

Policy Manual

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2015 Revised Edition

This edition replaces all past editions and all of their contents.

KICKBOXING ONTARIO

MISSION

The Kickboxing Ontario (KO) will be the leader in promoting excellence in amateur kickboxing, Thai boxing, sport martial arts and amateur MMA through events, courses and certification of athletes, coaches, officials and recreational participants.

Center of Excellence

KO is dedicated to the highest level of excellence in the planning, implementation and review of each of its programs and operations. The effort is to build upon any successes and always look for areas of improvement and systems growth.

Focus on Safety and Health

KO has established the highest safety standards to ensure the well-being of all athletes, coaches and recreational participants involved in amateur kickboxing/Thai boxing/mixed martial arts.

Industry Leader

KO strives to be a leader within the sport martial arts/kickboxing/Thai Boxing/mixed martial arts industries. This goal will be realized through the core objective of meeting the needs of all stakeholders within the industry including school/gym owners, coaches, event coordinators, all levels of athletes, and volunteers.

Fostering Cooperation

KO will work openly with all individuals and groups committed to the cooperative growth of amateur kickboxing/Thai boxing/mixed martial arts. A fundamental principle of KO is to foster a cooperative framework within the sector.

Demonstrating Ethics and Values

KO is committed to upholding the highest ethical principles in all of its operations and events. All KO leaders will demonstrate appropriate conduct, positive attitudes and will always work to create an environment that is respectful, safe and healthy and discrimination and harassment free.

Worldwide Presence

KO will be internationally known for its domestic operations and development of provincial amateur teams. KO will network and KO itself with event coordinators committed to the principles and values of the organization.

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KICKBOXING ONTARIO

Introduction

The Kickboxing Ontario (KO) is dedicated to promoting excellence in amateur sport kickboxing, sport martial arts, amateur mixed martial arts and Thai boxing in Ontario. This is the fundamental mission of our organization and is reflected in all of the programs and services administered by KO.

To strive for constant excellence requires research and development, continuous innovation and regular review of all aspects of the organization, from the programs offered to the way that the organization is structured and administered.

As KO continues to develop, the integrity of the organization is maintained by its policies. While policies do not define any organization, they do ensure that the foundation, structure and regulations are maintained and understood by all stakeholders.

The policies of KO are interrelated even as they may apply to different persons or roles. For the sport, the policies are designed to ensure the health and safety of all participants. For the members, the policies ensure that every member has access to all programs and services, is treated with respect and dignity and their rights are protected in accordance with the Canadian Charter of Human Rights.

Those in leadership positions - board members, club owner/operators, event coordinators, coaches and officials – are required to understand these policies, particularly those that apply to their roles and responsibilities. However, these policies apply to all members of KO and all are encouraged to understand them and apply them during their involvement with our organization.

To remain in the forefront of amateur sports, KO updates the policies on a continual basis. Any new policies and procedures will be regularly communicated to the membership.

KICKBOXING ONTARIO

Definitions

The following terms are used throughout this document and are defined below. Please understand these definitions as they describe the intent and limitations of each term as they apply to programs and services of the Kickboxing Ontario.

Amateur Kickboxing - A physical activity involving two players engaged in a tactical game of strikes, in which each player attempts to outscore the opposing player by utilizing defensive and offensive strategies according to established rules and procedures.

Amateur Mixed Martial Arts – An amateur sport in which one player seeks to gain a tactical advantage by using positioning, submissions and submission attempts, and striking to legal target areas to outpoint the opposing player.

Member Club - A club that has fulfilled the KO registration requirements completely – including the registration of all individual members.

Coach - A qualified instructor/teacher who develops the athlete or participant during practice and competitions and has fulfilled the KO registration and certification requirements.

Competitive Athlete - A skilled participant who engages in approved competitions to further their abilities with other athletes of similar parameters (age, weight, experience) and has fulfilled the KO registration requirements.

Recreational Participant - A participant that pursues the activity for the personal goals of fitness and skills development without engaging in approved competitions or sparring and has fulfilled the KO registration requirements.

Official - A volunteer who provides leadership at approved competitions by administering the rules and regulations and has fulfilled the KO registration and certification requirements.

Event Coordinator - An individual or group that organizes a KO approved competition for the benefit of athletes to gain competitive experiences in a safe and regulated event. Event Coordinators must be from a KO Member Club.

Tournament Format Competition – A KO approved competition in which more than two athletes can enter a specific category and progress through single bout victories towards a final match for the entire category.

Single Bout Format Competition – A KO approved competition in which single bouts are pre-arranged between two athletes per match with similar parameters (age, weight, and experience).

Approved equipment - Safety equipment that meets approved KO standards to ensure safety of both participants.

Amateur Athlete - All athletes that has not competed for ‘prize money’ for their participation in any combat sport including but not limited to – boxing, mixed martial arts (MMA), grappling, no holds barred, Jujitsu, tough man contests, or any martial arts events.

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I. Program Policies

A. Kickboxing Ontario Association

The association is the cornerstone of sport martial arts/amateur kickboxing/amateur mixed martial arts/Thai boxing. KO works collaboratively with registered members to fulfill the Mission of the organization in the province. The Board of Directors is responsible for each policy listed below.

1. KO is a registered non-profit amateur sport association, open to all clubs within the jurisdiction to apply to become members.
2. KO is required to promote the national and provincial association and actively recruit member clubs and individual members.
3. All Board Members are to support and uphold the KO Mission and all policies, procedures and protocols outlined in all KO documents.
4. KO will be governed by a board of directors that will be comprised of representatives of three different KO members clubs.
5. KO is responsible for ensuring that all members, within their jurisdiction, (eg. KO Board of Directors, Clubs, Competitive Athletes, Coaches, Official's), have access to all KO policies, procedures, rules and regulations and all updates.
5. KO is required to use the NSO insurance policy for all members.
6. KO is required to be a recognized PSO with the provincial government.
7. KO is responsible for ensuring that all competitive events within their jurisdiction fulfill all KO policies and procedures and that all rules/regulations are abided by.
8. KO is responsible for evaluating all Officials within their jurisdiction and providing opportunities for re-training, mentoring and professional development.
9. KO is required to have a 2 million dollar Directors and Officers (DO) insurance policy.
10. KO is required to conduct an annual general meeting (AGM) each year. The AGM notice and agenda, as well as the minutes of the AGM, are to be sent to the KO office within 30 days of the AGM.
11. KO is required to submit an annual financial report that is produced by a certified accountant. This document is to be submitted within 60 days of the calendar year end.
12. KO is required to send a representative to all National Governance Board Meetings.

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B. Clubs

The following are policies related to KO Member Clubs. The Owner/Operator of each Club is responsible for each policy listed below. The Member Club Owner/Operator is also responsible for adhering to all requirements contained in the Club Manual and Guidelines document.

1. Clubs are to register annually for membership. The membership year is from September 1st (year 1) to December 31st (year 2). (See appendix for Fees).
 - a. Club Memberships received between September 1st – December 31st of (year 1) will apply for the remainder of year 1, and all of year 2: January 1st to December 31st.
 - b. Club Memberships received between January 1st (year 2) – August 31st (year 2) will only apply to December 31st (year 2).
2. Upon registration of the Club – the Owner/Operator is responsible for registering their current individual members. Only individual registered members are covered under the KO/CASK insurance policy.
3. The Owner/Operator is responsible for ensuring that all instructors and coaches are registered and have completed all KO requirements for coaches.
4. The Owner/Operator is responsible for registering any new member of the club (competitive or non-competitive) before they participate in any programs or classes.
5. The Owner/Operators must adhere to all policies, protocols and procedures outlined in the KO Club Manual, the All Disciplines Rules document, the KO Policy Manual and other official documents and communications disseminated by KO/CASK and the provincial/territorial KO in which they reside.
6. The Club Owner/Operator is responsible for the dissemination of all KO policies, procedures and regulations to all individual members of the registered club.
7. Owner/operators are to record any safety or disciplinary events that occur during official club hours (See Club Manual).
8. Once a club membership expires, all individual members (coaches, instructors, athletes, officials, recreational members) are no longer members of KO/CASK or any provincial KO and are no longer covered under the KO/CASK insurance policy. It is the sole responsibility of the club owner/operator to communicate to their individual members whenever they are no longer covered by the KO insurance policy.
9. The owner/operator is responsible to ensure that no individual member of the club and the club itself, is involved in any capacity - including but not limited to - participation, officiating, coaching, assisting, sponsoring and supporting of any *unsanctioned* combative event in any province or territory.

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* An unsanctioned event is defined as an event that is not sanctioned by a government recognized provincial sporting association (PSO) or the provincial/state boxing commission.

C. Officials

The following are policies related to the KO Official. The Official is responsible for each policy listed below. In addition, the Official is responsible for understanding and adhering to all related policies and procedures contained in KO Rules and Regulations document.

1. Certified Officials have successfully completed a KO Certification Course
 - a. Official Certification entitles persons to judge and referee at authorized events.
 - I. Officials are required to judge a minimum of 2 events per year.
 - II. Officials are required to referee a minimum of 2 events per year.
 - III. Officials are required to officiate a minimum of 2 tournament events a year.
 - b. Officials that complete a Chief Officials Course entitles persons to be CO at authorized events
 - I. CO's are required to officiate 4 events a year, two of which they must referee 4 bouts, to maintain their CO status.
 - II. Prior to registering for a CO course, an Official is required to be a registered Official for a minimum of three years, each year they must have officiated at a minimum of 4 events per year of which two must be a tournament format.
 - III. Any exception to these rules must be approved by the Board of Directors.
2. Officials are to register annually for membership. The membership year is from September 1st (year 1) to December 31st (year 2). (See appendix for Fees)
3. Officials are to be KO'd to a Member Club.
4. Officials are entitled to an honorarium established by the NSO or PSO/TSO to offset expenses incurred while performing their officiating duties. See appendix for Fees.
5. Officials are forbidden to accept any monetary gifts or money by any persons associated with or involved in an authorized event – including, by not limited to, the event coordinators, officials, athletes, coaches and relatives/associates of athletes.
6. Officials must wear their uniforms during the entire duration of their official duties.
7. Officials are not permitted to consume any alcohol the day of the event and one hour after the completion of the event.
8. Officials are expected to understand and adhere to the CODE of CONDUCT Agreement. Failure to do so will result in disciplinary action. (See Appendix for CODE).

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9. The Chief Official is the KO authority at any competitive event. He/she will conduct the weigh-ins, rules meetings and officiate the bouts by determining which officials will referee and judge which bouts.
10. All officials are not permitted to be involved in any capacity (eg. officiating, coaching and/or competing) at any combative sport event in Canada, which is not sanctioned by a government recognized PSO.

D. Coaches

The following are policies related to the KO Coach. The Coach is responsible for each policy listed below. In addition, the Coach is responsible for understanding and adhering to all related policies and procedures contained in the Club Manual and Rules and Regulations document.

1. Coaches are responsible for the health and safety of all athletes and recreational participants under their care while training at their KO member club.
2. Coaches are responsible for the health and safety of all athletes under their care while competing at any KO approved event.
3. Coaches are required to inform the athletes under their care as to all rules and regulations and policies of KO.
4. Coaches are to have completed a KO Certification Course (minimum Level I).
 - a. Level I & II Certification entitles persons to coach at local/national events.
 - b. Level III Certification entitles persons to coach at international events.
5. Coaches are to register annually for membership. The membership year is from September 1st (year 1) to December 31st (year 2). (See appendix for Fees).
6. Coaches must be a member of a KO Member Club.
7. Coaches must obtain a police screening check every three years that includes a vulnerability sector search.
8. Coaches must present their Coaching Cards upon request at any authorized events.
9. Coaches are required to adhere to the KO CODE of CONDUCT document.
10. Coaches that are the Owner/Operators of the Member Club are responsible for the communication and enforcement of all rules, regulations, policies and procedures listed in the Club Manual for all members in their club.
11. Owner/Operators of clubs are responsible for all competitive members' athlete passports. The Owner/Operator, or other designated coach, are required to bring athlete passports to all Competitive events and are responsible for collecting them after the event.

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12. Coaches involved in events not approved by KO are not covered by the KO insurance policy and participate at their own risk.
13. Coaches are not permitted to be involved in any capacity (eg. officiating, coaching and/or competing) at any combative sport event in Canada, which is unsanctioned by a PSO.

E. Competitive Members (Athletes)

The following are policies related to KO Competitive Members. The competitive member is responsible for each policy listed below. In addition, the competitive member is responsible for understanding and adhering to all related policies and procedures contained in the Club Manual and KO Rules and Regulations.

1. Competitive members are to register annually for membership. The membership year is from September 1st (year 1) to December 31st (year 2). (See appendix for Fees)
2. Competitive members that register for any competition are required to complete a KO Physical exam from their attending physician and submit to the KO office 30 days prior to their first event of the year.
3. Competitive members are required to be a member of a Member Club, which is their primary location of training.
4. Competitive athletes are not permitted to tamper with their athlete passports in any manner.
5. Competitive athletes involved in events under a different government recognized sanctioning authority are not covered by the KO insurance policy and participate at their own risk.
6. Competitive athletes are required to understand and adhere to all rules, regulations and policies of KO. Failure to do so will result in disciplinary action.
7. Competitive athletes are not permitted to be involved in any capacity (eg. officiating, coaching and/or competing) at any combative sport event in Canada, which is not sanctioned by a government recognized PSO/TSO.

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F. Non-Competitive Members (Recreational Participants)

1. Non-competitive members are to register annually for membership.
2. Non-competitive members are not permitted to engage in open sparring.
3. Non-competitive members can register as competitive athletes at any time.

G. Event Coordinators

The following are policies related to KO Event Coordinators. The event coordinator is responsible for each item listed below. In addition, the event coordinator is responsible for understanding and adhering to all related procedures contained in the Event Coordinators application and the KO All Disciplines Rules and Regulations Manual.

1. All Event Coordinators are required to be club owners from KO Member Clubs. All Event Coordinators must also be individually registered as KO Coaches or Officials.
2. All single-bout competitions must request approval from the National Office a minimum of 90 days prior to the event by the event coordinator.
3. All elimination tournaments must request approval from the National Office a minimum of 120 days prior to the event by the event coordinator.
4. The Event Coordinator is responsible for understanding and adhering to all policies, procedures and documentation outlined in the Event Coordinators Application document, the All Discipline Rules and Regulations document and the Policy document.
5. The Event Coordinator must ensure that all municipal by-laws and all provincial and federal legal requirements for the event are adhered to, including but not limited to, fire safety requirement, occupancy requirements, liquor licensing (if selling alcohol) and building access requirements.
6. If requested the Event Coordinator must ensure that a copy of a Certificate of Insurance for the event is provided to the KO office listing the KO/CASK as an additional party covered by the insurance policy.
7. If alcohol is being sold, the Event Coordinator must provide evidence of Host Liquor Liability coverage as part of their event insurance.
8. The Event Coordinator is responsible for having all required equipment and materials for the competitive event – including a digital scale for the weigh-ins, regulation gloves for the bouts, clickers for scoring and all documents (e.g. Round sheets, bouts sheets, infractions sheets).
9. The Event Coordinator is responsible for providing travel expenses to all Officials immediately upon completion of the competition, in accordance to the amounts provided by KO when the event was sanctioned (see section H).

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10. For any competitive event that will host a Canadian Title Bout – a KO selected Chief Official will be used for the event and the Event Coordinator is responsible for the travel expenses for this individual.
11. The Event Coordinator is responsible for submitting all final documentation and a video of all bouts to the National office within 5 business days of the event.
 - a. The Chief Official is responsible for finalizing the official's documents and results documents, as well as any incidents that may occur.
 - b. The Event Coordinator is also responsible for any administration and document requirements of the provincial/territorial KO.
12. When an Event Coordinator wishes to involve athletes from other countries, they must seek approval from the National Office. Approval is based on evidence of bout record and safety record of athlete.
 - a. Such athletes are required to register with KO and pay an entrance fee before the event commences. This registration covers their insurance cost for this event. The Event Coordinator may choose to pay these expenses. (See appendix for Fees)
 - b. All coaches of such athletes are required to register with KO and pay an entrance fee. This registration covers their insurance cost for this event. The Event Coordinator may pay these expenses. (See appendix for Fees)
 - c. The Event Coordinator is responsible for ensuring that the athlete and coaches are aware of the rules and regulations that govern all aspects of the event (coaches, athletes, scoring, attire, etc.)
13. The Event Coordinators will be fined or suspended for the violation of any KO policy or of the Provincial KO.
14. The Event Coordinator is responsible to ensure that all activities associated with their event, be these in direct control of the Event Coordinator or activities being administered by outside vendors or 3rd parties, are conducted legally and in compliance with all provincial, municipal and city by-laws.
15. The Event Coordinator is responsible to ensure that all event staff and volunteers conduct themselves in accordance to the mission and principles of the organization.
16. The Event Coordinator is responsible to ensure that the dress code for event staff and volunteers - including ring-card holders - be respectful and appropriate for a family audience. Lingerie, swimwear or sexually suggestive attire is not appropriate for KO events. The Chief Official at any event will enforce this policy.
17. The Event Coordinator is responsible for ensuring that all music played at the event is the 'radio-edit' version and does not contain any language that is racist, sexist, sexually suggestive, or contains any inappropriate language. The Chief Official at any event will enforce this policy.

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18. The Event Coordinator is responsible for informing all participants (coaches and athletes) if an event has to be cancelled or postponed.
 - i. KO and/or the PSO has the authority to cancel or postpone an event due to circumstances that may adversely affect the safety of any participants, including by not limited to, inclement weather, labour disputes and threats to the association or any participants.
 - ii. KO will make all attempts to contact the Event Coordinator and all participating officials in case of an event cancellation.
 - iii. The Chief Official has the authority to cancel an event if any KO mandatory competition requirement is not met the day of the event, or if they determine that a circumstance may adversely affect the safety of any participants or the orderly running of the event. This can include, but not limited to, inclement weather, labour dispute, threat's to any officials, unsafe premises or failure of the event coordinator to fulfill a mandatory KO requirement upon request of the Chief Official.
 - iv. KO is not responsible for any liabilities or loss of revenue caused to the Event Coordinator due to the cancellation of their event.
 - v. The Chief Official will immediately contact the KO office in the event of an event cancellation and complete an Incident Report within 72 hours of the event date.

H. Expenses - Officials

1. Honorariums for all referees, judges, CO/Aces are included in the Event Coordinator sanctioning fee and will be provided to all participating officials.
2. Officials are required to have their travel expenses covered by the Event Coordinator immediately upon completion of the event. The following are the allowable travel expenses for all officials:
 - Driving expenses - \$0.45/km
 - Hotel expenses – one night economy hotel room for greater than 150km travel
 - Flight/train/bus expenses – for travel greater than 300km of one-way travel.
 - Meals - \$45/day for that travel more than 300 km of one-way travel.
3. KO will provide the Event Coordinator the total driving expenses, per official, prior to the event.

I. Sanctioning Events

1. KO registered clubs in good standing for the calendar years are permitted to apply for sanctioning of competitions.
2. All sanctioning of events must adhere to all policies and procedure established by KO. Details are outlined in the KO Sanctioning Application document and specific requirements are found in the All Discipline Rules and Regulations document and the Policy Manual.
3. Clubs must submit their application for sanctioning to the KO/CASK office no later than 90 days prior to the requested date. The application must contain the completed sanctioning form and appropriate fee.

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4. Event Sanctioning is approved based on the following evaluation criteria:
 - a. The confirmation of an OHIP registered physician as the event doctor
 - b. The confirmation of an EMT outlined in the Sanctioning document
 - c. An appropriate venue with adequate facilities of medicals, warm up and competition
 - d. The confirmation on a regulation ring and requirements
 - e. The availability of required officials
6. If approval is not provided due to failure to comply with 4 a-d or if the required officials are not available, the Event Coordinator is provided a minimum of 21 days from the date the 'non-approved' notification was communicated to resubmit the application.
7. The resubmission requires an additional \$100 administration fee to be sent with the resubmission if 4 a-d are not fulfilled.
8. If the resubmission is not approved the application will be cancelled and the sanctioning fee refunded with a \$250 administration penalty. KO will contact the Event Coordinator within 10 business days of a submission or resubmission.
9. Dates will not be reserved for any club wishing to apply for event sanctioning.
10. All clubs are required to email the KO office to inquire about any dates reserved for provincial or national events including tournament format events, coaching or official courses, training camps or other programs that may conflict with the date requested. This information will be provided to assist clubs in selecting appropriate dates. However dates will not be reserved or allocated for a club event until the sanctioning is approved.
11. Reserving Event Dates – An event date will be reserved once a fully completed sanctioning form and payment is received and approved.
12. A sanctioning form and payment can be sent a maximum of 6 months prior to the date requested.
13. All applications must be received by the KO office a minimum of 3 months prior to the requested event date. To assist in long-term planning clubs are recommended to submit applications earlier however, applications will not be accepted more than 6 months prior to the event.
14. A sanctioning application is not required to have a bout list. However within 30 days of the event the Event Coordinator must be able to provide a bout list if requested by the KO. It is strongly recommended that clubs have their bout list on the form when they first submit to assist in their match making.
15. Clubs are permitted to only submit one event application at a time.
16. A club wishing to submit an application for another event date may do so once the previous application has been approved. Any subsequent events must comply with all the sanctioning policies. A club is permitted to request more than one event per year; however each event application can only be submitted once the previous event(s) have been approved.

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17. Cancelled dates – KO/CASK does not provide any refunds for cancelled events. As per the KO Policy on refunds, any approved event that is cancelled, for any reason, prior to the event, there will be no refund provided.
18. In the event that a sanctioned competition has to be rescheduled by the Event Coordinator, the Event Coordinator must apply, in writing, for a rescheduled date.
19. KO will work with the Event Coordinator to secure an alternate date if the new date requested is not possible. There will be a rescheduling fee of \$250 applied to the Event Coordinator. If an alternative date is not secured by KO within 5 business days of the event reschedule request, then the sanctioned event will be considered cancelled.
20. If sufficient officials are not secured for an event application the sanctioning request will be returned to the club minus a \$100 administration fee. This can occur at any time prior to the event date.
21. If it is not possible to secure the necessary officials for a particular date, the Event Coordinator will be notified as soon as possible and provided the opportunity to request a maximum of two alternative dates. KO will attempt to secure the officials necessary for the alternative dates. If KO cannot secure the required officials the event sanction request will be returned to the club minus a \$100 administration fee deducted from the sanctioning fee.
22. The Chief Officials are the head officials responsible for the running of all sanctioned events and have the authority to cancel an event due to the violation of a KO policy or procedure. The Chief Officials are tasked with monitoring all technical and safety standards of the competition based on the Rules and Regulations of KO.
23. The KO officials are responsible for all aspects of the competition and are permitted to make modifications in the competition (eg. bout order, bout length, bout discipline) due to extenuating circumstances. Extenuating circumstances may include, but are not limited to, insufficient equipment, unexpected delays, medical emergencies, or the safety of officials or others.
24. If a sanction application is denied due to any violation of policy I. or J. the member club can request an appeal in writing to the Director of Competitions no later than 10 business days after the sanctioning was denied. Written appeals are addressed by the KO Board within 5 days of receipt of the appeal.

J. Single Bout Format Competition

1. The Event Coordinator is responsible for fulfilling all competition policies and procedures.
2. The competition must have a maximum of 12 bouts.
3. All single bout competitions must have the following mandatory personal:
 - a. One Chief Officials
 - b. Doctor (minimum of 1)
 - c. EMT (minimum of 2)
 - d. Officials – A minimum of four

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K. Tournament Format Competition

1. The Event Coordinator is responsible for fulfilling all competition policies and procedures.
2. All tournaments must have the following mandatory personal:
 - a. Chief Official – Minimum of 2 per 10 bouts
 - b. Doctor - minimum of 1 per 2 competition brackets
 - c. EMT - minimum of 2 per 10 bouts
 - d. Officials – Minimum of 5 per 10 bouts

L. International Tournaments

1. All athletes for international tournaments are to be selected based on protocols established by the KO National Office in accordance to the Rules and Regulations and the Mission of the organization.
2. KO will endeavor to have a Support Team for all international events that is composed of the following categories of personnel:
 - a. National Team Coaches (Level III)
 - b. Medical Staff
 - c. Officials

M. Provincial Teams

1. All athletes must be open class and currently registered KO members.
2. All athletes on Provincial Teams must be from Member Clubs.
3. The Provincial Office will organize all travel arrangements. Personal travel arrangements are not permitted.
4. All minors must have a parent or guardian traveling with them. Guardian forms are available for all international and domestic events.
5. KO will add a nominal charge to all national team athletes to cover the cost of event Support Teams and administration expenses.
6. All Provincial Team athletes are required to use the equipment and/or outfitting of a corporate sponsor of the National Team.
 - a. KO will ensure that information on corporate sponsors is provided to athletes in advance.
 - b. Corporate sponsors are those donors that have provided financial and/or products to support KO and/or the National team.
 - c. Individual athletes are not permitted to wear individual apparel during competition or during specified team protocol if there is a National Team outfitting involved.

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N. Administration

1. The Council of Amateur Sport Kickboxing (CASK) will conduct the administration of all KO programs and services.
2. All membership collection will be administered by CASK.
3. KO adheres to a privacy policy in which no information collected by KO/CASK will be shared with any internal or external personnel without the written permission of the person involved. Exception to this policy is for disciplinary/appeal cases, or those involving criminal investigations.
4. There is a no-refund policy for all membership fees, course fees, sanctioning fees, and other costs associated with all programs, services, and events administered by KO/CASK.

O. Rankings/Titles

1. KO rankings of athletes are determined through the following system:

KO sanctioned event bout win	– 5 pts
Win against a top 10 ranked athlete	- 2 additional pts
Win against a top 5 ranked athlete	- 3 additional pts
Provincial championships tournament win	- 5 additional pts
National championships tournament win	- 7 additional pts
KO sanctioned event bout loss (participation)	– 2 pts
KO endorsed international tournament bout win	- 7 pts
KO endorsed international tournament win	- 15 pts
2. National Titles are permitted between athletes ranked in the top 5.
3. Exceptions to the above rules must be made in writing to the KO Board and will be reviewed on a case-by-case basis.
 - a. Event Coordinators wishing to sanction KO titles must apply 90 days in advance and cover the cost of sanctioning fees (See appendix for Fees)
4. Officiating – All Canadian Title bouts will have Chief Officials selected by KO.

P. Unsanctioned Combative Events

1. All KO members are required to only participate in combative events sanctioned by the appropriate provincial/territorial authority approved by the government authority in that jurisdiction.
2. An event that is not approved by the authorized sanctioned authority is considered to be an unsanctioned combative event.
3. Any KO member that participates in an unsanctioned event will be investigated by a committee established by the NSO or PSO and disciplined according to the KO disciplinary policy.

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Q. Club Demonstration Events

1. KO Member clubs are permitted to host demonstration events in which their club highlights the programs and services offered by the club.
2. Demonstration events that involve any form of sparring must conform to the following rules and regulations:
 - i. All Sparring must be light and controlled
 - ii. All participants must have regulation equipment and larger size gloves.
 - iii. All participants in sparring must be registered with KO
 - iv. No decisions can be communicated in any manner before or after the event
 - v. The event must be marketed as a demonstration or exhibition event only
 - vi. All promotional material (print or social media) must have the following statements listed in a clear, readable font:

The following event is not a competition and only has demonstration sparring.

3. KO Clubs hosting demonstration events must inform the KO office a minimum of 60 days prior to the event. KO reserves the right to send an appointed officer of KO to observe the event to ensure that all KO policies are met.

R. Health and Safety

1. Club Owners are responsible for the following participant safety policies
 - i. Ensuring that an EAP as outlined in the Level I Course is fully active at the Member Club
 - ii. Ensuring that the club has Emergency contact card as per Level 1 Course requirements
 - iii. Ensuring that the club has a fully stocked first aid kit as per Level 1 Course requirements
 - iv. Ensuring that all coaches have completed the Level 1 Coaching Course module on Sport Injury Management
2. Coaches are responsible for the following participant safety policies
 - i. Completing the Level I Coaching Course including the Sport Injury Management Module
 - ii. Removing a participant from training or competition who has suffered a head injury
 - iii. Remove a participant from training or competition who displays any concussion symptom.
 - iv. Ensure that any participant removed from training or competition due to a concussion has a note of clearance from a physician.
 - v. Following a physicians Return-to-Play directions for participants returning from a concussion.
4. Competition Chief Officials are responsible for the following participant safety policies
 - i. Ensuring an EAP has been established for each competition.
 - ii. Ensuring that the event physician is aware of the KO suspension regulations for competitions.
 - iii. Ensuring that Head Injury Protocol documents are provided to athletes/coaches that have sustained a concussion.
 - iv. Documenting injuries and suspension in the Athlete Passport, Event Injury Form and the Final Event Document.

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5. Safe Weight Management is a priority of Kickboxing Ontario. All members of KO are required to adhere to the requirements outlined in the Level 1 Coaching Course, the Level 1 Officials Course and the Club Manual for club owners. Below are recommendations for safe weight management approved by Kickboxing Ontario:
 - i. Athletes are encouraged to adhere to a healthy and balanced nutritional regiment to support their training and overall health and wellness.
 - ii. It is essential to monitor athletic performance (sparring, competitions, fitness testing) as a greater priority than weight.
 - iii. Athletes are encouraged to drink adequate water to support training and overall health.
 - iv. Athletes wishing to modify their weigh should have body composition measurements taken to find out percentages of body fat and lean tissue and are strongly advised to work with a certified nutritionist with expertise in sports nutrition.
 - v. Heathy weight loss or gain should range between 1-2 pounds a week under the guidance of a certified nutritionist.
6. Kickboxing Ontario will be in compliance with all CASM (Canadian Association of Sport Medicine) policies and procedures for Concussion management and Return to Play Protocols. All coaches, officials, athletes and parents have a responsibility to educate themselves regarding concussion management.
 - i. Athletes that have received any form of strike to the head in training or competition and exhibit any of the following signs or symptoms should be treated as having a concussion:

Headache, nausea, dizziness, balance challenges, loss of memory, general disorientation, ringing of the ears, fatigue, vomiting, pressure in the head, loss of consciousness.
 - ii. Athletes are required to immediately cease all physical activity and see a physician for assessment, evaluation and treatment.
 - iii. Appropriate rest must be subscribed by the physician until the athlete is completely symptom free.
 - iv. Return to Play guidelines must be prescribed by a physician and must comply to a graduated symptom free training protocol. An athlete can move to the next stage of the protocol described below if they have no concussion symptoms during that phase. If symptoms occur then they should go back to the pervious stage.
 - a. No Activity for complete physical and cognitive rest for 24 – 48 hours
 - b. Light Aerobic Exercise at a 60-70% Max heart rate for 15 minutes
 - c. Sport Specific Exercise at a 70-85 % Max heart rate for 15-30 minutes
 - d. Non-contact Training at a 80-90% Max heart for approximately 45-60 minutes
 - e. Full-contact Practice at a 90-100% Max heart rate for a normal practice time.
 - v. Return to sparring and competition should follow the safety policies of KO and prescribed by the attending physician.

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II. Operational Policies

A. Discipline/Appeals

The discipline/appeals policy addresses all reported incidents in which a policy, procedure or guideline of the organization has been violated. Such cases include all forms of harassment; intentional/unintentional violations of rules and regulations; any behavior, contrary to the Code of Conduct Agreements (Board Members, Officials, Coaches, and Athletes) and/or against the spirit of the Mission and Objects of Kickboxing Ontario.

1. Reported incidents of any violation of rules, regulations or policies of KO will be addressed within 30 days of the occurrence.
2. A committee composed of a minimum of three persons will be established by KO, to address all cases.
3. The disciplinary committee members must all be members of KO, and must be selected based on their impartiality.
4. A reported incident is NOT considered a disciplinary matter until the completion of an investigation and a recommendation is provided.
5. The committee must inform the person(s) involved, in writing, that a complaint has been raised against them and the nature of that complaint. The name(s) of the complainant can be confidential depending on the nature of the issue.
6. The person named in the complaint can provide feedback on their defense to the chairperson of the disciplinary committee. This information will be shared with the disciplinary committee and will be investigated as part of the work of the committee.
7. The disciplinary committee is required to keep all information during their deliberations confidential.
8. The outcome is to be reached by majority of the committee and to be provided to the governance body (national, provincial and regional) involved, in writing, within the 30-day period – with the disciplinary recommendation. The governance body is to forward this letter to the person(s) involved within 72 hours of receiving it.
9. Disciplinary recommendations include:
 - a. Illegal Offence according to the Criminal Code of Canada – Automatic expulsion and notification of authorities.
 - b. Serious Offence – Expulsion; suspension; or written warning.
 - c. Violation of Guidelines – Suspension; Written warning; or verbal warning
 - d. Violation of Policies – Suspension; Written warning; or verbal warning
 - e. Behavior/actions in contradiction to the spirit of the organization's Mission and Rules and Regulations – Written warning; or verbal warning.
10. Additional recommendations may include verbal and/or written apologies to parties affected by the actions of the individual(s) named in the offence.
11. A person that has been issued a disciplinary action is provided a 30-day period to appeal. This appeal has to be requested, in writing, within 5 days of receiving the notice and has to be based on the following:

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- The panel did not follow the procedures laid out in this policy;
 - Members of the panel were influenced by bias; or
 - The panel reached a decision, which was grossly unfair or unreasonable.
12. KO is required to establish a committee to review the appeal, with a minimum of three persons and a maximum of four. All members of the appeals committee must be members of KO. Of the three person committee:
 - a. One member is selected by KO;
 - b. The second is a member of a governance body (National or Provincial/KO);
 - c. The third is selected based on their expertise in the area of the complaint.
 13. The committee has 30 days to respond to the appeal. The final result is by majority decision.
 14. The results of their appeal investigation must respond in the following three outcomes:
 - a. In agreement of the Disciplinary Committee's findings and recommendations
 - b. In disagreement of the Disciplinary Committee's findings and recommendations
 - c. In agreement of the Disciplinary Committee's findings but in disagreement with the recommendations.
 15. If the Appeals Committee is in disagreement of the original findings or outcomes, they are required to provide an alternative. The outcome established by this step is considered binding by all parties.
 16. The Board will provide the final report to the party involved and the final report will be filed with the member's file. The report is considered confidential.

B. Harassment

The Kickboxing Ontario (KO) is committed to providing an environment in which all individuals are treated with respect, equality and dignity. All KO members have the right to participate in an environment, which promotes access, equal opportunity and prohibits discriminatory behaviour and practices.

Harassment is a form of discrimination. Harassment takes many forms but can generally be defined as a comment, conduct or gesture directed toward an individual or group of individuals, which anyone finds insulting, intimidating, humiliating, malicious, degrading or offensive.

Harassment is prohibited by the Canadian Charter of Rights and Freedoms and by Human Rights Legislation in every province and territory of Canada. Harassment is offensive, degrading and threatening. In its most extreme forms, harassment can be an offence under Canada's Criminal Code.

Whether the perpetrator is a Director, Supervisor, Employee, Coach, Official, Volunteer, Parent or Athlete, harassment is an attempt by one person to assert abusive, unwarranted power over another. The perception of the victim is paramount.

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The following types of behaviour constitute harassment;

- Written or verbal abuse or threats;
 - The display of visual material which is commonly considered offensive;
 - Unwelcome remarks, jokes, comments, innuendo or taunting about a person's looks, body, attire, age, race, religion, sex or sexual orientation;
 - Leering or other suggestive or obscene gestures;
 - Condescending, paternalistic or patronizing behaviour which undermines self-esteem, diminishes performance or adversely affects working conditions;
 - Practical jokes which cause awkwardness or embarrassment, endanger a person's safety or negatively affect performance;
 - Unwanted physical conduct including touching, petting, pinching or kissing;
 - Unwelcome sexual flirtations, advances, requests or invitations; or
 - Physical or sexual assault.
1. KO is committed to providing an environment that is free of harassment.
 2. This policy applies to all members of KO including all Directors, Officers, Volunteers, Coaches, Athletes, Officials and members of all Provincial/Territorial KOs.
 3. Every member has a responsibility in ensuring that the kickboxing environment is free from harassment. This means not engaging in, allowing, condoning or ignoring behaviour contrary to this policy.
 4. Every member who believes that another member has experienced or is experiencing harassment is encouraged to notify any member of the Board under this policy.
 5. In the event that a board member or employee is involved in a complaint which is under this policy, the KO President shall appoint a suitable person for the purposes of dealing with the complaint.
 6. If a harassment incident is reported to the Board, they are required to establish a committee to address the incident, as described in the Discipline/Appeals policy.
 - a. If the parties involved are of opposite genders and the complainant is a female, half of the committee members are required to be females.
 7. Notwithstanding this policy, every person who experiences harassment continues to have the right to seek assistance from their provincial or territorial human rights commission, even when steps are being taken under this policy.

C. Sexual Harassment

Sexual harassment most commonly occurs in the form of behaviour by males towards females; however, sexual harassment can occur between males, between females, or as behaviour by females towards males. For the purposes of this policy, sexual harassment is defined as unwelcome sexual advances, requests for sexual favours or other verbal or physical conduct of a sexual nature.

1. KO prohibits all forms of sexual harassment and all reported cases will be addressed by the Discipline/Appeals process, as would any form of harassment.

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2. KO will impose appropriate disciplinary or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender.
3. KO will make all members, employees and volunteers of the organization aware of the problem of harassment, and in particular sexual harassment, and of the procedures contained in this policy.
4. KO will inform both complainants and respondents of the procedures contained in this policy and their rights under the law.
5. Coaches are strongly discouraged to engage in intimate relations with senior athletes under their care or responsibility.
6. At no time is any coach, official or director to engage in an intimate or sexual relationship with an athlete under the age of 18 years.
7. KO understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongly convicted of harassment. KO recognizes that interests of both the complainant and the respondent in keeping the matter confidential.

D. Reporting Harassment

1. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to this policy.
2. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should contact any member of the Board of Directors whom he/she feels most comfortable with.
3. The Board Member shall inform the complainant of:
 - The options for pursuing an informal resolution of his or her complaint through the Disciplinary/Appeals process;
 - The confidentiality provisions of this policy;
 - The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - The right to withdraw from any further action in connection with the complaint at any stage (even though KO might continue to investigate the complaint); and
 - Other avenues of resource, including the right to file a complaint with a human rights commission or, where appropriate, to contact the police to have them lay a formal charge under the Criminal Code.
4. Where the investigation by the discipline committee does not result in a finding of harassment, a copy of the report of the case shall be placed in the Board files. These files shall be kept confidential and access to them shall be restricted to the KO Board of Directors.
5. Where the investigation results in a finding of harassment, a copy of the report of the case review panel shall be placed in the personnel, membership or volunteer file of the respondent. Unless the findings are overturned by the appeals committee, this report shall be retained for a period of 7 years, unless new circumstances dictate that the report should be kept for a longer period of time.
6. In recommending disciplinary sanctions, the options to be used are listed in the Disciplines Committee's policies. The panel may consider the following options in addition, singly or in combination, depending on the severity of the harassment:

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- A verbal apology;
- A written apology;
- A letter of reprimand from KO;
- Referral to counselling;
- Termination of employment or contract (if an employee);
- Suspension of membership and involvement (eg. Coaching responsibilities)
- Termination of membership.

E. Discrimination

KO is committed to fostering respect and dignity for each of its members and employees. This policy is intended to foster equal opportunities and an environment free of discrimination to all members and employees.

1. KO prohibits any treatment which has a discriminatory effect on any person based on any of the following prohibited grounds; sex, race, ethnic origin, class, age, family status, sexual orientation, religion or disability.
2. KO will take clear initiatives to encourage participation at all levels of the sport.
3. KO will raise the awareness and understanding of anti-discrimination behaviour and practices amongst its membership.

F. Gender Equity

Gender equity is the belief and practice of treating both sexes in ways that are fair and just. Specific programs and initiatives will be implemented to ensure that there is equitable representation from both genders in respect to membership, and in particular leadership, within KO. KO is committed to the position that gender equity initiatives are positive attempts to attract and include participation at all levels of the sport.

1. KO will take clear initiatives to encourage participation at all levels of the sport.
2. KO will raise the awareness and understanding of gender equity amongst its membership.
3. KO will ensure that gender equity is followed when developing, updating or delivering programs, policies and materials.
4. KO will strive to establish gender equity on its Board of Directors and its leaders within specific committees and taskforces of the organization.
5. KO will encourage all Provincial/Territorial KOs and member clubs to ensure equal opportunities for all.

G. Inclusion Policy

Definitions:

The following definition of term used in this policy is:

- a) “Individuals” – Defines all categories and scope of Membership in Kickboxing Ontario’s (KO) Bylaws, as well as all individuals employed by, or engaged in activities with, KO including, but not restricted or limited to any director, committee member, coach, athlete, official, referee, manager, volunteer, or member within KO organization.

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Purpose:

KO is committed to inclusion and access in all of its activities. The purpose of this Policy is to ensure all Individuals, and Members are aware that there is a clear understanding, and expectation, at all times of appropriate behavior, consistent with this Policy, and KO'S Code of Conduct.

Application of Inclusion Policy:

This Policy covers, and applies to an Individual or Member's Conduct and behavior, during KO'S business, events, and activities.

Responsibilities:

The Ontario Human Rights Code prohibits actions that discriminate against people because of a certain characteristic such as age, color, disability, family status, race, religion, sex or sexual orientation. KO prohibits discriminatory practices, and is committed to providing a safe sport, and work environment of fair, inclusive and respectful treatment of all people.

All KO Members, and Individuals share a responsibility to provide, maintain, and adhere to a safe, competitive sport, and working environment free of discrimination by:

- Demonstrating courtesy and respect to all individuals, and members regardless of color, age, family status, race, disability, religion, sex, sexual orientation or other grounds of discrimination.
- Consistently treating individuals, and members fairly, with courtesy, and respect.
- Acting, when appropriate, to prevent or correct conduct, or practices, that are deemed unjust, or discriminatory.

H. Competition Suspensions

1. The following policies must be adhered to after the KO. See the Rules and Regulations Document for the detailed protocols to be followed at the competition event.
 - i. The athlete is not permitted to participate in a sanctioned competition or club sparring for a 60 day period after the date of the KO decision.
 - ii. A notation of a KO must be inputted in the athlete's passport by the doctor/Chief Official.
 - iii. The Chief Official shall indicate in the passport and the final bout documents, the suspension period (start and end) and the requirement of a medical note to resume kickboxing after the suspension period is completed.
 - iv. The athlete is only permitted to resume kickboxing after the 60 day rest period once they have taken a special examination and are certified by a qualified doctor of medicine to be fit to engage in kickboxing competition. This letter must be provided to the club coach, the KO office and the provincial KO.

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- v. An athlete that has received two KO results in a period of one year shall not take part in competition or sparring for a period of 120 days.
 - vi. An athlete that has received three KO results in a period of one year shall not take part in a competition or sparring for a period of one year from the third KO.
 - vii. Any athlete that has suffered a KO must comply with any recommendations made by the doctor for further examination.
2. The following policies must be adhered to after the RSC (injury). See the Rules and Regulations Document for the protocols to be followed at the competition event.
- i. The athlete is not permitted to participate in a sanctioned competition or club sparring for a 30 day period after the date of the RSC (injury) decision.
 - ii. A notation of a RSC (injury) must be inputted in the athlete's passport by the doctor/Chief Official.
 - iii. The Chief Official shall indicate in the passport and the final bout documents, the suspension period (start and end) and the requirement of a medical note to resume kickboxing after the suspension period is completed.
 - iv. The event doctor can indicate if an additional examination is required by the athlete before they are permitted to engage in competition or sparring.

I. Privacy/Confidentiality & Social Media Policy

The Kickboxing Ontario (KO) collects personal information when an individual or club registers, uses any programs and services and enters a competition. KO may compile information about members with information KO obtains from external groups or other stakeholders.

1. Information Sharing and Disclosure

- a. KO does not sell or share information about members except under the following circumstances:
 - i. To respond to subpoenas, court orders, or legal process, or to establish or exercise our legal rights or defend against legal claims.
 - ii. To investigate, prevent or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person, or violations membership, or as otherwise required by law.
 - iii. To investigate incidents brought before a disciplinary or appeals committee.
- b. KO works with vendors, partners, sponsors, advertisers and other service providers in different industries and categories of business. Member information is not shared with any of these groups without the express written permission of the member.
- c. KO reserves the right to send members communications relating to programs and services, announcements, information updates, special events, surveys and advertisements.

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2. Confidentiality and Security

KO limits access to personal information about members to employees or volunteers who we believe reasonably need to come into contact with that information for programing or competition reasons.

3. Athlete Safety

a. The medical information provided by competitive members is shared with medical personnel associated with KO to ensure the health and safety requirements of the sport and the association are adhered to.

b. In the event of a injury at a KO sanctioned event, information regarding the injury will be communicated to the members coach, club owner/operator, parent/guardian, provincial KO assigned to the portfolio of competitions and the medical staff assigned to that competition.

c. Injury information may also be shared with other sporting bodies (provincial, national, international) that KO works with.

4. Changes to this Privacy/Confidentiality & Social Media Policy

KO may update this policy. KO will notify members about significant changes by sending a notice to the primary email address of member clubs. Member Clubs are expected to inform all of their KO club members any changes in policy.

J. Police Screening Policy.

The KO coach is a person in a position of authority and is responsible for the well-being of children and /or vulnerable persons. KO requires all applicants, for coaching certification, to obtain a police reference check that includes a vulnerability sector screening. The following outlines the KO policy regarding screenings.

1. All applicants agree to disclose all information found in a police reference check to KO.
2. The applicant is advised that, if the screening identifies no information on the police record information, the police services may send this information directly to KO. If local or national records or pardons are found, this information is sent directly to the applicant. Coaches are requested to disclose to KO the synopsis of record(s) provided to the individual by the police screening.
3. This information will be used to determine the suitability of successful candidates for their involvement as coaches having direct contact with children and/or vulnerable persons.
 - a. Vulnerable persons are defined as individuals, because of their age, a disability or other circumstances, whether temporary or permanent, are in a position of dependence to the person in authority.

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4. The results of the police screening provide information to KO. The actual results do not necessarily mean a disqualification from the position of coach within KO, nor do the results of the screen alone make a recommendation on the suitability of the applicant.
5. The applicant also consents to release information to KO related to an offence in which a pardon has been granted as KO is responsible for the well-being of children and /or vulnerable persons, and the applicant is applying for a coaching position which is a position of authority.
6. All information collected by KO with regards to the applicant will be kept strictly confidential and will only be used by the officers of KO for the coaching certification program.

K. Accessibility

Kickboxing Ontario operates in Compliance with the 2012 Accessibility for Ontarians with Disabilities Act (AODA).

1. Clubs hosting events, competitions informed by Kickboxing Ontario that their facility must be in compliance with the Disabilities Act of Ontario (AODA).
2. Chief Officials attending sanctioned competitions will ensure that the facility has the required accessibility for all spectators and participants.
3. Kickboxing Ontario will inform all member clubs when they register annual that they required to ensure that their facility is in compliance with the Disabilities Act.
4. Kickboxing Ontario will inform all clubs that they must be accessible to support persons, service animals, and assistive devices.

L. Anti-Doping Policy

- a) Kickboxing Ontario (KO), completely enforces, and supports throughout the Organization the abstaining from the non-medical use of drugs or the use of performance-enhancing drugs or methods. More specifically, Kickboxing Ontario is in compliance, and adheres to the Canadian Anti-Doping Program, and will respect any penalty listed in pursuant to the breach of the Canadian Anti-Doping Policy, as well as the Anti-Doping Policies of our International Federation – WAKO Canada.
- b) Kickboxing Ontario (KO), will also not associate, or allow any person to associate with the Organization in any capacity such as coaching, training, competition, official, volunteer, athletic development, who has incurred an anti-doping rule violation, and who is currently serving a period of ineligibility imposed, based on the Canadian Anti-Doping Program, the WAKO Canada Anti-Doping Program

M. Conflict of Interest Policy

1. Kickboxing Ontario recognized the importance of protecting the PSO (KO) while preserving the rights of employees and board members to participate as private citizens in the life of the community.

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1. As the employer-employee relationship is founded on trust and commitment to strive for mutual benefits, it is expected that the employee's time/labour/skill and attention will be devoted to the business of the organization as specified by the employment contract.
2. The organization's property, materials and services will be utilized only as requested or authorized by the employment contract.
3. Participation of the employee in other business, organizations or activities that compromise the employment relationship or disadvantages the organization will be considered conflict of interest.
4. Supervisors shall be responsible for identifying potential conflict of interest activities to employees. Where an employee persists in activities that may disadvantage the organization, the President or Vice President is to be informed. Employees must consult with their supervisor prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - Having a vested interest in an external business which may provide materials or service to the organization
 - Being offered services or materials as a result of employment or position with the organization
 - Making use of a position with the organization to solicit services or materials for personal gain
 - Utilizing Organization equipment, services or materials for an external business
 - Pursuing personal gain over the wellbeing or needs of people in the Organization
5. Employees who fail to honor the provisions of this policy will be considered to be in breach of the employment contract with the Organization and may be subject to disciplinary action up to and including termination of employment.

Board members

1. Members of the board of directors shall disclose to the board, prior to engaging in any activities that may be seen as conflict of interest, such as, but not limited to:
 - Having a vested interest in an external business that may provide materials or service to the Organization
 - Being offered services or materials as a result of employment or position with the Organization
 - Making use of a position with the agency to solicit services or materials for personal gain

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- Utilizing Organization equipment, services or materials for an external business
- Pursuing personal gain over the wellbeing or needs of people in the Organization

2. Non-compliance of this policy and procedures will result in a Disciplinary Investigation.

N. Selection to Provincial Positions

1. Selection committees will be formed to develop selection criteria for all provincial teams, committee, and project working groups.
2. Selection committees will be comprised of a minimum of 5 Club Owners and/or Chief Officials from different regions of the province as selected by the KO Board of Directors.
3. Selection committees will assess and evaluate the selection of athletes, coaches, managers, officials, and team volunteers, to the Provincial Teams based on the determined criteria.
4. Kickboxing Ontario will notify registered member clubs via email, mailing and the website of the selection of provincial team athletes, coaches, and officials.
5. During training camps, events, and tournaments, the Selection Committees, will evaluate and assess each individual based on an established criteria.
6. Athlete selection will always occur at open training camps or competition performance etc.
7. Coaches selection for provincial teams will always occur at open training camps, or other athlete development opportunities.
8. Officials will be selected on experience, training camps, officiating at events, or competitions.
9. All registered clubs, athletes, coaches, managers, and officials in good standing are eligible to apply for a position on the Provincial Team, and will be evaluated by the selection committee.
10. Individuals not selected to provincial teams or other provincial positions can appeal through a written letter to the Board of Directors no later than 5 business days after the selection has occurred. The Board has 10 business days to respond to the appeal.

O. Human Resources Policy

1. Kickboxing Ontario practices equal opportunity, and fair hiring processes when filling positions, and hires only the most qualified individuals to ensure the success of our business. Kickboxing Ontario has adopted this policy to ensure that all employees and potential candidates are considered for employment opportunities in a fair and consistent manner.

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2. Kickboxing Ontario requires that all requests for new or additional personnel be directed in writing to the Kickboxing Ontario Executive Board for approval. Personnel requests shall include the position title, essential job functions, necessary qualifications, reasons for the opening, and the hours/shifts required.
3. Kickboxing Ontario requires that all new postings of employment be circulated internally to our member clubs for a period of one week before being made public.
4. Qualified applicants under the employ of Kickboxing Ontario shall remain subject to the normal hiring processes, including interviews, etc.
5. After a period of one week, if internal postings have not yielded a sufficient field of fully qualified candidates to choose from, Kickboxing Ontario shall make public any new employment opportunities.
6. Kickboxing Ontario requires that all applicants complete an application for the consideration of employment.
7. Applicants must also submit a resume and letters of reference.
8. The Kickboxing Ontario Executive Committee will review all properly completed applications, and interview the most qualified candidates.
9. Interviews shall be scheduled and conducted by the KO Board, a member club representative and an HR consultant.
10. Upon completion of all scheduled interviews, the results shall be reviewed by the Executive Committee and feedback provide to all applicants.
11. KO shall conduct reference and background checks on all potential candidates for employment at Kickboxing Ontario.
12. References shall be checked to ensure a candidate's qualification for the position.
13. Kickboxing Ontario shall give a conditional offer of employment to applicants that have been selected through the application and interview process.
14. Job offers shall be contingent on the applicant's agreement to company policies, successful reference and background checks, the ability to pass a drug test, and any other condition applicable to the position that are required of the employee.

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15. Should the applicant accept an offer of employment from Kickboxing Ontario, he/she will be considered an employee, and provided with a start date and required location to report for duty. Employee orientation shall be provided, and will include workplace policies, rules and regulations, and other job specific information designed to assist the employee in his/her duties. Authorization forms and policies shall be signed during this period of orientation.

16. Kickboxing Ontario shall accept applications from, and consider a member of an employee's immediate family for employment if the candidate has all the requisite qualifications.

17. Employees engaging in romantic relationships and employees that become married or live in the same household may continue their employment with Kickboxing Ontario provided that there is neither a direct or indirect managerial/subordinate relationship between the employees, or a conflict of interest, real or imagined, created as a result of the relationship.

18. In the event that either a managerial/subordinate, or conflict of interest issue arise, Kickboxing Ontario will work with the employees to accommodate them in a reasonable fashion. Possible resolution may require one of the employees to transfer to another position within the association. If this is not possible, one of the employees must resign.

19. A former employee that left Kickboxing Ontario on amicable terms may be eligible for reemployment.

20. Former employees that left Kickboxing Ontario without proper notice, or whose employment was terminated for disciplinary reasons, shall not be eligible for reemployment.

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Appendix

Fees:

Membership

Club Member - \$650.00

Competitive (Sparring) Member - \$75

Coach - \$75

Official - \$75

Passport/Sticker - \$25

Recreational (Non-sparring) Member - \$15

Sanctioning

Single Bout Format Competition - \$1050.00

Tournament Format Competition – (contact KO for fees)

Note: The above are National fees that include honorariums for officials.

Certification

Level I Coaching Course - \$200

Level II Coaching Course - \$250

Level III Coaching Course - \$300

Officials Course - \$200

Chief Officials Course - \$300

Honorariums

Chief Official - \$125

Official - \$75

Travel Expenses

Officials travel - \$0.45/km

Meals - \$45 day (for events over 6 hours)

Bus/train/flights is to be provided to officials that have to travel more than 3 hours

Hotels – 1 economy hotel room is to be provided to each official who travels more than 3 hours

Title Sanctioning

International Title - \$1000 (\$250 sanctioning + \$750 belt)

Canadian Title - \$350 (\$150 sanctioning + \$200 belt)

Regional Title - \$275 (\$75 sanctioning + \$200 belt)

Provincial Title - ____

Other

Replacement Passports - \$45

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Code of Conduct - Officials

The Official's role is to uphold the KO rules and regulations so that competitions and activities are implemented impartially, equitably, and with a priority on the safety and well-being of all athletes.

The Official is further committed to fostering an environment in which all participants and individuals (athletes, coaches, officials and parents) are treated with respect and dignity.

KO is committed to upholding the highest standards of athletics, sports ethics, and personal character development of all participants, within all programs and activities within the organization.

KO strictly prohibits all discriminatory practices and behaviour, and promotes equal opportunity for all.

All members of KO are expected to conduct themselves, at all times, in a manner that is consistent with the values and policies of KO.

Specific GUIDELINES

All officials have a responsibility to demonstrate and adhere to the following areas:

1. Ensure that the rules of KO amateur sport kickboxing and the spirit of those rules are adhered to.
2. Comply with all current policies and regulations of KO.
3. Consistently demonstrate the spirit of sportsmanship, fairness, impartiality and neutrality at all competitions and activities.
4. Comply with the KO dress code during all competitions and activities. When no longer fulfilling officiating responsibilities, remove official's attire.
5. Maintain a dignified and honourable presence at all times.
6. Focus comments or critiques appropriately and avoid public criticism of athletes, other coaches, officials, organizers or competitors.
7. Demonstrate respect of individuals regardless of gender, ethnic origin, age, religion, beliefs or economic status.
8. Refrain from any behaviour that constitutes sexual harassment, where it is defined as unwelcome sexual advances or conduct of a sexual nature. This includes behaviour that creates an intimidating, hostile or offensive environment.
9. At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years.
10. Refrain from the consumption of alcohol during all activities and events.

KICKBOXING ONTARIO

I _____ (please print name) acknowledge that I have received a full copy of the Code of Conduct. I am aware that all officials of Kickboxing Ontario are leaders in the programs and activities are expected to conduct themselves at all times in a manner consistent with the values described in the Code of Conduct.

I _____ (please print name) am aware that behavior, which violates this Code of Conduct, may be subject to sanctions pursuant to the Kickboxing Ontario's policies related to discipline.

Signature

Date

Document Reviewed and approved – November 2012

KICKBOXING ONTARIO

Code of Conduct - COACHES

Coaches are committed to upholding the highest standards of athletics, sports ethics, and personal character development of all participants, within all programs and activities within the organization.

Coaches are further committed to fostering an environment in which all participants and individuals (athletes, coaches, officials and parents) are treated with respect and dignity.

KO strictly prohibits all discriminatory practices and behaviour, and promotes equal opportunity for all.

Coaches are expected to conduct themselves in all times in a manner that is consistent with the values and policies of KO.

Specific GUIDELINES

All coaches have a responsibility to demonstrate and adhere to the following areas:

Organizational Regulatory Practices

1. Ensure rules of KO amateur sport kickboxing and the spirit of those rules are adhered.
2. Comply with all current policies and regulations of KO.

Ethical Practices

3. Consistently demonstrate the spirit of sportsmanship, sports leadership and ethical conduct and practices.
4. Maintain a dignified and honourable presence at all times.
5. Focus comments or critiques appropriately and avoid public criticism of athletes, other coaches, officials, organizers, or competitors.

Sport Specific Practices

6. Create and maintain a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes.
7. Give athletes opportunities to discuss and contribute to proposed training and performance standards. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete.
8. Refer athletes to other coaches and specialists to support their athletic development as appropriate and as opportunities arise.

Ethical Practices

KICKBOXING ONTARIO

9. Demonstrate respect of individuals regardless of gender, ethnic origin, age, religion, beliefs, or economic status.
10. Refrain from any behaviour that constitutes sexual harassment, where it is defined as unwelcome sexual advances or conduct of a sexual nature. This includes behaviour that creates an intimidating, hostile or offensive environment.
11. At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years.
12. Refrain from the consumption of alcohol during all activities and events.

Coaching Attire

13. All coaches and seconds must be wearing full athletic pants and athletic shirt, t-shirt or jacket. Hats, tank-tops, or shorts are not permitted;
14. All National Team coaches must wear National Team clothing. Clothing from their private club is not permitted when they are coaching as a National Team coach or at a National Team event.

I _____ (please print name) acknowledge that I have received a full copy of the KO Code of Conduct. I am aware that all coaches of the Kickboxing Ontario and leaders in the Council's programs and activities are expected to conduct themselves at all times in a manner consistent with the values described in the Code of Conduct.

I _____ (please print name) am aware that behavior which violates this Code of Conduct may be subject to sanctions pursuant to the Kickboxing Ontario's policies related to discipline.

Signature

Date

Signature of Parent or Guardian if the member is a minor

Date

Document Reviewed and approved – November 2012

KICKBOXING ONTARIO

Code of conduct - Athlete

The KO is committed to the highest standards of athletics, competitive ability as well as personal character development. As such it is expected that all members of the Kickboxing Ontario will maintain a dignified and honourable presence at all times when representing the organization. KO is also committed to providing an environment in which all individuals are treated with respect and dignity.

All athletes have a responsibility to:

- Consistently demonstrate the spirit of sportsmanship, and ethical conduct.
- Focus comments or criticisms appropriately and avoid public criticism of other athletes, coaches, officials, organizers, or other persons involved in the competition.
- Refrain from any behavior that constitutes sexual harassment, where it is defined as unwelcome sexual advances or conduct of a sexual nature. This includes behavior that creates an intimidating, hostile or offensive environment.
- Demonstrate respect of individuals regardless of gender, ethnic origin, age, religion, beliefs, or economic status.
- Refrain from the consumption of alcohol during all activities and events.
- Refrain from the consumption of alcohol for 24 hours after participation in a contact bout.

All athletes of the Kickboxing Ontario are expected to demonstrate respect towards all other members of the organization including all officials and athletes.

I _____ (please print name) acknowledge that I have received a full copy of the KO Code of Conduct. I am aware that all members of the Kickboxing Ontario and participants in the Council's programs and activities are expected to conduct themselves at all times in a manner consistent with the values described in this Code of Conduct.

I _____ (please print name) am aware that behavior which violates this Code of Conduct will be subject to sanctions, pursuant to the Kickboxing Ontario's policies related to discipline.

Signature of Athlete

Date

Signature of Parent or Guardian if the member is a minor

Document Reviewed and approved – November 2012

KICKBOXING ONTARIO

Code of conduct – Board of Directors

Members of Board are elected representatives of the PSO. As such, they must display the highest level of ethical and professional conduct within and outside of their role as a Board Member.

Members of the Board are expected to understand the PSO sport model and always work in accordance with the PSO framework of the Ministry of Sport and the guidelines of the NSO and IF.

In addition all Board Members have a responsibility to:

- Focus comments or criticisms appropriately and avoid public criticism of athletes, coaches, officials, organizers, or other persons involved in the PSO.
- Refrain from any behavior that constitutes sexual harassment, where it is defined as unwelcome sexual advances or conduct of a sexual nature. This includes behavior that creates an intimidating, hostile or offensive environment.
- Demonstrate respect of individuals regardless of gender, ethnic origin, age, religion, beliefs, or economic status.
- Refrain from the consumption of alcohol during all activities and events.

All Board Members of Kickboxing Ontario are expected to demonstrate respect towards all members of the organization.

I _____ (please print name) acknowledge that I have received a full copy of the KO Code of Conduct. I am aware that all members of the Kickboxing Ontario and participants in the PSO's programs and activities are expected to conduct themselves at all times in a manner consistent with the values described in this Code of Conduct.

I _____ (please print name) am aware that behavior, which violates this Code of Conduct, will be subject to sanctions, pursuant to the Kickboxing Ontario's policies related to discipline.

Signature of Board Member

Date

Document Reviewed and approved – January 2015

KICKBOXING ONTARIO

Code of Conduct – Parents/Guardians & Spectators

Parents, guardians and spectators are an important component of the association. They provide support for athletes and coaches enabling them to pursue their passion for sport. While not all parents, guardians and spectators are members, Kickboxing Ontario still maintains a framework of behaviour that fosters a high ethical standard for our sport.

Parents, Guardians and Spectators at all KO programs and competitions are to:

- a) To encourage athletes to adhere to the rules, and to resolve conflicts without resorting to violence or negative hostility.
- b) Never embarrass or verbally abuse a competitor for making a mistake during a competition or practice.
- c) Provide positive and constructive comments that motivate and encourage the athlete.
- d) Respect the decisions and judgements of officials, and encourage the athletes to do the same. Feedback on the athlete's performance is provided by the Officials only to the coaching staff, so parents, guardians, or even spectators are encouraged to discuss, any questions or concerns with the athletes coach.
- e) Appreciate and recognize that the officials, and staff are acting in the best interests, and safety of the athlete, and the sport as a whole.
- f) Respect the decisions, and judgements of the officials, and support, and encourage the athletes to do the same.
- g) Never question an official or staff's judgement, honesty, or integrity.
- h) Refrain from using bad language, obscene gestures, or harassing competitors, coaches, officials, event coordinators, parents, guardians, or other spectators.
- i) Support all efforts to refrain, and remove any and all verbal and physical abuse, intimidation, and sarcasm.
- j) Conduct yourself in a respectful manner, and show courtesy, and appreciation to all competitors, officials, staff, and volunteers.