



Title:	Terms & Definitions	Effective Date:	12-15-2024
Approved By:	Board of Directors	Revision / Replaces:	v2024.1

PURPOSE

This terms and definitions document is to ensure a consistent terms of reference in all Taekwondo Ontario policies. This consistency helps avoid misunderstandings, ensures clarity, and facilitates effective communication among all members and stakeholders when viewing the policies.

TERMS & DEFINITIONS

Affected Party: Any individual or entity whose rights or interests are directly impacted by a decision or outcome of a disciplinary or appeals process.

Alternative Dispute Resolution (ADR): A voluntary process to resolve disputes outside formal hearings, such as mediation or negotiated settlements.

Appeal Manager: An independent individual responsible for determining whether an appeal meets the criteria outlined in the Appeal Policy and for managing the appeals process. The Appeal Manager is appointed by the Independent Third-Party.

Athlete Support Personnel: Individuals, regardless of if they are paid or volunteer who are involved in supporting athletes, including coaches, trainers, medical staff, psychologists, nutritionists, and other professionals. They are responsible for maintaining a safe and ethical environment for athletes and must not exploit or abuse the inherent power imbalance in their role.

Case Manager: An individual responsible for the administrative management of the complaints or disciplinary process, including appointing investigators or panels as necessary.

Club Member: A registered business structure (sole proprietorship, partnership or corporation), where individuals can join as members to practice Taekwondo on a regular basis and the business has also registered and paid their annual dues with Taekwondo Ontario.

Code of Conduct and Ethics: A document outlining the expected behavior of all Participants and the standards to which they must adhere during their involvement with Taekwondo Ontario.

Complainant: The individual or entity who submits a formal complaint alleging a breach of the Code of Conduct and Ethics or other policies.

Days: Days, including Saturday, Sunday and Statutory holidays.

External Discipline Panel: A group of one or more individuals appointed by the Case Manager to handle complaints and disciplinary matters categorized as major (Process #2). The panel is independent of Taekwondo Ontario and is responsible for conducting a fair and impartial hearing, determining whether a breach of the Code of Conduct and Ethics occurred, and imposing appropriate sanctions.

Independent Third-Party: An individual or entity not affiliated with Taekwondo Ontario, responsible for overseeing the complaints and discipline process impartially and confidentially.

Individual Member: Any individual that is part of a registered Club Member and has also registered paid their annual dues with Taekwondo Ontario.

Internal Discipline Panel: A group or individual designated by Taekwondo Ontario to handle complaints and disciplinary matters categorized as minor (Process #1). The panel is responsible for determining whether a breach of the Code of Conduct and Ethics occurred and, if so, imposing appropriate sanctions. Should the Internal Discipline Panel be in a conflict-of-interest scenario, lack the capacity or expertise or for other valid and justifiable reasons not be able to address a Process #1 matter, Taekwondo Ontario may request the Independent Third Party appoint an individual to fulfill the role of Internal Discipline Panel.

Maltreatment: Any behavior that constitutes abuse, harassment, discrimination, neglect, or other prohibited conduct as outlined in the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).

Member: Member refers to Club Member or Individual Member in good standing registered with Taekwondo Ontario as defined per the bylaws.

Participant: Any individual who is involved in the activities of Taekwondo Ontario, including but not limited to member club owners, students and instructors, athletes, coaches, officials, directors, volunteers, Members, parents/guardians, and employees.

Power Imbalance: See **UCCMS** for the definition and context regarding situations of authority, influence, or control that could lead to exploitation or abuse.

Prohibited Behavior: Actions or conduct outlined in the UCCMS and Code of Conduct and Ethics as unacceptable, such as abuse, harassment, and discrimination.

Respondent: The individual or entity against whom a complaint or disciplinary action is brought.

Sanction: A disciplinary measure imposed in response to a breach of the Code of Conduct and Ethics or other policies, which may include but is not limited to warnings, suspensions, or permanent ineligibility.

UCCMS (Universal Code of Conduct to Prevent and Address Maltreatment in Sport): A national standard for addressing maltreatment in sport, incorporated by reference into the policies of Taekwondo Ontario.