

TAEKWONDO CANADA

REFEREE PROGRAM OF OPERATIONS GUIDE

OVERVIEW

The Referee Committee is a standing committee of the Board of Directors (BOD) of Taekwondo Canada (TKD Canada). The Referee Committee chair is a BOD appointed representative who is responsible for the day-to-day promotion, education, recruitment, management, and administration of the Referee Committee, the member officials of Canada, and TKD Canada's Referee Program of Operations Guide.

RESPONSIBILITIES

The Referee Committee is empowered with the following responsibilities:

1. To educate officials, coaches, athletes and volunteers on all aspects of the World Taekwondo (WT) Competition Rules for both Kyorugi and Poomsae
2. To define, set standard procedures and keep up to date on all rules and regulations to ensure fairness and high quality refereeing and judging for all competitions sanctioned and managed by TKD Canada
3. To recommend, assign, direct and supervise technical advisors, referees, judges and staff at events sanctioned and managed by TKD Canada
4. To monitor all officials' conduct in the spirit of TKD Canada's Code of Conduct policy
5. To establish certification and testing criteria for all classes of national officials
6. To promote, train, educate, and conduct certification seminars for all class levels of national officials
7. To promote and conduct non-certification seminars for national coaches as part of the National Coaching Development program
8. To act as a technical advisory body on all aspects of WT Competition Rules and related matters for TKD Canada, including but not limited to representation, liaison, and communication between TKD Canada and the technical committee of the WT, CTU (Commonwealth Taekwondo Union), PATU (Taekwondo Pan America), or other international body
9. To recommend, with the approval of the Executive Director and/or the Executive Committee of TKD Canada, candidates with Canadian citizenship who are in good standing with TKD Canada for International Referee certification by the WT
10. To recommend when requested to do so by WT, CTU, PATU, or other international body, international referees with Canadian citizenship and who are in good standing with TKD Canada, to officiate international Taekwondo championship events
11. In connection with the TKD Canada executive director, to establish a referee budget for TKD Canada managed events and for referee education and development
12. To establish a development program for TKD Canada Referees that outlines development goals and key performance indicators to evaluate the developmental progress of the program and individual officials

13. To work with provincial referee chairs to help standardize provincial referee committee policies and procedures, thereby ensuring quality officials are developed at the “grass roots” level, including a minimum provincial criterion required prior to approval for advancement to the national level. This will ensure that officials from across Canada are meeting the minimum criteria when advancing to the National level with the goal to raise and equalize the quality standards of a TKD Canada official.
14. To report to the executive director, executive committee and/or Board of Directors when necessary

COMPOSITION

- Referee Chair
- Referee Vice Chair (secretary duties and second in command)
- Regional Chairs (4): West, Ontario, Quebec, East
 - Both Kyorugi and Poomsae specialists represented
 - Both genders must be represented
 - English and French must be represented

Appointment and term are governed by the Referee Committee Selection Policy

QUALIFICATION

- Member in good standing of TKD Canada
- National or international referee actively refereeing at the provincial, national and/or international level
- Kyorugi: up to date on current WT rule interpretations, having attended a refresher course at a minimum of every two years, either national, PATU or international
- Poomsae: up to date on current WT rule interpretations, having attended a refresher course at a minimum of every two years, either national, PATU or international

AUTHORITY of REFEREE CHAIR and COMMITTEE

Chair:

- Advise the Board of Directors through the Executive Director on all matters relating to WT Competition Rules
- Establish ad hoc committees as approved by the Executive Director as deemed necessary to accomplish its mandate
- Appoint/replace vice-chairs, committee and subcommittee members as required, with ED approval
- Call meetings of the referee committee as necessary, conducted through teleconference, electronic or in person

Committee:

- Fulfill duties as outlined in this guide
- Fulfill duties as requested by the referee chair

DRESS CODE

Referees shall wear black slacks, a white shirt, a red TKD Canada tie, a black suit jacket and white athletic or taekwondo shoes.

ATTACHED APPENDICES

The following attachments form part and parcel of this operations guide. The intent of attaching appendices is for ease of update of any one section when necessary.

- **APPENDIX A: SELECTION OF REFEREES FOR NATIONAL EVENTS**
- **APPENDIX B: NATIONAL REFEREE CLASS QUALIFICATION, CERTIFICATION AND PROMOTION GUIDELINES**
- **APPENDIX C: KYORUGI REFEREE EVALUATION REPORT**
- **APPENDIX D: REFEREE CERTIFICATION AND PROMOTION SEMINAR**
- **APPENDIX E: INTERNATIONAL REFEREE CLASS QUALIFICATION GUIDELINES**
- **APPENDIX F: REFEREE CODE OF CONDUCT**
- **APPENDIX G: REFEREE COMMITTEE TERMS OF REFERENCE**
- **APPENDIX H: REFEREE CHAIR AND REFEREE COMMITTEE SELECTION POLICY**

MATTERS NOT COVERED

If a situation is not covered by this Program of Operations Guide, the President of Taekwondo Canada will deliver the final ruling after a joint meeting of the Referee Committee members.

Submitted to the Board of Directors of Taekwondo Canada on June 21, 2018.

Revised July 12, 2019.

Approved by the Board of Directors of Taekwondo Canada on September 3, 2019.

Appendix A

Selection of Referees for National Events

The referee committee will solicit availability from the national referee community three (3) months prior to a national event. A budget will be determined jointly by the referee committee chair and the Executive Director, including determining the number of referees required for a specific national event.

Referees will be appointed based on the following:

- Provincial representation, in association with geographical budgetary concern
- Gender balance
- Merit based appointment system

Merit Based Appointment for National Referees

A referee may be awarded a maximum of 25 points. If there is a tie for any two or more individuals in a province, the following criteria will be the determining factor in descending order of importance.

A maximum of 5 points will be awarded (in consultation with the provincial referee chair):

- 5 points – the referee can perform all referee duties effectively - competition supervisory board, referee director, ring captain, technical assistant, centre referee, corner judge, video juror, inspection, weigh-in (Guideline: IR)
- 4 points – excellent ring management and knowledgeable as the centre referee and video juror (Guideline: N1)
- 3 points – confident centre referee and good corner judge (Guideline: N2)
- 2 points – average centre referee and corner judge (Guideline: experienced N3)
- 1 point – new national 3rd class referee

A maximum of 10 points will be awarded:

- 2 points for each local, provincial or inter-provincial tournament officiated within one year prior to the national event
- The maximum claim is 5 tournaments

A maximum of 5 points will be awarded:

- 5 points will be awarded if the referee has taken the national (or international) seminar/refreshers within one year prior to the national event
- 3 points will be awarded if the referee has taken the national (or international) seminar/refreshers within two years prior to the national event

5 points will be awarded:

- Poomsae certified nationally or internationally (including PATU)

5 points will be awarded:

- National Referee who volunteered at the last national event

The recommendation list will be forwarded to the Executive Director for final confirmation. The final approval should be made at least 60 days prior to the event. The referee chair will communicate with the

confirmed referees and the hosting organizing committee in order that travel, accommodation and meal arrangement can be planned on a timely basis.

Authorized official expenses of participating referees will be paid in accordance with Taekwondo Canada's Fees and Honouraria Policy.

Submitted to the Board of Directors of Taekwondo Canada on June 21, 2018.

Approved by the Board of Directors of Taekwondo Canada on September 3, 2019.

Appendix B

National Referee Class Qualification, Certification and Promotion Guidelines

Canadian referees move through a logical progression of classes from national practice class (NP) to national first class (N1). At every level, they must be members in good standing of Taekwondo Canada and must receive the endorsement of their provincial referee chairperson. Practice classes are defined for those who may not be old enough or may not have a high enough belt level, yet are interested in officiating at the national level..

KYORUGI

National Referee Practice Class (NP)

- 1st Geup
- 18 years of age
- Experience at the provincial level
- Attend National seminar and pass examination requirements with a minimum score of 65%

National Referee 3rd Class (N3)

- 1st Dan or higher in rank certified by the Kukkiwon
- 18 years of age
- Certified and active at the highest level of provincial or territorial association for at least one year
- Attend National seminar and pass examination requirements with a minimum score of 70%

National Referee 2nd Class (N2)

- 2nd Dan or higher in rank certified by the Kukkiwon
- 20 years of age
- Certified and active as 3rd class national referee at least one year
- Attend National seminar and pass examination requirements with a minimum score of 75%
- Officiate (appointed or volunteer) in at least one national championship within the previous two years

National Referee 1st Class (N1)

- 3rd Dan or higher in rank certified by the Kukkiwon
- 22 years of age
- Certified and active as 2nd Class national referee for at least one year
- Attend National seminar and pass examination requirements with a minimum score of 80%
- Officiate (appointed or volunteer) in at least one national championship within the previous two years

POOMSAE

National Referee Practice Class (NP)

- 1st Geup
- 18 years of age
- Knowledge of Poomsae from Taegeuk 4 to Taebak
- Experience judging black belt sport Poomsae OR competing in black belt sport Poomsae
- Attend National seminar and pass examination requirements with a minimum score of 65%

National Referee 3rd Class (N3)

- 1st Dan or higher in rank certified by the Kukkiwon
- 18 years of age
- Knowledge of Poomsae from Taegeuk 4 to Sipjin
- Experience judging black belt sport Poomsae OR competing in black belt sport Poomsae
- Attend National seminar and pass examination requirements with a minimum score of 70%

National Referee 2nd Class (N2)

- 2nd Dan or higher in rank certified by the Kukkiwon
- 20 years of age
- Certified and active as 3rd class national referee for at least one year
- Knowledge of Poomsae from Taegeuk 4 to Chonkwon
- Attend National seminar and pass examination requirements with a minimum score of 75%
- Officiate at least one black belt sport Poomsae event within the last year

National Referee 1st Class (N1)

- 3rd Dan or higher in rank certified by the Kukkiwon
- 22 years of age
- Certified and active as 2nd class national referee for at least one year
- Knowledge of Poomsae from Taegeuk 4 to Hansu
- Attend National seminar and pass examination requirements with a minimum score of 80%
- Officiate at least one black belt sport Poomsae event within the last year

Submitted to the Board of Directors of Taekwondo Canada on June 21, 2018.

Approved by the Board of Directors of Taekwondo Canada on September 3, 2019.

Appendix C

Kyorigi Referee Evaluation Report

NAME		EVENT
CURRENT RANK	RANK APPLIED FOR	DATE

DUTIES PERFORMED			
	YES	NO	COMMENTS
Weigh-In	<input type="radio"/>	<input type="radio"/>	
Inspection	<input type="radio"/>	<input type="radio"/>	
Technical Assistant	<input type="radio"/>	<input type="radio"/>	
Corner Judge	<input type="radio"/>	<input type="radio"/>	
Centre Referee	<input type="radio"/>	<input type="radio"/>	
Video Juror	<input type="radio"/>	<input type="radio"/>	
Computer Operator	<input type="radio"/>	<input type="radio"/>	
CSB	<input type="radio"/>	<input type="radio"/>	

SKILLS					
	✓	X		✓	X
Hand Signals	<input type="radio"/>	<input type="radio"/>	Working With Others	<input type="radio"/>	<input type="radio"/>
Scoring	<input type="radio"/>	<input type="radio"/>	Applying Knowledge/Skills	<input type="radio"/>	<input type="radio"/>
Ring Management	<input type="radio"/>	<input type="radio"/>	Reliability	<input type="radio"/>	<input type="radio"/>
Confidence	<input type="radio"/>	<input type="radio"/>	Accountability	<input type="radio"/>	<input type="radio"/>
Communication	<input type="radio"/>	<input type="radio"/>	Conduct	<input type="radio"/>	<input type="radio"/>
Decisiveness	<input type="radio"/>	<input type="radio"/>	Dress	<input type="radio"/>	<input type="radio"/>

PROMOTION RECOMMENDATION	NO <input type="radio"/>	DEVELOPING <input type="radio"/>	READY <input type="radio"/>
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COMMENTS

EVALUATOR NAME	RANK	SIGNATURE
		DATE

Submitted to the Board of Directors of Taekwondo Canada on June 21, 2018.

Approved by the Board of Directors of Taekwondo Canada on September 3, 2019.

Appendix D

Referee Certification and Promotion Seminar

Referee seminars will be organized and conducted by the referee committee, several times annually and with geographic diversity.

The referee seminar will consist of the following program:

- Candidates must read the latest version of the WT Competition Rules and must complete an open book test designed to assure a good level of familiarization with the WT Competition Rules prior to the commencement of the seminar.
- Theory on refereeing and competition rules
- Hand signal and refereeing practicum
- Scoring method and practicum
- Written examination
- Practical examination and evaluation

Taekwondo Canada's head office will handle all administration for all referee seminars. The head office will administer the registration method and payment process. An attendance summary along with a report indicating the results including pass, fail or promotion, will be supplied by the seminar instructor to the head office within 21 days of the seminar. Upon successful completion of the seminar, the head office will issue the appropriate certificates within 60 days of completion of the seminar.

Authorized expenses for the seminar instructor shall be reimbursed to the instructor and where required, paid to the service providers and facility operators by Taekwondo Canada. Honouraria are set according to Taekwondo Canada's Fee and Honouraria Policy and are payable from the Taekwondo Canada head office. Honouraria must not be paid directly to the seminar instructor by the seminar host. Honouraria shall not be paid until course results are submitted to head office.

Submitted to the Board of Directors of Taekwondo Canada on June 21, 2018.

Approved by the Board of Directors of Taekwondo Canada on September 3, 2019.

Appendix E

International Referee Class Qualification Guidelines

An International Referee is one who has been certified by the WT under the rules and regulations of the WT.

National referees applying to attend an international Kyorugi referee seminar should meet the following guidelines:

- Meet the criteria as defined by the WT
- Canadian citizen
- 1st class national referee for a period of at least two years
- Member in good standing of Taekwondo Canada
- Officiate (appointed or volunteer) in at least one national championship within the previous two years
- Recommended by the national and provincial referee chairpersons, with the president's approval and signature on the international referee seminar application to the WT

National referees applying to attend an international Poomsae referee certification seminar should meet the following guidelines:

- Meet the criteria as defined by the WT
- Canadian citizen
- 1st class national referee for a period of at least two years
- Member in good standing of Taekwondo Canada
- Officiate (appointed or volunteer) in at least one national championship within the previous two years
- Recommended by the national and provincial referee chairpersons, with the president's approval and signature on the international referee seminar application to the WT

Notwithstanding, WT may seek additional IR candidates and encourage Member National Associations (MNAs) to recommend those who meet WT requirements for kyorugi and/or poomsae IRS (i.e. holder of national referee certificate). Whereas all IR candidates must have attained N1 certification, prospective applicants in these instances will be considered on a case by case basis and must always include the concurrence of the president of Taekwondo Canada.

An international referee should meet the following guidelines in order to be recommended to the WT, CTU, PATU, or other international body (when requested) to participate in an international championship:

- Canadian citizen
- Member in good standing of Taekwondo Canada
- Officiate (appointed or volunteer) in at least one national taekwondo championship within the previous two years
- Attended an International Referee Refresher Course on the latest amendment of the WT Competition Rules within the previous two years
- Produce proof of payment of WT referee's annual dues
- Fit the described requirements in the invitation request from the WT, CTU, PATU or other international body
- Recommended by the provincial and national referee chairpersons

Submitted to the Board of Directors of Taekwondo Canada on June 21, 2018.

Updated by the referee committee on April 21, 2019.

Approved by the Board of Directors of Taekwondo Canada on September 3, 2019.

Appendix F

Referee Code of Conduct

Taekwondo Canada (TKD Canada) is committed to providing an environment in which all individuals are treated with respect. Further, TKD Canada supports equal opportunity and prohibits discriminatory practices. Officials of TKD Canada and participants in TKD Canada's programs and activities are expected to conduct themselves at all times in a manner consistent with the values of TKD Canada. Conduct that violates this Code of Conduct may be subject to sanctions pursuant to TKD Canada's policies related to discipline.

All referees of TKD Canada have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of members and participants of TKD Canada by:
 - a. Demonstrating respect to individuals regardless of gender, ethnic or racial origin, sexual orientation, age, marital status, religion, political belief, disability or economic status
 - b. Refrain from any behaviour that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious
 - c. Refrain from any behaviour that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances, statements or conduct of a sexual nature, which may influence decisions, diminish performance or create an intimidating, hostile or offensive environment
 - d. Focusing comments or criticism appropriately and never publicly criticize other referees, coaches organizers, volunteers, employees, members or any taekwondo body, nor comment publicly on any match officiated
 - e. Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices
 - f. Always show respect, even in cases where the courtesy is not reciprocated
 - g. Ensuring that the rules of the sport of Taekwondo, and the spirit of such rules, are adhered to
 - h. Refrain from any behaviour that may cause the appearance of bias, including, but not limited to, extensive conversation with coaches, athletes or team managers, and the use of cell phones or cameras in the venue
 - i. Refrain from social media posting, anything that compromises the integrity and/or dignity of referees
2. Take steps to manage the responsible consumption of alcoholic beverages in social situations associated with sanctioned Taekwondo events
3. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods, in conformance with the Canadian Anti-Doping Program and any applicable international anti-doping policies
4. Never participate at a TKD Canada event while under the influence of alcohol or any other prohibited drug and accept that referees may be subjected to a random breathalyzer test (or other applicable methodology) that may be conducted at any point during a national Taekwondo event and understand that if alcohol is detected he/she may be subjected to an immediate removal from the game and possible sanctioning, and further understand that if an official's performance appears to be negatively affected and/or excessive alcohol and/or drug consumption at any point leading up to the national event is suspected by the referee committee then the official in question will be removed from the game and may be subject to sanctioning

5. Comply at all times with the constitution, bylaws, policies, rules and regulations of Taekwondo Canada, as adopted and amended from time to time, including complying with any contracts or agreements executed with Taekwondo Canada
6. Referee Taekwondo matches in a totally unbiased manner, with absolute fairness, honesty and integrity, making all decisions based only on the evidence presented in the true spirit of the game and ensuring that the Competition Rules are properly enforced and that all competitors comply with the Competition Rules
7. Indicate any conflict of interest in any match (such as being from the same province, or affiliated with a club or instructor as one or both of the competitors including those individuals enlisted in Canadian Forces where they are stationed in said province) or division and request to be replaced in any such match or division where there exists a conflict of interest or a perceived conflict of interest
8. Inform the referee chair in advance to seek appropriate approvals to officiate at any World Taekwondo event, act as a representative of TKD Canada while officiating at any World Taekwondo event and in such a way to bring neither TKD Canada, nor fellow referees, into disrepute and abide by the TKD Canada Code of Conduct, in addition to any other code of conduct as issued by the host of the international event
9. Adhere to all Taekwondo Canada and World Taekwondo policies, regulations, standards and directives regarding refereeing
10. Refrain from the shouting of loud abuse, unwarranted advice, or deliberate heckling aimed at participants (including other officials) during a game attended as a spectator
11. Not participate as an official at any time during the course of a Taekwondo Canada event while also participating as a coach or a competitor at the same event

I have read and understand the above, and agree to abide by this Taekwondo Canada Code of Conduct.

Signature

Province

Printed Name

Date

Submitted to the Board of Directors of Taekwondo Canada on June 21, 2018.

Approved by the Board of Directors of Taekwondo Canada on September 3, 2019.