



British Student Taekwondo Federation

**Trustee Annual Report for the period:
1st July 2021 - 30th June 2022**

A Charitable Incorporated Organisation
Charity Number: 1169895

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1. Administrative Information

The Board presents it's Trustees' Annual Report for the period of 1st July 2021 to 30th June 2022.

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

The Trust	
Duncan Ross	Elected trustee
Kevin Madden	Elected trustee
Sameh Hussain	Elected trustee
Stephanie Gooch	Elected trustee
Senior management team	
Colin West	Managing director
Non-executive director(s)	
James Thornton	Non-executive director
Richard Ulliyott	Non-executive director
Honorary patron(s)	
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 affected our planning for the delivery of our normal programme between the 1st July 2021 and 30th June 2022.

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 our principle events the board made the necessary provisions to adhere to guidance and minimise any risk of transmission whilst competing in Taekwondo. With these measures in place the charity was able to deliver a full programme of events once again.

Due to the pandemic and the desire to minimize our expenditure while still providing updates and support for our members; the board had already made use of the Coronavirus Job Retention Scheme and Bounce Back Loan Scheme from Autumn of 2020. The support from the Coronavirus Job Retention Scheme was continued until November 2021.

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 some 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 numerous board meetings, both online and in person when possible. The Charity held the 2022 AGM in May 2022 inviting all member institutions to join the board in discussing the current status of the charity as well as celebrating the events of the tournament series.

The BUCS Student National Taekwondo Championships Series

The charity's three BUCS Student National Taekwondo Championships Series competitions welcomed a huge number of participants from 50 universities, with over 510 unique student-athletes taking part over the Series along with scores of coaches, and over 120 volunteers & umpires taking part in total. These events are the charity's principal events and primary source of

both receipts and payments. Each are multi-discipline events which include the four of the most popular taekwondo disciplines at every event: WT rules sparring, ITF rules sparring, Kukkiwon patterns and Chang-Hon patterns, further subdivided by weight and class (experience level).

The 2022 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. 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.

The charity was proud to take a record breaking delegation to the [2022 EUSA games](#), securing 11 of the 34 medals won by athletes from British Universities. This was the most successful sport of the game for British Athletes.

Training events

The charity also provided an umpire training course to help upskill our students and volunteers who wish to support student taekwondo. These are planned to return more regularly alongside other training events for students, athletes and coaches.

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 2022 Dr Un-Yong Kim [Club of the Year Award](#) was University College London.

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 1st July 2021 to 30th June 2022 are submitted on a receipts and payments basis, with total receipts of £86,839 (2020-21 £37,383 – due to the pandemic) and total expenditure of £77,897 (2020-21 £27,331 – due to the pandemic). 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 and subscription 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 £10,300 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 £4,695 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 2021-2022 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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Receipts and payments accounts

For the period from	Period start date Jul 1, 21	To	Period end date Jun 30, 22
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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 £
A1 Receipts				
Charitable activities	-	-	-	-
Event fees (RC01)	66,023	-	-	66,023
Subscriptions (RC02)	8,473	-	-	8,473
Sundry income (RC03)	7,343	-	-	7,343
Stripe mixed receipts (RC04)	-	-	-	-
Voluntary receipts	-	-	-	-
Voluntary receipts	5,000	-	-	5,000
	-	-	-	-
	-	-	-	-
Sub total (Gross income for AR)	86,839	-	-	86,839
A2 Asset and investment sales, (see table).				
Loan from trustee	-	-	-	-
	-	-	-	-
Sub total	-	-	-	-
Total receipts	86,839	-	-	86,839
A3 Payments				
Charitable activities costs (PA)	67,230	-	-	67,230
Support costs (PS)	-	-	-	-

Governance costs (PG)	10,667	-	-	10,667
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
	-	-	-	-
Sub total	77,897	-	-	77,897

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

Total payments	77,897	-	-	77,897
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Net of receipts/(payments)	8,942	-	-	8,942
A5 Transfers between funds	-	-	-	-
A6 Cash funds last year end	22,073	-	-	22,073
Cash funds this year end	31,015	-	-	31,015

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

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £
B1 Cash funds	Cash at bank	30,727	-
	Cash in hand	288	-
		-	-
	Total cash funds	31,015	-
	(agree balances with receipts and payments account(s))	OK	OK

		Unrestricted funds to nearest £	Restricted funds to nearest £
B2 Other monetary assets	Details		
		-	-
		-	-
		-	-
		-	-
		-	-

		Fund to which asset belongs	Cost (optional)
B3 Investment assets	Details		
			-
			-
			-
			-


		Fund to which asset belongs	Cost (optional)
B4 Assets retained for the charity's own use	Details		
	Tangible Fixed Assests		-
	Charitable Activity Equipment	Unrestricted	9,203
	Charitable Activity Equipment	Restricted	1,069
			-
			-
			-
			-

		-
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B5 Liabilities

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

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

Signature	Print Name
	Duncan Ross

CC16a

Last year

to the nearest £

-
421
823
26,155
-
-
9,985
-
-
37,383

-
-
-

37,383

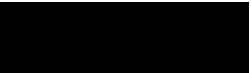
2,867
-

24,464
-
-
-
-
-
-
27,331

-
-
-

27,331

10,052
-
12,021
22,073



Endowment
funds
to nearest £

-
-
-
-

OK

**Endowment
funds
to nearest £**

-
-
-
-
-
-

**Current value
(optional)**

-
-
-
-
-

**Current value
(optional)**

-
4,279
554
-
-
-
-
-

-

**When due
(optional)**

Date of
approval

04/16/2023

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 2022.

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: 26 April 2023