



National Team

Rules & Procedures

1. Introduction

ITF Scotland is the National Association for all ITF matters in Scotland, and as such is charged with all matters relating to the National Team Selections and Training(s).

The purpose of this document is to outline the criteria for national team positions; coaching and management, as well as national team selection procedure.

2. National Team

The National Team Staff will consist of the following:

- i. National Team Director
- ii. National Team Manager
- iii. Funding Officer
- iv. Head Pattern Coach
- v. Head Pre-Arranged Sparring Coach
- vi. Head Sparring Coach
- vii. Head Power Coach
- viii. Head Special Technique Coach
- ix. Head Youth Development Coach

In addition to the above roles, assistant coaches can be added where required.

NATIONAL TEAM DIRECTOR

The Team Director is the link between the squad and the ITF Scotland Board. They must submit a written report prior to each board meeting with activities regarding all squad matters. The Team Director is responsible for all areas of our National Squad and should oversee each section.

Their duties include;

- i. to issue performance targets to all coaches and ensure they work towards meeting them.
- ii. liaise with the Funding Officer and Team Manager to ensure the team have funding to enter Taekwon-Do competitions and obtain as much experience and mat time as possible prior to a major event.
- iii. to ensure clear channels of communication in all areas of our national squad and provide or Board web master material to update our website, facebook and all forms of media accordingly.
- iv. to appoint fitness coaches, dieticians or sports injury therapy, where deemed necessary.
- v. ensure our competitors are fit for purpose.

NATIONAL TEAM MANAGER

The Team Manager will work closely alongside the Team Director in organising squad training sessions, planning and ensuring the sessions are appropriately structured and scheduled.

Their duties include;

- i. to liaise with the Team Director, Head Coaches and Funding Officer.

- ii. responsible for all administration and logistics regarding the national squad, booking venues etc.
- iii. responsible for collecting squad monies and keeping full accounts.
- iv. responsible for the official team entry and input for European and World Championships, as well as international events where required.
- v. ensure all competitors have proper belts, sparring equipment, ID Cards and regulated items catered for within ITF rules.
- vi. shall book accommodation, flights and transfers.
- vii. and manage team affairs in the run up to and during the competition event.

FUNDING OFFICER

The funding officer is to assist the Team Manager and Team Director by organising events to raise the profile and funds to assist the National Squad.

Their duties include;

- i. seek out funding avenues such as Lottery funding, sports council funding and also try to secure sponsorship for our National Team.
- ii. to arrange demonstrations, raising the profile of our National Team that may assist with generating funds.

HEAD PATTERN COACH

The Head Pattern Coach should liaise with the other Head Coaches is responsible to the Team Director. They will obtain targets from the Team Director and work towards meeting these targets. They are responsible for the performance of our National Teams at International events. They must have a passion for, and be willing to improve the technical standards of national team members patterns, and willing to assist the Pre-arranged sparring coach in developing our teams; therefore they must be current with team pattern, pre-arranged sparring and ITF competition rules.

Their duties include;

- i. responsible for individual and team competitors pattern training prior to and at international events.
- ii. structuring training sessions to the individual and team athletes and give feedback accordingly.
- iii. seek out as many competitions as necessary to ensure that members are experienced prior to a major ITF event. They should put any requests to the Team Director and Team Manager.
- iv. to seek out, advertise or appoint with the approval of the Team Director, assistants to help reach targets.

HEAD PRE-ARRANGED SPARRING COACH

The Head Pre-Arranged Sparring Coach should liaise with the Head Pattern Coach, and is responsible to the Team Director. They will obtain targets from the Team Director and work towards meeting these targets. They are responsible for the performance of our National Teams at International events. They must have a passion for, and be willing to improve the technical standards of national team members. They should be up to date with current rules and ensure each pre-arranged sparring team fulfils the criteria and regulation within the competition. They should be willing to assist the Pattern coach in developing our teams; therefore they must be current with ITF Pattern competition rules.

Their duties include;

- i. responsible team competitors pre-arranged training prior to and at international events.
- v. structuring training sessions to the athletes and give feedback accordingly.
- vi. seek out as many competitions as necessary to ensure that members are experienced prior to a major ITF event. They should put any requests to the Team Director and Team Manager.

HEAD SPARRING COACH

The Head Sparring Coach should liaise with the other Head Coaches is responsible to the Team Director. They will obtain targets from the Team Director and work towards meeting these targets. They are responsible for the performance of our National Teams at International events. They must have a passion and experience in sparring and ensure sparring style is Taekwon-Do based. They must be willing to improve the standards of national team members sparring, and be current with ITF sparring rules. They must be willing to assist the other coaches in developing our teams; therefore they must be current with ITF competition rules.

Their duties include;

- i. responsible for individual and team competitors sparring training prior to and at international events.
- ii. structuring training sessions to the individual and team athletes and give feedback accordingly.
- iii. seek out as many competitions as necessary to ensure that members are experienced prior to a major ITF event. They should put any requests to the Team Director and Team Manager.
- iv. to seek out, advertise or appoint with the approval of the Team Director, assistants to help reach targets.

HEAD POWER COACH

The Head Power Coach should liaise with the other Head Coaches and is responsible to the Team Director. They will obtain targets from the Team Director and work towards meeting these targets. They are responsible for the performance of our National Teams at International events. They must have a passion and experience in power. They must be willing to improve the standards of national team members. They must be willing to assist the other coaches in developing our teams; therefore they must be current with ITF competition rules.

Their duties include;

- i. responsible for individual and team competitors pattern training prior to and at international events.
- ii. structuring training sessions to the individual and team athletes and give feedback accordingly.
- iii. seek out as many competitions as necessary to ensure that members are experienced prior to a major ITF event. They should put any requests to the Team Director and Team Manager.

HEAD SPECIAL TECHNIQUE COACH

The Head Special Technique Coach should liaise with the other Head Coaches and is responsible to the Team Director. They will obtain targets from the Team Director and work towards meeting these targets. They are responsible for the performance of our National Teams at International events. They must have a passion and experience in special technique. They must be willing to improve the

standards of national team members. They must be willing to assist the other coaches in developing our teams; therefor they must be current with ITF competition rules.

Their duties include;

- i. responsible for individual and team competitors pattern training prior to and at international events.
- ii. structuring training sessions to the individual and team athletes and give feedback accordingly.
- iii. seek out as many competitions as necessary to ensure that members are experienced prior to a major ITF event. They should put any requests to the Team Director and Team Manager.

YOUTH DEVELOPMENT COACH

The youth development coach is responsible to the Team Director. They will obtain targets from the Team Director and work towards meeting these targets.

They will encourage participation at specific youth squad training sessions for those who fall below the minimum age for international competition.

Their duties include;

- i. structuring an appropriate session for younger students, with the view to encouraging them into the national team at a future date.
- ii. sessions will include all aspects of competition Taekwon-Do.

COACH QUALIFICATIONS

In order to be considered for any position within the National Coaching Team, all coaches must have met criteria and have the following minimum qualifications as sanctioned by ITF Scotland;

- i. A registered member and plaque holder with ITF Scotland.
- ii. Completed an ITF Scotland Basic Instructor Course (level 1 minimum)
- iii. Completed and ITF Scotland Child Protection Course (level 1 minimum)
- iv. Hold a PVG record registered with ITF Scotland
- v. Full First Aid Certified
- vi. Have read, abide by and signed "Code of Conduct for Coaches and Athletes" document

3. National Team Selection

For any ITF, European and World Championships, ITF Scotland shall arrange a selection competition for all eligible competitors to form the National Team.

To be recognised as eligible the competitor must be a black belt degree holder affiliated through ITF Scotland or the AA. That is to say the competitor must be registered with a registered instructor, who holds an active ITF plaque. The competitor must be in possession of the ITF Black Belt Certificate and have an ITF ID Number.

The selection event shall take place with not less than six (6) weeks notice. Applications for selection should be sent to the National Team Manager on or before the deadline set, alongside the required signed documents as follows;

- i. Selection Application Form
- ii. ITF Scotland Competitor Agreement Form
- iii. ITF Scotland Coach and Athlete Codes of Conduct Form
- iv. ITF Scotland Athlete Consent Form
- v. Appropriate Selection Event Fee

The event should be held at an appropriate venue, with at least one full size ITF competition ring available. Qualified umpires should preside over the competition bouts, but without giving results at the end of the match.

All selection decisions will be made and given by ITF Scotland appointed coaches, under the guidance of the National Team Director and Manager. Further appropriate selection events can be held if required.

Selection decisions will be given in writing from the National Team Manager not more than 14 days from the date of the selection event.

4. National Team Trainings

Once selected **all competitors must** attend the advertised ITF Scotland sanctioned squad training(s), failure to do so without valid reason will automatically forfeit their place on the squad.

National Team Training(s) will be announced at least 2 weeks prior to the training sessions, via website and social media accounts.

5. National Team Kit

Once selected National Team members will be required to purchase the full Team Kit for the campaign.

Scotland National Team kit will include but not limited to:

- 'SCOTLAND' National Team Tracksuit
- 'SCOTLAND' National Team Dobok
- 'SCOTLAND' National Team Wear (T-shirt, shorts etc.)
- 'SCOTLAND' National Team Bag

All required kit will be ordered through the National Team Manager. Any sponsorship to be added to the kit must be approved by the Team Director and Team Manager in advance.

6. Deadlines

All competitors, coaches and or supporters will be required to adhere to the official deadlines as set by the Team Director and Team Manager. The deadlines are put in place to ensure all applications and purchases are made in the appropriate time. Competitors, coaches and supporters must pay any monies due for associated trainings, accommodations, transport and kit by the advertised deadlines, failure to do so will result in forfeiting their place on the squad.