



Charter

National Kyorugi Referee Committee

Australian Taekwondo Ltd

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CHARTER of NATIONAL KYORUGI REFEREE COMMITTEE

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1. Name Of The Committee

The name of the committee is the National Kyorugi Referee Committee.

2. Mission Statement

The NKRC is dedicated to serving in the best interests of Taekwondo in Australia through recommending measures to the Board which address the following areas:

- (a) using best practice governance and operational procedures, and being consistent with World Taekwondo requirements and Sport Australia expectations;
- (b) the accreditation and promotion of Kyorugi Referees using a systematic approach based on merit and diligence;
- (c) development of standardised education and training pathways for Kyorugi Referees, through integrated State, National and International programs;
- (d) provision of a safe supportive environment to allow Kyorugi Referees to achieve their full potential;
- (e) ensuring a fair competition environment for athletes; and
- (f) working with other relevant committees to a complementary and consistent approach to development of programmes and optimal use of resources.

3. Vision For The Future

A dynamic cohesive group of Kyorugi Referees valuing team work, open communication, integrity, mutual respect, inclusion, dedication and commitment, and recognised for our professionalism and world-class standard.

4. Definitions And Interpretations

In this Charter unless the contrary intention appears these words will have the following meaning:

SA means the Sport Australia;

Board means the Board of the Company;

CEO means the Chief Executive Officer of the Company;

Company and **AT** mean Australian Taekwondo Limited;

Committee or **NKRC** means the National Kyorugi Referee Committee;

Kyorugi Referee means a person holding relevant qualifications to referee a sparring match;

State means a State or Territory of the Commonwealth of Australia;

NKRC Member means the person/s appointed via an Expression of Interest;

WT means the World Taekwondo;

5. Committee Scope

To recommend to the Board best practice governance and operational procedures that it should adopt:

- (a) to deal with all matters related to Kyorugi Refereeing, while not impacting on the defined roles of the other committees;
- (b) to deal with any other relevant committee where common interests are determined, or as directed by standing policy or direction of the Board;
- (c) to liaise, assist and participate in state, national and international programs as endorsed by the Board;
- (d) contribute to the promotion of Kyorugi Referees to the wider Taekwondo community;
- (e) develop/ review/ revise the Committee's operating plan for approval by the Board; and
- (f) to provide quarterly reports to the Board in relation to performance and achievement of agreed goals.

6. Authority And Responsibilities

The Committee is a policy and program development committee that assists the Board through the CEO, by providing guidance and advice on policy and operations in relation to the NKRC Program, and how the Program can continue to evolve to be a best practice program through continuous improvement. Should it be required, once the policies are approved by the Board, the Board may request that the Committee implement the policies and program under the guidance of the CEO. The Committee will have the responsibility of making recommendations to the Board in the following areas:

- (a) administration and management all Kyorugi Referee training, qualifications and accreditations;
- (b) maintenance of a register of Kyorugi Referee qualifications and accreditations for all Kyorugi Referees registered through the Company;
- (c) ensure that accredited Kyorugi Referees maintain their professional status through continuing education and officiating;
- (d) develop and maintain national Australian standards for Kyorugi Referee training (including presenters) at all levels;
- (e) facilitate selection of Kyorugi Referees for national level tournaments, national team selection tournaments and nominate Kyorugi Referees for international level tournaments;
- (f) continually monitor updates of the WT competition rules and ensure these rules, or those rules that are accepted as modified Australian competition rules are practiced and implemented;
- (g) standardise competition rules and interpretations across Australia, ensuring that each State follows and adopts as the national standard the rules and interpretations as provided by the WT and disseminate the interpretation of the rules to coaches;
- (h) respond to Board requests within an agreed time frame;
- (i) represent the interests of all Company Kyorugi Referees and provide advice on strategic issues, competition rules and interpretations or any other appropriate Kyorugi Referee matters;
- (j) provide confidential support services for Kyorugi Referees in association with the Company and relevant committees;
- (k) maintain the following portfolios, each of which will be co-ordinated by a member of the Committee:
 - (i) International liaison;

- (ii) Kyorugi Referee Education, Certification and Accreditation;
- (iii) Kyorugi Referee mentoring and retention;
- (iv) Women in Refereeing;
- (v) Marketing and Sponsorship

7. Composition Of The Committee

The NKRC will report to the Board, through the Company's CEO.

The Committee shall consist of up to eight members who are appointed by the Board after receiving advice from its Nominations Committee (which may or may not be the entire Board or a sub-Committee thereof). It is intended that the Board's Nominations Committee will annually call for nominations (usually in November) with appointments announced as soon as practicable thereafter for commencement in January of the following year.

Nominees will be requested to provide a statement of their qualifications for a role on the Committee with their expression of interest, along with a statement regarding existing or potential (where known) conflicts of interest in the prescribed form.

All Committee Members will be required to abide by the Code of Conduct and sign a 'Declaration of Acceptance'.

Members of the Committee will be appointed by the Board who will be guided by the following principles:

- (a) strive for an appropriate balance between State representation and the required skill/experience/capability, understanding that both are important;
- (b) ensure representation from each State, understanding that not all States may be represented each year;
- (c) select an 'unbiased' group of people to ensure that the accreditation and education programs are delivered in accordance with the Charter's requirements;
- (d) ensure that, as a group, the appointed Committee Members have the required expertise – this includes, but is not limited to, the capability to:
 - a. manage accreditation;
 - b. develop and improve education programs;
 - c. disseminate rule interpretations and updating re WT/SA rules and requirements;
 - d. manage competitions and provide technical direction; and
 - e. skills in marketing/communications/promotion;
- (e) the Board will be looking at nominees' backgrounds and their ability to engage broadly within the Taekwondo community.

In January each year, the Committee will elect its Chairperson for a term of one year.

The Board in its discretion may replace Committee Members if a Member resigns their position, or when a majority of the Members support the removal of a Member based on non-performance or non-participation, or a member not objectively serving the interests of the Company, and makes a recommendation to the Board accordingly. The Board may call for fresh nominations or draw on the pool of people who nominated previously at its discretion.

The Committee may, at its discretion and with a majority vote, appoint a non-voting Administrative Officer. The Committee must advise the Board of its decision as soon as practicable. Equally, the Board, at its discretion, may appoint a non-voting Administrative

Officer to support the Committee's work. Where possible this should be an AT staff member.

8. Term Of Members

To ensure continuity and consistency of operations/practice, unless otherwise agreed with the Board, the term of Committee Members will be three years, with a maximum of two consecutive terms (ie a total of six years) at the discretion of the Board. Every year a minimum of one third of the Committee's members will come up for appointment (either new appointments or extensions).

In appointing members to establish the Committee in 2020, unless otherwise agreed by the Board, three Members will be appointed for a one-year term, with an automatic extension in the Committee's second year if requested by the nominee; two Members will be appointed for two years; and two Members will be appointed for three years. Every year after that, two or three vacancies will be filled by an extension or new appointment. Existing members wishing to renominate when their term has expired, will be required to submit an expression of interest and will be considered alongside all other nominations received for the vacancies.

Committee members who have served their maximum term will be eligible to nominate for the committee after a gap of two years.

9. Meetings

The Committee shall meet as often as required to fulfil its tasks, and at least four times each year. The Committee can be convened for additional meetings as determined by the Chairperson, or at the request of the CEO or the Board.

Meetings may be conducted via a telephone or video conference. The Committee will endeavour to meet face to face once per annum if practical. This should be at an event that all Committee Members would normally attend (eg National Championships). The Company will not reimburse travel to such a meeting, but will cover the cost of meeting room hire if it is held in conjunction with other Company meetings, or additional accommodation if it is not possible to travel home afterwards.

The Chairperson will be responsible for ensuring that all Committee Members receive formal notification of meeting arrangements at least 14 days prior to the meeting, and for ensuring that any Agenda, Minutes or other Papers are circulated at least 3 days prior to the meeting. A Committee Secretary or Administration Officer may be appointed from the Committee to assist with paperwork.

The quorum required for meetings is one half of the committee members plus one more.

Decisions shall be made by a simple majority vote of Committee Members present. This may be done via a circular resolution using electronic communication.

In the absence of the elected Chairperson, an 'acting' Chairperson will be appointed by simple majority of those Members attending the meeting.

The Chairperson of the Committee will ensure that minutes of the meeting are recorded and are circulated to the Committee Members within 5 working days of a meeting. On acceptance of the minutes the Chairperson shall ensure the minutes are provided to CEO within 5 working days after their acceptance.

10. Conflicts Of Interest

All Members of the Committee should avoid conflicts of interest. Existing conflicts will be recorded in a register of conflicts. In the event that this is not possible, all Committee Members will be required to disclose any existing or potential conflicts of interest at the commencement of each Committee meeting held in accordance with clause 9 above.

A conflict of interest for a Committee Member could be a situation in which a Member has multiple interests (financial or otherwise), one of which could possibly impair that Member's ability to perform their duties and responsibilities to objectively serve the national interests of the Company. Conflicts that arise for Members in this situation could result in Members prioritising their personal, professional or State interests ahead of, or in a manner which is inconsistent with the Company's national interests.

An example of a conflict of interest is when a Committee Member is part of a Committee that recommends a selection policy and that Committee Member is also an instructor or coach of students who may be affected by the selection policy.

If a conflict is disclosed in accordance with this clause 10, the Chairperson may request the Committee Member to leave the discussion. The Member may not vote in relation to any decision which relates to the conflict in question.

11. Finances

When the Committee recommends a policy to the Board it should be done so with an approximate annual budget. This budget will then be endorsed by the CEO. If approved by the Board and the Committee is requested to implement the policy, then the Committee will be expected to prepare and submit an annual budget with the policy to the CEO for endorsement. Where finances are endorsed as part of the annual budget, payments will be released as per the Company's Financial Policy.

The Company will only reimburse necessary out of pocket operational costs for the Committee. The Committee is expected to use Company facilities (eg meeting rooms, tele/video conferencing facilities).

12. Reporting

The Committee in the first instance shall report to the Board through the CEO.

The Committee shall provide reports as required or requested by the CEO for the Board, or by the Board directly.

The Committee shall prepare an annual report to be received by the CEO no later than two months prior to the Annual General Meeting of the Company.

13. Review And Changes To The Charter

The Committee shall review its performance through analytical processes with results presented to the Board in conjunction with the Annual Performance Report.

The Board shall review the Charter of the Committee annually in conjunction with the member appointment/reappointment process.

The Board shall review the Committee's role in the context of the annual budget and the Company's strategic planning process.

The Committee shall at a minimum biannually conduct a review of its Charter and present any recommendations for change to the Board.

Changes to the Charter are at the sole discretion of the Board and any such changes must be approved by the Board.

Changes will only become effective upon the Committee receiving the Board's decision, and where approved, the document will outline the date such a change becomes effective and the amendments within the Charter.