



USA-TAEKWONDO
COACH REGISTRATION PROCEDURES
2025 GRAND PRIX CHALLENGE – CHARLOTTE (JUNE 13-15, 2025)
KYORUGI
~~3/17/25~~ UPDATED 4/15/25

1. Overview

Coaches for the 2025 Grand Prix Challenge - Charlotte will be selected based on World Taekwondo (WT) criteria for the event. USA Taekwondo (USATKD) will prioritize Coaches with an established working relationship, are members in good standing, have athletes entered at the event, and/or are members of the 2025 USATKD National Coaching Academy.

The 2025 Grand Prix Challenge – Charlotte is considered an “open” event by WT but based on criteria that the WT implements and any participation limits, this document will serve as the procedure for selecting and registering Coaches as necessary. Find the criteria established by the WT in the event outline here:

<https://worldtkd.simplycompete.com/eventDetails/11efffa-42d0-2a88-a95e-06cafb866567/1>

4/15/25 Update: WT does not have a participant cap on Coaching credentials for the 2025 Grand Prix Challenge – Charlotte. Coaches must still be registered by the MNA (USATKD), and all coaches who were requested by an athlete, on their initial interest application, will be informed via email before April 30th, 2025.

The first 6 coaches, registered based on criteria in this document, will have their entry fee waived by WT, and any coach who wishes to register beyond that will need to pay an entry fee. The initial 6 coaches are determined by this document.

Coaches must cover the costs associated with coaching at the event, including travel, etc. We will only register coaches who were requested by an athlete that was successfully registered for the competition.

Below are the detailed criteria for Coach registration for the 2025 Grand Prix Challenge – Charlotte:

2. USATKD criteria for the 2025 Grand Prix Challenge – Charlotte Coaching position(s):

All event Coaches must:

- 2.1. Undergo a background screen in accordance with the current USATKD membership requirements prior to nomination. [USATKD Membership Requirements.](#)
 - 2.1.1. Should a nominee experience any event between the time the background check is conducted and the relevant event that may change his/her background check status, the nominee must inform USATKD.
- 2.2. Be able to work effectively with the USATKD.
- 2.3. Have strong administrative, communication and organizational capabilities/skills.
- 2.4. Be responsible for the Athlete’s adherence to all rules regarding personal conduct at the event.
- 2.5. Be available for entire duration of the event, if requested.
- 2.6. Have USATKD approval prior to making any financial decisions regarding the Team.



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- 2.7. Have thorough knowledge and understanding of the WT rules and regulations governing the sport as needed.
 - 2.7.1. Coaches are required by WT to have a WT Coach Certificate Level II (2) to coach at this event.
- 2.8. Demonstrate ability to establish harmonious relationships with athletes and other Team personnel.
- 2.9. Be in good health and able to withstand the physical rigors of traveling with and working with athletes.
- 2.10. Successfully complete all Registration requirements requested by USATKD by stated deadlines.
- 2.11. Participate in the appropriate anti-doping training as required for the Coach role by stated deadline.
- 2.12. Be in good standing with USATKD, and WT.
- 2.13. Successfully complete the appropriate U.S. Center for Safesport’s online training module(s) by stated deadlines.
- 2.14. Not knowingly be actively working with any person currently under suspension or ban from USATKD, WT, USADA, WADA, or the U.S. Center for SafeSport.
- 2.15. Meet all health and safety protocols, to include vaccine and/or testing requirements, set forth by the government, USATKD, WT and/or the Organizing Committee.
- 2.16. Fulfill reasonable expectations of USATKD HP for providing Team USA the highest chance of bringing medal stand performances at events via directly supporting athletes.
- 2.17. Not provide support for athletes outside the scope of USATKD’s Event scope unless prior approval is granted by the USATKD HP Team.
- 2.18. Possess a high level of specific technical and tactical knowledge of the sport, with at least a WT Level 2 Coach Certificate (or any other certification required for the event by WT).
- 2.19. (1) Be a current National Team Coach; (2) be a previous National Team Coach between 2021-2024 and a current member of the USATKD High Performance Team; or (3) have experience working with USATKD on previous USATKD National Team trips; (4) have multiple athletes in the event; (5) Be a current member of the USATKD National Coaching Academy, and/or working with the U.S. Performance Center (USPC) at the National Academy, in Charlotte, NC.
- 2.20. USATKD will follow also guidelines established USATKD Staff Coaching Criteria when registering Coaches posted here:
https://assets.contentstack.io/v3/assets/blteb7d012fc7ebef7f/blt3194c8c7529349ae/6793c7aca5499b395514ec1a/Coaching_Criteria.pdf?fbclid=IwY2xjawl9ESxleHRuA2FlbQlXMAABHUaGIEq0rlsAt68coyvkvapy_yeP9VFysKZawKwatiCAFwj6a2iN-Ziffg_aem_T6Z6NGGpc96dw0vLh4yA3g
- 2.21. Coaches will also **not** be considered if they are working with or for any organization that engages in the limiting or harming of any athlete’s pursuit of



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the Olympic dream. This includes any behavior that in any way restricts an athlete's freedom to participate in Team USA activities in return for inducements and/or incentives.

3. Intended method of identifying the pool and selecting the candidates to be considered for the Event Staff position(s):

- 3.1. Unless necessary, USATKD will not solicit applications for the Event Staff position(s) as they will be filled by current USATKD employees and/or contractors, or candidates who have an established relationship working with USATKD, such as working with USATKD on previous USATKD National Team trips, and/or working with the U.S. Performance Center (USPC) at the National Academy, in Charlotte, NC.

If additional Coaching quota positions are available, individuals who believe they meet the criteria listed in Section 2 and have not been directly contacted may submit their interest via email to USATKD High Performance.

- 3.2. The number of available credentials per position/role will be based on the WT's event requirements, and specific Event Team size. Information will be found in the official outline once posted. Event outlines can be found here: [WT SimplyCompete](#). Final credential allocations will be determined once WT publishes the event quota. Coaches will be updated via USATKD social media, and USATKD's webpage, and may check updates on WT SimplyCompete.
- 3.3. USATKD reserves the right to leave credentialled Event positions vacant as deemed appropriate.
- 3.4. The USATKD HP Team will make recommendations on all staff positions with the CEO making the final approval. Priority recommendations will go to USATKD employees and/or contractors.

4. Removal of Coaches:

An individual who is registered for a Coach credential for the 2025 Grand Prix Challenge - Charlotte by USATKD may be removed as a nominee for any of the following reasons, as determined by USATKD.

- 4.1. Voluntary withdrawal. Registered coaches must submit a written letter, or email to USATKD's CEO.
- 4.2. Injury or illness as certified by a physician (or medical staff) approved by USATKD. If the individual refuses verification of his/her illness or injury by a physician (or medical staff) approved by USATKD, his/her injury or illness will be assumed to be disabling, and he/she may be removed.
- 4.4. Violation of the [USATKD Code of Ethics](#).



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- 4.5. No longer able to meet the required criteria in Section 2 at the time of the 2025 Grand Prix Challenge - Charlotte.

An individual may also be removed as a nominee to the Team or from the Team for an adjudicated violation of USADA, WADA, WT, and/or USATKD anti-doping protocol, policies and procedures, as well as the U.S. Center for SafeSport Code, and USATKD SafeSport policies, as applicable.

Decisions on Coach removals will be made by the USATKD High-Performance Team in consultation with the CEO.

5. Replacement of Event Staff:

In the event that the selected Event Staff member is unable to perform the duties of the position(s) for injury, illness, Code of Conduct violation or any other unforeseen circumstances that would result in the need to replace him/her, the replacement candidate must meet all the applicable criteria listed in Section 2 above and be selected through the same process as outlined in Section 3. USATKD reserves the right to leave a vacated credentialed position empty.

6. Group/committee that will make the final approval of the **initial 6** Coach Staff position(s):

The USATKD HP Team will make recommendations on all staff positions with the CEO making the final approval. Priority recommendations will go to USATKD employees and/or contractors.

The following is the USATKD HP Team that will make the staff recommendations to the USATKD CEO:

USATKD HP Team Rep(s)

Associate Director of National Teams - Eric Wininger

Director of Athletic Development - Stephen Lambdin

USOPC AAC Rep – Alex Lee

7. Conflict of Interest:

All individuals involved in the selection process must comply with the USATKD conflict of interest policy, [found here in the USATKD Code of Ethics](#), to include completing and submitting a disclosure form for review by the USATKD Ethics Committee prior to the Event. The USATKD HP Team shall review the disclosure and determine the individual's level of involvement (e.g., whether he/she must recuse him or herself from staff).

An individual involved in the selection process who has an actual, possible, or perceived conflict of interest must disclose it to the USATKD HP Team, and CEO in writing via email prior to the start of the selection process. The USATKD Ethics Committee shall review the



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disclosure and determine the individual's level of involvement (e.g., whether he/she must recuse him or herself from the review process and/or voting).

8. Date of Nomination

Registration of Coaches, including the names of any replacements, will be selected once the WT has established criteria for Coaching at the 2025 Grand Prix Challenge – Charlotte, including quotas allowed, and any further requirements.

9. Publicity/Distribution of Procedures:

These selection procedures (complete and unaltered) will be posted/published by USATKD on the following web site: <https://www.usatkd.org/team-selection-procedures>

Position	Name	Signature	Date
USATKD CEO	Steve McNally	<i>Steve McNally</i>	3/17/25 Updated 4/15/25
USATKD High Performance Team Director of Athletic Development	Stephen Lambdin	<i>Stephen Lambdin</i>	3/17/25 Updated 4/15/25
USATKD/USOPC AC	Alex Lee	<i>Alex Lee</i>	3/17/25 Updated 4/15/25