on matters relating to standards, discipline and good order.
- (g) Investigate complaints and alleged breaches of conduct and, where necessary, make recommendations for decision on these matters to the Masters Council.

4. **MEETINGS:**

- (a) A quorum for a valid meeting shall be three members of the Disciplinary & Complaints Committee.
- (b) Meetings shall be held as required.
- (c) Notice of meetings of the Disciplinary & Complaints Committee will include an agenda together with the minutes of the last Committee meeting. Normally fourteen clear days will be given as to the business, time, date and place of meetings. However, in the case of an emergency the Chairperson can authorise the giving of lesser notice as may seem reasonable.

5. **DISCIPLINARY & COMPLAINTS PROCEDURE**

- (a) All complaints or reports of breaches of discipline must be sent to the National Secretary of the R.I.T.A. in writing.
- (b) The National Secretary of the R.I.T.A. will note the complaint, inform and forward the complaint to the Chairperson of the Disciplinary and Complaints Committee.
- (c) A letter of reply to acknowledge receipt of the complaint will be sent by the Chairperson of the Disciplinary and Complaints Committee within **10 working days**.
- (d) The Chairperson will call a meeting of the Committee and inform the members of the Committee in writing of the business, time, date and place of the meeting. The meeting should be held, where possible, within **30 days** of receipt of the complaint.
- (e) The complainant as well as the person or persons to whom the complaint relates may, at the Chairperson's discretion, be invited to attend the meeting to present their case to the Committee.
- (f) Any other parties who may be affected by the matter at hand may also be invited to attend the meeting, again, at the Chairperson's discretion.
- (g) The Chairperson may, at his discretion, arrange to for the parties concerned to meet with the Committee either separately or together, depending on the nature and sensitivity of the complaint.
- (h) At the commencement of the meeting the Chairperson should inform all parties that minutes of the meetings will be taken and forwarded to the parties involved.
- (i) In investigating a complaint, the Committee will consider all relevant facts and evidence in the light of the Constitution, Rules & Regulations of the association, as well as the Tenets of Taekwon-Do.
- (j) Where it is deemed necessary, the Committee may make recommendations regarding penalties as per section 9 below. In the case of a recommendation of a penalty to be incurred will then be forwarded to the Masters Council for a final decision.
- (k) Parties are then to be advised in writing of the results at the earliest possible time and their right to have the decision appealed.
- (l) The parties will have 21 days to write to the National Secretary and indicate their intention to appeal the decision of the Disciplinary and Complaints Committee.

6. APPEAL GROUNDS

Appeals can only be forwarded to the Appeal Committee Chairperson under the following conditions:

- (a) The Disciplinary & Complaints Committee was improperly constituted
- (b) Information provided to the Disciplinary & Complaints Committee was misinterpreted
- (c) Information provided to the Disciplinary & Complaints Committee was not considered
- (d) Additional information has become available that was not available to the Disciplinary & Complaints Committee that may affect the decision taken
- (e) The Disciplinary & Complaints Committee considered information that was outside their remit
- (f) The penalty given was either too harsh or too lenient.

7. FUNCTIONS OF THE APPEAL COMMITTEE

The members of the Committee shall ensure the maintenance of standards, good order and discipline within the Association, or outside the Association as far as it affects the smooth running and good reputation of the Association.

The Committee shall be responsible to the Masters Council

The Appeal Committee shall:

- (a) Endeavour to lift and maintain the general standard of discipline and etiquette within the Association.
- (b) Ensure the rules of conduct are implemented considering the spirit and intentions of this document.
- (c) Establish and update rules of conduct that relate to the behaviour of members in the
- (d) Association, both in and outside the Dojang in accordance with the accepted practices of the Association, to include matters that may cause or bring discredit upon the Association or any of its schools or members and have them ratified by the Masters Council.
- (e) Make sure that all instructors are aware of and are teaching the rules and regulations as per the R.I.T.A. Constitution.
- (f) Give guidance to instructors where necessary on matters relating to standards, discipline and good order.
- (g) Investigate complaints and alleged breaches of conduct and, where necessary, make recommendations for decision on these matters to the Masters Council.

8. APPEAL COMMITTEE

- (a) All intentions to appeal the decision of the Disciplinary and Complaints Committee must be sent to the National Secretary of the R.I.T.A. in writing.
- (b) The National Secretary of the R.I.T.A. will note the complaint, inform and forward the complaint to the Chairperson of the Appeal Committee.
- (c) A letter of reply to acknowledge receipt of the complaint will be sent by the Chairperson within **10 working days**.
- (d) The Chairperson will call a meeting of the Committee and inform the members of the Committee in writing of the business, time, date and place of the meeting. The meeting should be held, where possible, within **30 days** of receipt of the complaint.
- (e) The complainant as well as the person or persons to whom the complaint relates may, at the Chairperson's discretion, be invited to attend the meeting to present their appeal to the Committee.
- (f) Any other parties who may be affected by the matter at hand may also be invited to attend the meeting, again, at the Chairperson's discretion.
- (g) The Chairperson may, at his discretion, arrange to for the parties concerned to meet with the Committee either separately or together, depending on the nature and sensitivity of the complaint.
- (h) At the commencement of the meeting the Chairperson should inform all parties that minutes of the meetings will be taken and forwarded to the parties involved.
- (i) In investigating a complaint, the Committee will consider all relevant facts to the appeal and evidence in the light of the Constitution, Rules & Regulations of the association, as well as the Tenets of Taekwon-Do.
- (j) Parties are then to be advised in writing of the results by the Appeal Committee at the earliest possible time.
- (k) The Appeal Committee will make recommendations regarding the proposed penalty imposed as per section 9 below. The decision of the appeal Committee is final and the decision will be passed to the Masters Council informing them of the decision and penalty if applicable.

9. PENALTIES

- (a) Upon satisfactory evidence being produced, the Disciplinary Committee/Appeal Committee may take any of the following actions:
- Recommend no action
 - Recommend a verbal warning
 - Recommend a written warning
 - Recommend training on the matter in question
 - Recommend meetings with a nominated instructor to assist/coach the person
 - Recommend a probationary period without suspension but monitoring the person
 - Recommend a temporary suspension
 - Recommend expulsion from the Association
- (b) In emergency cases only (cases deemed Gross Misconduct listed in Appendix I) the Disciplinary and Complaints Committee, upon satisfactory evidence and where deemed prudent, shall counsel, warn, or suspend a member from the Association until an ultimate decision is made by the Appeal Committee or the Masters Council. The member suspended shall be fairly informed of the reason for the suspension in writing. No unnecessary delays shall be caused, where suspension is implemented, before a final decision is made by the Masters Council on the matter causing suspension.
- (c) An instructor may counsel, warn or recommend suspension of a member from the Association to the Committee for breaches of rules or etiquette.
- (d) As in parts (a) and/or (b) above, where any member is suspended or expelled from the Association, no other school, student, or instructor shall allow that member to train, formally or informally at a school or otherwise.
- (e) Matters involving breaches of Irish Criminal Law will be reported to the relevant authorities.

APPENDIX I

SCHEDULE OF CASES DEEMED GROSS MISCONDUCT

- Criminal acts
- Theft
- Intentional damage to property
- Assault
- Dereliction of duty of care
- Serious breach of health and safety procedure
- Fraudulent behaviour
- Falsification of records
- Abuse of company policies/procedures
- Abuse of trust
- Serious sexual harassment, harassment, bullying
- Serious breaches of data protection policy
- Violent behaviour