INTERNATIONAL TAEKWON-DO FEDERATION OF B.C.

CONCUSSION POLICY

Removal-from-Play and Return-to-Play

Version 1.0
November 12, 2026

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PURPOSE AND SCOPE

1. Any Athlete suspected of having a concussion during any ITF of B.C. or member club activity must be removed from that activity immediately and may not return to full training or competition without written medical clearance from a licensed nurse practitioner or medical doctor.
2. This Concussion Policy sets out how ITF of B.C. and its member clubs educate participants about concussion, recognize and remove Athletes with a suspected concussion, arrange medical assessment, and manage a safe, staged return to training, school and competition.
3. This Policy follows the Canadian Guideline on Concussion in Sport published by Parachute (2nd edition, 2024), adapted to ITF Taekwon-Do.
4. This Policy applies to ITF of B.C., every member club and school, and every Person in Authority and Athlete taking part in any of the following:
    a. regular classes and training sessions, including patterns, fundamentals, sparring, self-defence and breaking;
    b. gradings and belt testing;
    c. seminars, camps, clinics and training sessions sanctioned by ITF of B.C. or run by a member club;
    d. tournaments and events hosted or sanctioned by ITF of B.C. or a member club;
    e. summer camps, after-school programs and other programs run by member clubs, for all participants who are members; and
    f. team travel to events inside or outside Canada.
5. Where another policy also applies, such as the ITF Tournament Concussion Policy at an ITF event, the stricter requirement governs.

DEFINITIONS

6. The following terms have these meanings in this Policy:

Term	Meaning in this Policy
Athlete	Any member taking part in an activity covered by this Policy, including students, competitors and camp or program participants.
Concussion	A brain injury caused by a blow to the head, face, neck or body that transmits force to the head. It cannot be seen on standard imaging and is diagnosed from signs and symptoms.
Suspected Concussion	Any case where an Athlete shows a sign or symptom of concussion, or reports one, after any impact or fall, whether or not the impact was seen.
Designated Person	The instructor or official responsible for removal and return decisions at a class or event. Each club names at least one for every class; each event names one for every ring.
Person in Authority	Any instructor, coach, assistant, official, volunteer or administrator acting for ITF of B.C. or a member club, as defined in the Athlete Protection Policy.
Medical Professional	A medical doctor or nurse practitioner. Other health professionals may support recovery but cannot provide a medical assessment or clearance under this Policy.

Term	Meaning in this Policy
Parent	The parent or legal guardian of an Athlete under 19 years of age.
Return-to-Sport Strategy	The six-step graded return described in paragraph 21.

RESPONSIBILITIES

7. ITF of B.C. will:
    a. publish this Policy and its forms on the ITF of B.C. website and distribute it to every member club each year; and
    b. receive and keep concussion incident reports from member clubs and events.
8. Each member club will:
    a. follow this Policy, which is a requirement of the liability insurance every club must carry under Bylaw 2.1 C ii (a); and
    b. keep each Athlete's medical clearance letter on file before allowing a return to Step 4 or beyond.
9. Instructors, coaches and Designated Persons will:
    a. complete the education in paragraph 12 before supervising Athletes;
    b. remove any Athlete with a Suspected Concussion, as required by paragraphs 13 and 14, and never allow same-day return; and
    c. follow the Return-to-Sport Strategy in paragraph 21 and never pressure an Athlete to progress faster.
10. Athletes will report any symptoms in themselves or a training partner to an instructor right away, and will not return to training before they are cleared.
11. Parents will arrange a medical assessment after a Suspected Concussion, share the Medical Professional's letters with the club, and tell the club about any concussion that happens outside club activity.

EDUCATION AND ANNUAL ACKNOWLEDGEMENT

12. Every instructor, coach, assistant instructor and Designated Person must complete the free coach module of the Concussion Awareness Training Tool (CATT), or an equivalent course approved by the ITF of B.C. Board, once, before supervising Athletes.

RECOGNITION AND REMOVAL FROM ACTIVITY

13. **Emergency.** If an Athlete shows any red flag in Appendix A, or loses consciousness, the Designated Person must:
    a. stop the activity and call 911;
    b. not move the Athlete or remove headgear unless trained to do so, and assume a neck injury until ruled out;
    c. stay with the Athlete until paramedics arrive; and
    d. contact the Parent as soon as possible.

14. **Suspected Concussion.** If an Athlete shows or reports any sign or symptom in Appendix A after any impact or fall, including in patterns, breaking or falls during self-defence, the Designated Person must:

    a. remove the Athlete from the activity immediately;

    b. not allow the Athlete to return to any activity that day, even if symptoms appear to clear;

    c. keep the Athlete under the supervision of a responsible adult and check for red flags;

    d. release an Athlete under 19 only to a Parent or a person the Parent names, and tell them a medical assessment is required;

    e. not allow the Athlete to drive; and

    f. complete the incident report in Appendix B within 24 hours.

15. **When in doubt, sit them out.** A Designated Person who is unsure must treat the case as a Suspected Concussion. No Athlete, Parent, instructor or official can override a removal decision on the day.

16. Removal decisions are made for the Athlete's safety and are not disciplinary. No one may discourage an Athlete from reporting symptoms.

MEDICAL ASSESSMENT

17. Every Athlete removed under paragraph 13 or 14 must be assessed by a Medical Professional as soon as possible.

18. The Athlete or Parent must give the club a written medical assessment letter stating either that a concussion has been diagnosed, or that a concussion has been ruled out. Clubs should provide Parents with Parachute's Medical Assessment Letter to bring to the appointment.

19. If a concussion is ruled out in writing, the Athlete may return to full activity once symptom free.

20. If a concussion is diagnosed, or no assessment letter is provided, the Athlete must follow the Return-to-Sport Strategy in paragraph 21. An Athlete who has not been assessed may complete Steps 1 to 3 but may not progress to Step 4.

RETURN TO TRAINING AND COMPETITION

21. An Athlete with a diagnosed or unassessed concussion returns through the six steps below, adapted from Parachute's Return-to-Sport Strategy. Each step lasts at least 24 hours. **Written medical clearance is required before Step 4.**

Step	Activity in Taekwon-Do	Goal
1. Daily activities and relative rest (first 24 to 48 hours)	Normal home activities, light walking, limited screen time. No training.	Reintroduce daily activities
2. Light, then moderate aerobic exercise	Walking or stationary cycling, building from light to brisk effort. Light resistance work. No dojang training.	Raise heart rate
3. Individual Taekwon-Do activity, no head impact risk	Solo fundamental movements, stances and footwork, slow patterns, solo kicking on a bag or target held on a stand. Supervised. No jumping, spinning or flying techniques, no partner work.	Add sport-specific movement

Step	Activity in Taekwon-Do	Goal
Medical clearance	Written clearance letter from a medical doctor or nurse practitioner given to the club.	Required to progress
4. Non-contact training	Full-speed patterns, jumping and spinning techniques, pad work with a partner holding, step sparring and partner drills with no contact. No free sparring, self-defence takedowns or breaking.	Return to normal intensity and coordination
5. Full training, no competition	Free sparring, self-defence including falls and takedowns, breaking, full class participation. No tournaments.	Return to contact and fall risk; instructor assesses skills and confidence
6. Full return	Unrestricted training, tournaments and gradings.	Full participation

22. **Symptoms during Steps 1 to 3.** A mild, brief increase in symptoms is acceptable. If symptoms worsen beyond that, the Athlete stops and tries the same step again the next day.
23. **Symptoms during Steps 4 to 6.** If any symptom returns, the Athlete stops, returns to Step 3, and must be reassessed by a Medical Professional before attempting Step 4 again.
24. **School comes first.** A student Athlete should be back at full-time school without concussion-related accommodations before Step 6.
25. **Gradings.** An Athlete may not test for a belt that includes sparring, self-defence or breaking until Step 6. Instructors may schedule a deferred grading instead.
26. **Persistent symptoms.** If symptoms last more than four weeks, or the Athlete has had more than one concussion, the club should require a further medical letter before Step 4, and the Medical Professional may set a longer or different return plan.

TOURNAMENTS AND EVENTS

27. Every tournament hosted or sanctioned by ITF of B.C. must have first aid personnel on site for the whole event.
28. An umpire or the event's first aid personnel may stop a match and remove a competitor under paragraph 14. That competitor may not compete again that day in any division.
29. At ITF events, the ITF Tournament Concussion Policy also applies. Where it differs from this Policy, the stricter rule governs.

RECORDS

30. Clubs and ITF of B.C. keep incident reports, assessment letters and clearance letters for at least seven years, or until the Athlete turns 26, whichever is later.

PRIVACY

31. Concussion records are personal health information. They are collected, stored and shared only as needed to apply this Policy, and handled under the ITF of B.C. Privacy Policy.

ENFORCEMENT

32. A Person in Authority or member club that fails to remove an Athlete, allows an early return, or does not keep the required records may be subject to action under the ITF of B.C. Discipline and Complaints Policy.

INSURANCE

33. This Policy is a condition of ITF of B.C.'s liability insurance. Clubs must apply it consistently so that coverage for the federation and every member club is protected.

REVIEW & APPROVAL

34. The Board reviews this Policy at least every two years, and whenever Parachute updates the Canadian Guideline on Concussion in Sport.

35. The original version of this Policy was approved by the ITF of B.C. Board of Directors on the 12th day of November 2026.

Review by:
David White
ITF OF B.C. President
12 November 2026

APPENDIX A: RED FLAGS AND SIGNS OF CONCUSSION

Red flags: call 911

- neck pain or tenderness
- seizure or convulsion
- double vision
- loss of consciousness
- weakness, tingling or burning in more than one arm or leg
- becoming less alert or harder to wake
- repeated vomiting
- severe or worsening headache
- increasing restlessness, agitation or combativeness
- visible deformity of the skull

Signs others may see

- lying still or slow to get up after a kick, punch, fall or impact
- unsteady, poor balance or coordination
- blank or vacant look
- confused, or unable to remember a pattern, the round or what happened
- clutching or holding the head
- facial injury after a head impact

Symptoms an Athlete may report

- headache or pressure in the head
- dizziness, nausea, blurred vision
- sensitivity to light or noise
- feeling slowed down, foggy or "not right"
- difficulty concentrating or remembering
- more emotional, irritable, sad or anxious than usual
- fatigue, drowsiness, trouble sleeping

Symptoms can appear hours after an impact. Parents should watch the Athlete for at least 24 hours.

APPENDIX B: SUSPECTED CONCUSSION INCIDENT REPORT

Complete within 24 hours and send to ITF of B.C. within 7 days.

Field	Entry
Club or event	
Date and time of incident	
Athlete name and age	
Parent name and phone	
Activity at the time (class, sparring, patterns, breaking, grading, tournament)	
How the injury happened	
Signs and symptoms observed	
Red flags present? 911 called?	
Time removed from activity	
Released to (name and relationship)	
Parent given this Policy and Medical Assessment Letter?	
Designated Person name and signature	

APPENDIX C: MEDICAL LETTERS

Clubs use Parachute's standard letters, which a medical doctor or nurse practitioner completes:

- Medical Assessment Letter: confirms whether a concussion was diagnosed (paragraph 18)
- Medical Clearance Letter: required before Step 4 (paragraph 21)

REFERENCES

- Parachute Return-to-Sport and Return-to-School Strategies, 2024
- Concussion Awareness Training Tool, HealthLink BC
- ITF of B.C. policies and downloads