

# LONG TERM PLAN

## PREFACE

This plan contemplates the five year term of 2008 to 2012 and commences in a Summer Olympic year in which Taekwondo is again a full participation, medal sport. As we are already into our 2008 – 2009 fiscal year we note with a point of pride and enthusiasm that Saskatchewan hosted the Canadian Olympic Team Trials in February 2008. Hosting the event and having Autumn Ashcroft, elite Saskatchewan athlete competing for a team spot, sets a very positive tone for this planning period. The work done by the directors and instructors of all participating Saskatchewan Taekwondo schools, clubs and academies throughout the 2003 –07 planning and operating period brought us to direct Olympic path participation. This is a significant accomplishment for a small Province with a modest athlete participation base in comparison with other mainstream team oriented sports.

It is significant that this planning period not only commences in a summer Olympic year but that it also concludes in a summer Olympic year. This timing offers us a great challenge and opportunity. That is for us to develop 3-4 athletes by 2012 with a viable chance to make the Canadian Olympic team, with one possibly representing Canada at the 2012 Olympics. A dream? Yes. Nothing great was ever accomplished without a dream, a lofty goal first.

Much was accomplished in the previous planning period. What I perceive we did was to set us upon a path which developed certain key aspects of our sport. During that time we made strides in development of officials. With the co-operation of the National Referee Chairperson we developed 6 National Level 1 referees and one International class referee, working them up from Provincial class and N3 status. Further we have at least as many commencing the journey to N1 referee status at varying stages of development. With this caliber of officiating available at our Provincial and school hosted tournaments we are in an excellent position to provide our competitors with competent games conduct enhancing their development as fighters.

We have commenced the development of NCCP trained and certified coaches. This is a very important step to improving the training available to our students and potential elite athletes. This program in Saskatchewan is in its infancy for Taekwondo. However it is a necessary program for us to promote, fund and ensure our instructors work toward. We must develop a provincial coach and coaching program. This will be essential for building a capable and unified Saskatchewan provincial competitor team.

Officials and coaches are our infrastructure. Like a country needs transportation and communication systems to conduct commerce we need these essential tools to develop athletes and attract greater numbers of participants to our Taekwondo schools. The growth in our membership is what will produce our potential future provincial team, national champions and Olympic hopefuls.

Some of the goals and activities set out below are a continuation of program items identified previously. They continue to be listed as they are works in progress. While never complete, they grow and evolve

Goals (not listed in order of priority):

## 2008 Year One:

### Organization

- continue to build a permanent trust fund to assist in future self help
- update and distribute the Policies and Procedures Manual to reflect current conditions.
- set the guidelines for hosting a SASK WTF sanctioned Taekwondo tournament or Provincial Championships
- begin collecting all past records and accomplishments of W.T.F. Tae Kwon Do in Saskatchewan for Sport History purposes (Awards Committee)
- further administrative efficiency with the purchase of required equipment and relevant education

### Officials and coaching

- Deliver two Provincial Referee Certification Seminars in the fiscal year
- All master instructors to have completed training for NCCP trained coaching status. Have these trained coaches register as active members of CAC, Coaching Association of Canada.
- Promote the further development of our sport specific NCCP facilitator plus an additional facilitator to begin the training as a facilitator.
- Establish a procedure for recording competition results and a possible ranking system
- Develop future First Nations instructors and identify potential 2004 NAIG competitors
- Establish a provincial coaching team and develop a training plan for athletes that are training to compete and to win.

### Athletes

- Promote Saskatchewan athletes to train with provincial coach and improve competition skills. Expand the provincial team to encompass more weight groups.
- Establish a communication plan for Saskatchewan Athletes. The plan should encompass opportunities for communication, a conduit to the board of directors and from the directors to the athletes.
- Identify potential NAIG competitors. Have these competitors work with the provincial coach and team.

## **2009 Year Two:**

### Organization

- Continue to build up a permanent trust fund for future self help
- Compile and organize the past records of W.T.F. Tae Kwon Do for Sport History purposes
- Utilize the Fundraising Committee's report and aggressively approach potential corporate sponsors
- Develop a unified marketing strategy that could be used province-wide to increase new student entries to Taekwondo in all zones. Consult with schools in all zones to define needs and appropriate approaches for each zone.

### Officials and coaching

- Establish a coaching committee to develop a unified Saskatchewan Team Training approach to develop potential National and Olympic athletes.
- Master instructors should all have obtained NCCP Level 1 trained status and should be enrolled and progressing toward certified status.
- All school instructors that have not obtained 5 Dan master recognition from the Kukkiwon but have primary teaching responsibility and operate their own schools must achieve NCCP level 1 trained status and become enrolled as a CAC member.
- Hold two Provincial Referee Certification Seminars in the year.
- Promote 2 – 3 provincial referees to proceed to national level training
- Develop one National level 1 referee to IR level 3. Promote development of existing IR referee to IR 2.

### Athletes

- Hold a Provincial Summer Camp to provide a variety of seminars to all Saskatchewan Tae Kwon Do athletes with specialize instruction in Poomse (patterns), Self-Defence and Kyoruki (sparring) with separate sessions emphasizing such topics as strategy, stamina training and stepping practice
- Promote all athletes to participate in extra provincial competitions in neighboring provinces to improve competition experience, enhancing the athletes' opportunities for future national competition.
- Promote key athletes to participate in National training camps. Expand the provincial team; weight classes and male and female competitors.
- 2009 is not a NAIG year. Use the opportunity of the down year to promote participation in NAIG to existing young aboriginal athletes and promote entry of

new athletes to strengthen Saskatchewan's North American Indian Games (NAIG) involvement.

## **2010 Year Three:**

### Organization

- continue to enlarge the permanent trust fund adding corporate sponsors.
- a committee formed to establish an Award Night and Banquet to honour the athletes, coaches and especially the volunteers that have promoted W.T.F. Tae Kwon Do; to coincide with the Provincial Tournament
- to evaluate the Sport History Project and record keeping of SASK WTF
- Implement the marketing strategy and work on improvements through continuous communication with the Taekwondo schools.
- Approach school boards across the province proposing that Taekwondo instruction be offered as part of the physical education program.

### Officials and coaching

- Have at least 2 qualified NCCP technical Instructors to teach the NCCP Taekwondo technical coaching course for the NCCP Levels I, II, III or the CBET equivalent
- Master instructors and instructors with primary training responsibilities should all have completed NCCP Instructor training to level of certified coach.
- Third and fourth Dan instructors with assistant teaching responsibilities should have at least completed the certified level for assistant instructors.
- Promote the progression of National level referees to increase experience and proceed to higher levels.

### Athletes

- strongly promote national potential athletes with sponsorship to major events in and out of Canada to develop them for the 2011 Pan-Am Games and the 2012 Olympics
- Promote the unified Saskatchewan Team Athlete and Coach Training approach to allow the provincial athletes with national potential to train together to better the team
- Expand the Summer Camp to include modules for self defense, weapons and breaking.
- Begin the development of a provincial demonstration team for future entry to the Canadian Hanmadang. Begin demonstrations at Saskatchewan tournaments.
- Continue promotion of black and colour belt athletes to participate in extra-provincial tournaments.
- Continue promotion of key athlete participation in National training camps.
- Expand the provincial team to cover all official classes.

## 2011 Year Four:

### Organization

- continue to enlarge the permanent trust fund. Continue development of corporate sponsors. Add special fundraising projects to enhance national training opportunities.
- implement and expand the Awards Night with more awards, possibly corporate sponsored
- establish a committee to access the Sask Sport History Grant and develop a permanent record keeping and archives. Seek to get Sport Hall of Fame recognition for deserving Taekwondo builders.
- review of the Long Term Plan and directions for the next Five Year Plan
- Revision and further development of the marketing strategy. Measure results with ultimate goal being increased enrollment of new students and retention of students through and beyond first Dan black belt.

### Coaches and Officials

- Refine the Summer Camp to consider the developing needs of our athletes.
- Master instructors should all be at the certified level and continuing their professional development consistent with the LTAD program outlined by Taekwondo Canada. First and second Dan students with assistant teaching responsibilities and aspirations to instruct should complete the assistant instructor course to obtain trained status. Third and fourth Dan instructors should complete the requirements for trained coaches and begin work toward certified status.
- Develop the Taekwondo curriculum for implementation in the public and separate school systems. The program should be ready for delivery in the fall of 2011 with the commencement of the school year.
- Develop one National level 1 referee to IR level 3 or at least P level. Promote development of existing IR's to IR 2 or 1 as applicable. Deliver two provincial referee training clinics to assure the supply of officials.

### Athletes

- continue to refine a unified Saskatchewan Team Training program to have a successful member on the Canadian Team for the 2011 Pan-Am Games
- promotion and sponsorship of Olympic Potential Athletes to ready them for the 2012 Olympics
- Saskatchewan to enter team for National Hanmadang. Team should continue offering demonstrations at Saskatchewan tournaments for performance experience.
- Involvement in the Multi Sport Western Canada Games and or Canada Games

## 2012 Year Five:

### Organization

- review the permanent trust funds' purpose and status
- analyze successes and failures
- revise policy and procedures manual
- continue to analyze corporate sponsorship and revise the product approach as required
- Secure SASK WTF as the “SGB” for Taekwondo in Saskatchewan.

### Coaches and Officials

- First and second Dan students with assistant teaching responsibilities and aspirations to instruct should complete the assistant instructor course to obtain certified status.
- Third and fourth Dan instructors should complete the requirements to be certified coaches and begin additional professional development.
- Refine the Taekwondo public school curriculum based on feedback and the experience of instructors from the first year of delivery. The revised program should be ready for delivery in the fall of 2012 with the commencement of the school year.
- Continue development of instructors and coaches keeping in step with the LTAD program developed by Taekwondo Canada.

### Athletes

- Continuous refinement of the provincial coaching program and promote team unity.
- Increase color belt participation in extra-provincial tournaments.
- Further development of Hanmadang team. Team to offer demonstrations at provincial and invitational tournaments. Bring additional students in to expand opportunities for Hanmadang type events to color belt students, young and senior participants.
- Strong NAIG participation. Constant athlete identification and development.
- Assist with readiness of Saskatchewan athlete on Canadian Olympic team. This is to be done with concentrated training with Canadian Olympic coach, assisted locally with provincial team coach. Identification of local training partners

# **SASKATCHEWAN WTF TAE KWON DO ASSOC. INC.**

## **Committee Duties Draft**

### **Coaching Committee**

- Develop a plan to co-ordinate the training of SASK athletes and Coaches
- Run regional provincial training clinics that act as a talent ID vehicle
- To provide the environment to share and learn preparation methods, technical improvements and strategy theory for Coaches and athletes.
- To promote and encourage fitness education through CBET (former NCCP).
- Development of Provincial coaches towards a National Level Coach.
- To involve the personal coaches in the athletes training program in order to build support and consistency in their training program.

### **Referee committee**

- Order and stock Rule books
- Set levels & criteria of referees
- Determine when, where to conduct and oversee seminars & testing
- Select & delegate qualified seminar instructors & assistant instructors
- Keep ID records of referees (including level & experience)
- Issue certificates and member ID cards
- Have a contact & mailing list available for tournament hosts
- Referee Chairman is to be the chairman for the Provincials

### **Tournament Organizing Committee**

- Organizing of black belt competition at Provincials including draws
- Details of expectations & guidelines,
- Provincial medals (ordering and stock)
- Which incomes to share and allowable expenses
- What is hosting risk? (t-shirts, other sales, programs...)
- Guidelines for a sanctioned Provincial Event
- Produce a "*Hosting manual*"

### **Policy & Procedure Committee**

- Policy & Procedure manual update
- to compile
- Five Year Plan to renew
- Constitutional revisions

### **Membership Committee**

- Collecting of fees and original receipts
- Printing & distribution of member books
- Entry into database of information for associations use

### **History committee**

To compile and maintain tournament records of Saskatchewan athletes at the National and International level. This record shall be available in the handbook and revised upon each new printing. It is possible that this could be included on the web site either as a downloadable Handbook document or as a page on it's own.

### **Harassment & Screening committee**

Secure copy of policy on computer disk.  
Finalizing of guidelines  
Zone and school reps  
Securing of information  
Board to be final appeal process

### **Communications Committee**

Newsletter  
Web site

### **Awards Committee**

- All forms required for all "Awards" available.,
- General notification of deadlines, eligibility details and follow-up report requirements to Grandmasters, Board, Instructors and students in a timely manner.
- Final notification of deadlines to Grandmasters, Board, Instructors and students especially to any deserving athlete's that have not yet submitted.
- Collection of award nomination forms.
- General notification of award nomination list to SASK WTF board for review.
- Keep a file of all submitted award nomination forms and correspondence for future reference with a copy going to the Secretary for archival filing.
- Notification to the successful award nominee's and their follow-up report requirements and deadlines.
- Confirm in writing that the follow-up report satisfies all of the requirements of the awards to the board of SASK WTF and specifically the Treasurer.
- Searching and applying for any outside grants that are available.

## **Committee Chairman filled by Board of Directors Positions**

### **Secretary**

- Ensure all information is communicated to directors
- Minutes
- Meeting notices
- Secure and reserve meeting room
- Up to date constitution on file available upon request
- Keeper of the archives and web site

### **Treasurer**

- Book keeping
- Budget (Sport Profile)
- SASK Sport reports (Follow-up)
- Map Grant Splits
- STI Committee

### **Vice President**

- Seat on STI Committee

### **S.T.I. Committee**

- Represent WTF at S.T.I. meetings by Treasurer and Vice President
- Ensure minutes of meetings are passed on to directors in a timely fashion
- Ensure that SASK WTF is present at all SASK Sport meetings and AGMs

### **President**

- Chair SASK WTF meetings as per constitution.
- Represent SASK WTF at Taekwondo Canada meetings and functions as required.
- To first consult with board regarding decisions on Taekwondo Canada matters.
- To report on a timely basis results of Taekwondo Canada meetings.
- To share all correspondence available between the Taekwondo Canada directors and Executive.
- Co-ordinate communication between the SASK WTF Board and Executive as well as all committees

Update and Revise??  
**SPORT PROFILE COMMITTEES and Budget Process**

Budget Process

1. SASK Sport's **Sport Profile Seminar** to be attended by directors responsible for budget.
2. The directors are to inform the members of each school of any changes and ask for their input for suitable projects that need to be included in the Sport Profile.
3. Branch school instructors are to set up project submissions according to members recommendations and submit to the board of directors.
4. Directors meeting to draft the budget in consultation from the Board of Directors.

Sport Profile Committee:

1. the compiling of the finished budget or Sask Sport Profile will be the responsibility of the Treasurer or whomever the Treasurer may require to assist. The finished budget has to be approved at Board of Directors meeting prior to submission to STI and Sask Sport
2. input for the budget shall come from any and all Directors with input through them from the membership.
3. compile a preliminary budget report with projected grants and membership numbers for discussion, revision and approval at a Board of Director's meeting preferably held in November. This draft report should be available to the Directors at least two weeks before the Board Funding meeting.
4. Complete the Year end follow-up report for STI and Sask Sport.

Sport Profile Definition and Guidelines:

1. the annual budget is the Sports Profile Grant Application that is required by Sask Sport and approved by the board of Directors. The document becomes a pre-approved spending plan to allow the projects to run their course without further board meetings or delays in payments. Any revisions will require SASK WTF Board of Director's approval and a written request to Sask Sport. Sask Sport will require that SASK WTF receive their written approval before the changes can be implemented.
2. The fiscal year of the Corporation is April 01 to March 31 of the following year
3. Grants are to be spent according to Sask Sport's guidelines

4. Provincial projects are to be funded first and the balance loosely split according to membership, with consideration to their self help contribution.
5. Self Help that is raised by local associations to meet their requirement shall have those funds returned to that local area to complete projects that were requested in the budget process. Before SASK WTF can release these funds, the expense claim will have to be signed by the signing authorities of that local association. Signing authorities of the local associations will have to be members of SASK WTF.
6. Membership fees shall be placed in a Special Directors Fund that shall be used by the Board's discretion for special projects that may arise, such as an Inter-national Referee Seminar, Junior Nationals, Inter-national Competitions, Permanent Trust Fund, etc.
7. Saskatchewan athletes, coaches and officials must be a paid up member before receiving any SASK WTF funds

Annual General Funding Sub-Committee:

1. shall be composed of a chairperson appointed from the board of directors and as many committee members that are deemed necessary. It should be the same construction as the Sport Profile Committee.
2. the chairperson must understand the Sask Sport Profile guideline and follow-up
3. shall receive their input and advice from the branch clubs and instructors as to their wishes for programs in their area with great consideration to the special advisors' instruction and guidance
4. shall use a report from the Budget Committee to establish funding divisions according to Sask Sport and Saskatchewan W.T.F. Tae Kwon Do Association Inc. guidelines
5. shall compile a report for the budget committee that indicates what spending blocks the projects appear in. The projects are to be broken down into each area (zones) and what expenditure amounts are being funded from self help, grants or a combination of both. The projects require dates of completion.
6. Follow-up reports on the projects are required 1 month after the fiscal year end. It is to include information on all aspects of each project including dates, number of athletes, etc.
7. shall inform the Directors of all committee meetings for their attendance if they are available.

Sask First Sub-Committee:

1. shall be composed of a chairperson appointed from the board of directors and as many committee members that are deemed necessary

2. the chairperson must understand the Sask Sport Profile guideline and follow-up
3. shall receive their input and advice from the branch clubs and instructors for programs that have special emphasis on the elite Athletes and Provincial Team with great consideration to the special advisors' instruction and guidance
4. shall use a report from the Budget Committee to establish funding divisions according to Sask Sport and Saskatchewan W.T.F. Tae Kwon Do Association Inc. guidelines
5. shall compile a report for the budget committee that indicates what spending blocks the projects appear in. The projects are to be broken down into each area (zones) and what expenditure amounts are being funded from self help, grants or a combination of both. The projects require dates of completion.
6. Follow-up reports on the projects are required 1 month after the fiscal year end. It is to include information on all aspects of each project including dates, number of athletes, etc.
7. shall inform the Directors of all committee meetings for their attendance if they are available.

Fundraising Sub-Committee:

1. composed of an appointed board member as chairperson with as many committee members as required by the chairperson
2. purpose to co-ordinate fundraising methods and develop corporate sponsors
3. to compile and report to the Budget Committee chairperson of the projected new fiscal year's sponsorship, Self Help and Membership Fee's Revenue. In short, all revenue except the Sask Sport Grants. The report should be delivered to the President and Secretary/Treasurer by January 1st of each year.

Special Committees:

1. any special committee that will be required shall report their findings in a written report. The report shall be signed by the chairperson then delivered to the President, the Secretary/Treasurer and all of the board members. Further action will be a decision of the board.

Sask Sport AGM:

1. shall be attended by the President and the Secretary/Treasurer or board members approved in their absence. The President shall make a written report for all board members.

S.T.I. Committee

1. VP and Treasurer should be the SASK WTF chairs for this committee