
International Taekwon-Do Regional Operations Manual

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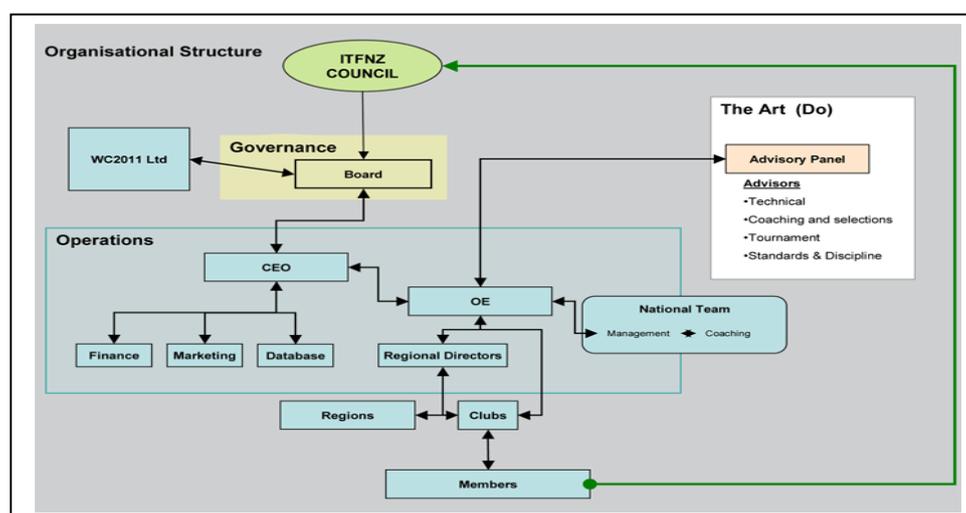
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1.0 Background

In 2010 ITFNZ rebranded itself into ITKD. This encompassed an organisational restructure in preparation for New Zealand hosting of the 2011 World Championships, but with the main aim of further building Taekwon-Do in New Zealand.

The organisational structure of ITKD is as follows:



The main role of the Regional Director is to support the development of Taekwon-Do within their respective region in line with ITKD constitution and strategic direction. The interface between the Regions and Operations is essential to ensure smooth communication and collaboration across regions and the national body.

2.0 The Regions

There are six regions within ITKD, the regions are:

- (a) Auckland North
- (b) Counties Manukau
- (c) Midlands
- (d) Central Districts
- (e) Wellington
- (f) South Island

3.0 Regional Director Appointments:

Each region appoints a Regional Director, normally at their Annual General Meeting or upon retirement of the Regional Director. The appointment of the Regional Director is notified to the National body, where the position is confirmed by the President of ITFNZ (Council Head), and the Operations team consisting of the Chief Executive Officers and Operations Executive.

Appointment terms may vary and is directed by each region. Appointment duration of up to but no more than two years is suggested. This will give the opportunity for succession planning and prevent what can usually be referred to as “a life time position”.

4.0 Regional Director Termination:

Apart from resignation or by usual regional constitutional process of regional director appointments, the following items constitute immediate termination from appointment.

- Criminal Conviction
- Internal Standards and Disciplinary action – as deemed appropriate by the advisor
- By resolution of the Council or by the President acting as Council Head

All terminations shall be made in writing giving express details as to the explanation of said termination notice. Recipients of terminations will have 14days in which to appeal termination. Upon receipt of termination advice all regional records as well as financial information, intellectual property and signatory authorisations must be immediately surrendered to a representative of the region.

Failure to adhere directly to the above timetable and its contents may invoke legal action.

5.0 Regional Structures:

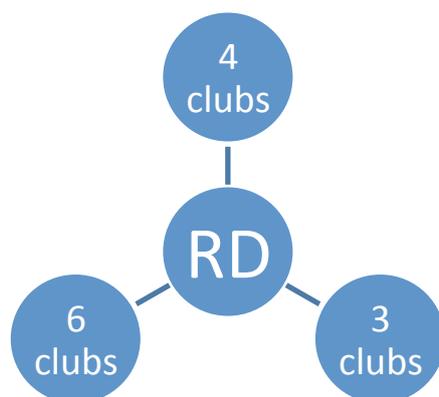
The operational structure of any particular region can be fluid but predominantly align to three basic models adopted by the National body. Each region adopts the model that best suits their dynamics and geographical layout.

5.1 Preferred Models



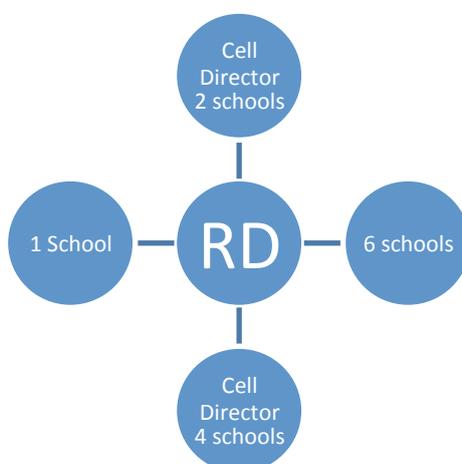
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clubs

Model 1: This model is more suited to the densely populated areas with numerous clubs that can be easily managed as a large group due to the accessibility and compactness of geographical area. This however does not stop the ability to adopt parts of model two or three where targeted improvements can be made by concentrating within specific club community areas.



Model 2: This model is more suited to a regional area that is more spread across a slightly more challenging distance but with still a condensed number of clubs within different areas that can act independently as cells but with one central regional director.

This model requires the ability of the regional director to maintain a close link of information between cells so as not to isolate any clubs away from a full functioning region. This will allow more concentrated help and input from Instructors regarding the difficulties they face within their own community environments but still being part of the region without the need to travel unrealistic distances often for regional meetings



Model 3: This model is ideally suited to a more vast geographical area which may contain limited clubs spread throughout. Whilst still maintaining a central regional director there may also be the requirement to appoint a geographically based cell director to work with the environmental and social needs within the cell that can coordinate with the regional director to limit the need to travel great distances to facilitate the region. This model also requires strong lines of communication between cells as to not isolate any members.

5.2 Benefits

After the adoption of one of these models there are an endless number of possibilities then to facilitate the region. Each cell can independently concentrate on its needs and unique requirements that can be hindering growth and expansion.

The region as an entity can agree to work and pool resources in an effort to maximise growth within a concentrated community area. This can also be adopted within any model giving clubs within close geographical and community areas the ability to work together in an attempt to improve student numbers and community awareness.

Regional and national team competitors may also through discussion at regional level be given the option to train for a competition within their cell with a requirement to meet as a group less often. This will improve the cells growth as well as being able to utilise resources and become less of a financial burden on those in an already difficult geographically spread region.

6.0 Roles and Responsibilities:

6.1 Regional Director – Role and Responsibilities

The regional director's primary focus shall be to facilitate the operation of their region with regard to the rules and regulations of the Constitution its bylaws and directives issued from the Board of ITFNZ and its appointed CEO or Operations Executive.

At a national level, the Regional Director must have an in depth knowledge of ITKD constitutional requirements, ITKD structures and advisory panels.

- (a) The Regional Director will be required to initiate discussion with the Instructors in their region to adopt positive strategies to promote club, student and Instructor growth.
- (b) Where official events are calendared to be held within a region the regional director will be tasked with overseeing the organisation and successful completion of any such event and supplying the operations team with the relevant pre-budget and post event financial reports.
- (c) Communication with the different Advisory Panels the other Regions Directors and President is important as well as being a strong advocate for Instructors, Clubs, Students and Families within your Region.
- (d) Active support for your region is a comprehensive duty. Being available to attend local scheduled events, initiate regular club visits, support fellow regions activities, petition for hosting national events and adopting a healthy family atmosphere of respect, involvement and pride within your schools members, families and Instructors is your ultimate goal.

- (e) Event Organisers of all events sanctioned and supported by the governing body such as, but not limited to tournaments, camps, training days or any event that requires the organiser to receive monies from participants must have the approval of the operations team (CEO and OE), and be subject to supplying all relevant budget and financial reporting documentation required upon request.
- (f) Marketing Taekwon-Do within the region:

- (i) Advertising or media exposure**

Advertising and media exposure is vital to generate community awareness and participation in Taekwon-Do. All regions are encouraged to actively pursue all avenues in this regard.

- (ii) Community notice boards**

Are a cost effective localised community initiative that can be utilised either on a club or regional basis. These notice boards are usually free to advertise for community and non profit groups. The cost of supplying a suitable advertising sign is negligible. Your local council should be able to supply a contact or usually the advertising spaces have a contact number printed on them.

- (iii) Community Newspapers**

Often are looking for local community interest stories. It may be advisable to visit your local community newspaper office and talk with the staff to better gain an idea of the contents they require or are looking for. Community newspaper stories and articles can be a great way to leverage advertising space around to help inform and entice the general public to start Taekwon-Do.

Most community newspapers have regular sports or sporting group special feature which can also be adopted by either the region or on a localised club level. Some clubs may like to combine together to advertise within the papers boundaries.

- (iv) Television**

Television exposure is more difficult to obtain on a budget but still available. Regular information and participation successes from members in your region that match the demographics of such programs aired during after school times and weekends may allow for country wide exposure. There may also be options available for specialised ethnic, or disability programs or television stations.

All media coverage needs to include officially sanctioned images and comply with all Standards and Discipline requirements in regard to representing the governing body.

Any national or international coverage that represents the governing body or any of its registered Instructor, students or copy write logos must have express permission from the operations team (CEO, OE), and be able to have officially nominated personnel

present at time of taping or interview. Any contract or waiver documentation also needs to be witnessed and notarised by said present personnel.

6.2 Cell Director – Role and Responsibilities

The cell director's primary function is to act as an information source and conduit through which the regional director can maintain communication lines and implement their role and responsibilities more effectively. The cell directors are required to maintain regular contact and feedback to the regional director to prevent any clubs or cells being neglected or ostracised due to physical or geographical location difficulties.

7.0 Regional Body Structures:

7.1 Regional Incorporated Societies

Not all regions are required to adopt an incorporated society status. The main advantage of doing so is to procure funding for events and up skilling of members. This still requires supporting documentation from the governing body but allows individual regions the ability to apply for outside funding independently.

It is the incorporated regions responsibility to follow and complete all the requirements set out in the incorporated society act. This includes A.G.M's and end of year reporting processes. This will involve having the regions accounts audited.

All cost and charges associated with the completion of this process are the responsibility of the region and not the governing body.

Regions adopting an incorporated society status must also adopt a regional constitution. A regional constitution must align itself with the governing body's official constitution and in no way adopt different or opposing stand points that may be deemed as unconstitutional.

8.0 Reporting Processes

The Council Head will require Regional Directors to make available regular reports to be tabled at Board meetings. At least one month's advanced notice will be given as to the required report and its information contents.

Regional Directors will supply a written annual report of progress to the Annual General Meeting.

Regular communication between the President as Council Head and the Operations Executive regarding any extraordinary event, situation or occurrence within the region can be easily conveyed by copying in all email messages or correspondence.

Notification of risks or adverse events may include:

- (a) Major injuries received through seminar or tournaments.
- (b) Risk of a club closing.

- (c) Regional member charged with an offence.
- (d) Significant complaints unable to be managed at a regional level.
- (e) Other item deemed necessary for communication.

If it is something of interest or concern that affects the governance or harmony of the Region it needs to be communicated effectively to those whom are charged with offering assistance or guidance where required.

Having strong communication lines open will help prevent the need to be the surprised ambulance at the bottom of the cliff.

9.0 Regional Director Expenses (National commitments)

Any request for payment of expenses incurred during the official capacity of business in all instances must firstly be approved by the operations team (CEO, OE), where the requirement exists for travel to attend official engagements the governing body expects any flight and or other related bookings to be that of the most cheaply available fare or rate at time of booking. All attempts will be made to supply sufficient advanced warning as to be able to procure advance discounted fares or rate categories.

Any or all reimbursement requests will not be considered unless they have firstly been approved and or not supplied with acceptable receipts. All requests must be forwarded on the correct documentation and include all relevant information.

10.0 Constitutional Remit Process

(i) Process and time line of constitutional remits.

Remits to the constitution can initiate significant change within the foundation and it's governance, therefore need to follow due process. Changes to the constitution can only be made by special resolution at a council meeting.

(ii) First draft

To avoid malicious or unconstitutional remits being brought forward for consultation a first draft of the remit needs to be discussed and debated at regional level. The first draft can also be distributed to other regions for feedback which may also negate the need for alternative remits to be considered at a later date.

It is important that a remit does not alter a section of the constitution that then leaves another part unconstitutional.

(iii) Final Draft & Remit support

Support from the voting membership for a remit is critical for its acceptance. To be successful a remit will require votes at a council meeting.

The final draft of the remit needs to be distributed for consultation to the President, Board, Council members, Regional directors and Instructors.

This final process will give those involved in voting on the remit an opportunity to offer any alternative views or adaptations which may not have been considered.

To be justifiably confident that a remit will be successful there is also the option to post it initially on the Instructors forum and then a final poll will give an indication as to its voting strength at a council meeting.

(iv) Constitutional Requirements Section V, Article 37.

37.1 No amendments shall be made to the Constitution and rules except by special resolution at a Council Meeting of ITFNZ

37.2 Notice of amendments to this constitution shall be as follows:

- (a) Initial remits to the Constitution to be put before the Council Meeting shall be notified to the President at least **56 days (8 weeks)** before the date of the Council Meeting.*
- (b) Initial Remits shall be sent to the Board, the Regional Entities and Schools/Clubs and persons entitled to vote, and posted on the ITFNZ Website in the Instructors only section in accordance with **ARTICLE 31.2**.*
- (c) Alternative Remits shall be notified to the President at least **35 days (5 weeks)** before the council meeting.*
- (d) An Alternative Remit must be directly related to an initial remit. If it is not proposing a modification only to the Initial remit, then the alternative remit can be rejected by the President or the Board at their own discretion with no reason forthcoming.*
- (e) Alternative Remits shall be sent to the Board, Regional entities and school/clubs and persons entitled to vote, and posted on the ITFNZ website in the Instructors only section, in accordance to **ARTICLE 31.3**.*

(v) Quick Reference Guide:

Remits need to be in **56 days (8 weeks)** before the date of a Council Meeting.

ARTICLE 31.2 Refers to, the second notice of the Annual General Meeting being issued.

ARTICLE 31.3 Refers to, the third and final notice of the Annual General Meeting being issued.

(vi) Constructing a Successful Remit

A Council Meeting will only be held once a year unless there is a need for an extraordinary general meeting. Leaving a remit until eight weeks before a meeting gives little time for most to digest and offer an alternative view or make a considered judgement.

Historically remits left until the last minute either, never make it to be voted on, fail to be seconded or do not gain the votes required to pass.

To improve the chances of a remit being accepted by the voting strength time and consultation is paramount.

A remit can be initiated at any stage and if debated thoroughly and comprehensively within those eligible to vote then when it is tabled as per Section V, article 37.2 there should be no need to receive or expect any alternative remits.

Making changes to contents within the Constitution without consideration to consequences that link other articles can make a remit render the Constitution unconstitutional and will likely be rejected.

When your remit amends, updates or makes a new addition to the document care must be taken to make the appropriate checks to prevent this or you may need to also include within your remit updates and changes within various articles.