# Belgian National Coaching Team Framework

## General

This document outlines the roles, responsibilities, and guidelines for the National Coaching Team to ensure a transparent and effective coaching process

The general duties are:

1. **Event Calendar creation:**
    - Develop a comprehensive calendar of events, including mandatory, highly recommended, and informative activities during the preparation phase.
    - Note: The calendar is subject to change based on championship organizers' deadlines and criteria.
2. **Application Form Development:**
    - Construct an application form with essential information to streamline the selection process.
3. **Communication with Club Owners:**
    - Ensure timely communication with all club owners regarding upcoming selections.
4. **National Squad Training Organization:**
    - Arrange National Squad Training sessions, including the booking of training venues.
5. **Training Program:**
    - The coaching team is not responsible for creating training programs for applicants; this is the responsibility of personal coaches. However, the coaching team may provide pointers.
6. **Information Gathering Protocol:**
    - The coaching team can request physical, mental, or technical information from athletes, and athletes are to communicate this with their personal coaches.
    - The chain of communication: NT Coaches → Athletes → Personal Coaches.
7. **Technical Background Requirement:**
    - Applications to the National Team need to possess a solid technical background when applying
8. **Selection Process:**
    - The team selection is based on technical abilities, chances of medals, and a commitment to meritocracy.
    - The coaching team has the authority to make selections based on criteria such as athleticism, previous results, trial training performance, and sports moral ethics.
    - In cases of complex selections, where multiple athletes vie for one spot, decisions will be made by coaches not directly involved with the competing athletes.
    - The coaching team will provide equitable feedback to all applicants in a timely manner.
    - The coaching team will notify the ITF Belgium Board of selections as well as the School owners. It will also request the Board to register them in the official system used for the Championship (e.g.: SportData)
    - Any inquiries can be directed to the coaching team.

- Disagreements should be discussed first with the Head Coach. If disagreement is not solved, it can be escalated to the ITF Belgium Board.

9. **Travel Arrangements:**
    - The coaching team is responsible for making travel arrangements for themselves and informing selected members of their travel plans.

10. **Accommodation Booking:**
    - Book accommodation for the team; optional arrangements can be made for juniors' legal guardians.
    - The team may also facilitate supporter accommodations if they choose to stay in the official hotel with the team and respect the deadlines set by the Team Manager.
11. **Equipment Sponsorship:**
    - The coaching team may assist but is not accountable for providing sponsored equipment, acknowledging potential delays or stock shortages.
12. **Rule During Trips**
    - The coaching team is responsible for setting rules during trips, including curfews, dinner times, and meeting times.
    - No member of the coaching team can be held responsible for any physical accident during the trip.
    - Athletes are expected to reflect high standards when representing Belgium and ITF Belgium, following the athlete's contract.
13. **Pre-Junior and Junior**
    - No member of the coaching team will be assigned as a tutor for any pre-junior or junior athlete.

## Particular Duties:

### Team Manager:

Responsibilities of the Team Manager:

1. **Venue Logistics Coordinator:**
    - Plan and book all training venues.
2. **Travel and Accommodation Arrangements:**
    - Book travel arrangements and accommodation for the coaching team.
    - Coordinate travel arrangements for selected athletes.
    - Book accommodation for the team.
3. **Logistics Contact Point:**
    - Serve as the main contact person for all logistics related to training, competitions, etc,
4. **Championship Operations:**
    - Inform the ITF-Belgium Board to register National coaches, competitors, supporters and personal coaches (if those 2 last categories inform the Team Manager in due time)
    - Take care of registrations and collect ID cards during championships.
    - Organize the team picture and medalists' pictures.

*Note: If there is no full-time Team Manager, these duties will be divided between the Head Coach and the National Coaches.*

## National Team Head coach:

Appointment and Duties of the National Team Head Coach:

1. **Team Formation:**
    - Build a team of National Team Coaches based on sports-specific experience, general sports education, trust, and moral standards.
    - Design a First Assistant Coach that will lead the team or represent the Head Coach in case of absence

2. **Selection Authority:**
    - Select the team based on merit, skills, experience, and results, ensuring an impartial and fair process.
    - Final responsibility for the selection process.
    - Delegates decisions if unable to assess properly (e.g., assessing Tul performance for higher degree applicants).
3. **Training Planning and Execution:**
    - Plan training schedules, conduct training sessions, assess applicants' capabilities, and provide feedback and target goals.
    - Delegation to National Coaches is possible.
4. **Competition Assessment:**
    - Assess athletes' performance during selection competitions and trials with the assistance of National Coaches.
5. **Championship Responsibilities:**
    - Plan the division of coaching tasks during championships among available coaches according to the most suitable scenario for the athletes.
    - Coach assigned athletes during championships, providing safe preparation from warm-up to the event itself.
    - Provide feedback during evening meetings at championships.
6. **Appointment and Duration:**
    - The National Team Head Coach is appointed by the ITF-Belgium Board for a duration of 2 years (2 Euros and 1 World Championship).
7. **Budget & Report**
    - Prepare the Annual budget for the General Assembly
    - Prepare the Report for the previous year activity and upcoming year(s) plan for the General Assembly

## National Team Coaches:

Appointment and Duties of National Team Coaches

1. **Criteria and Selection Process:**

- Collaborate with the Head Coach and the coaching team to build all criteria and selection processes.

2. **Training Sessions:**
    - Conduct sessions at the request of the Head Coach during National Team Squad
3. **Selection Process Participation:**
    - Be part of the selection process for the team.
4. **Championship Responsibilities:**
    - Coach assigned athletes during championships, ensuring safe preparation from warm-up to the event itself.
    - Provide feedback during evening meetings at championships.
5. **Appointment and Duration:**
    - National Team Coaches are appointed by the Head Coach for a duration of 2 years.
6. **Budget & Report**
    - Help to prepare the Annual budget for the General Assembly
    - Help to prepare the Report for the General Assembly

## Personal Coaches:

The coaching team acknowledges the valuable role personal coaches play in the development and support of athletes. In line with this, the coaching team has established guidelines for the inclusion of personal coaches during championships. It's essential for everyone involved to understand and adhere to the following responsibilities and limitations.

1. **Personal Coach Approval:**
    - Personal coaches may accompany their athletes during championships upon request.
    - The coaching team reserves the right to accept or refuse any application based on experience and trust history.
    - All expenses for the personal coach are the sole responsibility of the individual coach.
2. **Tracksuit Policy:**
    - Personal coaches should wear the official National Team Tracksuit.
    - He should wear it only during official events when his athlete is/are present.
3. **Coach's Code of Conduct:**
    - Personal coaches must sign a Coach's Code of Conduct.
4. **National Training Squad Attendance:**
    - Coaches of particular athletes are welcome to attend National Team Squad Training as observers.
    - They must refrain from interfering in squad session, and feedback to their athletes should be given discreetly.
5. **Non-Involvement in Selection Process:**
    - Personal coaches are not part of the selection process at any stage.
6. **Accommodation Reservation:**
    - Personal coaches' accommodation reservation will be handled by the Team Manager.
    - Coaches wishing to attend a championship must contact the coaching team early in the season.

- If a coach decides not to attend a championship, they must inform the coaching team promptly.
- Failure to announce withdrawal will result in the coach being charged the full accommodation fee.

7. **Championship Responsibilities:**
    - During the championship, personal coaches are responsible for ensuring their athletes are warmed up, prepared, and on time for their performance.
    - The coaching team will not be held responsible for no-shows or disqualifications.
8. **Assistance During Championship:**
    - Personal coaches' assistance is appreciated in case the coaching team is short on coaches or there is a scheduling conflict.
9. **Interaction with Teammates:**
    - Personal coaches should allow their athletes to interact with their teammates.
10. **Tutoring Junior Athletes:**
    - If a personal coach wishes to tutor a junior athlete, they must be at least 21 years old.

# National Coaches - Code of Conduct

National Coaches within ITF-Belgium are appointed by the National Team Head Coach, who, in turn, is appointed by the Board. The following Code of Conduct outlines the expectations and responsibilities of National Coaches to ensure the well-being, safety, and fair treatment of competitors.

1. **Appointment and Duration:**
    - Coaches are appointed for a fixed period, determined by the Head Coach, not exceeding two seasons at a time (2 Euros and one World).
    - Coaches must be current qualified ITF TKD Instructors or Assistant Instructors with a clean criminal record.
    - Coaches must be registered with ITF-Belgium and actively practicing ITF Taekwon-Do.
2. **Impartiality and Collaboration:**
    - Coaches will act impartially, prioritizing what is best for the team.
    - Coaches will not pressure competitors to work exclusively with them; competitors have the right to choose their coach.
    - Coaches may act as personal coaches outside the National Team but must maintain coaching quality for all applicants.
3. **Positive Working Environment:**
    - Coaches are encouraged to maintain a positive working environment, collaborating with all coaching staff, competitors, and supporters, even in the presence of differences of opinion.
    - Disputes may be referred to the Head Coach for mediation; unresolved matters will be forwarded to the ITF-Belgium Disciplinary Committee.
4. **Selection Process Participation:**
    - Coaches are not allowed to evaluate their own members during the selection process.
    - In case of a deadlock, the decision is made by the Head Coach or the first assistant if the athlete in question is the Head Coach or Head Coach is not able to assess properly the athlete.
5. **Evaluation Process:**
    - The ITF-Belgium Head Coach with the first assistant coach will evaluate each coach after major championships (Europeans or Worlds).
    - Coaches report to the ITF-Belgium Head Coach.
6. **Humanity:**
    - Coaches must respect the rights, dignity, and worth of every human being.
    - Treat everyone equitably and sensitively, regardless of gender, ethnic origin, cultural background, sexual orientation, religion, or political affiliation.
7. **Relationship Dynamics:**
    - Coaches prioritize the well-being, safety, and future of individual competitors.
    - Maintain a balance between performance development and the social, emotional, intellectual, and physical needs of the individual.
    - Develop independence in competitors and guide them to take responsibility for their behaviour and performance.

8. **Integrity:**
    - Coaches must not encourage competitors to violate Taekwon-Do rules or the ITF-Belgium Policy.
    - Do not compromise competitors by advocating measures that could provide unfair advantage.
    - Never advocate or condone the use of prohibited drugs or performance-enhancing substances.

9. **Abuse of Privilege:**
    - Coaches must not attempt to exert undue influence over performers for personal benefit.
    - Display high personal standards and project a favourable image of their sport and coaching.
10. **Safety:**
    - Coaches have a responsibility to ensure the safety of the performers they work with.
    - Establish a safe working environment and conduct activities appropriate for age, maturity, and ability.
11. **Competency:**
    - Coaches shall confine themselves to practice in elements of the sport for which they are trained and competent.
    - Regularly seek ways to increase personal and professional development.
12. **Complaints and Disciplinary Procedures:**
    - Complaints should be raised with the ITF-Belgium Head Coach. If the complaint is about the Head Coach, it should be brought to the ITF-Belgium Board.
    - Disciplinary procedures may be initiated if a coach is in breach of the Code of Conduct or works against the benefit of the National Team.