



Application Process to become a Union Instructor

Part A

Union Instructor Application Process

This application document is offered to all active and current Union Financial Members. There is no limit to the number of approved Union Instructors. Anyone who fits the criteria can apply.

The purpose of this application process is to ensure that all Union Instructors meet the criteria and expectations of the Union and will give an undertaking to observe and abide by all Grading Regulations and Instructors Procedures. This also gives the Union a database and minimum standard for all instructors.

The Union and the applicant both recognise that to be an Instructor 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 Instructor.

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

The purpose of these standards and regulations is to ensure that Union Grading's 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.

Criteria for Applicants

- Hold a recognised Coaching New Zealand Certificate or equivalent
- Has a current First Aid certificate
- Be technically proficient and sound in the practise of Taekwondo.
- Be a current financial member of the Union.
- 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 Instructor.
- 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 Executive Council of the Union for consideration.
- All applications will be considered by 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 Executive Council during their initial term.
- Any application that is declined will have this decision conveyed to the applicant in writing from the Executive Council and it's 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.
- 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 Union Executive Council. Appeals must be made in writing to the Executive Council within 30 days of the applicant's notification that they have been unsuccessful.

Approved Union Instructor 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 recognized New Zealand coaching course or equivalent
YES / NO DATE _____

Do you hold a current First Aid certificate YES / NO

How many years have you been an 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):

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: -

**Have you attended a Union Seminar of any kind within the last three years?
YES / NO (If yes, list the name, date and venue)**

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

**To: - The Executive Council
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 Instructor and await your decision. I understand that if my application is successful I will be required to adhere to the Union Grading Regulations and it's procedures.

Print Name: _____

Signature: _____ **Date:** _____

NAME OF INSTRUCTOR _____

**TAEKWONDO UNION OF NEW ZEALAND INSTRUCTORS
PROCEDURES AND AGREEMENT**

Part C

The applicant is to read and sign this agreement and return it to the the Executive Council of the Union within 7 days of receiving a letter of approval.

Conditions: -

- 1) I will ensure that I am familiar with, and will adhere to, all Union Grading Regulations.
- 2) I will attend a Union Instructors Seminar should I be required to do so by the Union.
- 3) I will conduct myself in a responsible and professional manner when Instructing.
- 4) I will keep my first aid certificate current at all times.
- 5) I will ensure the safety and wellbeing of the students that I teach, and in the event of a serious injury will immediately organise any required medical attention for any student in need of first-aid.
- 6) 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.
- 7) I will observe the Union dress-code when Instructing

Dress code for Union Instructors;

- i) A do-bok with Union badges and tidy gym-shoes or Taekwondo Training shoes.

I acknowledge receipt of the Union Instructors 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 Executive Council of the Union based upon my performance as a Union Instructor 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 EXECUTIVE COUNCIL ON BEHALF OF THE
TAEKWONDO UNION OF NEW ZEALAND: -***

SIGNED: DATE

Commencement Date: