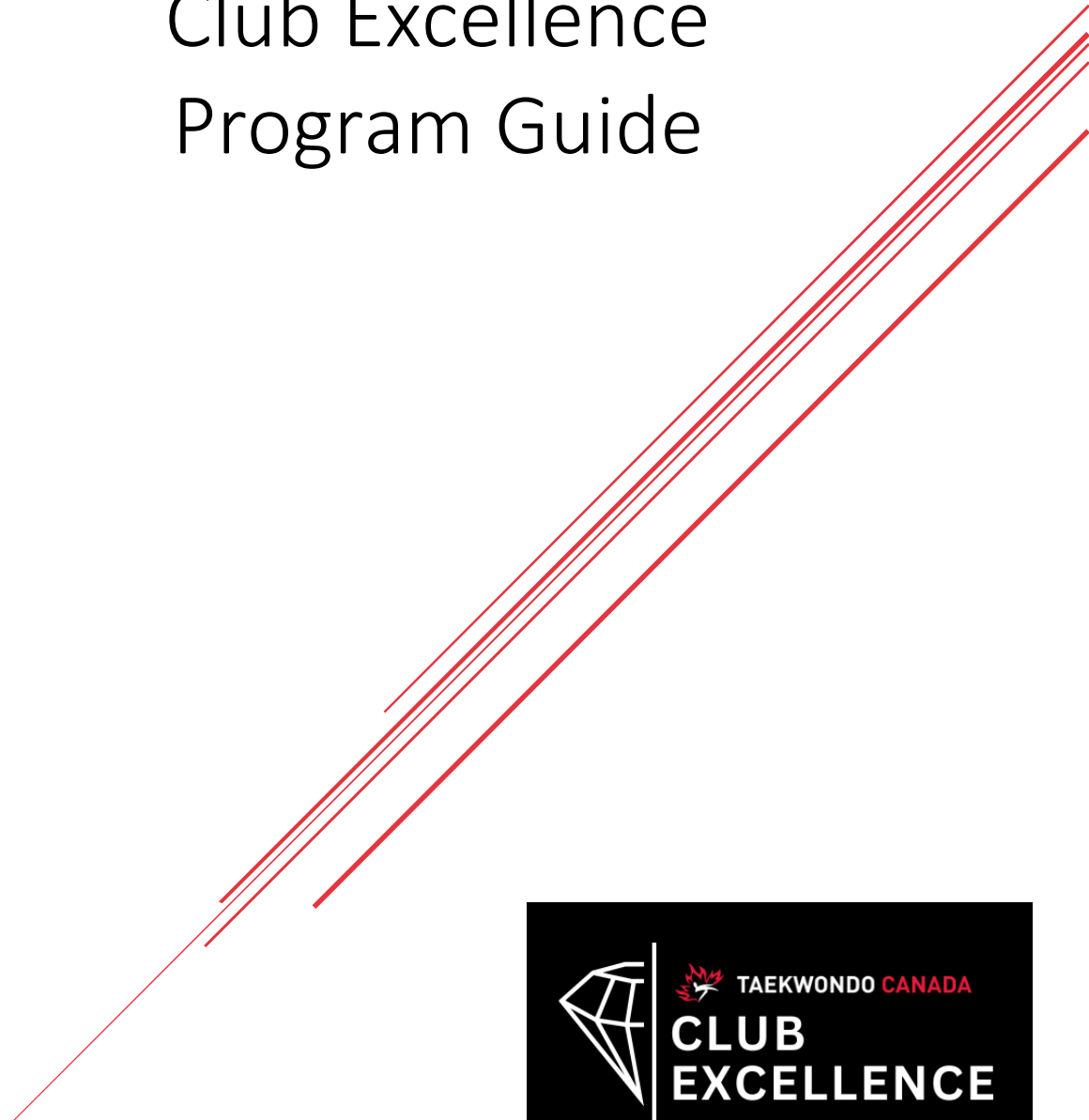




# TAEKWONDO CANADA

## Club Excellence Program Guide



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## INTRODUCTION

### Taekwondo Canada Club Excellence Program

The Taekwondo Canada Club Excellence Program is open to all taekwondo clubs across the country, regardless of size. The program is designed to raise organizational standards and recognize clubs that demonstrate best practices in their daily operations.

Club Excellence integrates three crucial elements: coaching, Safe Sport, and organizational leadership. By participating, clubs commit to accountability while ensuring a welcoming, safe, and developmentally appropriate environment for all taekwondo participants. The program is built on three pillars of success that provide a framework for club development, support Taekwondo Canada initiatives, and strengthen the community:

1. Operations
2. Coaching
3. Club Administration

These pillars establish the foundational standards for Club Excellence. Athletes, parents, and coaches can be confident that member clubs are aligned with the highest standards and best practices for taekwondo in Canada. Clubs recognized through the program are leaders in Safe Sport and demonstrate a strong commitment to excellence. By aligning these standards nationwide, Taekwondo Canada empowers clubs to deliver the best possible taekwondo experience for everyone involved.

### Benefits to your Organization and Your Members

As a Club Excellence member, your club and its members will receive a variety of benefits designed to enhance operations, strengthen credibility, and ensure the best possible experience for all participants. Benefits include:

- Use of Club Excellence branding to showcase your organization's commitment to quality.
- Recognition on the Taekwondo Canada website as a leader in excellence and Safe Sport.
- Access to policies and by-laws that strengthen governance and organizational structure.
- Guidance on enhanced club operations to improve program delivery and sustainability.
- Reassurance of Safe Sport alignment and best practices across all Club Excellence organizations.
- Eligible to host Cadet and Junior national champions that receive a NextGen ID Kyorugi Domestic Development Bursary.

By becoming a Club Excellence member, your club demonstrates leadership in safety, accountability, and organizational excellence, while gaining tools and recognition to help your athletes and community thrive.

### Approval Criteria

The three outlined principles form the foundation of the Club Excellence criteria. Each principle is supported by specific requirements that clubs must meet to achieve and maintain recognition. For the detailed criteria associated with each principle, please reference the following:

- [Appendix A – Operations Criteria](#)
- [Appendix B – Coaching Criteria](#)
- [Appendix C – Club Administration Criteria](#)

The outlined criteria are intended to support best practices for taekwondo clubs.

### Timeline

The Club Excellence program will run on a yearly basis, beginning January 1<sup>st</sup> and ending December 31<sup>st</sup> of each year. Evaluations will be done quarterly in March, June, September, and December.

## ELIGIBILITY

Taekwondo clubs MUST be registered in good standing with Taekwondo Canada through their Provincial/Territorial Sport Organization (PTSO) to be eligible for participation in the Club Excellence program.

NOTE: This program is optional, and clubs may apply at any point of the year in order to be evaluated.

### Mandatory Requirements

Taekwondo clubs must complete mandatory base requirements to qualify for classification within the Club Excellence program. The mandatory requirements are as follows:

1. Club Owner (and Head Instructor if different) must complete all three components of safe sport training within the year in which they applied:
  - a. Canadian Safe Sport online education
  - b. Respect in Sport Activity Leader
  - c. Provide an up-to-date screening check.

*\* All training and certifications should be valid within the year in which the club completes their Club Excellence application form. \**

2. Head Instructor must complete or have previously completed at least one of the National Coaching Certification Program (NCCP) sport specific training levels for taekwondo:
  - a. Assistant Instructor (AI) – Beginner Instruction NCCP
  - b. Dojang Coach (DC) – Competition Introduction NCCP
  - c. Performance Coach (PC) – Competition Development NCCP

*\* All training and certifications must be valid within the year in which the club completes their Club Excellence application form. \**

3. Club is a member of its provincial/territorial governing body.
4. Club registers all participants with provincial/territorial body and Taekwondo Canada.
5. Club is compliant with all municipal, provincial/territorial and federal laws in the jurisdiction in which it operates.
6. Club is compliant with all provincial/territorial governing body policies.

## CLASSIFICATION

### Status

Based on the evaluation of a club's application, successful applicants will be awarded Club Excellence status. Club status and will be published upon approval by Taekwondo Canada on the organization's website.

### Awards

Taekwondo clubs that achieve Club Excellence status will be formally recognized by Taekwondo Canada.

Recognition will include:

- Official acknowledgment of the club's name and the year the status is awarded.
- Club Excellence branding will be provided by Taekwondo Canada, which may be proudly displayed within the club (see [Appendix D](#) for branding design examples).
- Public recognition on the Taekwondo Canada website, highlighting all clubs that have successfully achieved Club Excellence status.
- Eligible to host Cadet and Junior national champions that receive a NextGen ID Kyorugi Domestic Development Bursary (see [Appendix E](#)).

This recognition showcases each club's commitment to excellence, Safe Sport, and best practices, while strengthening their visibility within the Canadian taekwondo community.

## SUBMISSION PROCESS

### Application

To participate in the Club Excellence Program, clubs must complete the online application form available on the Taekwondo Canada website and below. The application form will:

- Allow clubs to register for the program
- Provide a platform to upload confirmation of completed criteria
- Require supporting documents for many components

All documents submitted through the application form will be accessible only to Taekwondo Canada and will remain confidential unless explicit permission for release is provided.

To access the Taekwondo Canada Club Excellence Application Form, please follow this link:

<https://www.cognitoforms.com/TaekwondoCanada1/TaekwondoCanadaClubExcellenceProgramProgrammeDexcellenceDesClubsDeTaekwondoCanada>

Following submission, Taekwondo Canada will review each application to determine eligibility for Club Excellence status.

## APPENDIX A - CLUB OPERATIONS CRITERIA

### 1. Policies to Protect the Safety of All Participants

- Maintains a **Code of Conduct** that protects children and ensures participant safety, free from bullying, harassment, and discrimination.
- Has **Athlete Protection Guidelines** outlining expected conduct for athletes, coaches, parents, and officials, including clear reporting procedures for inappropriate behavior.
- Implements a **Background Screening Policy** to ensure all individuals in positions of trust are appropriately vetted.

### 2. Best Practices for a Safe, Inclusive, and Welcoming Environment

- Publicly demonstrates a commitment to **Equity, Diversity, and Inclusion**.
- Provides **programs, partnerships, and initiatives** that actively reduce barriers to participation and promote access for all.

## APPENDIX B - COACHING CRITERIA

### 1. Alignment with the Coaching Association of Canada’s Responsible Coaching Movement

- Clearly displays **Canadian Sport Helpline** information (logo and contact details) on the club website and/or reporting platform.
- Publishes and enforces a **Rule of Two Policy**, accessible on the club’s website.
- Ensures **all coaches** have completed **CAC Safe Sport Training** or an approved equivalent (e.g., *Respect in Sport*).

### 2. Compliance with Coach Education Standards

- Coaches are **trained and/or certified** appropriately for the age groups and levels they coach, as determined by the National Governing Body.
- All coaches adhere to **NCCP (National Coaching Certification Program) guidelines**.
- **Background screening** is completed for all coaches including a **Criminal Record Check with Vulnerable Sector Check**.

Components of Mandatory Requirements	Club is committed to providing a safe and inclusive environment.	Club Owner (and Head Instructor if different) completes the online Canadian Safe Sport online program within the year in which the club applies. Access by emailing <a href="mailto:brich@taekwondo-canada.com">brich@taekwondo-canada.com</a> .		
		Club Owner (and Head Instructor if different) completes the online Respect in Sport Activity Leader program within the year in which the club applies. Access by emailing <a href="mailto:admin@taekwondo-canada.com">admin@taekwondo-canada.com</a> .		
		Club Owner (and Head Instructor if different) provides an up-to-date screening check.		
		Club engages in coach education and training through the National Coaching Certification Program (NCCP).	Highest certified instructor:	Assistant Instructor (AI) Certified
Dojang Coach (DC) Certified				
Performance Coach (PC) Certified				

## APPENDIX C - CLUB ADMINISTRATION CRITERIA

Club Administration		
<i>Clubs are encouraged to develop formalized structures and policies, and to demonstrate a clear commitment to the ongoing growth and sustainability of the organization.</i>		
General Expectation	Specific Criteria	
Club has established and regularly reviewed policies.	Club has their own or has adopted Taekwondo Canada's Code of Conduct.	
	Club has their own or has adopted Taekwondo Canada's Concussion Policy.	
	Club has their own or has adopted Taekwondo Canada's policies related to harassment and abuse.	
Club displays commitment to growth and development.	Club has developed a mission statement, a vision statement, and values.	
	Club has a website.	
	Club has at least one social media account (i.e. Facebook, Instagram, Twitter).	

## APPENDIX D - FREQUENTLY ASKED QUESTIONS

### **Why is Taekwondo Canada developing and implementing a Club Excellence Program?**

The popularity and growth of taekwondo Canada has been rapidly expanding, and all Clubs play a vital role in supporting this. By raising standards and creating a unified system across the country, we have the potential to build a world class environment for the development of our players, coaches, officials, and volunteers.

### **Why should my organization want to be a part of the Club Excellence Program?**

When Taekwondo Canada recognizes you, you are demonstrating to your participants and your community that your Club follows the exacting standards of participant safety and proper athlete training pathways. In addition, you will have access to a number of ongoing benefits that will continue to grow as more groups become verified.

### **How did Taekwondo Canada develop the Club Excellence Program?**

Taekwondo Canada, in conjunction with other NSO partners, formed developed the framework for the Pillars of Success and required criteria for the Club Excellence Program. Following best practices, the final criteria have been developed to outline what Clubs must accomplish in order to meet minimum standards that will help raise their levels in Canada.

### **Is it expected that my organization meets all of the criteria at the time of application?**

No. We understand that while some criteria can be submitted immediately, other criteria may take some time to achieve. We are happy to work with you to guide you through the process of achieving these best practices.

### **What resources will be available to support my organization to meet the requirements of the Verification Program?**

Taekwondo Canada has developed a strong suite of policies designed to assist all Clubs as they work to meet the requirements to be approved. These policies explain, in detail, the requirements that you will need in order to become a Club Excellence member. Taekwondo Canada will also provide templates for policies (e.g. By-Laws, Code of Conduct, etc.) that you can use for your own Club.

### **Who will review the applications?**

Taekwondo Canada will review all applications to verify the organization has met the minimum standards to provide an inclusive, safe, and developmentally appropriate taekwondo experience for all participants

## APPENDIX D - EXAMPLE OF CLUB EXCELLENCE STATUS

The banner design below is subject to edits. For this example, the banner below is presented following the successful completion of the Club Excellence program.



## APPENDIX E - NEXTGEN ID KYORUGI DOMESTIC DEVELOPMENT BURSARY

In preparation for the upcoming announcement and launch of Taekwondo Canada's new Club Excellence Program, Taekwondo Canada is launching the **NextGen ID Kyorugi Domestic Development Bursary**, designed to support and encourage young and developing Kyorugi athletes to take advantage of the high-quality training opportunities offered by Club Excellence-recognized clubs.

***This initiative is not intended as a sponsorship or partnership program, but rather as a mechanism to recognize and support the domestic training opportunities available to Canada's developing Kyorugi athletes. By aligning bursary use with Club Excellence-recognized initiatives, Taekwondo Canada ensures that investments directly strengthen athlete pathways while reinforcing high performance development standards.***

Organizations such as Own the Podium (OTP) provide support, guidance, and targeted initiatives for what they define as *NextGen* athletes—emerging performers objectively identified as being four to eight years away from reaching an Olympic or Paralympic podium. The intent of OTP's NextGen initiatives is to invest in these athletes early, ensuring Canada remains a competitive force internationally by shaping future Olympians and Paralympians.

In taekwondo, as in other combat sports, it is particularly challenging to develop objective performance metrics to track and predict an athlete's long-term medal potential. Recognizing this and acknowledging the excellent work many Canadian clubs are already doing in developing athletes and providing advanced training environments, Taekwondo Canada has created the NextGen ID Kyorugi Domestic Development Bursary.

Each year, bursaries of up to **\$500** will be awarded to both the Cadet and Junior National Champions. These funds must be applied toward attending an identified domestic camp hosted by a Club Excellence-recognized club. Based on annual club applications to the Club Excellence Program, Taekwondo Canada will designate regional domestic training opportunities eligible for bursary use.

### **Process for Utilizing the NextGen ID Kyorugi Domestic Development Bursary**

1. Clubs apply annually to the Club Excellence Program.
2. Approved clubs may submit details of planned training camps that must occur between April 1 of the same year and March 31 of the following year, including:
  - Date
  - Location
  - Costs
  - Anticipated registration numbers (supported by data from previous camps)
  - Anticipated number of Canadian clubs and international participants (with supporting data from previous camps)
3. Taekwondo Canada reviews submissions and designates eligible regional domestic training camps.
  - Submissions will be evaluated by Taekwondo Canada's High Performance Director on a number of factors including:
    - Evidence of past success running a high-level international calibre training camps.
    - The number of anticipated clubs from within and outside the province that will attend (with evidence provided to justify the estimation).
    - The number of anticipated international participants (with evidence provided to justify the estimation).
    - The coaching and leadership planned for the camp. This should include invited international coaches that will be contributing, as well as high level international and domestic athletes that will be in attendance.
4. The bursary will not be paid directly to athletes.

- Cadet and Junior National Champions must submit a request to Taekwondo Canada to attend a designated camp.
- If approved, the hosting club invoices Taekwondo Canada directly for the athlete's registration fee, which Taekwondo Canada pays on their behalf.