Adopted: March 15, 2026
Last Reviewed: March 15, 2026

Sanctioning Committee - Terms of Reference

Purpose

These Terms of Reference establish the mandate and operating procedures of the Taekwondo Manitoba Sanctioning Committee. The Committee is responsible for reviewing and approving applications for sanctioned events, ensuring all TM-sanctioned competitions meet the required standards for safety, fairness, and quality.

Chair Responsibilities

- **Application Review Leadership:** Lead the review of all sanctioning applications in a timely and consistent manner.
- **Standards Oversight:** Ensure sanctioning criteria are current, clearly communicated, and consistently applied to all applicants.
- **Communication:** Communicate sanctioning decisions and requirements to event organizers and the broader TM membership.

Committee Responsibilities

- **Application Review:** Evaluate all sanctioning applications against established TM criteria, including event format, safety protocols, officiating requirements, and registration processes.
- **Sanctioning Criteria:** Maintain and periodically review the TM sanctioning criteria and application process, recommending updates to the Board as required.
- **Annual Calendar:** Maintain and publish the annual TM sanctioned event calendar, ensuring events are coordinated to minimize conflicts.
- **Compliance Monitoring:** Monitor sanctioned events for compliance with TM requirements and follow up on any deficiencies identified.
- **Post-Event Review:** Review post-event reports submitted by organizers and identify areas for improvement or recognition.
- **Dispute Resolution:** Address sanctioning-related disputes or appeals in accordance with TM policies, escalating to the Board as required.

Committee Meeting Agenda Template

- **Call to Order & Roll Call**
- **Applications Review:** Review of new or pending sanctioning applications.
- **Event Calendar Update:** Review of the current sanctioned event calendar and any scheduling conflicts.

- **Compliance Update:** Discussion of any compliance issues from recent sanctioned events.
- **Criteria Review:** Review of sanctioning criteria and any proposed updates.
- **Action Items & Adjournment**

Board Report Template

- **Submission Date:** [Prior to each scheduled Board meeting]
- **Sanctioning Decisions:** Summary of applications reviewed and decisions made since last report.
- **Event Calendar:** Current list of TM-sanctioned events for the season.
- **Compliance Summary:** Overview of any compliance issues identified and actions taken.
- **Action Required from Board:** [Insert any sanctioning matters requiring Board approval or awareness]

Terms of Reference Review

These Terms of Reference will be reviewed every three years. Amendments must be approved by the Taekwondo Manitoba Board of Directors.

Approval

Approved by	Date Approved
Taekwondo Manitoba Board of Directors	March 15, 2026

Revision History

Date	Description of Changes	Approved By
March 15, 2026	Initial adoption	Taekwondo Manitoba Board of Directors