

## International Taekwon-Do Federation – (Scotland)

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15<sup>th</sup> August 2022  
Ref:2022/08/15/01

### ITF Scotland Standing Committee Applications

Dear Grand Masters, Masters, and Instructors,

The ITF Scotland Board of Directors are now inviting applications for the following Standing Committee's for the term 2022 – 2024:

- The Technical & Instruction Committee (TIC)
- The Tournament Committee (TC)
- The Umpire Committee (UC)

Full details of each of the committee's remit can be found in the appendix attached.

All applications must be emailed to [secretarygeneral@itfscotland.com](mailto:secretarygeneral@itfscotland.com) no later than 31<sup>st</sup> August 2022, this email should contain your CV as well as covering letter.

An interview will be arranged with members of ITF Scotland board for all applicants shortly after the closing date.

On behalf of the ITF Scotland Board we look forward to receiving your applications and wish the chosen candidates every success in carrying out their respective roles.

Kind regards

Mrs. Gillian McIlvaney  
Secretary General  
For and on behalf of International Taekwon-Do Federation (Scotland) Limited

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### *Excerpt from ITF Scotland Bye-Laws:*

#### **4.4 The Standing Committees**

The Chair of each Standing Committee is appointed by the Board of Directors. The Chair then submits to the Board of Directors for approval the names of the individuals proposed as members of that committee. From among the names submitted, the Board of Directors appoints at least two, and no more than four, members for each committee. The Chairs and members of the Standing Committees serve a rolling term reviewed annually. The Chair of International Taekwon-Do Federation – (Scotland) is an ex officio member of all committees.

##### **THE STANDING COMMITTEES:**

- i. Are empowered to promulgate and act according to their rules, which must not be in conflict with the Articles of Association or Bye-Laws, subject to approval of the Board of Directors.
- ii. On their own initiative or at the request of the Board of Directors, give opinions; make suggestions and recommendations within the scope of their responsibilities.
- iii. Apply all policies, rules, and procedures within the scope of their responsibilities.
- iv. Set objectives, outline action plans, and identify resources needed to reach those objectives.
- v. Present a formal annual progress report to the Board.

If a member of a committee resigns or is otherwise unable to perform his duties, the Board of Directors may appoint another member to serve for the remainder of his term.

##### **THE TECHNICAL & INSTRUCTION COMMITTEE (TIC)**

The responsibilities of the Technical & Instruction Committee include the following:

###### **TECHNICAL**

- i. Settle differences in interpretation of International Taekwon-Do Federation – (Scotland) techniques.
- ii. Prepare teaching standards and organise Technical Courses and Events when required
- iii. Review any documentation on techniques; examine how they are used and eliminate any contradictions.
- iv. Answer technical questions from members.
- v. Liaise with members when called upon, about their technical needs.
- vi. Provides articles for the International Taekwon-Do Federation – (Scotland) and Instructors website.

###### **INSTRUCTION**

- i. Review and redefine contents of training standards for all levels and all ages.
- ii. Revise criteria of International Instructors Examiner standard.
- iii. Attend IIC annually to keep current with ITF Technical committee.

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### THE TOURNAMENT COMMITTEE (TC)

The responsibilities of the Tournament Committee include the following:

- i. Prepare and present the Tournament Organiser standards of operation and procedure.
- ii. Liaise with Umpire Committee.
- iii. Establish a policy for the selection of hosts and venues; and presents the qualified candidates to the Board where the decision is put to a vote.
- iv. Prepare event financial proposal to board for approval within the appropriate timeframe.
- v. Liase with The Board on any direct or non-direct financial sponsorship and advertising conditions.
- vi. Plan and prepare event. Liaise with The Board on any potential shortfall or difficulty in the appropriate timeframe.
- vii. Run the Tournament inside the Competition Area, supervise the organization inside the Sport Stadium, and all the Ceremonies during the Tournament Schedule which will be carried out by Tournament Organizing Committee.
- viii. Make the competition schedule and electronic draws, supervises the official weigh in and supervises any other issue the TC considers of importance.
- ix. Keep track of the results.
- x. Set Standards, deadlines, and other requirements for Registration or other required.
- xi. Modernise rules to promote safety.
- xii. Ensure application of Official rules of competition.
- xiii. Introduce where appropriate, the use of computers and other new technology for tournament organization and scoring.
- xiv. Assist and supervises preparations with the local organiser(s) and report results to the Board of Directors periodically.

### THE UMPIRE COMMITTEE (UC)

The responsibilities of the Umpire Committee include the following:

- i. Plan and prepare material and event location
- ii. Provide financial costing for Umpire Training, including ITF certification.
- iii. Liase with TC on best plan for event preparation.
- iv. Train and qualify class ITF "B" Umpires.
- v. Assign Umpires for ITF Scotland sanctioned Tournaments
- vi. Monitor performance and conduct of umpires during Competition
- vii. Keep personal data of Umpires.
- viii. Arrange the daily ring councils for the Umpires during Competition.
- ix. Modernize rules of competition, ensure fairness and enhance ease of understanding.
- x. Keep a very close relation with the Technical & Instruction Committee requesting at least one of the members of the Technical & Instruction Committee, sanctioned by the Board to be present at the Umpire course.
- xi. The Umpire Committee will be the only one in charge of representing and conducting the Official Umpire Course.