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Approved by:	Board
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Policy Statement

Intent

This policy document is concerned with the acceptance of applications to membership of Australian Taekwondo Limited (**AUSTKD**). It determines the classes of membership and the eligibility for each class. This is in addition to the clauses re membership in the AUSTKD constitution and the requirements for clubs subscribing to AUSTKD membership.

This Policy is formulated and enacted by AUSTKD in accordance with powers set out in AUSTKD's constitution. This Policy is a "Policy" as that term defined in the AUSTKD constitution.

Objectives

To develop and implement a framework for membership to AUSTKD that generates sufficient revenue and offers the correct opportunities to members and accounts for governance requirements for National Sporting Organisations (NSO) recognised by the Australian Government.

In addition, this policy sets out requirements for clubs and their obligations of membership subscription to AUSTKD.

Scope

Board, Staff, Committee Members, Club Owners, Members, Clubs and potential members.

Policy Principles

- To ensure that AUSTKD has the correct categories of membership to generate revenue and mitigate risk.
- To ensure that members are joined in the appropriate category with appropriate benefits.
- To ensure fairness to all members and potential members.
- To establish membership requirements for clubs and members.

National Membership Policy



Categories of Members

As per the AUSTKD constitution the categories of members are:

1. Member States which have the right to receive notice, attend and vote at General Meetings of AUSTKD;
2. Life Members who have the right to receive notice and attend, but do not have the right to vote at General meetings of AUSTKD;
3. Affiliated Members who shall not have the right to receive notice, attend or vote at General Meetings of AUSTKD;
4. Individual Members (including student and instructor Members) who shall not have the right to receive notice, attend or vote at General Meetings of AUSTKD; or
5. Such other category of Member as may be created by the Board. Any category of Member created by the Board may not be granted voting rights.
6. Members are expected to join in the appropriate category.

State Members of Australian Taekwondo

The members of AUSTKD at the date of the adoption of this Policy are:

- Taekwondo Queensland
- Taekwondo New South Wales
- Taekwondo Victoria
- Taekwondo Tasmania
- Taekwondo South Australia
- Taekwondo Western Australia
- Taekwondo Northern Territory
- Taekwondo ACT

Individual Members

The categories of Individual members within the current structure are:

- Student members
- Instructors (including Head Instructors)
- Kids, Social, Official & Referees and Volunteer members

“Instructor” means an individual who:

- is over 18 years of age;
- is either an Australian citizen or a permanent resident of Australia;
- holds a AUSTKD recognised or Kukkiwon rank of 1st to 3rd Dan;
- is a member of or has some responsibility for the administration of an affiliated club of AUSTKD;
- meets the qualifications and any other requirements of AUS TKD and
- Holds a current Working With Children Check or equivalent in the State they reside.

“Head Instructor” means an individual who:

- is over 18 years of age;
- is either an Australian citizen or a permanent resident of Australia;
- holds a minimum AUSTKD recognised or Kukkiwon rank of 4th Dan;
- is a member of and is responsible for the administration of an Affiliated Club of AUSTKD;
- meets the qualifications and any other requirements of AUS TKD; and
- Holds a current Working with Children Check or equivalent in the State they reside.

“Student” means an individual who:

- trains with a registered club, Head Instructor or Instructor of AUSTKD

“Kids, Social, Official & Referees and Volunteer members” can be defined as:

- **Kids Membership** – juniors under 12 years who wish to support AUSTKD, available to club members and non-club members, does not include insurance
- **Social Membership** – for adult fans who want to keep updated and to support the sports growth, available to club members and non-club members, does not include insurance
- **Officials and Referee Membership** – for those not actively training or part of an affiliated club of AUSTKD, allows access to AUSTKD competitions as a referee, includes personal accident insurance coverage at events, available to club and non-club members
- **Volunteer Membership** – for volunteers involved with club events and competitions, includes personal accident insurance coverage at events, available to club and non-club members

Further information on individual memberships can be [found here](#).

Termination of Individual Memberships

An individual's membership may be terminated in the following situations:

- If not renewed following the conclusion of the membership term;
- Upon notification of death;
- In accordance with the application of the AUSTKD Complaints, Disputes and Discipline Policy
- In accordance with the application of a State Membership Disciplinary Policy or sanction; or
- In any other circumstances or for any other reason prescribed in the AUSTKD constitution or rules of the State Member of affiliated body of AUSTKD.

Registered Clubs (or affiliated clubs)

- The current membership structure of AUSTKD requires Head Instructors and Instructors to register their club and purchase a club membership package annually.
- Affiliation of clubs and entities refers to the formal affiliation of entities that exist to conduct Taekwondo. These entities include without limitation – associations, clubs, schools, universities, and private providers

Further information on club affiliation can be [found here](#).

Individual Clubs and Branch Clubs

- A club must register with AUSTKD in their own right if the Instructor obtains a direct financial benefit from that club or branch club in connection with AUSTKD
- If an instructor is operating several branch clubs or has engaged an Instructor to teach at a branch club then it only need register for one Club Membership package. For this to apply the Instructor must be in full financial control of all branches he is operating.

NOTE: AUSTKD Insurance will not apply to clubs that are being financially operated independently from their main club if they are not registered as an individual club (unless the Instructor is operating several branch clubs as described above). If there is any question regarding the need for a club to be registered advice should be sought from AUSTKD to ensure they are operating with the guidelines of this policy. It is the responsibility of the Instructor to ensure they are operating within the rules and auspices of this policy.

Club Membership and Registration

- Club membership and yearly membership fees will be based on the membership packages released for that particular year of membership. NOTE: this may change from year to year. Membership packages will generally be released in November prior to the year of commencement for that package.
- Registered clubs are required to register **all** students **practicing Taekwondo** within their club using the AUSTKD electronic membership management system.

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- Only members who are registered will be covered by the AUSTKD annual insurance package and eligible to participate in sanctioned AUSTKD events. It is the responsibility of each club to ensure their students are registered annually using the AUSTKD online membership management system.
- Clubs have 4 weeks to ensure their new members are registered for the year from the time they begin to train with the registered club. During this 4-week period insurance will apply to the individual student. After 4 weeks, from the time they began training, the student must be formally registered by the club using the AUSTKD online membership system or insurance will not apply to that individual. Previously registered members are required to be registered at the beginning of the membership period.
- Pooling or registering members from clubs that are not registered with AUSTKD is strictly prohibited and is in contravention of this policy. Any club found to be registering members with them from non-member clubs for the purposes of competing in competition, insurance or other purposes will be subject to disciplinary action by AUSTKD and may result in membership suspension or expulsion from AUSTKD.
- Clubs purporting or advertising to register members with AUSTKD in contravention of this membership policy will be subject to disciplinary action by AUSTKD and may result in membership suspension or expulsion from AUSTKD.

Training competitions, other clubs or transferring to a new club

- Individual membership of a student is vested with the club who registered the student. AUSTKD Membership will cover official club activities and events for the club they are registered with.
- Student registration and insurance coverage for competing at events associated with the club must be in accordance with events sanction by AUSTKD. It is the Club Instructors responsibility to ensure any competitions they are attending are sanctioned by AUSTKD.
- Registered students training at another registered AUSTKD club will only be covered by the AUSTKD registration and insurance package if they have obtained permission from the club they are registered with. Any student who is cross training at another club will not be covered by the AUSTKD membership and insurance unless they have obtained permission from the club that registered them.
- Registered students who have changed clubs must transfer their registration over to their new club immediately or the AUSTKD insurance package will not apply. This can be done by contacting the AUSTKD administration office. It is the responsibility of the student and the new club instructor to ensure this has been correctly transferred. Club instructors must make sure the transfer has been correctly completed to ensure that student is covered by the AUSTKD insurance policy. AUSTKD bears no responsibility if this has not been completed and AT insurance will not be valid in this case if a student has not been transferred to the new club.

Term and Fees

- The yearly membership period is from 1st January to 31st December in any given year.

- Annual membership fees for all categories of membership will be approved by the Board and will be reviewed annually.
- Membership of, and affiliation to AUSTKD and State Members is valid for a period of up to 12 months.
- Regardless of the membership term set by the affiliated club, an individual member must pay the National / State capitation fees in total once per year:

For example, an individual member might register for an affiliated club in June, however they must still pay the full National / State capitation fees for that membership period.

Eligibility Criteria

- All Head Instructors and Instructors must complete the relevant registration requirements and provide the required supporting documentation listed on the membership application form.
- Membership will not be accepted until all documentation has been received and membership payment has been made for the category of membership being applied for.
- Students must be registered by their club. Clubs will be subject to disciplinary action by AUSTKD and may result in membership suspension or expulsion from AUSTKD online membership system if they do not register their students in accordance with this policy.

Mandatory Use

- A register of members of all categories and types must be kept and maintained by AUSTKD within the AUSTKD National Member Database.
- All individual members and affiliated entities that this Policy applied to must use the AUSTKD National Member Database.

Reinstatement of Membership

In the instance of an individual member receiving a sanction and subsequent suspension of membership from AUSTKD, the steps below outline the process of AUSTKD membership reinstatement for the individual:

1. Serve and adhere to the requirements of the sanction and subsequent suspension of membership, in its entirety
2. Upon completion of the sanction and any suspension of membership, the individual in question to formally request reinstatement of membership with Australian Taekwondo to the National Integrity Manager or equivalent role by completing the online membership reinstatement form
3. The Australian Taekwondo Board and Finance and Risk Management Committee review the official request
4. Decision is communicated to the individual in question

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5. If membership is to be reinstated, individual in question attends an online membership reinstatement meeting at an agreed time, with the National Integrity Manager and Head of Member Relations or equivalent roles
6. AUSTKD administration will action the reinstatement of membership within 7 days following the completion of all of the above steps

Data Ownership

- Individuals always maintain ownership of their own personal information. AUSTKD owns the database collection of Taekwondo data used only in such ways permitted by the AUSTKD Privacy Policy.
- AUSTKD is bound by its applicable Privacy Policy in relation to information sharing.
- Every entity and individual bound by this Policy acknowledges that AUSTKD and State Members may conduct random audits of membership and affiliation records and accuracy of input data.
- Individual members and affiliated clubs have the right to request a copy of the information held specific to themselves only, in accordance with AUSTKD's Privacy Policy.

Membership and Affiliation Fees

- National Capitation and Affiliation Fees
- Each individual member and affiliated club must pay an annual affiliation fee as set by AUSTKD
- It is requirement of a club's affiliation that it registers every individual member
- National affiliation fees are non-refundable, unless in the circumstances of technology malfunction.
- "Capitation" means the mandatory administration fee included in a membership category.
- AUSTKD reserves the right to change these fees and in special circumstances only may approve the use of pro-rata capitation fees, as approved by the AUSTKD Board from time to time.
- Each State Member and Affiliated Club may add additional capitation fees as deemed necessary.

Transaction fees and GST

- Total national fees presented to members are to be inclusive of GST
- Online transaction (2% + \$1.60) fees for National Capitation are passed onto to Individual Members upon registration at their affiliated club.

Associated Policies and Procedures

AT Constitution.

Accountabilities

Implementation:	CEO
Compliance:	Board
Monitoring and Evaluation:	CEO
Development and Review:	Membership Admin
Interpretation and Advice:	Membership Admin/ CEO

Who should know this Policy

- All **Authorities Delegated** within this policy are responsible for knowing this policy and procedures that support this policy.
- The **Board** is responsible for the approval and maintenance of this policy.
- The **Chief Executive Officer** is responsible for implementation and ensuring adherence to this policy and for educating users in the content of supporting policies.

How will the effectiveness of this Policy be measured?

- Membership numbers
- Revenue generation to cover operational costs.
- Compliance testing of application of Membership Policy

Document Management

Version	Date	Change	Authorised

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