

GUIDELINES FOR MNA SURVEY

(as of April 2024)



Member Relations & Development

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INTRODUCTION

World Taekwondo (WT), as a member of the International Olympic Committee (IOC) and the Association of Summer Olympic International Federations (ASOIF), is committed to upholding the principles outlined in the IOC Code of Ethics, thereby fostering a culture of ethics, integrity, and good governance. This commitment is integral to WT's role as an International Federation (IF) and its adherence to the Basic Universal Principles of Good Governance (BUPGG) within the Olympic Movement, first endorsed in 2009 and updated through Recommendation 14 of the Olympic Agenda 2020+5.

The IOC Code of Ethics, along with the BUPGG, establishes fundamental standards of conduct for all members of the Olympic Movement, requiring their integration into respective rules, regulations, policies, and operations. Recommendation 14 emphasizes the need to strengthen the Olympic Movement through strong governance practices, acknowledging the evolving landscape of governance expectations and the role of transparency and accountability in sustaining public trust.

Article 8.4.2.3 of the WT Statutes underlines the responsibility of Member National Associations (MNAs) to complete the MNA Survey, a necessary mechanism for evaluating and enhancing governance standards within the global Taekwondo community. In 2024, the inaugural publication of the MNA Ranking highlights the significance of the governance score derived from the MNA Survey, which constitutes a substantial component of the overall ranking.

The MNA Survey is structured with a background section and 25 measurable indicators covering five principles: governance, transparency, integrity, democracy, and development. The 25 questions are scored on a 0-2 scale, with a maximum possible score of 50 points. Some of the questions require supporting evidence, such as file attachments or website links. This scoring system, explained thoroughly in this manual, reflects WT's dedication to evidence-based assessment and capacity-building initiatives tailored to the specific needs of MNAs.

WT's efforts in understanding and supporting the administrative and

governance capacities of MNAs emphasize its dedication to advancing the principles of transparency, accountability, and excellence across the global Taekwondo community. This guideline serves as a basis in facilitating MNAs' understanding and fulfillment of their governance responsibilities, thereby contributing to the integrity and credibility of Taekwondo.

METHODOLOGY

The governance evaluation is conducted through the "MNA Survey," a self-assessment questionnaire distributed to each MNA via email and available in English, Spanish, Arabic, and French. MNAs can access the questionnaire through a link provided in the email and are required to meet a specified submission deadline.

MNAs are responsible for assigning scores to individual questions and providing supporting evidence. They can upload relevant documents directly within the questionnaire and/or provide URLs linking to pertinent pages or documents on their websites.

Following the collection of all responses, an independent moderation process is conducted to ensure fairness and consistency across all assessments, aligning with the criteria outlined in this guideline. Therefore, this document serves both as an evaluation tool and as a resource to assist MNAs effectively in the assessment process.

Upon completion of the moderation phase, MNAs receive an individualized report detailing their results, including both their self-assessed and overall moderated scores. Additionally, they receive examples of good governance practices for reference.

STRATEGIES AND CONSIDERATIONS

This guideline provides detailed assistance for achieving high scores across the 25 indicators measured in the survey. Adjustments to the wording of the MNA Survey 2022 have been made while maintaining consistency with previous editions available at the WT website. It is recognized that replicating certain structures and procedures may not be feasible for all MNAs due to resource constraints. MNAs interested in adopting provided examples should assess the relevance to their specific context carefully.

The survey requires providing relevant documents as evidence within pertinent sections. Achieving a 2-point score for specific questions involves publishing the document on the MNA's website or social media or uploading it as an attachment. Clear descriptions of where to find requested clauses or specific information should be provided by the MNA to facilitate scoring.

The guidelines begin by introducing the background section of the survey followed by a structure around five principles, with each principle comprising five questions. Each question is outlined by five components: the question itself, scoring criteria, fundamentals

explaining its importance within the framework of the BUPGG, instructions outlining actions for MNAs to achieve a full score, and references & resources providing relevant information about WT rules, policies, programs, and practices. This approach ensures clarity and guidance throughout the evaluation process, with links included for easy access.

This document serves as a tool and does not constitute legal advice. It aligns with Article 3.12 of the BUPGG, emphasizing education, training, and internal communication. For additional resources, access the [MNA Survey 2022 Report](#), the [BUPGG within the Olympic Movement](#), and [Examples of Good Governance Practice](#) from MNAs in 2022.

BACKGROUND

This section contains multiple-choice and short-answer questions related to the background information of the MNA. The gathered data aims to establish a comprehensive database about MNAs, facilitating the development of tailored strategies and plans. Questions encompass basic information such as Taekwondo population, types of membership, sports activities, communication, resources, and required support.

1.1 What types of membership does your MNA offer? (select all that apply)

- Regions (states, districts, provinces, cities, etc.)
- Clubs
- Individuals
- Other

1.2 What type of Dan/Poom certification system does your MNA use or recognize? (select all that apply)

- Kukkiwon certification system
- National certification system
- Other certification system

1.3 Which public or private institutions in your country have adopted Taekwondo? (select all that apply)

- Elementary/Primary School
- Middle/Secondary School
- High School/Junior College
- University/College
- Military/Police
- Others
- No

1.4 How popular is Taekwondo as a sport in your country? (select the most accurate)

- Most popular sport
- Top three among all sports
- Top five among all sports
- Most popular martial art
- One of the most popular martial arts
- Other

1.5 What is the best estimated total population of Taekwondo practitioners in your country?

1.6 What is the number of Taekwondo practitioners registered in your MNA?

1.7 What is the best estimated number of Taekwondo instructors/coaches in your country?

1.8 What is the number of Taekwondo instructors/coaches registered in your MNA?

1.9 What is the best estimated number of Taekwondo referees in your country?

1.10 What is the number of Taekwondo referees registered in your MNA?

1.11 In which year was Taekwondo first introduced to your country?

1.12 Is your MNA officially recognized by the following institutions in your country? (select all that apply)

- National Olympic Committee
- National Paralympic Committee
- Ministry of Sport or equivalent
- Other

1.13 Is any ITF (International Taekwondo Federation) organization related to your MNA? (select all that apply)

- Yes, ITF members are integrated into our MNA.
- Yes, an ITF organization is under our MNA's structure.
- Yes, the ITF organization has good cooperative relations with our MNA.
- No, there is no relation



1.14 What National training squads do you have? (select all that apply)

- Seniors Kyorugi
- Seniors Poomsae
- Juniors Kyorugi
- Juniors Poomsae
- Cadets Kyorugi
- Cadets Poomsae
- Para Kyorugi
- Para Poomsae
- Other

1.15 Where do your National Team athletes mainly train? (select the most approximate)

- Your association’s own training facility
- NOC training facility
- Government-sponsored training facility
- Private clubs
- Other

1.16 Do any athletes on your National Team receive financial support (e.g., scholarships) from your MNA?

- Yes
- No

1.17 Do any athletes on your National Team receive financial support from public/private sectors?

- Yes
- No

1.18 From which events do Taekwondo athletes receive financial incentive for winning medals? (select all that apply)

- Olympic Games
- Paralympic Games
- World Taekwondo Championships
- World Taekwondo Junior Championships
- World Taekwondo Grand Prixes
- World Taekwondo Poomsae Championships
- World Taekwondo Cadet Championships

- World Para Taekwondo Championships
- Continental Union Championships
- Any G-Ranked event
- Any event on the WT Events Calendar
- Your National Championships
- Other

1.19 Did your MNA organize national-level championships during or after 2022?

- Yes
- No

1.19.1 If yes, please provide details about the list of the national championships that your MNA has organized during or after 2022. (Year, month, name of the event, and type)

1.19.2 If your MNA has not organized events, what are the factors that limit your MNA’s ability to host competitions? (select all that apply)

- Lack of resources, e.g. manpower, finances
- Lack of equipment and facilities
- Lack of athletes
- Lack of technical expertise
- Cultural values
- Other

1.20 How would you rate your communications with the following organizations:

Very active: Correspondences every two weeks or more.
 Active: Correspondences at least once a month.
 Somewhat active: Correspondence at least once every one to three months.
 Not active: No correspondence for more than three months.

	Not active	Somewhat active	Active	Very active
WT				
CU				
NOC				
NPC				

BACKGROUND



Government Sport Authority				
National Anti-Doping Authority				

1.21 What is the most efficient tool for your MNA to find the information/notification from World Taekwondo? (select all that apply)

- Email
- WT Website
- WT Social media pages
- Notice through social media platforms (Facebook, Instagram, etc.)

1.22 If your MNA finds it difficult to respond to WT's notifications, what is the reason? (select all that apply)

- No time to regularly check the notice
- Difficult to understand
- Language barrier
- Unclear which individual within the MNA should decide or respond
- Other

1.23 What are the sources of income of your MNA? (select all that apply)

- Public (Government, NOC or NPC)
- Private (Sponsor)
- Membership subscriptions/fees
- Event gate income
- WT funding
- Grade (Dan/Poom/color belt) certification
- Others
- No

1.24 What is the annual budget of your MNA in USD? (select one)

- Under USD 50,000
- Between USD 50,000 and 100,000
- Between USD 100,000 and 500,000
- Between USD 500,000 and one million
- Between USD one million and five million

- Between USD five million and ten million
- USD ten million or over

1.25 In your MNA, which types of staff are present? (select all that apply)

- Full time staff
- Part time staff
- Volunteer staff

1.26 How many full-time equivalent paid staff does your MNA have, including contractors? (Select one)

- 0-5
- 6-10
- 11-20
- 21-50
- 50 or over

1.27 For which areas does your MNA have a designated person in charge? (select all that apply)

- Teams / Sport Development
- Events Organization / Management
- Para-Taekwondo
- Anti-doping
- PR / Communications
- Safeguarding / Integrity
- None

1.28 What percentage of the revenue of your MNA do you estimate is related to Taekwondo's status as an Olympic sport, including direct support from the NOC, sponsorship interest associated with an Olympic sport, etc.? (select one)

- Less than 20%
- Between 20% and 40%
- Between 40% and 60%
- Between 60% and 80%
- Over 80%

1.29 Does your MNA make use of the development programs provided through Olympic Solidarity?

BACKGROUND

- Yes
- No

1.30 Have you applied for the WT Development Program?

- Yes
- No

1.30.1 If No: Why not? (select all that apply)

- Do not need additional funding
- Do not qualify for the WT Development Program
- Do not know how to apply for the WT Development Program
- Other



1.31 What is the most urgent support your MNA needs? (select one)

- Sport equipment for athlete training
- Sport equipment for organization of the competitions
- National Kyorugi team coach
- National Poomsae team coach
- National team exchange training program
- Instructors to teach grassroots
- Fund to participate in competitions
- Fund to participate in WT meetings
- Fund for development of Para Taekwondo
- Fund to operate MNA administration (staff, facilities)

GOVERNANCE

This section examines the governance structure of MNAs, evaluating the existence of key components such as statutes, organizational structure, availability of governance documents, committee establishment, and communication protocols with WT Headquarters.

Question 2.1

MNA Statutes, Rules, Regulations, Bylaws, or Constitution

Score 0: No, we do not have

Score 1: Yes, we have, but we do not have a clause that indicates conformity to WT Statutes and related rules

Score 2: Yes, we have, and they include a clause that indicates conformity to WT Statutes and related rules

FUNDAMENTALS

The regulatory framework (i.e., statutes, constitution, bylaws, etc.) must be clear, transparent, and accessible to the public, with periodic reviews and updates. It should include specific provisions concerning compliance with the WT Statutes and related rules.

Essential aspects include defining mission, goals, roles, and responsibilities; membership criteria and procedures; organizational structure; financial transparency; event awarding and organization procedures; disciplinary processes; dispute resolution mechanisms; and procedures for statute and regulation adoption and amendment.

INSTRUCTIONS

Upload the Statues, Bylaws, or Constitution and provide the article number within the document that indicates conformity to WT Statutes and related rules.

REFERENCES & RESOURCES

Article 8.4.1 of the WT Statutes indicates that each member's constitutional document shall include the following statement:

“As a member of World Taekwondo, [MEMBER NAME] agrees to observe the Statutes, bylaws, codes, and rules of World Taekwondo. In case of a conflict or dissonance between the [MEMBER NAME] rules and the WT rules, the latter shall prevail.”

For more information, access the [WT Statutes](#) and the [Guidelines Model Statutes for Member National Associations](#).

Question 2.2

Organizational structure including staff, elected officials, committee structures/information

Score 0: No, we do not have

Score 1: Yes, we have, but it is not published on our website or social media

Score 2: Yes, we have, and it is published on our website or social media

FUNDAMENTALS

The organizational structure, including governing bodies, roles, members, and administration, must be clearly defined, formalized, and communicated.

INSTRUCTIONS

Provide the link to locate on the website or social media the organizational chart uploaded with information about staff, elected officials, and committees' structure information.

REFERENCES & RESOURCES

[WT's Organizational Structure](#)

[Secretariat](#)

[Elected Officials](#)

[Commissions and Committees](#)

Question 2.3

Number of governance documents from the following list that your MNA has published:

i) strategic plan; ii) management of disciplinary actions; iii) promotion of sustainability; iv) prevention of corruption/competition manipulation; v) safeguarding measures; vi) finance rules; vii) anti-discrimination rules that cover racial, religion, and sexual orientation; viii) management of conflicts of interest

Score 0: None

Score 1: 1-4

Score 2: 5-8

FUNDAMENTALS

The strategic plan should align closely with the organization's vision, mission, and goals, undergo regular review, and be publicly communicated.

Disciplinary actions must adhere to fair procedures, with established mechanisms for resolving disputes.

Sustainability efforts should be in line with the United Nations Sustainable Development Goals (SDGs) prioritizing minimizing negative impacts while advancing gender equality, human rights, environmental excellence, and sustainable sourcing.

Corruption and competition manipulation must be met with a zero-tolerance approach, supported by compliance with regulations and strong prevention programs.

Safeguarding measures require the establishment of a clear safe sport strategy and designated points of contact for addressing concerns.

Financial practices should be governed by applicable laws and principles, including annual audits, approved financial plans, and policies for officials' benefits.

Anti-discrimination rules or policies shall clearly state that no form of discrimination on whatever grounds shall be tolerated.

Conflicts of interest need to be managed through the adoption of clear policies, ensuring independence in decision-making, and excluding conflicted individuals from the process.

INSTRUCTIONS

Upload at least five documents of the ones listed in the format of codes, policies, plans, bylaws, and rules, etc., respectively to get a full score.

If the listed documents are enforced by the local authority, provide a copy and/or a description accessible and available in English for review (Article 3.2 WT Statutes).

REFERENCES & RESOURCES

Access [WT governance-related documents](#) (current and previous versions) which include 2024 department plans, disciplinary actions and appeals code, sustainability strategy, code on prevention of the manipulation of competitions, safeguarding policy, finance rules, anti-discrimination policy, conflicts of interest policy, etc.

Question 2.4

Number of Committees that your MNA has from the following list:

i) Para Taekwondo Committee; ii) Integrity-related Committee [Ethics Committee and/or Anti-doping Committee]; iii) Women-related Committee; iv) Athletes Committee

Score 0: None

Score 1: 1-2

Score 2: 3-4

FUNDAMENTALS

Governing bodies can establish committees with specific tasks ensuring diverse representation, including gender balance (with at least 30% of each gender), active athlete involvement in decision-making, and a focus on diversity and inclusion. Eligibility criteria for governing body membership should be transparent, fair, and based on relevant skills and expertise.

INSTRUCTIONS

Upload evidence about the existence of at least three of the listed Committees. Evidence could include a chart with information about all the Committees' members and structure.

REFERENCES & RESOURCES

Information about WT Commissions and Committees including their terms of reference (composition, functions, objectives, etc.), meetings, and minutes is available [here](#).

Question 2.5

Department or person responsible for communicating with WT Headquarters on a regular basis (checking inbox emails, etc.)

Score 0: None

Score 1: Yes, but not on a regular basis

Score 2: Yes, and on a regular basis

FUNDAMENTALS

Contact information and reporting requirements stated in Article 8.4.2 of the WT Statutes mandate MNAs to ensure their details on the WT website are accurate and promptly update any changes. MNAs are also responsible for completing the annual MNA Survey, submitting activity reports upon request from WT, and reporting on the use of funds or value-in-kind provided by WT.

INSTRUCTIONS

Provide the name, position within the MNA, and contact information of the department or person responsible for communicating with the WT Headquarters on a regular basis.

REFERENCES & RESOURCES

Confirm by accessing [this link](#) that the contact information and updates of your MNA are correct. Notify WT about any changes accordingly.

TRANSPARENCY

This section evaluates the transparency of MNAs by assessing their practices in sharing important information with members, including the publication of governing documents, annual reports, audited financial reports, and meeting agendas and minutes. These documents should be made publicly available through the MNA's website or social media channels.

Question 3.1

Website or social media (Facebook/Twitter, etc.)

Score 0: No, we do not have a website or social media

Score 1: Yes, we have, but it is not linked with the WT website or social media

Score 2: Yes, we have, and it is linked with the WT website or social media

FUNDAMENTALS

Sports organizations should uphold transparency by keeping a frequently updated website with easily accessible information that includes but is not limited to their vision, mission, objectives, and strategy; organizational structure; list of elected officials and management structure; governing rules and policies; major activities and decisions; audited financial statements; bidding procedures, etc.

INSTRUCTIONS

Provide the link(s) to your MNA's website and/or social media.

REFERENCES & RESOURCES

Review your MNA's details on the [WT website](#) to ensure the links to your platforms are accurate. Notify the Member Relations & Development Department through member@worldtaekwondo.org about any necessary updates.

Refer to the [WT website](#), [Facebook](#), [Instagram](#), [TikTok](#), and [YouTube](#) sites when linking them to your platforms.

Question 3.2

Publication of Statutes, Rules, Regulations, Bylaws, or Constitution

Score 0: No, we do not have Statutes, Rules, Regulations, Bylaws, or Constitution

Score 1: Yes, we have, but they are not published on the MNA website or social media

Score 2: Yes, we have, and they are published on the MNA website or social media

FUNDAMENTALS

The statutes should cover compliance with relevant principles and codes, the organization's mission, membership details, organizational structure, financial transparency, event organization procedures, disciplinary measures, dispute resolution, and the process for adopting and amending statutes and regulations. Special consideration should be given to relevant laws based on the organization's legal status.

INSTRUCTIONS

Provide a link to access the publication of the MNA's Statutes, Rules, Regulations, Bylaws, or Constitution.

REFERENCES & RESOURCES

The [Guidelines Model Statutes for Member National Associations](#) serve as a reference for MNAs. Basic standards outlined include recognition and adherence to WT authority and principles, compliance with anti-doping regulations, incorporation of Para Taekwondo, implementation of the WT Global Membership System (GMS), provision for appeal mechanisms, organizational independence, and priority of WT regulations in case of conflicts.

Question 3.3

Publication of Annual Report

Score 0: No, we do not have the Annual Report

Score 1: Yes, we have, but it is not published on the MNA website or social media

Score 2: Yes, we have, and it is published on the MNA website or social media

FUNDAMENTALS

An annual activity report comprising institutional information, major events, and financial reports, should be publicly available.

INSTRUCTIONS

Provide the link to access the published annual reports.

REFERENCES & RESOURCES

WT annual reports are available [here](#).

Question 3.4

Publication of Annual Financial Report following independent audit based on IFRS or GAAP standards

Score 0: No, we do not have the Annual Financial Report following independent audit

Score 1: Yes, we have, but it is not published on the MNA website or social media

Score 2: Yes, we have, and it is published on the MNA website or social media

FUNDAMENTALS

Sports organizations should prioritize financial transparency by following applicable laws and accounting standards like IFRS or GAAP. Audited financial statements should be approved by the General Assembly and be accessible to the public.

Organizations should develop a comprehensive financial plan and implement policies regarding travel, accommodation, allowances, per diems, and benefits for officials, with the total amount specified in annual financial statements. A remuneration policy for staff should be established to enhance accountability and integrity in financial operations.

INSTRUCTIONS

Provide the link to access the publication of the annual financial reports following independent audit based on IFRS or GAAP standards.

REFERENCES & RESOURCES

Access the [2022 WT Audited Financial Statements](#) which follow the Korean International Financial Reporting Standards (“KIFRSs”) according to the independent auditors’ report.

WT financial statements from previous years and related documents are accessible [here](#). WT Finance Rules, current and previous versions, are available [here](#).

Question 3.5

Publication of agenda and minutes of General Assembly, Executive Board or equivalent

Score 0: No, we do not have any agenda or minutes of General Assembly, Executive Board or equivalent

Score 1: Yes, we have, but they are not published on the MNA website or social media

Score 2: Yes, we have, and they are published on the MNA website or social media

FUNDAMENTALS

All members should receive timely access to meeting materials, including agendas, documents, meeting minutes, and any other relevant information.

INSTRUCTIONS

Provide links to access the publication of the agenda and minutes of General Assembly, Executive Board, or equivalent meetings. If they are embedded in another publicly available document, provide the link to that document highlighting the pertinent section.

REFERENCES & RESOURCES

Agenda and minutes of the WT Council meetings and General Assembly are available [here](#).
Meeting minutes for WT Commissions and Committees are available [here](#).

INTEGRITY

This section evaluates integrity standards within MNAs. It assesses gender balance in leadership, adherence to Ethics/Integrity rules, monitoring and enforcement mechanisms, policies addressing harassment and abuse, and responsibility for anti-doping compliance.

Question 4.1

Gender balance in the Executive Board or equivalent

Score 0: No, we do not have female representation in the Executive Board or equivalent.

Score 1: Yes, there is female representation, but it is less than 30%.

Score 2: Yes, female representation is 30% or above.

FUNDAMENTALS

Sport organizations should set clear eligibility criteria for their governing bodies to encompass not only relevant skills and expertise but also to foster diversity, inclusivity, and balanced representation, with at least 30% from each gender.

INSTRUCTIONS

Upload the list of board members specifying their gender.

REFERENCES & RESOURCES

Review the current Executive Board for gender balance improvement opportunities. Increase female representation by actively recruiting qualified female leaders and offering support and resources for their success.

Access the [WT Gender Equality Report](#) to explore several governance-related and community-focused initiatives undertaken in the pursuit of gender equality. The report highlights significant milestones achieved in this effort.

Question 4.2

Ethics/Integrity rules

Score 0: No, we do not have Ethics/Integrity rules.

Score 1: Yes, we have our own Ethics/Integrity rules or recognize WT, NOC or similar Ethics/Integrity rules in our Constitution or other document available for members.

Score 2: Yes, we have our own Ethics/Integrity rules or recognize WT, NOC or similar Ethics/Integrity rules in our Constitution or other document, and it is published on the website or social media.

FUNDAMENTALS

Sports organizations must adhere to ethical principles and regulations aligned with the IOC Code of Ethics. These standards must be approved by the top governing body and integrated across the organization.

WT MNAs are required to meet the highest ethical standards in their governance and administration to protect the integrity, authenticity, and reputation of Taekwondo (WT Integrity Code Art. 3.1., in effect as of January 2023).

INSTRUCTIONS

Provide the link to access the ethics/integrity rules through the website or social media. If your MNA officially recognizes WT, NOC, or similar ethics/integrity rules, provide the link to locate this information on the website or social media.

REFERENCES & RESOURCES

Access the section “[Rules & Sanctions](#)” of the [WT Global Integrity Unit](#) where relevant documents such as the WT Integrity Code are available for reference.

Question 4.3

Ethics/Integrity monitoring and enforcement

Score 0: No, we do not have formal monitoring or enforcement of Ethics/Integrity matters.

Score 1: Yes, under our rules, we have a unit or committee tasked with investigating and hearing Ethics/Integrity complaints and issuing written decisions.

Score 2: Yes, under our rules, we have a unit or committee tasked with investigating and hearing Ethics/Integrity complaints and issuing written decisions, which are appealable to a NOC, Sports Ministry, or other institutional appeals body.

FUNDAMENTALS

Sports organizations are required to establish an Ethics Committee with members who are independent from the governing bodies. The mission and composition of the committee should be clearly defined and publicly available.

MNAs are bound by the WT Disciplinary Actions and Appeals Code which outlines procedures for managing disciplinary matters and resolving disputes. Art. 1.2 emphasizes fundamental principles including the right to be heard and the right to appeal, as well as the right to an objective and impartial decision, safeguarding against conflicts of interest (in effect as of August 2023)

INSTRUCTIONS

Upload the document related to ethics/integrity monitoring and enforcement and provide the article number or section within the document that indicates the appeals procedure.

REFERENCES & RESOURCES

Access the [Terms of Reference of the WT Integrity Committee](#) where the composition, functions, and objectives are defined.

Review and revise the MNA's existing process for handling ethics/integrity complaints to ensure it is fair, impartial, and transparent.

WT Disciplinary Actions and Appeals Code (in effect as of August 2023) is available [here](#).

Question 4.4

Programs or policies in place regarding safeguarding from harassment and abuse

Score 0: No

Score 1: Yes, programs or policies are in place.

Score 2: Yes, programs or policies are in place, appropriate resources dedicated (including providing resources for members), plus evidence of implementation.

FUNDAMENTALS

Sports organizations must have safeguarding policies and programs in place to raise awareness, facilitate reporting, and manage cases, ensuring a safe and respectful environment free from harassment and abuse.

A point of contact for any issue relating to safeguarding should be designated with proper expertise and resources.

WT requires MNAs to accept and adopt the general principles of Safeguarding and define their own policies and procedures in accordance with their national legal requirements (WT Safeguarding Policy Art. 5, in effect as of January 2023).

INSTRUCTIONS

Upload the safeguarding programs or policies plus evidence of their implementation. Evidence could include records of training sessions or workshops to educate stakeholders, documentation of screening processes carried out for individuals working with children or vulnerable adults, monitoring mechanisms, etc.

REFERENCES & RESOURCES

Visit the “[Safe Sport](#)” section of the [WT Global Integrity Unit](#) for helpful resources.

Refer to the [WT Safeguarding Policy](#) for awareness-raising, member education, and reporting and case management guidance.

Access the “[Reporting](#)” section of the [WT Global Integrity Unit](#) for reporting frameworks, including an independent integrity hotline and the Safeguarding Reporting Form.

Question 4.5

Department or person responsible for compliance with the World Anti-Doping Code

Score 0: No

Score 1: Yes, a designated individual staff member/officer has responsibility for World Anti-Doping Code compliance.

Score 2: Yes, anti-doping team and officials in place with appropriate expertise and resources.

FUNDAMENTALS

Sports organizations must actively combat doping, adhere to the World Anti-Doping Code, protect athletes and officials through prevention programs, and ensure the independence of anti-doping initiatives. This includes encouraging the establishment of autonomous bodies like National Anti-Doping Organizations (NADOs) and delegating oversight to impartial entities such as the International Testing Agency (ITA).

INSTRUCTIONS

Upload the list of the members of the anti-doping team or officials, along with evidence demonstrating their expertise (e.g., CVs, certifications, specialized training) and available resources.

REFERENCES & RESOURCES

Information about anti-doping in WT is available [here](#). It includes useful tools and resources including definitions, statistics, regulations, prohibited list, sanctioned athletes and officials, reporting mechanisms, education materials, committees, and ambassadors.

DEMOCRACY

This section evaluates the democratic processes within MNAs, covering the election of the President and Executive Board, the election process ensuring a secret ballot, term limits for officials, meeting regularity, and measures for inclusive member participation.

Question 5.1

Election of the President and Executive Board or equivalent

Score 0: No, officials are not elected

Score 1: Some elections but the ratio of the elected members is less than 50%

Score 2: Elections for president and majority of members of the Executive Board or equivalent. The ratio of the elected members is more than 50%

FUNDAMENTALS

The election process within sports organizations must adhere to principles of democracy, transparency, and fairness.

As outlined in Article 2.3 of the WT Statutes, member organizations must exercise complete autonomy in managing their internal affairs, free from any undue influence such as political, religious, or financial pressures. This includes the responsibility to establish and maintain election or appointment systems that guarantee adherence to these principles and prevent interference from external parties, ensuring compliance with the statutes and principles of good governance.

INSTRUCTIONS

Upload the Election Rules or a relevant document, such as the MNA Statutes or Constitution, and provide the article number in that document referring to elections.

Upload verifiable evidence regarding the ratio of elected members such as the results of the elections.

REFERENCES & RESOURCES

Refer to Article 5.8 of the [WT Statutes](#) about elections of officials.

Question 5.2

Election process with secret ballot under a clear procedure/regulation

Score 0: No

Score 1: Voting by secret ballot, with election rules available to members and candidates

Score 2: Voting by secret ballot, with published election rules covering various scenarios including handling protests (for example, within election bylaw, ethics code)

FUNDAMENTALS

The election process should indicate clear eligibility rules, including vetting by an independent electoral commission when necessary. It should establish deadlines for nominations and communication of eligible candidates.

A transparent voting procedure, with secret ballot options, should be implemented, alongside efficient dispute resolution mechanisms. The election results must be published to ensure transparency and accountability.

INSTRUCTIONS

Provide the link to access the publication of the Election Rules or relevant documents, such as the MNA Statutes or Constitution, and provide the article number in that document referring to voting by secret ballot.

In addition, indicate the articles that address covering various scenarios including handling protests.

REFERENCES & RESOURCES

Access [the WT Elections 2021](#) outline where information about election bylaws, procedures, and relevant codes are available for reference. [Information about candidates](#) is also provided, including their profiles book.

Art. 5 of the [WT 2021 Election Procedures](#) covers diverse scenarios such as less than a majority of votes for a single candidate and questioning of the election results.

Question 5.3

Term limit for elected official

Score 0: No

Score 1: Some term limits but possibility of multiple re-elections to the same position

Score 2: Term limits in place with a maximum of no more than 12 years in 1 role

FUNDAMENTALS

To enable regular rotation of elected and appointed officials and foster opportunities for new candidates, limitations should be considered for individuals to serve no more than three or four consecutive terms or a maximum of 12 or 16 consecutive years in the same position.

INSTRUCTIONS

Upload a relevant document, such as the MNA Statutes or Constitution, and provide the article number in that document referring to term limits for elected officials.

REFERENCES & RESOURCES

Article 5.8.5 and 5.8.6 of the [WT Statutes](#) refer to the term limits of elected officials.

Question 5.4

Governing bodies meet regularly

Score 0: No

Score 1: General Assembly meets at least every 2 years

Score 2: General Assembly meets at least once every year

FUNDAMENTALS

Governing bodies must convene regularly, aligning with their respective responsibilities, while the General Assembly must be held at least once a year.

INSTRUCTIONS

Upload a relevant document, such as the MNA Statutes or Constitution, and provide the article number in that document referring to regular meetings of governing bodies.

REFERENCES & RESOURCES

Information about ordinary annual meetings of the General Assembly is mentioned in the article 5.1.1 of the [WT Statutes](#)

Question 5.5

Ensuring equal opportunities for members to participate in the General Assembly

Score 0: No

Score 1: Yes, policies and procedure are in place

Score 2: Yes, policies and procedure in place and an online platform is offered to members who are not able to attend

FUNDAMENTALS

Meetings should occur either in person or remotely, facilitated through secure and suitable electronic methods.

INSTRUCTIONS

Upload a relevant document, such as the MNA Statutes or Constitution, and provide the article number in that document referring to ensuring equal opportunities for members to participate in the General Assembly.

Include information and evidence about availability of online platforms, electronic methods, or other types of support.

REFERENCES & RESOURCES

Article 8.5.4 of the [WT Statutes](#) states MNAs' right to access to WT Development Programs which include but are not limited to equipment support, participation support, and scholarships.

The [WT Guidelines on Development Programs 2024](#) outline the support for the participation of MNA delegates in the General Assembly.

Refer to the [General Assembly meeting minutes](#) as evidence of meetings held in a hybrid format, with members attending both online and onsite.

DEVELOPMENT

This section evaluates development initiatives within MNAs, including sport development programs, social responsibility policies, education programs for coaches and athletes, sustainability principles, and Para Taekwondo development efforts.

Question 6.1

Sport development programs to grow grassroots development of Taekwondo in the country

Score 0: No

Score 1: At least some reference to sport development programs in official documents.

Score 2: Regulations on sport development programs are in place and fully implemented.

FUNDAMENTALS

Development and promotion of sport and its values should be a priority with financial resources primarily reinvested into sports development and athlete support. Adequate funding should promote gender equality, inclusivity, and diversity.

It is important to have a transparent process for revenue allocation aligned with sports development goals. Athlete support information should be easily accessible, alongside mechanisms ensuring accountability. An equitable distribution of resources helps minimize disparities and maintain fairness and solidarity in allocation.

INSTRUCTIONS

Upload the regulations and the policies or programs about grassroots development of Taekwondo in the country. Highlight any relevant sections in the regulations that reference these programs.

In addition, include evidence of implementation such as documentation of program activities, outcomes, and impact; monitoring and evaluation reports; feedback from stakeholders; etc.

REFERENCES & RESOURCES

The [2023 WT Development Program Report](#) outlines nine initiatives aimed at enhancing stakeholder capabilities, promoting global Taekwondo events, and nurturing talent from grassroots to elite levels. Programs include equipment provision, financial support for participation in WT General Assembly and Championships, athlete scholarships, and support for vulnerable communities, refugees, and Para Taekwondo athletes.

Among the programs, the [Continental Union \(CU\) Development Fund](#) assists CUs in projects related to growth, development, social welfare, and promotion of Taekwondo, as well as capacity building of its members including athletes and officials.

Question 6.2

Social responsibility policy and and/or Diversity, Equity, and Inclusion (DEI) initiatives/programs

Score 0: No

Score 1: DEI statements and/or some reference to social responsibility in official documents, but no formal initiatives, programs, or policies in place.

Score 2: Social responsibility policy and/or initiatives/programs in place that actively promote DEI (e.g., anti-discrimination policy, partnership with minority groups, local community involvement, etc.) plus evidence of implementation.

FUNDAMENTALS

Sports programs aimed at social development should be aligned with and contribute to the UN Sustainable Development Goals. It is important to adjust programs to match the organization's characteristics, with a particular focus on reaching underserved populations.

Fostering partnerships among sport organizations is strongly encouraged. Similarly, promoting the expansion and maintenance of sports facilities in developing countries is recommended. For effective monitoring and evaluation, a system to measure the program's impact should be established.

INSTRUCTIONS

Upload the policies or programs about social responsibility or DEI. This could include an anti-discrimination policy, partnerships with minority groups or local communities, DEI statements, etc. Highlight the relevant sections or articles within these documents.

In addition, include evidence of implementation such as project reports, partnerships or collaborations, articles published, feedback from stakeholders, case studies, testimonials, etc.

REFERENCES & RESOURCES

Access the [WT Sustainability Strategy](#) and refer to the goal, objectives and activities listed under the Diversity, Equity, & Inclusion (DEI) and Community focus area from page 32-35. The strategy's [implementation list](#) details the activities under that focus area including timeline, KPIs, and owners.

Access information about the [WT Cares Program](#), a joint effort by World Taekwondo and the Asia Development Foundation that aims to empower marginalized populations in developing countries through Taekwondo as a tool for development. Guidelines, reports, and relevant resources are available for reference.

Refer to the World Taekwondo's [Diversity, Equity, and Inclusion Statement](#) released on the UN International Day for the Elimination of Racial Discrimination.

Question 6.3

Education programs and assistance to athletes, coaches, and referees including related to mental health

Score 0: No

Score 1: At least some educational support for athletes, coaches, and referees

Score 2: Education programs are regularly held to support athletes, coaches, and referees

INSTRUCTIONS

Upload the education programs available for athletes, coaches, and referees. This could include a list and description of available workshops, seminars, or training sessions; information on certification or accreditation programs; and online resources such as webinars, courses, and educational materials relevant to each role (coach, referee, athlete). Highlight the articles or sections containing related information.

In addition, upload evidence of implementation such as documentation of attendance, certificates or accreditation obtained, statistics for online resources, feedback from participants, program evaluations, partnerships with educational institutions, articles published, etc.

FUNDAMENTALS

Education and awareness raising programs should be available to support athletes, their entourages, and all sports officials, including judges and referees.

The programs should cover a range of topics, including athletes' rights and responsibilities, ethical values, non-discrimination, safe sport policies, health risks, anti-doping measures, prevention of competition manipulation, and risks associated with recruiters and agents.

Additionally, career management programs should be available for athletes to maximize their educational and employment opportunities throughout and beyond their sports careers.

REFERENCES & RESOURCES

Access the [WT Education Calendar](#) for information about programs and certification courses for educators, coaches, referees, and technical delegates.

Access the "[Education and Certification](#)" section of the WT Global Integrity Unit for materials and useful resources related to the prevention of competition manipulation, safeguarding, and anti-doping.

Explore programs like the [WT Joint Training Camp in Honiara, Solomon Islands](#). These initiatives offer training sessions and workshops to help participants prepare for high-level competitions and contribute to regional development. For more information and resources on upcoming initiatives, refer to the [WT Legacy Programs](#).

Access the complete results and overall report of the survey "[Mental Health in Elite Level Taekwondo Athletes](#)," conducted as part of WT's Sustainability Strategy.

Question 6.4

Respect principles of sustainable development and regard for the environment

Score 0: No

Score 1: At least some reference to environmental responsibility in Statutes, official documents, and/or event hosting rules.

Score 2: Environmental sustainability practices in place plus evidence of implementation (e.g., strategies on mobility, energy, sustainable sourcing, or waste management).

INSTRUCTIONS

Upload the practices in place about environmental sustainability. This could include efforts to measure the carbon footprint and achieve carbon neutrality; strategies on mobility, energy, sustainable sourcing, or waste management; or sustainable development criteria in event hosting rules. Highlight the articles or sections containing relevant information.

In addition, upload evidence of implementation such as reports, progress updates, post-event evaluations, achieved outcomes, data comparison, assessment of impacts, etc.

FUNDAMENTALS

Sustainable development and protection of the environment should be part of the mission and goals of sports organizations. They should strive to minimize negative impacts and maximize positive ones across their spheres of responsibility: direct operations, event organization, and community impact.

To uphold environmental responsibility, some examples of initiatives that could be implemented include measuring carbon footprint and achieving carbon neutrality, sustainable sourcing, and waste management.

Additionally, when awarding sporting events, sustainable development should be part of the assessment criteria including areas such as human rights, diversity, equity and inclusion, environment, and legacy.

REFERENCES & RESOURCES

Refer to pages 36-39 of the [WT Sustainability Strategy](#) for detailed information on environmental sustainability initiatives. The [implementation list](#) outlines goals, objectives, activities, timelines, KPIs, and responsible owners for each focus area.

Find the winners of the inaugural [2023 WT Sustainability Awards](#), recognizing MNAs' contributions to global sustainable development goals through Taekwondo.

On May 19, 2019, World Taekwondo signed the [Sport for Climate Action declaration](#), pledging to collaborate with its peers and relevant stakeholders to develop, implement, and enhance the climate action agenda in sports. Access carbon emissions collected data from 2022 [here](#).

On November 10, 2023, World Taekwondo signed the [Sports for Nature framework](#), committing to contribute to nature protection, restoration, risk reduction in supply chains, and awareness raising for positive action across and beyond sport.

Question 6.5

Para Taekwondo Development at a national level

Score 0: No efforts

Score 1: Yes, policies and procedure are in place to ensure Para Athletes exist in the membership, and they are provided opportunities to develop and compete

Score 2: Yes, policies and procedure are in place to ensure Para Athletes exist in the membership and they are provided opportunities to develop and compete, plus evidence of implementation

INSTRUCTIONS

Upload the policies, procedures or programs that outline pathways for Para Athletes to join the membership and access training and competition opportunities. Highlight the articles or sections containing relevant information.

In addition, upload evidence of implementation such as registration records and membership lists, talent identification initiatives, competition opportunities, feedback from stakeholders, partnerships with relevant institutions, etc.

FUNDAMENTALS

Ensuring the inclusion and support of Para Athletes within sport organizations is important for fostering diversity, inclusivity, and accessibility within the sport. The development and advancement of Para Athletes should be emphasized by providing them with opportunities to participate, compete, and contribute to the sport.

REFERENCES & RESOURCES

The [WT 2023 Development Program Report](#) outlines Para Taekwondo development support on page 20. Additionally, a testimonial from a Para Taekwondo athlete, recipient of the individual athlete scholarship, is available on page 12 of the report.

[Guidelines on Development Programs 2024](#) stipulate that at least one project granted to Continental Unions through the development fund must relate to Para Taekwondo.

The [implementation list](#) of the WT Sustainability Strategy includes activities such as adaptive coaching for individuals with disabilities and providing accessibility information at WT events. It also details the promotion of “Taekwondo for All” events.

Information on the history of the Para Taekwondo pathway to the Olympics and additional details is available [here](#).

LIST OF KEY RULES, POLICIES, & FRAMEWORKS

The following checklist serves as a quick reference for MNAs to verify they have the necessary rules, policies, and frameworks. By ensuring these components are in place, MNAs can maximize their overall score in the survey while reinforcing the principles of good governance within their organization and the wider Taekwondo community.

Website or social media	<input type="checkbox"/>	Management of disciplinary actions	<input type="checkbox"/>
MNA Statutes, Rules, Regulations, Bylaws, or Constitution	<input type="checkbox"/>	Promotion of sustainability	<input type="checkbox"/>
<i>Clauses* related to election of the President and Executive Board or equivalent, election process with secret ballot covering various scenarios including handling protests, term limit for elected officials, governing bodies regular meetings, equal opportunities for members to participate in the General Assembly.</i>	<input type="checkbox"/>	Prevention of corruption/competition manipulation	<input type="checkbox"/>
<i>*Could also be available in the Election Rules.</i>		Management of conflicts of interest	<input type="checkbox"/>
Organizational structure	<input type="checkbox"/>	Ethics/Integrity Rules/Policy	<input type="checkbox"/>
<i>Including staff, elected officials, committee structures/information</i>		Finance Rules/Policy	<input type="checkbox"/>
Strategic Plan	<input type="checkbox"/>	Election Rules/Policy	<input type="checkbox"/>
Annual Report	<input type="checkbox"/>	Anti-discrimination Rules/Policy	<input type="checkbox"/>
Annual Financial Report	<input type="checkbox"/>	Social Responsibility Rules/Policy	<input type="checkbox"/>
<i>Independently audited based on IFRS or GAAP standards</i>		Safeguarding Rules/Policy	<input type="checkbox"/>
Agenda and Minutes of General Assembly, Executive Board or equivalent	<input type="checkbox"/>	Sport development programs	<input type="checkbox"/>
Integrity-related Committee	<input type="checkbox"/>	Diversity, Equity, and Inclusion (DEI) initiatives/programs	<input type="checkbox"/>
<i>Ethics Committee and/or Anti-doping Committee</i>		<i>Partnership with minority groups, local community involvement</i>	
Women-related Committee	<input type="checkbox"/>	Education programs and assistance to coaches, referees, and athletes including related to mental health	<input type="checkbox"/>
Athletes Committee	<input type="checkbox"/>	<i>Workshops, seminars, training sessions, certification or accreditation programs, webinars, courses, educational materials</i>	
Para Taekwondo Committee	<input type="checkbox"/>	Environmental sustainability practices	<input type="checkbox"/>
		<i>Strategies on mobility, energy, sustainable sourcing, or waste management</i>	
		Pathways for Para Taekwondo Athletes	<input type="checkbox"/>
		<i>To join the membership and access training and competition opportunities</i>	