



## National Women's Martial Arts Federation

# Guidelines For Trainer Selection and Class and Workshop Scheduling

Revised March 4, 2009

Adopted in Resolution 2009-005

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The mission of NWMAF is to promote the participation of women and girls in the martial arts. Special Training (ST) is our flagship event and one of the most effective methods we have for accomplishing our mission. The selection of ST trainers is, therefore, an especially crucial task.

To promote the fullest possible participation we seek trainers who are not only excellent instructors, but those women who also embody the spirit of inclusiveness on which ST is based. We must also be mindful of the special benefits that accrue to ST trainers and to be sure that those benefits are available to the widest possible range of instructors. To that end, the Board has established a set of guidelines to be used in selecting each year's slate of trainers.

These guidelines are not meant to be a restrictive set of rules; rather, they should be considered an articulation of the values that guide the trainer selection process. We recognize that no perfect slate of trainers exists. We trust that the selection process will be handled with careful thought and complete integrity, both by the committee members who participate in the trainer selection process, and the NWMAF Board members who approve the final slate of selected trainers.

### **Restrictions to Trainer Applications**

- Trainer Selection Committee members may not be trainers the year they are on the committee.
- Board members may not be ST trainers while they are in office.
- Trainer Selection Committee members and Board members may teach workshops on a volunteer basis.
- Women may not be trainers for more than two consecutive STs. Award of Excellence recipients are exempt from this two-year rule.
- Women need not be members of the NWMAF to apply and be selected as trainers, but they will be invited to join if they are not.

### **Communication with Trainer Applicants**

- The Board is responsible for all communication with the trainer applicants. The Trainer Selection Committee must not contact the applicants. If the Trainer Selection Committee needs clarification or further information from an applicant they should allow the Trainer Liaison obtain the information.
- The Board will send formal written notification of results to instructor applicants. The Board will also send contracts to selected instructors.

### **Confidentiality During the Selection Process**

- The nature of the trainer section process requires that information regarding trainer applications and selections be kept confidential until the process has been completed.
- Members of the Board and the Trainer Selection Committee must not share information regarding the applicants or draft selections outside of these two groups.
- Due to the number of applications received and the limited number of positions available, it is possible that even a highly qualified applicant will not be hired. On occasion there may be concerns about an applicant's qualifications or suitability for teaching at Special Training, and those concerns may be shared with that specific applicant; however, the Board and the Trainer Selection Committee members will keep this information confidential even after the Trainer Selection process is complete.



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### Trainer Application Phase

- The application process should be as open and inclusive as possible, with careful thought given to reaching the widest possible audience of potential trainers well in advance of the application deadline. This may be done through e-mail lists, personal contact, advertisements, and other means.
- Applications from instructors for soft/internal arts and judo tend to be underrepresented compared to instructors from other styles. It may be necessary to focus special attention on soliciting instructors in these areas in order to have adequate representation.
- The application process will be the same for all women, and requires the completion of the application form. Additional information (such as press clippings, etc) may be included with the application at the discretion of the applicant.
- Specific instructors may be solicited to submit applications, however, it should not be implied that selection is guaranteed in these cases. Solicited applications must follow the standard application process.

### Trainer Selection

- The Board may set specific trainer selection goals each year, which will be supplied to the Trainer Selection Committee. These goals may be related to the theme, to encourage development of a new member segment, or to ensure trainer diversity.
- Trainers new to Special Training should be represented in the final selection of trainers.
- Qualified women who have applied to be an instructor three times in a five-year period and not been selected should be given high consideration. The Board will supply a list of women in this category.
- Each Special Training should have a unique set of instructors. While it is acceptable to select some trainers who taught the previous year, the larger part of the trainer slate should be new trainers or ones who did not teach at the previous ST.

### Class Selection

- Selected classes should provide a meaningful and valuable training experience for a wide variety of attendees, who will vary in age, physical ability, and degree of martial arts expertise. Among the balances the committee should consider are:
  - Hard/external vs. soft/internal martial arts styles
  - Race, ethnicity, and geographic regions of instructors
  - Levels of exertion and levels of expertise required of class participants
  - Activity-based vs. discussion-based classes
- Classes may be workout or classroom based.
- The Trainer Selection Committee will recommend an initial slate of selected trainers and classes. The Board may accept the list as is, request that the Trainer Selection Committee revise their recommended list, or may choose to make minor modification to the list before approving it.
- The Board will approve the final slate of trainers and classes.

### Class Scheduling

- Initial class selection is completed as part of trainer selection. Initial scheduling is completed as the final step in the trainer selection process.



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- The opening class is traditionally an all-camp workout that represents that year's Special Training theme. The Board will identify resources to coordinate the opening class.
- An all-camp class Sunday morning may be scheduled as part of the closing ceremonies.
- For each session with multiple class slots the following should be observed:
  - At least one hard/external style class should be scheduled
  - At least one soft/internal style class should be scheduled
  - At least one mat art style class should be scheduled
  - At least one self-defense class should be scheduled
  - Classes with varied levels of exertion should be scheduled
  - Classes with varied levels of required participant experience should be scheduled
- Trainers should not be scheduled for sessions that run consecutively. It is acceptable to schedule a trainer for a class before and after lunch.
- Trainers should be scheduled for no more than two classes in one day.
- Final scheduling will be reviewed and approved by the Board.
- The trainers should be given an opportunity to review the schedule and provide feedback.
- The final schedule may be posted to the NWMAF website. Posting the schedule is a courtesy to ST attendees, and it is not meant to be solicitation for feedback.

### **Workshop Selection and Scheduling**

Workshops are one hour in length, and are scheduled at the same time as classes in order to offer ST participants an option of a shorter length session. Workshops offer volunteer leaders the opportunity to get exposure and experience teaching at ST. Workshops also offer participants the opportunity to experience topics that may not normally be taught by instructors.

The NWMAF Board will identify a resource to select and schedule workshops.

- Workshops are volunteer led and are one (1) hour in length.
- Workshops may be physical workout based or classroom based. Availability of workout space must be taken into consideration when selecting workshops.
- Workshops should be selected to offer variety to the ST program. It is desirable that selected workshops represent a mix of topics. Workshop topics do not have to be martial arts specific or related.
- Workshops should be led by a variety of volunteers. It is not desirable to have a few women leading all the workshops.