



# TAEKWONDO NEW ZEALAND POLICIES

## VERSION 4.0

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# 1.0 TNZ DISPUTE RESOLUTION POLICY

In force per 7 May 2021

## 1.1. PURPOSE AND RATIONALE

The purpose of this policy is to effectively deal with disputes between TNZ and individuals with whom TNZ has functional relationships, such as members, athletes at its events, officials and volunteers.

There are a number of different types of disputes potentially arising from TNZ's activities. These include rule interpretation and compliance - e.g. discipline, doping, eligibility and selection; and personal interest disputes such as personality clashes between officials and athletes. For the latter type of dispute where there is some middle ground it may be more effective to use a dispute resolution process such as a review of procedure or mediation, and for the former a Disciplinary committee application may be the best solution; and so this policy includes both as options for resolving disputes, as well as a mechanism for dealing with policy or procedural deficiencies without the need to escalate the dispute to a more formal resolution process.

TNZ recognises that there can be a major investment in time, effort and financial cost to athletes and others such as volunteers, and the consequences of TNZ decisions such as selection for events can be significant. Also, because of the standard nature of contracts such as selection policies, and the nature of TNZ's activities, there is not a real freedom of contract; and for these reasons there must be fair and accepted methods in dealing with disputes between parties.

## 1.2. EXISTING POLICIES AND PROCEDURES

TNZ has a number of existing documents setting out rights and obligations between TNZ and athletes, members and officials.

Document	Applies to
TNZ Constitution	Members
Selection Policy	Athletes or officials
Officials agreements and job descriptions	TNZ Appointed Officials, TNZ Board members
Code of conduct	Members and athletes at TNZ events Athletes, coaches and officials at TNZ events
WT Competition rules	Members
Tournament Information packages	Athletes, coaches and officials at TNZ events
Code of conduct	Selected athletes
TNZ anti-doping policy	Athletes at TNZ and WT events

## 1.3. PRINCIPLES

The principles underpinning the resolution process are as follows.

### 1.3.1. PROCEDURAL JUSTICE

The right to a hearing, which is free of bias, and where the decision is based only on relevant evidence. The right for all relevant parties to participate (e.g. where another athlete-B may be deselected if athlete-A's appeal is successful, athlete-B has a right to be heard). The procedure is covered in both the TNZ Constitution, the Code of Conduct and the TNZ Selection Policy (Article 13 of this document).

### **1.3.2. TRANSPARENCY**

There must be visibility and openness in transactions with the parties, ensuring that all relevant information on the evidence and decision making process is made available.

### **1.3.3. CONFIDENTIALITY**

The principles of privacy are adhered to.

### **1.3.4. TIMELINESS**

There should be no undue delays in the process.

### **1.3.5. CERTAINTY**

The resolution process will be compliant with the TNZ Constitution.

1. In the case of other relevant sporting bodies (for example Sport New Zealand and New Zealand Olympic Committee), where jurisdiction allows, these relevant sporting bodies own policies may be adhered to.

## **1.4. RESOLUTION PROCESSES**

### **1.4.1. DISCIPLINARY COMMITTEE**

In this process, TNZ and the other parties to the dispute will present arguments and evidence to the Disciplinary committee. The Disciplinary committee will then make a recommendation to the TNZ Board (as per the TNZ Constitution).

The Disciplinary committee will be convened for this purpose by the TNZ Board from suitably qualified persons, as per Article 25 of the TNZ Constitution.

### **1.4.2 ADMINISTRATIVE REVIEW**

Where the claimant does not want to undertake a formal disputes resolution process, TNZ may agree to undertake an internal review of a policy or process, if there is evidence that it is deficient, or enter into mediation. The TNZ Board has the sole responsibility to appoint a "Reviewer".

#### **1. REVIEW**

The Reviewer's decision is not binding, and the action of requesting an administrative review does not prevent the claimant from subsequently requesting a formal disputes resolution.

#### **2. MEDIATION**

The process of Mediation requires the appointment of an independent Mediator, who is agreed upon between the parties. If the Mediator has costs associated to their appointment, it is solely upon the claimant to meet the costs of the Mediator. The Mediator will assist the TNZ Board and the other parties to reach an agreed binding resolution.

#### **3. EXCEPTIONS**

Mediation is not available for:

1. Doping offences.

## **1.5. CLAIM PROCEDURE FOR DISPUTES RESOLUTION**

A dispute claim must be lodged in writing with the Secretary within two weeks of the disputed action occurring (or if following an administrative review one week after the reviewer's recommendation). Late disputes may be heard at the discretion of the Disciplinary committee. Claims must be lodged by a party affected by the disputed action or a nominated representative. No Third party claims will be accepted.

### **1.5.1 SUBMITTED FORMAT FOR CLAIMS**

The written claim must include:

1. the names of the parties,
2. the cause of the dispute,
3. the grounds for the dispute and
4. the type of disputes process being sought.
5. If possible include a list of events and evidence, such as the dates, time, venue, and who was there, video evidence available etc

### **1.5.2 HEARINGS FOR DISPUTES RESOLUTION**

1. The Disciplinary committee will be convened for the purpose of hearing claims for dispute resolution.
2. The Disciplinary committee will be convened by the TNZ Board from suitably qualified persons, as per Article 25 of the TNZ Constitution.
  1. If a Disciplinary committee member has costs associated to their appointment to the Committee, it is solely upon the claimant to meet the costs of the Disciplinary committee member.
  2. Of the individuals making up the Disciplinary committee, the TNZ Board will appoint a Chairperson. The Chairperson will be charged with the purpose of ensuring that the hearing is held in a formal, "court room" style.
3. The Disciplinary committee meeting will be divided into three parts:
  1. Part 1: Pre-hearing Discussions, attending by ONLY the Chairperson and the two other Disciplinary committee members
  2. Part 2: The Hearing
    1. The entire hearing must be recorded, both visually and auditory. The recording of the hearing must be retained for one calendar year (365 days), and then be destroyed in its entirety.
    2. No copies may be made of this recording
    3. TNZ and the other parties (including their representatives) to the dispute, may present arguments and evidence to the Disciplinary committee.
    4. The hearings may include the submission of written evidence and argument, appearance in person, or through an alternative medium such as conference call or video conference.
    5. The Chairperson will have the sole responsibility for determining whether a statement - or part thereof - or evidence presented has relevance to the claim being addressed by the hearing
    6. The hearing will conclude once the Disciplinary committee is satisfied that all statements, discussions, arguments and evidence have been submitted in a satisfactory manner, and that no further submissions need to be presented

7. All parties to the hearing must be warned of the consequences of sharing, in any form or manner, the contents of the Hearing or the subsequent Disciplinary committee report. (Article 15.5.2.3 of this Policy)
  8. The Chairperson will call an end to proceedings of the hearing
3. Part 3: The Determination
1. The Chairperson will dismiss all parties from the Hearing whilst retaining only the attendance of the members of the Disciplinary committee.
  2. The Disciplinary committee will immediately begin discussion as to the determination (outcome).
  3. Once a determination has been reached, the Chairperson will call an end to the Disciplinary committee meeting
4. The Disciplinary committee will then make a recommendation to the TNZ Board (as per the TNZ Constitution). The form of the recommendation is to be a report written by the Chairperson
1. The Report is to include:
    1. the names of the parties,
    2. the cause of the dispute,
    3. the grounds for the dispute and
    4. the type of disputes process being sought.
    5. a list of events and evidence, deemed relevant by the Chairperson
    6. A summary statement written by the Chairperson
    7. the determination written in the form of a recommendation for action by the TNZ Board
5. Once the Disciplinary committee have submitted their report, the TNZ Board will then:
1. Decide whether or not to accept the determination of the Disciplinary committee
  2. Regardless of decision of the TNZ Board, the TNZ Board will have 10 working days, from the receipt of the report, in which to notify the claimant and other parties.
    1. In the case of the TNZ Board accepting the Disciplinary committee determination, notification is to include a full copy of the Disciplinary committee report
    2. In the case of the TNZ Board not accepting the Disciplinary committee determination, notification is to include a full copy of the Disciplinary committee report
    3. The disclosure (publication, copying, electronic posting or any other form of dissemination of materials) of the entire Disciplinary committee report, or parts therefore, will constitute a breach of the TNZ Privacy Policy and deed a matter for the convening of a Disciplinary committee

## **1.6. LIMITATIONS TO THIS POLICY**

### **1.6.1. FIELD OF PLAY DECISIONS**

This disputes process is not available for challenging field of play decisions, where the rules of the competition allow for an appeal.

For example: World Taekwondo Kyorugi competition rules allow for appeals of officials decisions during the course of the match - e.g. Video Replay card held by each Coach prior to the beginning of a match

### **1.6.2. DOPING OFFENCES**

Unless it results in uncertainty as to whether the correct sample has been attributed to an athlete, procedural or procedural justice errors during the application of the doping policy will not be grounds for overturning the substantive finding of a doping offence being committed.

The disciplinary penalty may be appealed on these grounds.

It is likely that in the case of doping offences, other national and international organisations (inclusive but not exclusive to) may become involved in the setting of disciplinary actions:

World Taekwondo (WT)

World Anti-Doping Agency (WADA)

Sport New Zealand (SNZ)

New Zealand Olympic Committee (NZOC)

If guilt is proven, whilst the above organisations may take further disciplinary action, any additional disciplinary action taken by TNZ in the form of further penalties may be served, at TNZs sole discretion, concurrently or consecutively to the penalties set by the other organisations

### **1.6.3. OFFENCES OCCURRING AT INTERNATIONAL EVENTS**

In the event that a Taekwondo New Zealand member is found to have contravened a rule, code of conduct or article set by either (or all) governing bodies:

- World Taekwondo (WT)
- Oceania Taekwondo Union (OTU) or any other WT recognised Continental union
- Sport New Zealand (SNZ)
- New Zealand Olympic Committee (NZOC)

And where that governing body has issued a disciplinary action, TNZ reserves the right to either:

- Agree to the terms and conditions of the disciplinary action OR
- Apply an additional disciplinary action

As guilt has been proven, whilst the above organisations may take further disciplinary action, any additional disciplinary action taken by TNZ in the form of further penalties may be served, at TNZs sole discretion, concurrently or consecutively to the penalties set by the other organisations.

#### **1. ADMINISTRATION OF THE DISCIPLINARY PENALTY(S)**

It is the responsibility of TNZ, TNZ Member Organisations, individual TNZ members and the wider taekwondo community to ensure that any disciplinary action handed down from any organisation listed in Article 1.6.3 of this Policy is actioned and adhered to by the recipient of the disciplinary action

1. Any TNZ Member Organisation or individual TNZ members seen to not apply the disciplinary action to the recipient will be deemed to have contravened the TNZ Code of Conduct and may face Disciplinary action by TNZ

#### **2. APPEAL**

Only the disciplinary penalty handed down by TNZ may be appealed using this Article's Dispute Resolution process.

### **1.6.4. DISPUTES BETWEEN MEMBERS AND THEIR MEMBER ORGANISATIONS**

This policy only applies to members of TNZ, or members of the taekwondo community not affiliated with the national body, namely Taekwondo New Zealand (TNZ).

## 2. TNZ CODE OF CONDUCT

In force per 11 November 2020

### 2.1. CODE OF CONDUCT FOR ALL MEMBERS

Taekwondo New Zealand (TNZ) recognises that the development of each of its members as a whole person is one of the fundamental goals of Taekwondo. It is envisioned that this is achieved both within the training environment and in competitions through the attitude and actions of the instructors, the members, the players and the coaches. The behaviour and attitude of the TNZ member can reflect well or badly on Taekwondo and can also affect the development of others who may model their behaviour on the TNZ members. The overarching principle is that Taekwondo training and competition should be a positive, fair, healthy and enjoyable experience for all involved.

If a TNZ member feels that they need to make contact with TNZ regarding an item(s) raised within this document, they are advised to initially email: [secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz)

TNZ requires all members, when taking part in any training, event or activity held by or sanctioned by TNZ or a member organisation (MO) or an individual club, to meet the following conduct requirements:

#### 2.1.1 PROFESSIONALISM

- Exemplify honesty, integrity, fair play, and sportsmanship in all situations, regardless of the impact that might have upon the outcome of the competition.
- Act in a professional manner in your relationships with other members, players, coaches, officials, administrators and the public, treating all with respect and dignity.
- Respect the skills, potential and in development, of fellow members.
- Members accept that they are role models, and maintain high personal behaviour standards at all times, including conducting themselves in a professional manner relating to language, outward emotion and punctuality.
- Accept and respect the role of officials in ensuring that all events and competitions are conducted fairly and according to established rules. 11
- Know, accept and abide by rules, regulations and standards, both the letter and spirit of the rules, and spirit of the NZOC, SNZ, WT and TNZ.
- Do not engage in or tolerate acts of aggression or bullying towards other members.
- Be responsible and accountable for your conduct at all times, including on social media.

#### 2.1.2. TRAINING

- Co-operate with instructors, coaches and staff in development of training programs and organised events
- Be frank and honest with members concerning illness and injury and the ability to train fully within the program requirements.
- Be honest with yourself regarding your attitude and preparation to training and the requirements of competition.
- Care for and respect the equipment provided as part of the training program or competition.



- As a role model, members should promote healthy lifestyles by their actions, including healthy eating behaviours and safe weight loss or gain. Members should also avoid performance enhancing drugs and other illegal drugs.

### **2.1.3. COMPETING**

- Abide by the rules and their intent
- Respect the decision of the officials, make appeals through the formal process, and accept the final decision.
- Respect the rights, dignity, and worth of fellow members, players, coaches, officials and spectators.

### **2.1.4. MEMBERS RELATIONSHIP WITH OFFICIALS**

- TNZ will not tolerate member's overt displays regarding an official's decisions by verbally abusing them or aggressive behaviour.
- TNZ accepts that officials make mistakes. If a player has an issue with the refereeing, or think the referee was unfair, biased, unfit, or incompetent, there is a process for their instructor or coach to lodge a protest.

## **2.2. CODE OF PRACTICE FOR COACHES AND INSTRUCTORS**

*- additional to Article 2.1 of the Policy for those holding these positions*

Coaches and Instructors have an influence on their club members and athletes, which includes physical, mental, and emotional development. The example shown by the Coach and Instructor is powerful, for the better or the worse. If the Coaches and Instructors insist on fair play, concentrate on their member's enjoyment of Taekwondo, then their own development as a person, and the martial art, benefits. The overarching principle is that leading Taekwondo training for others should be a positive, fair, healthy, and enjoyable experience.

### **2.2.1. PRINCIPLE 1**

The Coach/Instructor should meet a minimum standard of competency, maintain an up-to-date knowledge of current practice, and strive towards their own development. Areas in which they can develop their competency include:

- Injury prevention, care, and management,
- Risk management, growth, development, and learning,
- Training, conditioning, and nutrition,
- Social/psychological aspects of coaching,
- Skills, tactics, and strategies,
- Teaching and administration,
- Athlete preparation

### **2.2.2. PRINCIPLE 2**

Coaches and Instructors are responsible to ensure that the health, well-being and development of players takes precedence. This includes:

- Coaches and Instructors are committed to the safety and well-being of each player and promote healthy lifestyles by their own actions

- Actively discourage the use of performance enhancing drugs, unhealthy recreational drugs such as tobacco, and other illegal drug habits.
- Promote healthy eating behaviours and safe weight loss or gain
- Demonstrate an understanding of the growth and developmental stages of their players
- Recognise the players right to consult with other coaches and instructors.
- Cooperate fully with other specialists (e.g. sports scientists, doctors and physiotherapists).

### **2.2.3. PRINCIPLE 3**

Coaches and Instructors provide a physically and emotionally safe environment for training and competition.

This includes:

- Follow current safe training and conditioning techniques
- Exhibit sound injury and risk management practices
- Do not tolerate acts of aggression or bullying
- Ensure that the tasks and/or training set is suitable for age, experience, ability and physical and psychological conditions of the member
- Provide feedback to members and other participants in a manner sensitive to their needs.
- Avoid overtly negative feedback.
- Treat all members fairly within the context of their sporting activities, regardless of gender, race, place of origin, athletic potential, colour, sexual orientation, religion, political beliefs, socio- economic status, disabilities, and other conditions.
- Encourage and facilitate member's independence and responsibility for their own behaviour, performance, decisions, and actions
- Involve the members in decisions that affect them personally
- Encourage members to respect one another and to expect respect for their worth as individuals regardless of their level of play
- Take responsibility for the behaviour and sportsmanship of their members.
- Ensure any physical contact with members is appropriate to the situation and necessary for the member's skill development
- Coaches and Instructors should not only refrain from initiating a sexual relationship with an athlete but should also discourage any attempt by an athlete to initiate a sexual relationship, possibly explaining the ethical basis of the refusal.
- Avoid situations with their members that could be construed as compromising

### **2.2.4. PRINCIPLE 4**

Coaches and Instructors should endeavour to execute their role in a professional manner. This includes:

- Placing the members needs and interest before their own
- Exemplify honesty, integrity, fair play, and sportsmanship regardless of the impact that might have upon the outcome of the competition
- Being professional in their relationships with members, officials, colleagues, administrators and the public and treat them with respect and dignity.

- Coaches and Instructors accept that they are role models and there must be congruency between their actions and words.
- Accept and respect the role of officials in ensuring that competitions are conducted fairly and according to established rules
- Know and abide by rules, regulations, and standards, and encourage members to do likewise.
- Accept both the letter and spirit of the rules.
- Maintain confidentiality when appropriate and avoid situations that would potentially create a conflict of interest or exploit any member.
- Refrain from any inappropriate behaviour, activities or practices that compromise the trust and wellbeing of the members
- Operate within the rules and spirit of Taekwondo
- Be responsible and accountable for personal conduct.

# 3. TNZ SAFEGUARDING POLICY

## (PERSONAL AND SOCIAL SAFETY)

In force per 10 April 2022

### 3.1. INTRODUCTION

This policy has been developed to provide clarity to instructors, coaches, managers, directors, parents/caregivers, adult assistants, and athletes on keeping themselves personally and socially safe in all Taekwondo/martial arts training facilities (over and above the normal physical safety parameters of participation in a potentially “high risk” activity), and when being involved in TNZ Taekwondo activities.

### 3.2. SCOPE

This policy applies to those listed below, and to ensure, as much as possible, the following:

- The personal/social safety of all TNZ athletes, instructors, coaches, directors, managers, adult assistants, or those acting in these roles, when involved with any aspect of Taekwondo.
- The personal/social safety of TNZ board members and helpers when involved with any aspect of their Taekwondo.
- The protection of the integrity of the sport of Taekwondo and the Taekwondo New Zealand organisation.
- To promote the values of Taekwondo.

### 3.3. SUMMARY

It is imperative that instructors, board members, coaches, managers, directors, parents, and athletes are personally and socially safe in the martial arts training facility, or in allocated accommodation, when partaking in a TNZ related activity. In our martial art, we teach that avoidance of certain situations is the best form of self defence. It must be ensured that this teaching is followed in every circumstance.

#### 3.3.1. ATHLETES

Athletes want to be in an environment that is safe and supportive, where they are encouraged to be the best they can be and gain maximum enjoyment from what they are doing. To provide this environment, instructors, coaches, managers, directors, adult assistants, and board members need to ensure:

- That there is no extreme emphasis on winning at any cost. (The mental health of the athlete, and those involved with the athlete, needs to be first and foremost.)
- That there is no situation where some participants are shown favour over others.
- That there is no situation where athletes feel that they are not on good terms with the person in charge.
- That there is no situation where athletes fear being emotionally or mentally hurt.
- That there is no situation in terms of physical safety within a full-impact sport that athletes feel improperly trained to compete as safely as possible.
- That there is no situation where they don't feel safe physically, mentally and emotionally.
- That there is no situation where they don't feel that they are improving or developing their skills.

### 3.3.2 INSTRUCTORS, COACHES, MANAGERS, DIRECTORS AND ADULT ASSISTANTS

Instructors, coaches, managers, directors and adult assistants also want to be able to teach and act as safely as possible. Instructors, coaches, managers and directors are in a situation of great responsibility and power, particularly in the eyes of their athletes. Adult assistants are also in a position of power and authority. In order to keep themselves safe, instructors, coaches, managers, directors, and adult assistants, should note the behavioural procedures outlined below.

## 3.4. PROCEDURES

All instructors, coaches, managers, directors and assisting adults should be police vetted.

At the time of writing, TNZ is setting up a system so that members can be police vetting checked under the name of the TNZ organisation. Instructors, coaches, managers, directors, and assisting adults will be required to send evidence of such a check has been sent to the TNZ Board, to be kept on file in a confidential state. It is to be noted that a police vetting check is only one layer of safety.

Please refer to

[https://sportnz.org.nz/assets/Uploads/attachments/managing-sport/young- people/Safe-Sport-for-Children.pdf](https://sportnz.org.nz/assets/Uploads/attachments/managing-sport/young-people/Safe-Sport-for-Children.pdf)

for further information.

- All instructors, coaches, manager, directors, and adult assistants are encouraged to inform parents to be punctual in picking their children up at the end of any training or event, so these children are not left waiting.
- Instructors, coaches, managers, directors, or assisting adults who find they have a child who has not been picked up on time at the end of a training or event are encouraged to wait with that child somewhere outside the training facility, or, in inclement weather, in the open door of the training facility.
- Instructors, coaches, managers, directors, and assisting adults, should not offer to drive athletes home after trainings or events, except in an emergency, unless they have explicit evidential permission to do so (text message, email message, voice message, etc.)
- Instructors, coaches, managers, directors or assisting adults who are driving athletes to tournaments, camps, seminars or events should have at least one other adult in their vehicle or have evidential permission to do so. All vehicles that are involved with driving children to camps must have: a driver with a valid driver's licence, and a registered and warranted vehicle with adequate numbers of seat belts.
- Instructors, coaches, managers, directors, or assisting adults should not give gifts, or send social media or written cards/letters/messages that deal with emotive feelings to any athlete. If an instructor, coach, manager, director, or assisting adult receives such communication from an athlete, this should be discussed with the athlete (and in terms of a minor, with the caregiver as well) by way of an educational meeting informing them that this form of communication is not appropriate and explaining why. This also pertains to adult athletes as any form of relationship involving emotive feels could be construed to be prejudicial in terms of selections. A report outlining an event of this nature should be sent to TNZ ([secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz)).

- Instructors are encouraged to seek permission from all athletes (and parents/caregivers where applicable) regarding the following:
  - Taekwondo is a physical activity and this may at times include the correcting of technique by the instructor, coach, manager, director, or adult assistant by physically manipulating positions, or engaging in contact sparring activity.
  - Evidential permission needs to be documented by the instructor, coach, manager.
  - Instructors, coaches, managers, directors, adult assistants, and board members are to be made aware of ensuring psychological/emotional safety of their athletes at all times.

Harassment, abuse or bullying of any kind between any person present at the training or at any Taekwondo camp or event will not be tolerated. A report of any such incident to those in charge must be made to TNZ ([secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz))

### 3.5. DEALING WITH CONCERNS/ALLEGATIONS

*NOTE: For any allegations of concerns, actions, or incidents that are construed to be illegal, the New Zealand Police will be contacted.*

#### 3.5.1 FOR ATHLETES:

- In the first instance, the athlete, or the parent/caregiver of the athlete, can contact the club instructor, coach, manager, high performance director for help (contact details to be on athlete registration form that the athlete/parent/guardian fills out prior to a TNZ event).

If the athlete feels uncomfortable contacting any of the above, contact can be made directly with the TNZ organisation ([secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz)) The TNZ contact information should also be stated on the individual event registration form. The TNZ Board will assist with the situation assuring strict confidentiality.

#### 3.5.2. FOR INSTRUCTORS, COACHES, MANAGERS, DIRECTORS:

- If the instructor, coach, manager or director has issues with the police vetting, or if the vetting comes back noting a concern, there is a need to discuss this with the TNZ board, or by a Committee set up specifically for this reason by the TNZ board (by email or at a zoom meeting set up at a time that suits all participants.) Strict confidentiality is to be adhered to.
- If at any time an instructor, coach, manager, director or adult assistant needs support for decisions made, or needs to discuss any incident where they are made to feel uncomfortable, be it with an athlete, a parent or caregiver, a helper, etc, they can contact the TNZ organisation for help and advice ([secretary@newzealandtaekewondo.co.nz](mailto:secretary@newzealandtaekewondo.co.nz)). Strict confidentiality is to be adhered to.

### 3.6. PANDEMIC AND HEALTH RELATED ISSUES

From time to time there could be pandemic health restrictions that could impact on trainings and events. TNZ tries to ensure all instructors, coaches, managers, directors, and adult assistants are made aware of the restrictions and the health guidelines surrounding any health alert directive. The policy entitled “TNZ Policy on Complying with Government Directives for Covid 19 and any other Pandemic/Serious Health Situations” must be followed.

Other documents relevant to this one:

- TNZ Policy on Complying with Government Directives for Covid 19 and any other Pandemic/Serious Health Situations
- TNZ Health and Safety Policy
- TNZ Head Injury/Concussion Policy
- TNZ Risk Assessment of Camps

# 4. TNZ POLICE VETTING POLICY

In force per 10 April 2022

## 4.1. INTRODUCTION

Taekwondo New Zealand (TNZ) is strongly committed to providing a safe and caring environment for all members. The safety and welfare of children, young people and vulnerable adults is paramount.

Children are defined as those under 18 years of age. Although, it is not a legal requirement for clubs and sport organisations to undergo police vetting of its members, Sport New Zealand identifies it as best practice.

Best practice standards go beyond the legal requirement and recommend that any person who has regular contact with children/tamariki or rangatahi such as a coach, manager, or supervisor or volunteer, someone who drives children to activities and events, and anyone responsible for overnight trips away should be police checked prior to working with children (Sport New Zealand Safer Recruitment Policy).

## 4.2. PURPOSE

Police vetting can be used to help protect children, young people and vulnerable adults from being exposed to people who have a criminal history that could put them at risk. Police vetting is part of the screening process providing TNZ, and its associated members, with a judgement by the Police about a person's suitability to work with children or vulnerable adults based on the limited information it holds. It should be seen as part of a wider approach to making taekwondo a safe and enriching experience for everyone involved, including participants, parents/caregivers, officials, coaches and administrators.

Police vetting does not constitute TNZ's complete response to keeping its members safe and must be applied in conjunction with best practices outlined in the TNZ Safeguarding Policy that provides guidelines and recommendations of conduct and procedures to provide clarity to instructors and students on keeping themselves personally and socially safe. Police vetting of individuals is only going to identify individuals with known adverse behaviours, however it acts as part of a layered approach and can help deter unwanted behaviour. It is important that any inappropriate behaviours witnessed are reported and addressed as outlined in the TNZ Safeguarding Policy.

The process of police vetting is not to identify or disqualify individuals with minor or irrelevant criminal records. Rather TNZ looks to filter against those offences outlined by the Children's Act 2014. A summary of offences is listed below.

- Murder
- Sexual offences
- Indecency offences resulting in imprisonment
- Kidnapping
- Offences connected to child prostitution
- Possession or publication of child pornography
- Assault and/or violence towards a child
- Assault or violence towards a spouse or partner
- Possession of drugs for supply resulting in imprisonment
- Recidivist drink driving resulting in imprisonment
- Any other serious offence resulting in imprisonment for over two years



Police vetting searches the Police database for information held about the person being checked. Where there is information, the released information may include:

- Conviction history and infringement/demerit reports.
- Active charges and warrants to arrest.
- Charges that did not result in a conviction including those that were acquitted, discharged without conviction, diverted, or withdrawn.
- Any interaction they have had with New Zealand Police considered relevant to the role being vetted, including investigations that did not result in prosecution.
- Information regarding family violence where they the victim, offender or witness to an incident or offence, primarily in cases where the role being vetted takes place in a home environment where exposure to physical or verbal violence could place vulnerable persons at emotional or physical risk.
- Information subject to name suppression where that information is necessary to the purpose of the vet.

For more information on police vetting visit [Police Vetting Information](#)

### **4.3. POLICY**

TNZ views that the safety and welfare of children, young people and vulnerable adults is paramount. Therefore, as part of TNZ's broader and layered approach to the personal safety of its members, TNZ has chosen to adopt the best practice of police vetting individuals, following the guidelines and template of the Children's Act 2014.

Any person(s) holding positions of leadership within TNZ, as listed below, are required to undergo police vetting. Although the normal duties of these positions may not involve the holder to have regular contact with children, it is considered that these positions warrant police vetting to:

- (a) lead by example; and
- (b) to ensure fit and proper person(s) hold these positions, according to this policy and that of the TNZ Safeguarding Policy.

Police vetting is compulsory for the following TNZ members:

- Elected members of the TNZ Board
- Appointed advisors to the TNZ Board
- Delegated subcommittee members
- Coaches
- Managers
- Directors
- Adult Assistants (at TNZ trainings, and in the position of transport providers to and from TNZ events)
- Any person appointed by the Board to an official TNZ position

Police vetting is highly recommended for all coaches, managers, directors, adult members and adult non-members who regularly assist at club trainings and taekwondo events involving children under the age of 18 years and vulnerable adults. If an above person has been police vetted by another organisation it is best

practice that the person also undergoes police vetting by the TNZ Police Vetting Committee as part of the TNZ Police Vetting Policy.

It is also recommended that all paid or volunteer persons who have regular or overnight contact with children and vulnerable adults be vetted. Regular or overnight contact means the person has contact (other than merely incidental contact) with a child or children:

- overnight; or
- at least once each week; or
- on at least four (4) days each month.

Police vetting records will need to be renewed every three (3) years. The TNZ Police Vetting Committee will notify members/officials when it is time to renew police vetting records. However, it is also the responsibility of the individual to ensure that their police vetting record does not lapse.

This service is available to all of the above who are aged 10 years and over. The NZ Police charge a fee (\$8.50 plus GST as at September 2020).

#### **4.4. PROCEDURE/PROCESS**

TNZ is a registered authority agent for police vetting and as such members of the TNZ community are able to use this service through the TNZ Police Vetting Committee.

For those whom it is considered compulsory by TNZ to be police vetted they will need to contact, or will be contacted by, a member of the TNZ Police Vetting Committee and provided with forms and guidelines.

For TNZ members and non-members whom it is considered recommended best practice to undergo police vetting, they need to contact the Police Vetting Committee by emailing [secretary@newzealandtaekewondo.co.nz](mailto:secretary@newzealandtaekewondo.co.nz) and request police vetting services.

#### **4.5. HOW TO COMPLETE THE APPLICATION**

The police vetting forms and guidelines will be sent out by email to the person undergoing vetting. These forms and guidelines can also be found and downloaded from the police vetting website Police Vetting Forms and Guides.

In addition to the completion of the police vetting form, the person(s) being police vetted will also need to provide proof of identification. Proof of identification in two forms of identification are required (see page 5). If a member of the TNZ Police Vetting Committee is unable to view the forms of identification in person and it is sent copies by email, the identification will need to be verified by the person being vetted.

#### **4.6. THE RESULTS OF THE POLICE VETTING**

A full copy of the report will be sent to person undergoing police vetting.

##### **4.6.1 OUTCOMES**

- No identified concerns from information obtained from police vetting results.
- Concerns identified to be discussed with the person.
- Red-flagged as identified by information obtained from results of police vetting.

##### **4.6.2. WHO WILL SEE THE RESULTS OF MY POLICE VET?**

Only the members of the TNZ Police Vetting Committee will be able to see your report. The full report is only accessible for two months; after which it is removed by the Police from our portal in the Police vetting system.

#### **4.6.3. MY POLICE VET HAS RAISED SOME CONCERNS, WHAT HAPPENS NOW?**

If your police vetting has raised some concerns, you will be contacted by TNZ Police Vetting Committee to discuss your results or asked to submit further information. You will be given an opportunity to appeal that result if you wish to do so. The appeal will be put forward to the members of the TNZ Police Vetting Committee and if needed they may seek expert advice on concerns raised by the appeal. In addition, all members of the TNZ Police Vetting Committee must identify any conflicts of interest with the person undergoing the appeal. If a conflict of interest is identified for any member(s) of the TNZ Police Vetting Committee they may ask another member of the TNZ Board to step in.

#### **4.6.4. CAN I DISPUTE A VETTING RESULT RELEASED BY THE NZ POLICE?**

Yes, you will need to email the name of the agency (Taekwondo New Zealand), your full name, date of birth, the date the vetting check was submitted (TNZ to provide), and a description of the issue to [qa.vetting@police.govt.nz](mailto:qa.vetting@police.govt.nz).

### **4.7. STORAGE OF INFORMATION/DATA MANAGEMENT**

All information obtained from police vetting applications will be held in accordance with the TNZ Privacy Policy and will be securely destroyed after 12 months.

### **4.8. EVIDENCE OF IDENTITY**

The purpose of this section is to confirm the identity of the applicant to ensure the correct person is being vetted to a standard accepted by New Zealand Police for vetting purposes. This is based on identity confirmation requirements set out in the Children's Regulations 2015.

In order to confirm the identity of the applicant, two forms of ID must be sighted, one primary and one secondary, one of which must be photographic.

#### **4.8.1. PRIMARY IDS INCLUDE:**

- Passport (NZ or overseas)
- NZ firearms licence
- NZ full birth certificate (issued on or after 1998) NZ citizenship certificate
- NZ refugee travel document
- NZ emergency travel document
- NZ certificate of identity

#### **4.8.2. SECONDARY IDS INCLUDE:**

- NZ driver licence
- 18+ card
- NZ full birth certificate (issued before 1998)

- Community Services card
- NZ employee photo identification card
- NZ student photo identification card
- Inland Revenue number
- NZ issued utility bill (issued not more than six months earlier) NZ teacher's registration certificate
- NZ electoral roll record
- International driving permit
- Steps to Freedom form current

Current identity documents are preferred, but documents that have expired within the past five years may be accepted.

If an applicant is unable to meet the requirements for evidence of identity, please contact the Police Vetting Service at [qa.vetting@police.govt.nz](mailto:qa.vetting@police.govt.nz)

#### **4.8.3. EVIDENCE OF A NAME CHANGE**

If the two identity documents have different names (e.g. a birth certificate contains the applicant's maiden name and a driver licence contains their married name) evidence of a name change must be sighted such as a marriage certificate or statutory declaration.

#### **4.8.4. ASSERTIONS OF A REALME VERIFIED IDENTITY**

Approved Agencies who have integrated with RealMe to accept an online assertions of an individual's RealMe verified identity may use this instead of sighting two forms of identity documents.

#### **4.8.5. USE OF A 'DELEGATE' TO VERIFY AN APPLICANT'S IDENTITY**

The agency representative submitting the vetting request may delegate the sighting of identity documents to another person within their organisation. For example:

- The agency representative may delegate authority to front counter/reception staff to verify an applicant's ID.
- The agency representative may delegate authority to staff in their offices around NZ to verify an applicant's ID.

#### **4.8.6. USE OF AN IDENTITY REFEREE TO VERIFY AN APPLICANT'S IDENTITY**

Evidence of identity checks may be completed by an Identity Referee, outside of your organisation, where it cannot be carried out by you in person e.g. when completed consent forms are received via email, not in person.

An Identity Referee must:

- Be either a person of standing in the community (e.g. registered professional, religious or community leader, Police employee) or registered with the Approved Agency.
- Be over 16 years of age.
- Not be related, or a partner/spouse.

- Not be a co-resident of the applicant.

To verify an applicant's identity, the Identity Referee must:

- Sight the original versions of each identity document.
- Compare the photographic image with the applicant to confirm they are the same person.
- Sign and date a copy of each document to verify that the documents produced by the applicant relate to that person.
- Provide his or her name and contact details.
- Send the signed identity documents to the Approved Agency.

# 5. TNZ HEALTH AND SAFETY POLICY

In force per 10 April 2022

## 5.1. HEALTH AND SAFETY POLICY STATEMENT:

Taekwondo New Zealand (TNZ) is strongly committed to encouraging our members to take part in TNZ activities, but the health and safety of each individual is always our paramount concern. We recommend levels of training/participation aligned to age, maturity and ability, and expect all members to participate within these boundaries.

## 5.2. HEALTH AND SAFETY POLICY:

To support our Health and Safety Policy statement, we are committed to ensuring the following duties as a minimum:

- Undertake regular recorded risk assessment of all activities undertaken by TNZ.
- Create a safe environment by putting health and safety measures in place as identified by the assessments.
- Ensure that all members are given the appropriate level of training/participation by regularly assessing individual ability dependent on age, maturity and development.
- Ensure that all members are aware of, understand and follow TNZ's Health and Safety Policy.
- Appoint a competent TNZ member to assist with health and safety responsibilities.
- Ensure that normal operating procedures and emergency operating procedures are in place and known by all members.
- Provide access to adequate first aid facilities, telephone and a qualified first aider at all times during activities organised by TNZ.
- Record all serious injuries requiring medical treatment sustained during TNZ Activities. In the event of head injuries, adherence to the TNZ Head Contact Policy must be from coaches, athletes, parents/caregivers, Tournament Directors.
- Record all near miss incidents that could have resulted in serious injuries occurring during TNZ activities.
- Ensure that the implementation of the policy is reviewed regularly and monitored for effectiveness.

## 5.3. TNZ MEMBERS' RESPONSIBILITY

- Take reasonable care for their own health and safety and that of others who may be affected by what they do or do not do. Knowledge and adherence to the TNZ Safeguarding Policy is vital and critical.
- Cooperate with TNZ on health and safety issues.
- Correctly use all equipment provided by TNZ.
- Not interfere with or misuse anything provided for their health, safety, or well-being.

### 5.3.1 COACHES POWER TO REMOVE PLAYERS FROM COMPETITION

By definition, a Coach is to have an athletes best interest at heart. When an athlete is injured, dehydrated, suffering illness or otherwise incapacitated, they may not be thinking clearly enough to make the best decision for themselves or those around them. Therefore, the Coach is to be empowered with the ability to

make decisions on behalf of the athlete regarding their participation in taekwondo events. The Coach may choose to involve team management in the decision making process, or make the decision themselves. Ultimately, the Coach is to ensure the athletes personal welling, and therefore, the athlete must trust the Coach to make the best decision.

## 5.4. SPECIFIC HEALTH AND WELLBEING

*(Information sourced from resources published by the Mayo Clinic)*

### 5.4.1 INTENTIONAL USE OF DEHYDRATION BY ATHLETES

TNZ does not condone, recommend or promote an athletes use of dehydration methods in attaining weigh-in compliance. TNZ recommends kyorugi athletes compete in weight divisions relative to their everyday hydrated body weight.

TNZ wishes to provide the safest possible environment for its community. The decisions of athletes to undergo dehydration as a method of weight loss is a mindset that requires change. TNZ is committed to a practice of "Safety First - Always!".

TNZ further recognises an athletes right to make decisions regarding their sporting endeavours. Athletes are to be aware of Article 5.3.1 of this document, and the instances where upon a Coach may make decisions impacting upon the athletes further participation at a taekwondo event.

#### 5.4.1.1 DATA COLLECTION

The TNZ Management Team should record the following data on athletes prior to beginning exercise or weigh-in:

- Resting Heart Rate
- Resting Blood Pressure
- Temperature
- Body Weight

*Note: The more data points collected, the better the Team Management can safe-guard the athlete*

Over a period of time this data will help in the analysis of athlete health status. If ever the athlete chooses to use dehydration methods to achieve weigh-in success, Team management will have background data to help in the determination of an athlete's current health-status.

Note: It must be (strongly) noted: TNZ does not condone, recommend or promote the use of dehydration methods in attaining weigh-in success.

#### 5.4.1.2 BODY WEIGHT LOSS AS A PERCENTAGE OF TOTAL BODY WEIGHT

*Calculation: When exercising:*

$$\frac{(\text{Starting weight} - \text{Current weight})}{\text{Starting weight}} \times 100 = \text{Percentage body weight lost to dehydration}$$

#### 5.4.1.3 TREATMENTS (SEVERITY DEPENDENT)

- 0 - 2% loss - Mild dehydration. Drink freely to quench thirst
- 2 - 4% loss - Moderate Dehydration. Drink water (only) volume equal to half the lost weight and wait 10 minutes before resuming exercise
- 4 - 6% loss - Extreme Dehydration. Cease exercise. Sit or lie down. Begin recording Heart rate, body temperature and Blood Pressure (10 minute intervals). Immediately drink water (only) volume equal to

half the lost weight. Put on appropriate clothing to ensure body temperature does not spike or drop (hypothermia). Over the following 30 minutes, drink freely to quench thirst. Do NOT eat until resting heart rate and temperature return to normal (for that athlete). A period of 2 to 4 hours is required to fully rehydrate. This time period is not the time it takes to fully recover, it is the time it takes to get the water into the body.

- 6% or greater loss - Severe Dehydration. Cease exercise. Lie down with legs raised 15cm to 30cm. Begin recording Heart rate, body temperature and Blood Pressure (10 minute intervals). Immediately drink water (only) volume equal to half the lost weight. Consult a medical professional immediately.

#### **5.4.2 SYMPTOMS - SHORT TERM AND LONG TERM**

Various research papers have identified many dangerous health impacts caused by weight cutting using dehydration, including (but not exclusive to):

- Mild Thirst [I want a drink] to Extreme Thirst [I need a drink]
- Less frequent urination including not passing urine for eight or more hours, dark-coloured urine
- Electrolyte imbalance issues
- Decreased kidney function, including permanent Kidney damage
- Fatigue, reduced energy utilisation, nutrient exchange and acidosis
- Decreased muscle strength and endurance
- Inability to control body temperature, including not being able to feel temperature change
- Decreased heart and cardiovascular function
- Heat illness/sickness
- Dizziness, including dizziness when standing upright
- Confusion, feeling unusually tired (lethargic), overly emotional, mood swings
- A low level state of consciousness
- Rapid pulse/heart rate
- Rapid breathing
- Fits (seizures)
- Eye trouble, inability to focus visually, reaction time increase
- Increased risk of brain injury, especially in head-contact competition
- Loss of life

*Note: The signs and symptoms of dehydration may differ by age.*

#### **5.4.3 COMPLICATIONS**

Dehydration can lead to serious complications, including (but not exclusive to):

- Heat injury; ranging in severity from mild heat cramps to heat exhaustion or potentially life-threatening heatstroke.
- Urinary and kidney problems; repeated bouts of dehydration can cause urinary tract infections, kidney stones and even kidney failure.
- Seizures; if your electrolytes are out of balance, the normal electrical messages can become mixed up, which can lead to involuntary muscle contractions and sometimes to a loss of consciousness.
- Low blood volume shock (hypovolemic shock); this is one of the most serious, and sometimes life-threatening, complications of dehydration. Hypovolemic shock is an emergency condition in which severe blood or other fluid loss makes the heart unable to pump enough blood to the body. This type of shock can cause many organs to stop working. Hypovolemic shock is a medical emergency.



#### **5.4.5 REHABILITATION**

With appropriate treatment, short term dehydration symptoms should resolve within a two to three day period, indicated by the return of the ability to perform at optimal athletic intensity. If the issue that caused the dehydration is resolved and the correct amount of fluids is administered, mild to moderate dehydration should be eliminated within a 24 hour time period. The time taken to recover from extreme dehydration, signalled by a return to optimal athletic intensity is measured from 3 to 7 days, dependent upon the intensity and duration of exercise undertaken during the recovery time period. Rehydration and rest is the recommended method of recovery. In the case of severe dehydration, direct medical supervision and treatment is recommended. The time taken to recover to an optimal performance level is 7 to 14 days. Any evidence of long term symptoms requires immediate medical intervention. A Doctors consultation is recommended in this instance.

#### **5.5. TNZ DOCUMENTS THAT WORK ALONGSIDE THIS POLICY:**

- TNZ Policy on Complying with Government Directives for any Pandemic or Serious Health Situations
- TNZ Privacy Policy
- TNZ Code of Conduct
- TNZ Disciplinary Policy
- TNZ Safeguarding Policy (Personal and Social Safety Policy)
- TNZ Head Injury/Concussion Policy
- Any other TNZ Policy contained within this document that may add clarity to this Policy

# 6. TNZ HEAD INJURY/CONCUSSION POLICY

In force per 10 April 2022

## 6.1. INTRODUCTION

Concussion is a brain injury. It can happen any time the body is suddenly knocked. You don't have to be knocked out or even be hit on the head directly to be concussed. In a taekwondo sparring (fighting) contest, the gaining of maximum points involves head kicks therefore it is important to recognise possible concussions in order to to minimise ongoing risk to the athlete.

## 6.2. SCOPE

This policy applies to those listed below:

- Athletes engaged in the sport of taekwondo need to, with the help of their coaches and instructors, ensure they have adequate personal protective equipment, which obviously includes a head guard that is not cracked or showing signs of wear, and a well-fitting white or clear mouth guard. Athletes need to be educated about the signs and symptoms of a head injury/concussion and need to know the importance of following medical direction. They need to know to ask their medical professional to contact TNZ after a head injury incident to ensure they can engage in tournament activity again.
- Kyorugi coaches need to remain vigilant for potential head injury during a fight, and know when to stop a fight by “throwing in the towel”; and to know how to initially respond to a head knock, and how to educate and support their athlete from injury through to recovery. Coaches of both Kyorugi and Poomsae must be aware that head injury/concussion can happen to any athlete if they fall or have any other blow to their body. Knowledge of the importance of getting competent first aid assistance, and then follow-up medical assistance is essential. Knowing to have their athlete’s medical professional contact TNZ when their athlete can resume play, is essential.
- Referees need to know the importance of “the count” when an athlete receives a head kick, and need to know when to stop a fight and call for first aid assistance
- Instructors of athletes who have taken a head knock, or a severe body blow (eg fall) for any reason, need to ensure their athletes have had medical advice and that the athlete is following that advice (sometimes instructors are the same person as coach – please see “Coach” above)
- TNZ and Tournament Directors need to ensure tournaments are staffed by adequately trained referees, and have well-trained first aiders on site, and follow up medical care available (including knowledge of what medical facilities are nearby and open, and have transport readily available). Phone numbers for ambulances services need to be at the ready.
- Director responsible for the TNZ Medical Register must ensure recording of injuries/incidences at a tournament, and then record when an athlete is cleared to compete safely by a medical professional.
- This document covers all concussions occurring to our taekwondo members. If a concussion occurs away from taekwondo train or competition, it is still to be considered a concussion, and for the purposes of this Policy is to be considered as if it occurred a taekwondo concussion.

## 6.3. SUMMARY

It is imperative that instructors, parent helpers, coaches, tournament directors, referees, judges are all knowledgeable about the perils of head injury and concussion – initially, and long-term – because signs and

symptoms may not be visible immediately, but may be delayed by weeks. Instructors and coaches are in a situation of great responsibility and power, particularly in the eyes of their students, and in order to keep their students/athletes as safe as possible, they need to note and understand the procedures outlined below.

## 6.4. PROCEDURES

The procedures below are mainly taken from the ACC Guidelines on Concussion:

### 6.4.1 RECOGNISE THE PHYSICAL SIGNS

(what you can see) (Very important for the referee and coach initially, and for coach, instructor, parent, colleagues longer-term)

- loss of consciousness (non-responsive)
- lying on the ground and not moving, or slow to get up
- loss of balance/coordination
- disorientation and confusion
- visible injury to face or head (especially in combination with other signs)
- grabbing and clutching of head
- dazed, blank or vacant look
- no hands up in ready stance, or staggering, while referee is doing the count (referee must take all other signs into account – not just the hands- up)

Memory (Very important signs for the coach, instructor, parent, colleagues, and what first aid will assess)

- What venue are you at today?
- What city are we in today?
- Who is the Prime Minister of New Zealand?
- What day is it today?
- What is your last name?
- What is the name of your taekwondo club?

Clinical Symptoms (Very important signs for the coach, instructor, parent, colleagues, and what first aid will assess)

- blurry vision
- neck pain
- dizziness
- confusion
- headache
- sensitivity to light/noise
- tiredness
- problems with memory
- finding it hard to remember and concentrate
- more emotional than normal
- more irritable than normal

Red Flags that require hospital treatment (Very important signs for the coach, instructor, parent, colleagues, and what first aid will assess)

- ongoing/continual complaints of neck pain
- increased confusion or irritability

- repeated vomiting
- seizure/convulsion
- double vision
- weakness or tingling or burning in arms or legs
- deteriorating conscious state
- severe or increasing headache
- unusual behavioural change

#### **6.4.2 REMOVE THE PLAYER FROM THE FIELD OF PLAY**

Any athlete with a suspected concussion should be immediately removed from play and should not be returned to play until they have been assessed by a medical professional. The medical professional is to assess the athlete for concussion:

1. If no symptoms of concussion are presented by the Athlete, they are given clearance to resume play.
2. If symptoms of concussion are presented by the Athlete, the match is concluded and the concussed Athlete is escorted to the medical desk for further observation.

After the match, Athletes with suspected but not confirmed concussion should not be left alone, and should not be permitted to drive a motor vehicle.

#### **1. UNCONSCIOUS ATHLETE**

If an athlete becomes unconscious:

1. trained medical personnel present at the venue should be called to the athlete immediately.
2. Personnel should move to immediately call a staffed ambulance to the venue.
3. The athlete should not be moved (the cause is unknown and maybe a case of neck or back injury). Helmet and mouth guard should only be removed by trained first aid personnel.
4. The athlete should only be moved by trained first aid, medical professionals or by ambulance personnel.
5. At no time should venue officials attempt to have the athlete moved, with their priority being to continue the event.

#### **6.4.3 TRAINED FIRST AID PERSONNEL TO REFER INJURED PLAYER TO HOSPITAL VIA AMBULANCE OR MEDICAL PROFESSIONAL FOR ASSESSMENT**

1. Only a qualified medical professional can assess and diagnose a true concussion.
2. Trained first aid personnel know when to call an ambulance to take an athlete for medical assessment and treatment by trained medical staff.
3. If a medical professional is not at the venue, a medical professional or clinic/emergency department nearby needs to be on call. This could be arranged by the tournament coordinators prior to the tournament.

#### **6.4.4 WHAT HAPPENS NEXT?**

Initial concussion management involves physical and mental rest (mental rest includes zero or very limited use of sensory stimulation):

- no use of headphones or anything involving noise,
- no use of computer screens or electronic devices,

- no bright light,
- lots of rest
- continuous observation as a concussed athlete may look asleep but can be unconscious

These measures should remain in place until the acute symptoms resolve, and only then can the athlete begin a gradual graduated programme of physical and mental activity, guided by a medical professional.

Only once an athlete feels “back to normal” and has seen a medical professional, and that medical professional has cleared the athlete, is the athlete able to return to training and to attend competitions.

The written clearance form from the medical professional must be sent to TNZ

([secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz)). This will be noted on the Medical Register by the Athlete Representation Director. Any athlete who has not sent in clearance from a medical professional will not be allowed to register for another tournament until they do so. The Athlete should also provide this medical information to their Instructor and Coach.

As per WT competition rules, any player who has had a diagnosis of concussion based on the SCAT5 (Sporting concussion assessment test 5th edition) will receive a mandatory minimum of period of suspension from training and competition:

- 30 days suspension (seniors)
- 40 days suspension (juniors)
- 50 days suspension (cadets)

However, medical clearance to return to training and competition from a medical professional, after the immediate stand down period, is also required otherwise timeframes increase.

It is up to the athlete or their parent/guardian to supply this clearance information to TNZ:

[secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz)

TNZ reserves the right to contact the medical professional or their medical clinic to verify the clearance.

- If any athlete (whatever the age group) receives a second concussion within 90 days of a concussion, a mandatory 90 day stand down is placed on the athlete.
- If any athlete (whatever the age group) receives a third concussion within 180 days of a second concussion, a mandatory 365 day stand down is placed on the athlete.

#### **6.4.5 TNZ MEDICAL REGISTER**

Trained first aid or medical professional on-site at a tournament, or an assistant assigned to this duty, needs to keep a comprehensive medical register of all incidents, including head injuries. At the end of each tournament, every completed SCAT-5 form needs to be returned to the TNZ Athlete Representation Director. Accuracy regarding the medical register is essential as athletes with a head injury or concussion will not be allowed to train or compete at a TNZ tournament until TNZ receives clearance from their medical professional.

#### **6.4.6 ATHLETE STAND DOWN PERIOD**

A stand period for a taekwondo practitioner is to be observed regardless of whether the concussion was as a result of participation in taekwondo, any other sport or recreational activity, or life in general

World Taekwondo have stated the following immediate stand down periods for concussion.

- 30 days suspension (seniors - 18 years and over)
- 40 days suspension (juniors - 15 to 17 years)

- 50 days suspension (cadets - 12 to 14 years)
- 90 days suspension (minors - 11 years or under)
- If any athlete (whatever the age group) receives a second concussion within 90 days of a concussion, a mandatory 90 day stand down is placed on the athlete.
- If any athlete (whatever the age group) receives a third concussion within 180 days of a second concussion, a mandatory 365 day stand down is placed on the athlete.

#### **6.4.7 MINORS (11 YEARS AND UNDER) AND HEAD CONTACT**

There is no provision within World Taekwondo competition rules for Minors (11 years and under) to be involved in head contact matches. Taekwondo New Zealand absolutely prohibits the use of head contact matches involving Minors (WT age 11 years and under [using the WT Competition Rules definition of age]).

##### **6.4.7.1 COMPETITION AGE**

By definition (WT Competition Rules), an athlete may be aged 11 years and X months, but will be competing in the Cadet (12-14 years) divisions of the competition. This athlete is deemed to be 12 years of age by WT and also for this Policy.

## **6.5 RECOMMENDED HEAD CONTACT GUIDELINES FOR TNZ SANCTIONED KYORUGI EVENTS**

The following section can be used by Tournament Directors and Technical Delegates in information packages and meetings.

- It is each individual Coach's responsibility to convey a "No-Head Kick" rule change to the Centre Referee, otherwise the Centre Referee will conduct a Full Head-Body Kick match.
- Changing the Head Kick ruling once the match has begun, disqualifies the player requesting the change (WDR).
- A player/coach may forfeit the match (WDR) at any time and then the match may continue under "Non-Head-Kick" rules but result has been pre-determined by the withdrawal (WDR)
- Where an attacker's foot makes contact with an opponent's head, the Centre Referee will penalise the attacker with a penalty (Gam-jeom) and specify it as "Mis-conduct".
- The Centre Referee may disqualify (DSQ) the attacker on the first or any subsequent "foot to head" contact in a non-head contact match. The disqualification may be given due to an unsafe environment for the opponent. If disqualification (DSQ) occurs in a match previously determined by a (WDR), the (WDR) stands as the result.
- The Centre Referee will adopt the Kyorugi ParaTaekwondo rules for head contact in non-head contact matches. This includes the use of Yellow card, Accidental and Intentional terminology.

#### **6.5.1 DEFINITIONS**

**MANDATORY No Head Kicks** - Absolutely no tolerance for head kicks

**OPTIONAL Head Kicks** - Full Kick (Head and Body) is the default option until otherwise declared:

- IF EITHER coach asks for non-head Kick match prior to the start, then a "No-Head-Kick" match is DECLARED by the Centre Referee. This head kick decision is not binding on any other, or further, matches in the division.

**REQUIRED Head Kick** - Full Kick (Head and Body) is the default option until otherwise declared:

- IF BOTH coaches ask for non-head Kick match prior to the start, then a “No-Head-Kick” match is allowed. This head kick decision is not binding on any other, or further, matches in the division.
- IF ONLY ONE coach asks for non-Head Kick, then a Head Kick match is to proceed. The player/coach may forfeit the match (WDR) and then the match may proceed in a “Non-Head-Kick” format but the match result has been pre-determined by the withdrawal (WDR).

**COMPULSORY Head Kick**- Full Kick (Head and Body) is the default option:

- A player/coach may forfeit the match (WDR) at anytime and then the match may continue under “Non-Head-Kick” rules but the match result has been pre-determined by the withdrawal (WDR).

### **6.5.2 MINOR 1 AND 2 DIVISIONS (5 TO 8 YEARS AND 9-11 YEARS)**

- ALL Minor Grades (5 to 11 years) - **MANDATORY No Head Kicks**

### **6.5.4 ALL WT DIVISIONS (12 TO 34 YEARS)**

- For Grade 8-6, **MANDATORY No Head Kicks**
- For Grade 5-3, **OPTIONAL Head Kick**
- For Grade 2-1, **Head Kick REQUIRED**
- Open Divisions, **COMPULSORY Head Kick**

### **6.5.7 VETERANS DIVISIONS (35 UPWARDS)**

- For Grade 8-6, **MANDATORY No Head Kicks**
- For Grade 5-3, **OPTIONAL Head Kick**
- For Grade 2-1, **OPTIONAL Head Kick**
- Open Divisions, **REQUIRED Head Kick**

## **6.6. REVIEW OF THIS POLICY**

A review of this policy occurs on a regular basis (minimum period - Annual).

- Last review - 15th September, 2023

The review is undertaken by the TNZ Referee Director

The TNZ Board has approved all previous versions of this policy.

The TNZ Board must approve all changes of this policy that have occurred due to the review process.

The approved policy is posted on the TNZ website.

# 7. TNZ POLICY ON COMPLYING WITH GOVERNMENT DIRECTIVES

## FOR COVID 19 AND ANY OTHER PANDEMIC/SERIOUS HEALTH SITUATION

In force per 10 April 2022

### 7.1. INTRODUCTION AND SCOPE

This policy has been developed to provide clarity to, and applies to, the TNZ Board, TNZ Member Organisations, TNZ Independent Members, TNZ Tournament Directors, TNZ Instructors, TNZ Officials, TNZ Parents/Caregivers/Supporters, TNZ Athletes, and anyone involved with Taekwondo practice. It is designed to assist those noted above to make informed decisions in order to be safe during times in New Zealand when there is a pandemic or emergency health crisis. (As of the time of writing – March, 2022, New Zealand is dealing with the Covid 19 pandemic.) By ensuring TNZ members are strongly encouraged to follow all Government and Ministry of Health guidelines and mandates, the integrity of TNZ and the sport of Taekwondo is upheld.

### 7.2. SUMMARY

Throughout 2020 and 2021, the world faced a health crisis known as “the Covid 19 Pandemic” (herein called “covid”). Due to the virulence of covid, and the serious health outcomes threatening large populations, governments across the world, in conjunction with their top epidemiologists, and other senior health experts, instituted guidelines that had to be strictly followed by their populations. New Zealand acted swiftly to eliminate covid from its shores by instituting 4 levels of “lockdown” in 2020 where public interaction was limited. As a result of the lockdowns, a number of Taekwondo tournaments and events were cancelled in 2020. However, also due to lockdowns and the subsequent elimination of the virus in New Zealand, in 2021 many Taekwondo events went ahead. Late 2021 saw New Zealand caught up in a resurgence of the virus – this time the Delta variant which is highly transmissible, and lockdown levels were again controlling the population so as to control the virus. At the time of writing this document, the Omicron covid variant is sweeping New Zealand, but due to New Zealand’s high vaccination rate, the Government/Health restrictions are not as great as previous.

Most of New Zealand realises what could have happen if Government/Health guidelines and associated mandates were not adhered to in this country during the covid pandemic.

TNZ, in its position of ensuring the safety of all its members, is adamant about conforming to the Government/Ministry of Health guidelines. TNZ wants to prevent any of its events from becoming “spreaders” or “super-spreaders” of any health related incident that could have a wide, devastating impact within the country.

As a result, TNZ advises that all New Zealand Government directives, guidelines, and mandates will be adhered to at all TNZ events. Currently, New Zealand is abiding by the “Traffic Light System” – the Traffic Light System outlines what is allowed throughout the country in terms of events, trainings, etc.

Sport New Zealand’s website gives up-to-date information on what is allowed at each Traffic Light setting for every sporting activity.

It is important to read the Sport New Zealand Traffic Light System carefully.



### **7.3. PUBLIC HEALTH MEASURES THAT MUST BE ADHERED TO AT TNZ EVENTS**

- In the future, health situations may require that events and gatherings return to having contact tracing facilities, and social distancing requirements.
- Hand sanitiser must be provided at all events; frequent hand-washing is to be encouraged.
- Face masks are required to be worn indoors at the time of writing.
- Adequate amounts of toilet paper, paper towels, and soap products need to be available in toilets.
- equipment and gear needs to be cleaned with alcohol wipes on a regular basis.
- the sharing of drink bottles is to be discouraged.

\*if unwell, participants are asked to stay away from a TNZ event. If a participant feels unwell during an event, they are asked to leave immediately. If they feel unwell due to any head injury, they are asked to seek first aid help in the first instance, and then be assessed by a medical professional.

# 8. TNZ CAMPS - HEALTH AND SAFETY RISK ASSESSMENT

In force per 10 April 2022

Taekwondo New Zealand (TNZ) is planning to run high performance camps, and development camps, throughout the year. At present, these camps are held at the Massey University Sport and Rugby Institute in Palmerston North.

The Sport and Rugby Institute is located on the Massey University grounds, 56 Albany Drive, Palmerston North. It is advertised as a world-class facility for sports teams in a high performance environment. Its website states it is equipped with the facilities and expertise to support all sporting codes, ages and skill levels, with catering and accommodation provided for longer term training camps. It offers fitness gym facilities, a large training room called The Green Room, a number of smaller rooms that can be used for smaller group trainings or for meetings, and a 6-foot deep recover hot/cold plunge pools. Large fields located behind the facility are often used for fitness/game activities. With regard to catering, ample, healthy meals are provided, with specific dietary needs catered for (organisers will canvas participants prior to the camp). The bulk of the accommodation is divided into two wings – females on one side, males on the other that sleep 2 to 3 athletes per room. Each athlete is given their own room key, and rooms are locked on entry and exit. There are management suits that are used for Camp staff. Between the male and female accommodation wings is a lounge area equipped with a TV, comfortable sofas and chairs, and a sink, fridge and microwave oven. Each wing has showering/toileting facilities and all rooms are equipped with sinks and mirrors, towels, and bedding. The SRI reception desk is manned 24 hours per day by Massey University staff. Extra accommodation at the neighbouring International Pacific University (IPU) is used for adult athletes/officials if required.

The proposed High Performance Camp at the SRI for May, 2022 will be for athletes in the cadet, junior and senior divisions, for coaches for both poomsae and Kyorugi, for the High Performance Director. Training will be at the SRI.

All coaches and officials should be police vetted, or make the High Performance Director know that they are in the process of doing so.

The SRI has its own safety/emergency protocols, and these will be posted on the walls and in the rooms of the SRI.

## 8.1. RISK ASSESSMENT

Within sport Taekwondo, Kyorugi presents the greatest risk for physical injury. All Kyorugi athletes will be asked to attend the camp with all their sparring gear (arm/leg guards, gloves, body guard, head guard, groin guard, white or clear mouth guard). Any injuries an athlete (Kyorugi or poomsae) is carrying to the camp must be reported to the High Performance Director and Coach, and the athlete must be able to treat themselves. (Obviously, athletes who can't treat an existing injury so that they can participate in the camp should not attend this camp, and should contact the High Performance Director to let them know.)

1. Risk: Strains, sprains, cuts, blisters, falls Likelihood: High  
Steps to mitigate: first aid kit on site; ice machine in basement; first aider to administer first aid on site
2. Risk: Head Injury, concussion Likelihood: Moderate  
Steps to mitigate: first aider to administer in the first instance; first aider to administer concussion test

and, if required, athlete to be transferred to medical facility in Palmerston North for full concussion assessment. SRI staff to assist.

3. Risk: Exhaustion/dehydration Likelihood: Low  
Steps to mitigate: water cooler on site; muesli bars, fruit and cookies available at breaks.
4. Risk: Major health event – eg heart attack; limb fracture, knock-out Likelihood: Low  
Steps to mitigate: defibrillator on site at the SRI. First aider in attendance. An ambulance must be called. Parents/caregivers to be notified. SRI staff to be notified along with all relevant TNZ staff.
5. Risk: Mental Health Concerns – eg stress/homesickness Likelihood: Low  
Steps to mitigate: coach/HP Director to be aware of signs (tearfulness, moodiness, non-attendance at trainings) and ensure athlete is listened to in an empathetic way. Parents/caregivers to be informed if athlete agrees. Report to be sent to: [secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz)
6. Risk: Bullying/inappropriate behaviour Likelihood: Low  
Steps to mitigate: TNZ Safeguarding Policy and Social Media Policy to be adhered to. Discussion with all parties re a bullying allegation must be undertaken by the coach or High Performance Director.

Athletes may tell other athletes about bullying third party concerns are to be taken seriously by TNZ coaches and the High Performance Director, and where any athlete informs TNZ directly.

Any reported inappropriate behaviour, or behaviour construed to be illegal (sexual touching, flashing, drug use, etc) should be reported to the coach, High Performance Director, or SRI staff in the first instance, and then must be reported to Police.

7. Risk: Ill-Health Likelihood: Low/moderate Steps to mitigate: At the time of writing, all camp attendees are asked to take a RAT test the day before travelling to the camp, and only travel to the camp if the test is negative. No one is to arrive at the camp feeling unwell or have any cold/flu symptoms. If a person feels unwell during the camp, they are to report to the coach or High Performance Director. First aid is to administer pharmacy medication in the event of headache, period pain, etc. Permission slip for camp needs to give permission for pharmacy medication to be administered. Permission slip for camp also needs to ask about any allergies or medical conditions a person may have, and it needs to be noted that medical conditions have to be dealt with by the person themselves.
8. Risk: Varied ages being catered for – cadet age up Likelihood: Low  
Steps to mitigate: careful attention will be paid to the room allocation of all athletes. All athletes will be asked to look out for all others. An adult or senior will be accommodated with 2 cadets or juniors (3 in a room). There are verandas outside each room at the SRI – all athletes must be told not to sit or climb on veranda railings.
9. Risk: Outside of training time Likelihood: Low Steps to mitigate: all athletes will be directed to stay within the SRI facility as there is a lot of space for socialising both indoors and out. Any athlete who may want to go for an early morning run must okay it with the coach the night before. Except for adult athletes, housed at IPU, no athlete accommodated at the SRI is to leave the facility. If leaving is an absolute must, the High Performance Director must be notified and give consent.
10. Risk: Socialising Likelihood: Low Steps to mitigate: no alcohol or illegal drugs are to be brought to the camp, or used at the camp. The SRI also has specific rules about not allowing this on site. Use of alcohol or illegal drugs will jeopardise any chance of selection for an elite team. Re SRI accommodation – no male must enter the female wing, and vice versa. No athlete housed in the male or female wing is to be in the management wing, and vice versa.

11. Risk: Earthquakes/Natural Disasters Likelihood: Moderate/low Steps to mitigate: the drop/cover/hold advice applies. Follow advice from the TNZ and SRI team. This will be covered in “housekeeping”.
12. Risk: Hot/cold pools at the SRI Likelihood: Low Steps to mitigate: these are located in the basement of the SRI and are to be locked when not in use by the group. TNZ staff to ensure they have a key to this facility, or ensure it is locked after use.
13. Risk: Unauthorised visitors Likelihood: Low Steps to mitigate: SRI reception to vet anyone entering the camp. TNZ Officials to vet also. Parents/caregivers/drivers may come and go but will be asked to speak to SRI reception on entry.

\*All incidences should be documented by the Coach or High Performance Director and sent to the Secretary of TNZ ([secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz))

(All participants must feel confident and comfortable about contacting TNZ directly to voice any concerns related to any aspect of the camp.)

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# 9. TNZ ATTENDING EVENTS THAT REQUIRE TRAVEL AND ACCOMMODATION POLICY

## DOMESTIC POLICY

In force per 10 April 2022

### 9.1. INTRODUCTION

This policy has been developed to provide clarity to instructors, coaches, managers, directors, parents, caregivers, adult helpers, and athletes on what is expected when attending “an away” event such as a TNZ camp or a TNZ overnight seminar. This policy does not cover TNZ Tournament attendance, as that should be covered by individual Club Instructors.

It is imperative that athletes are safe and supported when away from home. Some athletes will be accompanied by parents and caregivers, while others will be the responsibility of adult helpers. Once at the camp, coaches, managers, directors and other TNZ and SRI staff will facilitate living arrangements and trainings.

It is imperative that parents and caregivers discuss the rules of attending an “away” event with their young person. All athletes should be fully aware of this policy.

This policy has been developed in line with TNZ Camps Health and Safety Risk Assessment.

Athletes want to be in an environment that is safe and supportive, where they are encouraged to be the best they can be and gain maximum enjoyment from what they are doing. To provide this environment, instructors, coaches, managers, directors, adult assistants, and board members need to ensure: that there is no extreme emphasis on winning at any cost; that there is no situation where some participants are shown favour over others; that there is no situation where athletes feel they are not on good terms with the people in charge; that there is no situation where an athlete fears being emotionally or mentally hurt; that there is no situation in terms of physical safety within a full impact sport that athletes feel improperly trained to train as safely as possible.

### 9.2. PROCEDURES TRAVELLING TO, OR BEING AT, THE CAMP:

- A signed permission slip is required from parents/caregivers of under 18 year old athletes indicating that they know who is driving the young person to camp. If the driver is not the parent/caregiver of the athlete, the parent/caregiver must ensure that they know this driver is fully licensed, and has a vehicle that is currently warranted and registered.
- All athletes must have their own personal Taekwondo safety equipment on arrival at camp (leg/arm guards, groin guard, head guard, mouth guard, body guard, gloves)
- All athletes need to sign that they understand that there is no alcohol and/or illegal drug use to be undertaken at the camp, or in any accommodation affiliated with the camp.
- All athletes must adhere to the directions of the SRI staff, and to the TNZ officials. All camp venue (SRI) rules must be adhered to.
- Room allocation at a camp will be carefully decided – 2 younger players will be roomed with 1 older player.
- Except for adults returning to the IPU accommodation facility, no one is to leaving the camp at any time, unless they have discussed this with the High Performance Director.

- All athletes may ask for help at any time for any physical, mental, or social situation that they are uncomfortable with.
- No one from the male accommodation wing at the SRI may enter the female accommodation wing, and vice-versa.

### **9.3. TO BE SIGNED ALONG WITH REGISTRATION TO ATTEND THE CAMP:**

- The TNZ Risk Assessment, which ensures the safety of everyone at the Camp, must be viewed by those attending, by parents/caregivers for children, signed by the appropriate person, and returned to TNZ.
- All attendees, and parents/caregivers of attendees, at any TNZ Camp need to read and sign that they have reviewed the TNZ Safeguarding Policy.

### **9.4. DEALING WITH CONCERNS/ALLEGATIONS**

NOTE: For any allegations of concerns, actions, or incidents that are construed to be illegal, the New Zealand Police will be contacted.

#### **9.4.1 FOR ATHLETES:**

- In the first instance, the athlete, or the parent/caregiver of the athlete, can contact the club instructor, coach, manager, high performance director for help (contact details to be on athlete registration form that the athlete/parent/guardian fills out prior to a TNZ event).
- If the athlete feels uncomfortable contacting any of the above, contact can be made directly with the TNZ organisation ([Secretary@newzealandtaekwondo.co.nz](mailto:Secretary@newzealandtaekwondo.co.nz)) The TNZ contact information should also be stated on the individual event registration form. The TNZ Board will assist with the situation assuring strict confidentiality.

#### **9.4.2. FOR INSTRUCTORS, COACHES, MANAGERS, DIRECTORS:**

- If the instructor, coach, manager or director has issues with the police vetting, or if the vetting comes back noting a concern, there is a need to discuss this with the TNZ board, or by a Committee set up specifically for this reason by the TNZ board (by email or at a zoom meeting set up at a time that suits all participants.) Strict confidentiality is to be adhered to.
- If at any time an instructor, coach, manager, director or adult assistant needs support for decisions made, or needs to discuss any incident where they are made to feel uncomfortable, be it with an athlete, a parent or caregiver, a helper, etc, they can contact the TNZ organisation for help and advice ([Secretary@newzealandtaekewondo.co.nz](mailto:Secretary@newzealandtaekewondo.co.nz)).  
Strict confidentiality is to be adhered to.

### **9.5. PANDEMIC AND HEALTH RELATED ISSUES:**

From time to time there could be pandemic health restrictions that could impact on trainings and events. TNZ tries to ensure all instructors, coaches, managers, directors, and adult assistants are made aware of the restrictions and the health guidelines surrounding any health alert directive. The policy entitled “TNZ Policy on Complying with Government Directives for Covid 19 and any other Pandemic/Serious Health Situations” must be followed.

Other documents relevant to this one:

- TNZ Policy on Complying with Government Directives for Covid 19 and any other Pandemic/Serious Health Situations
- TNZ Health and Safety Policy
- TNZ Head Injury/Concussion Policy
- TNZ Risk Assessment of Camps
- TNZ Safeguarding Policy

# 10. TNZ PRIVACY POLICY

In force per 10 April 2022

## 10.1 SCOPE

This privacy statement applies to Taekwondo New Zealand (TNZ).

## 10.2 PERSONAL INFORMATION

TNZ collects personal information directly from members and users of its services, as well as being provided information from member organisations about their members.

## 10.3 USE AND SHARING OF INFORMATION

### 10.3.1 TOURNAMENTS AND SEMINARS

TNZ collects information that ensures participants are placed in correct competition divisions, and any medical conditions which could affect their safety. This information may be shared with the event/tournament directors.

### 10.3.2. NEW ZEALAND NATIONAL REPRESENTATIVE TEAM SELECTION

TNZ collects information to ensure applicants are eligible for selection, including but not exclusive to, the athletes competition history. This information is shared with the TNZ selectors for the respective representative event.

### 10.3.3. NEW ZEALAND NATIONAL REPRESENTATIVE TEAMS & OFFICIALS

Information needed for event registration is collected and shared, respectively, with the international event organisers, the Global Management System (GMS) and World Taekwondo.

### 10.3.4. KUKKIWON DAN/POOM GRADES

Applicants for Dan/Poom grades are required to provide information which is passed on to the Kukkiwon.

### 10.3.5. MEMBERSHIP DETAILS

The TNZ membership provides information to validate their annual membership fees and voting rights. The membership total is tabled at the TNZ AGM, however information identifying individuals, how they voted, and what they voted on, is not shared.

TNZ also collects information about members which is analysed to provide statistical and demographical data. This is for planning purposes, and to meet KPI agreements with funding bodies such as HPSNZ and NZOC. No information which could identify individuals is shared.

### 10.3.6. DISCIPLINARY COMMITTEE REPORTS

A report from the Disciplinary committee based on information presented at a Disciplinary committee meeting



## **10.4. CHOICES**

A member may access personal information held about themselves on the GMS. Members can ask TNZ to correct any errors or delete the information held about the member. To protect member privacy and the privacy of others, TNZ may have need to verify that members are who they say they are before TNZ can give a member access to, or change, information about themselves.

## **10.5. CONTACT**

The Secretary is the contact person in relation to all data collection questions.

# 11. TNZ SOCIAL MEDIA POLICY

In force per 10 April 2022

## 11.1 INTRODUCTION

This policy has been developed to provide, as much as possible, safety for all Taekwondo New Zealand (TNZ) members at any TNZ event, to ensure their safety on all forms of social media. However, TNZ can only control what is within the jurisdiction of TNZ. TNZ cannot control any aspect of personal/public social media use.

## 11.2 SCOPE

### 11.2.1 APPLICATION

This policy applies to those listed below

- athletes – children and adults, coaches, instructors, managers, directors, adult assistants, board members, and anyone else participating at any TNZ event, seminar, camp, tournament, etc.

**Importantly, it must be noted that:** This policy applies only to TNZ officials who have been authorised to take photographs/videos by TNZ. TNZ has no control over personal/public social media operated/used by anyone other than TNZ officials who are operating in an official capacity.

### 11.2.2 COVERAGE

This policy is to ensure, as much as possible the following:

- The safety regarding social media of all TNZ athletes, instructors, coaches, directors, managers, adult assistants, board members, and/or those acting in these roles when involved with any aspect of Taekwondo.
- The protection of the integrity of the sport of Taekwondo and Taekwondo New Zealand, within the social media realm.
- To ensure the values of Taekwondo are sustained within the social media realm.

## 11.3 PROCEDURES

Social media used by TNZ will be for promotional purposes only, and will not be on-sold, or distributed to any party outside TNZ unless verifiable permission\* is granted by those involved in the social media post.

- It must be noted that TNZ has no control over personal/public social media operated/used by anyone other than TNZ officials operating in an official capacity.
- TNZ officials include: a photographer/videographer designated by TNZ, TNZ coaches, or a TNZ coach-designated photographer/videographer.
- No photographs or video pictures of a child or children is to be taken by any TNZ official unless parent/caregiver verifiable permission\* is provided from every child in the photograph or video.
- No photographs or video pictures of children to be shared by any TNZ official via any social media platform without parent/caregiver verifiable permission\* for all children in the video is attained.
- No photographs or video pictures taken by any TNZ official of any adult or child athlete is to be shared unless verifiable permission\* has been given by those in the photograph, or by parent/caregiver.

- No photograph or video pictures taken by any TNZ official of any coach, manager, director, adult assistant or TNZ board member is to be shared on social media without verifiable permission\*.

#### **VERIFIABLE PERMISSION ENCOMPASSES:**

- in a camp registration/permission form, a statement concerning the taking of photos/videos for TNZ promotion purposes only, and which will not be on-sold, is permissible if the form is signed and dated by the parent/caregiver/adult athletes.
- a text message or email identified as being from the parents/caregivers of a child athlete giving permission for TNZ to use a photograph/video picture in TNZ promotional material (not to be on-sold) is permissible.
- a text message or email identified as being from an adult athlete giving permission for TNZ to use a photograph/video picture in TNZ promotional material (not to be on-sold) is permissible.
- verbal permission from a parent/caregiver/adult athlete, given from a cellular/mobile phone call, where the identity of the caller, or a record of the call, is permissible as long as the verbal transmission can be traced, is permissible.

## **11.4 DEALING WITH CONCERNS/ALLEGATIONS**

If TNZ is alerted on-site during a TNZ event that inappropriate social media posts are occurring, TNZ will investigate in the first instance, and, in the event of gross/serious misconduct, or non-compliance in a TNZ investigation from those involved, this will be referred to the New Zealand Police.

A report must be written by any TNZ official involved in the investigation of inappropriate social media allegations, and after review by TNZ board, disciplinary action could follow.

Policies to be noted:

- TNZ Disciplinary Policy

# 12. TNZ EQUIPMENT USE POLICY

In force per 1 July 2021

## 12.1 HIRE CONTRACT TERMS AND CONDITIONS

1. The hire period is determined as from the date on which the equipment leaves storage until it returns, inclusive. Hire will be charged from time taken to time returned to storage, unless a prior arrangement has been made with TNZ.
2. The hire rate is calculated on an event by event basis.

### 12.1.1 MATERIALS

1. The equipment hired is agreed to be as stated herein.
2. The Hirer must satisfy themselves that the equipment is suitable and sufficient for the event to be completed, as subsequent exchange of equipment etc, will entail additional charges.
3. The equipment hired by the event does not purport to be new stock, or equal to new, but when sent out, all items are understood to be in good working order.
4. TNZ will not be liable for any costs associated with delays, accidents or damages of any kind, direct or indirect, which arise through defects or breakdowns of material hired.
5. The cost of replacement or repairing items broken by use, lost or otherwise rendered unfit for further service, without repairs, by the Hirer, will be charged by TNZ to the named Hirer, not the event.

### 12.1.2 OPERATION

1. Competent operators must be given charge of equipment while in the Hirer's possession and the Hirer must be responsible for all cleaning, testing and use, and for any damage due to mistakes, or neglect in handling, etc, during the hire period.
2. The Hirer must keep the equipment in proper working order at his/her own expense, and pay all costs for replacement or repair required due to theft, accident, and loss or otherwise during the hire period.
3. The Hirer must ensure the operator, has a current referee's licence with the appropriate class for the application of the WT rules.
4. The Hirer further acknowledges that by signing this hire agreement the Hirer has confirmed that the Hirer and/or its operator has obtained from either WT, WTO, or TNZ sufficient knowledge to safely operate the equipment hired.

### 12.1.3 TRANSPORT

1. With regards to the Daedo equipment, the Hirer shall pay the travelling expenses of a TNZ appointed representative to oversee the use of the equipment. If there is additional transportation costs, the Hirer shall meet these also.
2. With regards to all TNZ equipment, the Hirer shall meet all expenses for the transportation of the equipment from and to the storage site.

### 12.1.4 BREAKDOWNS

The Hirer must notify TNZ immediately of any failures, breakdowns or malfunctions.

### **12.1.5 PROPERTY RIGHTS**

The Hirer undertakes to keep the equipment in his/her own possession and control, unless otherwise directed by the TNZ Electronics Administrator.

### **12.1.6 TERMS**

1. All accounts are due for payment by the 20th of the month following invoice.
2. Accounts unpaid 10 days after due date may incur a 2% late payment fee.
3. Accounts unpaid 45 days from the due date may have credit facilities withdrawn and TNZ reserves the right to suspend membership of the Hirer, and take the necessary steps taken to recover the debt, without prejudicing to TNZ rights to recover all amounts due for hire, repairs of equipment, if any, and the costs for transport to their point of origin.
4. If any account is in dispute the undisputed portion of the account shall be payable in accordance with normal terms of trade. Payment of the disputed portion may be withheld providing full details.
5. Third party costs: The Hirer shall pay or reimburse TNZ all third party costs.

### **12.1.7 INSURANCE**

1. Insurance is at TNZ's expense.

### **12.1.8 CONDITIONS**

1. TNZ reserves the right to inspect the equipment at any time, and to terminate the hire forthwith if the plant is not being used and, maintained as provided above, or if the agreed conditions and terms of payment are not strictly complied with by the Hirer.
2. TNZ undertakes no liabilities what so ever in respect of third party or similar risks or for personal injury, or for consequential damage of any kind.
3. On termination of the hire, the Hirer shall transport the equipment at their expense, complete with accessories, clean and in good order as delivered. FAIR WEAR AND TEAR IS EXPECTED.
4. Unless agreed in writing to the contrary, the acceptance by the Hirer of any goods on hire from TNZ shall in itself constitute an acceptance of the above terms and conditions, and of the charges on the accompanying hire agreement form, and acknowledgement of order.
5. In respect of the H&S Act 1992 Section 16 and any legislation replacing this Act-The Hirer, having control of the equipment, is deemed to be the person who controls a place of work/event for the purpose of this Act, and as such must take all practical steps to ensure that people on or near the equipment are not harmed.

## **12.2 FROM - HIRE OF TNZ EQUIPMENT**

### **12.2.1 PERSONAL DETAILS OF THE LISTED HIRER**

- First Name:\*
- Last Name:\*
- Best Contact Mobile Phone Number:\*
- Email:\*

- Address where the equipment is to be shipped (for Couriers to drop off to-daytime):\*
- City:\*

### **12.2.2 EVENT**

- Date of the event(s) - continuous period if more than one day
- Start Date:
- Finish Date:
- Date of departure from storage (7 to 14 days prior to the event):
- Date of return from the event (maximum of 4 days after the event):

### **12.2.3. HIRE PRODUCT DETAILS**

- Daedo Generation 1
- Daedo Generation 2
- Mats (number):

### **12.2.4. COST OF HIRE (PER DAY)**

- Number of Sets:
- Number of Sets:
- Courier charges:
- Travel expenses of the Equipment Officer:

## **12.3. TNZ POLICY ON USE, STORAGE AND CARE OF DAEDO ELECTRONIC EQUIPMENT**

- Taekwondo New Zealand (TNZ) currently possesses both Generation 1 and Generation 2 Daedo electronic equipment.
- This electronic equipment is for the use and benefit of all affiliated members and clubs - nationwide.

### **12.3.1. DAEDO GENERATION 1 AND 2 USE**

The use of the Generation 1 equipment should be focused solely on:

- National (Grade 1) and regional tournaments (Grade 2 and 3)& National team training camps

The use of the Generation 2 equipment should be focused solely on:

- National (Grade 1) and regional tournaments (Grade 2)
- The Daedo Generation 1 and Generation 2 equipment will be stored and cared for, and will be controlled by the TNZ appointed Referee Director, under the guidance of the TNZ Board.
- Generation 2 gear is not to be used as training equipment and is to always be held as one single unit. It cannot be separated or split up.
- All TNZ equipment must be stored safely and securely and insured at all times. TNZ will provide insurance cover, if contents insurance is not available at the storage location.

### **12.3.2. RENTAL-USE-LEASE NOTES**

All requests for use of any Daedo equipment should initially be applied for, by email or in writing, to the TNZ Board. Once signed off by the TNZ Board, and co-ordinated through the Referee Director acting for the TNZ Board.

On confirmation and approval of use by the TNZ Board, the equipment will be delivered to the approved party no earlier than two weeks prior to the event, and no later than 4 working days prior to the event.

Insurance while travelling/transporting the equipment will be covered by TNZ. 60

At the conclusion of the event, the equipment should be returned to its point of origin no later than one week after the conclusion of the event. Notification of its return must be made to the TNZ Referee Director no later than one week after the conclusion of the event.

Costs for transporting the equipment will be negotiated on a case by case basis.

Any damaged or malfunctioning equipment should be noted in a report back to the TNZ Referee Director at the conclusion of use/hire. The TNZ Referee Director will inform the TNZ Board of any damage resulting of hire.

Costs for repairing equipment will be met by the event organisers/Hirers where damage has occurred at the event, or by TNZ in all other cases.

Note: Any disputes regarding the use, storage and care of TNZ's electronic equipment will be dealt with immediately and addressed by the TNZ Board, and/or by the Equipment Officer acting for TNZ.

# 13. TNZ NATIONAL TEAM SELECTION POLICY

In force per 10th October, 2023

## 13.1 DEFINITIONS

(a) For the purposes of this Selection Policy:

- “TNZ” means Taekwondo New Zealand
- The “Team” means the Taekwondo New Zealand Team
- The term ‘Team’ in this policy shall refer to any Official, Coach or Athlete that has been selected by the Selection Panel, in compliance with this Selection Policy.
- The “Selection Panel” inclusively means the TNZ members appointed to form a Panel by Taekwondo New Zealand with the aim of selecting athletes for representation
- “World Taekwondo” (WT) means World Taekwondo being the sport’s International Federation.
- “GMS” means Global Membership System
- “MNA” means Member Nation Association. This refers to the respective nation e.g. New Zealand
- “Selection Document” – A document drawn up by TNZ with all relevant selection criteria, deadlines and conditions stated, and which further references this policy
- “Injury” - physical damage to an athlete’s body, and also to include illness (a disease or period of sickness affecting the body or mind)
- “Injured Reserve List” - IR List. This is a list of athletes who have registered their current injuries with the High Performance Director.
- “Cleared” - In the case that an athlete is eligible to be removed from the IR List, the athlete will be deemed to have “cleared the IR List”.
- “Coach” - An appropriately qualified person who will sit in the Coach’s chair, court side, during the Athletes match. A Coach may also perform the duties of a Trainer
- “Trainer” - An appropriately qualified person who will take training sessions, fitness session and one-to-one personal training sessions with the athletes. A trainer will not perform the duties of a Coach

## 13.2 BACKGROUND

Taekwondo New Zealand (TNZ) is tasked with offering representative opportunities for New Zealand athletes to enhance their opportunity for International Competition with an opportunity to be selected for any Taekwondo New Zealand Team.

- New Zealand representative teams selected through the following process are for World Taekwondo (WT) G4 events and above. These teams will be named as TNZ National Teams. Athletes in these teams will be permitted to have “NZL” printed on their event uniforms
- TNZ may from time to time select development teams to attend G1 and G2 events, or non-WT sanctioned events. These teams will not be permitted to be named as TNZ National Teams. Athletes in these teams will not be allowed to have “NZL” printed on their uniforms
- TNZ reserves the right, from amongst the TNZ community, to call its representative team, the TNZ National Team.

### 13.2.1 PURPOSE

The purpose of this Selection Policy is:

- to provide a structure to the selection national representative teams, both Poomsae and Kyorugi,



- to send teams to attend such international events that the TNZ Board which to take part in

Seeking the earliest possible publication date of relevant Selection Documentation for upcoming international events, will allow those athletes wishing to attend, enough time to prepare for the tournament financially, mentally and physically.

### 13.2.2 TNZ Selection Policy and Specific Event Selection Documents

This Selection policy outlines the details of the process. A Selection Document outlines the specific event details and any possible alterations to this Policy as the High Performance Director sees fit.

1. This Policy is to be posted on the TNZ website in the under the “Resources and Policy” tab heading
2. Any and all specific event selection documents are is to be posted on the TNZ website in the under the “Athlete & High Performance” tab heading

## 13.3. CRITERIA – SELECTION OF ATHLETES

1. The Athlete must have a Kukkiwon Dan holder certificate prior to selection
2. A Senior Athlete must be 17 years or older as of the year of competition, as per WT Competition rules
3. A Junior Athlete must be 15-17 years as of the year of competition, as per WT Competition rules
4. A Cadet Athlete must be 12-14 years or older as of the year of competition, as per WT Competition rules
5. The Athlete must be a New Zealand citizen and hold a valid/current New Zealand passport with a minimum of 12 months validation prior to expiry
6. The Athlete must be a registered, financial member of Taekwondo New Zealand via the WT GMS
7. The Athlete must have a current GL (Global Licence). It is up to each individual athlete to ensure this licence is financial and up to date.
8. The Athlete’s application must be sent to the TNZ High Performance Director, no later than the time specified in the “Selection Document”.
  1. An email stating the application has been received will be sent to the athlete to confirm receipt by the High Performance Director.
  2. Kyorugi Weight divisions specified in the application WILL NOT be able to be changed by the Athlete after the submission deadline.
  3. In the case of the Olympic qualification tournament, the Athlete must specify, on the application, the Olympic weight division (as per WT Competition rules) that the athlete wishes to be considered for
  4. Kyorugi - The Athlete must compete at Regional, National and International tournaments within the weight division specified in the application. Any tournament results attained using a weight division other than the one specified in the application will not be considered for selection purposes.

The Athlete may compete in the WT weight divisions that are part of the Olympic weight divisions to be considered.

For example: A Female athlete wishes to be considered for the under 67 Olympic division, during the timeframe considered the athlete could compete in the Under 67 division as well as the Under 63kg division - Any competition entered in either of these two weights will be considered for the Under 67.

The athlete cannot mix Olympic weight division results. Those events will not be taken into consideration.

For example: A Female athlete wishes to be considered in the under 67kg Olympic division - any competition she enters in for the Under 67 division or the under 63 division will be considered, but if the athlete enters a tournament in the under 73kg division - this event WILL NOT be taken into consideration when selecting occurs.

### **13.3. 1 TOURNAMENTS WITH QUOTA LIMITS**

When selecting the team members, the Selection Panel have the discretion to fill all positions, or in turn, fill less than the full quota of positions.

### **13.3.2 OCEANIA CONTINENTAL UNION OLYMPIC QUALIFICATION TOURNAMENT**

The Oceania Continental Union Olympic Qualification tournaments are hosted by the Oceania Taekwondo Union, and held in the the first quarter of the corresponding Olympic year. The host of an Olympic Qualification tournament is an MNA within the Continental Union. World Taekwondo recognise Taekwondo New Zealand (TNZ) as the national body for taekwondo in New Zealand. As a result, TNZ will submit to the relevant Continental Union up to 4 athletes for attendance at its relevant Continental Union Olympic Qualification tournament.

## **13.4 SELECTION PANEL**

The members of the Selection Panel will be nominated by the TNZ High Performance Director to the TNZ Board. The TNZ Board will either confirm or reject the nominees. Confirmation of a nomination will be followed by a formal TNZ Board resolution appointing the Selection Panel members (individually called "Selector"). Results of this appointment will be published in the various media forms used by the TNZ Board.

### **13.4.1 SELECTORS**

The Selection Panel will be made up of five (5) selectors, appointed due to their integrity, knowledge, experience and fairness within the sport.

The "gender split" of the five (5) member Selection Panel will be "two – three". For example: Three female selectors and 2 male selectors or vice versa.

1. The High Performance Director is to recommend the names of five Selectors (ensuring a 3-2 gender split) to the TNZ Board for ratification of each individual Selector.
2. It is not expected that the TNZ High Performance Director presents the merits of each Selector to the TNZ Board.
3. The TNZ Board cannot replace any Selectors with Selectors of their own recommendation. It is the sole responsibility of the TNZ High Performance Director to recommend the Selectors for ratification. The TNZ Board can only Accept or Reject the recommendation.

## **13.5 SELECTION PROCESS**

Consideration by the Selection Panel for the period of and including two years prior to the event: (in no particular order):

- Performances at Taekwondo Tournaments held in New Zealand
- Performances at Overseas Taekwondo Tournaments
- Performances at International G-sanctioned Taekwondo Tournaments
- Participation, contribution, and performance at TNZ training events.

### **13.5.1 ROLE OF SELECTORS**

1. The role of Selector is important to both TNZ and the individual Athletes. Selectors are expected to be impartial, with the goal of optimal athletic performance always being at the forefront of their thoughts and actions.

2. When attending all taekwondo tournaments, Selectors are to take the time to observe all athletes who are being considered for selection.
3. At the TNZ Nationals, training camps (group coaching is acceptable) and any International tournaments (including the event this document is written for), a Selector cannot be seen to coach any athletes as this may be used to prove bias. Any Selector seen doing this, may have their position of Selector revoked by the TNZ Board at the next TNZ Board meeting.

### **13.5.2 SELECTION PANEL CONVENTION**

The TNZ High Performance Director will call the convening of at least one "Selection Panel Convention" per event. The purpose of the Convention is to select the Athletes for a team representing Taekwondo New Zealand at an event. The TNZ High Performance Director may call further meetings prior to or after, the final Convention (This is recommended so that feedback can be given to Coaches and Athletes).

The Selection Panel will recommend to the TNZ Board, through the TNZ High Performance Director, a list of athletes for selection resulting from the Convention.

All discussions held between the members of the Convention are to be considered as "in-committee". No members of the Convention is permitted to discuss any elements of the Convention outside of the Convention. Doing so may result in the TNZ Board removing the Selectors name from the list of Selectors.

1. Voting.
  1. The Chairperson is a non-voting member of the Convention. The five (5) Selectors each have one vote
  2. The Chairperson is to call for voting and collate the result, noting numbers but not Selector names
2. The TNZ High Performance Director is to Chair the Convention.
  1. Where the TNZ High Performance Director can not Chair the Convention, the High Performance Director will appoint a suitable substitute to act as Chairperson of the Convention
3. No other people can attend the Convention(s) other than the TNZ HP Director and the Selectors.
  1. Where a Selector is absent from the Convention, the High Performance Director will take the place of the absent Selector. In this case, the TNZ High Performance Director can not Chairperson the Convention. Therefore the High Performance Director will appoint a suitable substitute to act as Chairperson of the Convention
  2. Where two or more Selectors are absent from a Selection Panel Convention, the Convention must be rescheduled to a more suitable time
  3. Where two or more Selectors continue to remain absent from a re-scheduled Convention, the High Performance Director has the power to remove their names from the list of Selectors
    1. The High Performance Director must now recommend two or more new Selectors to the TNZ Board for ratification.
    2. Once the Panel has 5 Selectors ratified by the TNZ Board, the High Performance Director may schedule a new Selection Panel Convention.

Other meetings may be called between the Athletes, Coaches, Selectors and the TNZ HP Director and other interested parties.

### **13.5.3 RECOMMENDATION TO THE TNZ BOARD**

Once the Selection Panel has selected the athlete team members for the respective tournament, the TNZ High Performance Director will advise the TNZ Board, in writing or email form, of the names of the athletes

recommended for selection. The TNZ Board, at the next available meeting, will either accept or reject, the athlete(s) recommended. Acceptance or rejection may only be done by vote, as per the rules of the TNZ Board.

1. It is not expected that the TNZ High Performance Director presents the merits of each selection to the TNZ Board.
2. The TNZ Board cannot replace any athletes with athletes of their recommendation. It is the sole responsibility of the TNZ High Performance Director to recommend athletes for selection.
3. Acceptance of an athlete (selection) must not be made public until after the period for the Appeal Process has expired, therefore NO TNZ Board resolution can be made at the time of approval of the recommendation.
4. At the next meeting of the TNZ Board, following the expiration of the Appeal Process, the athlete selections must be confirmed by resolution of the Board.

#### **13.5.4 SELECTION**

The successful Athletes are to be notified by both verbal communication (phone call, video conference, in-person etc) and emailed or written communication. The verbal communication of selection is to take place within 30 minutes of the verbal communication to the non-successful Athletes of their non-selection.

The written or emailed communication is to be sent after the expiration of the period for the Appeal Process. The successful athlete must be made aware of the appeal process and that their selection is still pending

#### **13.5.5 NON - SELECTION**

The unsuccessful Athletes are to be notified by both verbal communication (phone call, video conference, in-person etc) and emailed or written communication. The verbal communication of non-selection is to take place within 30 minutes of the verbal communication to the successful Athletes of their selection.

The written or emailed communication is to be sent within 24 hours of the verbal communication.

#### **13.5.6 ATHLETES AND INJURIES**

Taekwondo New Zealand is responsible to its community to ensure the health and safety of its national team members. The following sub-Articles pertain only to those athletes who are applying for inclusion in a TNZ selected, or recommended, national team

In the case of an Athlete with an injury, and due to that injury, is unable to attend a selection event, or an event that is part of the selection process, or a mandatory team event, or any other related event.

For the purposes this article - Injury and Illness are to be defined collectively as an Injury

1. The Athlete must provide the High Performance Director, or the TNZ Board, a medical certificate signed by a New Zealand based licensed Medical professional or New Zealand based licensed Physiotherapist, that states the injury and the nature if the consequences of the injury
  1. The High Performance Director is to inform the Athlete Representation Director if the Athletes Injured status, but does not share the symptoms of the injury
  2. The Athlete's name is then placed on an Injured Reserved List "IR List", administered by the Athlete Representation Director.
    1. The IR List is not to be used as a substitute for the TNZ Concussion Policy (Article 6 of this document) and/or the WT Concussion Protocol
  3. The Athlete is notified that their name has been placed on the IR List

4. The Athlete may continue to choose to register, participate and/or compete in events that are not administered or operated by TNZ. An Athlete can not compete at a TNZ operated event while on the IR List (example: TNZ National Championships). In the case of selection or mandatory team events, it is solely the High Performance Director's decision as to whether the Athlete's attendance is required whilst the Athletes name remains on the IR List.
2. An Athlete whose name is on the IR List shall have their name removed from the IR List (termed "cleared") by submitting a medical certificate to the High performance Director, signed by a New Zealand based licensed Medical professional or New Zealand based licensed Physiotherapist, that states the Athlete is cleared to resume training and/or competition.
    1. The High Performance Director is to inform the Athlete Representation Director of the Athlete clearing the Injured Reserve List
    2. The Athlete's name is then removed from the IR List by the High Performance Director.
    3. The Athlete is notified that their name has been removed from the IR List
  3. An Athlete whose name is on the IR List is not eligible for selection to a TNZ representative team, nor can the athlete be recommended by TNZ for any other team, or event.
    1. Where the Athlete on the IR List is the only athlete available for selection for a specific division at a related event, the TNZ Selection Panel may chose to "hold the position" open for the Athlete until either:
      1. The Athlete, within a specified time frame, clears the IR List (Article 13.5.6.2 of this document), in which case the Athlete is deemed to have been "selected" for the related event
      2. The Athlete, after the specified time frame has passed, is unable to clear the IR List, in which case the Athlete is deemed to have been "not selected" for the related event
    4. In the case where a selection is to take place and there is one or more Athletes who meet the selection criteria and there is (are) Athlete(s) on the IR List:
      1. The Athlete(s) on the IR List are not eligible for consideration nor selection for the related event
      2. An Athlete who met the selection criteria is to be selected, even if the Athlete on the IR List, when healthy, is the far superior athlete.
        1. The Selection panel may not "hold the position" open for the Athlete on the IR List.
  5. In the case where a selected athlete becomes injured
    1. The Athlete must provide the High Performance Director, or the TNZ Board, a medical certificate signed by a New Zealand based licensed Medical professional or New Zealand based licensed Physiotherapist, that states the injury and the nature if the consequences of the injury
      1. The Athlete's name is then placed on an Injured Reserved List "IR List", administered by the High Performance Director.
    2. Where the Athlete on the IR List has been selected, by name, for a specific division at a related event, the Athlete will either:
      1. Within a specified time frame, clear the IR List (Article 13.5.6.2 of this document), their selected status is reinstated
      2. After the specified time frame has passed, is unable to clear the IR List, in which case the Athlete is "withdrawn" from the related event by the High Performance Director

1. The High Performance Director may choose to re-convene the Selection Panel to select a replacement athlete or conversely choose not to replace the “withdrawn” athlete. It is the High Performance Directors sole decision.

## **13.6 SELECTION OF TEAM OFFICIALS**

Every New Zealand National Team has a requirement to provide officials to oversee training and competition. The selection of National Team Assistant Coach(s) is covered in Article 13.5 of this document.

### **13.6.1 NATIONAL TEAM OFFICIALS**

The Officials appointed to the National Team include (but are not restricted to):

- TNZ National Team Head of Team
- TNZ National Team Team Manager
- TNZ National Team Team Medical Officer
- TNZ National Team Coach
- TNZ National Team Assistant Coaches
- TNZ National Team Physiotherapist
- TNZ National Team Trainer

### **13.6.2 SELECTION OF OFFICIALS**

A team of Officials travelling with the New Zealand National Team must be a cohesive unit, autonomous in its decision making, with the health and safety of the Athletes and the group as a whole as its primary objective. Due to the nature of the group, it is the High Performance Director’s sole responsibility to appoint the appropriate people to the appropriate position

The High Performance Director may choose to ask for “Expression of Interest” from the taekwondo community, or to personally appoint the officials using personal preference. The methodology used is the sole responsibility of the High Performance Director.

The High Performance Director must recommend their selection(s) to the TNZ Board for ratification.

1. It is not expected that the TNZ High Performance Director presents the merits of each selection to the TNZ Board.
2. The TNZ Board cannot replace any Officials with persons of their own recommendation. It is the sole responsibility of the TNZ High Performance Director to recommend the Officials for ratification. The TNZ Board can only Accept or Reject the recommendation.

### **13.6.3 APPOINTMENT OF THE TNZ NATIONAL TEAM COACH**

1. The High Performance Director has the sole responsibility to select the TNZ National Team Coach for Kyorugi and Poomsae. Each recommendation is to be submitted to the TNZ Board for ratification.
  1. The Recommended Coach must hold the relevant TNZ, OT and/or WT Coaching qualifications prior to being recommended to the TNZ Board for ratification.
  2. It is not expected that the TNZ High Performance Director present the merits of the selection to the TNZ Board.
  3. The TNZ Board cannot replace the Coach with a Coach of their own recommendation. It is the sole responsibility of the TNZ High Performance Director to recommend the TNZ National Team Coach for ratification. The TNZ Board can only Accept or Reject the recommendation.

2. The TNZ National Team Coach for Kyorugi and Poomsae must sign an agreement (contract - Article 17.2) which covers their scope of practice with regards to Taekwondo New Zealand.
  1. Remuneration. The TNZ National Team Coach for Kyorugi and Poomsae may be required to fund their own expenses.
  2. A clause in the TNZ National Team Coach's agreement will outline the remuneration strategy, if one is in place.

#### **13.6.4 APPOINTMENT OF TNZ NATIONAL TEAM ASSISTANT COACH(ES)**

The appointment of Assistant Coach(es) is on an event by event basis. The appointment is not to be considered "on-going". Assistant Coach(es) are to focus on player health and safety. Assistant Coach(es) are not appointed to work with the athletes in the competition arena, but may be required to at the discretion of the TNZ National Team Coach.

##### **13.6.4.1 ATHLETE - COACH RELATIONSHIP**

The Athlete - Coach relationship is an important factor in the health and safety of the Athlete. It is important for the Athlete to feel that they, personally, are selecting a Coach that best fits their personality.

##### **13.6.4.2 TNZ LIST OF RECOMMENDED COACHES**

The High Performance Director is to maintain a "Recommended Coaches List". The Coaches must hold the relevant WT Coaching qualifications prior to being placed on the list.

1. Each year in January, the High Performance Director is to ask for Expression of Interest (EOI), from the taekwondo community, in being recognised by TNZ as a "Recommended Coach".
  1. Name:
  2. Club the Coach is affiliated with:
  3. Date of Birth:
  4. Coloured Belt/Dan/Poom Rank:
  5. TNZ GMS Number (and be a financial member of TNZ):
  6. Contact Email address:
  7. Relevant Taekwondo Experience and/or TNZ, OT, WT Qualifications and expiry dates for the qualification:
  8. Taekwondo History (include any relevant coaching experience):
2. Once the deadline for the submission of EOIs has been passed, the High Performance Director will post, to the TNZ website a list of Recommended Coaches. The list will contain:
  1. Name of the Coach
  2. Club the Coach is affiliated with
  3. Note if the Coach holds TNZ, OT and/or WT Qualification(s) (and Level) for either, some or all of: Kyorugi, Poomsae, Para
  4. Expiry date(s) of the Qualification(s)

Note1: A Coach without a current TNZ, OT or WT qualification can not be placed, nor maintain a placing on the list.

Note 2: A Coach that has been found, by the TNZ Board, to have contravened the TNZ Code of Conduct will not be listed

Note 3: A Coach that has been found, by the TNZ Board, to have disrupted the team environment in previous TNZ National Teams, a marker will be placed against the Coach's name (\*)

Note 4: A Coach attaining TNZ, OT or WT qualification throughout the year may apply for addition to the list, or alteration of their currently listed credentials. Application is to be made via email to: [comms@newzealandtaekwondo.co.nz](mailto:comms@newzealandtaekwondo.co.nz)

#### **13.6.4.3 ATHLETES TO SELECT THEIR COACH**

1. Every athlete that is selected to represent New Zealand has the opportunity to choose their coach, from TNZ's "Recommended Coaches List".
  1. The Athletes choice of Coach must be conveyed to the High Performance (HP) Director within seven (7) days of the Athlete's confirmation of their National Team selection.
    1. The High Performance Director will present a list of the Assistant Coach(s) to the TNZ for ratification. It is not expected that the High Performance Director present the merits of the Assistant Coach(s) to the TNZ Board.
    2. The TNZ Board cannot replace an Assistant Coach with a Coach of their own recommendation. The TNZ Board can only Accept or Reject each individual Assistant Coach recommendation
    3. Where the TNZ Board reject an Assistant Coach recommendation, the TNZ Board must ensure that the rejected Coach is notified in a timely manner, and given an explanation of why the TNZ Board voted for rejection of the recommendation
  2. Where an Athlete does not choose a Coach, TNZ will provide a Coach for them
  3. Where an Athletes choice of Coach has been rejected by the TNZ Board, the Athlete is given an additional 7 days to choose a Coach, following the procedure (as above) once more
2. The Athlete's chosen Coach will be required to fund their own expenses. It is recommended that the Athlete contact the selected Coach to ensure their availability for the event to which the Athletes selection has been made
  1. Each Assistant Coach must fund their own expenses unless otherwise negotiated directly with the TNZ Board
3. The title of an Athlete selected Coach will be New Zealand National Team Assistant Coach. The Assistant Coach will work under the direction of the New Zealand National Team Coach
  1. Where personality issues arise between the Assistant Coach and any other member of the National Team, including other Officials, the National Head of Team may exclude the Assistant Cache from team trainings, team meetings and any other organised team events
  2. Where personality issues arise, the TNZ Board is to investigate, and where applicable, apply measures to ensure a reoccurrence of the issue does not arise in future teams
  3. Assistant Coach(es) are not appointed to work with the athletes in the competition arena, but may be required to at the discretion of the TNZ National Team Coach.

### **13.7 EXPECTATIONS OF SELECTED ATHLETES AND TEAM OFFICIALS**

- All must obtain a WT Global Licence upon notice of being selected for the National Team, if not already a holder, at their own expense
- Attendance is required at any official Team events prior to the related event



- The Athlete must notify the Team Officials of any illness, injury or any other circumstances that will affect their preparation for the event

## **13.8 ATHLETE REMOVAL FROM SELECTED NEW ZEALAND TEAM**

Any athlete may be removed from the selected team who:

- Within reason, and in the opinion of the Selection Panel, the Athlete has an illness or injury that will prevent the Athlete from being able to perform to an international competition standard. The Athlete will seek advice from a Specialist Medical Practitioner before the Selection Panel may make the final decision.
- The Athlete breaches or fails to pass the requirements of the Anti-Doping policy of World Taekwondo.
- The Athlete breaches or fails to comply with the conditions described in the Team Agreement or the TNZ Code of Conduct.
- The Athlete fails or breaches any rules of TNZ that warrants the removal of the athlete from the Team.

## **13.9 AMENDMENTS**

- This selection policy may be amended or supplemented by TNZ at its discretion in order to achieve the sole objective of selecting the best team.
- Any proposed amendments to this policy must be submitted to the TNZ Board for ratification at a TNZ Board meeting. The TNZ Board will ensure to give notice to all persons affected by any amendments in a timely fashion.

## **13.10 APPEAL PROCESS**

- Within 5 working days that a Non-Selected Athlete received emailed or written notice of their non-selection, the Non-Selected athlete must provide emailed or written “Notice of Appeal” to the Secretary of Taekwondo New Zealand that they dispute their non-selection of the Team.
- The Non-Selected Athlete must provide proof in support their “Notice of Appeal”. The written notice must be accompanied by a NZL \$400 application fee, which will be refunded to the Athlete should the outcome of the dispute result in the selection of the Athlete for the Team. Payment is to be made directly to the TNZ Bank Account (details to be supplied at the time of submission of the notice).
- A hearing date must be set within 72 hours of receiving the “Notice of Appeal”. This date is to be organised by the Secretary (General) of TNZ
- The hearing will be overseen by a tribunal (3 persons).
- The hearing will be follow the TNZ Constitution and the TNZ Disciplinary Policy in procedural matters. The \$400 fee is to be used against any cost associated with the use of a legal representative as the Chairperson of the hearing. In cases where the fee is less than the actual cost, the TNZ Board will pay the difference. In cases where the fee is in excess of the costs, the TNZ Board is entitled to keep the difference.
- The Athlete may be accompanied by any other person(s) that are relevant to their Appeal.
- The outcome of the tribunal is recommended to the TNZ Board. The TNZ will either accept or reject the finding.
- Further appeal processes: The athlete may appeal to a higher sporting body (e.g. Sport New Zealand) for further resolution.



# 14. TNZ KUKKIWON NZ OFFICE POLICY

In force per 8th May 2023

## 14.1 BACKGROUND

Taekwondo New Zealand is dedicated to the promotion of, and adherence to, the goals and objectives of both World Taekwondo and the Kukkiwon. Through the establishment and operation of the Kukkiwon New Zealand Office, Taekwondo New Zealand will ensure the guidelines, regulations and rules surrounding the Kukkiwon promotion tests and associated processes are rigorously upheld.

Black Belt certification through the national body (TNZ) allows for the responsibility of the process to be with the national body, and not that of the certified Kukkiwon examiner. Due to the signing of a memorandum of understanding (MoU) between the Kukkiwon and TNZ, the cost of the certification is reduced when going through Taekwondo New Zealand (TNZ). There are further benefits to the Taekwondo New Zealand community as well, in that current TNZ Kukkiwon Examiners, potential Examiners, and TNZ club instructors can attend up-skilling courses when these are available and ready for delivery by the Kukkiwon.

## 14.2 INTRODUCTION

This policy has been developed to provide clarity to the role Kukkiwon New Zealand fulfils for Taekwondo New Zealand members. Kukkiwon NZ operates under the governance of Taekwondo New Zealand, operating via a mandate from Kukkiwon International and a memorandum of understanding signed by both Taekwondo New Zealand and Kukkiwon International.

## 14.3 SCOPE

This policy applies to:

- Taekwondo New Zealand (acting as the Member Nation Association (MNA))
- the Kukkiwon NZ office (appointed by the TNZ Board)
- New Zealand Kukkiwon Examiners (having qualified via the Kukkiwon International Masters Course)
- Kukkiwon Examiners (certified by the Kukkiwon having qualified via the Kukkiwon Examiners Course)

This policy covers:

- The appointment of the Kukkiwon NZ President by the Taekwondo New Zealand Board.
- The appointment of the Kukkiwon NZ Administrator by the Kukkiwon NZ President.
- The costings made by Kukkiwon NZ to the student/instructor for Kukkiwon examination in New Zealand
- The process for registering Kukkiwon certification applications, 1st Dan/Poom to 3rd Dan/Poom
- The process for registering Kukkiwon certification applications, 4th Dan/Poom to 7th Dan
- The process for hosting and administering an Examination event
- Guidelines for Examiners to follow in conducting an Exam

## Notes

Taekwondo New Zealand recognises that there are two methods for processing Kukkiwon certificates in New Zealand:

1. MNA processing (Taekwondo New Zealand) via a signed Memorandum of Understanding (MoU) by Taekwondo New Zealand with the Kukkiwon
2. Individual Masters processing applications directly with the Kukkiwon. These contracts are set in place by Kukkiwon International.

## 14.4 DEFINITIONS

**Examiner:** For the application of 1st to 3rd Dan certification, an Examiner is a person holding a minimum of a 4th Dan/poom Kukkiwon certificate and a Kukkiwon International Masters Certificate. For a person judging as part of a 4th to 7th Dan Examination Panel, an Examiner is a person holding a minimum of a 4th Dan/poom Kukkiwon certificate and a Kukkiwon International Masters Certificate and a Kukkiwon Examiners/Judge Certificate.

**Examination Panel:** For the purposes of a 4th to 7th Dan/poom grading, an Examination Panel must be formed by the Kukkiwon Office NZ comprising no less than 3 and no more than 5 suitably qualified masters (3 acting as Examiners, and 2 acting as Reserves)

**Kukkiwon:** Where the documents reference “Kukkiwon”, this will be referenced also as Kukkiwon New Zealand (from herein Kukkiwon NZ or the Kukkiwon NZ Office).

**Kukkiwon New Zealand Office (Kukkiwon NZ Office):** A directorate of Taekwondo New Zealand responsible for the administering and operation of Kukkiwon certification in New Zealand

**Localisation:** Where “localisation” or modification to the rules and regulations has occurred, the Article in question will be referenced, and the localisation” or modification will be noted here.

**Member Nation Association (MNA):** An MNA is a national body, recognised by both WT and Kukkiwon for the management and administration of taekwondo within that country

**Taekwondo New Zealand (TNZ):** The MNA for New Zealand

**World Taekwondo (WT):** The worldwide governing body for Taekwondo, as recognised by the International Olympic Committee (IOC).

**WT GMS:** World taekwondo Global Management System database of taekwondo players worldwide

## 14.5 ESTABLISHMENT OF THE KUKKIWON NZ OFFICE

On Saturday the 19th of November 2022, at its Rotorua In-Person Board meeting the Taekwondo New Zealand Board voted into place the Kukkiwon New Zealand Office (Kukkiwon NZ Office).

The process for the establishment of the Kukkiwon NZ office, with the governance by Taekwondo New Zealand, is made possible through two documents:

- the MOU between Kukkiwon and WT
- the MOU between Kukkiwon and TNZ

## 14.6 THE KUKKIWON NZ OFFICE

The Kukkiwon NZ Office is a directorate of Taekwondo New Zealand, responsible for the administering and operation of Kukkiwon certification, education and events in New Zealand. The Kukkiwon NZ Office is directly responsible to Taekwondo New Zealand (TNZ) in TNZs capacity as the World Taekwondo (WT) recognized Member Nation Association (MNA) for New Zealand.

The Kukkiwon NZ Office will not operate its own bank account or funding streams. The Kukkiwon NZ Office will ensure all funds and expenses are accounted for through Taekwondo New Zealand accounts.

## **14.7 OVERSIGHT AND ADMINISTRATION OF THE KUKKIWON NZ OFFICE**

### **14.7.1 TNZ DIRECTORATE - THE KUKKIWON NZ OFFICE**

#### **14.7.1.1 APPOINTMENT OF THE KUKKIWON NZ OFFICE PRESIDENT**

The Director of the Kukkiwon NZ Office is appointed by the TNZ Board. The Director is given the title “President, Kukkiwon NZ Office”.

1. The President of the Kukkiwon Office must be a current, or previous, TNZ Board member who has had more than 4 years experience on the TNZ Board.

1. Previous experience is inclusive of all TNZ Boards dating back to 2006 when the original TNZ Board was formed

#### **14.7.1.2 APPOINTMENT OF THE KUKKIWON NZ OFFICE VICE PRESIDENT(S)**

The Kukkiwon NZ Office Vice President(s) are appointed by the Kukkiwon NZ Office President to oversee its operations and administration.

1. The Kukkiwon NZ Office President recommends the Vice President(s) to the TNZ Board for confirmation of appointment. The TNZ Board must ratify, by resolution, this appointment

#### **14.7.1.3 APPOINTMENT OF THE KUKKIWON NZ OFFICE ADMINISTRATOR**

The Kukkiwon NZ Office Administrator is appointed by the Kukkiwon NZ Office President to oversee the Directorates operations and administration.

1. The Kukkiwon NZ Office President recommends the Administrator to the TNZ Board for confirmation of appointment. The TNZ Board must ratify, by resolution, this appointment

### **14.7.2 DUTIES OF THE DIRECTOR AND OFFICERS**

#### **14.7.2.1 DUTIES OF THE PRESIDENT (KUKKIWON NZ OFFICE)**

The President is required to (but in no particular order):

- Co-ordinate directly with Kukkiwon on relevant matters
- Oversee all aspects of operation of the Kukkiwon NZ Office
- Report to the TNZ Board on a monthly basis
- Recommend the appointment of one or two Kukkiwon NZ Office Vice President(s) to the TNZ Board for acceptance/rejection by TNZ Board vote
- Recommend the appointment of a Kukkiwon NZ Office Administrator to the TNZ Board for acceptance/rejection by TNZ Board vote
- Appoint other Officers, such as Commissioners, as the president sees fit, to ensure the smooth operation of the duties of the Kukkiwon NZ Office.
- Make day to day decisions that will ensure the effect operation of the Office

#### **14.7.2.2 DUTIES OF THE VICE PRESIDENT (S) (KUKKIWON NZ OFFICE)**

The Vice President(s) is (are) required to:

- Attend meetings of the Kukkiwon New Zealand Office Board and associated Commissions

- Ensure the true and proper operation of the Kukkiwon NZ Office
- Provide oversight on operational activities of the Kukkiwon NZ Office

#### **14.7.2.3 DUTIES OF THE ADMINISTRATOR (KUKKIWON NZ OFFICE)**

The Administrator is required to:

- Co-ordinate directly with Kukkiwon on relevant matters
- Ensure compliance of Examiners and Masters with the Kukkiwon Rules and Regulations
- Apply for 1st to 3rd Dan/Poom certification for such applicants that have been submitted by properly qualified Masters (holders of the Kukkiwon International Masters Certificate)
- When Kukkiwon certificates arrive from Kukkiwon, distribute, in a timely manner, certificates to those qualified Masters who have submitted applications
- Administer and managed such events and education sessions as a required
- Recommend to the President instigation/alteration to this Kukkiwon NZ Office Policy document so as to ensure compliance with TNZ policies
- Recommend to the President instigation/alteration to this Kukkiwon NZ Office Policy document so as to ensure the efficient operation of the Kukkiwon NZ Office
- Recommend to the President instigation/alteration to charges in order to meet budget requirements

### **14.8 KUKKIWON NZ OFFICE RULES AND REGULATIONS**

The items in this document are to act as supplementary information, or replacement, for that which can be found in the following documents:

- “The Regulations of Taekwondo Promotion Test” - Kukkiwon, December 2019
- “The Rules of Taekwondo Promotion Test” - Kukkiwon, November 2018

### **14.9 THE REGULATIONS OF TAEKWONDO PROMOTION TEST**

Listed here are notes and/or local alterations/interpretations to the following document - “The Regulations of Taekwondo Promotion Test” - Kukkiwon, December 2019.

#### **ARTICLE 3 (DEFINITIONS OF TERMS)**

3.18

This Article includes Taekwondo New Zealand (and henceforth the Kukkiwon NZ Office) as an “Entrusted Organisation” with respect to Kukkiwon.

#### **ARTICLE 5 (DIVISION OF PROMOTION TESTS)**

This Article clearly states that all Gup (Keup/Coloured belt) promotion tests must be implemented by a Taekwondo master (as defined by Kukkiwon in Article 3.10 - Definitions of Terms). In New Zealand, the Taekwondo master need not be a holder of a Kukkiwon International Masters Certificate. The Taekwondo master must be a holder of a Kukkiwon 4th Dan certificate.

## **ARTICLE 8 (PROMOTION TEST FEES)**

8.4

This Article allows for the setting of grading fees for Taekwondo Masters (holders of a Kukkiwon International Masters Certificate) in the case of 1st to 3rd Dan/Poom promotion tests, and the Kukkiwon NZ Office in the case of 4th to 7th Dan/Poom promotion tests.

## **ARTICLE 11 (STANDARD PROMOTION TEST SUBJECTS)**

This Article states that a promotion test evaluation may include any or all of; Practical subjects, Theoretical-written subjects, and interview subjects. Examination test must clearly state, when advertised or promoted, what subjects will be examined.

## **ARTICLE 12 (PROMOTION TEST EVALUATION)**

This Article states that the promotion test evaluation is the only criteria that can be used as a criteria for the test itself. No prior achievements are to be considered. No other evidence is to be accepted.

## **ARTICLE 23 (APPLICATION OF RULES)**

This Article allows the Kukkiwon NZ Office to set independent rules for the administration, operation and oversight of Promotion Testing in New Zealand.

## **14.10 THE RULES OF TAEKWONDO PROMOTION TEST**

Listed here are notes and/or local alterations/interpretations to the following document - "The Regulations of Taekwondo Promotion Test" - Kukkiwon, December 2019.

### **ARTICLE 4 (DIVISIONS AND DUTIES OF PROMOTION TEST EXAMINERS)**

This Article outlines the procedure for examinations based in Korea. Article 4 is replaced by the following:

#### 4.2 Promotion test examiners

- (a) Promotion test examiners for low Dan holders: they shall evaluate applicants for promotion in Poom/Dan for three (3) Dan and below
- (b) Promotion test examiners for high Dan holders: they shall evaluate applicants for promotion in Poom/Dan for four (4) Dan to seven (7) Dan

### **ARTICLE 5 (QUALIFICATIONS FOR PROMOTION TEST EXAMINERS)**

#### 5.1 Qualifications for Promotion Test Examiners

This Article covers the qualification for the Supervisor. The level of 9th dan is replaced with a level of 8th Dan.

#### 5.2 Promotion Test Examiners

- (a) Promotion test examiners for low Dan Holders: they must be holders of a Kukkiwon International masters Certificate
- (b) Promotion test examiners for high Dan Holders: they must be holders of a Kukkiwon International masters Certificate and a Kukkiwon Examiners Certificate

## **ARTICLE 6 (APPOINTMENT OF PROMOTION TEST EXAMINERS)**

6.1 The promotion test examiners for high Dan holders will be appointed by the President, Kukkiwon NZ Office.

6.3 the term of office of promotion is specific to only the Examination event itself.

## **ARTICLE 7 (GROUNDS FOR EXCLUSION OF PROMOTION TEST EXAMINERS)**

This Article outlines that Examiners may not examine people with whom they have a relationship. For example - students of the Examiner

## **ARTICLE 9 (REMUNERATION OF PROMOTION TEST EXAMINERS)**

This Article allows for the reimbursement to Examiners of expenses incurred as part of the Examination process, including but not exclusive to: travel, accommodation, food.

## **ARTICLE 10 (CHARGE OF PROMOTION TEST FEES)**

This Article allows for the charging of assignment and implementation fees. For example: where expenses are to be incurred in running an Examination Panel (high dan promotion test), the Kukkiwon NZ Office may charge more than the Kukkiwon charges. All charges should be “open and transparent” and justifiable.

10.3 The TNZ Board will set the fees for Kukkiwon examinations at its Annual General Meeting (AGM). The fee structure will be recommended to the TNZ Board by the Kukkiwon NZ Office President one month prior to the TNZ AGM.

10.4 This Article allows the Kukkiwon NZ Office to alter the fees set by Kukkiwon.

10.5 This Article states the Kukkiwon NZ Office will post its charges to the Internet. The Kukkiwon NZ Office will not post its charges to the Internet. The Kukkiwon NZ Office will only inform TNZ Instructors of its pricing structure on request or during a closed seminar, though minutes of the TNZ AGM may contain this information.

## **ARTICLE 12 (PUBLIC NOTICE OF PROMOTION TEST)**

This Article covers the advertising of a Promotion Test

12.1 The Kukkiwon NZ Office will post to the internet any upcoming high Dan Promotion, no less than 60 days before the promotion test date. Information to be posted:

- Date of the test
- Place of the test
- Closing date for applications
- Promotion test methods
- Promotion test subjects
- Qualifications for application
- Date of notification of successful applicants

12.2 Where changes of content are required, public notice of the changes will be posted to the internet and where possible, emailed to the applicant(s)



## **ARTICLE 17 (METHOD TO DIVIDE AND IMPLEMENT STANDARD PROMOTION TEST SUBJECTS)**

This Article outlines the possible content of a promotion test.

### 17.2 Theoretical Subjects

For high Dan tests, a form of theoretical test may be implemented as part of the examination programme. The theoretical test may take the form of either:

1. an essay on a pre-determined subject, submitted to the Examination Panel no less than one week prior to the practical examination
2. A theoretical test as outlined in Article 17.2 (a). “applicants shall specify in an answer sheet relevant answers to twenty (2) questions set in objective and subjective forms with respect to the knowledge with which Taekwondo players should be familiar, including, but not restricted to; history, spirituality, philosophy, game, competition, components”.

### 17.1.3 Interview Subjects

For high Dan tests, a form of interview test may be implemented as part of the examination

## **ARTICLE 21 (RELEVANT FACILITIES FOR PROMOTION TEST PLACE ETC.)**

This Article outlines the requirements for a venue to be used for the purpose of hosting a Kukkiwon Promotion test.

## **ARTICLE 23 (CLOTHES)**

This Article outlines the Dobok \*Uniform) and Tti (Belt) that can be worn for a Kukkiwon examination.

23.1 (c). Applicants shall not be allowed to wear accessories other than Dobok (such as hats, shoes, socks, watches, rings, necklaces, ear rings etc.). Under garments, bracing and taping are permitted to be worn, but are the responsibility of the applicant to ensure movement is not hindered. Where an applicant requests permission to wear accessories of religious significance, a letter from the relevant religious authority must accompany the application. The Test Examiners will review each application on a “case by case” basis, and either approve or reject the application. The decision of the Test Examiners is final and can not be appealed.

## **ARTICLE 28 (CANCELLATION OF PROMOTION TEST ASSIGNMENT)**

This Article outlines the cases where a test may be cancelled.

28.1 Where a promotion test assignee for itself issues and grants Poom/Dan certificates. No organisation may promote students or distribute Poom/Dan certification.

## **APPENDIX NO.1 CRITERIA OF QUALIFICATION**

Noted in the Table

Applicants for moving from 3rd Dan to 4th Dan must be 21 years and older

Applicants for moving from 3rd Poom to 4th Dan must be 18 years and older

## **APPENDIX NO.3 STANDARD PROMOTION TEST SUBJECTS**

Noted in the Table

### *Poomsae*

In many testing venues throughout New Zealand, the process of testing all poomsae and Taegeuk to the level of examination is common practice. With this in mind, the practice may continue, but for the following:

- A first poomsae as is required by the Poom/Division under examination
- a second poomsae (as set in the “Designated” column)

The two (2) Poomsae to be tested (per Poom/Dan level) is to be verbally given to the applicants no earlier than 2 hours before the testing begins, and no later than 30 minutes prior to testing beginning. The 2 Poomsae must be rigorously tested. Only the designated two patterns are to be tested/examined. Any other poomsae asked for by the Examiners is only to be observed, and shall have no bearing on the outcome.

#### *Theoretical Subjects*

In New Zealand a written test will be used only when necessary. The form used for the Theoretical Subject, when testing 4th to 7th Dan will be an Essay (as per Article 17.2)

## APPENDIX NO.8 FEES FOR CONVERSION POOM/DAN

The fee structure noted in the table is not applicable in New Zealand.

The fee structure for New Zealand will be as follows:

Grade	Cost to the Recommending International Master - \$NZD	Variations
1st D	\$100	
2nd D	\$130	
3rd D	\$160	
4th D	\$200	May include addiotnal costs for hosting the event
5th D	\$350	May include addiotnal costs for hosting the event
6th D	\$400	May include addiotnal costs for hosting the event
7th D	\$500	May include addiotnal costs for hosting the event

## APPENDIX FORM NO.1 TO NO.10

The forms noted in these appendices may be different in practice but will utilise elements of the same information.

## 14.11 KUKKIWON CERTIFICATION PROCESS - LOW DAN

### 14.11.1 METHODOLOGY FOR EXAMINATION

- The method for Examination is by an Examiner or multiple Examiners.
- The examination may be held as part of an organised “club” grading, or as part of a group (e.g. Member Organisation) organised event.
- The Examiner(s) must hold a minimum of
  - A Kukkiwon issued 4th Dan/Poom certificate **AND**
  - A Kukkiwon International Masters Certificate **AND**
  - must show evidence (photo, video, internet post etc.) of being in attendance at the Examination event.
- The Examination must be conducted as per the Kukkiwon Rules and Regulations and any regional variations outlined by the Kukkiwon NZ Office Rules and Regulations, covering the following sections:
  1. Basic Movements - 10%
  2. Poomsae - (Patterns) - 40%
  3. Kyorugi - (Sparring) - 40%
  4. Kyokpa - (Board Breaking) - 10%
  5. Any additional material may be demonstrated - (eg. Self Defence, Weapons etc). – no score
- The Candidate may not fail (49% or lower) any of the sections (1. to 4.). Where a score of 49% (or less) occurs for a section, the candidate is to continue the examination until the natural end of the examination
- A minimum pass mark of 60% is required for the overall examination score
  - Scoring must be submitted on the proper form “JudgingSheet\_NZ.pdf”.

- Scoring sheets of applicants must be retained by either the Examiner or by the Kukkiwon NZ Office Administrator for a period no less than 52 weeks from the Examination date.

#### **14.11.2 METHODOLOGY FOR VIRTUAL EXAMINATION**

##### **- 1ST DAN/POOM TO 3RD DAN/POOM ONLY**

- A virtual examination may take place if the following criteria have been established
  - The Club/Instructor requesting the virtual examination has written to the Kukkiwon NZ Office requesting permission to examine students via virtual technologies
    - The Club/Instructor must include evidence that hosting an In-Person examination is impractical due to:
      - Location
      - Financial
      - Access to an Examiner
      - Venue for applicants taking part in the Examination
        - All applicants must be within the same venue when undergoing the examination
    - List of applicants
      - All applicants must be within the range of Keup1 to 2nd Poom/Dan
      - Students from only one club may be examined under the consent allowing a Virtual Examination
    - List of possible Virtual Examiners
      - The Club/Instructor may approach Examiners to check for availability prior to the request for a Virtual examination being sent to the Kukkiwon NZ Office
  - Upon receipt of the request, the Kukkiwon NZ Board must explore the relevance of the evidence, and where possible, provide the Club/Instructor alternatives
  - The Kukkiwon NZ Board will have the final decision as to whether a Virtual Examination may take place or not
    - If the Kukkiwon NZ Office agrees with the request, a consent form will be sent to both the Virtual Examiner and the Club/Instructor acknowledging the holding of a Virtual Examination
      - The information on the form will contain, but not be restricted to:
        - Date
        - Venue of Applicants
    - The Kukkiwon NZ Office will correspond with a possible Virtual Examiner to ensure all processes are followed
  - Examiners holding virtual examinations without the consent of the Kukkiwon NZ Office will face disciplinary action by the Kukkiwon NZ Office. Disciplinary action may take the form, but is not restricted to:
    - Examiner status revoked
    - Sanction by Kukkiwon NZ Office
    - Sanction by Kukkiwon
  - The Kukkiwon NZ Office will appoint a "Virtual Examiner" to administer the virtual examination
    - The "Virtual Examiner" status is confined to the examination event listed on the consent. The status ceases to exist the day after the examination date.

- The Virtual Examiner is to liaise and co-ordinate with the Club/Instructor
- A virtual examination must be conducted as per the Kukkiwon Rules and Regulations covering the following sections:
  - Board Breaking - 10%
  - Poomsae (Patterns) - 40%
  - Kyorugi (Sparring) - 40%
  - Kyokpa (Board Breaking) - 10%
- Where technology does not permit the completion examination, the examination and it's results are void ( to be rejected)
  - Instances of an incomplete examination are (but not restricted to):
    - Technological failure
    - Applicant unable to complete the examination
    - Time restrictions
  - An alternative examination must follow the above request procedure
    - Consent is not guaranteed for re-examination
- A minimum pass mark of 60% is required for the overall examination score
  - Scoring must be submitted on the proper form "JudgingSheet\_NZ.pdf".
- Scoring sheets of applicants must be retained by either the Examiner or by the Kukkiwon NZ Office Administrator for a period no less than 52 weeks from the Examination date.
- Upon successful completion of the examination, the Examiner is responsible for the processing of the applicants application to the Kukkiwon NZ Office
  - It is not the responsibility of the Kukkiwon NZ Office to ensure or investigate the details of the applicants

## 14.12 SUBMITTING AN APPLICATION FOR 1ST TO 3RD POOM/DAN GRADE

- Kukkiwon certification processing is now handled through the TCON website.
- Part of the process requires individuals to create personal "log-in's" on their database.
- Everyone who grades or holds a Kukkiwon grade must have a TCON database username.
- It is recommended that all current Kukkiwon Black Belt holders, and Club 1st Keup holders go through the process of creating their log-in username.
- Applicant's need to keep the username and password very safe as it is their only way to continue your taekwondo journey
- All applicant's must be current financial TNZ members. Applicant's are required to disclose their WT GMS number as part of the application process (NZL-XXXX)

Recommendation: Do not start the TCON log-in creation process unless the applicant is using a computer

### **TCON PROCESS (FOR APPLICANT):**

1. Go to "<https://tkdcon.net/en/portale/login/login.do>"
2. Click Membership registration
3. Agree to the conditions

4. Enter your data, ID photo etc.
  1. Country - if you have every intention of staying in New Zealand, please use New Zealand as the country of nationality
  2. Create a username (please write this down somewhere for safe keeping) and click the "Check" button next to it to confirm it is available.
  3. When you put in your email address there is a button next to it ("Confirm"?). Click that. You now have 3 minutes to get your emails and put in the code sent from Kukkiwon.
5. Carry on. Finish the log-in process.
6. Test the log-in.

### **REGISTERING WITH TNZ (WT GMS)**

For those wishing to register on the WT GMS database in order to attain a NZL-Number

Either:

- 1. Contact your club GMS Administrator to start the process. If your club does not have a GMS Administrator, please have your instructor contact [secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz) to arrange this.

**OR**

- 2. Go to <https://tnz.simplycompete.com/signUp> and click "Register for a World Taekwondo Membership"

What information must a student provide to register? Initially, they must provide: -

- 1) Date of Birth,
- 2) Full name,
- 3) THEIR unique email address.

Once the registration has occurred, the GMS will automatically send an email to the email address above asking for:

- a photo/scan of the student ID/passport/national drivers licence.
- if the student is a current Kukkiwon Black belt, they will need to submit a copy of their Kukkiwon certificate/ card.

Once these items are submitted, the people at GMS will verify the photos/scans. When the WT GMS are happy that all is in order and paid for the registration will be "approved".

### **14.12.1 SUBMISSION OF SUCCESSFUL STUDENTS TO KUKKIWON NZ OFFICE**

When Examiners are submitting applications for Kukkiwon Certification, three pieces of information are required. The correct form should be used for submission as it has reference to:

- the applicant's ID (the one they created in item 5 from the TCON Process above)
- the applicant's date of birth
- the applicant's WT GMS number (e.g. NZL-0011) – the financial status of the applicant will be checked

Please email these details to the Kukkiwon NZ Office when requesting a graduation for an applicant:

[gms@newzealandtaekwondo.co.nz](mailto:gms@newzealandtaekwondo.co.nz)

Once received, the Kukkiwon NZ Administrator will email in reply an invoice to be paid. The bank account details for payment:

### **BANK ACCOUNT DETAILS FOR PAYMENT BY EXAMINERS**

Account Name: Taekwondo New Zealand Incorporated

Account Number : 12-3211-0033009-00

Reference for the deposit: KUKK (EXAMINERNAME)

### **COSTS TO EXAMINERS\***

➡ Conditional on the NZD exchange rate. Any changes will be set by resolution of the Taekwondo New Zealand Board. The "Costs to Examiners" will be reviewed annually by the Taekwondo New Zealand Board.

Note: These are Examiner charges, not applicant charges. The price charged to an applicant is a detail between the applicant and the Examiner.

Once the payment is received, the application process with Kukkiwon will begin.

### **ISSUE: COUNTRY OF RESIDENCE LISTED AS OUT OF NEW ZEALAND**

If the student registers themselves (whilst creating their TCON username) to a country other than New Zealand. The TCON system will request proof of residence when a graduation is requested ("The Rules of Taekwondo Promotion Test", Article 13.3)

Documentation will be requested to be uploaded, by the Administrator, at the time of application. Therefore the Examiner will need to provide four pieces of information when submitting an application of this kind.

- the applicant's ID (the one they created in item 5 from the TCON Process above)
  - the applicant's date of birth - No other forms or photos
  - the applicant's WT GMS number (e.g. NZL-0011) - optional until 1st Jan, 2024 (President directive)
  - the applicant's proof of residence
- ➡ The document provided for "Proof of Residence" must contain the applicant's name and address in New Zealand. This document will be reviewed by TCON.

The following documentation is recommended by TCON as "Proof of Residence":

- School / Polytechnic / University Registration, Academic Transcript (e.g. School Report Card)
- Employment Contract, Rent/Lease Agreement, Bank Statement
- Water, Power, Telecommunications bill for last 6 months

The following are documents not accepted as "Proof of Residence"

- Passport, Visa, Permanent Residence, Driver's License, Immigration Visa

### **14.12.2 RETURN OF THE CERTIFICATE TO THE SUCCESSFUL STUDENTS BY THE KUKKIWON NZ OFFICE**

The arrival in New Zealand of the certificate and card for the applicant is 6 to 8 weeks after the process with Kukkiwon has been completed.

The Kukkiwon NZ Office will courier the certificate and card to the Examiner (not the applicant). An email be sent to the Examiner that the Examiner can expect a couriered document.

## 14.13 KUKKIWON CERTIFICATION PROCESS - HIGH DAN

### 14.13.1 METHODOLOGY FOR EXAMINATION

- The method for Examination is by a Kukkiwon NZ Office appointed Examination Panel
- Applicants must be recommended by a holder of a “Recommender” (refer 14.13.1.1)
  - The certificate holder must be based in New Zealand (residence evidence may be called for)
  - The applicant may not be the Recommender
  - The application must be made on the correct form
  - The application must be emailed to [comms@newzealandtaekwondo.co.nz](mailto:comms@newzealandtaekwondo.co.nz)
  - All additional information required to accompany the application must be emailed to [comms@newzealandtaekwondo.co.nz](mailto:comms@newzealandtaekwondo.co.nz) in order for the application criteria to be fulfilled
- The Examination Event will be organised, promoted, advertised and administered by the Kukkiwon NZ Office, under the mandate of the Kukkiwon NZ Office President.
- The Examiner(s) must hold a minimum of
  - A Kukkiwon issued 4th Dan/Poom certificate **AND**
  - A Kukkiwon International Masters Certificate **AND**
  - A Kukkiwon Examiners Certificate
- The Examination Event must be conducted as per the Kukkiwon Rules and Regulations and any regional variations outlined by the Kukkiwon NZ Office Rules and Regulations, covering the following sections:
  1. Basic Movements - 10%
  2. Poomsae - (Patterns) - 40%
  3. Kyorugi - (Sparring) - 30%
  4. Kyokpa - (Board Breaking) - 10%
  5. Theoretical Subject (Essay) - 10%
  6. Any additional material may be demonstrated - (eg. Self Defence, Weapons etc).
- The Candidate may not fail (49% or lower%) any of the sections. Where a score of 49% (or less) occurs for a section, the candidate is to continue the examination until the natural end of the examination
- A minimum pass mark of 60% is required for the overall examination score
  - Scoring must be submitted on the proper form “JudgingSheet\_NZ.pdf”.
  - Scoring sheets of applicants must be retained by either the Kukkiwon NZ Office Administrator for a period no less than 52 weeks from the Examination date.

#### 14.13.1.1 RECOMMENDERS FOR HIGH DAN TEST

- A Recommender must be a holder of:
  - Kukkiwon 4th Dan certificate or higher
  - Kukkiwon International Masters Certificate holder
  - Kukkiwon Examiner Certificate holder
  - Current Financial Taekwondo New Zealand membership via the GMS



- Member Organisation with recognised Recommenders
  - Where a Taekwondo New Zealand Member Organisation (MO) has its own recognised Recommenders, the Kukkiwon NZ Office will only accept recommendations from those Recommenders for the Clubs/Students registered within that MO
  - The MO is to register the names of its Recommenders with the Kukkiwon NZ Office
- Member Organisations without recognised Recommenders and Independent Clubs
  - Any TNZ recognised Recommender may submit applications for applicants, as long as the applicant is not a member of a MO that has recognised Recommenders
  - Taekwondo New Zealand will publish a list of Recommenders
- The role of Recommender is to be taken seriously and the actions of the applicant will be the responsibility of the Recommender
- Any Recommender of an applicant who fails an examination will be investigated by the Kukkiwon NZ Office
  - If, in the course of investigation, it is found that the Recommendation has submitted false documentation, disciplinary action will be requested against the Recommender
  - A Recommender must personally view an applicant's proficiency in the examination syllabus prior to submitting an application to the Kukkiwon NZ Office

#### **14.13.1.2 VIRTUAL EXAMINATION - HIGH DAN**

- A virtual examination for applicants for 4th Dan/Poom to 7th Dan is not permitted
  - Under no circumstances is a virtual examination of applicants for 4th Dan/Poom to 7th Dan to be conducted
- Examiners associated with any virtual examination for applicants for 4th Dan/Poom to 7th Dan will undergo disciplinary action by the Kukkiwon NZ Office
  - Disciplinary action may take the form of, but is not restricted to:
    - Examiner status revoked
    - Sanction by Kukkiwon NZ Office, and/or Taekwondo New Zealand
    - Sanction by Kukkiwon

#### **14.13.2 DETERMINATION OF A KUKKIWON NZ OFFICE HIGH DAN EVENT - 4TH TO 7TH DAN EXAMINATION**

The President of the Kukkiwon NZ Office will declare, and advertise, two dates every 12 month period (May to April), for the holding of a 4th to 7th Dan Examination event. The announcement will be made at the annual Taekwondo New Zealand Annual General Meeting.

The process for determining the dates for the 4th to 7th Dan Examination event is as follows:

1. The Kukkiwon NZ Office President, in consultation with venue administrators, host club instructors and Kukkiwon NZ Office staff, will choose two dates, along with venues
2. The Kukkiwon NZ Office President will recommend the two dates to the Taekwondo New Zealand Board. The TNZ Board will either accept or reject each date by resolution.
3. The Kukkiwon NZ Office will advertise the event dates, venues, the process for application, dates for approval of the applicant, specific details relating to the testing, details of costs to applicants

### **14.13.3 SELECTION OF EXAMINERS FOR THE EXAMINATION PANEL**

The Kukkiwon NZ Office will keep a register of those masters that are New Zealand based holders of a Kukkiwon International Masters Certificate. A register will be kept for New Zealand based holders of a Kukkiwon Examiners Certificate.

- An Examination Event will host of no less than three (3) Examiners, with a minimum of three (3) Examiners administering the examination process itself.

*For example, five (5) Examiners may be present at the Examination Event, but only three (3) are judging the applicants in Group 1 (One). The next group, (Group 2) of applicants may then see a change in the actual Examiners judging them.*

- An Examiner may NOT take part in the examination of a group where they have a relationship (e.g. Recommender, family member, student, instructor, club member, fellow committee member) with one or more of the applicants.
- The Kukkiwon NZ Office will ask all holders of a Kukkiwon Examiners certificate if they wish to participate in an upcoming Examination Panel, called an “Expression Of Interest (EOI)”.
- From a list of Examiners who have sent EOIs to the Kukkiwon NZ Office, the Kukkiwon NZ Office President will select the Examiners for recommendation to the TNZ Board for approval. The President, in choosing possible members of the Examination Panel must take into account:
  - Conflict of interest between the Examiner and the examination applicants (both positive and negative)
  - Examiner experience
  - Location of the Examiner (related to costs of conveying the Examination Panel)

In relation to “Examiner experience”, it will be good practice to have at least one inexperienced Examiner as an Observer to the Event in order to ensure the growth of taekwondo and the Kukkiwon process throughout New Zealand.

- The President will present the list of possible Examiners to the TNZ Board for acceptance or rejection, on a case by case basis. Each acceptance must be by resolution of the TNZ Board.
- Once the Examiners have been approved, the Kukkiwon NZ Office will contact the Examiners, informing them of their appointment. A formal certificate of participation will be presented at the Opening Ceremony of the Examination Event. The Kukkiwon NZ Office will be encouraging the Examiners to organise travel and any possible accommodation earlier rather than later.

### Example Timeline for Selection of Examination Panel

Announcement of Date	8th May
Expression of Interest (EOI) sent to Examiners	31st July
Candidate applications close	28th August
Closing dates for Applicants to attend the Event as students	28th August
Closing dates for Examiners EOI to attend the Event as Examiners	28th August
President to determine eligible Examiners (conflicts, applicants, Dan level, experience)	14th September
Candidates notified by President of approval to attend Examination	14th September
Recommendation by the President to the TNZ Board for Examiner selections	20th September
Notification of Examiners for the Examination Panel	21st September
Examination Event 1001 - Christchurch	11th November
Examination Event 1002 - Wellington	19th November
Examination Event 1003 - Auckland	26th November

#### 14.3.4 REIMBURSEMENT OF EXAMINERS FOR THE EXAMINATION PANEL

The Kukkiwon NZ Office realises that costs will be associated with the holding of an Examination Panel. The selected Examiners may request reimbursement of their expenses through Taekwondo New Zealand.

Expenses may only be claimed for reimbursement after the Examination Event has taken place.

Reimbursement claims must be accompanied by evidence such as receipts etc.

*Examples of expenses, by proof of receipt, that may be reimbursed are:*

##### 1. Travel

- Economy flight costs where the distance to be travelled is greater than 250kms
- Flights booked at the last minute, and therefore higher rates, will be reimbursed at the rate when the Examiner was informed of their selection
- Petrol/car expenses at a rate of 45 cents (\$0.45) per kilometre

##### 1. Accommodation

- Where travel to and from the Event requires the Examiner to stay overnight

##### 2. Food

- Where travel to and from the Event requires the Examiner to stay overnight
- Does not include alcohol

#### 14.13.5 COSTS TO THE APPLICANTS FOR THE EXAMINATION PANEL

The Kukkiwon NZ Office will attempt to fairly allocate costs accrued across the applicant fees for those taking part in the Examination Event. It is accepted that the costs between Examination Events will vary dependent upon location and availability of locally sourced Examiners. Please note- an Examiner may NOT take part in the examination of a group where they have a relationship (e.g. family member, student, instructor, club member, fellow committee member) with one or more of the applicants.

The cost for each Examination Event will be published at the time of announcement.

Payment will be made up to 30 minutes prior to the commencement of the Examination test.

## 14.14 WITHDRAWAL OF THE APPLICANT FROM THE EXAMINATION EVENT

The Kukkiwon NZ Office accepts that in the 21st century various issues surrounding health and travel have impacted on recreational activities. Hence, the Kukkiwon NZ Office allows each applicant to withdraw from the Examination Event, without prejudice, up to and including 48 hours before the start of the Examination Event. If withdrawal occurs within the 48 hours prior to the start of the Examination Event, the applicant will be required to pay a portion of the applicant fees used to reimburse Examiner expenses.

## 14.15 APPLICATION FOR HIGH DAN GRADE

- Kukkiwon certification processing is now handled through the TCON website.
- Part of the process requires individuals to create personal “log-in’s” on their database.
- Everyone who grades or holds a Kukkiwon grade must have a TCON database username.
- It is recommended that all current Kukkiwon Black Belt holders, and Club 1st Keup holders go through the process of creating their log-in username.
- Applicant’s need to keep the username and password very safe as it is their only way to continue your taekwondo journey
- All applicant’s must be current financial TNZ members. Applicant’s are required to disclose their WT GMS number as part of the application process (NZL-XXXX)
- Applicants for 8th and 9th Dan must attend Kukkiwon International organised examination events, traditionally held at the Kukkiwon Headquarters in Korea.

### **TCON PROCESS (FOR APPLICANT):**

1. Go to “<https://tkdcon.net/en/portale/login/login.do>”
2. Click Membership registration
3. Agree to the conditions
4. Enter your data, ID photo etc.
  1. Country - if you have every intention of staying in New Zealand, please use New Zealand as the country of nationality
  2. Create a username (please write this down somewhere for safe keeping) and click the "Check" button next to it to confirm it is available.
  3. When you put in your email address there is a button next to it ("Confirm"?). Click that. You now have 3 minutes to get your emails and put in the code sent from Kukkiwon.
5. Carry on. Finish the log in.
6. Test the log-in.

### **REGISTERING WITH TNZ (WT GMS)**

For those wishing to register on the WT GMS database in order to attain a NZL-Number

Either:

- 1. Contact your club GMS Administrator to start the process. If your club does not have a GMS Administrator, please have your instructor contact [secretary@newzealandtaekwondo.co.nz](mailto:secretary@newzealandtaekwondo.co.nz) to arrange this.  
OR
- 2. Go to <https://tnz.simplycompete.com/signUp> and click “Register for a World Taekwondo Membership”

What information must a student provide to register? Initially, they must provide: -

- 1) Date of Birth,
- 2) Full name,
- 3) THEIR unique email address.

Once the registration has occurred, the GMS will automatically send an email to the email address above asking for:

- a photo/scan of the student ID/passport/national drivers licence.
- if the student is a current Kukkiwon Black belt, they will need to submit a copy of their Kukkiwon certificate/ card.

Once these items are submitted, the people at GMS will verify the photos/scans. When the WT GMS are happy that all is in order and paid for the registration will be “approved”.

#### **14.15.1 SUBMISSION OF SUCCESSFUL STUDENTS TO KUKKIWON NZ OFFICE**

When Examiners are submitting applications for Kukkiwon Certification, three pieces of information are required. The correct form should be used for submission as it has reference to:

- the applicant’s ID (the one they created in item 5 from the TCON Process above)
- the applicant’s date of birth
- the applicant’s WT GMS number (e.g. NZL-0011) – the financial status of the applicant will be checked

Please email these details to the Kukkiwon NZ Office when requesting a graduation for an applicant:

[gms@newzealandtaekwondo.co.nz](mailto:gms@newzealandtaekwondo.co.nz)

Once received, the Kukkiwon NZ Administrator will email in reply an invoice to be paid. The bank account details for payment:

#### **BANK ACCOUNT DETAILS FOR PAYMENT BY EXAMINERS**

Account Name: Taekwondo New Zealand Incorporated

Account Number : 12-3211-0033009-00

Reference for the deposit: KUKK (EXAMINERNAME)

#### **COSTS TO EXAMINERS\***

\* Conditional on the NZD exchange rate. Any changes will be set by resolution of the Taekwondo New Zealand Board. The “Costs to Examiners” will be reviewed annually by the Taekwondo New Zealand Board.

Note: These are Examiner charges, not applicant charges. The price charged to an applicant is a detail between the applicant and the Applicant proposer.

Once the payment is received, the application process with Kukkiwon will begin.

#### **14.15.2 ISSUE: COUNTRY OF RESIDENCE LISTED AS OUT OF NEW ZEALAND**

If the student registers themselves (whilst creating their TCON username) to a country other than New Zealand. The TCON system will request proof of residence when a graduation is requested (“The Rules of Taekwondo Promotion Test”, Article 13.3)

Documentation will be requested to be uploaded, by the Administrator, at the time of application. Therefore the Examiner will need to provide four pieces of information when submitting an application of this kind.

- the applicant's ID (the one they created in item 5 from the TCON Process above)
- the applicant's date of birth - No other forms or photos
- the applicant's WT GMS number (e.g. NZL-0011) - optional until 1st Jan, 2024 (President directive)
- the applicant's proof of residence

The document provided for "Proof of Residence" must contain the applicant's name and address in New Zealand. This document will be reviewed by TCON.

The following documentation is recommended by TCON as "Proof of Residence":

- School / Polytechnic / University Registration, Academic Transcript (e.g. School Report Card)
- Employment Contract, Rent/Lease Agreement, Bank Statement
- Water, Power, Telecommunications bill for last 6 months

The following are documents not accepted as "Proof of Residence"

- Passport, Visa, Permanent Residence, Driver's Licence, Immigration Visa

### **14.15.3 RETURN OF THE CERTIFICATE TO THE SUCCESSFUL STUDENTS BY THE KUKKIWON NZ OFFICE**

The arrival in New Zealand of the certificate and card for the applicant is 6 to 8 weeks after the process with Kukkiwon has been completed.

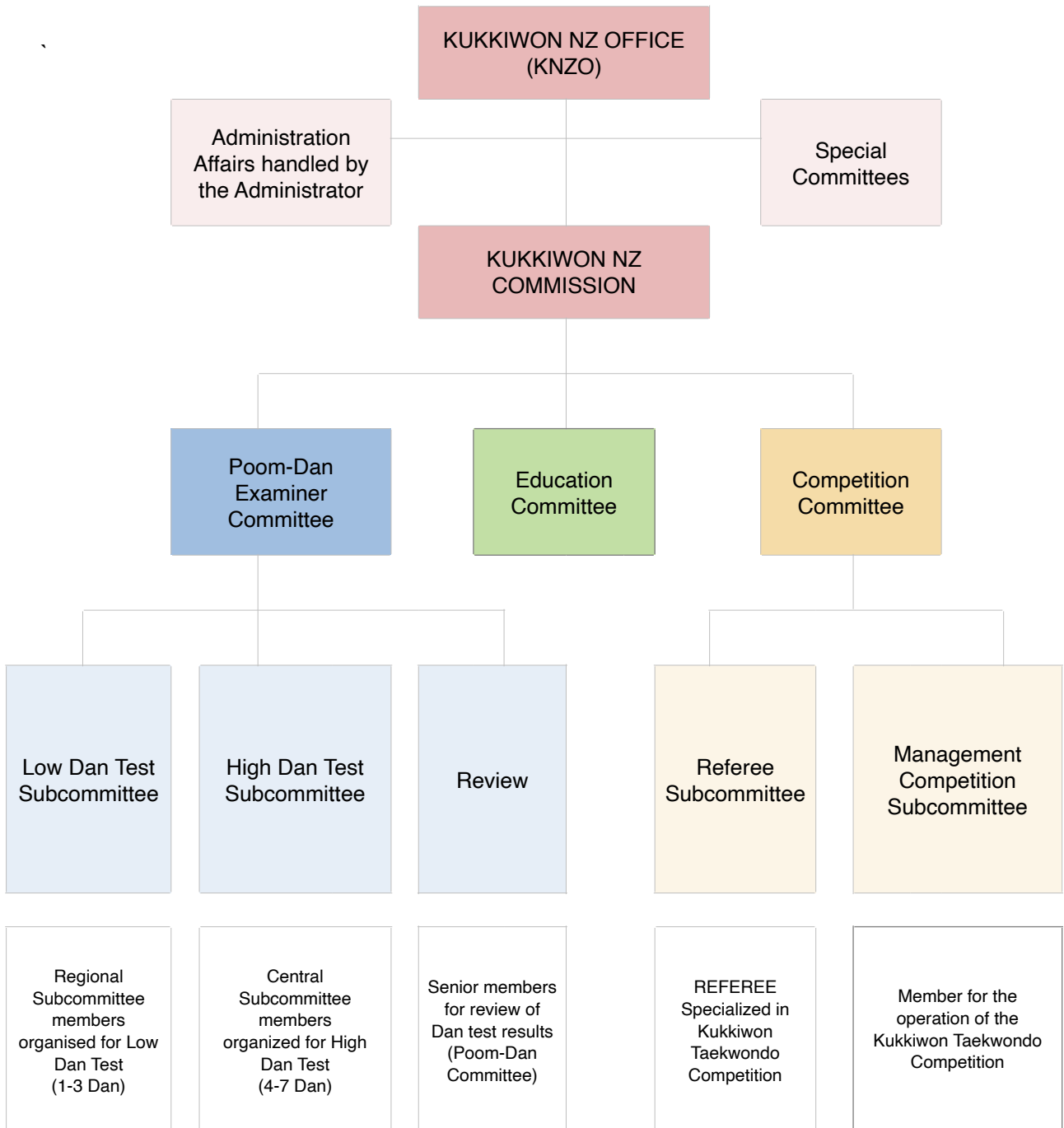
The Kukkiwon NZ Office will courier the certificate and card to the Examiner (not the applicant). An email be sent to the Examiner that the Examiner can expect a couriered document.

## **14.6 DISCIPLINARY ACTIONS BY THE KUKKIWON NZ OFFICE**

The Kukkiwon NZ Office is a Directorate of Taekwondo New Zealand. All matters requiring Disciplinary Action, will be referred to Taekwondo New Zealand (TNZ), allowing TNZ to follow the guidelines established in the Code of Conduct and Disciplinary Policy.

- Disciplinary action from TNZ may take the form of, but is not restricted to:
  - Recommender status revoked
  - Examiner status revoked
  - Sanction by Kukkiwon NZ Office
  - Sanction by Kukkiwon

# 14.7 ORGANISATION OF THE KUKKIWON OFFICE



## 14.8 MID- TO LONG-TERM PLANS (2023 TO 2030)

	2023-2024 (1st Period)	2025-2026 (2nd Period)	2027-2028 (3rd Period)	2029-2030 (4th Period)
<b>Examinations Administered by Members of TNZ and KNZO</b>	1 (Poom) Dan to 3 (Poom) Dan	1 (Poom) Dan to 3 (Poom) Dan	1 (Poom) Dan to 3 (Poom) Dan	1 (Poom) Dan to 3 (Poom) Dan
<b>Examinations Administered by KNZO</b>	4 (Poom) Dan to 7 Dan	4 (Poom) Dan to 7 Dan	4 (Poom) Dan to 7 Dan	4 (Poom) Dan to 7 Dan
<b>WTA Qualification</b>	<ul style="list-style-type: none"> <li>• International Taekwondo Master Course</li> <li>• Taekwondo Poom / Dan Examiner Course</li> <li>• World Taekwondo Hanmadang Referee Course</li> <li>• Note:- Kukkiwon course will be conducted at least once every two years</li> <li>• Next course - 2024</li> </ul>			
	<ul style="list-style-type: none"> <li>• The first round will be conducted directly by the Kukkiwon (2022)</li> <li>• Local Instructor Training Courses</li> <li>• Local instructor training course will be conducted from the second year (2023)</li> <li>• Only essential personnel will be dispatched from the Kukkiwon</li> <li>• Kukkiwon NZ Office will be administered by TNZ with the approval of the Kukkiwon</li> </ul>			
<b>Seminars and Education</b>	<ul style="list-style-type: none"> <li>• Identify the needs of local taekwondo Masters and plan and implement local education.</li> <li>• If necessary, request instructors from Kukkiwon to provide education on: <ul style="list-style-type: none"> <li>• Self Defence techniques,</li> <li>• Taekwondo technical terms,</li> <li>• Taekwondo textbook interpretation, etc.</li> </ul> </li> </ul>			
<b>Competition</b>	<ul style="list-style-type: none"> <li>• Kukkiwon Taekwondo competition and event held by national body (TNZ)</li> <li>• Kukkiwon NZ Cup</li> </ul>			

- The above plan is set on a bi-annual review basis, aligned with the validity period of the MOU,
- Details of each order are discussed separately.



## 14.9 ANNUAL PLAN FOR 2023

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Poom/ Dan Test	Low Dan Test								Local International Masters					
	High Dan Test											••		
	Special Test													
WTA Qualification	Master Course													
	Poom/Dan Examiner Course													
	Hanmadang													
	Referee Course													
Local Master Seminar									•	•				
Competition									•					
Event									•					

- The annual plan shall be submitted to the Kukkiwon in November of each year

### 14.8.1 PROPOSED ANNUAL PLAN FOR 2024

		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	
Poom/ Dan Test	Low Dan Test	Local International Masters												
	High Dan Test											••		
	Special Test													
WTA Qualification	Master Course								•					
	Poom/Dan Examiner Course								•					
	Hanmadang													
	Referee Course													
Local Master Seminar					•				•					
Competition									•					
Event									•					

- The annual plan shall be submitted to the Kukkiwon in November of each year

# 15. TNZ CONFLICTS OF INTEREST POLICY

In force per 1 January 2024

Taekwondo New Zealand (“TNZ”) has established this conflicts of interest policy (this “Policy”) to ensure the best interests of the community are maintained. Members of the TNZ Board (voting and non-voting), appointed Officers and members of such Committees as a Director may appoint, shall declare any interests to the TNZ Secretary in accordance with this Policy. The Secretary shall maintain a register of declared interests and will publish it as part of the Secretary’s report to the TNZ AGM.

## 15.1 SCOPE

This Policy sets out the procedures for identifying and managing conflicts and potential conflicts of interests or duty (called “Conflicts” in this Policy) affecting all persons involved in the administration and running of Taekwondo New Zealand and its delivery of services to the taekwondo community (who are called “Parties” in this Policy).

## 15.2. BACKGROUND

1. Parties have an obligation to act in the best interests of Taekwondo New Zealand and in accordance with its constitution, policies, rules and regulations. They are expected to act impartially and objectively and to actively take steps to avoid Conflicts.
2. Conflicts matter as they affect discussions and decision-making and may result in decisions being reached that are not in the best interests of Taekwondo New Zealand. The decisions can give the impression – both internally and to the wider public – that improper conduct has occurred even when it has not.
3. Conflicts come in a number of different forms. It is primarily the responsibility of each Party to identify if there is a Conflict or potential Conflict that may affect them or someone connected to them.
4. This Policy is not intended to adversely affect normal decision making within Taekwondo New Zealand. It is intended to make decisions more transparent, and to allow the management of Conflicts that will inevitably arise. It is important that management of a Conflict is proportionate to the risk that it poses to the best interests of Taekwondo New Zealand.

## 15.3. IDENTIFYING WHAT A CONFLICT IS

1. There are two types of Conflict:
  1. A **conflict of interests** – this is where a Party has an interest personal to them (which may be financial or non-financial) which conflicts, or may conflict, with the best interests of Taekwondo New Zealand.
  2. A **conflict of duties** – this is where a Party owes a duty to another body (such as being an employee, elected official, shareholder, trustee etc.) that conflicts, or may conflict, with their duties to act in the best interests of Taekwondo New Zealand. This type of conflict does not have to be personal or financial to the Party. A conflict of duties can also be described as a **conflict of loyalties**.

## 15.4. CONNECTED PERSONS

A Conflict can still rise if it involves a payment or benefit being given to a third party connected to the Party in question. A “Connected Person” is:

1. any parent, grandparent, child, stepchild, grandchild, brother, sister, spouse of a Party, or any person living with the Party as his or her partner;
2. a firm, business, partnership, sole trader, trust, company or association in which the Party is a partner, officer, employee, consultant, director, trustee, beneficiary, member or shareholder, receives a dividend or benefit or gift or any other form of advancement in personal wealth;
3. a firm or company in which an individual listed in (15.4.1) above is connected in the ways set out in (15.4.2).

## 15.5. DUTY TO AVOID CONFLICTS

1. All Parties are under a duty to avoid a Conflict where possible.
2. If a Conflict or potential Conflict exists, it must be declared by the Party and managed as set out in this Policy.
3. Any doubt as to whether certain facts or circumstances may give rise to a Conflict should be resolved in favour of declaring those facts or circumstances to the taekwondo community.

## 15.6. DECLARATION OF INTERESTS

1. On appointment, Parties must declare their interests to the Secretary, and at the next available Taekwondo New Zealand Board meeting. In particular, this declaration must include:
  1. directorships, partnerships and employments with businesses that are engaged in the sport of taekwondo or derive any substantial portion of their revenue from taekwondo;
  2. any office held with a Member Organisation (MO) within New Zealand;
  3. trusteeships or board positions with businesses, institutions or charities that are engaged in the sport of Taekwondo or derive any substantial portion of their revenue from Taekwondo;  
and
  4. any material interests arising from close family or personal relationships with another Party in the New Zealand taekwondo community.
2. The Secretary will use the information in the declarations to maintain a register of interests. The information provided in any declarations of interest will be processed in accordance with Taekwondo New Zealand’s Privacy Policy (Article 10 of this document). The information provided will not be used for any other purpose by Taekwondo New Zealand.
  1. Members of the TNZ Board (voting and non-voting), appointed Officers and members of such Committees as a Director may appoint, shall declare any interests to the TNZ Secretary in accordance with this Policy.
  2. The Secretary shall maintain a register of declared interests (“Register of Interests”) and will publish it as part of the Secretary’s report to the TNZ AGM.
3. Parties must update their declarations as soon as possible following any change in circumstances and, in any event, must re-submit them not later than 14 days before the AGM each year.
4. At TNZ Board, sub-committee, Selection Panel or any other commissioned meetings, a Party is required to declare to the Chairperson the nature and extent of any potential or actual Conflicts they

may have in the proposed business of the meeting. In particular, this includes declaring any interests they or any Connected Person may have in any existing or proposed transactions or arrangements with Taekwondo New Zealand. This procedure applies also to any email votes or other electronic discussions.

5. Each meeting of the TNZ Board (or a sub-committee or any other commissioned meetings) will contain declarations of Conflicts as a separate agenda item. Declarations of Conflicts concerning any item on the agenda must be made at this point and must be minuted. If a Party realises at a later point in the meeting that he or she may need to declare a Conflict, this must be done promptly and will be minuted.
6. If a Party has an interest listed in the “Register of Interests” that should be disclosed as a Conflict, the chairperson of the meeting shall disclose it to the meeting if the Party does not do so at the relevant point on the agenda.
7. Any Party who has a concern or is unsure of the proper procedure to follow should contact the TNZ Board Secretary and/or a TNZ staff member for advice.

## **15.7. MANAGING CONFLICTS OF INTEREST**

1. If a Party has a Conflict, then a decision must be made as to how to manage it. This decision will be made by:
  - the TNZ President (for Conflicts relevant to members of the TNZ Board, and where the President is the subject of the Conflict, the Secretary);
  - the chairperson of the meeting at which the Conflict becomes relevant; or
  - in all other cases, the Secretary,
2. If the President has a relevant Conflict, then the Secretary will make the decision. If a Chairman has a relevant Conflict, the committee will make the decision by simple majority.
3. A Party is required to give the decision-maker any and all additional information asked for in order to determine how the conflict is to be managed.
4. The decision-maker may decide that the Party:
  1. can continue to participate in the normal way with the interest being minuted;
  2. shall not participate in the proceedings and is to abstain in any vote (but the body may ask the Party to provide any relevant information concerning the matter); or
  3. is asked to withdraw for the whole or part of the affected proceedings.

## **15.8. SPECIFIC SITUATIONS**

This Policy has set out general principles applicable to all situations. This section contains requirements on specific situations which are likely to commonly occur. The lists are not exhaustive.

### **15.8.1 RELATIONSHIPS WITH MEMBER ORGANISATIONS (MO)**

1. It is recognised that most Parties will have involvement with their MOs and this is to be expected.
2. There is no conflict due to the Party’s MO involvement, even when that MO has made a submission that is being discussed, unless the discussion or proposed decision:
  1. affects the Party’s MO specifically;
  2. affects the Party’s MO in a different way from all other MOs

### **15.8.2 COMPETITIONS**

3. A Party does not need to make any declaration if participating in a discussion or decision which would affect their athlete at a competition provided it is a general decision affecting all athletes equally – for example changes to the Competition Rules and Interpretations.

### **15.8.3 EMPLOYMENT OR APPOINTMENTS BY TAEKWONDO NEW ZEALAND**

1. A Party will have a conflict in relation to any discussions or decisions concerning actual or proposed:
  1. employment with Taekwondo New Zealand, or
  2. appointment to a commission or supervisory board, or
  3. appointment by Taekwondo New Zealand to any national or international sports organisations.
2. No member of the TNZ Board shall be appointed to any salaried office of TNZ or any office of TNZ paid by fees, and no remuneration or other benefit in money or money's worth shall be given by the TNZ Board to any member of the TNZ Board except in accordance with the reimbursement of expenses incurred, of which a resolution by the Board must be minuted at a TNZ Board meeting.

### **15.8.4 PROVISION OF COMMERCIAL ARRANGEMENTS**

1. A Party will have a conflict in relation to any discussions or decisions or proposed provision of goods or services to Taekwondo New Zealand, including members of teams representing TNZ. This is to include (but is not exclusive to):
  1. any event administered or operated by Taekwondo New Zealand,
  2. any team, or team members thereof, selected, representing or competing under the direction or supervision of Taekwondo New Zealand.
2. This also applies to any commercial arrangements with these Parties and any venture or activity Taekwondo New Zealand is associated with.
  1. The provision of equipment to Taekwondo New Zealand events is covered by this Article. Where equipment is provided, a zero-fee and/or a charged-fee agreement between the provider and Taekwondo New Zealand must be minuted at a TNZ Board meeting, itemising the provisions and the associated fee for each provisioned item
  2. The provision of clothing and athlete equipment to Taekwondo New Zealand teams, including any and all team members, is covered by this Article. Where equipment is provided, a zero-fee and/or a charged-fee agreement between the provider and Taekwondo New Zealand, must be minuted at a TNZ Board meeting, itemising the provisions and the associated fee for each provisioned item

### **15.8.5 COMPETITION OFFICIALS**

1. A conflict of interest exists when a Competition Official has, or reasonably appears to have, a personal or financial interest in the outcome of the event which could affect the official's ability to be impartial.
  1. Where the Competition Official is employed or contracted by Taekwondo New Zealand to attend the event in a working capacity, the Taekwondo New Zealand Board is to resolve at a Taekwondo New Zealand Board meeting that the conflict of interest has been identified and is to be managed by the Taekwondo New Zealand Board.
2. Declaration of conflict of interest by the Competition Official

1. When a Competition Official is aware of a conflict of interest, he/she shall advise the Taekwondo New Zealand Board that an invitation to serve at a Taekwondo New Zealand Sanctioned or Promoted event will cause a conflict of interest
2. When the Competition Official has any doubt, they shall promptly consult the Taekwondo New Zealand Board, prior to accepting the invitation and be bound by its decision.
3. In the stance where the invitation has been accepted and the Competition Official has become aware of a conflict of interest, the Competition Official shall promptly inform the Taekwondo New Zealand Board.
  1. The TNZ Board will review the conflict of interest and take any necessary action. The action is to be resolved and minuted at a TNZ Board meeting.
4. When, at an event, a Competition Official becomes aware of a conflict of interest, the official shall disclose the potential conflict to the Technical Delegate, who in turn shall promptly inform the Competition Supervisory Board.

### **15.8.6 SELECTORS, INCLUDING THE SELECTION PANEL INCLUSION**

For the purpose of this specific situation, the “Party” is to include the role of Selector, as appointed by the TNZ Board.

1. It is recognised that most Parties will have involvement with Athletes, Coaches, Instructors, MOs and associated individuals, in regards to selection to representative teams.
2. It is recognised that the New Zealand taekwondo community is small in member numbers, and that it is possible for a Party to have a connection with almost all of the members of the community.
3. There is no conflict due to the Party’s involvement, even when an Athlete, Coach, Instructor or MO that has made a submission for an Athlete, Coach, or other person to be included in a representative team.
  1. The onus is placed upon the High Performance Director and TNZ Board to ensure that, when selecting individuals as a “Selector” and therefore a member of the “Selection Panel”, those individuals are not the immediate Coach of any of the athletes seeking selection to the relevant representative team.
4. The Party, including when acting as a member of a Selection Panel, must remain impartial when observing, discussing and determining an inclusion decision pertinent to their role as a Selector
5. Where a Party has an involvement with an Athlete, Athlete’s Coach, or Athlete’s Instructor, that has made a submission for inclusion in a representative team, that Party must declare a conflict of interest to the chairperson of the Panel, noting specifically the conflict’s competition Division
  1. The chairperson of the Selection Panel is to determine the measures to be taken in order that the conflict of interest does not impact the Panel’s decision making process
    1. It is recommended to the chairperson, though not directed, that the Party should not take part in Selection Panel discussions, and/or determination of a selection decision regarding the conflicted competition Division

# 16. TNZ BOARD ORGANISATIONAL POLICY

Directorates implementation - 1st January, 2024  
In force per 1<sup>st</sup> January 2024

## 16.1 DEFINITIONS

For the purposes of this Selection Policy:

- “Key Performance Indicators” - (KPI) - a quantifiable measure of performance over time for a specific objective. KPIs provide targets for directorates to shoot for, milestones with which to gauge progress, and insights that help directorates across the national body make better decisions.
- “Goal” - predetermined target that the national body or individual directorate plans to achieve over a set period of time
- “Member Organisation” - (MO) - A Member Organisation is an ad-hoc group of like minded club instructors that has formed an organisation for the purpose of protecting their individual and group interests
- “Directorate” - a section of the national governing body (TNZ) in charge of decision making, administration and operation of a particular activity.
- “Director” is defined as the leader of a Directorate, responsible to the TNZ Board for the direction, planning, development and attaining of Key Performance Indicators (KPI)
- “Officer” is defined as an Official, appointed by a Director, to operate within the scope of the relevant Directorate. A Director may appoint themselves as an Officer of their own Directorate. For example, the TNZ President may appoint themselves as KNZO President, as this position is as an Officer of the “Public Relations” Directorate.

## 16.2 BACKGROUND

In 2021, a Taekwondo New Zealand Board was elected to act as a national body for the administration, promotion and operation of taekwondo in New Zealand. The primary goal of this Board was to achieve unity amongst its Member Organisations.

In 2023, a review of the TNZ Board recommended the formalisation of “Directorates”, with a Board member appointed to act as a Director for each Directorate.

The TNZ Board resolved in October 2023 to instigate a formalised Directorate structure, with a Board member overseeing a Directorate.

### 16.2.1 POWERS OF THE DIRECTOR

It is the sole responsibility of the Director of the Directorate to ensure that it is run in accordance with the TNZ Board’s constitutional objectives.

1. The Director is to submit to the TNZ Board, a list of Key Performance Indicators (KPIs) that are to be used by the Directorate as “way points” for measuring the success of the Directorate.
  1. The performance of the Director is to be gauged against the KPIs
2. The Director is to annually submit a Business Plan to the TNZ Board, including a proposed budget
3. The Director is to submit monthly reports for presentation at the following TNZ Board meeting
4. The Director is able to appoint any person(s) to assist in the operation of the Directorate. The appointee shall be regraded as an “Officer” of Taekwondo New Zealand.
  1. The Director retains the ability to have an Officer removed from Office as the TNZ Board sees fit, with no explanation for the removal required.
  2. The TNZ Board retains the ability to have an Officer removed from Office as the TNZ Board sees fit, with no explanation for the removal required.
5. No person can hold more than one Directorship.

6. An Officer may hold a Directorship and as many Officer appointments as they see fit.

## 16.3 DIRECTORATES

As Taekwondo New Zealand establishes its procedures and policies, it has become obvious that the stated mission for the TNZ Board - “The mission of Taekwondo New Zealand is to provide effective national governance of Taekwondo as a martial art and sport in New Zealand.” [Article 3.1 of the TNZ Constitution -] has become more work than was initially anticipated by the working group that World Taekwondo established to write a constitution for Taekwondo New Zealand.

The TNZ Board has grown in the number of Board members from 7 voting Board members, to 10 Board members (7 voting and 3 non-voting). The roles of the Board members are now defined by the Directorate that each Board member holds. Therefore the evolution from a representative Board to a working Board will help drive taekwondo in New Zealand forward from 2024.

DIRECTORATE	APPOINTMENT	RESPONSIBILITIES
Public Relations	Elected: President	Kukkiwon, World Taekwondo, NZOC, and other stakeholders
Funding	Elected: Vice President	Sourcing of funding for the provision of any or all TNZ activities
Operational	Elected: Secretary	Meetings, Tournaments
Finance	Elected: Treasurer	All items, information, transactions, reporting or any other aspect related to the financial status of the organisation
High Performance	Appointed Voting Member	High Performance programmes to promote international competition by TNZ athletes
Player Representation	Appointed Voting Member	Athlete Well-being including Para
Communication	Appointed Voting Member	All publications and communications
Kyorugi Development	Appointed Non Voting Member	Development of Kyorugi from Grass roots to National level
Poomsae Development	Appointed Non Voting Member	Development of Poomsae from Grass roots to National level
Referee Development	Appointed Non Voting Member	Development of Referee from Grass roots to National level



### **16.3.1 PUBLIC RELATIONS**

The Public Relations Directorate is to handle all ongoing communications with World Taekwondo, Oceania Taekwondo, the New Zealand Olympic Committee, Sport New Zealand, Kukkiwon and any other stakeholders. The office of President is specifically noted by World Taekwondo, Oceania Taekwondo Union and Kukkiwon, in their own documentation, as the point of contact for Taekwondo New Zealand.

Directorate responsible for:

1. Interaction with outside sporting agencies: WT, OT, NZOC, SNZ etc.
2. "The Face of TNZ" in media, at all events, all public occasions
3. Chairperson of AGM and TNZ Board meetings
  1. May defer to the Secretary once meetings are "opened"
4. Act as Kukkiwon's representative in New Zealand
  1. As per Kukkiwon NZ Office (KNZO) policy, the President of the KNZO need not be the highest Kukkiwon Dan ranking New Zealand passport holder in New Zealand
  2. The President of Taekwondo New Zealand shall appoint a TNZ financial member to act as the KNZO President, as an Officer of TNZ.

### **16.3.2 FUNDING**

The funding of the martial art of taekwondo, including the sporting aspect, is of importance to TNZ. Hence the position of Vice-President is given the role of sourcing funding.

Directorate responsible for:

1. Sourcing Funding for TNZ projects
2. Correspondence with Treasurer
3. Review with providers to seek efficiencies
4. Work with team to source funding from Public and Private sources

### **16.3.3 OPERATIONAL**

The Secretary is responsible for the proceedings of all meetings, including minute taking, resolution recording and the timely publication of TNZ AGM and Board meeting minutes in an appropriate manner. Furthermore, the Secretary is responsible for the TNZ Event Calendar, and the hosting of TNZ events, including the annual TNZ National Championships.

Directorate responsible for:

1. AGM and Board meetings
2. Correspondence Inwards and Outwards, Collation of reports from Directorates, Collation of minutes and resolutions, Publication of resolutions to the community
3. Maintain a conflicts of Interest Register
4. TNZ Administered and Operated Tournaments, Seminars, Trainings and other such events that promote TNZ and taekwondo in New Zealand

### **16.3.4 FINANCE**

The Treasurer is responsible for the financial control of Taekwondo New Zealand. Budget submissions are to be collated into Directorate cost centres and amalgamated into an all inclusive budget. Profit & Loss, Current account statements are to be presented at every TNZ Board meetings.

It is envisioned that the Treasurer will work closely with all Directors.

Directorate responsible for:

1. All TNZ Finances

2. Collecting Annual Budgets from each Directorate
3. Coordination with external Auditor
4. Report directly to each monthly Board meeting

### **16.3.5 HIGH PERFORMANCE**

The High Performance Directorate may only ever work with 5% of the taekwondo community, but the benefits, both publicity and emotionally, to the taekwondo community will justify the outcomes provided by the Directorate.

Directorate responsible for:

1. Planning, Administration and Operation of High Performance opportunities, including, but not exclusive to:
  1. International Competition
  2. National Team selection, training and organisation
2. Director appointed Officers:
  1. Poomsae and Kyorugi High Performance (HP) Officers are to be in charge of the respective HP programmes for their disciplines.
    1. The Officers will be responsible for providing High Performance Training opportunities to Elite Athletes
  2. TNZ National Team Coaches for Poomsae and Kyorugi
  3. TNZ Team Manager
3. Maintain a list of athletes training at an elite level. There shall be one list for Poomsae and one list for Kyorugi.

### **16.3.6 PLAYER REPRESENTATION**

Taekwondo New Zealand views the opinions and views of the taekwondo community as important to its role as the National member Association. As such, a TNZ Board position is provided to serving as the athlete/coach/instructor voice. The position is as an appointed voting Board member. The appointee is either a current National team representative athlete or a National team representative athlete who has retired from international competition within last 4 year TNZ Board Election cycle

Directorate responsible for:

1. Acting as a TNZ Board contact point for athletes, coaches and instructors,
2. Being a “voice” on the TNZ Board
3. Responsible for the promotion of Para Taekwondo
4. Responsible for the maintenance of a TNZ Player Medical Register - covering athlete health with regards to concussions and injuries

### **16.3.7 COMMUNICATIONS**

The Communications Directorate is responsible for the dissemination of information regarding the administration, operation and promotion of taekwondo to the New Zealand taekwondo community. This information is not restricted to the operations and actions of Taekwondo New Zealand.

Directorate responsible for:

1. Presentation of TNZ to the world via the Internet
2. Posting important items to the website and FB and other advertising media
3. Point of contact for our community

### **16.3.8 KYORUGI DEVELOPMENT**

The Kyorugi Development Directorate is responsible for developing interest in kyorugi from the beginner taekwondo student to the player competing at national championships.

Directorate responsible for:

1. Hosting, administrating, or assisting in the running of regional and national training events for all levels
2. Administration and operation of a National Coaching programme
  1. Note: National Team Coaches are not part of this Directorate. TNZ international representative Teams are the responsibility of the High Performance Director
3. Where possible, assist Member Organisations and Clubs in the promotion of competitive taekwondo

### **16.3.9 POOMSAE DEVELOPMENT**

The Poomsae Development Directorate is responsible for developing interest in poomsae from the beginner taekwondo student to the player competing at national championships.

Directorate responsible for:

1. Hosting, administrating, or assisting in the running of regional and national training events for all levels
2. Administration and operation of a National Coaching programme
  1. Note: National Team Coaches are not part of this Directorate. TNZ international representative Teams are the responsibility of the High Performance Director
3. Where possible, assist Member Organisations and Clubs in the promotion of competitive taekwondo

### **16.3.10 REFEREE DEVELOPMENT**

The Referee Development Directorate is responsible for developing interest in refereeing from the New Zealand Taekwondo community.

Directorate responsible for:

1. Hosting, administrating, or assisting in the running of regional and national certification events for all levels of refereeing, both Poomsae and Kyorugi.
2. Administration and operation of a National Referee Certification programme
  1. Note: international Referees are not part of this Certification programme. Once a Referee becomes an International referee, World Taekwondo takes responsibility for their education and certification.
3. Maintain a list of Referees, both Active and Inactive, who are, or who have been, registered with the Taekwondo New Zealand Referees Programme