

Judo BC Board of Directors Meeting Summary June 15, 2012

1. Approval of Agenda

Moved by B. Fingarson, seconded by S. Hewson to approve the agenda with one modification - Item 5 a) to m) and 6 d) tabled to next meeting. CARRIED

2. Approval of the Minutes

Moved by A. Hadvick / S. Hewson to approve approved the minutes of May 14 2012 (Appendix A). CARRIED

3. Review Receipt of Reports & Minutes

a) Receipt of Technical Committee Updates:

i. Tournament Standards

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| ACTION: Final approval pending follow-up action by Technical Committee |
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ii. Tournament Sanction Process

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| ACTION: Final approval pending follow-up action by Technical Committee |
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iii. Provincial Team Selection Criteria - Appendix B

iv. Identification of Selection Events & Camps - Appendix B

Moved by A. Hadvick, seconded by S. Hall to approved the 2012-13 Team BC Selection Criteria. CARRIED

4. Financial Report

a) Review of Audited Financial Statements for the Year ending March 31, 2012 Documentation we received by Board in preparation for the AGM.

b) Review of letter to management - Appendix C The Board reviewed the letter to management and the recommendations submitted by the Executive Director.

Recommendation #1

This recommendation was discussed with our accountants. They indicated that a capitalization policy should contain:

- the minimum value of an asset to be capitalize
- the length of usage the asset must have to be capitalize
- the number of years the asset will be amortized.

Recommended Capitalization Policy

With the exception of computers, items with a life expectancy of 2 years or more and a value of \$500 or more are considered capital assets. All computers are considered capital assets.

Items with a value of less than \$500 are considered non-capital purchases.

The amortization rate shall be as follows:

| | |
|--------------------------|-------|
| General office equipment | 20% |
| Computing equipment | 33.3% |

Action: Additional discussion required – Defer to next meeting.

Recommendation #2

The recommendation was discussed both the auditors and our accountants. Issuing numerically sequences receipts books to our NCCP learning facilitator, grading board chair and referee committee chair will address 1/3 of the revenue referenced in this item. Moving to an online registration system will address the other 2/3 as a manual receipts system is not an applicable solution at the club level.

Note that most of the NCCP, referee and grading income could also be addressed by an online system.

Action: Executive Director to secure pre-addressed and numerically sequenced receipts books for the following committees – Coaches Development, Referee Committee, Grading & Kata Board. Additional books should be held in the office for other usage. Each committee chair should receive a letter from the Treasurer outlining the rational for the new books and the usage application (writing to submitting for deposits).

Recommendation #3

This was an oversight by the office. No further action is required as we do have a policy which required 2 signatures.

Action: No further action required.

RECOMMENDATION #4

We recorded a few entries in this current fiscal year which applied to activities conducted in last fiscal year (Seiko Ouchi claim for the Edmonton International and Bruce Kamstra for the Edmonton International). These activities could have been be coded to either fiscal year as the date of the event is March 30th to April 1st. The comments have been noted for this fiscal year.

Action: No further action required.

5. Business Arising from last meeting – deferred to next meeting

- a) Membership Data Management Program
- b) Strategic Plan
- c) Risk Management Strategy
- d) NCCP file audit, Locker and PD points
- e) Search for other banking institutions.
- f) Pacific Judo Academy visit

- g) Long term plan for the preparation of the 2015 CWG team
- h) 2012 Pacific International and plans for 2013
- i) Membership Committee Chair
- j) Discipline & Harassment Committee
- k) Ju-jitsu/Grappling sport alliance
- l) Definition of Probation
- m) BC Hall of Fame

6. New Business

- a) Membership questions about insurance

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|---|
| Action: Information to be presented to AGM |
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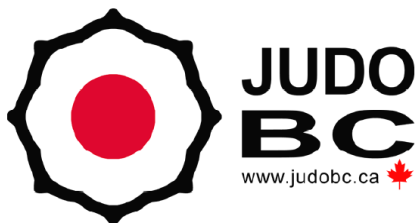
- b) Ishikawa Club
Board discussed status of the litigation. No action required
- c) Executive Director Resignation and Transition Plan
In camera discussion.
- d) 2013 Nationals – tabled to next meeting
 - i) Dates
 - ii) Organizing Committee

7. Next Meeting

President will send out recommended dates for 2012-13 in the next month.

8. Adjournment

Moved by B. Fingarson, seconded by S. Hewson to adjourn.



Judo BC Board of Directors Meeting Summary May 14, 2012

In attendance

- Sandy Kent
- Al Hadvick
- Sandra Hewson
- Bruce Fingarson
- Diane St-Denis
- Sean Hall

1. Approval of Agenda

Moved by Al Hadvick, seconded by Bruce Fingarson to approve the agenda as presented.

CARRIED

2. Approval of the Minutes

Moved by Al Hadvick, seconded by Bruce Fingarson to approve the minutes of March 2, April 3 and April 16th.

CARRIED

3. Receipt of Reports & Minutes

a) Technical Committee April 15th Meeting - Appendix D

Moved by Al Hadvick, seconded by Bruce Fingarson to receive the April 15th Technical Committee meeting summary.

CARRIED

b) Approval of Tournament Standards - Appendix E

Moved by Sandra Hewson, seconded by Bruce Fingarson to approve in principal the standards as presented with the following notes:

- **Add a date at bottom of the document**
- **Change terminology “veteran” to “masters”**
- **Need to review how to proceed when dealing with the possibility of a yellow belt vs brown belt.**

CARRIED

c) Approval of Tournament Sanction Process - Appendix F

Process for 2012-13

- **Club submits application along with Tournament Technical Package and \$25.**
- **Application and Technical Package are sent to Technical Committee Chair to confirm compliance with Tournament Standards.**

Moved by Al Hadvick, seconded by Sandra Hewson to approve the above process for 2012-13. CARRIED

d) Request to increase the BC Youth Provincial Championship Fee to \$50

Moved by Al Hadvick, seconded by Bruce Fingarson to retain the current entry fee of \$30 for the BC Youth Championship & Training Camp. Judo BC will provide the host with championships medals at no cost and shall waive the payment of the tournament participation fee. The host still pay the tournament sanction fee of \$25.

CARRIED

In addition to the above items, the Judo BC will work with the host to secure a Hosting BC Grant.

e) Provincial Team Selection Criteria - Appendix G

Moved by Bruce Fingarson, seconded by Al Hadvick to approve in principal the selection criteria.

CARRIED

Item to follow-up on:

- Concern with Inter-Provincial Camp being in Alberta again. Discuss travel equalization with Western Provinces.
- Summer Camp needs to be removed from document.
- Change terminology of “veteran” to “masters”.

f) Identification of Selection Events & Camps - Appendix H

For information only. The finalized document will be presented to the Board for approval prior to the AGM.

6. Financial Report

a) 4th Quarter Compliance Certificate - Appendix I

Received by the Board as information only.

b) Audit

Audit is currently being completed. Final documents should be ready by May 31st.

c) 2012-13 Budget - Appendix J

Updated budget with year-end projections circulated for information only.

d) Outstanding accounts - Appendix K

Board reviewed list of outstanding account. Executive Director to follow up with debts older than 90 days.

e) Gaming Grant Applications

Judo BC has submitted an application to support the following funding:

- National championship funding
- Centralization fund
- Sport on the Move

f) Inter-Provincial Camp

- Executive Director provided a quick update on the event.

g) 2012 Nationals

- Executive Director provided a quick update on the event.

h) 2012 Summer Camp

- Event has been cancelled at the request for the Provincial Coach.

i) Fall Coaching Conference

- Executive Director provided a quick update on the event.

7. Business Arising from last meeting

a) Surrey Judo Club – payment and form have been received.

This item has been resolved. Executive Director to send an email to the membership and a revised letter to each Surrey Club member.

b) AGM

i. Steve Sasaki Award Recipient - Appendix L

Directors are asked to send recommendations to the President by Wednesday, May 16th.

ii. Athlete of the Year – rewrite - Appendix M

Moved by Sandra Hewson, seconded by Bruce Fingarson to approve the proposed changes to the selection and presentation section of the policy.

- iii. Definition of Probation - Appendix N
Deferred to the June Agenda.

The followings items will be placed on the June Agenda

- a) Membership Data Management Program
- b) Strategic Plan
- c) Risk Management Audit
- d) NCCP file audit, Locker and PD points
- e) Search for other banking institutions.
- f) Pacific Judo Academy visit
- g) Long term plan for the preparation of the 2015 CWG team
- h) 2012 Pacific International and plans for 2013
- i) Membership Committee Chair
- j) Discipline & Harassment Committee
- k) Ju-jitsu/Grappling sport alliance

8. New Business

- a) BC Hall of Fame - Appendix O
Directors asked to consider possible nominees for discussion at our next meeting.

9. Next Meeting

- Friday, June 15th prior to the AGM
- Saturday, June 16th, AGM

10. Adjournment

Moved by Sean Hall, seconded by Al Hadvick to adjourn.

CARRIED

APPENDICES

- A. March 2, 2012 Meeting
- B. April 3, 2012 - conference call
- C. April 16, 2012 - conference call
- D. Technical Committee April 15th Meeting
- E. Tournament Standards
- F. Tournament Sanction Process
- G. Provincial Team Selection Criteria
- H. Identification of Selection Events & Camps
- I. 4th Quarter Compliance Certificate
- J. 2012-13 Budget
- K. Steve Sasaki Award Recipient
- L. Athlete of the Year – rewrite
- M. Definition of Probation
- N. BC Hall of Fame

Judo BC 2012-13 Team Selection Criteria

Updated June 2012

Athletes, coaches and parents are expected to review the Judo BC Selection Criteria including the Rules and Regulations for Selection to Provincial Teams. If you have further questions, please direct them to the Judo BC office or any member of the Technical Committee.

| Junior Team (U20, U17, U15) selection events and criteria | |
|---|--|
| Fall Training Camp – Jr and Sr September 22-23, 2012 - Steveston Judo Club Camp fee: \$25 10 points for junior/senior provincial team selection | Winter selection tournament Feb 16, 2013 - Pacific Intern. Junior and Senior - Steveston (please refer to tournament invitation for entry fee) Points – outlined in Rules and Regs below |
| Winter Training Camp December 27-30, 2012 – Abbotsford Judo Club Camp fee: \$25 10 points for junior/senior provincial team selection | Spring –Youth Provincial Closed Championships and Training Camp March 9-10, 2013 – Prince George Camp/tournament fee: \$50 |
| Spring Inter-Provincial Training Camp – Jr and Sr Alberta – June (tentative) Camp fee: approx \$100-150 (Judo BC will fund transportation, details to follow) | Edmonton International tournament Date TBD <ul style="list-style-type: none"> • 2 points for participation, plus: • 10pts-gold, 7pts-silver, 5pts-bronze; or • 2 points for each win in junior nationals category <ul style="list-style-type: none"> ○ Maximum shiai points = 10 • 2 points for attending the inter-provincial team practice on Sunday |
| Judo BC Summer Camp Date/location to be determined. See Judo BC website. Camp fee: to be determined No provincial team points awarded | Team BC Sunday workouts 2 points will be awarded to athletes who attend the Team BC workout on Sunday following all junior selection tournaments |

To be considered for the Judo BC Junior Team and to be eligible for Judo BC funding, junior athletes must:

1. Attend minimum of two selection training camps (fall, winter, youth provincial camp, spring inter-provincial);
2. Attend minimum of two junior selection tournaments (listed above);
3. To be considered for Judo BC funding for *any* out of province competitions (i.e.: Ontario Open, Quebec Open, etc.), athletes must medal at the previous junior nationals and have won at least 2 matches at the junior nationals;
4. Judo BC reserves the right to fund the top athletes in each division based on most points, subject to available funds. All divisions may not qualify.
5. Athletes may attend the national championships on a self-funded basis, provided they meet the minimum Judo BC Selection Criteria as follows:
 - Must attend the Judo BC Youth Championships and training camp; and
 - Must attend 1 additional selection training camp or 1 additional selection tournament before team selection is finalized in April.

Judo BC 2012-13 Team Selection Criteria

Updated June 2012

Senior Team selection events and criteria

| Out of Province tournaments and Judo Canada Sr Domestic points tournaments | In-Province camps and points tournaments |
|--|--|
| Quebec Open, Montreal October 2012 Training camp to follow (Judo BC funding based on 2012 <u>nationals results</u> and attendance at Quebec Open <u>training camp</u>) Judo Canada Sr domestic points tournament/ Judo Canada U17/U20 Selection | Fall Training Camp – Jr and Sr September 22-23, 2012 – Steveston Judo Club Camp fee: \$25 10 points for junior/senior provincial team selection |
| Pacific International Senior, Steveston February 16, 2013 BC Team Training <u>date</u> -Steveston Judo Club (Judo Canada Sr domestic points tournament) | Winter Training Camp December 27-30, 2012 – Abbotsford Judo Club Camp fee: \$25 10 points for junior/senior provincial team selection |
| Edmonton International April 6-7, 2013 (Judo Canada Sr domestic points tournament) | Senior selection tournament October 20, 2012 – BC Championships - Abbotsford BC Team Training on Sunday |
| Ontario International Open, Etobicoke May 2013 (Judo Canada Sr domestic points tournament/ Judo Canada U17/U20 Selection) | Senior selection tournament December 1, 2012 – Canada West - Burnaby BC Team Training on Sunday |
| | Spring Inter-Provincial Training Camp – Jr and Sr Alberta – June (date TBD) Camp fee: approx \$100-150 (Judo BC will fund transportation, details to follow) |

To be considered for the Judo BC Senior Team and to be eligible for Judo BC funding, athletes must:

1. Attend 1 training camp and Ontario International or 1 training camp and Quebec Open; **or**
2. Attend minimum of 3 tournaments listed above;
3. Judo BC reserves the right to fund the top athletes based on available funds;
4. To be considered for Judo BC funding for out of province competitions, athletes must place in the top 5 at the senior nationals and win minimum 2 matches at the senior nationals;
5. To be considered for out of province funding, athletes must attend the Senior Nationals and Training camp ;
6. Athletes may attend the national championships on a self-funded basis, provided they attend 1 training camp and 2 tournaments from list above.

Veterans

Athletes interested in competing in the Judo Canada Veterans National Championships must submit their name to the Judo BC office by **April 1** each year. Names will be forwarded to Judo BC Head Coach and Technical Committee for review.

- Athlete information required: name, year born, age category, weight category, exact weight, telephone number(s)
- Participant at nationals is on a self-funded basis.

Kata selection events and criteria

Katas to be judged:

Nage No Kata, Ju No Kata, Katame No Kata, Goshin Jitsu, Kime No Kata

Judo BC 2012-13 Team Selection Criteria

Updated June 2012

- Kata pairs must compete as a team at the selected provincial Kata competitions as published on Judo BC website
 - Judges must consist of minimum one Grading/Kata Board member and two additional judges selected by Provincial Grading/Kata Board
- Teams must participate in at least 1 kata clinic between October-March;
- Teams wishing to compete at the national kata championships must submit their names in writing to Judo BC and the Chair of the Grading/Kata Board by **March 1**;
- Final team selections decided by Judo BC Technical Committee, based on recommendations from provincial Grading/Kata Board;
- Judo BC *may* provide funding for the top ranked kata teams, subject to available funds.

Rules and Regulations For Selection To All Provincial Teams

1. Each team (Junior, Senior, Veterans, Kata) may have additional rules for selection; please refer to specific team criteria.
2. Team points - 1st place - 10, 2nd place - 7, 3rd place - 5
3. 2 points will be awarded to athletes who attend the Team BC workout on Sunday following selection tournaments.
4. Athletes must attend the minimum number of events in order to be selected or receive funding for junior or senior events (refer to team selection criteria).
5. Athletes who make a change in weight category during the selection process will carry 50% of their points earned from previous weight category counted in the calculation of their total points standing.
6. Training camps - 10 points - athletes must attend all practices to receive full points for training camps. Partial points will be given to athletes who miss one or more practice.
7. Camp fees to be paid at the camp, not mailed in. One club cheque for all participants, do not pay individually.
8. Athletes must sign-in for all practices at training camps.
9. Athletes must win at least one (1) fight in order to receive points (except in the case where there is only one entry in a division).
10. In BC competitions that have out-of-province competitors, points will be awarded to the highest placing BC competitors (i.e. 3rd place finish but highest BC athlete would receive 10 points for 1st place).
11. In the case that athletes are tied in points OR in cases where athletes have been awarded special consideration by the Technical Committee, fight-offs may be held. Judo BC will contact those who could potentially be required to participate in a fight-off prior to the date, including athlete's personal coach. Cost for attending the fight-off is borne by the participants.
12. Final team selection will be communicated by Judo BC to all clubs following the last selection event or selection deadline for each team (jr/sr/veteran/kata).
13. Application for all special circumstances must be communicated to the Judo BC office prior to the day of the event. Where that communication is verbal, the athlete will follow-up within seven days with written documentation as required (e.g. medical certificate).
14. Injury exemptions will be considered on a case by case basis by the Head Coach in consultation with the Technical Committee. To qualify for an injury exemption, the athlete, parents or personal coach must notify Judo BC as per the Special Circumstances clause above. A medical note must be provided. A medical certificate signed by a physician must be provided stating the nature of the injury, the date the injury occurred and the anticipated date of return to training and competition.
15. If an athlete receives a medical exemption, he/she will receive participation credit for that event. Follow-up documentation may be required from athlete's doctor before he/she can compete in the next event.
16. If an athlete is injured during competition, his/her coach or parent must ensure the withdrawal is documented on the tournament draw sheets for recording purposes.
17. An athlete selected by Judo Canada for an international or junior developmental event that is in conflict with a provincial selection event date will receive the equivalent of first place points according to the provincial points table for the event in conflict. Conflict of dates will include 14 days prior to and after the international event.
18. Athletes training full time outside of the province or competing in approved out-of-province tournaments may be exempt from competing in selection events in divisions provided that they make a special application in writing to the Judo BC office. Decisions will be made on the strength of the weight class within the province as well as the applicant's placing at the previous year's Provincial selection events and the National Championships.

Judo BC 2012-13 Team Selection Criteria

Updated June 2012

19. The National Champion for the previous year (if still in the same weight and age class), and nationally carded athletes will be automatically selected providing they participate in the Provincial Selection process.
20. An athlete with a current proven competitive record from another province who relocates to BC during the competitive season may be considered for selection. Application must be made to the Judo BC office prior to the final selection event.
21. To receive funding, all athletes including National Champions and Carded athletes must participate in the Provincial selection process and designated training camps as outlined above.
22. Funding for any event is strictly based on the availability of funds from the Judo BC Athlete Development budget.
23. Athletes who do not qualify for Judo BC funding may attend the Judo Canada National Championships on a self-funded basis, provided they meet the Judo BC Selection Criteria as outlined above.
24. All athletes that are part of the Judo BC talent pool are under the rules and disciplinary procedures of the Judo BC Policy and Procedures (copies of this policy are available from Judo BC at info@judobc.ca). All athletes are required to abide by these rules and regulations and shall agree to do so by signing the Athlete Code of Conduct before accepting a position on the team. A parent's signature is required for minor athletes.
25. Parent(s) of minor athletes are expected to abide by all rules and regulations contained in the Judo BC Selection Criteria (deadlines, athlete's curfews, etc.). A parent's action which causes an athlete to breach the Code of Conduct will not be considered as grounds to dismiss any disciplinary action on the part of Judo BC.
26. Athletes must abide by the rules within the Athlete Code of Conduct as articulated in writing by the Head Coach, Coaching Staff and Judo BC. Any violation of these rules and regulations may be dealt with on site at the discretion of the Coaching Staff. Breach of rules and regulations shall also be dealt with in accordance to the Judo BC Policy and Procedures. Copies of Judo BC's Policy and Procedures can be found on the Judo BC Website – www.judobc.ca.
27. All athletes must be in good standing with Judo BC in order to be selected to a team for any event.
28. Athletes who fail to meet required deadlines, submit a signed Code of Conduct or remit payment for costs associated with their selection may forfeit their right to selection.
29. All Judo BC talent pool athletes are encouraged to attend regional training sessions and/or regular team workouts in their area.
30. Judo BC reserves the right not to select a full team for any event.
31. All selections are subject to the approval of the Judo BC Technical Committee.

May 15, 2012

Judo BC
3295 Coast Meridian Road
Coquitlam, BC
V3B 7H5

Attention: Board of directors

Dear Board of Directors:

RE: Judo BC– March 31, 2012 Fiscal Year End

We have recently completed our audit of the financial statements of Judo BC for the year ended March 31, 2012.

The purpose of our engagement was to form an opinion on the presentation of the financial statements. To do this, we examined the accounting system, internal controls and related data, to the extent necessary to fulfill our objective. Our work was not designed to evaluate and test the operations and internal controls of Judo BC, for the purpose of assessing them and expressing an opinion on the internal controls and systems.

Our work did discover certain matters that we feel should be disclosed to you. Our observations and recommendations, by their nature, focus on weaknesses in the information system.

Following are our recommendation:

1. CAPITALIZATION POLICY

Observation

When discussing the capitalization of assets it was noted that no capitalization policy was in place.

Recommendation

We suggest adoption of a policy to provide guidelines that define the qualification for capital expenditures, including monetary limits. Setting forth these practices will allow for more efficient and accurate accounting and later adjustments to properly classify capital expenditures.

2. REVENUE

Observation

The Association derives revenue from the general public in the form of membership, tournament, grading and camp fees with insufficient documentation.

Recommendation

We recommend that that upon receipt of cash sales or cheques, customers should be receipted with a numerically issued official Judo BC receipt. A receipt reconciliation should be completed before each deposit to ensure that all receipt numbers have been accounted for. In addition, scanned or photocopies of all cheques should be kept on file. Further, an online registration system ,as recommended by Candace Nancke, would provide verifiable lists for audit purposes. These procedures will help ensure the completeness of revenues.

3. CHEQUE SIGNING POLICY

Observation

In auditing the purchase and expense cycle we observed that on several occasions in June and December 2011, February 2012 there were cancelled cheques with only one signature present, there should be two authorized signatures.

Recommendation

The Association should ensure at least two check signers are always available in the event they are needed so as not to delay the disbursement process. This control will minimize the in the payment of unauthorized purchases.

4. ACCOUNTS PAYABLE

Observation

During the audit, we noticed that the accounts payable invoices are not being recorded in the correct period. This has created accounts payable cut off errors.

Recommendation

The Association should ensure that all accounts payable invoices are recorded when goods are received or services are provided, this will ensure all accounts payable is recorded at the correct date and will ensure completeness and accuracy of payables.

We like to take this opportunity to thank-you for allowing us the privilege of working with you and your staff and for assisting us throughout the audit.

Should you have any questions relating to the above recommendations, please contact our office.

Yours truly,
EPR Coquitlam

Trevor Sutherland, CGA