

## 3<sup>rd</sup> WT Virtual Taekwondo Match Operator Certification Course December 8 - 10, 2025 [Singapore]

### 1. PROMOTER: WORLD TAEKWONDO (WT)

|         |                                                                      |
|---------|----------------------------------------------------------------------|
| Website | <a href="http://www.worldtaekwondo.org">www.worldtaekwondo.org</a>   |
| Email   | <a href="mailto:vtkd@worldtaekwondo.org">vtkd@worldtaekwondo.org</a> |

### 2. ORGANIZER: SINGAPORE TAEKWONDO FEDERATION (STF)

|         |        |                                        |
|---------|--------|----------------------------------------|
| Contact | [NAME] | Melvyn Fones (Chief Executive Officer) |
|         | Tel    | 63451491 (Off) / 9873 3754 (Mobile)    |
|         | E-mail | ceo@stf.org.sg                         |

### 3. DATE AND VENUE:

| Date                              | Venue                                                                                                                                  |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| DECEMBER 8 – 10,<br>2025 (3-days) | Name of Venue: SportSG Auditorium, SportsHub (located next to the Singapore Sports Museum)<br>Address: 6 Stadium Walk Singapore 397698 |

### 4. QUALIFICATION FOR APPLICATION:

- 4.1 Holder of WT Global License (“GL”)
- 4.2 Twenty-one (21) years or older (the age is calculated based on the year when the certification program is held)
- 4.3 The one has successfully attended the **pre-requisite online course** for WT VTKD Match Operator.
- 4.4 The one recommended by the pertinent member national association (MNA) to which the applicant belongs either by country of nationality or country of residency.
- 4.5 The one who has good command of oral & written English language.
- 4.6 The one who has proficiency in basic computer operations.
- 4.7 The one who is available to travel regionally or globally to fill the role of a match operator at WT promoted & recognized events.

✓ **Maximum participation quota is forty (40) for the on-site certification course** and host country quota is four (4)

✓ **pre-requisite online course** for WT VTKD Match Operator will be held from 24 April and has no limit on participation quota.

### 5 ATTENDANCE FEES:

|                              |                                    |
|------------------------------|------------------------------------|
| Pre-requisite online course  | Free of charge                     |
| On-site certification course | USD 200 (Two hundred U.S. dollars) |

## 6 REGISTRATION PROCESS:

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**6.1 Registration Process:** Registration MUST be done by no later than **November 21, 2025 (CET 5pm)**.

- 6.1.1 Valid WT Global License ("GL") of the applicant is compulsory for registration.
- 6.1.2 Fill out attached "application form" and send email to WT via email to [vtkd@worldtaekwondo.org](mailto:vtkd@worldtaekwondo.org) with copy of recommendation letter.
- 6.1.3 Once registration is accepted, applicant will receive acceptance email from WT.

**6.2 Payment Method:** (Payment must be made by the registration deadline)

- 6.2.1 Online payment (recommended method)
  - Payment should be made on GMS during the registration process by credit/debit card. Once you click "pay later" on GMS, you will have to pay by bank transfer. Registration will be completed after the payment is confirmed.
- 6.2.2 Bank transfer
  - Applicants can pay via Bank Wire Transfer to the World Taekwondo Bank Account. Account details & information is provided below. Please ensure that all bank transfer fees are fully covered. Short amount will be requested to be paid. Please include your WT License # and name as reference when you send the fee.

**6.3 Please transfer to the following account:**

**✓ USD Account**

| Beneficiary       |                                         |
|-------------------|-----------------------------------------|
| Holder of Account | WORLD TAEKWONDO                         |
| Account No.       | 272-910010-34032                        |
| Beneficiary Bank  |                                         |
| Bank Name         | KEB HANA BANK                           |
| Bran Name         | KCCI                                    |
| Swift Code        | KOEXKRSE or KOEXKRSEXXX                 |
| Bank Address      | 045-13 39, Sejong-daero, Jung-gu, Seoul |

## 7 REFUND POLICY:

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**7.1** Registration fee can ONLY be refunded under the condition that the applicant requests for a cancellation via email to [vtkd@worldtaekwondo.org](mailto:vtkd@worldtaekwondo.org) ahead of course begin. (By no later than **November 28, 2025 CET 5pm**)

## 8 VISA GUIDELINE:

**8.1** If need a visa invitation, **please contact the organizing committee** by no later than **01 Nov 2025 (CET 5pm)**.

**8.2** Contact person for Visa support:

|         |        |                                    |
|---------|--------|------------------------------------|
| Contact | Name   | Ashlyn Way (Admin Assistant)       |
|         | Tel    | 63451491 (Off) / 85110877 (Mobile) |
|         | E-mail | adminasst@stf.org.sg               |
| Remark  |        |                                    |

## 9 ACCOMMODATION & TRANSPORTATION NOTICE:

**9.1.** Room rates per night, per person:

Place: V Hotel Lavender

Address: 70 Jellicoe Road Singapore 208767

| Room Type          | Rate per night / person | Conditions                             |
|--------------------|-------------------------|----------------------------------------|
| Deluxe Single      | USD 210 Nett            | Rates inclusive daily buffet breakfast |
| Deluxe Twin/Double | USD 225 Nett            |                                        |

**9.2.** Contact person for accommodation:

|         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                    |
|---------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|
| Contact | Name                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Aaron Lee                          |
|         | Tel                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 63451491 (Off) / 90290099 (Mobile) |
|         | E-mail                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | opsexec@stf.org.sg                 |
| Remark  | <p>- Deadline for accommodation requests: <b>05 November 2025, Wednesday (CET 5pm)</b></p> <p>#A form will have to be filled out by the participant requesting for booking of accommodation. Subject to the receipt of the booking form the accommodation will be reserved. <b><i>Any request/s for booking of accommodation after 05 November 2025, Wednesday, will be subjected to rate changes and room availability.</i></b></p> <p>*Transportation will be provided only for participants staying at the official hotel. If you do not stay at the designated hotel, you will need to arrange your own transportation and arrive at the training venue on time.</p> |                                    |

## 10 THINGS TO PREPARE:

- 10.1 Writing utensils
- 10.2 Track suits and Sports shoes

## 11 CURRICULUM:

### 11.1 Introduction to Virtual Taekwondo (During pre-requisite online course)

- Overview of Virtual Taekwondo as a Virtual Sport.
- What are the key game mechanics and features of Virtual Taekwondo.
- VTKD Competition Rules.
- Participants will get hands on experience playing Virtual Taekwondo.

### 11.2 Virtual Taekwondo Technology and Systems (During pre-requisite online course)

- Virtual Taekwondo PC Application
- Virtual Reality Headset
- Motion Trackers

### 11.3 Roles and Responsibilities of Match Operators (During pre-requisite online course)

- What are the different Match Operator roles – Game Master and Technical Operators.
- What are their responsibilities pre-match and during the match.

### 11.4 Match Management and Workflow

- Focuses on the operational aspects of Virtual Taekwondo and covers the end-to-end workflow of the match.

### 11.5 Advanced Match Management Scenarios

- learn how to handle complex scenarios that may arise during matches. These issues include disconnections, equipment problems. Etc.

## 12 COURSE SCHEDULE:

| Date           | Time          | Subject                                                                                                                                                                                            |
|----------------|---------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 08<br>DAY 1 | 09:00 – 09:30 | Welcome and Orientation                                                                                                                                                                            |
|                | 09:30 – 10:00 | Rundown of Course, Lecture Briefing                                                                                                                                                                |
|                | 10:00 – 12:30 | Lectures<br>Use of Virtual Taekwondo Technology <ul style="list-style-type: none"> <li>- Virtual Taekwondo PC Application</li> <li>- Virtual Reality Headset</li> <li>- Motion Trackers</li> </ul> |
|                | 12:30 – 14:00 | Lunch Break                                                                                                                                                                                        |
|                | 14:00 – 15:00 | Lectures Continue                                                                                                                                                                                  |
|                | 15:00 – 17:00 | Game Tryouts                                                                                                                                                                                       |
|                | 17:00 – 17:30 | Troubleshooting Module                                                                                                                                                                             |
|                | 17:30 – 18:00 | Day 1 Recap, Q&A                                                                                                                                                                                   |

|                |               |                                                                                                                                                                                 |
|----------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 12 09<br>DAY 2 | 10:00 – 11:30 | Lectures<br>Virtual Taekwondo Match Operations <ul style="list-style-type: none"> <li>- Match Management and Workflow</li> <li>- Advanced Match Management Scenarios</li> </ul> |
|                | 11:30 – 12:30 | Written Evaluation Practice                                                                                                                                                     |
|                | 12:30 – 13:30 | Lunch Break                                                                                                                                                                     |
|                | 13:30 – 17:00 | Match Workflow Practice Sessions (in Groups)                                                                                                                                    |
|                | 17:00 – 17:30 | <b>Written Evaluation</b>                                                                                                                                                       |
|                | 17:30 – 18:00 | Day 2 Recap, Q&A                                                                                                                                                                |
| 12 10<br>DAY 3 | 10:00 – 10:30 | Practical Evaluation Briefing                                                                                                                                                   |
|                | 10:30 – 16:00 | Practice Sessions & <b>Practical Evaluation (in Groups)</b> and Competition Simulation                                                                                          |
|                | 16:00 – 16:30 | Program Feedback (Survey Form)                                                                                                                                                  |
|                | 16:30 – 17:00 | Certification Ceremony & Program Wrap Up                                                                                                                                        |

\* The schedule is subject to change

## 13 EVALUATION:

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**12.1.** An evaluation will be conducted at the Virtual Taekwondo Match Operator Program and participants should get **at least 70** out of 100 points to obtain their certification.

**12.2.** The evaluation will be split into two components: **Written (30%)** and **Practical (70%)**. The points from both evaluations will add up to the participant's total score.