



FINANCE RULES

VERSION 4.0

In effect from January 16, 2023

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Article 1. General Provisions

1.1 Purpose

The purpose of the Financial Rules (hereinafter 'Rules') is to institutionalise a standard set of financial policies and procedures to strengthen corporate governance, and to ensure consistent application of such Rules within World Taekwondo (hereinafter 'WT').

1.2 Scope

The Rules apply to all WT Officials, namely but not limited to, elected and appointed officials of the Council, Commissions and Committees (hereinafter 'Committees'), Technical Officials (Technical Delegates, Competition Supervisory Board members, International Referees), WT advisors and the Officials of Para Taekwondo.

The Rules should also apply to representatives from other organisations and guests who are invited by WT to participate in official meetings, unless otherwise agreed by WT to exempt them from the Rules due to possible conflict with their own organisations' regulations.

Exception to the Rules is applied to WT President (hereinafter 'President'), WT Secretary General (hereinafter 'Secretary General'), and WT Staff, who are governed by the Internal Administrative Rules of WT.

1.3 Language

The official and working language of WT is English and unless otherwise agreed by WT, the language for the policies and procedures governed by this Rules shall be English.

For any documents submitted under the Rules in a language other than English, WT may, at its discretion, require that the submitting party provide a certified English translation at its own expense.

Article 2. Travel Guidelines

2.1 Council

Unless otherwise agreed by WT, there will be one official Council meeting per year:

- **Ordinary Council meeting**, on the occasion of the General Assembly held in every World Championships and World Junior Championships

Other Council meetings outside of the Official Council meetings shall be termed as 'Other Extraordinary Council meetings' in the Rules.

Specifically to the Grand Prix Finals and Gala, the purpose of organising an Extraordinary Council gathering is for the Council to be updated on the closing year's operations and be briefed on the next year's plans. The full participation of the Council members at the Grand Prix Finals and Gala will also help enhance the importance and glamour of these events.

For the sake of financial sustainability, however, WT will only support the accommodation and Per Diem of the Council members for the Extraordinary Council Meeting that will take place on the occasion of the Grand Prix Finals and Gala.

2.1.1 Official Council meetings

For the Official Council meetings, WT will support the roundtrip airfares of attending Council members.

Vice Presidents, Treasurer, IOC Members

Vice Presidents, Treasurer and IOC Members serving in the WT Council, will travel via business class.

Council Members

Council members (including the auditors and athlete representatives) will travel via economy class. Council members will be eligible to upgrade their flight from economy class to business class if their scheduled flight time is more than eight hours. The scheduled flight time does not take into consideration transit times and flight delays.

In principle, air tickets are booked by the travelling party and paid by WT upon confirmation of the ticket prices by the WT administration. The air tickets may be booked and issued by the WT administration if a Council member wishes to do so.

2.1.2 Other Extraordinary Council meetings

In principle, WT may provide support for Extraordinary Council meetings:

- One meeting on the occasion of the World Taekwondo Grand Prix Finals and Gala, and
- One meeting to be determined by the President, if needed

In both cases, WT will provide accommodation and Per Diem for every participating member.

WT will not provide any form of support for airfare and accommodation for Other Extraordinary Council meetings that are outside of the two meetings mentioned above. WT will, however, provide Per Diem for every participating member in such meetings except if these meetings are online or in a hybrid format.

2.1.3 WT-Continental Union meetings

For meetings between WT and the Continental Union presidents that are not held in conjunction with the Official Council meetings, WT will provide accommodation for every participating member. WT will not provide airfare, unless otherwise specified in the meeting calling notice.

2.1.4 Council members officially representing WT in international meetings

If a Council member is officially appointed or designated by the President and/or Secretary General to attend international meetings on behalf of WT, and the airfares are not covered by the hosting organisation, WT will support the airfares.

Regardless of WT position, the Council member representing WT will travel via economy class. If the scheduled flight time is more than eight hours, the Council member will be eligible for upgrade to business class flight.

The policy, procedure, and reimbursement policy and procedure stated in 2.6 shall apply.

2.2 Committees or person(s) designated by the President

If a Committee chairperson or member is officially appointed or designated by the President and/or Secretary General to attend official WT meetings or international meetings on behalf of WT, and the airfares are not covered by the hosting organisation, WT will support the airfares. The same principle applies to person(s) who are not within the WT Committees but are designated by the President.

The WT representative will travel via economy class, unless agreed to otherwise on a case-by-case basis by the President and/or the Secretary General. The exception to this case is if the Committee representative is a Council member.

The same principle applies to the Para Taekwondo Committee chair or members attending official meetings of the International Paralympic Committee and related organisations.

The policy, procedure, and reimbursement policy and procedure stated in 2.6 shall apply.

2.3 Technical Delegates and Competition Supervisory Board Members in major multi-sport events

WT will appoint the Technical Delegates and Supervisory Board Members for major multi-sport events where National Olympic Committees or National Paralympic Committees will participate in.

In almost all cases, the Organizing Committees (OCs) of these major multi-sport events will cover some parts of, or all of, the airfares, accommodation, and per diem of the WT-appointed TDs and CSBs.

In the case of the Olympic Games and Paralympic Games, the OCs are bound by the Host City Contract and related policies under the auspices of the International Olympic Committee and the International Paralympic Committee. In this regard, WT will be treated collectively together with the other International Federations, or will enter into separate agreements with the OCs, where necessary.

In the case of the other multi-sport events, the minimum expectation from WT is for the OC to provide roundtrip, economy class airfare; accommodation; and a per diem covering the days of work.

If an OC does not provide any of the abovementioned benefits to the TDs and CSBs, WT will provide the benefits subject to the approval of the President on a case-by-case basis.

In the case of Council members appointed as TDs and/or CSBs, however, WT will cover the upgrade costs to business class airfare.

2.4 WT Advisors

At the discretion of the President, WT Advisors may be invited to WT-promoted or recognised events at a maximum of one event a year during their term. In this regard, WT will provide the following conditions subject to the approval of the President on a case-by-case basis:

- Airfare: Business class if scheduled flight time is more than eight hours

2.5 Invited guests

WT, or where appropriate host organisations of WT events, may provide travel support to invited guests. The level of travel support will be at the discretion of the President.

2.6 Reservation and reimbursement policy

2.6.1 Reservation policy

The general principle is that reservations are made by the travelling party with direct routes or via one international transit stop at a maximum, unless there are geopolitical reasons beyond WT's control that require more than one stop.

As a general principle, WT considers a roundtrip to start from the travelling party's departure country and end back at the same departure country (i.e. usually the home country or the country where the office of the travelling party is located).

If the start and/or end countries are different, WT will not cover more than what the travel agency would issue for a same departure country roundtrip. In this regard, the travelling party would need to cover the extra costs.

If a connecting flight is required, the business class upgrade will only apply for the flight that has a scheduled flight time of more than eight hours.

If a connecting flight is required, and the travelling party decides to extend the period of stay that requires overnight stayover, WT will not cover any other cost except for the airfare.

However, if an overnight stayover is required in order to connect to another flight that is not always available, WT will consider covering the accommodation cost for the overnight stayover in a 3-star hotel (or equivalent) on a case-by-case basis.

WT will not cover for excess baggage. Any excess baggage incurred by a travelling party should be covered by the individual or through the Per Diem, if provided by WT.

Reservation procedure (using Official Council Meeting as an example)

1. WT will send out the first calling notice on the Official Council Meeting.
2. Upon receiving the calling notice, Council member corresponds directly with his or her preferred travel agency to make a preliminary reservation of the itinerary (but not paid).
3. Council member sends the proposed itinerary reserved by the travel agency with the ticket price to the WT administration for confirmation.
4. Upon confirmation of WT, the travel agency will send an invoice with the agreed-upon ticket price to WT for payment.

Article 3. Accommodation and Per Diem Guidelines

3.1 Accommodation

For official WT meetings and events, President and/or Secretary General has discretion to determine which WT Officials and guests' accommodation costs will be covered by WT. This section excludes WT Officials (e.g. International Referees) who will each stay in twin rooms to be covered by the hosting organisation, as agreed in separate event agreements.

Unless otherwise agreed by WT, the room type will normally be standard single room, except for International Referees. Typically, WT will cover accommodation from one day before the start of the official event, throughout the event, and one day after the end of the event or until the WT Official or guest has left, whichever ends earlier.

For guests, it will depend on the level of the invited guests and also on the availability of rooms, at the discretion of WT.

Accommodation to be covered by WT will not include incidental expenses, including but not limited to minibar, room service, laundry, premium TV contents, and gym. Such incidental expenses are to be covered by the individual.

3.2 Per Diem

WT Officials on official business travels as designated by President and/or Secretary General will receive a Per Diem, or daily allowance, to cover their operational expenses. These operational expenses include ground transportation in the departing country and in the host country where the event is held (if ground transportation is not provided by WT or the hosting organisation).

In the event whereby a WT Official holds two official positions (e.g. being appointed as a Technical Delegate of an event and is also a Council or Committee member), the value of his or her Per Diem shall be based on the position of the specific event or purpose that he or she is appointed to.

WT will cover the fees for application of entry visas. It is, however, the responsibility of the WT Official to apply for his or her own entry visa and submit the receipt to WT for reimbursement.

The Per Diem will be a flat rate; WT will not consider payment by the hour. The currency for Per Diem will be U.S. dollars (hereinafter 'USD'). The Per Diem listed in the Finance Rules are fixed amounts and do not overlap or accumulate, e.g. an individual who is supposed to receive a Per Diem of USD 200 will only receive that amount for that day regardless of which organisation is providing or the number of meetings.

There will not be any Per Diem for online meetings, including General Assembly, and Council and Committee meetings. The only exception will be for WT-appointed Instructors who conduct online education courses organised by WT.

3.2.1 Council

WT will pay a Per Diem for the period covering the **meeting days (including General Assembly)**. The amount of Per Diem per Council member, regardless of position, will be USD 250. The supported conditions by WT and/or OC are:

- Accommodation: from day of arrival until day of departure as approved by WT
- Per diem: will cover meeting days only

3.2.2 Committees and Committee Supporting Personnel

WT will pay a Per Diem for the period covering the **day** of the Head of Team meeting, **and training and competition days at WT-promoted championships if there is an official function designated by WT**. The amount of Per Diem per Committee member, regardless of position, will be USD 200. The amount of Per Diem for Para Taekwondo Committee is also USD 200 per member. The supported conditions by WT and/or OC are:

- Accommodation: from day of arrival until day of departure as approved by WT
- Per diem: will cover day of the Head of Team meeting, and training and competition days if there is official function

In some cases whereby WT invites non-WT personnel to support the Committees at certain events, these Committee-supporting personnel will receive a Per Diem of USD 100 covering their **meeting days, and training and competition days at WT-promoted championships if there is an official function designated by WT**. The same principle applies to the Para Taekwondo Committee. The supported conditions by WT and/or OC are:

- Accommodation: from day of arrival until day of departure as approved by WT
- Per diem: will cover meeting days, and training and competition days if there is official function

3.2.3 Technical Delegate, Competition Supervisory Board

WT and/or the hosting organisation will pay a Per Diem for the period covering the **training and competition days**. The amount of Per Diem for the Technical Delegate and each Competition Supervisory Board member will be USD 200. The same principle applies to the Technical Delegate and Competition Supervisory Board in Para Taekwondo. The supported conditions by OC are:

- Accommodation: from day of arrival until day of departure as approved by WT
- Per diem (WT events): will cover training and competition days
- Per diem (TDs of Olympic and Paralympic Games): will cover training and competition days, and meeting days

3.2.4 International Referees

The hosting organisation will pay a Per Diem for the period covering the **training and competition days**. The amount of Per Diem per International Referee will be USD 150. The same principle applies to the International Referees in Para Taekwondo. The supported conditions by OC are:

- Accommodation: from day of arrival until day of departure as approved by WT
- Per diem: will cover training and competition days

3.2.5 International Classifiers

The hosting organisation will pay a Per Diem for the period covering the **classification and competition days**. The amount of Per Diem per International Classifier will be USD 150. The supported conditions by OC are:

- Accommodation: from day of arrival until day of departure as approved by WT
- Per diem: will cover training and competition days

3.2.6 Contractors

In the case of contractors (e.g. press, photographers, videographers, TV-related personnel), their Per Diem will be factored into their respective contracts with the department-in-charge. The same principle applies to the Contractors in Para Taekwondo.

3.2.7 Instructors

WT will pay a Per Diem for the period covering the **meeting days and training days at WT-promoted championships if invited by WT**. The amount of Per Diem per Instructor will be USD 200. The same principle applies to the Instructors in Para Taekwondo. The supported conditions by OC are:

- Accommodation: from day of arrival until day of departure as approved by WT
- Per diem: will cover meeting days, and training and competition days if there is official function

3.2.8 WT Advisors

At the discretion of the President, WT Advisors may be invited to WT-promoted or recognised events at a maximum of one event a year during their term. In this regard, WT will provide the following conditions subject to the approval of the President on a case-by-case basis:

- Accommodation: from day of arrival until day of departure as approved by WT
- Per diem: No, except for official WT Advisory Board meeting in WT headquarters

3.2.9 Representatives from other international organisations or invited experts for official WT meetings

It is at the discretion of WT to decide if representatives from other international organisations or experts are invited for official WT meetings will receive a Per Diem. These meetings must be approved by the President. It is fair to provide a Per Diem in recognition of their services and for taking time away from their respective organisations. The usual best practice within international organisations within the Olympic Movement is to provide a Per Diem of EUR 125.

If a Per Diem is to be given by WT, it is proposed that the maximum amount will not be over USD 150, and will include **arrival, meeting days, and/or competition days at WT-promoted championships if invited by WT, and departure days**, unless otherwise agreed by WT. The supported conditions by OC are:

- Accommodation: from day of arrival until day of departure as approved by WT
- Per diem: will cover meeting days and competition days, if invited by WT

3.2.10 Invited guests

It is at the discretion of President and/or Secretary General to decide if invited guests will receive a Per Diem. If a Per Diem is to be given by WT, it is proposed that the maximum amount will not be over USD 150, and will only be for the days in the host city, unless otherwise agreed by WT.

3.2.11 Officials representing WT in international meetings

If a WT Official or anyone designated by the President is officially appointed or designated by the President and/or Secretary General to attend international meetings on behalf of WT, he or she will be entitled to receive a Per Diem. The Per Diem will be USD 200 per day for the meeting days only.

3.2.12 Contribution fees

In the event that WT organises an event (e.g. forum, special lecture) whereby persons appointed by the President and/or the Secretary General have official functions (e.g. as a planner or moderator or as a special lecturer), WT will provide a one-time, project-based contribution fee of not more than USD 1,000 in recognition of their services depending on the time spent and workload. These persons will also receive a Per Diem of USD 200 for the official event days.