



CONSTITUTION & RULES

of the

GREAT BRITAIN KARATE ASSOCIATION

1 NAME:

- a) The organisation shall be known as Great Britain Karate Association or by the abbreviation GBKA.

2 AIMS of the GBKA:

- a) To be open to all races, cultures, abilities, gender, religions and/or sexual identity.
- b) To promote and maintain a high standard & integrity of karate within the GBKA.
- c) To promote and assist in the growth and harmony of the GBKA.
- d) To promote harmony, respect and good relations throughout karate.
- e) To provide for all members, information and guidance relating to karate in general.
- f) To operate and maintain a register of current GBKA membership.

3 MEMBERS:

- a) All persons/clubs that subscribe to GBKA shall abide by this constitution and any changes to thereof, under the direction of the GBKA Executive Committee. Membership shall consist of individual members who are a member of either,
 - i. Full Club Membership (this is when the whole club joins the GBKA).
 - ii. Individual Membership (this is where individual members of a club wish to affiliate to the GBKA).

4 LICENCES, NEW CLUBS, MEMBERS:

- a) A licence record book shall be issued upon application approval and payment received via your instructor. For full members and affiliated members of the GBKA Squad, they are to apply directly to the Licencing Officer. Licences shall be renewed via your instructor annually.



- b) It is the responsibility of instructors to ensure that their licence and their students' licences are up to date.
- c) All instructors must have current Indemnity Insurance, DBS check, Instructors Certificate, First Aid Training Certificate, Safeguarding Certificate for Children and Vulnerable Adults.
- d) All new applications will be vetted, by the Executive Committee and must include proof of the instructor/s grading history / provenance.
- e) New members must have a minimum of one year membership before being eligible for an Honorary Dan Grade award.
- f) The Executive Committee must agree acceptance of the application by a majority vote.
- g) Should there be any claims under your licence insurance you must contact the Licencing Officer with details of your claim.

5 EXECUTIVE COMMITTEE:

- a) The Executive Committee (Ex Com) shall consist of:
 - i. President
 - ii. Vice President
 - iii. Secretary
 - iv. Treasurer
 - v. Licensing / Complaints Officer
 - vi. Chief Referee
 - vii. GBKA Head Coach
- b) Appointments to the Executive Committee will be made by the members on an annual voting system.
- c) Executive Committee positions are on-going positions .
- d) Any vacant positions will be filled by a person voted for by the members from a list of nominees, selected by the EX Com.

6 MEETINGS:

- a) Annual General (AGM) will be called annually.
- b) Extraordinary Meeting (EM),
 - i. Must be requested in writing, giving reasons and must be supported by a majority of the Ex Com.



7 USAGE OF MEMBERSHIP FEES:

- a) All membership fees received by the group will be used for:
 - i. The benefit and growth of the association.
 - ii. The benefit of association members.
 - iii. Administration costs .
 - iv. Cover GBKA Squad activities when applicable.

8 GRADINGS:

- a) Kyu Grades:
 - i. Instructors are allowed to grade any Kyu grade up to one grade below their grade.
 - ii. Kyu grades can be taken at the Instructors discretion provided there is a minimum of 24 lessons or 3 months between each grade.
 - iii. All grades taken must be entered in the licence record book and signed by the examiner.
 - iv. On renewal of the licence members must ensure that their current grade is updated on the new licence.
 - v. Candidates attempting grades must have an up to date licence.
 - vi. Instructors must inform the licensing officer of the date and grades awarded on renewal of licence.

- b) Dan Grades:
 - i. All Dan Grades will be by a panel of three Dan Grade members.
 - ii. The Chief Examiner must be at least one grade above the grade being taken.
 - iii. The remaining panel members must be the same grade or higher than the grade being attempted.
 - iv. Candidates attempting their gradings must have an up to date licence.
 - v. Candidates attempting Shodan, must have a satisfactory Kyu grading history with a minimum of three years.

- c) Dan Grading Scale:
 - i. 1st Kyu to Shodan 12 months minimum.

 - ii. Shodan to Nidan two years, Nidan to Sandan three years etc.
 - iii. Honorary Dan grades must be approved by the Executive Committee (by majority decision) and signed by the President of the GBKA.



9 ASSOCIATION RULES:

- a) Members will ensure that their main priority in the dojo will be the safety of themselves and others through the proper control of karate techniques using safeguarding guidelines.
- b) Instructors and GBKA Squad Coaches must inform their members that photos and videos may be taken at competitions or courses, and they may also be used for promotional purposes by the GBKA and the World Governing Body.
- c) Members must respect all Karateka within the GBKA and other karate bodies.

10 DISCIPLINARY:

- a) The Executive Committee shall have the power to fine or dismiss any club or individual if in their collective opinion the club, or individual has brought the group in to disrepute after following the complaints procedure.
- b) Appeals against the fine or dismissal must be in writing and received by the President, no later than 14 days after the notice of the intended disciplinary action is issued. During the 14 day period, the individual or club will be suspended from all GBKA activities until the Appeal Committee have convened and a final decision has been made.
- c) In all cases of disciplinary action procedure, the Executive Committee will be informed of the outcome. The decision of the Appeals Committee will be final.

11 COMPLIANTS PROCEDURE:

- a) Complaints procedure for Club/Full members:
 - i. Members must hand a letter of complaint to their instructor in the first instance, unless the complaint is against the main instructor then an e-mail should be sent to the GBKA Complaints Officer.
 - ii. If unsatisfied with the outcome of the complaint, they can then appeal the decision by email, stating their reason/s, to the complaints officer.
 - iii. The complaints officer will then set up a complaints panel to review the appeal.
 - iv. Following the review by the complaints panel, the complaints officer will inform the complainant of their decision.
- b) Complaints procedure for GBKA Squad:



- i. Members must hand a letter of complaint to the Head Coach, unless complaint is against the Head Coach, then an e-mail should be sent to the GBKA Complaints Officer.
- ii. If unsatisfied with the outcome of the complaint, they can then appeal the decision by email, stating their reason/s, to the complaints officer.
- iii. The complaints officer will then set up a complaints panel to review the appeal.
- iv. Following the review by the complaints panel, the complaints officer will inform the complainant of their decision.

12 LEAVING THE ASSOCIATION:

- a) Any club leaving the organisation should give one month's written notice.
- b) Any club, association or individual leaving the organisation, shall forfeit all licences, funds and benefits of the Organisation.
- c) All members of the GBKA Squad that are part of the leaving club will have their licence honoured until expiry of their licence, at which time they will be required to renew their licence as an individual member.