

POSITION DESCRIPTION

Position Title: POOMSAE DIRECTOR (DEVELOPMENT)

Name: SOPHIA HAYNES

Reporting to:

- TNZ Board

Responsible for:

- Supervising overall Poomsae development across all levels in New Zealand
- Administration of all TNZ Poomsae training events
- Oversight of all TNZ Poomsae National Teams

Position summary:

To develop Poomsae in New Zealand through:

- Supporting and advising athletes, instructors, clubs and member organisations to identify and develop athlete performance.
- Liaising with the High Performance Director with respect to overall strategy, planning and event management.
- In conjunction with TNZ Board, develop and implement a 2 to 5 year strategy for Poomsae Development.
- Establishing and promoting contacts with outside agencies that are able to assist with TNZ goals.

Please note: This is not a coaching or technical role.

Tenure and Conditions of Appointment:

This is a voluntary position and there is no remuneration attached to the position.

All expenditure requires prior approval of Taekwondo New Zealand Management Support.

From 31st January 2024 until 30th April 2025

- This position is contingent on the ongoing confidence and support by Taekwondo New Zealand Board and meeting the performance criteria and key performance indicators.
- All information acquired during this appointment is confidential to Taekwondo New Zealand and should not be disclosed to third parties except as permitted by law and with prior clearance from the Taekwondo New Zealand Board.
- Breach of the Conditions of Appointment and/or poor performance in the key performance areas will result in a TNZ Board enquiry and possible termination of appointment.

Functional relationships:

Internal	Taekwondo New Zealand Board and Officials High Performance Director Other TNZ Directors and Officials National Team Head Coach Club Coaches and Instructors Member Organisations National Team Athletes Athletes
External	External service providers

Key tasks to be performed by the National Poomsae Administrator:

Planning and Administration

- Strategic planning: Advising the TNZ Board and carrying out strategic plans recommend to the TNZ Board, on an on-going basis.
- Assist planning and administration of events and other TNZ sanctioned events/tournaments for athletes as required.
- Assist in the development of budgets for presentation to the TNZ Board
- Advertise, record and maintain a “Long List” of athletes who have indicated the desire to be part of a TNZ training programme

Selection and Team Management

- Liaise with TNZ Board and National Team Head Coach(es) on development of national coaching personnel structure to ensure optimal coaching for all TNZ athletes.
- Oversee the coaching and training programmes of all TNZ Long List athletes where possible and as officially authorised by TNZ
- Assist and advise TNZ Board to strategies and processes to improve the skill of coaches, instructors and athletes. If necessary, look to invite overseas coaches to visit New Zealand to aid development of Poomsae.
- Ensure that all Long List athletes and officials abide by the TNZ athlete Code of Conduct

Performance Management

- Performance evaluation of athletes on the “long List” including, raw data evaluations, constructive verbal feedback and where required written assessment.
- Ensuring that all TNZ sanctioned training and performance events are to a high standard of health and safety.
- Act as a role model and work in an ethical manner.

Poomsae development

- Collect data to establish a baseline level of Poomsae at regional, national and international levels.
- Develop long term goals (2 to 5 years) for the development of Poomsae at regional, national and international levels.
- Provide advice, constructive feedback and develop program elements based on athlete’s needs.
- Provide advice, constructive feedback and develop program elements based on the needs highlighted from collected data.
- Stay up to date with international policies and development of Taekwondo, especially with respect to:
 - Rule changes and their effect on ring strategy and techniques.
 - International trends in techniques, strategies and training methods.
 - Scoring methods and equipment.
- Where applicable to the athlete, review athlete’s performance at target events and providing post performance written evaluation.
- Identify technical, physical, emotional and mental needs for athletes to enable feedback into the training program.
- The TNZ Board may delegate other tasks related to the development, selection and management of the representative New Zealand team as required.

Performance Criteria

- Agreed deadlines and performance criteria to be met
- Comply with program requirements
- Information provided to the TNZ Board is accurate and timely
- Absence of justifiable complaints from relevant parties, both internal and external
- Work to maintain a good team environment
- Maintain high quality coaching and teaching
- Compliance with Taekwondo New Zealand codes, policies and procedures
- Adherence to Taekwondo New Zealand Code of Conduct for coaches and athletes
- Function to the satisfaction of the Taekwondo New Zealand Board

I have read and understand the above position description and my responsibilities in this position:

Signed _____

Date _____