



Charter

National Poomsae Officiating Committee

Australian Taekwondo Ltd

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CHARTER of NATIONAL POOMSAE OFFICIATING COMMITTEE

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1. Name Of The Committee

The name of the committee is the National Poomsae Officiating Committee (**NPOC**).

2. Mission Statement

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

- (a) ensuring that the operation of poomsae officiating programs of AT are guided by best practice governance and operational procedures;
- (b) providing maximum opportunities to officials to have clear pathways for continued development and to maximise their potential for success through integrated state, national and international programs with specific attention to developing a high standard of judging knowledge, experience and expertise within Australia;
- (c) developing standardised educational and training programs which are created and maintained to assist in the education of officials at State and National levels to ensure high standard of judging at competition in poomsae for the advancement of athletes in poomsae as well as coach knowledge of poomsae judging;
- (d) provide support and assist appointed and selected operational staff to progress the vision, aims and objectives of the officiating program ;
- (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 Poomsae Judges 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:

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 **NPOC** means the National Poomsae Officiating Committee;

Poomsae Judge means a person holding relevant qualifications to officiate at a poomsae competition;

SA means the Sport Australia;

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

NPOC Member or **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 Poomsae Officiating, Poomsae Judging and Poomsae Education, 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 Poomsae Judges 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 NPOC 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 Poomsae Judge training, qualifications and accreditations;
- (b) maintenance of a register of Poomsae Judge qualifications and accreditations for all Poomsae Judges registered through the Company;
- (c) ensure that accredited Poomsae Judges maintain their professional status through continuing education and officiating;
- (d) develop and maintain national Australian standards for Poomsae Judge training (including presenters) at all levels;
- (e) facilitate selection of Poomsae Judges for national level tournaments, national team selection tournaments and nominate Poomsae Judge 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 Poomsae Judges and provide advice on strategic issues, competition rules and interpretations or any other appropriate Poomsae Judge matters;
- (j) provide confidential support services for Poomsae Judges 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) Poomsae Judge Education, Certification and Accreditation;
- (iii) Poomsae Judge mentoring and retention;
- (iv) Women in Judging;
- (v) Marketing and Sponsorship

7. Composition Of The Committee

The NPOC 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.

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 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 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 the Committee, 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; three Members will be appointed for two years; and two Members will be appointed for three years. Every year after that, two or three vacancies, but not less than a third of the Committee, 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 conflict 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.