



Charter

National Cadet and Junior Program Committee

Australian Taekwondo Ltd

ACN: 167 216 033

Version: 0.1

Effective Date: 7 February 2020

Version No:	1.0
Charter Owner:	National Cadet and Junior Program Committee
Compliance:	Mandatory
Approved by:	Board
Document Type:	External
Category:	Charter
Effective Date:	7 February 2020
Next Review	1 April 2021

© Australian Taekwondo Limited 2020

This work is copyright. Apart from users under the Copyright Act 1968, no part of this publication may be reproduced by any process without written permission from Australian Taekwondo Limited.

CHARTER of NATIONAL CADET and JUNIOR PROGRAM COMMITTEE

Contents

Contents.....	1
1. Name Of The Committee.....	2
2. Mission Statement	2
3. Vision	2
4. Definitions And Interpretations	2
5. Committee Scope	3
6. Authority And Responsibilities	3
7. Composition Of The Committee	3
8. Term Of Members.....	4
9. Meetings.....	4
10. Program Timelines.....	4
11. Key Performance Outcomes	5
12. Conflicts Of Interest	5
13. Finances.....	5
14. Reporting.....	5
15. Review And Changes To The Charter	6

1. Name Of The Committee

The name of the committee is the National Cadet and Junior Program Committee (**NCJPC**).

2. Mission Statement

The NCJPC is dedicated to establishing and delivering a national level cadet and junior program (**Program**) in 2020/2021, this being a one-year pilot program addressing the following areas:

- (a) Development of standardised education and training pathways for cadet and junior athletes through integrated State, national and international programs;
- (b) Provision of a safe supportive environment to allow athletes to achieve their full potential;
- (c) Ensuring a fair and transparent environment for athletes; and
- (d) Working with other relevant committees to a complementary and consistent approach to the development of programmes and optimal use of resources.

3. Vision

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

4. Definitions And Interpretations

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

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 **NCJPC** mean the National Kyorugi Referee Committee;

Performance Pathways Manager means a person appointed by the Company;

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

NCJPC Member means the person/s appointed by the Company;

WT means World Taekwondo.

5. Committee Scope

To recommend to the Board a national program for the development of cadet and junior kyorugi athletes by:

- (a) Formulating the Program framework;
- (b) Delivery of a 2020/21 Cadet and Junior Calendar;
- (c) Leading and facilitating the delivery of the Program;
- (d) Working with AT to ensure consistency of the objectives;
- (e) Working collaboratively with the AT Performance Pathway Manager;
- (f) Dealing with any other relevant committee where common interests are determined; or as directed by standing policy or direction of the Board;
- (g) Liaising, assisting and participating in state, national and international programs as endorsed by the Board;
- (h) Providing quarterly reports to the CEO in relation to performance and achievement of agreed goals.

6. Authority And Responsibilities

The Committee is a program and policy development committee that assists the Board through the CEO, by providing guidance and advice on policy and operations in relation to the Cadet and Junior Program, and how the Program can continue to evolve to be a best practice program through continuous improvement. Should it be required, once the Program and policies are approved by the Board, the Board may request that the Committee to 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) Facilitating the selection of cadet and junior athletes for national teams;
- (b) 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;
- (c) Responding to Board or CEO requests within an agreed time frame;

7. Composition Of The Committee

- (a) The NCJPC will report to the Board, through the Company's CEO, and:
 - (i) Shall consist of up to eight members who are appointed by the Board after receiving nominations from the respective States.
 - (ii) Where a State does not have a nomination, the Committee position shall not be filled.
 - (iii) Once appointed, the Performance Pathways Manager.
- (b) Members of the Committee shall abide by the Codes of Conduct and sign a Declaration of Acceptance.
- (c) Members of the Committee will be appointed by the Board who will be guided by the following principles:
 - (i) Strive for an appropriate balance between State representation and the required skill/experience/capability, understanding that both are important;
 - (ii) Ensure representation from each State, understanding that not all States may be represented;
 - (iii) Select an 'unbiased' group of people to ensure that the programs are delivered in accordance with the Charter's requirements;

- (iv) Ensure that as a group, the Committee Members have the required expertise and capability to develop and improve on a program for cadet and junior athletes.
- (d) The Board at 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 at its sole discretion may seek nominations to fill a Committee vacancy.

8. Term Of Members

Unless otherwise advised by the Board, the Committee's term shall conclude on 1 April 2021.

9. Meetings

- (a) The Committee shall meet as often as required to fulfil its tasks, and at least four times during its tenure. The Committee can be convened for additional meetings as determined by the Chairperson, or at the request of the CEO or the Board.
- (b) Meetings may be conducted via a telephone or video conference. The Committee shall endeavour to meet face to face 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.
- (c) The Committee shall elect from amongst its member a Chairperson by a simple majority vote.
- (d) 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.
- (e) The quorum required for meetings is one half of the Committee Members plus one more.
- (f) Decisions shall be made by a simple majority vote of Committee Members present. This may be done via a circular resolution using electronic communication.
- (g) In the absence of the elected Chairperson, an 'acting' Chairperson shall be appointed by simple majority of those Committee Members attending the meeting.
- (h) The Chairperson of the Committee shall ensure that minutes of the meeting are recorded and 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. Program Timelines

- (a) AT will communicate the National Cadet and Junior Program Committee Charter to the States by 7 February 2020.
- (b) Consistent with the National Cadet and Junior Program Committee Coach Criteria, States will nominate coaches for the NCJPC by 21 February 2020.
- (c) AT will announce the composition of the Committee by 25 February 2020.
- (d) The Committee shall conduct its first meeting by 9 March 2020.
- (e) A draft Program and Calendar shall be submitted to the CEO by 20 March 2020.

- (f) The Board shall be approve the program by 27 March 2020.
- (g) The Program shall be communicated by AT by 3 April 2020.

11. Key Performance Outcomes

- (a) Development of a national level Cadet and Junior Program.
- (b) Development of a 2020/21 Cadet and Junior Calendar.
- (c) Increased domestic exposure through the staging of domestic camps.
- (d) Increased international exposure through targeting teams for international events.
- (e) Educating athletes, coaches and support staff
- (f) Instil a culture of growth, excellence and inclusion.

12. Conflicts Of Interest

- (a) 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 shall be required to disclose any existing or potential conflicts of interest at the commencement of each Committee meeting held in accordance with Clause 9.
- (b) 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.
- (c) 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.
- (d) If a conflict is disclosed in accordance with this Clause 12, 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.

13. Finances

- (a) Where the Committee recommends a policy which has a financial impact, it should include an approximate annual budget, which will need to be endorsed by the CEO. If approved by the Board the Committee shall prepare and submit a budget with the policy to the CEO for endorsement. Where finances are endorsed as part of the annual budget, payments will be released in accordance with the Company's Financial Policy.
- (b) 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).

14. Reporting

- (a) The Committee shall report to the Board through the CEO.
- (b) The Committee shall provide a report to the CEO following the completion of each camp or competition, or as requested by the CEO for the Board, or by the Board directly.

- (c) The CEO shall conduct a review of the Program's key outcomes one month after receiving the report.
- (d) 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.

15. Review And Changes To The Charter

- (a) The Board shall review the Committee's role in the context of the Company's strategic planning process.
- (b) Changes to the Charter are at the sole discretion of the Board and any such changes must be approved by the Board.
- (c) Where the Board approves changes to the Charter, it shall inform the Committee and provide the revised Charter which shall outline the date such a change becomes effective, and the approved amendments.