



# British Student Taekwondo Federation

**Trustee Annual Report for the period:  
1st July 2020 - 30th June 2021**

A Charitable Incorporated Organisation  
Charity Number: 1169895

**Contents Page**

Legal and Administrative Information 3

The Trusts' Report 4

Statement of Financial Activities 8

# 1. Administrative Information

The Board presents its Trustees' Annual Report for the period of 1st July 2020 to 30th June 2021.

## Reference and administrative information

Charity name: British Student Taekwondo Federation Charity registration number: 1169895  
(England & Wales)

Charity structure: Charitable Incorporated Organisation (CIO)

Registered Office and operational address: 1 Salisbury Street, Beeston, Nottingham, NG9 2EQ

<b>The Trust</b>	
Duncan Ross	Elected trustee
Kevin Madden	Elected trustee
Sameh Hussain	Elected trustee
Stephanie Gooch	Elected trustee
<b>Senior management team</b>	
Colin West	Managing director
<b>Non-executive director(s)</b>	
James Thornton	Non-executive director
<b>Honorary patron(s)</b>	
Graham Jones	
Trevor Page	

## 2. The Trusts' Report

### Objectives and activities

#### Summary

The BSTF is a national student sport federation founded in 1986 and in continuous operation since that date. The organisation became a registered charity in October 2016 and has gone from strength to strength over this period. Governed by its elected board of trustees the charity organises, promotes and delivers various support services and a popular range of student sport events and open training programmes. The charity provides the framework for open, multi-discipline competition between all university clubs, enabling all university taekwondo practitioners to train and compete together.

#### Objectives

The charity's objects are: **The advancement for the public benefit of physical education among students in universities and colleges by the provision of services and promotion of the martial art and amateur sport of taekwondo.**

Hence, the objective of the charity is the advancement for the public benefit of the amateur sport of taekwondo, which is achieved by the provision of services (including the organisation of training events and competitions), through delivery as an umbrella body, and in providing advocacy and advice.

The charity's work further contributes to the public good by the promotion of the sport, healthy recreation and healthy lifestyles, through the provision of physical education, providing volunteering opportunities, and by the education and training of athletes, coaches and umpires.

#### Public benefit

From the review of activities the trustees feel that they have demonstrated how they have complied with the duty in the Charities Act 2011 to have regard to guidance published by the Charity Commission on the operation of the Charity for the Public Benefit.

#### COVID-19 pandemic impact and response

The COVID-19 pandemic began impacting our charity prior to the commencement of the reporting period and severely affected our ability to deliver our normal programme between the 1st July 2020 and 30th June 2021.

The board continued to seek advice and guidance from the national governing bodies and government groups responsible for delivery of a return to sport. For the planning of our principle events the board prepared for online services and events to continue whilst the country waited for non elite sport to be permitted to train and compete once more within close contact.

Due to the pandemic and the desire to minimize our expenditure while still providing updates and support for our members; the board made use of the Coronavirus Job Retention Scheme and Bounce Back Loan Scheme from Autumn of 2020.

## Main activities

The charity's principle activities include: the provision of our principle multi-discipline competition programme the university [Student National Taekwondo Championships Series](#), delivered in partnership with [British Universities and Colleges Sport \(BUCS\)](#) [a registered charitable company and National Governing Body for university sport in the UK] as part of the full BUCS programme of events; providing [European Universities Sports Association \(EUSA\) Championships and Games UK qualification tournaments and team management of composite British universities squads attending European Universities Taekwondo Championships and Games](#); providing the National [Universities Composite Team](#) training programme; providing [umpire training courses and online exams](#) for the education and training of student, alumni and other members; providing frequent volunteering opportunities; providing [inter-varsity taekwondo training camps](#) of various taekwondo disciplines for all athlete types/ experience levels; delivering classroom based [strength and conditioning](#) training courses for performance athlete coach development; providing an online [members' profile management](#) and event registration service; the online publication of [team results](#) and [athlete rankings](#); operating our [website](#) and promotional [social media](#) and newsletter media channels; maintaining sport specific insurance policy directly to provide coverage for participants at our events; organising the charity's [Annual General Meetings](#); numerous charity governance and management operations; providing collective representation for practitioners of the sport, principally within UK universities; and maintaining and developing partnership working with key organisations within the sector including members clubs, university sports departments and students' unions, and in synergy with the charitable company [British Universities and Colleges Sport \(BUCS\)](#), EUSA qualification events, and a number other university sport related projects.

The impact of COVID meant that many of the above were not possible; with the board aiming to resume all of the principle activities once permitted by the government guidance.

## Participation

The charity's competitions and training camp events are designed to cater to athletes across a full range of experience levels and are available to all. Membership of the charity is not limited by ability, demographic, affiliation or other restrictions. Participation in the charity's events comes in many forms: learning and playing the sport at training events and competitions organised by the charity, as volunteers, umpires and coaches etc. Our education and training services and events are open to all; while at many of our tournaments participation as student-athlete is restricted to university taekwondo club members who also hold membership of their respective charitable students' unions, for the purposes of delivering inter-university sports championships specifically.

## Achievements and performance

### Charity governance

Over the course of the year the charity held number board meetings, both online and in person when permitted. The Charity held the postponed 2019 AGM during this period which was delayed from April 2020 due to the coronavirus lockdown.

### The BUCS Student National Taekwondo Championships Series

Compared to our usual series of three competitions per year, with up to 62 universities, 550 unique student-athletes and over 120 volunteers and umpires the 2020-2021 year was much reduced.

In November 2020 the charity held the [Student Taekwondo Online Pattern Championships](#) utilising a novel app developed by one of the charity's trustees (and computer science PhD candidate) to provide pseudo-real time competition recording of patterns performances, pseudo-live scoring by umpires and pseudo-live streaming of the competition. This was attended by a small number of students which was not unexpected and was well received by those who participated as a student-athlete or as a volunteer and judge.

The following two in person competitions were not possible and subsequently the next championships were another online patterns championships held at the end of May, beginning of June 2021.

### The 2021 European Universities Sport Association's European Universities Taekwondo Championships

The [Student National Taekwondo Championships Series](#) is also the BUCS qualification tournament for EUSA European Universities Taekwondo Championships. It was confirmed that the 2021 EUSA event would not be able to take place and would be postponed to 2022. The European University Sports Association (EUSA) is an umbrella non-governmental (NGO) non-profit organisation, working in the field of university sport in Europe. It links national university sport federations, universities, teams, individual competitors, volunteers and other partners in over 40 countries throughout Europe. EUSA Games represent the largest European multisport student event, and the champions league of European university sport.

### Training events

The charity also provided a range of other training events over the reporting period, including: one of the charity's new classroom based Strength & Conditioning for Taekwondo courses for coach and athlete education, delivered online. And an umpire training course to help upskill our students and volunteers who wish to support student taekwondo.

### The new club of the year award

In 2017 the charity launched our new University Taekwondo Club of the Year Award to better highlight the hard work and dedication of club committees across the country, celebrating those who have provided an outstanding service to their members, to student taekwondo and to the wider community. The charity has partnered with the Dr Un-Yong Kim Foundation to name this valued award after them and the dedication that he had to Taekwondo. The winner of the 2020 Dr Un-Yong Kim [Club of the Year Award](#) was the University of Birmingham.

### Umpires and volunteers supporting events

BSTF events could not take place without the support and expertise of our volunteers. Dozens of officials, referees and student volunteers give up their time to support the BSTF in delivering high quality events and sporting experiences for student athletes.

The charity has developed and deployed online, on demand exams for introductory level umpire certification for volunteers, enhancing the value for, and training quality of volunteers attending our events.

## New and ongoing developments

The deployment of a new CRM system has greatly enhanced the administrative capabilities and capacity of the charity. New systems allow persistent linking of accounts to competition results; online card payment and online invoice generation, management and card payment facilities; online event registration systems; training record tracking and display; unique account tags and recipient relationship record keeping; bulk email tools to reach our 1,600 account holders; and many other useful features, with options to further develop and enhance these systems moving forward.

While sport already plays a critical role in many aspects of the student experience and in promoting well-being across all campuses of higher education in the UK, the advancement of amateur sport will become increasingly important over the next few years as higher education becomes ever more cognisant of the importance of the student experience and of promoting well-being. The board are pleased with the continued forward progress made across a range of administrative and programme delivery components of the charity's mission, and judge the BSTF to be well placed to deliver sustainable programmes of exceptional quality and benefit moving forward.

## Structure, governance and management

### Governing documents

The British Student Taekwondo Federation is a Charitable Incorporated Organisation with the charitable status number 1169895. The charity is governed by its board of trustees in accordance with its constitution and charity commission law, and additionally operated in accordance its standard operating procedures (SOPs) for the governance and management of the charity.

### Organisational structure

Members of the board attend board meetings at least quarterly (and often more regularly) to review governance and financial status, review the charity's past and future projects, with additional 90 minute drop-in calls scheduled around every two weeks for further discussions as required. Day to day decision making is delegated to the managing director within specified parameters.

### Appointment of trustees

Governance of the charity is undertaken by the board which is comprised of the elected trustees (the Trust), its executive directors and non-executive directors. Trustees are elected annually at the charity's AGM, typically held during the first term of each university academic year, which is an opportunity for all clubs to gain the latest information about the charity's activities and to elect its governing trustees. There may be a minimum of three and a maximum of six trustees. Every university club in membership of their students' union and the BSTF carries an equal vote, exercised by a committee member representing their club.

### The induction of trustees

New trustees are inducted into the processes and procedures of the charity, including copies of the charity's standard operating procedures and copies of "CC3 the essential trustee" and the BSTF code of conduct. Furthermore, new trustees are made aware of the activities of the charity and provided online tuition on the access and use of charity's IT systems e.g. online banking review, project management systems, online shared drives and so on.

#### Trustees' register of interests

All trustees are required to enter and keep up to date a register of interests in order to identify and manage potential conflicts of interests.

### 3. Financial Review

#### Statement of Financial Activities

The charity's income & expenditure accounts for the period 26th October 2016 to 29th March 2018 are submitted on a receipts and payments basis, with total receipts of £37,383 (2019-20 £74,047) and total expenditure of £27,331 (2019-20 £72,528). This expenditure was fully applied in accordance with the organisation's primary objective of taekwondo development and participation in higher education. The charity's primary source of receipts are usually event entry fees however in this year this was forced to switch to supporting mechanisms offered to businesses to ensure continuity during the pandemic such as the Coronavirus Job Retention Scheme.

The charity's assets totalled approximately £9,600 at cost which is primarily equipment for the delivery of training events and taekwondo tournaments including: sport specific protective equipment, IT equipment, match scoring and score projection equipment, and charity logo branded promotional banners.

#### Preparation of the annual budget

The executive prepares an annual budget in advance of the next financial year which is approved by the board. Financial risks are managed by review of the previous year's projected budget and the respective categorised receipts and payments accounts when preparing the upcoming year's budget. Projected receipts are modelled to assess the viability of new programmes, or changes to existing programmes.

#### Reserves policy

The charity aims to maintain reserves of at least £3,000 to ensure financial commitments may be cleared when due; this figure is reviewed at least annually.

#### Independent Examiner

The charity's independent examiner for the 2020-2021 financial year is Dr. Sara Holland.

Relevant professional qualification or membership of professional bodies (if any): EPA, Chartered UK Patent Attorney.

#### Financial controls

The charity maintains and regularly updates financial management standard operating procedures, with prudent financial controls reviewed and agreed by the board, including guidance and rules on: charity commission principles of financial management, the preparation of the annual budget, bank account management (including a requirement for the dual signatory of individual transactions over £600), on trustee travel expenses, and on the reporting of financial records to the board.





CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name British Student Taekwondo Federation	No (if any) 1169895
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CC16a

## Receipts and payments accounts

For the period from	Period start date 1-Jul-20	To	Period end date 30-Jun-21
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### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
<b>Charitable activities</b>	-	-	-	-	-
Event fees (RC01)	421	-	-	421	58,762
Subscriptions (RC02)	823	-	-	823	13,750
Sundry income (RC03)	26,155	-	-	26,155	1,534
Stripe mixed receipts (RC04)	-	-	-	-	-
<b>Voluntary receipts</b>	-	-	-	-	-
Voluntary receipts	9,985	-	-	9,985	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	37,383	-	-	37,383	74,047
<b>A2 Asset and investment sales, (see table).</b>					
Loan from trustee	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	37,383	-	-	37,383	74,047
<b>A3 Payments</b>					
Charitable activities costs (PA)	2,867	-	-	2,867	72,312
Support costs (PS)	-	-	-	-	-

Governance costs (PG)	24,464	-	-	24,464	216
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>27,331</b>	<b>-</b>	<b>-</b>	<b>27,331</b>	<b>72,528</b>

<b>A4 Asset and investment purchases, (see table)</b>					
Charitable activities equipment (AC)	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

<b>Total payments</b>	<b>27,331</b>	<b>-</b>	<b>-</b>	<b>27,331</b>	<b>72,528</b>
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<b>Net of receipts/(payments)</b>	<b>10,052</b>	<b>-</b>	<b>-</b>	<b>10,052</b>	<b>1,773</b>
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	12,021	-	-	12,021	10,248
<b>Cash funds this year end</b>	<b>22,073</b>	<b>-</b>	<b>-</b>	<b>22,073</b>	<b>12,021</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Cash at bank	21,785	-	-
	Cash in hand	288	-	-
		-	-	-
	<b>Total cash funds</b>	<b>22,073</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account (s))	OK	OK	OK

		Unrestricted funds	Restricted funds	Endowment funds
		to nearest £	to nearest £	to nearest £
<b>B2 Other monetary assets</b>	<b>Details</b>			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-


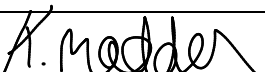
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>	<b>Details</b>			
			-	-
			-	-
			-	-
			-	-
			-	-

		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>			
	<b>Tangible Fixed Assets</b>		-	-
	Charitable Activity Equipment	Unrestricted	8,540	4,092
	Charitable Activity Equipment	Restricted	1,069	616
			-	-
			-	-
			-	-
			-	-
			-	-

## B5 Liabilities

		-	-
Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	Duncan Ross	23/05/2022
	Kevin Madden	24/05/2022

## **Independent examiner's report to the trustees of BRITISH STUDENT TAEKWONDO FEDERATION**

I report to the trustees on my examination of the accounts of the BRITISH STUDENT TAEKWONDO FEDERATION for the year ended 30 June 2021.

### **Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

### **Independent examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act; or
2. the accounts do not accord with those records.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed:



Name: Sara Holland PhD

Relevant professional qualification or membership of professional bodies (if any): EPA,  
Chartered UK Patent Attorney

Address: 21 The Moor, Brinsley, Nottingham, NG16 5BB

Date: 22 May 2022