NWTKA MEMBER RIGHTS, CONDUCT, DISCIPLINE, DISPUTES, AND APPEALS POLICIES AND PROCEDURES

Approved: 2026-July-20

PART A – PURPOSE AND APPLICATION

1. Purpose

NWT Karate Association is committed to providing a sport environment that reflects NWT Karate Association's values of community, personal development, sportsmanship, ethical conduct and excellence. Membership in NWT Karate Association, and participation in its activities, brings with it many benefits and privileges that are balanced by Member Clubs responsibilities and obligations.

This policy defines the parameters for these responsibilities and obligations and identifies a standard for behaviour that is expected of all Member Clubs. This policy also identifies procedures to be followed when this standard is not achieved.

Compliance with this policy, as with all rules in a civil and democratic society, depends primarily upon understanding and voluntary compliance; secondarily upon reinforcement by peers and others; and finally, when necessary, upon enforcement through disciplinary proceedings.

2. Annual Declaration of Compliance

Each year, individual registration through a Member Club(s) to NWT Karate Association will require agreement to comply with the NWT Karate Association Code of Conduct.

3. Conflict of Interest

For the purposes of this policy, conflict of interest is defined as 'a situation where a Member Club(s), or an entity with which they are affiliated, has a real or perceived competing interest with NWT Karate Association's activities. This competing interest may result in the Member Club(s), or the entity with which the Member Club(s) is affiliated, being in a position to benefit from the situation or in NWT Karate Association not being able to achieve a result which would be in the best interest of NWT Karate Association.

PART B – MEMBER CLUBS RIGHTS

NWT Karate Association and its Member Clubs strive to provide:

a) a safe, healthy and fun environment for all participants;
b) qualified and knowledgeable leadership;
c) accessible programs to meet a variety of needs;

d) opportunities to strive for success; and
e) programs that are free from harassment and/or discrimination.

PART C – MEMBER'S CODE OF CONDUCT

1. Kobudo

No weapon that is a prohibited weapon pursuant to the Criminal Code of Canada may be used in competition at any NWT Karate Association tournament or any tournament sanctioned by NWT Karate Association.

2. Member Club Code of Ethics

All Member Clubs of NWT Karate Association are expected to reflect NWT Karate Association's values of community, personal development, sportsmanship and excellence. As a Member of NWT Karate Association, you must adhere to the following code. Members must::

a. adhere to all NWT Karate Association governing documents and, where necessary, amend their own rules to comply or align with those of NWT Karate Association;

b. pay all required dues and fees by the prescribed deadlines;

c. comply with the ethics and uphold the standards of NWTKA;

d. Comply at all times with the bylaws, policies, rules and regulations of NWT Karate Association as adopted and amended from time to time, including complying with any contracts or agreements executed with or by NWT Karate Association;

e. demonstrate through words and actions the spirit of sportsmanship, sports leadership and ethical conduct;

f. not knowingly place themselves in a situation that could give rise to a conflict between personal interests and the interests of NWT Karate Association;

g. ensure that all Athletes and coaches participating in sanctioned competitions and Events of NWT Karate Association are registered and in good standing;

h. appropriately screen prospective employees to help ensure Athletes have a healthy and safe sport environment;

i. ensure that any possible or actual misconduct is investigated promptly and thoroughly;

j. impose appropriate disciplinary or corrective measures when misconduct has been substantiated;

k. advise NWT Karate Association immediately of any situation where a Complainant has publicized a complaint in the media (including Social Media);

l. provide NWT Karate Association with a copy of all decisions rendered pursuant to NWT Karate Association's policies for complaints and appeals;

m. implement any decisions and disciplinary sanctions imposed pursuant to NWT Karate Association's discipline process.

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NWT KARATE ASSOCIATION COMPLAINT FORM FOR MISCONDUCT

(2-page form)

Section 1: Person Filing the Complaint

Name:	Date of Filing:	
Mailing address:	City, Territory:	Postal Code:
Phone number (day):	Phone number (evening)	Member Club:
Email:		
Parent / Guardian Submission: Is This Complaint Being Made on Behalf of a Minor? ⬜ No ⬜ Yes		
If yes, provide the name and age of the minor:		

Section 2: Person Against Whom the Complaint is Being Made

Name:	Date of Filing:	
Mailing address:	City, Territory:	Postal Code:
Phone number (day):	Phone number (evening)	Member Club:
Email:		
Is This Person a Minor? ⬜ No ⬜ Yes		

If yes, name of Parent / Guardian (if known):

MISCONDUCT COMPLAINT: Describe the incident(s) or situation in detail, including dates, locations, witnesses and all pertinent information (attach additional pages if necessary)

Is any supporting documentation available? Pease specify:

Please outline any additional information that would be helpful in investigating this complaint.

NWTKA Response

Date received:	Date acknowledged:	Acknowledged by:	Further information sought? ⬜ No ⬜ Yes

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Is Complaint Complete? ⬜ No ⬜ Yes Date Complete:

If no - advise of what is still required

Does the Complaint Meet the Requirements of the NWTKA Discipline Policy?
⬜ No ⬜ Yes

Next Steps:

1. Case Manager Appointment: Name
   Date
2. Notification of Respondent: ⬜ Yes Date:
3. Case Manager Recommendation to Executive Committee: ⬜ Yes Date
4. Establishment of Disciplinary Committee: ⬜ No – complaint closed ⬜ Yes Date:
5. Date of Disciplinary Hearing:
6. Decision Submitted to Respondent and Complainant: ⬜ Yes Date:
7. Decision and Materials Received by Karate NWTKA office: ⬜ Yes Date:
8. Appeal Request Received within 30 days: ⬜ No – Disciplinary Committee Decision activated ⬜ Yes – move to Appeal procedures

NWTKA Name:	NWTKA Signature:	Date:

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NWT KARATE ASSOCIATION REQUEST FOR REVIEW FORM FOR DISPUTES

(2-page form)

Section 1: Person Filing the Request for Review

Name:	Date of Filing:	
Mailing address:	City, Territory:	Postal Code:
Phone number (day):	Phone number (evening)	Member Club:
Email:		
Parent / Guardian Submission: Is This Complaint Being Made on Behalf of a Minor? ⬜ No ⬜ Yes		
If yes, provide the name and age of the minor:		

Section 2: Person, Committee, Group or Policy for Which the Review Request is Being Made

Name or Title:		**Date of Filing:**
If Filed Against an Individual		
Mailing address:	*City, Territory:*	*Postal Code:*
Phone number (day):	*Phone number (evening)*	*Member Club:*
Email:		

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Is This Person a Minor? ☐ *No* ☐ *Yes*

If yes, name of Parent / Guardian (if known):

REQUEST FOR REVIEW: Describe the situation or concern in detail, including dates, relevant documentation, policies at issue or decisions being questioned

Is any supporting documentation available? Pease specify:

Please outline any additional information that would be helpful in investigating this review.

NWTKA Response

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Date received:	Date acknowledged:	Acknowledged by:	Further information sought? ⬜ No ⬜ Yes

Is Request for Review Complete? ⬜ No ⬜ Yes Date Complete:

If no - advise of what is still required

Does the Request for Review meet the Requirements of the NWTKA Dispute Resolution Policy? ⬜ No ⬜ Yes

Next Steps:

1. Case Manager Appointment: Name
   Date
2. Notification of Respondent: ⬜ Yes Date:
3. Case Manager Recommendation to Executive Committee: ⬜ Yes Date
4. Decision Submitted to Respondent and Complainant: ⬜ Yes Date:
5. Decision and Materials Received by Karate NWT office: ⬜ Yes Date:
6. Appeal Request Received within 30 days? ⬜ No – Case Manager Decision activated ⬜ Yes – move to Appeal procedures

NWTKA Name:	NWTKA Signature:	Date: