



INSTRUCTOR / VOLUNTEER / ASSISTANT DECLARATION

Confirmation of Read, Understood, Accepted and Agreed Compliance with UKTKDC Policies

Full Name	_____
Role/Position	☐ Instructor ☐ Assistant Instructor ☐ Volunteer ☐ Other: _____
Club/Dojang	_____
UKTKDC Membership/ Reference	_____
Date of Declaration	_____

Purpose of this Declaration

This declaration is completed by every UK Taekwondo Commission (UKTKDC) instructor, assistant, volunteer or other person entrusted with responsibilities within a UKTKDC club, event, training session or activity. It records the individual's commitment to uphold the standards, policies, procedures and values adopted by UKTKDC and by the club in which they serve.

Declaration

I confirm that I have been given access to, have read and have taken reasonable steps to understand the UKTKDC policies, procedures, codes and guidance applicable to my role. I understand that these requirements exist to protect participants, instructors, volunteers, visitors and the reputation and integrity of UKTKDC and its member clubs.

1. General conduct and professionalism

I will act honestly, responsibly, respectfully and professionally; maintain appropriate standards of behaviour and appearance; treat others with dignity; and promote the positive values of Taekwondo, including courtesy, respect, discipline, fairness and personal responsibility.

2. Duty of care and participant welfare

I will place the wellbeing, safety and welfare of participants before performance, competition, grading, personal achievement or any other objective. I will take reasonable action to prevent foreseeable harm and will report concerns promptly through the appropriate channels.

3. Equality, inclusion and dignity

I will support an environment free from unlawful discrimination, harassment, victimisation, bullying and unacceptable prejudice. I will make reasonable adjustments where appropriate and will ensure that activities are suitable for the age, ability, experience and individual needs of participants.

4. Children and young people

Where my role involves children or young people, I will follow UKTKDC safeguarding and child-protection requirements, maintain appropriate professional boundaries, avoid inappropriate one-to-one situations, use approved communication methods, and report safeguarding concerns immediately in accordance with policy.

5. Safeguarding and abuse

I will not tolerate physical, sexual, emotional or psychological abuse, neglect, exploitation, grooming, or other safeguarding concerns. I understand that concerns must be recorded and escalated appropriately, and that I must not investigate allegations myself or promise confidentiality where a safeguarding referral is required.

6. Safe training and health & safety

I will follow safe-practice requirements, relevant risk assessments, venue rules, emergency procedures and equipment guidance. I will not knowingly instruct beyond my competence and will stop or modify an activity where conditions create an unacceptable risk.

7. Accidents, incidents and first aid

I will respond appropriately to accidents and incidents, obtain emergency assistance when required, protect participants from further harm, notify the responsible person and ensure records are completed. I understand that certain incidents may require reporting under RIDDOR and other applicable requirements.

8. Qualifications, competence and insurance

I will maintain any qualifications, training, DBS arrangements, first-aid competence, insurance or other role-specific requirements applicable to my responsibilities. I will not misrepresent my qualifications, experience, grade, authority or professional status.

9. Conduct, boundaries and relationships

I will maintain appropriate professional boundaries with students and colleagues and will not exploit my position for personal, financial, sexual, emotional or other improper benefit. I will not engage in behaviour that could reasonably undermine trust or confidence in UKTKDC or its clubs.

10. Challenging behaviour and discipline

I will deal with challenging behaviour calmly, proportionately and respectfully. I will not use humiliating, threatening, degrading or physically punitive methods. Serious or repeated behaviour concerns will be referred through the appropriate club or UKTKDC procedure.

Declaration and Signature

By signing below, I confirm that I have read and understood this declaration and the UKTKDC policies applicable to my role. I accept the responsibilities placed upon me and agree to comply with them. I understand that policies may be updated and that I am responsible for familiarising myself with relevant revisions.

- I have read and understood the UKTKDC policies applicable to my role.
- I agree to comply with UKTKDC policies, procedures, codes and reasonable instructions.
- I understand my safeguarding, health & safety and duty-of-care responsibilities.
- I understand how to report accidents, incidents, safeguarding concerns and maladministration.
- I will maintain appropriate professional boundaries and act with integrity.
- I will promptly disclose any relevant change affecting my ability to fulfill this role safely and properly.

Name(print)	_____
Signature	_____
Date	_____
Club/Dojang Representative	_____
Representative Signature	_____
Date	_____

For UKTKDC administration

Declaration received by	_____
Role/position	_____
Date received	_____
Review/renewal date	_____

Document status: UKTKDC standard declaration • Version 1.0 • 2026

This document should be read alongside the current UKTKDC policies and the procedures of the relevant member club.

Policy Commitments — Continued

11. Complaints, concerns and whistleblowing

I will raise complaints, concerns or allegations through the appropriate procedure and will cooperate honestly with legitimate enquiries. I understand that retaliation against a person who raises a genuine concern is unacceptable.

12. Maladministration, integrity and records

I will maintain accurate and honest records and will not falsify, conceal, improperly alter or misuse documents, grading records, attendance records, membership information, certificates, finances or other official information. I will report suspected fraud, deliberate misrepresentation, serious procedural breaches, conflicts of interest or other maladministration through the appropriate channel.

13. Financial integrity and conflicts of interest

I will act transparently in financial matters, declare relevant conflicts of interest and avoid using my position to obtain improper personal benefit. I will follow authorised procedures for fees, purchases, fundraising, expenses and handling of club or Commission funds.

14. Confidentiality and data protection

I will handle personal and sensitive information responsibly, only access information needed for my role, keep records secure, avoid inappropriate disclosure and follow UKTKDC data-protection and privacy procedures and applicable UK data-protection law.

15. Social media, photography and communications

I will use social media and electronic communications responsibly, maintain professional boundaries, respect privacy and follow the club's and UKTKDC's requirements for photographs, video, messaging and publication of information.

16. Prohibited substances and unsafe practices

I will not condone prohibited substances, dangerous conduct, deliberate rule violations, reckless training, rough play or any activity that unnecessarily places participants at risk.

17. Events, external activities and representation

When representing UKTKDC or a member club, I will uphold its standards and protect its reputation. I will comply with applicable event, venue and safeguarding requirements and will raise any uncertainty before acting.

18. Duty to keep policies under review

I understand that policies, guidance and legal requirements may change. I will take reasonable steps to remain familiar with current requirements and will complete any training or policy updates required for my role.

19. Reporting inability to comply

If I become unable to meet a required standard, qualification, safeguarding requirement or other condition of my role, I will promptly inform the appropriate club or UKTKDC representative and will not conceal the matter.

20. Acceptance of responsibility

I understand that failure to comply with UKTKDC policies may result in appropriate action under the relevant disciplinary, safeguarding, complaints or governance procedure, and may also have legal, regulatory or employment consequences where applicable.

Important: Signing this declaration does not replace the requirement to follow individual UKTKDC policies and club procedures. Where a policy or procedure imposes a higher or more specific requirement, that requirement must be followed. If unsure, seek guidance before acting.