



## **Application Process to become a Union Examiner**

### **Part A**

#### **Union Examiner Application Process**

This application document is offered to all active and current Union Financial Members who hold the rank of 4<sup>th</sup> Dan Black Belt and over. There is no limit to the number of approved Union Examiners. Anyone who fits the criteria can apply.

The purpose of this application process is to ensure that all Union Examiners meet the criteria and expectations of the Union and will give an undertaking to observe and abide by all Grading Regulations and Examiner Procedures.

It is required that any member wishing to conduct a Union Grading must first apply to the Union Executive Council to do so and obtain full approval. To grade any member of this organisation is a privilege extended by the Union on the proviso that the approved Examiner adheres to all Union Grading Regulations and Examiner Procedures.

The Union and the applicant both recognise that to conduct a grading is both a privilege and an honour and to be an Examiner is a position of great standing and responsibility. The applicant will also be a qualified, experienced and active member of our organisation and will undertake to being actively involved in all Union activities, events and be committed to up-skilling themselves on a regular basis to remain qualified to hold the position of a Union Examiner.

The Taekwondo Union of New Zealand (the Union) offers its members a national grading system that requires uniformity and the ongoing monitoring of its standards and regulations.

The purpose of these standards and regulations is to ensure that Union Gradings are the same for all members. They are designed to be flexible enough to encompass all levels of Union members and award a nationally recognised Colour Belt grade (Geup), Junior Black Belt (Poon), Black Belt (Dan) and certification for all Union members.

The Union has established the following three types of commissions to conduct its grading activities: -

### **1. Entrusted Commission-Colour Belt Gradings**

The Entrusted Commission is composed of the Technical committee or an approved Union Examiner, either of whom can determine the grades of Colour Belt members.

### **2. Special Commission-Black Belt Gradings**

The Special Commission is composed of a Grading Panel consisting of two appropriately ranked Examiners. This panel must include the Technical committee or an approved Union Examiner, and one other Qualified Black Belt or Union Examiner authorised by the Technical committee. The Special Commission determines the grade of Junior Black Belt and Dan Black Belt students, in accordance with the grading procedures, schedules and standards set by the Union and in relation to the WTF.

### **3. Entrusted Commission- Own Club Colour Belt Gradings**

The Entrusted Commission is composed of the Technical committee or an approved Union Examiner, either of whom can determine the grades of their own club's Colour Belt members.

## Criteria for Applicants

- All applicants must hold the rank of the Union 4th Dan Black Belt or higher, or hold a WTF recognised rank and certification of 4<sup>th</sup> Dan Black Belt or higher.
- Be technically proficient and sound in the practise of Taekwondo.
- Be a current financial member of the Union.
- Be an approved Union Instructor or Union Assistant Instructor, or have a proven length of service to the Union or to the martial art of Taekwondo.
- Be actively involved in Union activities and events and has officiated at Union Tournaments within the last 2 years.
- Has attended an Official Union seminar within the last 3 years.
- Show a commitment to long-term involvement with the Union.
- Has attended a Union Instructor's course and/or holds other such qualifications that may be considered relevant to this position.
- Have a proven track record as a role model and have no criminal record that is deemed unsuitable by the nature of the offence to hold the position of a Union Examiner.
- Be of good character, and have no criminal convictions that would prejudice this position of trust.

## Selection Process

- All applications must be completed in full on the official forms and submitted to the Chairman of the Technical Committee, (PO Box 10291, Christchurch) for consideration.
- All applications will be considered by the Technical committee through consultation with the Union Executive Council based on the merit of the individual who has applied.
- Any applicant, who does not meet the full criteria but is considered to be a worthy applicant, may still be approved on the proviso that they commit to and meet any further requirements or conditions laid down by the Technical committee during their initial term.
- Any application that is declined will have this decision conveyed to the applicant in writing from the Executive Council and its decision will be final. Every effort will be made by the Union to assist any applicant who has been declined to meet the criteria and re-apply in due course provided it is deemed that the applicant possesses the appropriate aptitudes and skills.

## Approval

- If an application is successful, the Union Executive Council will officially notify the applicant in writing.
- The applicant will be required to sign an agreement with the Union to abide by and to adhere to all Grading Regulations and Examiners Procedures.
- The applicant may also be required to give an undertaking to meet any shortfalls in the criteria over a specified period of time and if these are not met then the approval will be withdrawn by the Union.

## Term

The term is subject to a 2 yearly performance review and is subject to the discretion of the Technical committee through consultation with the Union Executive Council. Appeals must be made in writing to the Technical committee within 30 days of the applicant's notification that they have been unsuccessful.

## Approved Union Examiner Application Form

### Part B - To be completed by the applicant

Name: \_\_\_\_\_ Club: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Work: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Present Rank: \_\_\_\_\_ Date of Grading: \_\_\_\_\_ Type of Certificate: \_\_\_\_\_

Certificate Number: \_\_\_\_\_ Test Number : \_\_\_\_\_

Years of Experience in Martial Arts \_\_\_\_\_ Styles: \_\_\_\_\_

\_\_\_\_\_

Years of membership to the Union: \_\_\_\_\_

Have you attended a Union Instructor's Course? YES / NO

Have you attended a Union Examiner's Course? YES / NO

Are you an approved Union Instructor YES / NO

How many years have you been a Union Instructor? \_\_\_\_\_

If you are an Assistant-Instructor, how many years have you been instructing? \_\_\_\_\_

Are you an approved Union Referee? YES / NO

How many years have you been refereeing and judging at Union events? \_\_\_\_\_

List the tournaments that you have officiated at in the last 2 years as a Referee/Judge or Jury (include any judging of forms competition):

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Part B - continued**

**Do you have any international experience in Taekwondo, such as studying Taekwondo overseas, competing, coaching, teaching or attending an international tournament as an official or observer? If so briefly outline: -**

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**Have you attended a Union Seminar of any kind within the last three years?**

**YES / NO** (If yes, list the name, date and venue)

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**What other qualifications and experiences do you have that you feel are relevant to Taekwondo?**

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**To: - The Chairman of the Technical Committee  
Taekwondo Union of New Zealand**

**DECLARATION**

I hereby submit the above application to be considered by the Taekwondo Union of New Zealand as an approved Union Examiner and await your decision. I understand that if my application is successful I will be required to adhere to the Union Grading Regulations and its Examiners procedures.

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**NAME OF EXAMINER** \_\_\_\_\_

## **TAEKWONDO UNION OF NEW ZEALAND EXAMINERS PROCEDURES AND AGREEMENT**

### **Part C**

**The applicant is to read and sign this agreement and return it to Chairman of the Technical Committee within 7 days of receiving a letter of approval. The applicant may not commence grading duties until this agreement has been returned to the Union and received by the Chairman.**

**Conditions: -**

4. I will ensure that I am familiar with, and will adhere to, all Union Grading Regulations.
5. I will attend a Union Examiner's Seminar should I be required to do so by the Union.
6. I will conduct myself in a responsible and professional manner when conducting a Union Grading and will ensure that all Grading Schedules, Standards and Taekwondo protocols are observed.
7. I will ensure the safety and wellbeing of the students that I grade, and in the event of a serious injury will immediately liaise with the club instructor to organise any required medical attention for any student in need of first-aid.
8. I understand that I may conduct two out of three gradings per calendar year for any Union Club.
9. I will notify the Technical committee of my intent to conduct a grading no less than three weeks prior to the scheduled grading date and will confirm to the Technical committee the date, venue and name of the club being graded and the name of the club instructor.
10. I will only grade official Union Clubs and only recognise duly appointed Union Instructors when managing any Union Grading.
11. I understand that I am not authorised to conduct a Union Dan or Poon Grading unless I am appointed onto the Special Commission Panel by the Technical committee, or given full and official authorisation to conduct a Dan or Poon Grading from the Technical committee.
12. I will when conducting a grading only use official Union grading documentation specifically; the Union Grading Examination Sheet, and the Union Grading Fees and Promotion Sheet.
13. I will after conducting a grading, immediately send to the Union, all completed grading documentation being; the Union Grading Examination Sheet, and the Union Grading Fees and Promotion Sheet with the attached cheque payment of the Union portion of the grading fee.
14. I will remind the Union Club Instructor that all members who are grading must be fully paid up with their Union Annual Membership and that grading certificates will not be issued to any member who has not paid their Union Annual Membership fee.
15. I will ensure that all Union monies paid to me for grading fees, Annual Memberships or any other monies intended for the Union are immediately sent to the Union.
16. I will observe the following dress-code when conducting a Union Grading:  
**Dress code for Union Examiners is any one of the following;**
  - i) The Union Team Sports Jacket, white business shirt, Union tie, Union trousers, black - shoes.
  - ii) Formal dress suit, collar and tie.
  - iii) A do-bok with Union badges and tidy gym-shoes or Taekwondo Training shoes.
  - iv) Or such items of the Official uniform that maybe required to suit environmental/weather conditions.

I acknowledge receipt of the Union Examiners Procedures and Agreement. I have read and understood the above conditions and any questions have been answered to my satisfaction. I understand that the term of this appointment is subject to an annual performance review at the discretion of the Technical committee based upon my performance as a Union Examiner and my meeting the requirements of the Union, my adherence to Union Grading Regulations and my remaining actively involved in Union activities and events to ensure my ongoing development and growth.

**SIGNED: ..... DATE .....**  
**SIGNED AND ACKNOWLEDGED BY THE TECHNICAL COMMITTEE ON BEHALF OF THE TAEKWONDO UNION OF NEW ZEALAND: -**

**SIGNED: ..... DATE .....**

**Commencement Date: .....**