



# Guide for Taekwondo-ins - Sports Safety



# Acknowledgements

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# Revision Log

Rev	Date	Author (s)	Description of Changes	Approval
1.0	20 Jul 2022	STF Safety Sub-Committee	<ul style="list-style-type: none"> <li>Creation of Guide</li> </ul>	STF Management Board <27 Jul 2022>
2.0	05 Sep 2022	STF Safety Sub-Committee	Updating / Editing	STF Board 06 Sep 2022



# 1. STF's Commitment to Safe Sport

Singapore Taekwondo Federation (STF) believes that everyone in the sport has a right to a safe and inclusive training, competition and work environment. STF is committed to ensuring the safety and wellbeing of athletes, coaches, technical officials, volunteers, members and staff through the Safe Sport Framework.

As such, STF will not tolerate any inappropriate behaviour (e.g. neglect, harassment, sexual misconduct, psychological & physical misconduct) listed in SportSG's Unified Code as well as STF's safeguarding policies and procedures, which aim to establish a safe sport culture and environment.

**You may refer to STF's Safe Sport Policy for more information regarding the STF's commitment to Safe Sport**





## 2. *Taekwondo-ins*' Way of Life (*Do*)

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As practitioners of Taekwondo or "*Taekwondo-ins*", we have a role to play in ensuring that the sport is conducted in a safe, conducive and respectful environment.

With this in mind, all *Taekwondo-ins* are expected to observe the following guidelines:

1. Remain humble, honest and helpful at all times;
2. Respect elders, parents and practitioners regardless of race, language, class or creed;
3. Believe in oneself and persist no matter how great the challenge;
4. Humbly develop our character, qualities and abilities;
5. Observe the rules of Taekwondo and laws of Singapore;
6. Ensure that Taekwondo is always conducted and practised in a disciplined and sporting manner;
7. Ensure that the spirit and rules of Taekwondo are upheld; and
8. Refrain from actions which could adversely affect or tarnish the reputation of Taekwondo.





# 3. Safety in Taekwondo

As with any sports, there is always the risk of accidental injury. As such, it is paramount to ensure that all activities with 'high risk' are mitigated promptly and properly.

Some guidelines introduced by the Singapore Taekwondo Federation:

1. Athletes below the age of 12 are strictly prohibited from delivering attacks to the head in *Kyorugi* competitions or during training, unless otherwise approved;
2. Athletes are only allowed to perform non-contact or light contact sparring during their grading or training;
3. Contact sparring can only be with partners within their weight categories;
4. Wearing of appropriate PPE (Personal Protection Equipment) during various types of sparring;
5. Sparring can only be with partners within 1 grade higher than their current belt level (for colour belts during their grading);
6. Emergency medical and ambulance services are provided at all events sanctioned by the STF; and
7. Event organisers are to perform a risk assessment and mandatory safety check prior to the commencement of any STF-sanctioned event.



# 4. Responsibilities of Athletes

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All Athletes also have their part to play in making Taekwondo a fun and safe sport.

## 4.1. Communication and Well-Being

1. Ensure consistent co-operation and communication with their respective coaches;
2. Be honest and inform their coaches of any pre-existing medical condition and/or injuries;
3. Refrain from taking substances including banned substances or prohibited drugs that are harmful to their bodies (e.g. smoking and drug consumption); and
4. Take sufficient breaks, rest and recovery period (including having quality sleep) whenever needed.

## 4.2. Training

1. Ensure their coaches are qualified (i.e. NROC / SG-Coach qualified);
2. Comply with house rules or training guidelines and stay hydrated during training;
3. No horseplay during training;
4. Do not use inappropriate equipment or objects that may cause harm to oneself or others;
5. Ensure PPE are in good condition; if not, replace immediately;
6. Wear the appropriate PPE properly during various types of contact sparring; and
7. Be attentive and focus on the correct and proper way of technique execution.







# 5. Responsibilities of Coaches

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Coaches are paramount not just to the development of the athletes, but also to the development of the sport.

1. Ensure consistent co-operation and communication with all athletes;
2. Take note of athletes' pre-existing medical condition and/or injuries;
3. Give sufficient breaks and rest during training.
4. Do not use inappropriate equipment or objects that may cause harm to oneself or others;
5. Ensure PPE is in good condition; if not, replace immediately;
6. Ensure that athletes wear the correct set of PPE properly before the conduct of any sparring;
7. Ensure the athletes-instructor ratio is appropriate, especially during the conduct of sparring;
8. Brief all athletes on the type of contact sparring to be conducted and ensure quick and proper intervention whenever athletes do not adhere to the rules;
9. Keep up to date with technical skills, qualifications;
10. Give constructive feedback and always encourage open communication;
11. Recognise the developmental needs and capabilities of all athletes.





## 6. Training Checklist for Coaches (1/4)

For the learning and enjoyment of Taekwondo, coaches shall ensure a safe training environment for athletes in accordance with the following non-exhaustive checklist:

### 6.1 Before Training Commences

1. Create and maintain a health and safety policy with risk assessments and emergency plans;
2. Plan the training appropriately for the age, ability and state of development of the trainees;
3. Require all athletes and their parents or guardians to sign the indemnity form and obtain NOK's (Next of Kin) contact details;
4. Minimally possess a valid Standard First Aid and CPR & AED certifications;
5. Have a readily accessible and valid First Aid kit fully stocked with an adequate supply of the correct medical equipment and supplies determined by injury record trends. Such items should be checked regularly for expiry;
6. Ensure all key personnel are conversant with the emergency plans and activation procedures (who to call for medical assistance, where is the nearest clinic etc);
7. Check athletes' well-being and condition with reference to GAQ (Get Active Questionnaire by SportSG);
8. Ensure evacuation route is always accessible;
9. Emphasise the importance of observing safety practices when engaged in their own training; and
10. Strictly forbid horseplay and unruly behaviour.





# 6. Training Checklist for Coaches (2/4)

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## 6.2. During Training

1. Be aware of an athlete's medical condition or physical limitation and how to manage it;
2. Adapt moves for those with physical challenges or physical limitation;
3. Forbid the presence of any potentially dangerous objects
  - Examples: Eyeglasses (during sparring), rings, necklaces, watches, bracelets and earrings;
4. Conduct proper warm-up, stretching and cool-down;
5. Provide sufficient hydration breaks in the training regime;
6. Allow adequate rest in between vigorous exercises based on the physical capacity of the athletes;
7. Increase the training intensity gradually and introduce skills and exercises progressively;
8. Avoid exercises and techniques that are harmful and dangerous;
9. Demonstrate techniques in a sequential manner;
10. Match athletes according to their physical size, age, skill level and experience;
11. Only allow sparring or the performing of difficult techniques under proper supervision;
12. Warn athletes of the inherent risks of difficult moves;
13. Ensure athletes wear the appropriate PPE properly during the conduct of any type of sparring; and
14. Disallow violent and dangerous techniques.



# 6. Training Checklist for Coaches (3/4)

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## 6.3. Injuries, Well-being and Communication

1. Imbue in athletes the discipline of Taekwondo and the spirit of sportsmanship;
2. Enforce compliance with the rules of Taekwondo by athletes;
3. Ensure that injuries are taken care of immediately and that the NOK is notified immediately;
4. If an injured athlete has to be conveyed to hospital and subsequently hospitalised, the coach has to ensure that the parents or guardians have arrived before leaving;
5. Keep a record of any injuries that occurred during training along with the details of any treatment administered for trend analysis;
6. Ensure that the athletes are prepared physically and mentally for training;
7. Ensure that athletes maintain the highest standard of personal hygiene, including keeping their fingernails short and hair neat; and
8. Remind athletes who are feeling fatigued or unwell to take a break or stop training.





# 6. Training Checklist for Coaches (4/4)

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## 6.4. Training Equipment and Premises

1. Ensure that there is sufficient space for athletes to spar and perform drills;
2. Ensure that the training area is safe, well lit and well ventilated;
3. Remove potential hazards within the training premises;
4. Ensure proper housekeeping such that the changing area and rooms are clutter-free and clean;
5. Ensure no activities or practices are conducted near glass panels and provide sufficient buffer materials for protection purposes;
6. Use well-fitted and approved protective gear for sparring;
7. Equipment that is defective should be disposed or if requiring repair, should be clearly labelled;
8. Ensure athletes are trained in using the training equipment correctly and safely; and
9. Ensure training equipment is well-maintained, cleaned/sanitized after usage and is safe for use.





# 7. Risk Assessment and Management (1/2)

Risk Priority Number - Scoring Guide						
Use this guide for consistent scoring of Severity and Occurrence throughout the risk assessment. It is recommended that a copy be printed for easy reference.						
Risk Matrix						
		Occurrence				
		1	2	3	4	5
Severity	1	1	2	3	4	5
	2	2	4	6	8	10
	3	3	6	9	12	15
	4	4	8	12	16	20
	5	5	10	15	20	25
Severity Scoring						
Score	Impact	Description	Guidelines			
1	Negligible	Not likely to cause injury	No injury			
2	Minor	Minor injury which does not require medical treatment	Minor irritation, superficial cuts, bruises, muscle cramps			
3	Moderate	Injury requiring medical treatment	Sprains, fractures, deep cuts, lacerations, heat exhaustion			
4	Major	Serious or potentially fatal injuries	Severe allergic reaction, shock, heat stroke			
5	Catastrophic	Fatal injuries	Death, drowning, electrocution			
Occurrence Scoring						
Score	Likelihood	Description	Guidelines			
1	Rare	Remote possibility	Single occurrence per event or less than once per year			
2	Remote	Not expected under normal circumstances	Under 3 occurrences per event or once every 6 months			
3	Occasional	Few occurrences expected	Under 5 occurrences per event or once every 3 months			
4	Frequent	Occurrence anticipated	Under 10 occurrences per event or once every month			
5	Almost Certain	Occurrence is inevitable	Exceeding 10 occurrences per event or once per month			
Overall Risk Rating						
Score	Risk	Action Required				
1 - 4	Low	Introduction of control measures not required (optional).				
6 - 12	Moderate	Where possible, introduce control measures to mitigate risk.				
15 - 25	High	Avoid activity. Control measures mandatory to mitigate risk.				

In order to create a safe environment, coaches are advised to carry out a risk assessment to identify the hazards present and the mitigation measures to reduce the risk.

A risk assessment should consist of the identified hazard, probability and consequences of injury/illness arising from exposure to the identified hazard, as well as the determination of appropriate measures for necessary risk control in order to prevent harm or injury.



# 7. Risk Assessment and Management (2/2)

Risk assessment enables the coach to:

1. Identify the hazards
2. Determine the associated risks
3. Prepare the risk control action plan
4. Mitigate the risks
5. Determine the responsible parties to implement the mitigation measures
6. Review adequacy of action plan

It is good practice to review your assessment periodically to ensure the mitigation measures are still working effectively.

S/N	Work Activity	Hazard Identification		Risk Evaluation			Residual Risk			Risk Control
		Hazard / Aspect	OHS : Possible Accident / Ill health & Persons at Risk ENV: Possible Environmental Impact	Existing Risk Control / Pollution Control (if any)	Severity	Likelihood	Impact / Risk Level	Additional Risk / Impact Control	Severity	Likelihood

A	Class ( Sparring)											
1	Venue: indoor / outdoor											
1.1	Venue: indoor / outdoor	slip/trip & fall	Bodily injuries (participants and non-participants).	<u>Elimination</u> - NA <u>Substitution</u> - NA <u>Engineering</u> - a) Inspect area prior to start of session, remove or isolate any hazards b) Housekeeping – clean up the floor, mop up any wetness, check any protruding or uneven surfaces. c) To lay approved floor mat for participant area <u>Administrative</u> - Designate members with duties & responsibilities a) Conduct safety briefing to work team members b) <u>PPE</u> : -NA	4	2	8	a) Coach to ensure sufficient workspace to manoeuvre. b) Coach to ensure that safe operation is carry out.	4	1	4	Event manager / Coach
		Poor ventilation	Dizzy, collision, bodily injuries	<u>Elimination</u> - NA <u>Substitution</u> - NA <u>Engineering</u> - a) Precheck event area and provide ventilation fans if necessary <u>Administrative</u> - NA <u>PPE</u> - NA	3	2	6	Conduct close and constant supervision.	3	1	3	Event manager / Coach
		Poor lighting	Collision, bodily injuries	<u>Elimination</u> - NA <u>Substitution</u> - NA <u>Engineering</u> - a) Precheck event area and ensure adequate lightings <u>Administrative</u> - NA <u>PPE</u> - NA	3	2	6	Conduct close and constant supervision.	3	1	3	Event manager / Coach

For clarification and more information on sports safety in Taekwondo and safe practices for Taekwondo, please email Singapore Taekwondo Federation at [stkdf@mail.com](mailto:stkdf@mail.com)