



October 16, 2023

Attention: P/TSO Presidents

In accordance with the Taekwondo Canada Affiliation Policy, Provincial and Territorial Sport Organizations (P/TSO) are requested to submit lists of **2023** registered clubs and individuals starting January 2024. **The due date for submission of the completed list is at the end of this year(December 31<sup>st</sup>, 2023).**

IAW Para 3(1): Registered Participant

- A. Includes all competitive and recreational club/school registrants.
- B. All ages and belt levels of participants registered with clubs or schools, of all stages of LTAD, who practice Taekwondo for recreational or competitive purposes shall be Taekwondo Canada Registered Participants (RP) by virtue of their club/school affiliation or registration in the club/school programs or activities.
- C. **The individual base affiliation fee of \$4.00 per registrant for 2024** shall be embodied into the club/school registration fee. The Club/school pays to Taekwondo Canada, in January of each year the sum of collected individual base affiliation fees collected by the club/school, reported and paid to the Provincial Section Member (PSM). **The fee for each Club/School remains at \$50.00 this year.**
- D. Individual base affiliation fee can only be paid through the club/school PSM affiliation system. Clubs/schools may register at any time during the year and may also add new names to the RP list for their school at any time as well upon remitting the required payment.
- E. Clubs/schools will provide to their relevant Provincial Section Member the following for each participant within their club/school, there shall be no exceptions for providing this information as a whole. **Provincial Section Members will be responsible for the implementation of the collection system within their province. RP lists collected must match the member lists provided to Taekwondo Canada by the PSM**
  - a. **First and Last Name**
  - b. **Gender**
  - c. **Email Addresses**
  - d. **Date of Birth**
  - e. **Postal Code**
  - f. **Belt level**



## Here are a few important points to remember:

- **Note that when we refer to members it is a P/TSO; and the term "registered participants (RP)" refers to participants within the P/TSO.**
- TC membership cycle runs from January to December.
- TC will invoice the Members in January of each year with payments due no later than March 1<sup>st</sup>, 2023.
- Members must maintain a current list of Participants at any given time, sent to [admin@taekwondo-canada.com](mailto:admin@taekwondo-canada.com)
- Participants **must** be recorded in the lists provided by the Members to be able to participate in TC's programs and events (**namely; championships, training camps, NCCP courses, register Kukkiwon certificates, etc.**).
- Members **must declare ALL participants** of Taekwondo in their respective P/TSO.

## A note regarding payments for this year (2023)

Members that have made a partial payment will only be invoiced for the Participants registered after their last payment and up to December 2023.

Regards,

Dave Harris  
Executive Director  
on behalf of the Board of Directors Taekwondo Canada