



World Transplant Games Federation Governance outline

1. LEGAL STRUCTURE

- The WTGF is a **company limited by guarantee**, No: 10323481, registered in England and Wales.
- The WTGF is also a **registered charity**, No: 1179470.
- We are regulated by both the **Companies House** and by the **Charity Commission**
- Member of **GAISF (Global Association of International Sports Federations)**
<https://gaisf.sport/>
- Recognized by the **IOC (International Olympic Committee)** as a multi sports organization

2. OFFICIAL DOCUMENTS

- The WTGF has a governance committee which oversee the management and ensures the adherence to good governance and principles of the Federation. The WTGF Constitution is the set of fundamental principles, guidelines and established precedents on which the Federation is governed. Our official documents consist of the following:

2.1 ARTICLES OF ASSOCIATION

- <https://wtgf.org/wp-content/uploads/2020/01/WTGF-Articles-of-Association-July-2018.pdf>
- This is the set of rules according to which we as a company run and administer to. They regulate matters such as the appointment and roles of Board members and define the procedures relating to Board meetings and shareholder decisions.
- The articles of association form a contract of membership between the company and our Trustees and include the following topics:
 - WTGF Objectives and powers
 - Trustee benefits & conflict of interests
 - Membership policy
 - General Assembly guidelines
 - Board of trustee role, term and appointments
 - Executive Committee role, term and appointments
 - Policies around communications & notices
 - Rules and bylaws



2.2 WTGF BYLAWS

- <https://wtgf.org/wp-content/uploads/2020/01/WTGF-Bylaws-October-2019.pdf>
- Our bylaws elaborate on the WTGF's management structure, procedures, and dispute resolution processes. Our bylaws are both a legal document and a roadmap for our Federations actions. They are a form of agreement between the corporation and its owners to conduct itself in a certain way.
- The ownership of our corporation belongs to the public as represented by the non-profit organization's governing body, being our Board of Trustees. The main key points covered by our bylaws can be summarised as:

Membership

- Only one member organisation per country may exist
- The membership certificate is for a 2 year period , renewed in the 2 year rotation
- Member organisations must meet all governance requirements (constitution, financials, manifesto) and show that they will represent all transplanted persons (past and future) who wish to participate in WTGF Activities

General Assembly & Meetings

- A face-to-face Annual General Meeting of all the member countries is held during the Summer World Transplant Games, with an online meeting held in the intervening years. This is a biennial opportunity for all Country Representatives (Members) to meet and discuss issues and make decisions for the future. The Bylaws outline the rules, resolutions and voting procedures for this meeting.
- The Board of Trustees conduct four (4) online meetings throughout the year to report on the WTGF activities, progress, planning and finances.
- The Executive Committee conduct an additional 4 online meetings throughout the year to discuss the vision and strategic planning for the Federation as a whole.

Board of Trustees

- The WTGF is led by a Board of Trustees who all act in a voluntary capacity
- The Country Representatives (Members) elect the Board, with each Trustee being elected for a period of 4 years. Election of Trustees takes place every two years at the face-to-face Annual General Meeting where 50% of the Trustees are elected. This ensures both continuity and renewal on a regular basis. There can only be one elected board member from each member country association.
- The Board can have a maximum of 13 Trustees, all positions are filled currently.
- In addition to the Board, three (3) paid staff are employed by the WTGF to manage the day to day operations.

The Executive Committee

- The Board appoints a President, Honorary Secretary and Treasurer from within the Board, each for four-year terms.



2.3 CHILD PROTECTION POLICY AND SAFEGUARDING CHILDREN REPORT

- https://wtgf.org/wp-content/uploads/2020/03/WTGF-Child-Protection-Policy-11_mar_2020.pdf
- The WTGF implements a child protection policy to ensure the safety of all children at WTGF events and activities. The reporting procedures for incidents and disclosure process together with a reporting form can be downloaded on our website.

2.4 SAFEGUARDING VULNERABLE ADULTS' POLICY

- <https://wtgf.org/wp-content/uploads/2020/05/WTGF-Safeguarding-Vulnerable-Adults- Policy-29.04.2020.pdf>
- The WTGF is committed to keeping safe the vulnerable adults with whom we work alongside. The policy applies to all WTGF Employees, Volunteers, Members and anyone working on behalf of the World Transplant Games Federation. The policy can be accessed on our website

2.5 TRUSTEE INDUCTION PACK

- All new Trustees are presented with a Trustee Induction Pack summarising the requirements of position they hold and what obligations they have as part of the Board. It covers areas relating to the Interests register and declarations of interest in accordance with the guidelines set out by the Companies House and the Charity Commission
- All new trustees are provided with a Trustee induction manual. The essentials of being a Trustee can best be described in the following link:
<https://www.gov.uk/government/publications/the-essential-trustee-what-you-need-to-know-cc3>

2.6 DATA PROTECTION PLAN

- The WTGF is registered for data protection with the Information Commissioners Office in the United Kingdom and ensure adherence to global data protection policies

3. FINANCIAL GOVERNANCE

- A 2-year rolling budget is prepared by the Treasurer and approved by the Board annually at the year-end Board meeting.
- The Annual Financial returns are also presented to the country representatives, representing our members, and signed off at the annual general meeting.
- We submit Annual Financial Statements to the Charity Commission and the Companies House. These are prepared by our accountant and signed off by the Board of Trustees
- The annual submission to Companies House is submitted each year in August.



World Transplant Games Federation

Powered by the gift of life

- The WTGF uses an accounting system which is governed by the WTGF financial team and our accountants. All payments and transactions follow a 3 step clearance policy ensuring accountability and adherence.

4. WTGF COMMITTEE STRUCTURE

- The Board of Trustees and staff are structured to represent the following committees
 - Executive - Strategic planning
 - Governance & Membership – policies, procedures, protocols, membership matters
 - Sports – sports development, rules, athletes advisory commission, delivery at events
 - Medical – guidelines for participation, medical forms & medical delivery at events
 - Education & Research – education, conferences, research program & rehabilitation
 - Gift of Life - marketing, promotions, patrons, fundraising & sponsorship
 - Summer World Games – bidding process, games implementation & delivery
 - Winter World Games - bidding process, games implementation & delivery
 - Special events - Ad hoc Special interest sports or social events

5. AFFILIATIONS

- IOC – International Olympic Committee - The WTGF is proud to be accepted as an International Olympic Committee recognised organisation with an active memorandum of understanding in place.
- EHLTF – European Heart and Lung Transplant Federation – Memorandum of understanding
- ETDSF – European Transplant & Dialysis Sports Federation – Memorandum of understanding
- TTS – The Transplantation Society – Executive Working group around education
- TACKERS – Transplant Adventure Camp for Kids
- WADA – World Anti-Doping Agency
- WHO – World Health Organisation
- KDIGO – Kidney Disease / Improving Global outcomes