

OKF MEMBERSHIP POLICY

1. Policy

The following terms shall have the following meanings in this Policy:

“Applicant” shall mean a Dojo that submits an application for membership with the OKF or a Participant who is part of the Dojo seeking membership with OKF.

“Individual Member” shall mean the individuals who belong to a Member Club

“Member” or “Member Club” or “Club” shall mean a Karate Club in Ontario that has fulfilled all of the requirements in this Policy and is recognized by the OKF as a Member in good standing of the OKF.

“Participant” shall mean an individual who is registered with a Member Club.

“Probationary Club” shall mean a Club that has applied initially as a Member Club but is Probationary as per the Bylaws of the OKF.

“Prospective Club” shall mean a Karate Club in Ontario that is interested in applying for Membership with the OKF or a Karate Club in Ontario that has initially applied for Membership in the OKF but has not been granted Probationary Club status or Club in Good Standing Status.

“Prospective Participant” shall mean the individuals registered with a Prospective Club.

“Probationary Participant” shall mean a Participant who is registered with a Probationary Club.

“Registration” shall mean a Club that has met all the requirements of a Member Club in good standing.

As per the Bylaws of the OKF, Membership in the OKF is by Karate Club. Individuals who are registered with their Club are Participants of the OKF, so long as they also meet the criteria set by the Board of Directors. Members can attend Annual Meetings and vote. Participants may attend Annual Meetings, subject to the Bylaws and the Policies of the OKF but Participants cannot vote. Members and Participants are bound by the Bylaws and the Policies of the OKF.

2. Probationary Period

- 2.1 All new, approved, Club memberships are automatically placed on a probation period of one-year from the approval date. During this period, the club delegate(s) and Participants are encouraged to attend meetings open to the general membership and to stay informed and provide their input for the betterment of the OKF. However, the probationary club's delegate will not be eligible to vote. At the end of the one-year period, the Membership Director will review the status of the Probationary Club in question to approve or deny them for full status. If there are questions concerning outstanding fees, registration of members, factors affecting good standing, or other issues, the MD and BOD may, at their

discretion, extend the probationary period for a determined amount of time and with specific stipulations to be met.

- 2.2 All new Probationary Participants, regardless of category, are considered probationary for a period of one-year from their registration date. During that period, they are not counted in the total registered numbers for an Active Member Club in regards to numbers used for voting numbers, nor are they eligible to run for or be appointed to positions on the Board of Directors. Probationary members are eligible to attend events and competitions, and can attend general membership meetings. At the end of the one-year period, the Membership Director will review the status of the individual to approve or deny them for full status. If there are concerns regarding outstanding fees, disciplinary matters, factors affecting good standing, security concerns or other issues, the MD and BOD may, at their discretion, extend the probationary period for a determined amount of time and with specific stipulations to be met.
- 2.3 No probationary member is eligible to run for or be nominated to a position on the OKF Board of Directors nor hold any position of authority within the OKF.

3. **Membership**

- 3.1 Membership is annual and runs from January 1 until December 31 in each year. Clubs and Participants shall re-apply yearly. All OKF registrations must be completed through the OKF web registration system. Each Club and Participant will be assigned a unique identifying membership number. Member Club compliance with registration policies will be monitored. Failure to register Participants may trigger disciplinary action as per the OKF Bylaws and Policies and can impact the Club's voting privileges at Member's meetings. A Participant is not considered registered until all required information and required fees have been received by OKF. Non-registered Participants may be denied access to other OKF programs and services.

For information on getting set up in the web registration system please contact OKF.

- 3.2 The Board of Directors approves the annual membership dues for each member category. OKF will invoice any new Club Participant registrations as they become "active" on a monthly basis.
- 3.3 To qualify for admission or re-admission, an applicant or returning member must:
 - Follow the application procedure;
 - Have his or her application approved;
 - Fulfill the criteria for a member in good standing;
 - If re-applying, have been a member in good standing at the time he or she ceased being a member;
 - Have paid dues according to this policy.

4. **Application Criteria and Screening Process for Membership**

- 4.1 Each Prospective Club shall complete the online Initial Club Registration Form. Prior to doing so, the Prospective Club shall have all of the following information available:
 - i) at minimum, one Black belt (instructor) and 5 students' information. However all Prospective Participants must be registered after the application is approved.

To speed up the process, it is recommended all Prospective Participants be registered at the time of application.

- ii) Application fee (Fee returned if application not accepted)
- iii) Copies of club instructor(s) Dan certificates
- iv) The grading procedures and requirements for all Kyu and Dan levels (submit actual curriculum details)
- v) Training history of the club's Head Instructor (include brief biography of your association Chief Instructor)
- vi) Resume of affiliations and all authorized grading persons (Who conducts organization examinations?)
- vii) Instructor(s) NNCP certification qualifications
- viii) Police Clearance Certificate(s)
- ix) Bylaws and Policies that are in line with the Bylaws and Policies of the OKF.

4.2 In addition to the above, each Prospective Participant, Probationary Participant and Participant of a Club in Good Standing over the age of eighteen (18) shall be subject to a criminal background check in accordance with the laws of Ontario and as they are amended from time to time. Due to the fact that Prospective Participants, Probationary Participants and Participants of Clubs in Good Standing who are age 18 and over will be in contact with minors and may hold a position of authority over those minors, the OKF has an interest in ensuring the safety of the minors. Accordingly, all classes of Participants who are over the age of 18 shall be subject to a criminal background check in accordance with the laws of Ontario.

4.3 The Board of Directors may deny an application for Membership if:

- i) The Prospective Club does not submit a complete application; or
- ii) The Prospective Club is owned by a person or persons who have a criminal record in Canada; or
- iii) The Prospective Club is owned by a person or persons who have been sanctioned by Karate Canada for a Major Infraction or a Minor Infraction. With respect to a Minor Infraction, the Board shall consider the seriousness of the infraction; or
- iv) The Bylaws and Policies of the Prospective Member Club are not in line with those of the OKF; or
- v) If the Board believes that the best interests of the OKF will not be served by granting the application;

5. Club Membership Fees

The Board of Directors shall set the Club Membership fees and may change the fees from time to time and give notice to Members.

6. Individual Registration

6.1 OKF requires each Member Club to register all of its Participants each year. During the year, the OKF requires each Member Club to update their new Participant registrations on a monthly basis and OKF will invoice as per 3.2 above. The main purposes of registration are:

- To maximize funding from government bodies by accurately recording the number of persons participating in the sport of karate.
- To act as a primary source of revenue to enable the OKF to serve its members.
- To provide member specific programming, services and benefits.
- To track statistics for future grant applications, research, budgetary decisions, etc.
- To identify members and ensure that they may benefit from liability and accident insurance coverage (provided through affiliation with OKF and Karate Canada).

6.2 Member Club Participant registrations determine the number of votes the Member Club can cast at the AGM.

7. Categories of Membership:

Active Member Club	An Active Member Club is a karate club that has a minimum of five (5) Participants and: <ul style="list-style-type: none"> • at least one of the Participants is certified as a coach according to the rules of OKF and Karate Canada; and • Has bylaws and policies consistent with those of OKF. A delegate from the Active Member Club is asked to attend all indicated meetings and the AGM. The delegate will represent the Club in matters put to a vote.
Associate Member Club	Typically intended for a start up dojo, or those dojos in more remote areas, an Associate Member Club is a Karate Club that does not fulfill the requirements of an Active Member Club. Limitations on their involvement will include: surcharges for some competitions/seminars, unable to vote.
Recreational	A Recreational Participant is an individual who is affiliated with an Active Member Club or an Associate Member Club and who participates in karate for the purposes of fitness and recreation, but not for competition. This category is then divided into Black Belt and Kyu Belt members.
Active / Competitive	An Active Participant is an individual who is actively engaged in karate as a competitor, coach or official. This category is then divided into Black Belt and Kyu Belt members.
Director	A Director is a member who has been elected or appointed to the Board of Directors.
Life Member	A Life Member is an individual Participant whom the Board of Directors unanimously determined has contributed greatly to the development or promotion of karate in Ontario. A Life Member does not pay dues to OKF and his or her membership is automatically renewed each year. Life Members do not have any voting rights. The BOD is limited to conferring 1 Life memberships maximum annually.

*All of the individual Participant categories are taken in to account with respect to an Active Member Club’s total registrants for the purposes of voting.

** All individual Participants, regardless of category or member club, are encouraged to be informed and provide input to the OKF by attending meetings open to the general membership,

including the AGM, pursuant to the Bylaws. No voting is done by individual Participants, but by Active Member Club delegates.

7.1 If a Participant upgrades their membership category, appropriate fees will be charged when the upgrade takes place.

7.2 No membership fee refunds will be administered after approval.

8. Member/Participant in Good Standing

8.1 Members and Participants in good standing are entitled to the benefits of membership as listed on Ontario Karate Federation's website at www.onkarate.ca.

8.2 A Member or Participant of Ontario Karate Federation will be in good standing provided the Member or Participant:

- Has complied with the Constitution, Bylaws, policies and rules of OKF and the Club Member;
- Has completed and submitted all documents as required by the Club Member;
- Has paid their annual membership dues for the current year;
- Has no other amounts owing to OKF;
- Has not been suspended or expelled from the Club Member or OKF;
- Has no membership restrictions or sanctions imposed ;
- Is not subject to a disciplinary investigation or action by OKF or the Club Member;
- If applicable, has fulfilled all terms and conditions of a prior disciplinary investigation or action to the satisfaction of OKF;
- Has not resigned.

9. Consequences of not being in good standing:

9.1 If a Member or Participant ceases to be in good standing, they will not be included in a club's registration numbers to contribute towards their tier standing with respect to voting at the AGM. This Member or Participant will not be entitled to attend as a delegate at meetings of Members and will not be entitled to the benefits and privileges of Membership or Participation. If the Participant is a Director, he or she will not be eligible to vote at directors' meetings. When the Board is satisfied the Member or Participant once again meets the definition of good standing, the benefits and privileges of being a Member or Participant will be restored.

10. Membership Voting within OKF

10.1 Members shall vote in accordance with the Bylaws of the OKF

11. Resignation

11.1 A Member or Participant may resign if they choose. No refunds will be given by OKF.

- 11.2 If a Member or Participant who is under a disciplinary investigation or action resigns, they will still be subject to sanctions or consequences that are a result of the disciplinary investigation or action.
- 11.3 Arrears: If a Member or Participant does not pay membership dues within 30 days of the deadline date, they will no longer be entitled to any of the benefits or rights of Membership or Participation and will be considered to have resigned from Ontario Karate Federation.

12. Transfer of Club Membership by an Individual

- 12.1 It is imperative that Active Member Clubs consistently maintain updated membership information with the OKF.
- 12.2 Any Competitive / Active, Recreational Participants, as well as Directors or Life Members who wish to transfer from one Member Club to another Member Club shall:
- a) Submit a Transfer Form and submit it to the OKF Executive Director;
 - b) If transferring during the competitive season, a Competitive/Active Participant must pay the OKF the prescribed transfer fee;
 - c) A transfer fee is not required for recreational Participants, Directors or Life Members transferring from one Club member to another;
 - d) A Transfer Form and fee are not required for competitive/active Participants that have not been registered with a Club Member for the previous two competitive years. They will simply re-register with OKF under their new Club;
 - e) A transfer fee is not required for competitive members transferring from one Active Member Club to another Active Member Club at the beginning of the registration year (January 1st of each year).
 - f) Should the instance arise where a Participant is asked to leave one Active Member Club and then intends to join a different Active Member Club, the reason for the expulsion must be disclosed on the Transfer Form. The ED will then obtain any further information from the initial Club and, at the ED's discretion, disclose said information to the intended new Club.
- 12.3 An Officer of the Active Member Club that the Participant is transferring to must sign the Transfer Form. At the discretion of the OKF, the former Club may be informed of the transfer and information may be requested with respect to any outstanding fees, disciplinary actions, etc.
- 12.4 No Participant transfer will be approved by OKF where fees from the prior competitive year remain outstanding and/or the Participant is not currently in good standing with the OKF. The situation will be reviewed upon completion of any payments or requirements to return to good standing.
- 12.5 Please note, Participants are encouraged to seek the Club and coach environments that best suit their needs and interests. This policy exists to ensure that OKF data is maintained within the database utilized for all events. It also enables the OKF to track the statistics of Participants with respect to age, locale, and skill level in order to better serve the membership as a whole.

13. Violations of Membership Policy

Participants and/or Members who violate the Policies of the OKF are subject to sanctions in accordance with the Policy violated.

14. **Affiliation With Other Combat Sports Organizations (CSO)**

14.1 Ontario Karate Federation is the official sanctioning body for karate in Ontario and as such, no Member or Participant of OKF is permitted to be a Member or Participant, in any capacity, of any Combat Sports Organization (CSO) that is not recognized by the relevant provincial ministry for amateur sport in Ontario.

14.2 Any OKF Member or Participant who is, or becomes, a Member or Participant of any other CSO must inform the Executive Director of OKF in writing immediately. For the safety of the Member or Participant, the OKF ED will ensure that the CSO indicated is recognized and then pass on their findings to the Member or Participant.

15. **Review**

OKF may review this policy on an annual basis, or as required, and may amend this Policy from time to time to ensure that it meets the needs of all Members and Participants.