



## WTF Global Membership System (GMS)

British Taekwondo would like to invite its members to submit applications for WTF Global Athlete Licences (GAL) and Global Officials Licence (GOL) via the Global Membership System (GMS) for competition during 2015. All licences will run from the day they are applied to 31/12/2015. For example, a GAL application processed on 23/09/2015 will run to 31/12/2015.

We would like to encourage clubs to apply for GAL/GOL prior to the 2015 competitions starting and we will announce further upload dates as demand dictates. Please watch our social media platforms for further updates.

### Do I need a Global Athlete Licence (GAL)?

Members wishing to participate in **any** WTF Promoted/Sanctioned and ETU Promoted/Sanctioned Tournaments, will require WTF GAL. This applies to all athletes – cadets, juniors and seniors in both Kyorugi and Poomsae competition, as listed in article 1.4 of the WTF competition rules.



**Please note: Any British Taekwondo member wishing to participate in any of the tournaments stated above including ETU A-class competitions MUST have a WTF GAL.**

It will be **£30** per WTF GAL/GOL for 2015.

Any applications received outside of the confirmed upload dates will be priced on an individual basis, as the carriage charges we will incur will not benefit from bulk processing (the current charge is \$116 per batch), please enquire directly to Clare Smith if you would like a price.

We therefore strongly encourage anybody contemplating competing at an **A-Class** competition in the forthcoming calendar year to apply on confirmed deadline dates to avoid additional costs.

**We accept payment via cheque/postal order (made payable to British Taekwondo) or BACS/internet bank transfer (reference '\*applicant's name\* GAL/GOL') to:**

**British Taekwondo (HSBC)**

**40-27-15**

**44746430**

### **Applying for GAL**

- British Taekwondo will be providing a service whereby competitors can apply via Membership Services.
- All applications for GAL/GOL must be submitted through British Taekwondo affiliated clubs by the lead instructor/secretary (the member will **not** be able to apply to British Taekwondo directly).
- **Payment must be made upfront before any documents are uploaded to the GMS system.**

### **The Process**

- 1) The 2015 GAL/GOL Membership Forms are available online, found on our website, [here](#). (in Excel spread sheet format). They must be completed and sent to Clare Smith via email ([clare.smith@britishtaekwondo.org](mailto:clare.smith@britishtaekwondo.org)).

If any members of your club are already on the GMS, their names will appear on the 2015 GAL/GOL Membership form and you will be asked to review their current details and mark them as 'renewing' or 'not renewing'. If any details must be amended, for example new passport details, please correct the form and upload the new document(s) according to the WTF's specification, as outlined below.

**Please note: Clare will remain the main point of contact throughout the process and will be happy to clarify any points of confusion.**

- 2) The instructor/secretary must complete all fields on the Membership Form with the personal details of each applicant.

- 3) Once complete, the Membership Form must be attached in an email **with** the required documents (outlined below).
- 4) The documents for GAL/GOL **must** be scanned and attached in an email **with** the Membership Form. The required documents are as follows:
  - GMS correspondence form (to enable payment)
  - Signed Licence Application form (**juniors/cadets** only)
  - Valid passport photo page
  - Colour portrait ID picture
  - Kukkiwon certificate/card (Dan/Poom) **OR** Kup certificate

**Please note: GOL applicants only need to provide an ID picture and passport photo page.**

- 5) Once the documents, payment and the membership form have been sent to Clare you will receive confirmation of their receipt and will be made aware of any adjustments or omissions. Advice will be given on any corrections needed to get the documents ready for upload according to the WTF's specifications.
- 6) When the entire batch has been checked by British Taekwondo, the applications will be uploaded to the WTF portal to be approved.
- 7) Confirmation of GMS will be sent out.

#### Application form (juniors only)

- The application form will be sent via email after your initial contact.
- The application form must be printed and completed for **all** juniors/cadets.
- It must be signed by the legal representative (e.g. instructor/family member).
- The document must be scanned and saved as a PDF document, using the name of the applicant as the file name i.e. John Smith.

#### Valid passport photo page

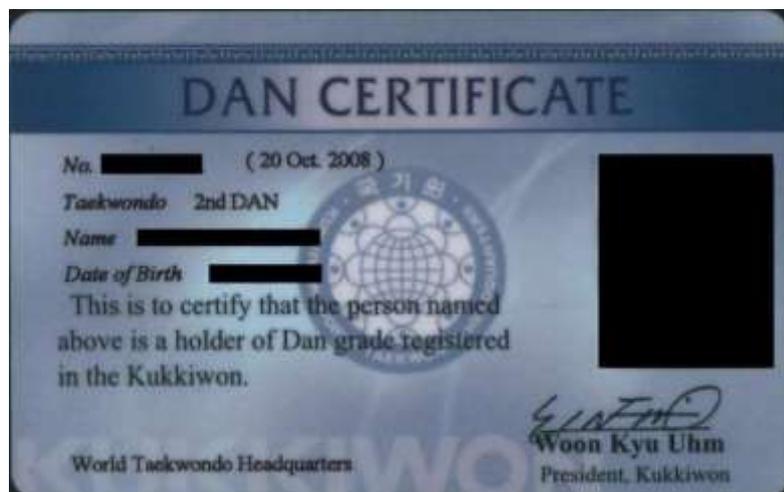
- The passport photo page must be scanned and cropped so there is no white space surrounding the document.
- It must be saved as a JPEG or PDF document, using the name of the applicant and the word 'passport' as the file name i.e. John Smith Passport.

**Please note: those with a British passport are required to apply through British Taekwondo ONLY.**



#### Kukkiwon certificate/card or Kup certificate

- The Kukkiwon certificate/card **OR** Kup certificate must be scanned and cropped so there is no white space surrounding the document.
- It must be saved as a JPEG file, using the name of the applicant and the word 'kkw' or 'kup' as the file name i.e. John Smith kkw or John Smith kup.





### Colour portrait ID photo

- The portrait ID photo will be used on the WTF GAL card to verify athletes at tournaments. The quality and size of picture is **mandatory**.
- Must be a high quality ID picture (300dpi) with white background (passport photo recommended).
- It should be 236 x 295 pixels in size
- The image must include the full head of the applicant.
- It must be scanned in and saved as a JPEG file, using the name of the applicant and the words 'ID photo' as the file name i.e. John Smith ID photo.



3.5w x 4.5l Properties

General Security Details Previous Versions

Property	Value
Comments	
Origin	
Authors	
Date taken	11/09/2010 09:52
Program name	Adobe Photoshop CS3 Win...
Date acquired	
Copyright	
Image	
Image ID	
Dimensions	236 x 295
Width	236 pixels
Height	295 pixels
Horizontal resolution	300 dpi
Vertical resolution	300 dpi
Bit depth	24
Compression	
Resolution unit	
Color representation	

[Remove Properties and Personal Information](#)

OK Cancel Apply