



October 6, 2011

To: Member Organizations of Taekwondo Canada  
c/o the Members' Presidents/Chairs and Secretary General  
cc: Board of Directors, Taekwondo Canada

Re: Taekwondo Canada National Membership program

Dear Sir/Madam;

I wish to thank you for your organization's representation at Taekwondo Canada's 2011 AGM. Following the AGM, Taekwondo Canada held an information session to discuss among other items, its national membership program and membership review process. This letter contains important information requiring your attention.

## **MEMBERSHIP PROGRAM - 2011**

### **PROGRAM**

Taekwondo Canada's national membership and registry program has been developed to organize taekwondo membership in Canada in accordance with the Bylaws by implementing Article 5. Membership consistent with Article 31. The program follows account of Sport Canada's Federal/Provincial/Territorial membership initiative (2011) and its sport accountability standards and framework as well as Taekwondo Canada's strategic plan (2011-2016), which also contemplates complying with the Sports Canada initiative. The program establishes assessment criteria for membership, applicable standards of conduct to be applied across its membership, standardized policies, rules, regulations, procedures, and members' rights and privileges.

### **OUTCOMES**

The four primary outcomes of Taekwondo Canada's national membership and registry program are:

1. To establish, apply and monitor membership criteria and accountability standards at all levels of governance within Taekwondo Canada that is fair, equitable and transparent.
2. To implement the necessary stage of the transition provision under the Bylaws, which is to determine the type of organization that matches each designated Voting Member Organization.
3. Establish and maintain a current list of Voting Member Organizations under the Bylaws.
4. To establish a national registry of membership with Taekwondo Canada in accordance with the Bylaws that is administered through an online database in accordance with Sport Canada's F/PT membership initiative for the consistency and ease of membership tracking and reporting at the P/TSO and NSO level.

### **PROGRAM IMPLEMENTATION**

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The national membership and registry program was initiated in 2010 with the passing of the Bylaws (December 10, 2010), the announcement of the F/PT membership initiative (March 11, 2011), the development of a new strategic plan (May 2011), online membership database (June 2011), and supporting policies for Taekwondo Canada.

Taekwondo Canada officially set the annual membership cycle to be September 1 to August 31 for the Association and has subsequently opened membership to the Association and initiated a review process of its current members consistent with the transition provisions of the Bylaws.

## **MEMBER REVIEW PROCESS**

Taekwondo Canada will be conducting a comprehensive review of its current members. The review process is underway and consists of three parts, with all three parts to be completed no later than November 15, 2011. For the purpose of objectivity, the Board of Directors has appointed an Ad Hoc membership review committee that includes independent members who will review all documentary submissions by member organizations as per the review timelines. The committee has the mandate to provide the Board with membership recommendations for its final approval.

To guide the review process, Taekwondo Canada has developed two policies, which form the framework from which membership with the Association will be accepted, reviewed, maintained and measured – the Membership Benchmark Policy and the National Membership Policy.

I have enclosed a copy of both policies, as well they can be found on the Taekwondo Canada website at [www.wtfcanada.com/eng/about/policies-and-procedures](http://www.wtfcanada.com/eng/about/policies-and-procedures).

### *Part One*

Notice was provided to all member organizations on September 26, 2011 and contained the following information:

## **REPORTING INITIATIVE - MEMBER INFORMATION/DOCUMENTATION REQUIREMENTS**

On September 26, 2011 member organizations were requested to provide the National Registrar (CEO) with the following documentation, receipt of which was requested within 7 days of the notice:

1. Complete listing of Board of Directors including Name, Position, Email, Phone
2. Copy of current constitutional documents (letters patent/articles, bylaws) and proof of registration with the provincial regulatory authority (e.g. equivalent of Industry Canada)
3. The most recent AGM minutes
4. Copy of all current policies and/or a link to the listing of all policies on your provincial website





These documents are, or should be, readily accessible and freely available however if there is some difficulty with providing them please advise the writer of the nature of the problem. I also ask that you reply to this letter and advise when Taekwondo Canada can expect to receive the documentation and information requested above.

Furthermore, all information can be submitted to the National Registrar (CEO) either electronically or in hard copy at:

[ehavaris@wtfcanada.com](mailto:ehavaris@wtfcanada.com)  
 Taekwondo Canada  
 c/o Eva Havaris  
 Suite 310-1376 Bank Street  
 Ottawa, ON  
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## Part Two

### Membership Affiliation and Registration

Taekwondo Canada has launched its online membership database. Member organizations will be required to confirm the following to Taekwondo Canada c/o the National Registrar (CEO) by 5pm EST Friday October 21, 2011:

- *Sole Affiliation with Taekwondo Canada*  
 The member agrees to the terms of membership with Taekwondo Canada and confirms its sole affiliation *in writing* on official letterhead and/or as per a statement of affiliation within its bylaws. This affiliation cannot be in conflict with by other documents of the member, and if there are any please provide information about such a document and a formal declaration of what the member will be doing, when and how, to resolve the conflict.
- *Registration of membership with Taekwondo Canada*

Member organizations must adhere to the policies, procedures, rules and regulations of Taekwondo Canada. Taekwondo Canada has approved a membership fee and payment schedule for 2011 as per the table below:

Membership Class	Fee	Due Date
Voting Member Organization	\$500.00	** All current members are paid in full
Advisory Member (Black Belts)	\$30.00	December 31, 2011
Associate Members – Colour Belts	\$15.00	December 31, 2011
Associate Members – Schools/Clubs	\$125.00	December 31, 2011





Member organizations will have two options *in 2011 only* for registering members:

1. Member organizations must provide its members with national membership information pertaining to fees and registration. Taekwondo Canada will provide the member organization with access to the online database and an information package to distribute to its members to assist with the online registration process. Each member organization will be provided with a link to the database to place on its website home page and/or a link is available on the Taekwondo Canada website.
2. Member organizations can continue to use its own membership database and remit the membership list along with a payment for all associated fees to the National Registrar. Please note that the membership list will be verified by Taekwondo Canada through Sport Canada and its corresponding provincial sport regulatory body for accuracy.

In the coming week, I will be following up with each member organization individually on Part 1 and 2 of the membership review process and would ask that each member organization confirm in writing on or before October 21<sup>st</sup>, 2011, whether or not it prefers to use Option 1 or 2 for membership registration with Taekwondo Canada in 2011.

Sincerely,

Eva Havaris  
Chief Executive Officer  
Taekwondo Canada  
wtfcanda.com

