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

Kukkiwon Committee - Terms of Reference

1. Purpose and Mandate

The purpose of the Taekwondo Manitoba Kukkiwon Committee is to serve as the vital link between our provincial clubs, Taekwondo Canada, and the World Taekwondo Headquarters (Kukkiwon). The committee is tasked with navigating the evolving global certification landscape to ensure that Manitoba's Black Belts receive world-class recognition.

Specifically, the committee will:

- **Act as Official Liaison:** Serve as the primary point of contact with Taekwondo Canada regarding the "Kukkiwon Canada Commission" and the rollout of new national processing frameworks.
- **Support Local Masters:** Assist Manitoba instructors in navigating the "Grandfathering Clause" and the new "Made-in-Canada" hybrid Master/Examiner courses.
- **Uphold Provincial Standards:** Maintain an accurate provincial registry to ensure all recognized Black Belts meet the mandatory Kukkiwon certification requirements outlined in the Taekwondo Manitoba Bylaws.

2. Committee Composition & Eligibility

To ensure technical authority and administrative excellence, the committee will consist of the following roles.

Core Leadership & Oversight:

- **Committee Chair:** Must hold a Kukkiwon 5th Dan or higher. They oversee the strategic communication with national bodies and provide final technical review for provincial recommendations.
- **Board Representation:** At least one active member of the Taekwondo Manitoba Board of Directors must sit on this committee to ensure alignment with provincial goals.
- **Committee Secretary:** Responsible for documenting all meetings, maintaining confidential records, and ensuring all official Kukkiwon correspondence is properly filed.

Community & Supporting Roles:

- **Two Regular Members:** High-ranking practitioners or club owners who are actively processing Kukkiwon certifications and can provide grassroots feedback on the new "Made-in-Canada" system.

Eligibility Requirements:

- Must be a Taekwondo Manitoba member in good standing.
- Must provide an up-to-date Criminal Record Check and Vulnerable Sector Check.
- Must hold a valid “Respect in Sport” certification.
- **Conflict of Interest:** All members must disclose potential conflicts and refrain from voting on matters where they have a personal or financial interest.

3. Authority and Decision-Making

- **Advisory Power:** The committee acts as an active advisor to the Board. All findings and recommendations must be submitted to the Board for final approval.
- **Contracts:** The committee does not have the legal authority to sign contracts or incur debts in the name of Taekwondo Manitoba.
- **Confidentiality:** All meeting minutes, draft strategic plans, and applicant data are strictly confidential and may only be shared with the Board.

4. Financial Handling

- **No Independent Spending:** The committee has no independent budget. Any required administrative costs must be submitted to the Taekwondo Manitoba Treasurer for pre-approval and processing.

5. Meeting Layout & Schedule

To ensure consistent support for our clubs, the committee will adhere to the following schedule:

- **Semiannual Meetings:** The committee will meet at least twice per year to review national policy updates and provincial registration status.
- **Quorum:** 50% of the voting members must be present to conduct official business.
- **Special Sessions:** The Chair may call additional meetings via video conference if urgent updates are released by Taekwondo Canada or Kukkiwon.

6. Term

Committee members will serve a two-year term. Duties commence upon appointment by the Board and conclude following the submission of a biennial wrap-up report that summarizes provincial certification growth and policy alignment.

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