

**REQUEST FOR PROPOSALS (RFP):
NEXTGEN & PATHWAY DEVELOPMENT COACH**

Introduction

The Canadian Olympic Committee and the Canadian Paralympic Committee recognize Taekwondo Canada as the National Sport Organization governing the sport of Taekwondo in Canada. As a National Sport Organization, Taekwondo Canada is responsible for organizing and conducting national and international events in the sport of Taekwondo.

As part of the overarching goals for the growth and development of the sport, Taekwondo Canada is seeking proposals from qualified candidates to provide NextGen and pathway development coaching services to their national programs. The critical outcome of the role is to help Taekwondo Canada achieve their stated Mission of, *“Inspire and foster excellence in Taekwondo, promoting health, community, safe and accessible pathways for all. To allow participants to achieve their best through comprehensive support and development programs.”*

Background

Reporting to the High Performance Director (HPD), the NextGen & Pathway Development Coach is responsible for leading the technical delivery and alignment of Taekwondo Canada’s NextGen (Cadet, Junior, Para) National Programs in both Olympic and Paralympic taekwondo. This role will also collaborate with Taekwondo Canada staff, provincial/territorial representatives, and club coaches to ensure a unified high-performance pathway from grassroots participation to international success. The ultimate goal is to support and develop the future of Taekwondo Canada’s international podium performances.

The position is responsible for executing a national, participant-driven development system that is aligned, modernized, and responsive to:

- Long-Term Athlete Development.
- Provincial/Territorial structures.
- Discipline-specific development models, including a Podium Pathway and Gold Medal Profile.
- Domestic and international competition development and alignment.
- Accessibility, participation, and pathway clarity.
- Evolving societal and sport system expectations for athletes, coaches, and clubs across Canada.

Objectives

The ideal candidate will focus on fostering athlete development and building a performance-driven culture through a holistic approach, aiming to achieve sustained excellence at Continental Championships, World Championships, and major Games.

A critical component of this role is the national recruitment and development of Para Taekwondo athletes. The NextGen & Pathway Development Coach will work with Taekwondo Canada administrative staff and external experts/agencies to design effective recruitment processes and strategies, with the goal of preparing athletes to achieve podium results at World Championships and Paralympic Games.

Role Purpose

Lead the technical delivery and alignment of Taekwondo Canada’s NextGen (Cadet & Junior) programs in Olympic and Paralympic taekwondo. Drive national pathway development from grassroots to international podium performance, fostering a strong performance culture.

Key Responsibilities

- Manage and deliver NextGen national programs (Cadet, Junior, Para).
- Support the development and maintenance of Podium Pathways and Gold Medal Profiles.

- Design and implement consistent athlete development programs nationwide, in collaboration with provinces, territories, and clubs.
- Work with the HPD and the sports science and medicine team to ensure pathway alignment from grassroots levels to high performance.
- Lead national recruitment initiatives, with a focus on identifying and developing Para Taekwondo athletes.
- Contribute to Canada's long-term goal of sustained podium success at Continental Championships, World Championships, and major Games.

Key Outcomes

- Aligned and consistent high-performance pathway across Canada.
- Increased depth and quality of NextGen and Para athlete talent pools.
- Holistic grassroots athlete development with emphasis on long-term international podium success.

Qualifications & Experience

- **Coaching Expertise:**
 - Minimum of five years of full-time coaching experience, with a proven record of success at the national and international level.
 - Must meet Taekwondo Canada's coach certification eligibility requirements for National Teams including NCCP Performance Coach certified and have a valid Registered Coach or Chartered Professional Coach membership with the Coaching Association of Canada.
 - A post-secondary degree in a sport-related field (e.g., Kinesiology, Sport Management) or equivalent work experience is considered an asset.
- **Technical & Sport Knowledge:**
 - Experience working in Para Sport, with a preference for experience in Para Taekwondo.
 - Strong understanding of the Canadian national sport system.
 - Familiarity with the governance and operations of World Taekwondo (WT) and the Pan American Taekwondo Union (PATU).
 - Knowledge of national and provincial taekwondo structures, policies, and development frameworks.
 - Solid grounding in sport development principles.
- **Organizational & Analytical Skills:**
 - Demonstrated ability to plan, develop, and implement programs and projects, including budget management.
 - Excellent time-management and multitasking skills with the ability to prioritize competing demands.
 - High attention to detail with strong problem-solving and analytical abilities.
- **High Performance Environment:**
 - Adaptable to the dynamic needs of a high-performance setting.
 - Skilled at gathering and interpreting performance data and integrating insights into daily training environments.
- **Interpersonal & Communication Skills:**
 - Proven ability to work effectively as part of a team and foster strong relationships with athletes, coaches, staff, and sport partners.
 - Skilled at resolving conflicts and addressing challenges in a calm, professional manner.
 - Strong written and verbal communication skills.
 - Ability to communicate in French (written and oral) is considered an asset.
- **Technical Proficiency:**
 - Working knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, SharePoint, Teams).
 - The successful candidate will have the ability to manage timelines and deliver within Taekwondo Canada's organizational structure.

Summary Overview of Position

Category: Contractor (20 hours/week)
Location: Hybrid/Remote
Note: Some travel and work outside of regular business hours will be required. Bilingual applicants preferred but not a requirement.
Salary Range: \$30,000. Commensurate with experience.
Supervisor: Taekwondo Canada's High-Performance Director

Submission Requirements

Proposals should clearly demonstrate the candidate's proven experience and qualifications, highlighting how they are ideally suited to achieve the outlined objectives and outcomes. Relevant coaching experience, technical sport knowledge, and strong organizational skills are essential components and must be clearly articulated. The proposal should also reflect the candidate's ability to communicate effectively in writing.

Proposals must include:

1. **Two separate documents:**
 1. **Resume** outlining all relevant experience and qualifications, including three references.
 2. **Formal proposal** (maximum three pages) describing how the candidate will apply their knowledge and experience to meet the six Key Responsibilities and achieve the three Key Outcomes outlined in this RFP. Candidates are encouraged to include a proposed budget that they believe is necessary to be successful in the position.

Evaluation of Submissions

Taekwondo Canada may request selected candidates to participate in a virtual interview process. However, the primary intent of this RFP is to solicit proposals with the goal of awarding a contract. Taekwondo Canada encourages and prioritizes submissions from candidates who foster and demonstrate a culture of diversity, equity, and inclusion.

Taekwondo Canada will assess proposals based on the following criteria:

- **Understanding of the role and objectives**, including how the candidate demonstrates their ability to meet the scope of the position.
- **Relevant past experience** that supports the candidate's capacity to deliver on the stated outcomes. This may include samples or examples of previous work.
- **Demonstrated technical expertise in the sport.**
- **Overall responsiveness** to the requirements outlined in this RFP.

Taekwondo Canada reserves the right to select the proposal that best meets our needs and objectives. Decisions will be based on a comprehensive evaluation of all submissions against the established criteria, including alignment with organizational values, proposal quality, and the candidate's understanding of the requirements.

Taekwondo Canada is under no obligation to award a contract as a result of this RFP and may terminate the process at any time and for any reason. If terminated, Taekwondo Canada may choose to take no further action, re-issue the RFP, or complete the work internally.

Taekwondo Canada appreciates all submissions; however, only candidates selected for further consideration will be contacted.

Submission Terms

- By submitting a proposal, candidates agree to maintain the confidentiality of all information provided by Taekwondo Canada throughout the RFP process, including any follow-up communications. The contents of this RFP and any related information supplied by Taekwondo Canada or its designates may not be used or disclosed for any purpose other than preparing and submitting a proposal.

- Candidates shall have no claim for compensation of any kind arising from their participation in this RFP process. Submission of a proposal is deemed to constitute agreement to this condition.
- Taekwondo Canada reserves the right to cancel this Request for Proposal at any time and for any reason. Taekwondo Canada will not be responsible for any loss, damage, cost, or expense incurred by any candidate as a result of such cancellation.
- Candidates must comply with all Taekwondo Canada policies, including the Code of Conduct and Ethics, and must hold a valid Criminal Record Check.

Submission Instructions

To apply for this position, please email your resume and associated document to the Executive Director <ed@taekwondo-canada.com> with NextGen & Pathway Development Coach in the subject line.

Please Note: **The closing date for this position is 5:00 p.m. EST Friday, April 24th, 2026.** No late submissions will be accepted. Applicants for this position must be legally authorized to work in Canada.