

# The Comprehensive Rules & Regulations

## Part 2 of 2



## Of the British Wadokai Karate-do Federation

英国和道会空手道連盟 - 本部道場

Valid from 1<sup>st</sup> January 2016

FEDERATION PRESIDENT  
& CHIEF INSTRUCTOR  
Gary E Swift (8th Dan) Kyoshi

British Wadokai is a Full-Member of the British Wado Federation

## **BWK RULES AND REGULATIONS**

### **1. TITLE**

The title of the organisation shall be British Wadokai Karate-do Renmei, hereinafter known as "BWK".

### **2. RULES AND REGULATIONS**

These by-laws exist and are formulated to provide the framework and requirements for the conduct of Members.

### **3. MEMBERSHIP CATEGORIES AND CRITERIA**

Membership to BWK shall be in one of the categories defined as follows:

- a) Full Membership shall be any karate bodies that have been accepted to Full Membership of BWK by the BWK President in his absolute discretion.
- b) Provisional Membership shall be any karate bodies that have been accepted to Provisional Membership of BWK by the BWK President in his absolute discretion. The BWK President may impose such conditions or restrictions on Provisional Members as he shall deem necessary at the time of the acceptance of the Provisional Member and he may remove or alter the said restrictions or conditions at any time.
- c) Honorary Membership shall be any karate body that has been accepted to Honorary Membership of BWK by the BWK President in his absolute discretion. Honorary Members will be considered members of the British Wado Federation.
- d) The applicant shall be the association, group or body seeking membership and who shall be deemed to be responsible for all of their individual members.
- e) Members shall be construed to mean affiliated bodies, recognised bodies and individual persons affiliated through such bodies (and requiring to be registered with BWK) as the context allows.
- f) The applicant must declare if he/she or any of his/her black belt grades (or equivalent) has been convicted of a serious crime. If such a declaration is made, this matter shall be considered within the application process as hereinafter provided.

### **4. ORGANISATION**

BWK shall consist of two bodies, the members and the Executive Committee.

### **5. THE EXECUTIVE COMMITTEE**

The BWK is an **AUTOCRATIC** karate group and the BWK President makes **ALL** decisions. Such decisions are **FINAL**.

However, the BWK President shall appoint members of BWK to positions on the Executive Committee in his absolute discretion. The BWK President may co-opt person(s) as he considers fit and proper in his absolute discretion.

- a) The Executive Committee shall have the Power
  - i) to act in the name of BWK with regard to matters delegated to it by the BWK President
  - ii) to make recommendations to the BWK President on all management matters it considers relating to BWK.
  - iii) to act in the name of BWK and to perform all such duties as are necessary to ensure the proper functioning of technical matters, coaching, safety and other related matters.
- b) It shall be the responsibility of the BWK President and the Executive Committee to ensure proper records are kept and proper procedures are maintained.
- c) No expenditure may be incurred by any Member of the Executive Committee (other than reasonable expenses) unless such expenditure has been previously sanctioned by the BWK President.

## **6. RESIGNATION AND TERMS OF MEMBERSHIP**

- a) Any Member of BWK may terminate its Membership of BWK at any time by informing the BWK President in writing or by email. At such time the Membership to BWK of such Member shall cease without prejudice to any outstanding claims at the said date by BWK against such Member, or by such Member against BWK.
- b) The BWK President may terminate the Membership of any Member to BWK at any time by informing that member in writing or by email. At such time the Membership to BWK of such Member shall cease without prejudice to any claims at the said date of termination by BWK against such Member, or by such Member against BWK.

## **7. FINANCE**

The financial control of BWK, adequate and accurate systems of recording shall be the absolute responsibility of the BWK President.

## **8. GENERAL**

The BWK President in his absolute discretion may undertake alterations or amendments to these Rules and Regulations at any time.

## **9. MEMBERSHIP**

- a) Full Membership of BWK shall be associations or clubs practising Wado Karate, which have;
  - i) Been accepted to Full Membership.

- ii) Agreed to comply with such terms and conditions of Membership, as the BWK President may impose upon Full Members generally or specifically.
  - iii) Maintained proper accounts for a minimum period of 12 months.
  - iv) Complied with all statutory requirements of BWK, for example but not limited to: -
    - Must follow the technical syllabus as laid down by the BWK President.
    - Must ensure that all members comply with the regulations pertaining to time in grade.
    - Must follow any other regulation or ruling passed by the BWK President from time to time as hereinafter provided.
- b) Provisional Members of BWK shall be associations or clubs practising karate and seeking eventual Full Membership of BWK, which have
- i) Been accepted to Provisional Membership.
  - ii) Agreed to comply with such terms and conditions of Membership, as the BWK President may impose upon Provisional Members generally or specifically.
  - iii) Maintained proper accounts for a minimum period of 12 months.
  - iv) Complied with all statutory requirements of BWK, for example but not limited to: -
    - Must work towards following the technical syllabus as laid down by the BWK President during the provisional period and must be using the BWK syllabus before applying for full membership.
    - Must ensure that all members comply with the regulations pertaining to time in grade
    - Must follow any other regulation or ruling passed by the BWK President from time to time as hereinafter provided.
- Provisional Membership is seen as a means of confirming the Membership of an applicant group for eventual consideration as a Full Member to BWK. The BWK President shall fix the period of Provisional Membership and unless determined otherwise by the BWK President the period of Provisional Membership shall be 12 months.
- c) The BWK President reserves the right to deal with the Member's application in his absolute discretion.
  - d) In the event of a "rejection" no reason need be given. The decision of the BWK President is final.

## 10. AFFILIATIONS

- a) No Officer, Representative, Chief Instructor or similar person representing the interests of a member of BWK may represent, be a member of, or officiate for any group, association, federation or organisation purporting to practise karate in England unless that group, association, federation or organisation is itself in membership of the International Wado Federation.
- b) BWK acts in accordance with the terms and conditions of membership of the relevant National Governing Body in membership.

## 11. DISCIPLINARY PROCEDURES

- a) Any complaint received by the BWK relating to one of its members shall be referred to the BWK President who shall determine whether the complaint involves an alleged breach of the BWK's rules. If the BWK President is satisfied that it does, the BWK General Secretary shall send by email or ordinary first-class post written notice to the party or parties (if more than one) against whom the complaint has been made of the fact that a complaint has been made, together with sufficient detail to enable the accused to understand the complaint against him/her/them and the particulars upon which it is based.
- b) The accused shall have the opportunity to present their case to the BWK President.
- c) If the BWK President determines that BWK's rules or regulations have been breached then he shall recommend the penalty to be imposed and may impose such penalty by way of censure, suspension or expulsion, as he deems appropriate. BWK is an **AUTOCRATIC** karate group. The BWK President may take such action as he sees fit and this decision is final.
- d) In the event of an allegation being received regarding the commission of a Schedule 1 offence in connection with the practice of karate, the complainant shall be as soon as possible, and in any event within 48 hours, be directed to contact the Police with the complaint, and a request made for BWK to be kept informed until the resolution of the complaint.
- e) Upon the Police filing Schedule 1 charges the defendant shall be immediately suspended from BWK and the relevant Group Head informed. In the event of a subsequent conviction then immediate expulsion from BWK shall take place and the relevant Group Head informed.
- f) In the event of an allegation being received as above, but where the incident is not in relation to the practice of karate, the above procedure will still be followed.

## **12. CONDUCT OF MEMBERS**

- a) All Members shall as far as they are reasonably able ensure that they and their individual Members shall act in a proper and responsible manner in the pursuance of the objectives and all other matters of BWK.
- b) All Members shall as far as they are reasonably able ensure that their Members follow the guidelines and codes of practice of BWK on the practice of karate and undertake the responsibility of circulation to their individual Black Belt (or equivalent) graded practitioners' circulation of such guidelines and codes of practice.
- c) BWK condemns the use of doping substances or doping methods to enhance performance in sport. Penalties will be applied to athletes found to be taking or using substances or participating in doping methods prohibited by the Olympic Committee and by The Sports Council. In addition, assisting or inciting others to contravene doping regulations will be considered a doping offence.
- c) Officers, Instructors, Coaches and members of BWK have a duty of care to ensure that children are encouraged and coached in a safe environment,

free from physical, mental, racial and sexual abuse. Guidelines and codes of practice issued by BWK must be followed when dealing with children.

### **13. CRIMINAL RECORDS BUREAU DISCLOSURE (CRB/DBS or equivalent)**

- a) It is mandatory for any individual seeking accreditation as Coach, Instructor, Official, Employee or similar representative of BWK to hold a current CRB disclosure certificate, such certificates will be renewed every three years to maintain concurrency.  
BWK accept that the protection of individuals is paramount, therefore sharing information regarding CRB disclosure is regarded as privileged accordingly we understand that no information may be given, shared or otherwise disclosed without the permission of the individual concerned except where disclosure is supported by statutory powers (court order or similar).

#### **Spent Convictions**

- a) In general BWK acknowledge that certain previous convictions now fall outside the statute of limitations and therefore are regarded as spent and should not be considered, however we have been advised, where an individual is likely to come into contact with children and vulnerable adults spent convictions may be considered to ensure the protection of those children and vulnerable adults.
- b) In such circumstances if individuals are advised by our CRB lead signatory that they have an unacceptable report, the individual shall be able to appeal provided that they are prepared to appraise the BWK President of the previous issue and present the detail of their appeal confidentially with him. The BWK President will regard such an appeal as confidential, however in order to properly consider the grounds for appeal, the appellant should be prepared to disclose all relevant facts.
- c) In the event of an appeal the decision of the Chief Instructor shall be final.

#### **Criteria**

Following receipt of the Enhanced Disclosure, the following offences shall be regarded as unacceptable:

- Murder
- Rape
- Sexual Crime
- Convictions involving children or vulnerable adults (in any form)

Following receipt of the Enhanced Disclosure, the following offences shall be 'considered upon application':

- Crimes involving violence
- Robbery
- Crime involving drugs

## Outcome

In the event of an unacceptable report, the individual will not be granted any qualification, appointment, award, position or membership, BWK will inform the respective member that it may not be granted membership.

## 14. BYLAWS

### Disciplinary Procedures:

#### Section 1.

In the event that any person, or persons, may violate any section or sections in the BWK Constitution, or any other rules and regulations implemented by BWK or its member club/s and/or groups under BWK control, disciplinary procedures may have to be implemented and enforced by the Technical Committee Sub-Council and Executive Committee. This will be the responsibility of the BWK Administration Committee.

- a. A Disciplinary Council (herewith known as the DC) shall be selected from designated BWK membership, and shall comprise of persons selected by the DC in their absolute discretion, whether or not such persons are members of BWK.
- b. Notice of the 'matter' to be considered by the DC shall be sent by the Secretary, or his deputy, to the party against whom the complaint has been made. Such notice shall state the facts upon which the matter is based, and date of the meeting of the DC to hear the complaint.
- c. The party, against the complaint has been made, shall, within 10 days of receipt of a request by an authorised member of the DC through the post, inform the DC whether it, or he, wishes to be represented, or to appear personally at the hearing, or give a written explanation of the 'matter' to be considered by the DC.
- d. The DC shall hear and determine the complaint referred to it. It shall produce a report and recommendation/s to the DC. The said report shall be sent to the party against whom the complaint has been made and he, or it, shall have the right to appeal to the DC in respect of the report or its recommendation/s. All appeals shall be delivered in writing to the Secretary of the DC within 24 days. The appeal shall be heard by the DC (excluding those persons who constituted the Appeals Council (AC)), by way of a rehearing, and the appellant shall be entitled to the same notice and rights at the DC hearing, which it or he is entitled.
- e. The AC/DC may recommend the penalty to be imposed, and the DC may impose such penalty as way of fine, censure, suspension, expulsion, as it deems appropriate.
- f. Unless BWK instituted disciplinary proceedings, in respect of a member, all representations to the Council, or its DC, shall be made through the member concerned, to the BWK Chairman.

#### Section 2.

- a. The member concerned shall have the right to have access to all information relating to any of the Licence Holder/s who may in any way be involved in Disciplinary Proceedings.

Section 3.

- a. The Council's decision shall be final, accept on a point of law.