



**Australian
Taekwondo
QLD**

SPORTS TAEKWONDO QUEENSLAND INC.
TRADING AS
AUSTRALIAN TAEKWONDO QUEENSLAND

VOLUNTEER COACH POLICY

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DOCUMENT MANAGEMENT

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INTRODUCTION

Australian Taekwondo Queensland (ATQ) as the State Sporting Organisation and as a part of its Strategic Plan, is responsible for providing coaching services to taekwondo athletes in both Poomsae and Kyrougi. ATQ will endeavour to seek the best possible volunteer coaches available and to provide training to a high standard.

A definition of a volunteer for this policy is an individual who provides a coaching service to ATQ on a voluntary basis. They are not an employee or a contractor but may receive an honorarium or be reimbursed for out of pocket expenses.

PURPOSE

The purpose of this policy is to provide clear and transparent policy and procedures in relation to the, retention, recognition and resourcing of volunteer coaches by Australian Taekwondo Queensland (ATQ).

SCOPE

This policy applies to:

- Coaching at ATQ sanctioned Kyrougi events as an appointed representative of ATQ.
- Coaching at ATQ sanctioned Poomsae events as an appointed representative of ATQ.
- Coaching at ATQ sanctioned Taekwondo events as an appointed representative of ATQ.
- All members of ATQ, committee members, volunteers and board members.

This policy does not apply to:

- Coaches who attend Australian Taekwondo events in a private or business capacity not being appointed by ATQ; or
- Coaches who attend World Taekwondo events in a private or business capacity not being appointed by ATQ.

POLICY

The volunteer coach must adhere to all policies of ATQ which can be found on the website www.austkd.qld.com.au. The volunteer must remain familiar with these throughout their engagement with ATQ. They must comply with directives, policies and procedures as they operate from time to time.

It is a condition of volunteering that the volunteer coach will not present at any time, whilst performing a function of ATQ, evidencing consumption of alcohol or be affected by drugs of addiction. A breach of this condition will be regarded as willful misconduct which will result in termination of the coach's position with ATQ.

The volunteer coach is required to familiarize themselves with the 'Member Protection', Code of Conduct and Standards of Behaviour policies of ATQ. Discrimination or harassment against others will not be tolerated. ATQ will take any complaint regarding sexual harassment or discrimination by any person, no matter how seemingly trivial, very seriously and all efforts will be made to resolve such disputes.

Volunteers coaches are to wear suitable attire to the activity they are coaching.

RESPONSIBILITIES

ATQ Board

The ATQ board will regularly meet and assess the needs of the organisation to provide suitable coaches for upcoming events.

The ATQ board will appoint volunteer coaches based on a closed merit process.

The ATQ board may provide an honorarium to volunteer coaches.

Commented [KM1]: Should this be "Will" Or "May"

The Australian Taxation Office (ATO) guidelines on honorariums are as follows: Honorariums are not subject to PAYG withholding or instalments. The following factors indicate an honorarium:

- The payment is received for personal reasons.
- The payment has no connection to the recipient's income-producing activities or services rendered.
- The payment is not received as remuneration or as a consequence of employment.
- The payment is not legally required or expected.
- There is no obligation on the part of the payer to make the payment, and
- The payment is a token amount compared to the service provided or expenses incurred by the recipient.

The ATQ board will make performance evaluations on each appointed ATQ coach.

All volunteers have a right to have their confidential and personal information dealt with in a confidential manner.

Coaches

Every volunteer coach must be the holder of a 'club class' Australian Taekwondo qualification as a minimum.

If the volunteer coach is selected to represent ATQ at an International sanctioned event requiring the coach to hold a World Taekwondo Oceania (WTO) coaches license, it is the responsibility of the coach to hold such license and maintain its currency. Costs associated with the license will be borne by the coach.

Every volunteer coach must hold a 'Blue Card' issued by Children Services. The details of such card must be provided to the member protection officer of ATQ upon commencing duties.

Every volunteer coach must hold current membership of Australian Taekwondo.

Volunteer coaches are expected to keep themselves updated on the latest training techniques and rules of taekwondo.

ATQ is committed to providing a safe and positive working area for coaches, athletes and officials. Coaches have a duty to maintain a safe training environment and to protect the health and safety for all participants.

Volunteer coaches are to report any injury or risk immediately to ATQ.

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Volunteer coaches may be selected to represent ATQ at local, national or international events.

Upon appointment as a volunteer ATQ coach, the coach is expected to perform their duties to the best of their ability and knowledge and commit their attention to duties as an ATQ coach solely. They are to show no preference or favouritism to any athletes under any circumstances.

BREACH

Breach of the policy may lead to disciplinary action, which may range from a warning to termination of membership of ATQ.

QUESTIONS

If you have any questions regarding this policy, please contact the board via email at contact@qldtkd.com.au for further information.