



POOMSAE COURSE DELIVERY RESPONSIBILITIES

(Board approved July 4, 2023)

(Next Review due by January 31, 2024)

POOMSAE COURSE DELIVERY RESPONSIBILITIES

1. Objective

These regulations are to outline the tasks and responsibilities associated with the delivery of British Taekwondo Poomsae Referee courses.

2. Administration

Administration of courses shall fall under the sole jurisdiction of the British Taekwondo Poomsae Referee Department.

3. Course Planning

Courses will be planned through the Poomsae Referee Department. Clubs may contact the department to request the running of a course but the decision to run or not to run a course will be under the sole direction of the department.

When planning a course, the Education Manager shall contact potential host clubs to discuss dates and venues. A proposal will then be brought to monthly department meeting for approval. Once approved, the Education Manager will be responsible for confirming the date and hosting arrangements for the course. The Referee Director will contact the tutors and agree coverage for the course. This will normally be by a tutor who can run the course without the need for overnight accommodation or flights. If these are required, there will need to be explicit agreement at a department meeting for these expenses.

Once arrangements are confirmed, the Operations Manager will be responsible for enabling bookings on EventBrite or other event management systems along with the Marketing Manager will work with British Taekwondo to initiate advertising.

4. Assessments

The Education Manager will be responsible for sending details of assessments, including links for online assessments, to all candidates on a course. The Course Tutor is responsible for the marking of all assessments, including video assessments.

Should a candidate be unsuccessful on a course and wishes to appeal the result of the assessment, the re-assessment will be undertaken by the Referee Director who may at their discretion involved another IR to provide an independent view. This will be required if the Referee Director was the original tutor. The decision of the appeal will be binding and there will be no further options for re-assessment.

5. Post Course Administration

Following the course, the tutor will send an attendance register to the Education Manager. The Education Manager will contact all attendees to confirm the arrangements for any post course assessments (e.g., videos). The Education Manager is responsible for managing all communications with course candidates. Following assessment, the tutors will send results to the Education Manager and Referee Director for review and confirmation. Once confirmed, the Education Manager will send results and certificates to candidates.

The Marketing Manager will send a post course survey to all candidates. The Operations Manager will be responsible for recording attendance and results on the referee database and updating the email distribution list.

6. Tutor Requirements

Tutors will be appointed from within the group of active domestic International Referees. The approach will be that there will be a geographic spread of tutors to allow for local delivery and to allow further scaling of the referee development programme. The long term strategy would be for a minimum of one tutor in Northern Ireland, Scotland and Wales, with a minimum of three tutors in England.

7. Appointment of Tutors

The Referee Director will be responsible for the selection of tutors, with formal confirmation at a meeting of the Referee Department. All vacancies for tutors will be advertised openly and encourage applications from suitably qualified International Referees.

Appointments will be reviewed on an annual basis and renewed by mutual consent.

8. Remuneration and Expenses

Tutor will be entitled to a fee of £200 for a full day physical course and £100 for a half day online course. This covers delivery and assessment. Reasonable expenses in line with current British Taekwondo expenses policy will also be paid.

9. Summary of Tasks and Responsibility

Task	Owner	Output
Identify course	Department	Agreement to run course.
Identify host and venue	Education Manager	Agreement to host at an agreed venue and date. The host will be responsible for booking the venue.
Assign course tutor	Referee Director	Agreed tutor assignment at least three months prior to the course.
EventBrite/other entry	Operations Manager	EventBrite entry published. The entry to be live from three month prior to the course until one week period to the close.
Advertising initiated	Marketing Manager	Course advertised on social media and by British Taekwondo.
Joining instructions shared	Education Manager	Details of course, pre-reading material and joining instructions sent to candidates two weeks prior to the course.
Deliver course	Tutor	Course delivered to specification.
Immediate assignments	Tutor	Assignments marked and results sent to Education Manager and Referee Director within one week of the running of the course.
Offline assignment	Education Manager	Send details to all candidates within one day of the course, collate input and forward to tutor. This includes both initial and any required repeated assignments. All initial offline assignments to be available to the tutor within one week of the course.

Mark offline assignments	Tutor	Mark assignments and send results for review to the Referee Director and Education Manager.
Confirm results	Referee Director	Review results and confirm to Education Manager. All initial assessments to be completed within two weeks of receiving them from the Education Manager.
Communicate results	Education Manager	<p>Communicate results and confirm arrangements for requesting review for unsuccessful candidates (if any). This will occur within one week of receiving the confirmation of results from the Referee Director.</p> <p>Candidates requiring reassessment will be informed by the Education Manager not later than when the initial results are confirmed.</p> <p>Unsuccessful candidates will be informed by the Education Manager not later than when the initial results are confirmed. This communication will include details of the appeals procedure.</p>
Reassessment	Education Manager/Tutor	<p>If a candidate is required to submit new videos or other material prior to a final result being determined, this will be communicated by the Education Manager as shown above. Any reassessment material will be sent to the Education Manager who will forward to the tutor and manage interactions between the tutor and candidate.</p> <p>The final result will be communicated by the tutor to the Referee Director and Education Manager within two weeks of receipt. The confirmed result will then be communicated to the candidate by the Education Manager.</p>
Appeals	Referee Director	If a candidate wishes to appeal the result of an assessment, this will be emailed to the Chair within two weeks of the initial result being communicated.

		The Chair will contact the Referee Director to under a reassessment. If the Referee Director was the tutor, they will appoint another IR to undertake review. The result of the reassignment will be forwarded to the Chair within one week, and the final result will be confirmed to candidate immediately afterwards.
Obtain feedback	Marketing Manager	Send post course survey to all candidates within three days of the course, consolidate results for review at department meeting.
Post course review	Tutor	Send email to Referee Director with observations, comments and learning from the course for discussion at department meeting.