

PURPOSE

The purpose of the Australian Taekwondo (AT) Endorsed Event Policy is to provide clarity, support, and guidance to Member Clubs wishing to host events or activities outside of regular activities. Event endorsement is required for insurance compliance, risk management and taekwondo administration purposes. Insurance coverage provided by AT only applies to events endorsed by AT.

SCOPE

This policy applies to Event Organisers from Member Clubs. The events or activities which fall under this policy include:

- Interclub competitions and events hosted by a Member Club which members participate in.
- Interclub competitions and events hosted by a Member Club which both non-members and members participate in.

The intent of this policy is to ensure events and activities hosted by AT stakeholders are covered under AT's insurance policies and to provide AT and its State Bodies with the opportunity to consider the risk and management of such events and activities. Insurance provided by AT only applies to financial Members where the event is endorsed by AT.

WHAT IS A ENDORSED EVENT

An Endorsed Event refers to an event, tournament, or match that requires registration, which is organised by an authorised Event Organiser (a club or person) who has obtained formal approval from AT and the relevant State Body. Formal approval means the event has met the required safety and operational standards required by AT to be given the endorsed event status. This official endorsement ensures that an event adheres to specific safety regulations and guidelines. Endorsement from the governing body adds an extra layer of safety and credibility to events, contributing to the overall integrity of the event and Taekwondo in Australia.

BENEFITS OF BEING AN ENDORSED EVENT

- Public liability insurance cover for the event organiser
- Tailored personal injury cover for AT members
- Risk management support and information
- Member Protection and Child Protection support and information
- Event promotion on National calendars and communication channels
- Official endorsed event logo provided
- Official endorsed event social media tile provided

ENDORSED EVENT PROCESS

Eligible AT stakeholders wishing to receive AT endorsement of their event or activity are required to complete the online application form and upload supporting documents. Eligible AT stakeholders include:

An Individual Member who is the Event Organiser from a Member Club

As part of the endorsed event process, member clubs will require approval from their State Body. A copy of the club's online application will be sent by AT to the club's State Body for approval.

APPLICATION PROCESS

- **Step 1:** Event Organiser to complete and submit the [Endorsed Event Application form online](#).
- **Step 2:** AT to forward the endorsed request to the relevant State Body for review.
- **Step 3:** State body to review application. Please be advised that the State Body may request additional information regarding the event and event management governance according to the required State legislation.
- **Step 4:** The State Body will contact the applicant to advise the outcome of the endorsed event application. The State Body will either approve or decline the application within 14 days.

Upon approval of the endorsed event application request:

- a copy of the approval confirmation will be emailed to the applicant.
- the applicant may begin promotion of the event.

Note that any promotional material must carry the official Endorsed Event logo. The promotion of endorsed events prior to confirmation of endorsement approval is prohibited.

ENDORSED EVENT LOGO SUITE

[Please click here to view](#)

ELIGIBLE PARTICIPANTS

Eligible participant entry into an endorsed event is limited to:

- Member Clubs and Members of AT
- Non-Member Clubs and Non-Members of AT

All members of AT including, but not limited to, players, team officials, referees, and volunteers, must be registered on the National Registration System for the current membership year to be deemed Members.

NON-MEMBERS PARTICIPATING IN ENDORSED EVENTS

Non-Members who are participating in Endorsed Events will not receive Personal Accident Insurance Coverage under the National Insurance Program. It is highly recommended that Non-Members obtain suitable Insurance Coverage prior to participating in the applicable Event.

RESOURCES

For document templates, including Risk Management plans, please visit the [AT's Club Hub](#) to save you time.

COMPLIANCE

Event organisers who neglect to follow the process set out above or fail to comply with this policy may be subject to disciplinary action by AT including, but not limited to, the following:

- AT removing the endorsed status of the event.
- Subject to the nature of the breach, AT reserves the right to reject future applications from the event organiser.

AUSTRALIAN TAEKWONDO POLICIES

In addition to complying with all relevant AT rules and regulations, all event organisers must ensure compliance with the [National Event Minimum Standards framework](#).

CHILD PROTECTION

All AT stakeholders have a duty to promote child safety within the sport of Taekwondo. In accordance with the [National Member Protection Policy](#) and relevant state legislation, AT stakeholders must inquire into the background of individuals they retain who undertake any work, coaching or regular unsupervised contact with people under the age of 18 years.

INSURANCE INFORMATION

[Insurance information is available here](#)

INSURANCE COVERAGE FOR AT MEMBER ONLY EVENTS

An inter-club event hosted and organised by a Member Club which only registered financial members of AT (for the current membership year) are registered with the Member Club/s, is not automatically endorsed. The following Insurance Coverage will apply once the Endorsed Event application has been approved:

- Professional Indemnity and Public Liability Insurance Coverage for the Event Organiser
- Personal Accident Insurance Coverage for Event Participants (AT Members)

INSURANCE COVERAGE MEMBER & NON-MEMBER EVENTS

An inter-club event hosted and organised by a Member Club which both registered AT members of the current membership year registered with Member Clubs and non-members from Non-Member Clubs attend, is not automatically endorsed. The following Insurance Coverage will apply once the Endorsed Event application has been approved:

- Professional Indemnity & Public Liability Insurance Coverage for the Event Organiser
- Personal Accident Insurance Coverage for Event Participants who are AT Members

ENDORSED EVENT FEE

An Endorsed Event fee of AUD \$50.00 will be charged by the relevant State Body upon approval of the application.

TERMS

1. To be eligible to receive an approved Endorsed Event status, the Event Organiser must be a member of AT.
2. Non-Members who are participating in Endorsed Events will not receive Personal Accident Insurance Coverage under the National Insurance Program. It is highly recommended that Non-Members obtain suitable Insurance Coverage prior to participating in the applicable Event.
3. In conducting events under the endorsement, the promoter and organiser undertakes to comply with all State/AT policies, procedures and technical regulations.
4. The Event Organiser must fully cooperate with State/AT, Sport Integrity Australia or other accredited authority in the application of all policies.
5. All Event Organisers must be aware of and undertake to fulfil their responsibility for duty of care and risk management in the course of all events. Every effort must be made at all times to ensure the safety of competitors, officials and patrons.

6. A current Child Safety Accreditation must be sited and approved by the Event Organiser for any Officials/Coaches in attendance who are non-members.
7. Accredited First Aid personnel must be in attendance for the duration of the event(s)
8. Confirmation of an event being conducted and endorsed by the relevant State Body is subject to the submission of the online application form in its entirety. AT reserves the right to refuse the issue of or cancel an Event Organiser Endorsement in the case of failure to comply with these terms and conditions.
9. An application fee of AUD \$50.00 will be charged by the relevant State Body upon approval of the application.
10. In addition to complying with all relevant AT member rules and regulations, all event organisers must ensure compliance with the [National Event Minimum Standards Framework](#).
11. AT and or the relevant State Body reserve the right to perform on-site event inspections of Endorsed Events.