



WORLD TAEKWONDO FEDERATION
Rules on Organization and Operation of International Taekwondo Championships

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Rules on Organization and Operation of International Taekwondo Championships

- 1 The aim of these rules is to define requirements and necessary arrangements related to the organization and operation of any international Taekwondo championships specified in Art.22.1 of the WTF Statues
- 2 All international-level competitions recognized by the WTF shall have participation of at least four (4) countries and games result in weight categories with participation of at least four (4) contestants being recognized as an official result.
- 3 International Championships promoted by the WTF
 - 3.1 The followings are the international championships promoted by the WTF
 - 3.1.1 WTF (Men's and Women's) World Taekwondo Championships
 - 3.1.2 WTF World Taekwondo Poomsae Championships
 - 3.1.3 WTF World Junior Taekwondo Championships
 - 3.1.4 WTF World Cup Taekwondo Team Championships
 - 3.1.5 WTF World Para-Taekwondo Championships
 - 3.1.6 WTF World Taekwondo Tour
 - 3.1.7 WTF Qualification Tournament for Youth Olympic Games
 - 3.1.8 WTF World Cadet Taekwondo Championships
 - 3.1.9 WTF World Taekwondo Grand Prix Series & Final
 - 3.1.10 World Deaf-Taekwondo Championships
 - 3.2 All rights in and to the Championships, including but not limited to commercial rights, marketing rights and all intellectual property rights of the WTF designation, the WTF marks and the designation of the Championships, are the sole properties of the WTF. All rights are reserved and protected.
 - 3.3 The title of the WTF-promoted Championships shall be decided by the WTF.
 - 3.4 Every international championships promoted by the WTF is organized by a member national association selected at the WTF Council Meeting among the national associations who have submitted a written bid application together with relevant appendices.
 - 3.5 Bid process to host WTF-promoted Championships
 - 3.5.1 The WTF may inform its member national associations of bidding process for next four (4) years WTF-promoted Championships at least 12 months before the scheduled Council meeting at which the host city will be decided.
 - 3.5.2 The member national associations wishing to host WTF-promoted Championships must submit a letter of intent in the name and signature of the President of the pertinent member national association, together with relevant documents to the WTF Secretariat by no later than 3 months before the scheduled WTF Council meeting at which the host city will be decided. The associated documents to be submitted with a letter are as follows:
 - 3.5.2.1 Proposed dates and place of the competition
 - 3.5.2.2 Budget plan
 - 3.5.2.3 Guarantee letter from NOC and Ministry of Sports of the pertinent country
 - 3.5.2.4 Guarantee letter from Ministry of Foreign Affairs regarding cooperation for entry visa issuance for all participants
 - 3.5.2.5 Amount of Hosting fee
 - 3.5.2.6 Composition and contact details of Organizing Committee
 - 3.5.2.7 Volunteers operation plan
 - 3.5.2.8 Conditions for invitation of WTF official, staff, technical officials and VIPs

- 3.5.2.8.1 Invitation of WTF officials, staff, technical officials and VIPs with provisional round trip air tickets and accommodation of room and board is mandatory, and the detailed conditions shall be stipulated in bid document and Technical Manual
- 3.5.2.9 Detailed information on venue and the list of competition equipment
- 3.5.2.10 Information on official hotels and transportation operation plan
- 3.5.2.11 Anti-doping test plan and medical matters
- 3.5.2.12 Insurance and security measures
- 3.5.2.13 Promotion plan of the Championships
- 3.5.2.14 Conditions for meetings and events organized by the WTF
- 3.5.2.15 Marketing plan
- 3.5.2.16 Overall information on the host city
- 3.5.2.17 The member national associations wishing to host WTF-promoted Championships must indicate the amount of Hosting fee in the bidding document and must settle the payment to the WTF within 3 months from the moment the host city has been decided. Hosting fee is not-refundable. The amount of minimum Hosting fee shall be classified as follows based on the level of the Championships.
 - 3.5.2.17.1 Minimum US\$100,000: WTF World Taekwondo Championships & WTF World Women's Taekwondo Championships, WTF World Junior Taekwondo Championships.
 - 3.5.2.17.2 Minimum US\$50,000: WTF World Cup Taekwondo Team Championships, WTF World Taekwondo Poomsae Championships, and WTF World Taekwondo Grand Prix Series Final
 - 3.5.2.17.3 Minimum US\$30,000: WTF World Para-Taekwondo Championships, WTF World Taekwondo Tour and WTF World Taekwondo Grand Prix Series, WTF World Cadet Taekwondo Championships, and World Deaf-Taekwondo Championships.
- 3.5.2.18 WTF shall carry out a site inspection for each bidding city by no later than one (1) month before the Council meeting. The bidding member national association shall cover round trip airfare and accommodation of room and board for the WTF inspection group composed of maximum two (2) delegates.
- 3.5.2.19 WTF Council shall decide the hosting city for WTF-Promoted Championships at its meeting, based on the bidding conditions submitted by each bidding member national association and inspection report from WTF inspection group.

3.6 World Taekwondo Federation (WTF)

- 3.6.1 WTF shall draft a Host City Agreement in which overall matters pertaining to the organization of the WTF-promoted Championships are prescribed and send it to the President of Organizing National Association within 2 months after the decision of the hosting country. WTF, Organizing National Association and Organizing Committee shall sign the Host City Agreement within 3 months after the decision of the hosting country. In the case that President of Organizing National Association and President of Organizing Committee are different, Host City Agreement shall be signed by WTF, Organizing National Association and Organizing Committee.
- 3.6.2 WTF shall provide the Organizing Committee with Technical Manual in which overall technical matters pertaining to organization of the Championships such as structure of Organizing Committee, work description, guidelines on events and meetings, preparations and operations for competition, etc., by no later than 2 months after signing the Host City Agreement.
- 3.6.3 WTF shall draft an outline of the Championships with consultation with the Organizing Committee and shall send out to its member national associations by no later than 10 months before the first day of the scheduled Championships.
- 3.6.4 WTF shall carry out site inspection visit at least twice to the hosting city, and the Organizing Committee shall cover round trip airfare and accommodation of room and board for maximum 2 delegates of inspection group per visit.

3.6.5 WTF shall provide the Organizing Committee with the required number of technical officials to be appointed for the Championships by no later than 6 months before the first day of the Championships and shall provide the list of technical officials by no later than 2 months before the first day of the Championships.

3.7 Organizing Committee

3.7.1 The President of the Organizing National Association shall take all responsibilities for organization and operation of the Championships, and must fulfill the following requirements within 3 months after the selection as the host country. In case of failure, the WTF can deprive the Organizing National Association of the hosting right without prior consultation.

3.7.1.1 Constitution and opening of Organizing Committee

3.7.1.2 Payment in full of the Hosting fee committed in bidding document

3.7.1.3 Signing of the Host City Agreement with the WTF

3.7.1.4 Establishment of competition schedule and venue operation plan

3.7.2 The Organizing Committee shall draft overall matters in details under guidance of the WTF and shall send out the invitation letter under the name of the President of the Organizing Committee and associated package by no later than 8 months before the first day of the Competition. The invitation letter shall begin with "In accordance with the instruction of the World Taekwondo Federation.....", and following documents shall be enclosed with the invitation:

3.7.2.1 Outline

3.7.2.2 Event Schedule

3.7.2.3 Arrival and departure forms

3.7.2.4 Information on official hotels and hotel reservation forms

3.7.2.5 Information on entry visa and visa application forms

3.7.2.6 Insurance

3.7.2.7 Other important matters

3.7.3 The deadline of entry shall be decided by the WTF, and the Organizing Committee shall report to the WTF on the status of entry and team arrival schedule on a regular basis.

3.7.4 Thirty percent (30%) of any marketing income, including but not limited to broadcasting rights money, sponsorship, advertisement income and royalties for using the WTF emblem arranged by the Organizing Committee in connection with the championships, shall be allocated to the WTF. However, in case of arrangement by the WTF for the Organizing Committee, the income shall be divided in equal parts between the WTF and the Organizing Committee.

3.7.5 For selection of sponsors in connection with the championships, a tripartite contract shall be made among the WTF, the Organizing Committee and sponsor concerned.

3.7.6 Entry fees paid by the participating teams shall be divided in equal parts between the WTF and the Organizing Committee. Amount of the entry fee shall be decided by the WTF.

3.7.7 The Organizing Committee shall insure entry into the pertinent country of all delegations of the WTF member national associations according to the terms presented to the WTF Council at the time of application to host the championships, and it shall coordinate with all governmental authorities concerned of the pertinent country in order to facilitate the entry of the participants.

3.7.8 The Organizing Committee shall take necessary measures to ensure security for all participating national teams as well as invited guests.

3.7.9 The Organizing Committee shall organize Opening Ceremony, Closing Ceremony and Welcoming Reception, and the schedule, place and invitees shall be decided in consultation

with the WTF.

- 3.7.10 The Organizing Committee shall designate at least 4-star or higher level hotel as WTF headquarters hotel in which the WTF officials, staff, guests and technical officials except International Referees shall be accommodated.
- 3.7.11 The Organizing Committee shall designate at least 4-star or higher level hotel as the International Referee hotel.
- 3.7.12 The Organizing Committee shall designate several official hotels with different prices so that the participating teams could choose their hotel based on their budget. All official hotels shall be located near the venue with maximum thirty (30) minutes drive. The Organizing Committee shall use its best efforts to provide the hotel with competent prices.
- 3.7.13 The Organizing Committee shall provide free local transportation to all athletes, officials and guests who stay in official hotels between the airport, hotels and venue. In case of operation of shuttle buses, timetable shall be posted at the Organizing Committee information desk in the lobby of officials hotels. Transportation guidelines for WTF officials, staff, technical officials and VIPs are set out in bidding application form and Technical Manual.
- 3.7.14 The Organizing Committee shall take necessary measure in order that any accidents or civil liabilities occurring during the period of the championships might be compensated by insurance. However, the member national association concerned must take necessary procedures for insurance for any accidents or liabilities not directly related to the championships.
- 3.7.15 The Organizing Committee must ensure that medical doctors stand by at the venue so that any contestants or officials may receive medical treatment including first aid at any time during the period of the championships. The Organizing Committee shall also designate the official hospital at the nearest distance from the venue. It must also have an ambulance or other means of transportation ready at hand to transport the injured contestant or official if they require an examination at hospitals or need to be hospitalized.
- 3.7.16 The Organizing Committee shall ensure the venue is prepared in accordance with the WTF Competition Rules, and shall report to the WTF for approval of the status of preparations.
- 3.7.17 The Organizing Committee shall finalize overall matters pertaining to the competition schedule as well as venue operation plan with approval of the WTF by no later than 6 months before the first day of competition date.
- 3.7.18 The Organizing Committee shall place registration center at one of the official hotels, ideally headquarters hotel or the hotel where most of teams are staying, for issuance of accreditation cards and provision of relevant information to the participants. Accreditation cards shall be issued in strict compliance with the guidelines set by the WTF, and the number and issuance of accreditation cards except for technical officials and teams shall be approved by the WTF. Operating time of registration center shall be approved by the WTF.
- 3.7.19 The Organizing Committee shall operate separate training venue and assign specific training time for each team. The Organizing Committee shall provide free transportation to the teams for training purpose. The operation time of training venue shall be approved by the WTF.
- 3.7.20 The Organizing Committee shall prepare all equipment to be used for the competition and training at its expenses. All equipment must be WTF-recognized ones, and the Organizing Committee shall obtain the approval from the WTF on the required number of equipment and preparations in advance.

- 3.7.21 The Organizing Committee shall make relevant preparations for registration, competition management and results management; design and issuance of accreditation card, drawing of lots, weigh-in, scoring system, competition management system, and competition records and results management. The Organizing Committee shall report to the WTF on the status report for approval.
- 3.7.22 The Organizing Committee shall provide WTF technical officials and secretariats with free lunch and dinner at the venue or hotel during the competitions, and provide appropriate restaurants or spaces for lunch and dinner for the athletes and officials inside the venue.
- 3.7.23 The Organizing Committee shall provide beverage and snacks to WTF officials, technical officials and VIPs at the designated places in the venue.
- 3.7.24 Organizing Committee shall prepare at its expenses the sites and necessary equipment required for holding of such events as WTF General Assembly, WTF Council meeting, various Committee meetings, International Referee Seminar, International Coach Training Course, International Referees Meeting and Training and Head of team meeting and drawing of lots session. The conference room for General Assembly should be equipped with the facilities for simultaneous interpretation in WTF official languages at the expenses of the Organizing Committee.
- 3.7.25 Overall matters pertaining to structure of Organizing Committee, work description of staff and volunteers, guidelines on events and meetings and preparations for competition and operations shall be set out in Technical Manual.
- 3.7.26 The Organizing Committee shall submit the final report of the Championships with all official results to WTF Secretariat with one (1) month after conclusion of the Championships.
- 3.7.27 Technical Delegate of the WTF-promoted Championships shall submit the separate TD report to the WTF Secretariat within one (1) month after conclusion of the Championships.

4 Continental Taekwondo Championships

- 4.1 Continental Taekwondo Championships mean taekwondo championships promoted by the pertinent Continental Union that are held every other year with approval of the WTF.
- 4.2 Only WTF-affiliated member national associations located in the pertinent continent are eligible to participate in Continental Taekwondo Championships.
- 4.3 Continental Union must report to the WTF the place and dates of the next Continental Taekwondo Championships within 10 days after selection of the host city.
- 4.4 Request for WTF approval
- 4.4.1 Continental Union shall request the WTF for approval of the organization of its Continental Taekwondo Championships within 3 months after selection of the host city and at least 8 months before the first day of the Championships. The following shall be included in the letter of request for approval.
- 4.4.1.1 Date and place of the Championships
- 4.4.1.2 Outline and Competition Rules
- 4.4.1.3 Detailed matters related to venue and competition equipment list
- 4.4.1.4 Composition of Organizing Committee
- 4.4.2 Continental Union must not send out the invitation letter for its Continental Taekwondo

Championships until it gains approval of the WTF.

- 4.4.3 WTF shall inform the pertinent Continental Union of approval or disapproval of the applied Continental Taekwondo Championships within one (1) months after receiving a request. Once approved, the WTF shall immediately include the pertinent Continental Championships in the official WTF Event Calendar.
 - 4.5 Continental Union and the Organizing Committee of Continental Taekwondo Championships must ensure that WTF Competition Rules are strictly applied. In case of any violation of the Rules, the WTF may disapprove, cancel or revoke the approval of the pertinent Continental Championships.
 - 4.6 The Organizing Committee shall cover round trip airfare, accommodation of room and board throughout the tournament as well as per diem for WTF Technical Delegate who is to oversee the Championships.
 - 4.7 The Organizing Committee shall provide accommodation of room and board throughout the tournament as well as per diem to Technical Officials including International Referees.
 - 4.8 The Organizing Committee shall provide free ground transportation to all participants staying in official hotels between the airport, official hotels and the venue.
 - 4.9 The hosting member national association shall submit the final report of the Championships with all official results to WTF Secretariat within one (1) week after conclusion of the Championships.
 - 4.10 Technical Delegate shall submit the separate TD report to the WTF Secretariat within one (1) week after conclusion of the Championships.
 - 4.11 On-Venue Results (OVR) service provider shall provide official WTF results and participation spreadsheet to Technical delegate for approval on the last day of championships. It is Organizing Committee's responsibility to ensure this process.
 - 4.12 Technical Delegate shall approve official results and submit official WTF results and participation spreadsheet to the WTF no later than two (2) days following the end of the tournament. Ranking points shall not be awarded until the final report has been submitted to the WTF.
- 5 International Taekwondo Tournament
- 5.1 Any WTF member national association can organize International Taekwondo Tournaments with approval of the WTF.
 - 5.2 The word 'WTF' or 'World' in any language shall not be used in the title of International Taekwondo Tournament.
 - 5.3 The WTF member national association wishing to organize WTF-sanctioned international taekwondo tournament (G-1 & G2) for the following year shall submit a letter of request under the name of the president of pertinent member national association to the President of the pertinent Continental Union together with the complete application form as well as sanction fee of US\$5,000 regardless of G1 or G2 by no later than September 30 of the year.
 - 5.4 Upon receipt of the letter, application form and sanction fee, the pertinent Continental Union shall review all applications and make recommendation to the WTF together with the information on the championships by no later than October 31.

- 5.5 Upon receipt of the shortlisted MNAs from Continental Unions, the WTF shall make final decision on the WTF-sanctioned international taekwondo championships for the next year and announce before November 30. In case that the WTF sanction is not granted, the sanction fee shall be refunded by continental union.
- 5.6 There is no limit of the G1 tournament per continent per year. However, in maximum two (2) G2 tournament per continent per year shall be sanctioned by the WTF.
- 5.7 All participants attending at G1 and/or G2 tournaments must have approved WTF license through a WTF member national association.
- 5.8 It is the responsibilities of the Continental Union to ensure strict application of WTF Competition Rules, use of WTF-recognized equipment, prior WTF approval of the IRs and on-time reporting to the WTF.
- 5.9 WTF sanction shall not be renewed automatically. Member national associations must apply for WTF approval every year through the procedures mentioned above.
- 5.10 Based on the report of WTF Technical Delegate and the organizing committee, WTF shall evaluate the organization of its sanctioned tournaments on a yearly basis for awarding G2 tournament status. The evaluation and announcement shall be made by the WTF by no later than November 30 of the year.
- 5.11 In maximum, total sixty (60) points can be earned from G-1 & G-2 tournaments from January 1 to December 31, shall count for the ranking in the selected Olympic Weight Division independently from the World Weight Division where they were achieved.
- 5.12 Once the WTF sanction is granted, the Organizing Committee shall submit the list of International Referees to the WTF by no later than 3 months before the first day of the Tournament for screening and approval.
- 5.13 The Organizing Committee shall not use the logo and name of the WTF or any phrases hinting WTF approval in any promotional materials until it obtains official sanction from the WTF.
- 5.14 The Organizing Committee shall ensure WTF Competition Rules are strictly complied, and if there is any breach of the Competition Rules, the WTF may refuse, cancel or revoke the approval of the concerned tournament without prior consultation with the Organizing Committee.
- 5.15 The Organizing Committee shall cover round trip airfare, accommodation of room and board throughout the tournament as well as per diem for WTF Technical Delegate who is to oversee the Championships.
- 5.16 The Organizing Committee shall provide accommodation of room and board throughout the tournament as well as per diem of US\$100 to Technical Officials, including International Referees for the competition period.
- 5.17 The Organizing Committee shall provide free ground transportation to WTF Technical Delegate and technical officials including WTF international referees.
- 5.18 The Organizing Committee shall submit the final report of the Championships with all official results to WTF Secretariat within one (1) week after conclusion of the Championships as well as Medical Report.
- 5.19 Technical Delegate shall submit the separate TD report to the WTF Secretariat within one (1) week after conclusion of the Championships.

5.20 On-Venue Results (OVR) service provider shall provide official WTF results and participation spreadsheet to Technical delegate for approval on the last day of championships. It is Organizing Committee's responsibility to ensure this process.

5.21 Technical Delegate shall approve official results and submit official WTF results and participation spreadsheet to the WTF no later than two (2) days following the end of the tournament. Ranking points shall not be awarded until the final report has been submitted to the WTF.

6 Multi-sport Games

6.1 In the case that taekwondo is included in Multi-sport Games promoted by continent or region, etc., pertinent Continental Union or member national association can request for WTF approval of taekwondo competition of the Games for the inclusion in official WTF events calendar.

6.2 Continental Union or member national association wishing to put any multi-sport games in the official WTF events calendar shall submit a letter of request to the WTF by no later than 12 months before the first day of the concerned taekwondo competitions. The following shall be included in the letter of request.

6.2.1 Dates and place of the Competitions

6.2.2 Outline and Competition Rules

6.2.3 Detailed matters related to venue and competition equipment list

6.2.4 Conditions for invitation of WTF Technical Delegate

6.3 WTF shall inform the applying Continental Union or Member national association of approval or disapproval within one (1) months after receiving the application. Once approved, WTF shall immediately include the event in official WTF events calendar and award appropriate grade based on the WTF World Ranking Bylaw.

6.4 Pertinent Continental Union or member national association shall ensure that WTF Competition Rules are strictly complied. In case of violation of the rules, the WTF may refuse, cancel or revoke the approval of the competitions without prior consultation with the Organizing Committee.

6.5 Pertinent Continental Union or member national association shall operate the taekwondo competitions in cooperation with the Organizing Committee of the pertinent Multi-sport games under supervision of WTF Technical Delegate, and shall submit its official report to the WTF Secretariat within one (1) week after conclusion of the competitions.

6.6 Technical Delegate shall submit the separate TD report to the WTF Secretariat within one (1) week after the conclusion of the competitions.

6.7 On-Venue Results (OVR) service provider shall provide official WTF results and participation spreadsheet to Technical delegate for approval on the last day of championships. It is Organizing Committee's responsibility to ensure this process.

6.8 Technical Delegate shall approve official results and submit official WTF results and participation spreadsheet to the WTF no later than two (2) days following the end of the tournament. Ranking points shall not be awarded until the final report has been submitted to the WTF.

7 Continental Qualification Tournament for Olympic Games

7.1 Continental Qualification Tournament for Olympic Games promoted by the pertinent Continental Union that are held every four (4) year in coordination with the WTF.

7.2 Only WTF-affiliated member national associations (MNAs) located in the pertinent continent are eligible to participate in Continental Taekwondo Championships.

7.3 Continental Union must report to the WTF the place and dates of the next Continental Qualification Tournament for Olympic Games within ten (10) days after selection of the host city.

7.4 Request for WTF approval

7.4.1 Continental Union shall request the WTF for approval of the organization of its Continental Qualification Tournament for Olympic Games six (6) months before the first day of the tournament. The following shall be included in the letter of request for approval.

7.4.1.1 Date and place of the Championships

7.4.1.2 Outline and Competition Rules

7.4.1.3 Detailed matters related to venue and competition equipment list

7.4.1.4 Composition of Organizing Committee

7.5 Responsibility of the WTF

7.5.1 Appointment of Technical Delegate

7.5.2 Appointment of two (2) members of competition supervisory board (CSB)

7.5.3 Dispatching in maximum five (5) WTF secretariats in order to coordinate with continental union and organizing committee.

7.5.4 Appointment of international referees

7.5.5 Selection of the PSS provider

7.6 Responsibility of Continental Union

7.6.1 Appointment of two (2) members of competition supervisory board (CSB)

7.6.2 Selection of WTF recognized competition equipment as well as technical service providers

7.6.3 Strict application of WTF Competition Rules

7.6.4 Send invitation package to pertinent MNAs

7.7 Responsibility of Organizing Committee

7.7.1 The Organizing Committee shall cover the cost of leasing the competition venue as well other necessary facilities, equipment, and services.

7.7.2 The Organizing Committee shall cover round trip airfare, accommodation of room and board throughout the tournament as well as \$100 per diem for WTF Technical Delegate and CSB.

7.7.3 The Organizing Committee shall provide accommodation of room and board throughout the tournament as well as \$100 per diem to International Referees.

7.7.4 The Organizing Committee shall provide accommodation of room and board throughout the tournament to WTF secretariats.

7.7.5 The Organizing Committee shall provide free ground transportation to all participants staying in official hotels between the airport, official hotels and the venue.

Any matters not prescribed in this article will be dealt with in accordance with the host city agreement (HCA) between continental union and organizing committee.