



INTERNATIONAL
TAEKWON-DO
FEDERATION



Regulations Governing the Admission and Status of National Associations

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DEFINITIONS

In interpreting these Regulations Governing the Admission and Status of National Associations (the “Regulations”), all terms defined within the Definitions section of the ITF Statutes in force and all terms whose meaning can be derived within the context of the ITF Statutes shall have the same meaning within these Regulations.

For the purposes of these Regulations, and provided the context so permits:

- (a) the singular shall include the plural and vice-versa;
- (b) the feminine gender shall include the masculine and vice-versa;
- (c) references to natural persons shall include any legal person or corporation; and
- (d) all defined terms unless otherwise stated herein shall bear the same meaning as ascribed in the ITF Statutes, unless the context indicates otherwise.

Applicant – National Association wishing to apply for either an “Ordinary” member or an “Associate” member; or to reclassify its status.

CHAPTER ONE: REGULATIONS GOVERNING THE ADMISSION AND STATUS OF NATIONAL ASSOCIATIONS

1. Scope

- 1.1. Pursuant to Article 7 of the ITF Statutes, these Regulations govern the process:
 - 1.1.1 for National Associations to be admitted to the ITF, either as “Ordinary” member or as “Associate” member; and
 - 1.1.2 for National Associations who hold “Associate Membership” of the ITF to be granted “Ordinary Membership”.
- 1.2. Any National Association seeking admission to the ITF or reclassification of its ITF membership must submit a letter of intent signed by authorised representatives of the applicant (the “Applicant”) confirming its intent to become a Member of ITF and to provide, without delay the complete membership application file containing all information, elements and documents required pursuant to the Appendix A and B “Membership Application File”.
- 1.3. Pursuant to Article 7.3 of the ITF Statutes, only one (1) National Association shall be officially recognised by the ITF in each country or territory.
- 1.4. These Regulations shall not affect any application for membership that is pending at the time of their enactment.
- 1.5. These Regulations and all related policies, directives, decisions, guidelines, and circulars issued by the ITF shall be binding upon all Member Associations.
- 1.6. Any reference to the ITF Statutes and to the ITF Regulations refer to those valid at the time of application.

CHAPTER TWO: APPLICATION FOR ADMISSION TO THE ITF

2. Application for Admission

- 2.1. Membership to the ITF is open to National Associations based in a country or a territory which is recognised as an independent state by the majority of members of the United Nations. The National Association must be responsible for governing and supervising the practice of Taekwon-Do in its country or territory.
- 2.2. All applications for membership shall be submitted on the prescribed form set out at **Appendix A**. The application may be for “Ordinary Membership” or “Associate Membership” in accordance with Articles 7.6 and 8 of the ITF Statutes.
- 2.3. Upon receipt of an application, the ITF General Secretariat shall notify the ITF National Associations Committee and the ITF Board of Directors in writing of the application.
- 2.4. One (1) copy of the application for admission must be provided to the ITF General Secretariat. Applications may be submitted to the ITF General Secretariat by any means of communication deemed appropriate. One (1) copy of the application should be submitted to the ITF in hard copy with originally-executed documents and reports.
- 2.5. The ITF General Secretariat shall verify the completeness of the application. If it determines that the application is not complete, the application shall be returned to the applicant with a deadline for submitting a revised application with notice of the missing documents. The applicant must submit a full application within six (6) months of the

initial submission to the ITF. If the applicant fails to do so, the application will be rejected and the applicant may submit no further applications in the twelve (12) months following the rejection of the application.

2.6. Any application not submitted on the prescribed form shall be deemed invalid.

3 . Content of Application

3.1. The application for admission shall be made in one (1) copy and must contain all documents and reports requested within these Regulations. All documents and reports must be originals and be signed by the authorized officers of the National Association. The date of receipt of the application is considered to be the date on which the hard copy with originally-executed documents reaches the ITF General Secretariat.

3.2. The application must contain the documents set out in the categories identified in **Appendix B**.

CHAPTER THREE: APPLICATION FOR RECLASSIFICATION OF MEMBERSHIP

4 . Application for Reclassification

4.1. All applications for reclassification of membership shall be submitted on the prescribed form set out at **Appendix A**. Any National Association holding “Associate Membership” may submit an application in writing to the ITF General Secretariat that their membership be reclassified to “Ordinary Membership”.

4.2. One (1) copy of the application for reclassification must be provided to the ITF General Secretariat. Application may be submitted to the ITF General Secretariat by any means of communication deemed appropriate. One (1) copy of the application should be submitted to the ITF in hard copy with originally-executed documents and reports.

4.3. The ITF General Secretariat shall verify the validity of the application for reclassification. For an application to be valid, the applicant must have completed a minimum period of three (3) years as an “Associate” member (the “Threshold Criteria”).

4.4. Should the Threshold Criteria not be reached, the ITF General Secretariat shall communicate to the applicant that its application is invalid. The applicant may resubmit the application at any time upon satisfying the Threshold Criteria.

4.5. Should the Threshold Criteria be reached, the ITF General Secretariat shall notify the ITF National Associations Committee and the ITF Board of Directors of the application.

4.6. Any application not submitted on the prescribed form shall be deemed invalid.

5 . Content of Application

5.1. The application for reclassification must contain all documents and reports requested within these Regulations. All documents and reports must be originals and be signed by the authorized officers of the National Association.

- 5.2. The application must contain the following documents:
- 5.2.1. an updated report on the administrative activities of the National Association encompassing any changes to the administrative matters previously provided to the ITF pursuant to Article 3.2 of these Regulations;
 - 5.2.2. an updated report on the technical activities of the National Association, encompassing any changes to the technical matters previously provided to the ITF pursuant to Article 3.2 of these Regulations and
 - 5.2.3 any further information and/or documentation in support of the application for reclassification.

CHAPTER FOUR: RESPONSIBILITIES AND PROCEDURE

6 . General Responsibilities

- 6.1. The ITF General Secretariat shall process all applications for admission or reclassification.
- 6.2. The ITF General Secretariat shall provide administrative support to the ITF National Associations Committee.

7. Inspections

- 7.1. Staff members of the ITF General Secretariat may visit the applicant at any time and at its sole discretion to conduct an inspection visit.
- 7.2. In such circumstances, the applicant shall provide the necessary logistical support to the ITF delegation in charge of the inspection visit.

8 . Additional Information

- 8.1. The ITF may request additional information and documents from the applicant at any stage during the application procedure.

9. Final Report

- 9.1. The ITF General Secretariat shall produce a Final Report, which will be provided to the applicant and to the ITF National Associations Committee.
- 9.2. The Final Report shall provide a recommendation to the ITF National Associations Committee. This recommendation is not binding upon the ITF National Associations Committee.

10. Decision

- 10.1. The ITF National Associations Committee shall only take into account the content of the Final Report when making its decision or recommendation.
- 10.2. Provision of the documents and reports set out in these Regulations does not automatically grant the applicant the right to admission or reclassification of membership.

- 10.3. The decision or recommendation of the ITF National Associations Committee must be presented to the ITF Board of Directors for decision. Only decisions of the ITF Board of Directors are appealable in accordance with the ITF Statutes.
- 10.4. In accordance with Articles 7 and 8 of the ITF Statutes:
- 10.4.1. if the ITF Board of Directors admits the applicant as an ‘Associate’ member, such membership shall commence immediately;
 - 10.4.2. if the ITF Board of Directors recommends to admit or reclassify the applicant as an ‘Ordinary’ member, such recommendation shall be made at the subsequent ITF General Assembly. The applicant shall have the right to state the reasons for its case to the ITF General Assembly; and
 - 10.4.3. if the ITF General Assembly decides to admit or reclassify the applicant as an “Ordinary” member, such membership with the rights and duties shall commence immediately.
- 10.5. In the case of admission or reclassification, the conditions, rights, and obligations of such membership shall accord with the ITF Statutes.
- 10.6. In the case of non-admission or non-reclassification, the applicant is barred from resubmitting an application for a period of twelve (12) months from the date that the decision to dismiss the application was made.

CHAPTER FIVE: ADMINISTRATION

11. Taxes and Duties

- 11.1. Applicant National Associations and Member Associations are responsible for the payment of all taxes, duties, and other charges payable in relation to the implementation of these Regulations.

12. Fees and Expenses

- 12.1. Applicant National Associations and Member Associations are responsible for the payment of all fees and expenses in relation to the implementation of these Regulations.
- 12.2. For the avoidance of doubt, this includes all professional (legal, accounting etc), banking, and monetary exchange costs.

13. Disciplinary Measures

- 13.1. All disciplinary measures in relation to these Regulations shall be undertaken in accordance with the current ITF Statutes, Disciplinary Code and Ethics Code, and any relevant ITF circular.

14. Decisions

- 14.1. All decisions made in accordance with these Regulations, except where expressly identified otherwise, are final and binding and not appealable in accordance with the ITF Statutes.

15. Amendments

15.1. The ITF reserves the right to make any amendment to any part of these Regulations for any reason whatsoever. Such amendments shall be duly communicated in a timely manner.

16. Force Majeure

16.1. The ITF National Associations Committee is the only body capable of declaring a Force Majeure event pursuant to these Regulations.

17. Matters Not Provided For

17.1. Matters not provided for in these Regulations shall be decided by the ITF National Associations Committee. Such decisions are final and binding and not appealable.

18. Enforcement

18.1. These Regulations were ratified by the ITF Board of Directors on 25 October 2024 and come into force immediately.

18.2. These Regulations shall be issued in English. If these Regulations are translated into another language, the English version issued by the ITF shall prevail.

For the ITF Board of Directors

GM Paul Weiler
President

GM Tadeusz Loboda
Secretary General

APPENDIX A:

FORM FOR APPLICATION FOR ADMISSION OR RECLASSIFICATION

This form shall be submitted as the cover page for any application for admission to the ITF or application for reclassification of membership of the ITF.

Name of National Association:

Country or Territory:

Admission or Reclassification:

Type of Membership:
(Associate or Ordinary)

No. Pages of Application:

By signing this form, the applicant National Association hereby acknowledges that:

- a) its application shall be governed by the most recent version of the ITF Statutes and the Regulations Governing the Admission and Status of National Associations;
- b) it shall not be reimbursed for any part or the entirety of its costs and expenses incurred in the application process;
- c) the submission of its application does not create any legal relationship with the ITF, nor does it constitute any form of offer or create any contractual rights;
- d) the provision of all mandatory documents and reports does not grant an automatic right of admission or reclassification.

The undersigned have executed this Form having been duly granted the authority by the applicant National Association:

Name:

Name:

Position:

Position:

Date:

Date:

APPENDIX B:

DOCUMENTS REQUIRED FOR MEMBERSHIP APPLICATION

1. National Association

- a) a written declaration signed by authorized representatives of the Applicant the legal advisor of the Applicant (Appendix C)
- b) documents that demonstrate the applicant organises and supervises Taekwon-Do in the country or territory in accordance with Article 7.2 of the ITF Statutes;
 - Official incorporation and registration of the Organization – the confirmation issued by registration authority being evidence of organization incorporation and registration with the relevant registrar in applicant’s country or territory.
 - Confirmation of recognition from the Highest National Sport Authorities, National Olympic Committee or both, if applicable,
 - a confirmation that the Applicant is a not-for-profit organization;
- c) Questionnaire with information about Applicant (Appendix D) - documents detailing the administrative infrastructure of the applicant (e.g. location of headquarters, distribution of property, postal address, contact details by telephone, telefax, and electronic mail, website address, etc);
- d) History of the Applicant,
- e) CV with photo in colour of the applicant's President,
- f) a copy of the applicant’s legal Statutes/Constitution with sworn translation into English language, regulations and directives including, but not limited to, any rules dealing with sport, ethics, disciplinary, manipulation of competitions or fight against violence matters as well as any all applicable health and safety regulations protecting the athletes and any other stakeholders) which must comply with these Statutes any other applicable regulations, directives and decisions of ITF.
- g) Logo in one from the preferred vector (very important!) formats such as: Corel, EPS, PDF, AI, SVG.
Remark: The logo can not include the new or traditional ITF logo.
- h) governance report setting out good governance mechanisms implemented within the Applicant (including but not limited to democratic process, term/age-limits, checks and balances, transparency and communication, compensation policy, financial settlement rules, social responsibility, non-discrimination, allocation of resources for the global development of grass-roots activities) as well as ethical considerations implemented by the Applicant in particular in its management and operational processes;
- i) documents detailing the applicant’s standing as a sports organisation under the law of the country (e.g. state constitution, extracts from relevant state laws or directives, receipt of state subsidies, member of state umbrella organisation for sport), that its bodies are designated in independent elections, and a list of persons elected to serve on the applicant’s bodies, specifying those who are authorised signatories with the right to enter into legally binding agreements with the ITF;
- j) documents that outline the internal organisation of the applicant (e.g. organisational chart, employee job descriptions, etc);
- k) a copy of the minutes of its last two (2) general assemblies or constitutional meetings;

- l) a copy of the financial statements of the last two (2) financial years; and

2. Taekwon-Do within the country or territory

- a) a report on the sporting infrastructure in the applicant's country or territory, setting out the number of Training Centres or Dojangs, School and Clubs;
- b) a report on the number of licensed Practitioners registered with the applicant;
- c) a report on the competitions organised by, and affiliated to, the applicant.
- d) a report on the Umpires registered with the applicant, which contains the basic training and further education provided (if any);
- e) a list of the Instructors registered with the applicant, including Master and Grand Master, and the basic training and further education provided (if any);
- f) a report on the representative's teams that could represent the applicant in ITF-sanctioned Tournaments; and
- g) any other information and documents relevant to evaluate the application.

3. Declarations

- a) a declaration that it will always comply with the Statutes, Regulations, Directives and Decisions of the ITF;
- b) a declaration that it will always promote the legacy of the Founder, as described in his encyclopaedia of Taekwon-Do, in particular the twenty-four patterns and the philosophy of Taekwon-Do;
- c) a declaration that it recognises the jurisdiction of the CAS, as specified in the ITF Statutes;
- d) a declaration that applicant has the legal authority to make decisions independently of any external entity; and
- e) a declaration that it recognises the exclusive right of the ITF in organising ITF-sanctioned Tournaments and in being the exclusive holder of all rights associated with the ITF-sanctioned Tournaments.

APPENDIX C:

National Association’s Firm paper (please use your Firm paper)

DECLARATION:

We, the undersigned, domiciled in..... No. Passport.....
..... issued by the authorities of (country where the passport was
issued) &, domiciled in..... No. Passport.....
..... issued by the authorities of, on our personal behalf and under our capacities as
the President & Secretary General and on behalf of the association/federation referred to
below, duly declare, the following:

In the General Assembly of the association: *(full name of the Federation)*
..... registered with the National Registry of
Associations of (country) and domiciled in..... (full
address),..... (country), postal code..... (in this document: "The Association");
held in (city and country) on the (date)attended by the mandatory
quorum of the members of the Association, as required by the applicable law and its
Constitution and Bylaws, in order to issue a binding decision of the Association, it was
decided:

The association wishes to become a member of the International Taekwon-Do Federation –
(ITF), domiciled at p.a. Me César Montalto, avocat, Avenue du Tribunal-Fédéral 1, Case
postal 1046, 1001 Lausanne, Switzerland, Switzerland, registered with the Commercial
Register of the Canton of Vaud, registration no. 17196/2021;

The association will submit an application to this aim;

The Association accepts and undertakes to comply with all the needed requirements related
to such application and to the membership (if approved);

To appoint Mr....., holding the capacity of the
..... of the Association, domiciled in
..... (city and country), Passport
No..... issued by the national authorities of (country) and
Mr....., holding the capacity of the
..... of the Association, domiciled in
.....(city and country), Passport No....., issued by
the national authorities of (country), both of legal age and capacity and
members of the Association, to represent the Association in all aspects related to our
application for membership and any other relations with the I.T.F.

Place and Date.....

Signatures of the President & the Secretary General of the Association

Confirmation of the General Counsel/Legal Advisor The Association:

I, the undersigned..... hereby declares and acknowledge:

- 1) I am a licensed lawyer by profession (Licence No..... issued by the state of/ the Bar);
- 2) I am the General Counsel/Legal Advisor of the above-mentioned Association;
- 3) I confirm that the above-mentioned decision of the Association was duly taken and is binding upon the Association pursuant to applicable law of the state of and the Constitution and Bylaws of the Association.
- 3) The signatories of the above declaration of Mr./Mrs. and Mr./Mrs.are duly authorized and maintain the competent authority to sign the above declaration on behalf of the Association.

Date, seal & Signature of the General Counsel/Legal Advisor:



APPLICANT INFORMATION FORM

OM (Ordinary Member) - AM (Associate Members)

ORGANISATION

Full Name	
Post (Mailing)	
Address	
Telephone	
Fax	
E-mail	
Website	
Social media	

PRESIDENT

Name	
Surname	
Email	
Telephone	

CONTACT PERSON (who is responsible in OM/AM⁺ for contact with ITF)

Name	
Position	
Email	
Telephone	

ITF Secretary General Office
Milenijna Str. 5/B - 20-884 Lublin- Poland
email: itfoffice@itfkid.sport
phone/fax: +48817431150
www.itfkid.sport

BOARD OF DIRECTORS			
Date of the election			
Date of the end of the cadence			
Board of Directors information (OM – Ordinary Member, AM – Associate Member)			
Name and Surname	FUNCTION IN THE BOARD	PHONE NUMBER	E-MAIL

SIGNATURE	
<i>I hereby certify that all information provided with this application and attached documents are correct and complete to the best of my knowledge.</i>	
Signature of President	National Association Stamp