



## BOARD POLICY #2

### SELECTION POLICY FOR THE APPOINTMENT OF COACHES AND TECHNICAL OFFICIALS

Date of Policy	18 August 2022
Date for Review	1 October 2023
Constitution Provision	Article 32
Policy Area	Governance
History	Created: 18 August 2022 Updated: 31 August 2022
Responsible	STF Board and CEO

This policy is made by the Singapore Taekwondo Federation (STF) Board under Article 32 of the STF Constitution. This policy is subject to and is to be interpreted in accordance with the STF Constitution.

## **1. Introduction**

- 1.1. This policy outlines the selection policies and processes for the appointment, assignment and upgrading of coaches and technical officials that are consistent with established principles.
- 1.2. Unless otherwise stated, this policy adopts the definitions and nomenclature in the STF Constitution.

## **2. Application of Policy**

- 2.1. This policy applies to all coaches and technical officials who are registered with STF.

## **3. Definitions**

- 3.1. In this policy, the following definitions apply
  - 3.1.1. “STF” – Singapore Taekwondo Federation
  - 3.1.2. “Regional and International Competitions” – Regional and International competitions organized or sanctioned by World Taekwondo (WT), Asian Taekwondo Union (ATU), other continental unions or other member national association (MNA) recognized by WT.
  - 3.1.3. “Regional and International Courses” – Regional and International courses organized or sanctioned by World Taekwondo (WT) and Kukkiwon World Taekwondo Headquarters (Kukkiwon), Asian Taekwondo Union (ATU) or other continental unions.
  - 3.1.4. “Local Competitions” - Competitions organised or sanctioned by STF and held in Singapore.
  - 3.1.5. “Local Courses” - Courses organised or sanctioned by STF and held in Singapore.
  - 3.1.6. “International Competitions held in Singapore” - Competitions organised or sanctioned by STF and held in Singapore with the participation of regional or international athletes and / or teams
  - 3.1.7. “Major Game” - A Major Game is defined as being (a) The Olympics, (b) The Commonwealth Games, (c) The Asian Games or the (d) The South East Asian Games

## **4. Policy Statement**

- 4.1. Coaches and technical officials are selected for appointments, assignments and upgrading opportunities based on the following.
- 4.2. To be eligible for selection, all nominees must:
  - 4.2.1. Be a current and active volunteer of STF and be in good standing with STF
  - 4.2.2. Have a valid and current passport with at least 6 months validity
  - 4.2.3. Complete and submit an appropriate application form and return it by the due date

Only volunteers who meet the criteria above are eligible to apply for appointments, assignments and upgrading opportunities.

- 4.3. The strategy for selecting coaches and technical officials is to support volunteers who have the ability to contribute to STF and the community and to help STF achieve its objectives.
- 4.4. A coach or technical official is selected based on their overall skills, ability and willingness to contribute to STF and their knowledge of the sport. Desired experience and skills include:
- 4.4.1. Good interpersonal and communication skills
  - 4.4.2. Have the appropriate dan (Kukkiwon and/or STF) for the appointment and/or course
  - 4.4.3. Have the appropriate certification (e.g. international referee certification) required
  - 4.4.4. Knowledgeable of WT, Kukkiwon and STF rules and procedures required for the appointment and/or course
  - 4.4.5. For appointments, previous experience in the same appointment
  - 4.4.6. Compatibility with, and ability to liaise and build rapport with the necessary stakeholders including but not limited to the following; athletes, coaches, officials and administrators
  - 4.4.7. Suitability in terms of behaviour, ethics and attitude to represent Singapore and STF
  - 4.4.8. Ability to handle unexpected and emerging situation in a timely manner
  - 4.4.9. Related professional experience
  - 4.4.10. Commitment to the advocacy of Singapore, Taekwondo and STF
  - 4.4.11. Good physical and mental health
  - 4.4.12. Prior contributions to STF
  - 4.4.13. Projected/proposed contributions to STF
- Selected coaches and technical officials will be required to agree to and complete the requirements and duties relevant to the appointment and course.
- 4.5. Procedure
- 4.5.1. The STF Board will select a coach or official in consultation with and based on the recommendations from the relevant Chairman of the Board Committee
  - 4.5.2. In addition to the criteria stated in 4.4, other considerations are
    - 4.5.2.1. Opportunities to enhance international relations
    - 4.5.2.2. Expose younger but less experienced nominees for reasons of succession planning or diversity
    - 4.5.2.3. Cost/Budget
  - 4.5.3. In the event that there are limited slots and there are nominees with very similar experience and skills, the STF Board may choose to do a ballot of the said nominees
  - 4.5.4. Should there be no application received by the nominated closing date, or should the received applications not fulfil the above criteria, the STF Board can make an appointment based on the above criteria at its discretion.
- 4.6. Expenses
- 4.6.1. Travel, accommodation and meals related to appointments and courses may either be fully or partially funded by STF, or fully borne by the nominee. Please refer to the



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latest STF policy on funding schemes for STF stakeholders involved in overseas activities or contact the STF Secretariat for clarification.

#### 4.7. Evaluation

- 4.7.1. Appointed coaches or technical officials will be required to submit a report to the STF Board, where applicable, no later than four (4) weeks after returning from the appointment or course.
- 4.7.2. Appointed coaches or technical officials who attended courses overseas are required to fulfill their obligations in a timely manner (E.g by conducting upgrading courses for local coaches and technical officials).