



1982/2020

Kickboxing Ireland Constitution

Additions

Created 10th January 1982
Revised 5th Jan 1986
Revised 11th Jan 1987
Revised 8th Jan 1989
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Revised 7th Jan 1996
Revised 10th January 1999
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Revised : AGM 09th January 2016
Revised : AGM 14-01-2017
Revised: Draft AGM 12-01-2019

KICKBOXING IRELAND 2012>

Formally known as *AKAI* (1982 – 2011)

1 Main Objective/Purpose

- (a) To Promote and Govern, all disciplines of Kickboxing on the Island of Ireland through, good governance, education, inclusivity and development. With integrity, transparency and respect.
- (b) **The objects of the KBI**
the main object for which the body is established is the promotion of the sport of kickboxing by proactively developing kickboxing on the Island of Ireland in a safe and positive environment providing recreational, competitive and development opportunities for all (See Appendix 1 & 2 for Mission and vision statement)

2 Association Name

- (a) "Kickboxing Ireland" herein after referred to as **KBI Kickboxing Ireland** is the governing body of Kickboxing on the Island of Ireland.

3 Styles/Disciplines Represented

(a) **KICKBOXING** is modern contact fighting (stand up) sport, which includes several clearly defined disciplines:

- POINT FIGHTING (PF),
- LIGHT CONTACT (LC),
- KICK LIGHT (KL),
- FULL CONTACT (FC),
- LOW KICK (LK),
- K1 **STYLE** (K1)
- FORMS/ Weapons

4 Membership

There are three types of membership in KBI (Club/Organisation and Individual)

Individual (Nonvoting)

- (a) **Class Of membership**
All classes of members of the **KBI** shall be approved at AGM and defined by Executive Committee and such classes shall consist of Organisations, Club, Full, Honorary, Youth and Individual.
- (b) **(Ordinary) Individual Member ship of the KBI (nonvoting)**
shall be for a period of not less than one year, from their date of individual registration on the KBI Membership database system, it shall be open to all persons of 18 years of age and over who subscribe to and undertake to further the aims and objects of the **KBI** and who are a member of a KBI Affiliated Club and are registered and fully paid up members as such on the KBI Database system.



Youth (Non voting)

shall be for a period of not less than one year, shall be open to all persons under 18 years of age and over who subscribed and paid the fees from their date of registration on the KBI Membership database system to and undertake to further the aims and objects of the *KBI* and who are a member of a KBI Affiliated Club and are registered and fully paid up members as such on the KBI Database

(c) Honorary Membership (nonvoting)

shall be open to all persons who have rendered exceptional service to the *KBI* They may be elected for life or for any defined period but unless otherwise stated in the minutes made on the occasion of their election their membership shall terminate at the close of the current year but may be renewed by the Executive Committed from year to year Honorary Members shall have all the privileges of Full Members except in the management or control of the *KBI* and they shall not be obliged to pay the subscription as provided for, nor shall they hold any voting rights

Club/Organisation (Voting right)

(d) This class of membership is open to All Organisation/clubs who have fulfilled all the obligations relation to registering a club/Organisation within KBI as prescribed in this constitution. The voting right is for the parent Organisation only.

a. Affiliated/Satellite Clubs

When a club/association or instructor applies to *KBI* or one of its Associations for membership independently or as an affiliated club to an already accepted Club/Organisation and the Grading Certificate of the instructor relates to another martial Arts System, then that certificate must then be vetted and passed as authentic by the other AB within IMAC, who will then confirm IMAC membership and therefore KBI membership.

b. New membership applications: When applying to join the *KBI* if an instructor's certificate refers to any other System other than the sport of Kickboxing to which they are applying - then the applicant should firstly apply to the System most closely associated to what is indicated on the certificate, (Within IMAC) requesting permission to join *KBI*

(e) New Club Opening up:

A limit of 3 kilometres should be respected in relation to any new Kickboxing club being established near an already existing KBI club

(f) Membership Fees.

- a.** The membership fee for a club/Organisation is decided annually by the KBI AGM. If no decision has been made, the membership fee for the preceding year is applicable.
- b.** A fee applies to the parent Organisations and each and every satellite club.

(g) Period

- a.** Individual membership will be for a period of 364 days from the date of members registration ONLINE.
- b.** Club Membership will be from 14th February for one year. (Pending adherence to rules/regulations and registration requirements

(h) Deadlines:

- a.** Individual; KBI Database Registration within 3 training sessions from starting in kickboxing class or at renewal date to have insurance and membership cover. Failure by the instructor or coach and its officers to comply, will negate insurance cover.
- b.** Club; Details and payment of current Clubs/Organisations registration membership to be



submitted in full by 14th February to the membership officer – If payment is NOT received by this date, the club/Organisations will be a provisional member for the following twelve months and not have a vote at the following years AGM.

c. Cover

Each Club MUST submit new students registered at a maximum of three training sessions from attending the club (As per insurance stipulation). Insurance is not in place if this is not adhered to.

(i) Members Rules

All clubs must follow WAKO Rules; failure to follow WAKO rules will negate policy as policy conditions will be breached.

(j) Collection of Membership Fees/:

All Club/Organisation membership fees and membership data should be submitted together to the membership officer with the required information.

details Name

DOB - Gender

E Mail Address (This MUST be their ACTUAL E mail address) (If Minor, Parents e mail address will suffice)

(k) Payment and listing must equal each other. If there is any disparity, the club at that time will not have completed its membership obligations and therefore not be a member of Kickboxing Ireland and be entitled to engage with KBI as such (National Championships – Squad Trainings –Coaching Courses etc)

(l) No Organisation or club registration money will be accepted unless a fully completed annual membership form accompanies it with all the required documentation.

(a) Membership Form filled out in full and duly signed

(b) Club Listing

- Venue
- Training Times
- Instructors
- Assistant Instructors
- Instructors E mail address
- Assistant instructors e mail address
- Children's Officer name
- Children's officer e mail address
- A copy of Garda Vetting certificates for all instructors/assistant instructors and volunteers

(c) All Black Belt Certificates issued in the previous year

(d) Copy of all Garda Vetting certificates

(e) Copy of all First Aid Certificates issued in the previous year

(f) Copy of all Coaching Qualifications. issued in the previous year

(r) Surcharge (late payment fee)

A surcharge of **100%** shall be charged on all Organisation/Club membership fees that are outstanding after 14th February in current year.

(s) Late payment Penalty

A club/organization will be deemed to have a provisional membership for one year, if membership fees for all Organisation/Club are not paid in full on or before 14th February

(t) Club/Organization registration:

An Organisation does not become a member of **KBI** until all of its clubs / satellite are affiliated to **KBI** and IMAC.



5 Application for Membership

- (a) Club/Organisation
- (b) The Club seeking admission of any class other than Honorary shall complete and sign a prescribed application form. Membership must be proposed and seconded by two paid-up Registered Full Members of KBI. AS defined above.
- (c) **Decision**
The Executive Committee shall inform the new applicant of its decision as soon as possible. A new member on acceptance shall, on payment of the membership subscription (Individual members/Club) be a member on a probationary period of twenty-four months at the end of which, the Technical committee will review the application and may at its discretion withdraw membership or extend the probationary period.
- (d) **Probation Exclusion**
At the discretion of the Executive Committee, the foregoing procedure (Rules u – v) need not apply in selective cases
- (e) The technical committee **KBI** may refuse or delay a membership application to **KBI** which they feel would not benefit or enhance the organization or associations within KBI and will bring said decision to KBI Executive board for ratification.
- (f) **Suspension/Expulsion**
The Executive Committee shall have the power to expel or suspend from **KBI** activities of any members whose actions are, in the opinion of the Committee, prejudicial to the interests of the **KBI** and or I.M.A.C.
- (g) **Appeal Process**
Such persons, if registered Full Members, shall have the right to appeal to a Special General Meeting of KBI or IMAC under its constitution as provided in these and IMAC rules.

6 Individual KBI Membership Form:

- A) In regard to Data protection and legislation and to ensure our members are fully informed, every club must use the KBI membership form for securing authority to input and use the members data. All clubs are to use this form and keep it on record should a query arise in the future. Form will be sent out in January every year to be used by all club members of KBI.

(h) Preconditions of Club/Ori gination Membership

- (a) It is a precondition of membership of **KBI** that you must also be affiliated to I.M.A.C. and have all the appropriate documentation and information supplied.
- (b) Full membership will only be ratified when the appropriate membership application form has been completed and returned to the National Secretary along with all required documentation and payments in full.
- (c) All clubs/organizations/associations must forward to the National Secretary copy Dan grades of all instructors teaching in their schools. All NEW Dan grades must be sent to the Membership Officer annually.
- (d) After the initial request in writing the Associations/organization will be informed in writing that their membership will be suspended within ten days and shall not be eligible to participate in any of the privileges attached to membership and that membership will not be renewed until the National Secretary has received the appropriate documentation in full.
- (e) Failure to comply with 18 a/b/c/d/e/f/g will result in the immediate suspension of a club/Organisations membership with **KBI** /I.M.A.C.



- (f) Membership is only fully ratified when the new member has met the president of KBI and other executive members.

7 Subscriptions

- a. The annual subscription of members other than Honorary members shall be payable at student, instructor and official individual level. Club-Organisation Membership fees shall be payable yearly. Club/Organisation Fees shall be agreed at the Annual General Meeting must be paid on or before 14th February and every month thereafter. (Online when available)

8 Event Payments

- a. All payments in from official National Squad Training sessions and camps shall be recorded and go through the **KBI** accounts
- b. All payments out from re official National Squad Training sessions and camps courses will be recorded and detailed to the national Treasure.

6 Executive Committee

- a. The business and affairs of the KBI shall be under the management of an Executive Committee who shall be the controlling body of the KBI
- b. The Executive Committee shall be elected by the Registered Full Members present and entitled to vote voting at the Annual General Meeting and nominations to serve on the Executive Committee shall be restricted to fully paid Registered Compliant Full Members.
- c. The Executive Committee shall hold office for a period of one year (Excluding the President) or until the following Annual General Meeting whichever is sooner.
- d. (A) The President/Chairman shall be elected for two years

Executive Tenure:

- e. Limitations on Successive Terms: Officers and directors shall be limited to serving not more than Four (4) successive terms in the same position from 2018. 2018 will count as term 1 for all board members elected. (Excluding National Coaches)
- f. The Executive Committee shall be comprised with the minimum of the following primary officers:
- i. President/Chairman KBI WAKO president
 - ii. Vice President (Delegation of WAKO President position to VP)_
 - iii. Treasurer,
 - iv. Secretary,
 - v. Director of Referee,
 - vi. Team manager
 - vii. IMAC Rep 1,
 - viii. IMAC Rep 2
 - ix. Social Media/Pro
 - x. Development Officer
 - xi. Director of Coaching
 - xii. Point Fighting coach



- xiii. Light/Kick light contact coach
- xiv. Ring coach
- xv. Forms coach

And any further executive members as deemed fit by the registered membership of KBI entitled to vote at an AGM or SGM.

8 Executive Role Definitions

Role Definition Terms of Reference of Principle Executive Committee members.

A. The President OF KBI (Executive Position)

The President is elected on a Bi annual basis by the General Meeting and is the senior officer of **KBI**
The President will act as Chairman of the General Meetings and of the Executive Committee.
The president will represent the membership and executive committee of **KBI**
The president is to priorities the development and education of the membership of **KBI**
The President can in the absence of the Vice President act as chairman of the Ethics & Discipline Committee.
The President can co-sign cheques with the treasure

B.The Vice President (Executive Position)

The Vice President is elected by the General Meeting on a annual basis.
The Vice President will assist the President and will perform such functions, as the President requires or in the president's absence act as chairman.
The vice President will act as chairman of the Ethics & Discipline Committee. The Vice President will act in place of the President whenever necessary
If the President leaves Ireland is unable to fulfill their duties and or resigns then all of the duties and powers of the President will pass to the Vice President until his / her return if applicable.
The Vice President can co-sign cheques with the treasurer.
The Vice President will represent **KBI** at WAKO Congresses when required

C. The National Secretary KBI (Executive Position)

The National Secretary is elected by the Annual General Meeting annually.
The National Secretary will keep the minutes of the Executive Committee Meetings, which will be distributed to the members of the Executive Committee as soon as possible following each meeting.
The National Secretary will keep the minutes of the Annual General Meetings and distribute the minutes as soon as possible.
The National Secretary will issue notice and agenda for Annual General Meetings and Executive Committee Meetings at the request of the Executive Committee
The National Secretary will deal with all mass communication to the membership of **KBI**
The **KBI** Secretary will deal with all inbound correspondence
The National Secretary can co-sign cheques with the treasurer.

• The Treasurer KBI (Executive Position)



The Treasurer is elected annually by the General Meeting

The Treasurer is responsible for the supervision of the financial health of the *KBI*

The Treasurer will keep accounts and will present accounts to the Executive Committee at each Executive Meeting.

The Treasurer will provide a report at the request of the Executive Committee.

The Treasurer is responsible for and will account for all monies received

The Treasurer is responsible for all payments made at the discretion of the Executive Committee.

The Treasurer must co-sign all cheques.

All spend above 500 must be authorized by the executive and recorded in the minutes

The Treasurer will ensure that an income and expenditure account and a balance sheet are drawn up and presented at each A.G.M.

- **Team manager KBI** (Executive Position)

The Team manager is elected annually by the General Meeting

The Team manager is responsible for the coordination of activity between National Teams, is responsible for the coordination of work relating to the various national coaches in each discipline.

The Team manager will organize the training camps relating to each discipline each year.

The Team manager will be responsible for issuing a national coaching calendar to the national Secretary one week following the AGM, will sit on the IMAC coaching committee of behalf of *KBI*

The National Discipline Coaches. (Full –Semi-Light-Forms) (Executive Position)

The National Coach are responsible for the development of the National Team annually

The National Coaches are responsible for defining and delivering appropriate National team development programs in an appropriate timeframe and manner supported by the Team manager

The National Coach is responsible for criteria compliance of all Irish National Team members participating in World or European Championships, to specified criteria as laid down by the executive committee of *KBI* and communicated to the membership

The national coach will communicate the draft national Irish team for the World or European Championships on or before 1st June, to the national Secretary and national Treasurer.

The Executive Committee of *KBI* can appoint further national Coaches for the various disciplines within Kickboxing when required.

Discipline Chairperson:

That National Coach for each discipline should be the Chairperson for that discipline Committee

1. Chair a discipline development meeting once every quarter
2. Report back proposals to *KBI* Executive board for approval
3. Create a development plan for the discipline and secure board approval for said plan
4. Proactively organize development courses for Athletes
5. Coordinate activity for the disciplines progression

D. The Director of Referees (Executive Position)

The Director of Referees is elected annually by the General Meeting or if not elected



appointed by the Executive committee at a later date.

Director of Referees will have completed a **KBI/ W.A.K.O** International referees Course within four (4) years prior to his / her appointment If there is no such member then the position of Director of Referees will be left vacant and the duties of the Director of Referees will be carried out by a person nominated by the Executive Committee until such time as a qualified member emerges.

Director of Referees will create and coordinate four regional referee Courses,

Director of Referees will appoint a suitable member to the position of Chief referee at each **KBI** Tournament. (Nationals – Regional's - **KBI** Open + All tournaments under **KBI** members)

Director of Referees will record referees activity at each of the **KBI** sanctioned event, or appoint somebody to act on his/her behalf and keep a central registry of same for Executive review.

Director of Referees will organise an appropriate number of referees prior to the Senior and Junior nationals, which will fulfil the requirements relating to the number of tatamies/rings as deemed necessary

The Director of Referees will ensure all **KBI** Clubs participating in the Nationals or regionals are compliant with the participation criteria as laid down in this constitution.

G. The Social Media/PR Officer (Executive Position)

The Social Media/PR Officer will is elected annually by the General Meeting The public relations officer will be responsible for the following;

Writing articles and reports for **KBI** Website, Irish Fighter and Print Media

Writing articles and reports for **WAKO** and other kickboxing websites regarding **KBI** events and initiatives

Contacting regional and national media to promote **KBI** events, initiatives and news

Writing reports for regional and national media

Ensuring **KBI** Website is regularly updated

Sourcing reports, photographs articles regarding **KBI/WAKO** events

Liaising with Business Development Committee regarding **KBI** advertising in national media

Ensuring the reputation, image and perception of the association are maintained at an exemplary level, therefore best serving the needs and interests of its members.

Prioritises promoting the **Kickboxing Ireland (KBI)** initiatives and activities to an external audience, such as on international Websites, should be specific, concise and objective and be consistent with **Kickboxing Ireland (KBI)** as a quality organisation representing its members, therefore best serving the needs and interests of its members.

Will create a Media committee consisting of specialists in the area of WEB Development, Print media, Video Media.

IMAC Committee Members (Executive Position)

Two IMAC Committee members will elected annually by the General Meeting

They will represent **KBI** at all IMAC Executive meetings

They will report back to the **KBI** executive all items and issues affecting IMAC and Martial Arts in Ireland which are discussed at the IMAC executive meetings.

They will represent the interests of the membership of **KBI** at IMAC and ISC meetings



(H)Membership Officers

The Membership Officer will keep record of all membership information and will inform the Executive Committee should they expire or not forwarded annually as required. The membership office will work closely with the national secretary and national treasurer and report to the president of KBI in all matters. The following records must be kept and managed by the membership officer at all times.

Membership Officer 1:

New Applications
Renewal Applications (forms sent to my address and recorded)
Insurance certs for all KBI Events and clubs
Insurance claims
Database updates (setting up new members in the database) ETC
Daily email assistance for coaches and members

membership Officer 2:

Auditing club numbers, ensuring all students are registered and insured
Keeping check on numbers (making sure numbers in the database coincide with actual numbers in clubs)
Renewals (reminding coaches that they have members who are due for renewal)
Checking Sports data before Nationals/Trips/Squads (making sure all who are registered are fully paid up members)
Securing and Chasing membership applications (reminding coaches that their yearly membership is LONG overdue)

(I) Development Officer

Will Work with the Executive to develop ideas on how to move **KBI** forward in an efficient and professional manner.
Will work with all the members of **KBI** to bring as many ideas to the table as possible rather than having the same voices heard all the time.
Will once ideas have been agreed upon and a plan of action put in place, the strategic development officer could oversee and guide the project.

Also any other Executive position as defined at AGM by the members.

8 Non Executive Committee Roles

Non Executive Committee Roles

A. Regional Refereeing Committees x 4 (3 to 5 Persons) (Non Executive)

The **KBI** executive will appoint four regional refereeing committees. A minimum of three people will sit on each regional committee and a maximum of five. The Committees will host a minimum of one refereeing seminar each year in the region and correlate the results and contact details of each participant and forward same to National Referee. The Chairperson of each committee will sit on the **KBI** refereeing committee, which is chaired by the Director of Referees/Chief Referee of **KBI**



B. The Ethics & Discipline Committee (Non Executive)

The Vice President will be the chairman of the Ethics & Discipline Committee unless another member is elected chairman in the absence of the Vice President or if the issue relates to the Vice President him/her self. Then the President will chair the panel.

The Ethics & Discipline Committee will consist of three (3) additional members, who will be chosen by the Executive Committee.

At meetings of the Ethics & Discipline Committee each member of the Ethics & Discipline Committee shall have one (1) vote on all issues except for the chairman. In the case of a tied vote on any issue the Chairman will be entitled to cast a deciding vote.

The Ethics & Discipline Committee will meet whenever a complaint is received about a member, or at the request of the Executive Committee.

The Ethics & Discipline Committee shall:
deal with matters relating to or arising out of the conduct of members and students or written letter of complaint to the executive committee
Conduct disciplinary hearings,
Handle the investigation of complaints and grievances,
Devise a procedure for dealing with complaints and grievances,
Advise the executive committee on proposed sanctions to be imposed if applicable.
Draft and maintain codes of good practice.
Follow the IMAC complaints procedure/policy
In the event a complaint relates to a minor, the complaint will be immediately reported to IMAC and any relevant body as deemed necessary, following the ISC code of Ethics guide book and policy. All decisions of the Ethics & Discipline Committee must be approved by the Executive Committee

C. Business Development Committee (Non Executive)

The Business Development Committee will consist of three (3) or more members chosen by the Executive Committee

The Business Development Committee will be responsible for the image of **KBI** and its promotion as a brand of quality

The Business Development Committee shall generate supplemental revenue for the **KBI** through sponsorship, grants, or other initiatives

The Business Development Committee shall maintain the Website of the **KBI** in a professional manner

The Business Development Committee shall undertake initiatives to increase the membership of the **KBI** and its clubs.

All decisions of the Business Development Committee must be approved by the Executive Committee.

The Business Development Committee shall report to the Executive Committee as is deemed necessary

D. National Young People Advisory Committee. (Non Executive)

The National Children's Officer of the **KBI** and two designated persons selected by the **KBI** Executive committee will form the National Young People's Advisory Committee.

The Designated Person(s) shall be chosen by the executive committee of the **Kickboxing Ireland**

Where possible there shall be two (2) Designated Person(s) for **Kickboxing Ireland**. One



male and one female.

The role of the Designated Person(s) is outlined in the IMAC/ISC National Policy for Young People

The Designated Person(s) shall be a member of the National Young People's Advisory Committee

This Committee may, by agreement and from time to time, co-opt other officers or members of the **KBI** or experts from other agencies to assist in the implementation of its brief.

The Purpose of the **KBI** of Ireland's National Young People's Advisory Committee is:

To advise the Children's Officers on policy and procedure.

To prepare reports relevant to participation of young people in Kickboxing.

To assist as an editorial board in the publication and dissemination of a Young Peoples Newsletter

To prepare and present feedback and response to the views of young people as expressed through, Surveys, to the executive and membership of **KBI**

To encourage the participation of young people in the work of the National Young People's Advisory Committee.

To develop, monitor and oversee the implementation of the Association's policies and procedures in keeping with "Children First Guidelines" and relevant Child Care legislation and the Irish Sports Council's Code of Ethics & Good Practice for Children's Sport.

To assist and support the Executive Committee in the development and evaluation of the **KBI** as a Child Friendly body where Good Practice is the guide.

To develop ideas for effective linking with, and involvement of parents.

To assist identify relevant training needs and plans specifically designed for Children.

To develop links with national and international centers of sports education, child development, child guidance and other relevant services.

The **KBI** Executive will appoint the following shadow executive positions to assist in the development Organisation and running of **KBI**.

9 Shadow Executive Positions

b. Anti-Doping officer (Non Executive)

An Anti Doping Officer will be appointed by the **KBI** executive committee each year

The role and rules of the Anti-Doping officer is outlined in the IMAC- **KBI**-WAKO Anti-Doping Policy

The **KBI** Anti Doping Officer will educate the coaches and athletes in **KBI** on all matters relating to Anti Doping in sport

The **KBI** Anti Doping Officer will represent **KBI** on the IMAC Anti Doping committee



The **KBI** Anti Doping Officer will coordinate the educational material relating to Anti Doping is distributed to all members and coaches in **KBI**

National Children's Officer (Non Executive)

The National Children's Officer shall be chosen by the executive committee of the **KBI**

The role of the National Children's Officer is outlined in the **KBI** /IMAC National Policy for Young People

The National Children's Officer shall be the chairperson of the National Young People's Advisory Committee

To develop, monitor and oversee the implementation of the Association's policies and procedures in keeping with "Children First Guidelines" and relevant Child Care legislation and the Irish Sports Council's Code of Ethics & Good Practice for Children's Sport.

c. Medical Officer/H&S Officer

Will ensure all relevant medical cover is in place for all **KBI** Run competitions.

Will ensure we are applying best practice in the safety of our members and fighters at all times

Will work closely with the director/chief referee of **KBI**



d. Equality Officer

If anyone feels they have not been given a fair/unbiased opportunity in a competition, because of their club/association, the equality officer could be a point of contact to make their grievance known.

This person would be impartial in all matters and would simply be a go between for the aggrieved person and the executive.

The Executive Committee shall have the sole right to appoint sub-committees as required. It shall define the duties of such sub-committees and retain control in all matters and activities which it considers of importance to the general welfare to the **KBI** including the disposal of any funds in the hands of such sub-committees.

The Executive Committee shall have power to nominate the Chairman of such sub-committees.

10 Ex Officio Members

- a. The President, Secretary and Treasurer of the Executive Committee shall be ex-officio members of all sub-committees. KBI and may sit in at any time on any of the meetings of any subcommittee of KBI

11 Event Registration:

- a. **Before an event can be registered/sanctioned and approved the following must be complied with.**
 - a. **Event application form must be filled in and signed by the chief instructor/promoter a minimum of 12 weeks before the event.**
 - b. **The event must be approved by KBI executive for the insurance to come in to effect.**
 - c. **WAKO Rules must apply**
 - d. **Director of refereeing must appoint a chief referee.**

12 KBI By Laws

- a. Meetings

The Executive Committee shall meet in person at least once each quarter and Six shall constitute a quorum at a meeting of the Executive Committee.

- b. Executive Committee Role

The Executive Committee shall administer the affairs of the **KBI** and the property under its control in accordance with the main objects specified in the Constitution and shall have all such administrative powers as may be necessary deemed by them to properly carry out the main objects of KBI in the best interest of its members.



13 Complaints Procedure.

In the event of a complaint against any member of KBI, or Club, being brought to the attention of any member of the KBI - the following procedure should be strictly adhered to.



- A. The person to whose attention the complaint has been brought shall immediately inform the Secretary (or if the complaint is against - or associated with - the Secretary, then one other member of the Officer board may be informed instead.) - and nobody else.
- B. The person shall ask the Complainant to put the details of the complaint in writing and to forward them to the Secretary, or relevant Officer, of KBI - without delay.
- C. Strict confidentiality, in relation to both the complainant and the person complained about, shall be maintained at all times.
- D. The Secretary shall immediately inform the Chairperson or, if the Chair is not available (or if the complaint is against - or associated with - the Chair) - one other member of the Executive, of the details of the complaint.
- E. The matter shall be brought to the attention of the full Executive at the next Exec meeting and, if the person complained about is a member of the KBI
- F. The Executive will appoint a three person Committee, (from the Executive Committee (including Shadow Executive members) and representing different Systems) to investigate the complaint. This Committee will report back to the Executive at its earliest convenience.
- G. If the person complained about is not a member of the Commission:
The details of the complaint, as they are then known and without further investigation will be forwarded to the Irish Sports Council.
- H. In exceptional circumstances, when the investigation of the complaint could lead to criminal proceedings, the Secretary & Chairperson, (or the two relevant officers) at their discretion and in the interests of safeguarding a thorough investigation, may decide to with-hold the identity of the complainant, or the person being complained about, from the full Executive until such time as the Committee has reported back.
- I. The Executive Committee will then, and only then, (operating on a two-thirds majority basis), determine if the complaint is justified, whether or not it warrants disciplinary action and what action it shall take.
- J. The full membership of KBI and the president of IMAC must be informed of any disciplinary action taken under such circumstances.
- K. The Executive, at their discretion, may decide to with-hold the identity of the complainant, or the person being complained about, from the full membership.
- L. If any member is found to be misusing this procedure by initiating a false complaint / allegation or exaggerating a valid complaint / allegation - they will be dealt with under of the KBI. Constitution (bringing the sport of Kickboxing into disrepute).
- M. In light of the extraordinary damage to a person's character and life that a false rumor/s can induce:
- N. KBI considers the starting or perpetuating of such rumors as reprehensible and, if proven, as grounds for initiating serious disciplinary action - as outlined in the KBI constitution.
- O. The Executive shall appoint a committee to look into anonymous complaints - with a view to determining whether or not the KBI Complaints Procedure should be initiated.



14 Meeting Conduct/Schedules

- a. A Special Meeting of the Executive committee may be called by the Hon Secretary, The Chairman/President.
- b. By the Hon Secretary within three days of the receipt by him of a requisition, duly signed by three members of the Executive Committee. Such notice shall set out the purpose for which the special meeting is required.
- c. The Chairman shall preside over all meetings of the Executive Committee. If the Chairman is absent, the Committee may elect a member present to preside at that meeting.
- d. Any member of the Executive Committee who shall have absented himself from three consecutive meetings without reasonable explanation shall be deemed to have resigned from the Executive Committee.
- e. Should any member of the Executive Committee resign, or his position otherwise lapse, the remaining members of the Executive Committee shall have the power to fill the vacancy by co-opting from the body of the Registered Full Membership. The service of any member of Executive Committee chosen to fill a casual vacancy shall not be reckoned in calculating the seniority of such member if subsequently elected to serve on the Executive Committee.

The technical/membership committee of **KBI** shall consist of

- Chairman/President
- President
- Vice president
- National Secretary
- National treasurer
- Director of Referees
- Team manager

c. Executive meetings.

(a) At the end of each executive meeting, the chairperson shall agree/organize the date for the following executive meeting, where appropriate and needed.

(b) All decisions of the Executive Committee shall be recorded in the minutes and the casting of votes relating to such decisions will be recorded.

(c) All primary topics discussed at an executive meeting will be recorded by the Secretary

(d) The minutes of **KBI** Executive meetings shall be comprised of the following only: attendees, apologies, main topics of discussion, all proposals made and voted on and a record of decisions made and actions to be taken. Anything else will have to be specifically requested to be minutes by the minute's taker.

(e) The National Secretary shall inform all members of the **KBI** executive committee of all



KBI executive meetings. He/she will also inform all nonvoting executive members and subcommittee members.

15 Changes to Constitution

- a. All Changes to the constitution other than above must be ratified at the AGM by the membership, all changes to the constitution require two thirds majority to be approved.
- b. Additions, Alterations or Amendments:
No addition, alteration or amendment shall be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

16 Technical Committee

The technical/membership committee of *KBI* shall consist of

- Chairman/President
- Vice president
- National Secretary
- National treasurer
- Director of Referees
- Team manager



17 Voting

- a. A Chairman of a General Meeting, Executive Committee, or any sub-committee shall, in the event of a tie, have a casting vote in addition to his/her vote as a member.
- b. All registered Full Members who are over the age of eighteen on the 1st day of January preceding the Annual General Meeting and whose subscriptions at the prescribed rate are not in arrears shall be eligible to attend a General Meeting
- c. A vote is held by the parent organization or in the event of no parent organization the individual club registered
- d. voting shall be by such show of hands or by secret ballot at the discretion of such Registered Full Members
- e. There is no proxy voting.

18 .Executive – Shadow Executive General meeting

- a. Twenty Eight days notice of all General Meetings, Annual or Special, special General Assembly notice should be issued by the president to all registered Full Members of the *KBI* through their club secretaries or contact person.
- b. The Annual General Meeting of the KBI shall be held on or before 14th February as arranged by the Executive Committee.
- c. In the case of the Annual General Meeting, All motions and nominations must be in the hands of the Hon. Secretary not less than 14 days before the date of the Annual General Meeting.

19 AGM Agenda

The following business shall be transacted at the Annual General Meeting:

- a. Minutes of previous Annual General Meeting
- b. Annual Report Submitted by president
- c. Annual Report submitted by the Hon Secretary
- d. Financial Statement submitted by the Hon Treasurer
- e. Appointments of Auditors



- f. Election of officers and members of the Executive Committee
- g. Membership Fees
- h. Notice of Motion

20 Special General meeting

A Special General Meeting of the **KBI** shall be called by the Hon Secretary or Chairman and said notification is sent out within fourteen days if directed by the Executive Committee or demanded in writing by not less than four Registered Full Members who in their requisition shall state the object of such meeting. NO other business shall be transacted at the Special Meeting. A minimum fee of IR£ 50 shall accompany the requisition by any member calling for such meeting: this fee shall be forfeited to the funds of the **KBI**, if the matter be considered frivolous by the majority of those present and voting.

21 Quorum

Eight Registered Full Members entitled to vote shall constitute a quorum at a General or Special Meeting of the **KBI**.

22 Property – Holdings

KBI shall have power to acquire and hold and to sell, lease, mortgage or charge real and personal property. Real property shall not be transferred, sold, leased conveyed, mortgaged or otherwise charged or dealt with without the consent of the Association.

The personal property of the **KBI** shall vest in the Chairman, Treasurer and Secretary for the time being of the **KBI** who shall hold same in trust for the **KBI** The said Trustees shall invest the funds of the **KBI** in accordance with the directions of the Executive Committee of which an entry in the minute book of the **KBI** shall be conclusive evidence.

The Executive Committee shall open a bank account on behalf of the **KBI** and all cheque's drawn on the said account shall be signed by the Treasurer and by the Chairman or Secretary.,

23 Keeping OF Accounts

Correct accounts and books shall be kept showing the financial affairs and receipts and disbursements of **KBI**.

24 Compliance with the provisions of the official rules

This Constitution and Rules shall be read in conjunction with general rules of WAKO IF WAKO Europe , IMAC, KBI., OFI, NOC and contained in the Official Sporting and Anti Doping Rules as amended from time to time.

25 Alterations of Rules

- a) Alterations and additions to theses. Rules may be made at any Annual General Meeting or at Special General Meeting called for the purpose, providing that the resolution



proposing same is carried by a vote of two-thirds of the members present and voting.

- (a) Members wishing to propose alterations or additions to these **KBI**. Rules must send notice of the proposed alterations or additions in writing to the Hon. Secretary not later than fourteen days before the Annual General Meeting, or may do so by calling a special Meeting as provided for in the Rules.

26 Anti Doping Disciplinary Committee

- a. The **KBI** shall set up a Disciplinary Committee of three independent people (not necessarily **KBI**. members) to investigate any positive results arising out of the implementation of the anti-doping policy.

27 Appeals Committee

- a. The KBI shall set up an Appeals Committee of three independent people (Not necessarily KBI members) to investigate any positive results arising out of the implementation of the Anti-Doping policy.

28 Black belt

- (a) From Jan 2002 any instructor listed as a kickboxing instructor within **KBI** Including a Student going for a Black Belt within **KBI** and or its affiliated clubs/Association, must firstly successfully complete the KBI-IMAC-Coaching Ireland Level one coaching course prior to grading.

29 Recognized Rules (Official Rules of The Sport Of Kickboxing)

The official and recognized Kickboxing rules in Ireland will be WAKO Rules ONLY. All tournaments must be run under WAKO rules.

Additions to KBI Constitution following membership to IMAC and Full Government Recognition under the auspices of IMAC



30 Expulsion of Representatives

The KBI Executive Committee can only expel a member or representative of KBI from KBI – I.M.A.C. as a result of a decision. Made by the Executive Committee at which time a SGM will be called to ratify the decision unless that decision is taken at a SGM or AGM.

31 Interpretation of KBI Rules

The Executive Committee shall be the sole authority for the interpretation of these Rules and regulations made there under; and the discussion of the Executive Committee upon any question of interpretation or upon any matter affecting the KBI Rules of Bye-laws and regulations made there under shall be final and binding on the members subject to appeal to a General Meeting, and shall not under any circumstances be subject to appeal to any Court of Law.

32 Martial Arts into disrepute"

As referred to in the KBI Constitution - shall Be understood to include Unfairly or purposefully hindering or interfering with the growth or development **KBI** or any club associated

Attempting to place unfair restrictions on the practice of a particular art or system to the detriment of another KBI club or organisation

Failing to report to the Executive Conduct within the Martial Arts Community and in particular within **KBI** clubs or organisations conduct that is illegal or is detrimental to the successful development of Kickboxing

Working against the development of KBI on a National/International basis
Undermining the position of **KBI** as a National Governing Body

Seeking to secure of control a franchise already held by KBI or one of its members

33 Ring Sports

No promoter or tournament organizer should permit a ring sport fighter to compete in his/her tournament without first having checked that the fighter has an up to date medical certificate registered with the Full Contact Registrar of The **KBI** Full Contact Committee and also completed a medical check by a qualified doctor at the event and been passed by the doctor as being in a medically fit condition to compete.

No referee will permit a full contact bout to start unless he/she has confirmed that the above stipulation has been complied with in full.

No Full Contact Competition/Fight can take place without a registered doctor being present

Any tournament organizer failing to comply with the above safety regulation will have his/her membership rights suspended pending full investigation



A team of qualified medics (PHECC or equivalent in NI Eg; Order of Malta or Red Cross), must be present at all times at ringside.

It is recommended that the local hospital is contacted seven days in advance and notified of the event.

Ring Sport Fighters Registration

All Ring Sport contact Clubs coaches will submit a list of Ring Sport Fighters to the Registrar of the **KBI** full contact committee before the 31st of January each year; this record must include the following details for the fighter

Name - Club - Coach - DOB - Fights - Wins - Draws – TKO

All Irish Ring Sport Fighters use the **KBIWAKO License** , within which they will record all past competitive bouts and future bouts. It is the responsibility of the fighter and his/her instructor/Coach to ensure that all bouts are recorded in a transparent manner and sign by the registrar or chief referee on the night of the contest. EACH Contest thereafter must be recorded in this book as proof of level of competition and TKO – KO

In all full contact fights the competitor’s WAKO license should be produced and the fight result i.e.; win/loss should be filled in by the official at the area where they are competing. This way a clear record will be kept of each fighter and no miss-matches should occur, especially in the novice sections.

Failure to comply with above motion and stipulation to correctly fill out all pertinent details on License and to keep UP TO DATE records of all matches will result in the immediate suspension of the fighter and coach from ALL **KBI** associations and clubs Full contact events, pending investigation.

If a Ring Sport National Title Holder is fighting to defend his/her title and the result of the fight is a draw, then the current National Champion should retain their title. It is noted that WAKO rules currently state that there is no draw as if the fight is a tie then it is decided by style, quality, etc., In this case it is agreed that the champion should retain their title as they have not been beaten.

In the case of a full contact title fight, the winner shall receive a national medal or certificate as well as the title belt.

34 National Elimination’s

- (a) The WAKO National Elimination's will be open to **KBI** registered Members only. Said members must be fully paid up and all registration documentation received by membership officer one week prior to the event.
- (b) Each association must supply a minimum of one referee **and** one table official for the **KBI** junior, senior eliminations. A club/competitor cannot compete at KBI Nationals unless their club has a referee registered with the Chief Referee of Kickboxing Ireland for that event.
- (c) Any KBI competitor junior/senior can only compete in one weight section At All Ireland Championships. on the day of the national eliminations. You cannot compete in a ring and tatami discipline on the same day.



- (d) If a competitor wins the elimination in the first round and then fights and wins in a different weight section at the second elimination then they must choose which weight section they wish to fight off for and fighter/coach must contact the KBI Secretary within 24 hours of winning the second elimination with their decision. Failure to do so will result in disqualification.
- (e) OR if only One Elimination, A competitor is deemed National Champion if he/she wins the Official KBI All Ireland Championships in that year.
- (f) Dates for fight offs for National Titles will be fixed on or before a cutoff date that will be decided annually by the **KBI** Executive. But no later than no later than 90 days prior to the championships. y. If the fight off has not taken place by this date then the title will be forfeit unless force majeure as agreed by the executive.
- (g) KBI will run a fight night for all remaining fight offs for title fights. The KBI Executive will set the date of this event.
- (h) There will be no weight allowance for fight offs.
- (i) The date of the KBI National Eliminations will be announced at least 2 months in advance.
- I) All National Champions and placed fighters (Second and Third) will be given a letter at the conclusion of the nation championships. This letter will outline the national Squad training sessions and training camps. Within the letter it will state that the athlete in first place must pay a deposit of 500 Euros by the agreed date as decided by Executive committee to secure his/her place on the national team, if the payment is not received prescribed period, the second placed athlete will **automatically** be given the opportunity of participating and so on down to joint third. if athlete is deemed suitable standard by National Coaching Committee If after eight weeks no athlete has paid the required fees, then no athlete may go at this weight class.
- j) Each national Coach is responsible for correlating details and given them to Team manager after the agreed period. It is the responsibility of the national Coach to issue letter, with details at each event to inform the athletes and coaches, said letter should be approved by KBI Executive, Prior to issuing.
- (m) No club organisation, fighter or official may participate in the All Ireland Championships if there are monies outstanding and overdue that has not been paid to the KBI treasurer as previously requested.
- (n) From 2020, If a Athlete/Coach/Spectator/Official has outstanding monies on 31st December, due to KBI from the that year, That individual (If the parent/guardian has balance overdue, the sanction will also apply to athlete of the parent guardian) They will not be able to participate in the KBI All Ireland championships the following year starting from 2021 thereafter..

35 National Champion/National Team/Trip Criteria

When a place is vacant on KBI TEAMS for WAKO European/World Championships National Coaches may propose suitable Athletes for appropriate vacant positions, (After notification to the membership of vacancies) which then must be approved by majority of the executive, this will only be available to athletes who could not attend the national championships due to



exceptional circumstances. (to be agreed by Executive)

Seniors

- 1) Must finish first in the nationals
- 2) Must attend 50% of listed one day camps (+rounding upwards)
- 3) Must pay all payments on or before date of payment
- 4) Must have registered and weighted at National Championships

Younger cadets, Older Cadets & Juniors

- 1) Must finish first or Second / Third in the nationals
- 2) Must attend 50% of listed one day Squad
- 3) Must pay all payments on or before date of payment
1. Must have registered and weighted at National Championships

***Failure to meet any of the above requirements
Will result in automatic removal and refund from the team
Whether someone replaces you or not.**

Seniors

- 1) **Must have been registered by a duly affiliated club**
- 2) **Must finish first in the nationals:** Second or Third place will only be offered place if they have also met the training and competition criteria, there after the national coach may offer the place to another athlete that has met the criteria.
- 3) **Must attend 50% of listed one day camps:** If a camp is cancelled or the date is changed it will be deemed that all team members attended the advertised camp. There will be no deviation from the 50% or no excuses accepted, attendance is compulsory
- 4) above.
- 5) **Must pay all payments on or before date of payment:** : [Payments will be made according to the needs and prior approval of KBI executive committee.

Younger cadets, Older Cadets & Juniors

- 1) **Must have been registered by a duly affiliated club**
- 2) **Must finish first or second in the nationals:** Third and fourth place will only be offered place if they have also met the training and competition criteria, thereafter the national coach may offer the place to another athlete that has met the criteria.
- 3) **Must attend 50% of listed one day camps:** If a camp is cancelled or the date is changed it will be deemed that all team members attended the advertised camp. There will be no deviation from the 50% or no excuses accepted, attendance is compulsory
- 4) **Must pay all payments on or before date of payment:** As the new KBI Payment scheme is introduced all athletes must pay through new system (Paypal) and all payments are to be paid on or before the dates shown below.



- a. Only Competitors whom are fully registered members of KBI will be allowed to participate in the WAKO World/European Championships.
- b. Only competitors who are members of fully compliant clubs within KBI can compete for the national team
- c. Stipulation a – k will apply to fighter no 2 – 3 – 4 as and when they have been informed of the available position
- d. All Coaches/Officials/Volunteers must have their garda vetting, verified and confirmed by the team manager or somebody delegated by him/her.

36 Black Belt Grading

1. To grade a black belt you must be a minimum of two grades above the black belt level being tested, or have a person on a panel at least two grades above the testing grade.

37 Children’s Policy

KBI members agree to Sport Ireland & Sport Northern Ireland Code of Ethics. Each new application form shall include questions on the following: a) Previous addresses if applicant moved within the last 5 years

b) Previous experience in a paid/voluntary capacity in working with children/young people including details of where and when and a contact name and number for the immediate supervisor during that time

c) Question regarding reasons for leaving any previous paid/voluntary work with children

d) Question whether or not they have ever been asked to leave a sporting organization they were involved in

e) Names and contact numbers of at least 2 referees and written references from same

Each reference supplied by a new member shall be contacted for verification of the reference by the KBI Children’s Officer in line with the Irish Sports Council & Sport Northern Ireland Code of Ethics for Young People in Sport

Each new application should be accompanied by 2 passport sized photographs.

Each new member on successful joining, shall be required to attend Induction Training and Abuse Awareness Training within their probationary period, and that they should bring Photographic Identification ie: driving license/passport with them to that training for verification of identity.

All existing Instructors/Coaches must attend an accredited course of children protection recognized by the Health Services Executive and /or the National Health Service and the Irish Sports Council & Sport Northern Ireland within three months of Joining KBI

All new members must have completed the level 1 Coaching Ireland / IMAC / KBI Recognized Coaching Course within one year of Joining KBI

38 KBI Anti-Doping Policy:



KBI recognize the Sport Ireland Anti Doping rules and regulations, Sport Ireland Anti Doping unit, is the national anti-doping Organisation on the Island of Ireland. It's functions include the implementation of guidelines, codes of practice, standards of good conduct, fair play and the elimination of doping in sport. As well as planning, implementing and evaluating education and information programmed. Internationally we are governed under the WAKO/WADA approved rules and regulations.

39 These Rules are governed by the laws of the Republic of Ireland and Northern Ireland as appropriate.

Appendix Prohibited Substances and Prohibited Methods

Prohibited substances and prohibited methods are [the substances and methods included in the International Olympic Committee List of Doping Classes and Methods 1999 Edition as amended from time to time] [or state other substances and methods.

40 Strategic Plan: Objectives & Goals, adopted by KBI

As defined in our Strategic Plan. Revised every four years.

41 Awarding Dan Grades: It is agreed that any Dan Grade awarded by KBI in the future shall be only one grade above the existing grade already recognized.

42 Income and Property

The income and property of KBI shall be applied solely towards the promotion of its main object(s) as set forth in this Constitution. No portion of KBI's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of KBI. No Officer shall be appointed to any office of KBI paid by salary or fees, or receive any remuneration or any other benefit in money or money's worth from KBI. However, nothing shall prevent any payment in good faith by KBI of:

Reasonable an proper remuneration to any member, officer or servant of the organization (not being an officer) for any services rendered to the organization;

Interest at a rate not exceeding 5% per annum on money lent by Officers or other members of the KBI to KBI:

Reasonable and proper rent for premises demised and let by any member of KBI (including an Officer) to KBI;

Reasonable and proper out-of-pocket expenses incurred by any Officer in connection with



their attendance to any matter affecting or supporting KBI;

Fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

43 Winding-up:

If upon the winding up or dissolution of Kickboxing Ireland there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of Kickboxing Ireland. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of Kickboxing Ireland. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on Kickboxing Ireland under or by virtue of this constitution hereof. Members of the KBI shall select relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

44 Keeping of Accounts/Records:

Annual accounts shall be kept and made available to the Revenue Commissioners on request.

45 Record Keeping:

Minimum Time before disposal/deletion: All Records/Minutes/Communications should be maintained for a minimum period in line with GDPR & Data protection requirement as agreed by the executive.



Appendix 1:

Vision Statement:

- To promote the positive and beneficial aspects of Kickboxing within the local communities we operate/teach in.
- To develop our students in a positive manner in a safe and controlled environment
- To empower our coaches to be leaders and role models in our chosen sport
- To continue to educate our instructors in line with IMAC/Sport Ireland- Sport Northern Ireland guidelines
- To develop our students to be productive members of society and the local community
- To empower and nurture children in our care
- To develop excellence through innovation and education

Mission Statement:

- To provide Kickboxing Class that are accessible and affordable to the whole community on the Island of Ireland
- To promote and encourage awareness and participation of the Sport of Kickboxing in the local community
- To make Kickboxing more accessible to the general public
- To Develop the sport of Kickboxing in a healthy and productive environment
- To encourage a healthy and productive life style of all its students, coaches and instructors
- To Develop its students to be productive and rewarding members of the community
- To be run on a non profit basis, ensuring affordability and inclusion of all
- To not discriminate because of gender, religion or ethnic persuasion.
- To develop the physical and physiological wellbeing of its students, athletes and members
- To reinvest in its students, coaches, instructors and infrastructure on an ongoing basis
- To promote the Art of Kickboxing in Ireland in a positive and constructive manner
- To be an identifiable quality mark for the general public and government departments
- To Empower and develop its coaches, students, athletes and officials
- To act with integrity at all times
- To put the sport of Kickboxing at the forefront of sport in Ireland.

