



October 16th 2015

To: Presidents, Secretaries General and GMS Administrators,
WTF Member National Associations (MNA's)

Re: IMPT: Have your members renew/register NOW for a 2016 WTF Global Licence

Dear Sir/madam,

As the WTF Online (event) Registration system is **mandatory** for all **WTF G Ranked tournaments** to be held as of **Jan 1st 2016** all participants (athletes and officials) **MUST** have a valid 2016 WTF Global Licence to be able to register online through the [WTF GMS](#). However, it is the Organizing Committee's decision to choose the On Venue Results (OVR) System or Tournament Management system provider.

The WTF GMS Team will be able to export and provide latest event registration data, photos, previous results and latest official ranking to the chosen OVR provider in a standardized format.

The registration for the first two confirmed G Ranked Tournaments of 2016 will be open by the beginning of November with the 2016 US Open and Dutch Open.

As you are aware the WTF no longer requires documents to register for a WTF Global Licence but the following Event Requirements are in place and ALL participants planning to register for the US or Dutch Opens and beyond will require the following or else will be blocked from registering:

All Participants registering:

- 1) Current and Approved Passport **OR** National ID (e.g. residence permit, Drivers Licence etc) of the MNA been registered for. If Promoted Event or National Team representation then the athlete requires the Passport of the MNA to be uploaded.
- 2) Clear Colour Portrait ID picture
- 3) **NEW** WTF G Ranked Event Waiver – 5 year validity – **Page 3** must be completed, signed, scanned and uploaded to the WTF GMS. If individual is minor it must also be signed by the legal guardian – Form attached and available [HERE](#) and also on GMS home page.

For athletes attending WTF Promoted Championships e.g. World Champs, Grand Prix(s):

Valid Kukkiwon (card or certificate or Kukkiwon confirmation letter)



For Coaches only from ETU, PATU and OTU (at this stage):

If a Coach from PATU, OTU, or ETU is registering for an event in their region then the CU coach approved certificate will be required to register.

For WTF International Referees (IR`s):

If a WTF IR is registering for an event through the WTF online registration system then they will need to upload a valid WTF IR certificate or card.

For Doctors/Physiotherapist only:

Proof of Medical Doctor/Physio therapist certificate in English required for any Doctor/Physio to register.

Please also find attached and [HERE](#) the updated WTF Global Licence Guidelines and Interpretations for your reference, kindly review the document.

I strongly urge you to inform all your members of these requirements to enable them to start uploading the event required documents NOW and to register for a **2016** WTF Global Licence to ensure a smooth registration process.

A list of FAQ`s are currently been worked on as well as a flow chart describing the Steps/process to register for a WTF Licence and an event through the WTF Online Registration system. This will be sent to you all shortly and must be passed onto your members via email, website so they are well informed and start the process as soon as possible.

With all participants requiring a 2016 WTF Global Licence to register for G Ranked tournaments in 2016 the workload of registering/renewing them all at the MNA level only will be extremely time consuming. I strongly recommend that you open up individual or Club Admin WTF Licence Registration and/or renewal which will greatly reduce the work load on your GMS MNA Admin but still enable you to retain 100% control in the approval of their WTF Licence application. If you wish you can only allow existing members to renew only and new applications to be processed by the MNA. To activate this please contact Mr Kabir Kar at gmsadmin@wtf.org as soon as possible.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'Justin Tenbeth', written over a horizontal line.

Justin Tenbeth

Director – WTF Global Membership System (GMS)

*WTF International Foundation,
C/O World Taekwondo Federation, Maison du Sport International (MSI),
Avenue de Rhodanie 54, 1007 Lausanne, Switzerland*