

Position Description POOMSAE DIRECTOR, AUSTRALIAN TAEKWONDO QUEENSLAND.

Reporting to: ATQ Board – With President as primary contact.

Salary: This is a voluntary position. There will be no payment for service however direct costs that are incurred may be payable with prior approval of the board.

Requirement- All committee members must be a member of ATQ.

Hours: The position is expected to undertake as many hours as necessary to fulfil the requirements of the role. Hours are flexible and will vary through the year depending on the activities and events for ATQ Poomsae players and judges.

Term of Contract: Until January 31, 2022

Location: Various. The position will not be required to operate from a specific location but will be required to attend activities and events.

Purpose of the position

This person is responsible for leading the Poomsae Performance and Development Committee and managing the Poomsae judging program for ATQ. The person will be dedicated to serving in the best interests of Taekwondo in Queensland by recommending measures to the Board which maximise opportunities for athletes and judges to have clear pathways for continued development and success.

**Responsibilities and Duties**

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| Detailed responsibilities | The director has the responsibility for making recommendations to the Board and managing the STQ Poomsae program in the following areas:  • Consult broadly within the Taekwondo community to understand their priorities in relation to the State Poomsae Performance and Development Programs.  • Build, maintain and continually improve the State Poomsae Performance and Development Program for Queensland athletes and coaches.  • Provide link and input to the National Poomsae Performance Program for athletes and coaches.  • Assist in all required areas of the State Poomsae Performance and Development Program where ATQ is responsible for delivery.  • Liaise and build relationships with other affiliated State/Territory bodies in relation to their Poomsae Performance Programs.  • Provide advice on initiatives aimed at providing development pathways for athletes and coaches and the overall development of the State Poomsae Performance Program.  • Work with coaches and key clubs to develop strategies to promote Poomsae and increase participation.  • Develop draft selection policies for athletes and coaches and other personal for the Board’s approval.  • Produce individual role and responsibility documents for key operational personnel within the scope of the State Poomsae Performance and Development Program.  • Develop Codes of Conduct for athletes and coaches involved in all areas of the Poomsae Performance and Development Program.  • In consultation with the coaching community, athletes and key interested clubs, undertake a review of the Poomsae Performance and Development Program annually – identifying strengths, issues and opportunities for improvement to the Program.  • Administer and manage all training of Poomsae judges in Queensland.  • Maintain a register of Poomsae judge’s qualifications and accreditations in Queensland.  • Ensure that accredited judges maintain their professional status through continuous education and officiating.  • Continually monitor updates of the WTF competition rules and ensure those rules that are accepted as modified Australian competition rules are practiced and implemented.  Liaise with the National Program to ensure standardised competition rules and interpretations as provided by the WTF are followed and disseminate the interpretation of the rules to coaches.   * Liaise with and assist members clubs to provide referees at competitions within Queensland including Club, State and National level events.   • Represent the interests of all Poomsae judges, and provide advice on strategic issues, competition rules and interpretations or any other appropriate matters.  • Maintain portfolios which will be co-ordinated by a member of the Committee for :  o National liaison  o Judging education  o Judging mentoring and retention  o Women in Poomsae judging |
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**Qualifications**

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| **Essential**   * Working with Children Blue Card * First Aid Training and CPR | **Desirable but not essential**   * Recognised taekwondo skills * Supervision/management experience. |
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**Knowledge and Skills**

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| **Essential** |  |

• Be able to communicate effectively with other managers, volunteers and board members

• Be able to plan organise and deliver programs

• Manage committees and people effectively

• Have a good knowledge of contemporary Poomsae skills and their technical application.

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| **POOMSAE DIRECTOR** |  |

Relationships

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| **With** | **Purpose** |
| 1. ATQ Board | A collaborative and supportive approach. Assist wherever and whenever possible to enhance Poomsae in Queensland |
| 1. AT Events manager 2. ATQ athletes 3. ATQ coaches 4. ATQ supporters |  |
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President Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Performance review period: 24 monthly.

Reviewed by: ATQ Board

Next review date:\_20 January 2022