

Irish Taekwon-Do Association (I.T.A.) Bylaws

Replacing Board of Directors Members

If a “member”, as mentioned in article 6.01 of the Irish Taekwon-Do Association (I.T.A.) Constitution, Board of Directors steps down or resigns, other than at a General Meeting, then the Irish Taekwon-Do Association

(I.T.A.) Board of Directors shall meet to decide whether or not to replace him / her before the next General Meeting.

If the Irish Taekwon-Do Association (I.T.A.) Board of Directors decides to replace him / her, then a suitable replacement will be chosen by majority agreement of the Irish Taekwon-Do Association (I.T.A.) Board of Directors. The ITA board will meet as outlined in the ITA constitution. Board members will also officiate in at least two out of three ITA national tournaments per year.

Membership

No current member of an I.T.F. Taekwon-Do Association in Ireland, other than the Irish Taekwon-Do Association (I.T.A.), may also be a member of the Irish Taekwon-Do Association (I.T.A.).

An “I.T.F. Taekwon-Do Association” is defined here as an association with members that purport to perform any of the 24 patterns detailed by General Choi Hong-Hi in his encyclopaedia “Taekwon-Do” as part of their training within that association.

IMAC Membership

In accordance with the decision taken at the IMAC AGM 2020 (reference IMAC Operational Framework page 14), The Irish Taekwon-Do Association (formerly TAB) is the sole organisational member in the System of Taekwon-Do recognized by IMAC for the governing of ITF Taekwon-Do in Ireland

All Irish Taekwon-Do Association clubs, as a condition of membership must also comply with all regulations pertaining to membership of IMAC

In addition to this ITA will play a role in the support and provision of services for two legacy members of IMAC under the System of Taekwon-Do.

1. UCC Taekwon-Do Club under Master JB McCarthy
2. Master Doyle Taekwon-Do schools (Carlow, Maynooth, Old Bawn) under Master Stephen Doyle

(Explanatory note: Both legacy members are members of organisations that held membership of IMAC under the System of Taekwon-Do previously. The

parent organisations for both legacy members fell into non-compliance or decided to cease IMAC membership, leaving the legacy members without a direct means of affiliation but in full compliance with IMAC rules in their own right. It was decided that ITA would facilitate their membership in the System of Taekwon-Do while allowing them to preserve their affiliation to their parent bodies. This arrangement to be specific to the two named clubs and instructors only)

The ITA board of directors will facilitate the legacy club members in accessing all rights & privileges of IMAC membership

Taekwon-Do clubs wishing to apply for IMAC membership may do so by applying to join the Irish Taekwon-Do Association as outlined under article 4 of the ITA constitution

The ITA Board of directors shall appoint such representatives and officers as required by the IMAC constitution and operational requirements, giving due consideration to the requirements of the role and continuity of service.

Non-Executive Committee

The Board of Directors may establish one or more Non-Executive Committees, in addition to those mentioned in the Irish Taekwon-Do Association (I.T.A.) Constitution, to assist in any aspect of the running and development of the Irish Taekwon-Do Association (I.T.A.).

The Board of Directors will decide the chairperson, members, duration and scope of such Committees.

The Board of Directors will decide funding for such Committees. Regardless of the duration set in 3(b), the Board of Directors may stand such a Committee down at any time after its establishment as in 3(a) above.

School Membership Fees

Each school will pay an annual membership fee of €300. A new school which opens from within I.T.A. or joins from another organisation, within a calendar year, will commence paying the full school fee of €300 from the following AGM.

An additional fee of €75 will be paid for each subsequent school and or location run by the same instructor.

The school membership fee will be sent to the Secretary General along with a completed school membership form by the AGM of each calendar year. School membership fees are set by the Board of Directors and may be amended at any time by the Board of Directors.

A school that operates on a completely voluntary basis, i.e. students do not pay training fees, will be liable for a registration fee of €50. The school instructor must satisfy the board of directors that this is the case with their school.

Irish Taekwon-Do Association (I.T.A.) Media Promotion Policy

Reports promoting Irish Taekwon-Do Association (I.T.A.) initiatives and activities to an external audience, such as on international websites, should be specific, concise and objective and be consistent with Irish Taekwon-Do Association (I.T.A.) quality policies and the spirit of ITF Taekwon-Do. Irish Taekwon-Do Association (I.T.A.) quality policies exist to ensure that the reputation, image and perception of the association is maintained at an exemplary level, therefore best serving the needs and interests of its members.

Reports promoting Irish Taekwon-Do Association (I.T.A.) initiatives and activities to an external audience, such as on international websites should be sent through the Irish Taekwon-Do Association (I.T.A.) Secretary General or the person on the Business Development Committee responsible for the website, where they may be edited before being forwarded to the relevant person(s).

School Insurance

Each school must have adequate insurance cover.

A copy of each school's insurance certificate must be sent to the Insurance Officer of the Irish Taekwon-Do Association.

The Insurance Officer will keep an up to date file of each school's insurance details.

The Tournament & Umpire Committee

The Tournament & Umpire Committee is appointed by the board of directors

The Tournament & Umpire Committee will consist of the Tournament Director, the Umpire Chairperson, the Tournament Coordinator and the Tournament Administrator.

The Tournament & Umpire Committee will meet as often as necessary in advance of every I.T.A. organised tournament.

The Tournament & Umpire Committee will be responsible for organising at least three (3) tournaments per year, funded by the I.T.A.

The Tournament & Umpire Committee will be chaired by one (1) of its members who will be chosen by the Tournament & Umpire Committee at each meeting.

At meetings of the Tournament & Umpire Committee each member of the Tournament & Umpire Committee shall have one (1) vote on all issues except for the chairperson. In the case of a tied vote on any issue the Chairperson will be entitled to cast a deciding vote.

In addition to the three (3) tournaments organised by the Tournament & Umpire Committee, any instructor/s or school/s may organise, fund and run their own tournament and may consult the Tournament Committee for assistance.

The Tournament Director

The Tournament Director is appointed by the Board of Directors.

The Tournament Director will be a member who has some experience in the organisation of Tournaments.

The Tournament Director will be at least eighteen (18) years of age.

The Tournament Director will sit on the Tournament & Umpire Committee.

The Tournament Director will ensure that the Tournament & Umpire Committee organise at least three (3) I.T.A. tournaments per year subject to the approval of the Board of Directors.

The Tournament Director will oversee the organisation and running of ITA tournaments. Will liaise with the other Tournament and Umpire Committee members, the board of directors and the local organisers ahead of each ITA tournament to ensure that all necessary arrangements are in place for the effective running of each tournament such as, 1st aid, insurance, hall rental, ordering of medals and transportation of equipment in a timely and cost effective fashion.

Tournament and Umpire Committee members to ensure the venue is set up in a timely fashion and to the required standards.

The Tournament Director will ensure that all ITA tournament equipment is stored securely and maintained to a high standard.

The Tournament Director will liaise with other members of the tournament and umpire committee and the board of directors regarding the purchase and upgrade of ITA tournament equipment.

The Tournament Administrator

The Tournament Administrator is appointed by the board of directors.

The Tournament Administrators will be a member who has some experience in the organisation of Tournaments and the use of Sportdata.

The Tournament Administrator will be at least eighteen (18) years of age.

The Tournament Administrator will sit on the Tournament & Umpire Committee.

The Tournament Administrator will act as administrator of I.T.A. tournaments and will prepare all draws in advance of each ITA tournament in conjunction.

The Tournament Administrator will prepare the draws and schedules for all I.T.A tournaments.

The Tournament Administrator will assist the tournament director and umpire chairperson where deemed necessary.

The Umpire chairperson

The Umpire Chairperson is appointed by the board of directors

The Umpire Chairperson will have completed an I.T.F. / A.E.T.F. International Umpires Course within four (4) years prior to his / her appointment and must hold the rank of at least IV Degree black belt. If there is no such member then the position of Umpire Chairperson will be left vacant and the duties of the Umpire Chairperson will be carried out by a person nominated by the Board of Directors until such time as a qualified member emerges.

The Umpire Chairperson will organise at least one I.T.A. Umpires Course per year subject to the approval of the Board of Directors.

The Umpire Chairperson will sit on the Tournament & Umpire Committee.

The Umpire Chairperson will assess the eligibility of any member who wishes to apply for International Umpire 'A' or 'B' class certification and will inform the President of the result of his / her assessment.

The Umpire Chairperson will work with the Umpire Tutors in the organisation and delivery of umpire training courses and may also select additional people to assist them.

The Umpire Chairperson will be responsible for maintenance and upkeep of all equipment related to the running of ITA tournaments such as; electronic scoring systems, ring kits, laptops, display units, speakers, microphones and all other related equipment.

The umpire chairperson will prepare all ring councils for ITA tournaments in advance and work in conjunction with the tournament and umpire committee in overseeing the work of ring councils and umpires at all ITA tournaments.

The Tournament Coordinator

The Tournament Coordinator is appointed by the Board of Directors

The Tournament Coordinator will assist the tournament administrator with the preparation of draws for all ITA tournaments

The Tournament Coordinator will prepare the invitation and promotional material for all ITA tournaments in conjunction with the Tournament & Umpire Committee

The Tournament Coordinator will ensure that invitations for I.T.A. tournaments are distributed in a timely fashion.

The Tournament Coordinator will liaise with the tournament Director and other T&U committee members as necessary to ensure that all arrangements are in place for the organisation and running of ITA tournaments

The Tournament Coordinator will perform other duties as deemed necessary by the tournament and umpire committee

Administration Officer

The Administration Officer will support the Secretary General whenever necessary in the following tasks:

- a) Informing members when fees are due for renewal for items such as certificates, schools/clubs membership, IMAC membership, Kup grading fees etc and liaising with the Treasurer to ensure fees are paid on time.
- b) Distributing information and invitations to events such as tournaments, seminars, courses, gradings and meetings to the general membership through their instructors. The chairperson of each committee will channel information through the administration officer.

Note:

The Secretary General will continue to be the person responsible for communicating with the ITF, processing certificates and maintaining minutes of general and executive meetings i.e. article 9 of the I.T.A. constitution.

Coaching Officers

There will be 2 coaching officers who will be responsible for the following:

The coaching officers will work in conjunction with IMAC and the I.T.A. technical & instruction committee in the development of coach education programmes and courses.

The coaching officers will sit on the IMAC coaching committee on behalf of I.T.A.

Public Relations Officer

The Public Relations Officer will be selected by the Board of Directors and may be replaced by the Board of Directors at any time if they are not carrying out their duties to a satisfactory level. The public relations officer will be responsible for the following;

- a) Writing articles and reports for I.T.A. website.
- b) Writing articles and reports for AETF and ITF websites regarding I.T.A. events and initiatives.
- c) Contacting regional and national media to promote I.T.A. events, initiatives and news.
- d) Writing reports for regional and national media.
- e) Ensuring I.T.A. website is regularly updated.
- f) Sourcing reports, photographs and articles regarding I.T.A. events.
- g) Liaising with the Business Development Committee regarding I.T.A. advertising in national media.
- h) Ensuring the reputation, image and perception of the association are maintained at an exemplary level, therefore best serving the needs and interests of its members.

Anti-Doping Officer

The Board of Directors of the Irish Taekwon-Do Association shall choose the Anti-Doping Officer.

The role of the Anti-Doping officer is outlined in the Irish Taekwon-Do Association Anti-Doping Policy.

Insurance Officer

The Board of Directors of the Irish Taekwon-Do Association shall choose the Insurance Officer.

A copy of each school's insurance certificate must be sent to the Insurance Officer of the Irish Taekwon-Do Association.

The Insurance Officer will keep an up to date file of each school's insurance details.

The Insurance Officer shall be responsible for making sure the insurance in all schools is renewed on time.

Grading Officer

Assisting the Secretary General with paperwork and applications for the black belt test as deemed necessary

Assisting the Treasurer in monitoring the ITA Kup gradings

Liaising with the Secretary General, Technical Director and Umpire Chair to ensure those applying to test at Black Belt gradings meet the requirements outlined in the ITA and ITF Bylaws.

National Children's Officer

The Board of Directors of the Irish Taekwon-Do Association shall choose the National Children's Officer.

The role of the National Children's Officer is outlined in the Irish Taekwon-Do Association National Policy for Young People.

The National Children's Officer shall be a member of the National Young People's Advisory Committee.

Designated Person(s)

The Board of Directors of the Irish Taekwon-Do Association shall choose the Designated Person (s).

Where possible there shall be two (2) Designated Person(s) for the Irish Taekwon-Do Association (I.T.A.), one male and one female.

The role of the Designated Person(s) is outlined in the Irish Taekwon-Do Association National Policy for Young People.

The Designated Person(s) shall be a member of the National Young People's Advisory Committee.

National Young People Advisory Committee.

The National Children's Officer of the I.T.A. and the designated persons will form the National Young People's Advisory Committee.

This Committee may, by agreement and from time to time, co-opt other officers or members of the I.T.A. or experts from other agencies to assist in the implementation of its brief.

The Purpose of the Irish Taekwon-Do Association's National Young People's Advisory Committee is:

- i. To advise the Children's Officers on policy and procedure.

- ii. To prepare reports relevant to participation of young people in Taekwon-Do.
- iii. To assist as an editorial board in the publication and dissemination of a Young People's Newsletter.
- iv. To prepare and present feedback and response to the views of young people as expressed through Surveys.
- v. To encourage the participation of young people in the work of the National Young People's Advisory Committee.
- vi. To develop, monitor and oversee the implementation of the Association's policies and procedures in keeping with "Children First Guidelines" and relevant Child Care legislation and the Irish Sports Council's Code of Ethics & Good Practice for Children's Sport.
- vii. To assist and support the Board of Directors in the development and evaluation of the I.T.A. as a Child Friendly body where Good Practice is the guide.
- viii. To develop ideas for effective linking with, and involvement of parents.
- ix. To assist identify relevant training needs and plans.
- x. To develop links with national and international centres of sports education, child development, child guidance and other relevant services.

Women's Committee

Established in 2021 to advance projects focused on increasing the opportunities and supports for women and girls in the ITA and ultimately increasing overall representation of females in terms of participation (within clubs and at events), progression through higher grades, leadership in coaching and umpiring and governance at committee and board level

Details of the operation and remit of the committee are outlined in appendix 1 below.

Preliminary Testing

The preliminary black belt testing will be a mandatory testing for all those who wish to go forward to the official black belt testing, whether internal or external to the Irish Taekwon-Do Association e.g. at International Instructor Courses.

The preliminary testing will be conducted on a regional basis, by the examiners in that region; prior to each of the two (2) black belt testing's each year.

The cost of the preliminary testing will be € 25 and may be amended at any time by the Board of Directors.

Preliminary testing's for those testing abroad e.g. at International Instructors Courses will be arranged as necessary and will be conducted by a panel of examiners chosen by the technical and instruction committee.

Black Belt Testing

The minimum age to apply for promotion for 1st Dan black belt is 13 years of age. The candidate must be at least 13 years of age within the month of the black belt grading.

All those aged 16 years and older applying to test for 1st Dan and above must have officiated on at least 2 days of ITA national tournaments in the 18 months prior to their test

All candidates must meet the requirements for promotion as outlined in the ITF bylaws

There will be two centralized black belt tests per calendar year.

Applications for the black belt testing must reach the Secretary General at least three weeks prior to the black belt testing. No applications will be accepted after this date.

The application must include the following;

- Completed black belt test application form signed by instructor.
- Passport sized photograph of candidate in Jpeg format (not exceeding 200kb size).
- A completed PAR Q (standard physical activity readiness form).
- The examiners score sheets from the preliminary testing
- Confirmation of umpiring as outlined above

Where possible five (5) examiners will sit on the black belt testing panel. The examining panel for the black belt testing will consist of examiners chosen by the technical & instruction committee prior to each black belt testing.

A set fee of €100 will be paid to each examiner who sits on the testing panel.

The black belt testing fee will be €50 per applicant.

The venue for the black belt grading's each year will be decided at the AGM.

The black belt grading must be held in a hotel, with adequate facilities, and the capacity to have two grading's running simultaneously. The floor of the grading area must be matted for the safety of the candidates testing. The venue will be rotated as fairly and equitably as possible to different areas from grading to grading. The region with the responsibility of hosting the grading

will have two weeks following the AGM to book the venue and inform the Secretary General of the details.

The host region must organise the black belt grading in accordance with the I.T.A. policy document "Organising an I.T.A. Black Belt Grading".

- a) The host for black belt will receive a payment of €200 for their work in hosting the grading
- b) The black belt grading will be conducted using the official I.T.A. weighted black belt exam marking system following the I.T.A. Black Belt Weighted System Guidelines document.
- c) The exam will be carried out according to the examination requirements for particular Taekwon-Do grades as laid out in the Irish Taekwon-Do Association (I.T.A.) Dan Grade Syllabus.
- d) Directly following each black belt grading the examiners panel will discuss the results of each candidate in detail before announcing the official results to those present. This will allow the examiners time to ensure they are happy with the marks assigned to each candidate and to make any amendments they deem appropriate.
- e) All black belts attending the black belt grading should dress formally in a dark suit, white shirt, official I.T.A. tie with colour appropriate to their grade, dark shoes, ITF black belt pin.

Items to be presented at black belt preliminary testing and main testing

The following items must be presented at the black belt preliminary testing:

- Preliminary testing fee.
- Completed preliminary application form.

Items to be presented at black belt testing:

- The black belt certificate fee in cash or made payable to the Irish Taekwon-Do Association (I.T.A.).
- Black belt testing fee.

Failure to present all items may result in the candidate being disqualified from testing.

Unsuccessful candidates will be refunded the certificate application fee.

Examiners

Newly certified International Instructors must complete a period of two years co-examining with a mentor ITA examiner before gaining examiner status within ITA.

In order for an international instructor to become an examiner they must apply to the technical director as per the ITA constitution and showing that they have completed two years of co-examining

Only examiners that are authorised by the Irish Taekwon-Do Association (I.T.A) may conduct Kup testings and be eligible for selection for black belt testing panels.

The list of the examiners is fixed every year by the technical and instruction committee and is valid from 1st of January until 31st of December. The list must be approved by the Board of Directors.

Each examiner selected for the black belt testing panel must be familiar with the I.T.A. weighted black belt exam marking system. Examiners can choose to mark the grading using the system in electronic or paper format. Examiners selected for the black belt testing panel are responsible for preparing their own marking sheets in advance of the grading. Examiners using the electronic system are advised to print the paper version as well in case it is needed as a back up.

Examiners shall dress in a dark suit, white shirt, official I.T.A. tie with colour appropriate to their grade, dark shoes, ITF black belt pin.

Kup Testing's

A Kup testing fee of €5 per student will be contributed from each student's testing fee to the Irish Taekwon-Do Association (I.T.A.) following each Kup testing.

The examiner conducting the test will receive a fee of €10 per student being tested

If an examiner is fulfilling the role of mentor examiner to a newly certified international instructor the fee will be €7 per student to the mentor examiner. The instructor will send the Kup testing fees to the Treasurer accompanied by a completed Kup testing form, which corresponds with the fee.

The instructor conducting the testing must send all fees and forms to the Treasurer within two weeks of the date of the testing.

Those who do not send the forms and fees within the deadline will be subject to a fine. The Board of Directors will decide the fine amount.

Upon receipt of the fee and completed testing form the Treasurer will send the instructor the appropriate number of certificates.

Kup testing fees are set by the Board of Directors and may be amended at any time by the Board of Directors.

To obtain a progression in Kup or degree the student must pass the required exam.

The exam will be carried out according to the examination requirements for particular Taekwon-Do grades as laid out in the Irish Taekwon-Do Association (I.T.A.) Training Manual.

An examination for Kup may only be carried out by an examiner recognised by the Irish Taekwon-Do Association (I.T.A.) according to the Irish Taekwon-Do Association (I.T.A.) constitution and by-laws

Financial arrangements for I.T.A. Events

For technical seminars the profits will be divided equally between each technical committee member and the ITA.

ITA Umpire workshops/courses will be offered on a free of charge basis. The ITA will cover the cost of hall rental and associated expenses. A fee of 250 Euros will be divided among the course leaders.

For I.T.A. tournaments €1.00 per competitor will be paid to the tournament Administrator, 50 cent per competitor to the tournament director, 50 cent per competitor to the umpire chairperson and 50 cent per competitor to the tournament coordinator as expenses for their work prior to the and during the event. The vice umpire chairperson will be expensed for assisting the umpire chairperson in delivering umpire workshops/courses for ITA.

The host(s) of ITA tournaments will have the following responsibilities.

- a) On duty all weekend in an official capacity
- b) Be present at the tournament in official attire
- c) Liaise with the tournament and umpire committee and support them in their roles as necessary
- d) Ensure local 1st aid is booked and provide confirmation of booking to the tournament director
- e) Ensure the venue is booked 1 year in advance of the event or as soon as possible there after and provide confirmation of booking to the tournament director
- f) Transport of all tournament equipment to and from the venue
- g) Set up and break down of the tournament
- h) Provide local volunteers/staff to assist in the running of the event especially for set up and break down of the event
- i) Ensure food, water and refreshments are arranged for all officials
- j) Ensure food and refreshments are available to the public at the venue throughout the weekend
- k) Liaise with the tournament and umpire committee to ensure the invite, poster and associated material is circulated in a timely fashion
- l) Perform other duties as deemed necessary by the tournament and umpire committee

Failure to meet these responsibilities will mean the host will forfeit payment of the tournament host fee.

Financial arrangements for Board of Directors meetings

Board of Director meetings may take place face-to-face or through a Skype conference.

For face-to-face meetings of the Board of Directors, each board member will be entitled to €75 in expenses for that meeting.

If a Skype conference call extends 2.5 hours, each person will be entitled to €10 per hour from the start of the meeting. If a Skype conference call is shorter than 2.5 hours it will be conducted on a voluntary basis.

In exceptional circumstances the board of directors may approve an appropriate subsidy for overnight expenses. This may take place in such cases where it is deemed necessary to split a board meeting over two consecutive days.

Expenses

The Secretary General will receive an annual honorarium of €1,000. In addition to this the Secretary General may claim expenses up to a maximum amount of €4,000 per annum.

Probationary period for Instructors

Any instructor who joins the I.T.A. with an existing school/club will be subject to a six (6) month probationary period where they must display to the I.T.A. Board of Directors their ability and willingness to operate according to the ITA constitution and bylaws, arrange to have all documentation in place according to article 4.03 and to work cooperatively with other I.T.A. schools/clubs and instructors in their region and throughout the I.T.A. In relation to coach education they will have 12 months from the date of joining to complete the level 1 coaching course to meet the requirements as outlined in article 4.03. Either party giving one-month notice in writing to the other party can affect following the probationary period the termination of their application. Instructors are not considered members of I.T.A. until they have all the required documents outlined in 4.03 in place.

Application process for opening a school

Those applying to open a school must have their application approved by the board of directors in accordance with article 4.04. The application must consist of the following:

Fully completed application form

Any instructor applying to open a club with ITA must have a valid in date 1st aid certificate, safeguarding 1 and a Garda Vetting certificate. If not in place at the time of applying they must have a level 1 certificate within 12 months of the ITA board approving the club opening.

Relocating premises

Any instructor that intends to relocate the premises of their school must inform the board of directors of the intended change of location.

Eligibility to Umpire at European/World Championships

Applications to umpire at European and World Championships must be sent to the ITA Secretary General for approval by the ITA board of directors

Those applying to umpire at European and World Championships must:

- a. Be ambassadors/role models for umpiring in the Irish Taekwon-Do Association
- b. Be actively umpiring at ITA tournaments

The ITA board of directors will decide the number of people and who will be eligible to apply to umpire at each European and World championships based on the above criteria. The board will decide on the amount of financial subsidy/assistance provided.

The ITA board will decide on the level of funding given for coaches and managers attending European & World level events. If a national team coach/manager misses 2 or more squad sessions in a campaign they will face a reduction in funding. The board will make a final decision in all cases.

Finance, Audit, Risk and Compliance Committee (FARC)

Purpose

The Board has established a Finance, Audit, Risk and Compliance Committee (FARC) as a Committee of the Board to support it in fulfilling their responsibilities in relation to good corporate and financial governance, financial stewardship, financial management and financial reporting as well as risk management and control systems and assisting in club and instructor compliance with legislative, Sport Ireland, IMAC, and ITF requirements.

Responsibilities

In overall terms, the role of the FARC is to provide advice to the Board across a range of its key control, risk, and audit areas, including governance and management obligations as follows:

1. Financial Reporting

The Committee will review the content of the annual report and accounts and advise

on whether, taken as a whole, it is fair, balanced and understandable and provides the information necessary for stakeholders to assess the financial performance and strategy of the association.

2. Financial Planning and Budgeting

The Committee will

- oversee the annual and multi-annual budgetary planning cycle
- examine the annual budget and business plan prepared by the Board of Directors

- provide advice to the Board and, as appropriate, recommend the budget for approval by the Board.

3. Financial Performance

In the context of the annual and multi-annual budgetary process, the Committee will

- scrutinise the management accounts and related financial performance reports on income, expenditure and cash;
- monitor the financial position and consider alternative scenarios, options or variations necessary to sustain the budgetary targets.

4. Financial Strategy

In supporting the work of the Board of Directors the FARC will

- oversee the preparation of the financial strategy of the ITA and advise the Board in relation to its adoption;
- monitor and report on the strategy and specifically its alignment with the overall strategic plan;
- monitor the implementation of the financial strategy and key deliverables and consider the effective application of risk management in the management of the organisations finances through reports from and engagement with the Board of Directors;

- review expenditure on all major projects in the context of the approved business cases, budgets, and programmes;
- recommend for Board approval the financial aspects of the acquisition, disposal, and retirement of assets of the organisation.

5. Financial Policies and Procedures

The Committee will

- review and oversee, as required, the development of new policies relating to the financial governance and financial management and recommend them to the

Board for approval;

- receive briefings on relevant financial, taxation, and regulatory issues;

- review arrangements to be established for compliance with relevant legislative, regulatory obligations;
- consider policy issues in the context of legislative and regulatory requirements.

6. Banking, Investments, Treasury and Borrowings

The Committee will

- oversee and, as appropriate, make recommendations to the Board in relation to banking arrangements, investment, treasury policy, and short and long term borrowings;
- oversee approval of authorised signatories for banking and related activities.

7. Contracts and Agreements

The Committee will

- provide oversight and, where appropriate, review and make recommendations to the Board in relation to contracts and agreements with third parties as well as joint ventures and similar type activities;
- consider the authority levels to execute and undertake financial commitments or obligations on behalf of the organisation;
- advise the Board on the financial and governance aspects of significant capital projects.

8. Financial Sustainability

The Committee will provide oversight and where appropriate, consider and provide advice, and make recommendations to the Board on financial sustainability and viability. This will include consideration of the financial strategy and financial planning arrangements; financial performance; financial risks and opportunities; revenue generation; cost and expenditure management; asset management; and capital programmes.

9. Governance Policies and Procedures

The Committee will

- review and oversee, as required, the development of new policies relating to governance obligations and good practice and recommend them to the Board for approval.
- receive briefings on relevant legislative and regulatory issues and review arrangements to be established for compliance with relevant legislative, regulatory obligations and consider policy issues in the context of legislative and regulatory requirements.

10. Internal Controls and Risk Management Systems

- The Committee shall advise the Board on the risk management framework and its effectiveness in supporting the arrangements for risk management, internal control, and governance;

- The Committee will consider and advise the Board in relation to the statements to be included in the annual report concerning internal controls and risk management;
- The Committee shall consider the strategic / corporate risk register, including an assessment of its principal risks and the mitigating controls in place or being put in place;
- The Committee shall consider updates from the Board of Directors in relation to the organisation's risk profile, risk appetite, and/or risk tolerance.

11. Whistleblowing and Fraud and Special Investigations

- The Committee shall review the adequacy and security of the arrangements for volunteers to raise concerns in confidence about possible wrongdoing in financial reporting or other matters, and ensure appropriate follow-up action;
- The Committee shall review the policies, procedures and controls for the detection of fraud;
- Note that the Committee shall not undertake special investigations itself, but rather defer to the agreed protected disclosure process.

12. Compliance

- The Committee shall consider reports and updates from the Board of Directors in relation to the adequacy and effectiveness of the organisation's policies and compliance management systems and their consistency with compliance programmes.
- The Committee will monitor and assist in fulfilling compliance obligations in relation to the following:
 - o Club Safeguarding policies, procedures and trained personnel
 - o Garda Vetting of Coaches/Instructors and Volunteers
 - o Insurance of clubs and activities run under the auspices of the association
 - o Qualifications of club instructors/coaches
 - o Club affiliation obligations both financial and non financial

13. Internal Audit

- The Committee shall monitor and review the effectiveness of the internal audit function in the context of the organization's overall risk management system.
- The Committee shall consider and approve the remit of the internal audit function and ensure it has necessary resources and appropriate access to information to enable it to perform its function effectively and in accordance with the relevant professional standards.
- The Committee shall review and assess the annual internal audit plan.
- The Committee shall review periodically reports on the results from the internal auditor's work.
- The Committee shall review and monitor the Board of Directors responsiveness to the findings and recommendations of the internal auditor.
- The Committee shall meet the internal auditor, at least once a year without the Board of Directors being present.

14. External Audit

- The Committee shall consider and make recommendations to the Board in

relation to the appointment, re-appointment and removal of the external auditor.

- The Committee shall oversee the selection process for new auditors and if an auditor resigns the committee shall investigate the issues leading to this and decide whether any action is required.

- The Committee shall oversee the relationship with the external auditor including (but not limited to):

- endorsement of their remuneration, whether fees for audit or non-audit services and that the level of fees is appropriate to enable an effective and high-quality audit to be conducted (note that if the organisation is a company it is one of Company Law requirements that the AGM approves auditors remuneration);

- approval of their terms of engagement, including any engagement letter issued at the start of each audit and the scope of the audit;

- assessing annually their performance, independence and objectivity and the effectiveness of the audit process taking into account relevant Irish professional and regulatory requirements and the relationship with the auditor as a whole, including the provision of any non-audit services;

- monitoring the auditor's compliance with relevant ethical and professional guidance on the rotation of audit partners;

- assessing annually the qualifications, expertise and resources of the auditor and the effectiveness of the audit process, which shall include a report from the external auditor on their own internal quality procedures;

- seeking to ensure coordination with the activities of the internal audit function;

- The Committee shall meet regularly with the external auditor, including once at the planning stage before the audit and once after the audit at the reporting stage. The committee shall meet the external auditor at least once a year to discuss their remit and any issues arising from the audit;

- The Committee shall review and approve the annual audit plan and ensure that it is consistent with the scope of the audit engagement;

- The Committee shall review the findings of the audit with the external auditor.

This shall include but not be limited to, the following:

- a discussion of any major issues which arose during the audit;

- any accounting and audit judgements;

- levels of errors identified during the audit;

- the effectiveness of the audit process.

- The Committee shall review any representation letter(s) requested by the external auditor before they are signed by the Board;

- The Committee shall review the management letter and Board of Directors response to the auditor's findings and recommendations; and

- The Committee shall develop and implement a policy on the supply of non audit services by the external auditor.

15. Other

- The Committee will work and liaise with all other Committees as necessary.

- The Committee will provide advice to the Board and undertake reviews,

research, or related work on areas or issues within its remit, if requested by the Board

- The Committee will work to an annual work programme approved by the Board.
- The Committee will also periodically review its effectiveness (including reviewing its terms of reference) and report the results of that review to the Board.
- The Committee's duties and responsibilities can be amended and updated by the Committee (with the approval of the Board) as and when required.
- The Committee shall advise the Board on assurances relating to the management of risk and governance requirements and consider the organisation's overall assurance processes.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- where funding is allocated, preparing an annual budget for the Committee and operating within that budget;
- providing reports and updates on Committee matters to the Board of Directors, and to the General Meeting on request.

The Chair may delegate responsibilities to other Committee Members but remains responsible for their completion.

Authority

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Responsibilities above and in the By-Laws.

- In discharging its responsibilities, the FARC will have unrestricted access to members of the Board of Directors, employees, and relevant information it considers necessary to discharge its duties. The FARC will also have unrestricted access to records, data, and reports. The Committee is entitled to receive any explanatory information that it deems necessary to discharge its responsibilities.
- The Committee shall have access to sufficient resources in order to carry out its duties, and will be facilitated in this by the Committee Secretary and by the executive lead designated to support the committee.
- The Committee may procure and/or avail of specialist ad-hoc advice at the reasonable expense, subject to budgets agreed by the Board, on any matter within its terms of reference.
- The Committee has rights to access to members of the Board and other Committees to seek information relevant to its functions as per this Terms of Reference.

The Committee has authority to decide operational matters within its approved Annual Plan or a proposal that has been approved by the Board of Directors.

Membership

Membership composition

The Committee shall consist of the Committee Chair and such other members as appointed

by the Board of Directors. The members will include:

- Treasurer and Deputy Treasurer
- A trustee or trustees
- Anti Doping Officer
- Childrens Officer
- Insurance Officer

Membership terms

Normally, the Chair and the Board appointed Members of the Committee shall be appointed for a two-year term, renewable once. Exceptionally, however, the Board of Directors may renew for more than two terms if it can be demonstrated that it is in the best interest of the ITA to do so.

Officers positions are filled by those elected to the role at the AGM of the ITA. Renewal is subject to determining the Chair's or Member's continuing ability to provide input or make contributions to the Committee, as well as consideration of the need to maintain a balance between new and experienced members.

Meetings

Meeting frequency and format

Meetings shall be convened as needed but no less than once per quarter.

Meetings may be held in person, by on-line medium (such as Zoom or Skype), or by telephone (such as WhatsApp or Messenger).

- The Committee will meet at least once per quarter. The Chairperson of the Committee may convene additional meetings, as deemed necessary.
- The committee will meet with the external auditor without the executive present at least once a year.
- The Committee may ask any other Officers or Board Members to attend to assist it with its discussions on any particular matter.
- The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open discussion of particular matters;
- The Board may ask the Committee to convene further meetings to discuss particular issues on which they seek the Committee's advice.

Robert's Rules of Order

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern Committee meetings, except where they are inconsistent with the Constitution and the By-Laws of the ITA and any special rules of order the ITA or the Committee may adopt.

Quorum

Quorum shall be a majority of Committee members (more than half of the members). The Chair must be present to form a quorum.

Agenda and record-keeping

The Chairperson of the Committee together with the executive lead and Secretary will consider the agenda for the meeting. Members may also propose items for the agenda to the Chairperson.

Notice of each meeting confirming the venue, time, format and date together with then Agenda, minutes of the previous meeting, actions log and relevant papers should be circulated to Committee members and to the extent relevant and necessary to any other person required to attend, five working days in advance of the meeting.

The Secretary of the Committee shall minute the proceedings and resolutions of all meetings of the Committee, including recording the names of those present and in attendance. Such minutes will be circulated to all committee members and the Board of Directors within one month of the meeting taking place.

Confidentiality

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

The agenda, papers, reports and documentation provided in the context of the work of the Committee are confidential and will contain sensitive material and information necessary to allow members to carry out their duties. Members and those in attendance, shall not, without the approval of the Chair, discuss with or disclose, directly or indirectly, information to third parties.

Reporting

The Committee reports to the ITA Board of Directors.

- The Committee will agree an Annual Plan with the Board of Directors by [28th February] each year.
- The Committee will report to, and is ultimately accountable, to the Board.
- At all Board meetings, the Committee will provide an update to the Board (including updating the Board on any previous Committee meeting, Committee business and any recommendations, advice and any relevant matters that should be brought to the Board's attention). This update is in the form of a formal written report for those Board meetings subsequent to a Committee meeting.
- The Committee must advise the Board between Board meetings if a matter is urgent and/or serious.
- The Board will be provided with all minutes of Committee meetings;
- The Committee shall make a statement and provide an overview of its activities in the

Annual Report.

- The committee will report back to the Board on areas or issues requested by the Board.
- The Committee will provide the Board with an Annual Report summarising its conclusions from the work it has done during the year, progress with the work programme and the outcome of its self-effectiveness review. This Report will be timed to support finalisation of the organisation's annual report and financial statements.

Resources and budget

The budget of the committee will be determined by the board.
The Chair shall submit a proposed budget to the Board of Directors annually by [28th February].

For each meeting, the FARC will be provided with:

- A progress report on the financial position and performance summarising:
 - o any key issues and relevant matters within the committee's remit that need to be highlighted.

- A progress report from Internal Audit summarising:
 - o work performed (and a comparison with work planned);
 - o key issues emerging from the work of internal audit;
 - o management response to audit recommendations;
 - o changes to the agreed internal audit plan;
 - o any key issues and relevant matters within the committee's remit that need to be highlighted.

- A progress report in relation to risk management which includes:
 - o a copy of the strategic/corporate risk register;
 - o a summary of any significant changes to the strategic risks and how these risks are being addressed;
 - o A copy of the report for each internal audit review and other relevant assurance reports;
 - o A progress report (written/verbal) from the external audit representative summarising work done and emerging findings (this may include, where relevant to the organisation, aspects of the wider work carried out by external audit).

As and when appropriate the Committee will also be provided with:

- Proposals for the terms of reference of internal audit and the internal audit strategy;
- The Head of Internal Audit's annual opinion and report;
- The draft financial statements of the organisation;
- A report on any changes to accounting policies;
- External auditor's management letter and report;
- A report on any proposals to tender for audit functions, where appropriate;
- A report on co-operation between internal and external audit; and
- The organisation's risk management policy.

Deliverables
See Responsibilities

Review

This document will be reviewed by the Chair every four years, within the first year of the Chair's term. The next review is due: [28 th February 2027].

The updated document is subject to approval by the ITA Board of Directors.

Appendix. 1

ITA WOMEN'S COMMITTEE

TERMS OF REFERENCE – 2021 - 2023

PURPOSE

Established in 2021 to advance projects focused on increasing the opportunities and supports for women and girls in the ITA and ultimately increasing overall representation of females in terms of participation (within clubs and at events), progression through higher grades, leadership in coaching and umpiring and governance at committee and board level.

RESPONSIBILITIES

The Committee will:

- Represent ITA in all areas of work related to the IMAC Womens Committee including but not limited to the 2021/2022 Women In Sport projects funded through Sport Ireland:

Project 1: Investigation IMAC Budget €3000

This project will carry out a needs analysis, produce a strategy document and plan two additional projects which will increase participation by women at all levels in Martial Arts, including training, coaching, officiating and governance.

Project 2: Implement pathways to advancement towards coaching, officiating and governance roles for women IMAC Budget €12,000

To provide a pathway for women to advance to coaching, officiating and governance roles in martial arts organisations.

Project 3: Implement a campaign to attract more women to martial arts IMAC Budget **€4,000**

The project aims to increase female participation in martial arts by creating a promotional campaign targeted at particular demographics of women & girls identified as under-represented in martial arts. A secondary aim of the project is to reduce the 'drop-out rate' of current female members, particularly teenage girls, who often cease training in their early teens, often as competition is their main reason for training and when they lose interest in competing they drop out. This project aims to highlight other avenues for involvement in martial arts

Project 4: Implement a campaign to increase the visibility of female role models to younger members IMAC Budget **€4,000**

- To increase the visibility to our younger members of women in a wide variety of roles within martial arts. This would include elite level female athletes but also umpires, coaches, instructors and women in leadership roles
 - Developing a profile campaign of Female Martial Artists to demonstrate the art of the possible and positive journey they have had and how it has led to value and developments in their lives.
- Coordinate with the ITF Womens Committee and ITF Coaches Committee in rolling out the ITF Women in Coaching project for the ITA
 - Maintain contact with ITF Women's Committee and national governing bodies relating to women in sport.
 - Support the development of women's skills in management and leadership within the ITA, including but not limited to training, seminars, workshops and mentoring.
 - Support local projects beneficial for women and girls.

- Motivate women to apply for or contest positions in governance
- Motivate women to participate in ITF Taekwon-Do activities and events on both national and international levels, including ITF-sanctioned tournaments (as athletes, umpires, coaches or officials).
- Promote female participation in ITA courses, seminars and events.

The Chair shall be responsible for:

- scheduling meetings;
- preparing an agenda for each meeting and sending it to Committee members;
- chairing meetings efficiently and effectively;
- ensuring that a correct record of meeting minutes is maintained;
- providing reports and updates on Committee matters to the Board of Directors on request.
- The Chair may delegate responsibilities to other Committee Members, but shall remain responsible for their completion.

AUTHORITY AND ACCOUNTABILITY

The Committee has the authority to carry out the responsibilities listed above, subject to the By-Laws and policies of the ITA, and any rules and procedures established by the Committee and approved by the Board of Directors.

The Committee is accountable to the Board of Directors, works on behalf of the Board of Directors, and assumes the responsibilities delegated by the Board of Directors, as described in the Terms of Reference of the Committee and the By-Laws of the ITA.

The Committee reports to the Board of Directors through the Committee Chair.

MEMBERSHIP

A. COMPOSITION

The Committee shall consist of at least three (3) and up to five (4) persons, of which one shall be the Chair.

The Chair of the Committee shall be appointed by the Board of Directors.

The Members of the Committee shall be appointed by the Board of Directors.

B. TERMS OF APPOINTMENT

Appointment to the committee shall normally be for a term of 1 year unless otherwise specified by the board of directors

MEETINGS

A. FREQUENCY AND FORMAT

Meetings shall be convened as often as needed but no less than once per year. Meetings may be held in person, on-line or by telephone (such as WhatsApp or Messenger).

B. QUORUM

The quorum required for conducting meetings on behalf of the Committee shall be a majority of the total number of members serving on the Committee (i.e., over half of the total number of members).

The presence of the Chair shall be required to form a quorum.

C. AGENDA AND MINUTES

The Chair shall send a meeting agenda to all members no less than two days before each meeting.

The Chair or a member designated by the Chair shall send minutes of meetings to all members within one week of each meeting. An executive summary should be available to the Board of Directors on request.

D. RECORD-KEEPING

The Chair shall ensure that a record of all decisions and recommendations of the Committee is maintained.

CONFIDENTIALITY

All confidential information and confidential materials shared with or between members shall remain confidential, unless the Committee provides or obtains permission to do otherwise.

REPORTING

The Committee shall report to the ITA Board of Directors or a named Director if designated by the board.

PLANNING

The Committee shall agree an annual work plan with the Board of Directors.

RESOURCES AND BUDGET

There will be no fixed annual budget allocated to the committee.

Activities of the committee that require a capital expenditure from ITA must have approval from the ITA Board of Directors

DELIVERABLES

The Committee's deliverables shall vary from year to year according to demands, resources, projects, and annual objectives.

In the period of 2021-2023 IMAC Women in Sport Projects 1-4 should be completed, satisfying the KPI's of each of the projects.

REVIEW OF TERMS OF REFERENCE

This document shall be reviewed periodically by the Chair in consultation with the members of the Committee to ensure it remains valuable and accurately describes the role of the committee.

Amendments to the document, including revisions and updates, shall be subject to approval by the ITA Board of Directors.