



## **POLICIES & PROCEDURES**

**Revised April 30, 2017**

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## Judo BC Foundations

### Defining Statements

- Judo BC is the recognized governing body for judo in BC, representing all sanctioned and registered judo clubs in the province.
- Judo BC is a registered non-profit society incorporated under the Society Act in British Columbia.
- Judo BC members are those members as outlined in the by-laws.

All members of Judo BC, as defined in the by-laws, are bound by the rules, regulations and policies of Judo BC.

### Vision Statement

To develop and support Kodokan Judo in British Columbia.

### Mission Statement

Through leadership, programs, and activities, in cooperation with its member clubs and its partners, Judo BC promotes, supports and develops Kodokan Judo as a sport, martial art, self-defense, recreation, fitness and health activity, and as a way of life.

### Value Statements

#### Conduct

Through the practice of judo, Association programs and activities, and affiliations with member clubs and partners, Judo BC promotes the founding principles of Kodokan Judo which emphasize respect for self and opponents, fair play, as well as both mental and physical development. Judo training is defined as: maximum efficiency in the use of mind and body with minimal effort for the mutual benefit and welfare of all. All members, all participants, regardless of age, rank or position are expected to respect and adhere to this code.

#### Equity

Access to Association membership, activities, programs, financial support, and volunteer and staff positions, for all athletes, coaches, officials, members and candidates, is fair and equitable. Access is based on the defined criteria and the qualification of candidates, not on age, gender, race, religion, sexual orientation, geographical location, club affiliation or level of development.

### Guiding Principles and Policies

#### Fair Play

Fair Play begins with the strict demonstration of the written rules of Judo (including IJF Rules, event rules, and the principles of judo) but it involves something more than even the unfailing observance of the written rules. Fair Play is also the observance of the spirit and intention of the rules. Fair Play results from conducting oneself with high moral standards. Fair Play is a philosophy to be demonstrated by all judo participants including athletes, coaches, referees, volunteers, elected officers, and spectators and it is to be demonstrated both on and off the mat, in all aspects of Judo and the operations of Judo in BC.

### Codes of Conduct

Members and individuals representing Judo BC are expected to abide by the Judo BC code of conduct and be members in good standing with Judo BC. Failure to comply with the code of conduct may lead to disciplinary action. The codes of conduct are contained in the Judo BC Policies & Procedures Manual.

### Equity

Judo BC believes in fair and equitable access to all aspects of judo. Membership into the association, selection for all volunteer and paid positions (including those receiving an honorarium), access to activities and programs, financial support, selection process to represent BC as athletes, coaches or referees shall be based on defined criteria and qualification of candidates. Judo BC will not tolerate such decision being made based upon age, gender, race, religion, sexual orientation, geographical location, club affiliation, level of development or ranking. This commitment to equitable access will be reflected in all policies and procedures of the organization.

### Drug-free Environment

All events and activities of Judo BC shall be drug-free. Judo BC will not tolerate the use of performance enhancing drugs, as defined and updated by the Canadian Centre for Ethics in Sport. Copies of the Canadian Anti-Doping Program can be found on the Canadian Centre for Ethics in Sport website, [www.cces.ca](http://www.cces.ca). Considering the above statement, Judo BC endorses the Judo Canada policy on Drug-free Sport contained in the National Team Handbook published on the Judo Canada website. Judo BC will also not tolerate the use of any illicit drug by any member, the use of alcohol by any minor, or the abuse of alcohol by any adult member while acting in official capacity, participating in sanctioned, sponsored or endorsed events or programs, or representing Judo BC.

### Harassment

Judo BC believes that all members and staff of the Association and the individuals that these representatives may come in contact with have the right to work, volunteer, train, and/or participate in an environment free of harassment and to be treated with respect. Judo BC will not tolerate harassment in conjunction with any activity directly or indirectly related to judo. Any individual, under the jurisdiction of the Association, engaging in such behavior will be subject to disciplinary action. Judo BC's harassment policy is outlined in the Judo BC Policies and Procedures Manual.

### Workplace Bullying and Harassment

*As a workplace, Judo BC believes and enforces the belief that workplace bullying is unacceptable and will not be tolerated.*

### Discipline

Infractions of the rules, policies and procedures of Judo BC, as described in the Constitution and By-laws, Policies & Procedures Manual of the Association, as updated from time-to-time, will result in disciplinary action. Judo BC's disciplinary procedure is outlined in the Judo BC Policies & Procedures Manual.

## Section 1 - Membership

### A. Clubs

#### 1. Registration

- 1.1. The Club Registration Form is due on or before September 15<sup>th</sup> of each year. Yearly club dues are published in Appendix A.
  - 1.4.1 Clubs failing to renew their membership by the deadline will be notified of delinquency status and shall remain not in good standing until such time as they have renewed their membership
- 1.2 1.2 All clubs must be registered separately on an annual basis using the Club Registration Form found in Appendix B even if more than one club is operated by the same instructor. *If a club operates multi locations, the venues must have an Emergency Action Plan, first Aid attendant, and the venue must be approved by the Judo BC Board of Directors. A Yudansha NCCP Dojo Instructor certified coach must be onsite at all location while judo is being practiced.*
- 1.3 Judo BC will invoice club their annual registration fee upon receipt of the Club Registration Form.
- 1.4 Clubs who have outstanding debts with Judo BC will not be eligible for membership for the ensuing year until all debts have been paid in full. By extension, their individual members will not be eligible for membership for the ensuing year until all debts have been paid in full.

#### 2 Conditions for membership

- 2.1 Clubs have the autonomy to manage their day to day operations, but must adhere to the constitution, bylaws, policies & procedures of Judo BC and, by extension, Judo Canada.
- 2.2 Any club that is in violation of the Judo BC constitution, bylaws, policies & procedures as they relate to membership or membership policy, will be subject to suspension, and will be ineligible for coverage under Judo BC's insurance policy.
- 2.3 Clubs may offer a two-week free trial period, see section 12 below, to new members. However, they are required to register with Judo BC all individuals who participate in any judo related activities with their club within 30 days of the start of their participation which includes the two-week trial period.
- 2.4 Clubs must register with Judo BC all individuals who participate in any ~~Short-Term~~ Programs or One Day Events. See items D and E of this section for details.

- 2.5 Clubs are required to use and retain appropriate waivers & releases of all individually registered members including registration forms for ~~short-term~~ *all* programs and one-day events. These forms must be kept on file for minimum of 7 years.
- 2.6 In addition to meeting the coaching certification requirements listed below, all clubs must have a registered black belt, recognized by Judo Canada, present in the dojo to oversee all judo related activities.
- 2.7 Head instructors must ensure the club has in place a written ~~action~~ *emergency* response plan. All coaches/instructors are to be instructed and familiar with the emergency response plan.
- 2.8 Coaching Certification:
- 2.8.1 Head Instructor:
- a) The Head Instructor is defined as the individual appointed by the club to oversee all instruction and coaching with the club. The Head Instructor is responsible for ensuring the safe practice of all judo activities and the club compliance with instruction/coaching supervision.
  - b) The Head Instructor of a club must hold the rank of Shodan or higher and be registered with Judo BC.
  - c) ~~It is strongly recommended that the Head Instructor be fully NCCP certified at the Dojo Assistant Level (formerly NCCP Level 1) or higher.~~  
Note: Effective September 1 2014, Head Instructors ~~will be~~ *are* required to be a NCCP certified Dojo Instructor *or higher*. If a club is not in compliance, the club can apply in writing to the Board of Directors for an extension with reasons and an action plan to become compliant.
- 2.8.2 Club Coaches:
- a) A club coach is defined as a person who is coaching athletes in a competitive environment.
  - b) Clubs coaches must hold the rank of Ikkyu or higher and be registered with Judo BC.
  - c) ~~It is strongly recommended that all coaches be fully NCCP certified at the Dojo Assistant Level (formerly NCCP Level 1) or higher.~~  
Note: Effective September 1 2014, Coaches ~~will be,~~ *are* required to be a NCCP certified Dojo Instructor *or higher*. If a club is not in compliance, the club can



apply in writing to the Board of Directors for an extension with reasons and an action plan to become compliant.

### 2.8.3 Club/School Instructors:

- a) A club instructor is defined as a person who provides instruction during regularly scheduled club practices.
- b) Clubs instructors must hold the rank of Ikkyu or higher and be registered with Judo BC.
- c) ~~It is strongly recommended that all instructors be fully NCCP certified at the Dojo Assistant Level (formerly NCCP Level 1) or higher.  
Note: Effective September 1 2014, coaches will be Club Instructors working with judoka under the age of 19, are required to be a NCCP certified Dojo Instructor or higher. (formerly NCCP Level 2). If a club is not in compliance, the club can apply in writing to the Board of Directors for an extension with reasons and an action plan to become compliant.~~
- d) *Club Instructors working with judoka age 19 and older are required to be a NCCP Community Instructor certified or higher.*

#### 2.8.3.1 Assistant Club/School Instructors:

- a) *An assistant club instructor or coach is defined as a person who assists with providing instruction during regularly scheduled club or school practices.*
- b) *Assistant Club/School Instructors must hold the rank of Sankyu or higher and be registered with Judo BC*
- c) *Assistant Club/School Instructors are required to be a NCCP trained Dojo Assistant or higher.*

2.9. ~~Starting September 1, 2017, all club instructors and coaches must submit to the Judo BC office the results of a specified Criminal Record Check completed within the previous 36 months from an agency approved by the Association. are required to consent to a criminal record check upon reasonable request of Judo BC.~~

2.10 The Head Instructor is responsible for ensuring that all members instructing at their club fulfill the minimum rank requirement and NCCP certification and have no relevant history of criminal convictions.

2.11 The Board may, during the course of investigating a complaint, require a club to consent to an annual review by a staff member or a member appointed by the Board. The purpose of the review is to ensure compliance to requirements stated in the constitution, bylaws, policies & procedures. The Club will be given a three-month

period to make the appropriate changes to address areas of non-compliance. Failure to comply may result in suspension from Judo BC.

## **B. New Club Membership Application**

1. Clubs who wish to join Judo BC shall apply for membership by completing the Club Membership Application Form found in Appendix C.
  - 1.1 Applicants are responsible for reviewing all Judo BC and Judo Canada constitution, bylaws and policies & procedures.
  - 1.2 Clubs applying for membership will be required to submit a one-time application fee (See Appendix A) to cover administrative costs. This fee is above the annual club charter fee.
2. The Membership Committee shall submit a recommendation on membership to the Board of Directors within 90 days of receipt of a Club Membership application by the Judo BC Office.
  - 2.1 In addition to reviewing the application submitted to the Judo BC Office, one or more representatives from the Membership Committee, Board of Directors or a designate may visit the proposed club location and head coach to ensure judo can be safely practiced at the proposed club location.
3. The Board of Directors shall review the Membership Committee's recommendation within 30 days of receipt. A Club approved for membership will be placed on a minimum one year probationary period as determined by the Board of Directors.
  - 3.1 If required, one or more representatives from the Board of Directors, or a designate, may visit the club and head coach to ensure compliance with judo bylaws, policies & procedures and safety practices prior to removing a club from probationary status.
  - 3.2 The Board of Directors' decision is final and is not subject to appeal to any body beyond the Judo BC Board of Directors.

## **C. Individual Members**

1. Judo BC offers four types of individual membership: Voting, Associate, Youth and Honourary
  - 1.1. A Voting Member is a person who holds a black belt degree recognized by Judo Canada, and who is:
    - a) 18 years of age or older,
    - b) a citizen or permanent resident of Canada, andordinarily resident in British Columbia.
  - 1.2. An Associate Member is an individual who is:

- a) 18 years of age or older,
  - b) a member in good standing of a Club Member, and
  - c) ordinarily resident in British Columbia.
- 1.3. A Youth Member is an individual who is:
- a) fewer than 18 years of age,
  - b) a member in good standing of a Club Member, and
  - c) ordinarily resident in British Columbia.
- 1.4 An Honourary Member is:
- a) an individual who has made an extraordinary contribution to the Society or to Judo in British Columbia or both, and
  - b) appointed for life by special resolution.
2. With the exception of Yudanshas, all individual members must register through a club.
- 2.1 A Yudansha who is unable to register or chooses not to register with a club may register with Judo BC as an independent member. Independent members have full access to all Judo BC programs and services.
3. All individual members including athlete, coaches, instructors and officials must register in accordance with section 7 below.
4. Individual members are responsible for notifying Judo BC of any change in mailing address or email address.
5. Members who have outstanding debts with Judo BC will not be eligible for membership for the ensuing year until all debts have been paid in full, nor will they be permitted to represent Judo BC as a referee, coach, athletes and member. This policy shall be upheld whether or not the individual receives funding from Judo BC.
6. Club members who practice at non-sanctioned judo clubs or at a club that has been suspended, or without the appropriate supervision will be not be covered under Judo BC's insurance policy, and will be doing so at their own risk.
7. Membership Fees:
- 7.1 Registration fees are based on Judo Canada's membership fee structure.
- 7.2 Annual membership fees are listed in Appendix A.
- 7.2.1 The age division of a member is calculated as per the International Judo Federation regulation. Age is calculated as of December 31<sup>st</sup> of the second calendar year of the season. For example, for the season starting September 1,

2012 and ending August 31, 2013, the age is calculated as per the age of the member on December 31, 2013.

- 7.3 The Judo BC fee includes the Judo Canada membership fee. Judo BC will forward to Judo Canada individual member registration data and annual membership fee
- 7.4 Judo BC shall pay, upon receipt of a member's registration, the membership fees to Judo Canada for Judo BC members who have been awarded honorary or life member status.

## 8. Registration Period

- 8.1 Membership year is September 1<sup>st</sup> to August 31<sup>st</sup>.
- 8.2 A member must be registered for the current membership year in order to have access to services. This includes but is not limited to competitions, passport, grading and other Judo BC programs and services.
- 8.3 Judo BC clubs may submit registrations for the upcoming membership year as of September 1<sup>st</sup>. The target date for completing the club's initial registration intake is November 1<sup>st</sup>.
- 8.4 In preparation for the Annual General Meeting no membership forms will be processed during the period from May 1<sup>st</sup> until the Annual General Meeting. Therefore, in order to be considered a member in good standing with the organization at the Annual General Meeting, membership forms must be received by the Judo BC office on or before April 30<sup>th</sup>. The processing of membership forms by the organization will return to its normal schedule following the completion of the Annual General Meeting.

## 9. Individual Member Registration Procedures

### 9.1 Through a Club

9.1.1 Each individual member must complete the Judo BC Individual Membership Registration Form as found in Appendix D. A club may submit to Judo BC for approval a club specific registration form which may replace the Judo BC Registration Form.

9.1.1.1 Individual members who are under the age of majority will require the signature of a legal guardian to complete their Judo BC Registration Form.

9.1.1.2 Individual members are required to sign a disclosure and indemnification statement and consent to participate in order to complete their Judo BC Registration Form.

9.1.1.3 The possibility of a criminal records review/check is a condition of membership. The Judo BC membership form includes a statement that members may be requested to submit to a criminal records check as a condition of membership.

9.1.1.4 Individual members are required to sign a waiver authorizing Judo BC to forward their registration data to Judo Canada for the national registration database.

9.1.2 Each club will be required to enter each individual member's registration information into the computerized registration system approved by the Board of Directors. Clubs who do not have the ability to complete the required data entry, may forward their forms to the Judo BC Office for processing. Forms processed by the Judo BC Office may be subject to an administration fee.

9.1.3 Each club shall forward to the Judo BC office all Individual Member Registration forms.

9.1.4 To ensure accurate membership fee payment, Judo BC will invoice club for their membership fees upon receipt of the computerized registration file and completed registrations forms.

9.1.5 Promotion to Ikkyu (brown belt)  
When promoting a club member to the rank of Ikkyu, the head instructor of the club in question must complete a Judo BC Rank Registration Form (Appendix E).

9.1.6 Registration of a Yudansha

9.1.6.1 Club registrars are responsible for verifying the rank of yudansha prior to completing the registration process. Ranks can be verified by requesting a copy of their Judo Canada Passport.

Note: Foreign trained black belt should refer to the Judo BC website for information on receiving for rank recognition by Judo Canada.

9.1.6.2 Club registering a yudansha who has recently moved to British Columbia must complete a Judo BC Rank Registration Form (Appendix E).

9.2 Independent (Yudansha only)

9.2.1 Yudanshas may register as independent members by completing the Judo BC Registration Form as found in Appendix D and forwarding full payment to the Judo BC Office by the registration deadline outlined above.

9.2.1.1 Individual members are required to sign a disclosure and indemnification statement and consent to participate in order to complete their Judo BC Registration Form. The Registration form will also contain a waiver authorizing Judo BC to forward their registration data to Judo Canada for the national registration database.

9.2.1.2 Individual members who are under the age of majority will require the signature of a legal guardian to complete their Judo BC Registration Form.

9.2.1.3 The possibility of a criminal records review/check is a condition of membership. The Judo BC membership form includes a statement that members may be requested to submit to a criminal records check as a condition of membership.

#### **D. ~~Short Term Programs~~**

- ~~1. Short term programs are defined as programs of six (6) weeks or less in length. These programs are usually introductory activities to the sport of judo and target new members. Examples of such programs are, but are not limited to Self-defence course, Parents and Tots, School Programs, Summer Camps, and Eclipse Programs.~~
- ~~2. Clubs are required to register participants in short term program using the registration form found in Appendix F. See Appendix A for applicable fee. This information is required for insurance purposes to ensure coverage for those programs.~~

#### **E. One Day Events**

1. One Day Events are defined as programs that last less than 2 days in length. These programs are introductory activities to the sport of judo and target new members. Examples of such programs are: one night drop-in, bring a friend night, one-time visitor, school or mall demonstrations which include non-member demonstration. This information is required for insurance purposes to ensure coverage for those programs.
2. The club must record for each visit/activity, the date and list of participants (first and last names). See Appendix G for a sample form.

#### **F. In-Club Practice**

1. In-Club Trial period is defined a period no longer than 2 weeks provided to a potential member to determine if they want to join the club.
2. Clubs are required to record participants in in-club trials periods who failed to join the club using the registration form found in Appendix H. There is no registration fee attached to this activity. This information is required for insurance purposes to ensure coverage for those programs.

**G. Refund of Judo BC Membership Fee**

Cancellation of Judo BC membership and subsequent refund of Judo BC membership fee are only provided for a valid medical condition reason, supported by a signed Doctor's letter which prevent the member from participating in future judo activities, when presented before December 31<sup>st</sup> of the current season.

**H. Readmission of an expelled member (Club or Member)**

1. A Club or Individual Member who has been expelled by the Association in accordance with Bylaw 2.9 may submit a request for readmission 365 days following the date of their expulsion.
2. An application of readmission shall be in writing to the Judo BC Board of Directors. The application must address the measures taken by the club or individual to address the concerns which lead to their expulsions as well as any readmission clauses which might have been included in the resolution to expel the member.
3. Upon receipt of an application for readmission, the Board of Directors shall review the application and present a recommendation in the form of a special resolution at the next Annual General Meeting.

**Section 2 - Administration****A. Organization Structure****1. Association Structure**

- 1.1 A pictorial representation of Judo BC's organizational structure can be found in the Appendix I.

**2. Board of Directors**

- 2.1 The Board of Directors is an elected body consisting of the following positions:
  - i. President
  - ii. First Vice President
  - iii. Second Vice President
  - iv. Treasurer
  - v. Secretary

- 2.2 Elections will be held at each Annual General Meeting with the positions of President, Second Vice President and Treasurer being elected in odd numbered years, and the remaining positions being elected in even numbered years.

- 2.3 The Board of Directors will hold meetings throughout the year as the President deems necessary.
- 2.4 Duties and Responsibilities:
- 2.4.1 The President is the Chief Executive Officer of the Society and
- a) Shall preside at all meetings of the society and of the directors.
  - b) Supervise the other officers in the execution of their duties.
  - c) Apply and enforce all By-Laws of the Society.
  - d) Appoint a member of the Board of Directors to all committees.
  - e) Be responsible for the approval of all accounts, bills, or commitments against the Society before payment, acceptance or delivery. The President of the Society is empowered to make decisions on any single emergency expenditure of funds, without approval of the Board or membership up to the amount of \$10,000.00.
  - f) Watch over the assets and records of the Society.
  - g) Perform such other acts and duties as may be incidental to his office and may properly be required of him by the Board of Directors.
  - h) Sign the minutes of all meetings of the Board of Directors, and may delegate any of his duties that he deems expedient.
- 2.4.2. The First Vice President shall assist the President in the discharge of his duties, and in the absence or disability of the President, shall act in his stead.
- 2.4.3. The Second Vice President shall assist the President and the Board of Directors in the discharge of their duties.
- 2.4.4. The Secretary shall
- a) Conduct the correspondence of the society;
  - b) Issue notice of meetings of the society and directors;
  - c) Keep minutes of all meetings of the society and directors;
  - d) Have custody of all records and documents of the society except those required to be kept by the treasurer;
  - e) Maintain the register of members.
- 2.4.5 The Treasurer shall be responsible for the supervision of the accounts and records of the Society as in these By-Laws are provided. The Treasurer shall:
- a) Keep such financial records, including books of accounts, as are necessary to comply with the Society Act.
  - b) Render financial statements to the Directors, members and others when required, in consultation with the Independent Auditor.
  - c) Carry out policies formulated by the Board of Directors as required.
  - d) Be responsible for the deposit of all receipts of cash and or cheques in the bank or depository of the Society, and for the drawing of cheques for payment of the liabilities and expenditures of the Society; such cheques shall



be signed by any two Directors designated by a motion of the Board of Directors.

- e) Be responsible, at the Annual General Meeting of the Society, for duly certifying the voting strength of the meeting from time to time.
- f) Take direction generally from the President.

2.4.6. The Board may delegate some but not all of the duties of the Secretary or the Treasurer or both of them to an employee or contractor.

3. Committees: See section 4 – Committees

3.1 Harassment Advisor

3.1.1 The Harassment Advisor is appointed by the Board of Directors for a two-year term, unless otherwise established by the Board.

3.1.2 See Section 9 of Policies & Procedures Manual.

4. Staff:

4.1 The Board of Directors shall be responsible for hiring and supervising staff required to manage the Judo BC Office and programs.

5. Contractors:

5.1 The Board of Directors may from time to time enter into a contract for service to assist the association in fulfilling its annual goals.

**B. Annual General Meeting**

1. General Policy

1.1 The Annual General Meeting of the Association shall usually be held the weekend following the Judo Canada AGM in June.

1.2 To reduce travel costs, the Annual General Meeting shall be held within reasonable proximity to the Vancouver International Airport.

2. Notice of Meeting

2.1 Refer to Judo BC Bylaws.

3. Funding Policy

- 3.1 A maximum of one club representative for clubs located outside of the Lower Mainland will be funded to the Annual General Meeting.
- 3.2 A funded representative registration form will be circulated to all clubs no less than 60 days prior to the Annual General Meeting.
- ~~3.3~~ In order to receive funding or to be reimbursed for expenses, club representatives from outside of the Lower Mainland must complete and return the AGM registration form to the Judo BC office *by the deadline listed in the AGM notice.* ~~within 60 days following the AGM.~~
- 3.4 Travel expenses covered shall be limited to airfare (economy fare), or the cost of automobile transportation to a maximum of the lowest airfare that could have been purchased for that same trip. See Section 3 - Finances for current mileage rate.
- 3.5 Hotel accommodation, which must be booked through Judo BC, will be based on double-occupancy, for one night, unless it is impossible to secure a return trip on the second day.
- 3.6 The cost of meals is the responsibility of the club representative. Transportation to and from the airport will not be covered by Judo BC unless the airport is not located within the club representatives city of residence.
- 3.7 All air travel and accommodations must be booked through the Judo BC office, unless otherwise approved by the Judo BC Office. Individuals booking their own travel or accommodation will not be reimbursed.

#### 4. Proxies

- 4.1 Refer to Judo BC Bylaws.
- 4.2 Proxies forms will be circulated to all clubs and eligible voting member no less than 60 days prior to the Annual General Meeting.

#### 5. Election

- 5.1 Refer to Judo BC Bylaws.
- 5.2 Director nomination forms will be circulated to all clubs and eligible voting member no less than 60 days prior to the Annual General Meeting.

#### 6. Notice of Resolutions

- 6.1 Refer to Judo BC Bylaws.

- 6.2 Notice of resolutions forms will be circulated to all clubs and eligible voting member no less than 60 days prior to the Annual General Meeting.

### **C. Publications**

1. Judo BC Black Belt Directory
  - 1.1 The Judo BC Black Belt Director is available in electronic format upon request to members in good standing.
2. Judo BC e-newsletter
  - 2.1 The Judo BC e-newsletter will be distributed via email to all members who provide a valid email address at the time of registration or who register online at the Judo BC website.
  - 2.2 Judo BC members, family members and supporters can self-register for the e-newsletter on the Judo BC website.
3. Constitution, Bylaws, Policies & Procedures
  - 3.1 The Constitution, Bylaws, Policies & Procedures Manual will be posted on the Judo BC website to ensure access for all members.
  - 3.2 The Policies and Procedures Manual will be updated as required to reflect changes to policies and procedure.

## **Section 3 - Finance**

### **A. Travel, Accommodation and Per Diem**

1. General
  - 1.1 Volunteers are not to be remunerated for their contributions to the association, but may be reimbursed for all expenses necessarily and reasonably incurred while engaged in the affairs of the Association.
  - 1.2 All travel, per diems, accommodations and other related must be approved by the Committee overseeing the activity or the Board.
  - 1.3 Volunteers, member, and staff who do not adhere to the policies outlined below may forfeit their rights to reimbursement.

1.4 All requests for reimbursement of expenses must be submitted to the Association via an expense form (Appendix J), with all required original receipts attached.

1.4.1 With the exception of a mileage claim, receipts for all items claimed must accompany the expense form. Credit card statements or slips may be accepted at the discretion of the Treasurer. Reimbursement will be made based on amount paid.

1.4.2 All expense claims must be submitted within 60 days of the event in questions. Expenses claims received after the 60 days periods will be subject to review by the Treasurer and may not be accepted or reimbursed.

## 2 Travel

2.1 All reimbursable airfare must be booked through the Judo BC Office unless approved by the Judo BC Office.

2.2 Economy or excursion airfare or mileage from hometown to destination, will be reimbursed whichever is lesser.

2.3 Mileage or gasoline claims require pre-approval by the Judo BC Office or Treasurer. The usual mileage rate for use of personal vehicle is \$0.45/km. Judo BC reserves the right to instruct a member, volunteer or staff members to use a rental car and claim gasoline expense for travel over 300 km or more round trip. If the member, volunteer or staff members choose to use their personal vehicle, they may claim their gasoline per day and will be entitled to an additional \$20 per day for miscellaneous costs.

2.4 All BC Team athletes, regardless of location of departure, shall share travel equally, provided they are selected to the team and are funded by the Association.

## 3 Per Diem

3.1 A total of \$45.00 per day for food is allotted in the following manner:

Breakfast:	\$ 10.00
Lunch:	\$ 15.00
Dinner:	\$ 20.00

3.2 a) Individual entitled to a per diem will be reimbursed only of those meals not provided en-route or at the event. Exceptional circumstances must be supported by itemized receipts.

b) When claiming for party of two or more, receipts must be accompanied with the names of individuals in the party.

#### 4. Accommodations

4.1 All reimbursable accommodations must be booked through the Judo BC Office unless approved by the Judo BC Office.

#### **B. Facility Rentals**

1. Judo BC may reimburse a club all or a portion of the cost associated with their facility rental and associated expenses for using their facilities for a Judo BC activity. Such expenses are to be pre-approved in writing by the President or Treasurer.

#### **C. Annual General Meeting**

1. See Section 2 – Administration for funding policy.

#### **D. Grading**

1. See Section 4 –Grading & Kata Board.

#### **E. Membership Fee**

1. See Section 1 – Membership.

#### **F. Coaching Development**

1. See Section 4 – Coaching Development Committee.

#### **G. Referee**

1. See Section 4– Referee Committee.

#### **H. Tournaments**

1. See Section 6 – Tournaments.

#### **I. Miscellaneous**

1. Judo BC will not pay loss of wages for athletes or volunteers representing Judo BC in sanctioned activities.
2. Individuals with outstanding debts will be sent a copy of the invoice on a regular basis and the club to which they are a member, shall also be made aware of the debt.
3. Members who have outstanding debts with Judo BC will make satisfactory arrangements for repayment within 30 days of notification will no longer be in good standing.
4. All Committee Chairs must stay within the allocated budget, with any adjustments being made on a quarterly basis, upon approval by the Board.

5. Judo BC will cover the cost of investigating all complaints as described within its policies and procedures. Should the complainant or the respondent wish to pursue other action, they would be responsible for associated costs.
6. Judo BC Committee and/or Committee Chairs will not be permitted to carry surplus from one fiscal year to the next. Nor will they be permitted to defer costs from one fiscal year into the next.
7. The Association's financial year-end is March 31.
8. Members who are currently suspended or on probation with Judo BC may not be eligible for funding from Judo BC.

**J. Deferred Payment Policy**

Judo BC understands that members may, from time to time, require assistance in meeting payment timelines for various activities in order to fully enjoy all of our programming opportunities. Upon approval of the Judo BC Office, the following office protocol may be applied in order to ensure compliance with Judo BC bylaws.

1. Post Dated Cheques:
  - a. BC team travel may be paid with posted dated cheques. All cheques must be dated no later than 7 business days prior to the departure date of the team for the event in question.
  - b. Programs such as NCCP certification clinics, coaching/grading/referee evaluations and/or seminars may be paid with posted dated cheques. All cheques must be dated no later than 7 business days prior to the activity in question.
  - c. Membership fees must be paid in full at the time of registration. Post dated cheques will not be accepted for this item.
2. Where a member has paid for an event/activity with post dated cheques, all cheques must have cleared payment before future post dated cheques are accepted by Judo BC.

**K. Price Differentiation**

1. Judo BC may from time to time publish two (2) price points for its clinic, course, seminar or activities. The price differentiation will ensure Judo BC members are not subsidizing participants who are not members of Judo BC.

**L. Service Charges and Interest**

1. All cheques returned (NSF or other) by a financial institution shall carry a service charge of \$25.00 and the member shall be deemed not in good standing until full payment is completed.
2. All invoices related to membership fees will be issued with a 30 day payment period. 2% interest may be applied following the 30 days period. All other invoices shall be subject to

payment by the published course, clinic, and team event deadline. 2% interest may be applied once the deadline has elapsed.

## Section 4 – Committees

### 1. Committees

- 1.1 In accordance with the Bylaws, the Board may as it thinks fit delegate any, but not all, of its powers to committees, and appoint the members and chair of each committee.
- 1.2 Committee chairs shall be appointed by the Board at the first Board meeting following the AGM. Chairs may have their appointment revoked by the Board at any time during the year.
- 1.3 Committee chairs shall submit to the Board for approval the list of members for their respective committee prior to their first meeting, but no later September 15<sup>th</sup>.
- 1.4 Unless otherwise specified, each committee shall be composed of a minimum of 3 members, but no more than 6. Chairs shall endeavor to include representation from all regions and both genders on their committee.

### Section 4, Part 1 - Technical Committee

#### A. Committee Composition

1. The Technical Committee Chair (the “Chairperson”) is appointed by the Judo BC Board for normally a two-year term, unless otherwise established by the Board.
2. At any time the Chairperson may be removed by a majority vote of the Judo BC Board.
3. The Technical Committee shall consist of three to six members selected by the Chair person and shall serve at the pleasure of the Chairperson. Committee members shall be approved by the Judo BC Board.
4. All members of the Technical Committee shall be member in good standing of Judo BC.
5. Selection to, or removal from, the Technical Committee is at the sole discretion of the Chairperson, with the approval of the Judo BC Board of Directors and is not subject to appeal to anybody beyond the Judo BC Board of Directors.

#### B. Responsibilities

1. The Committee is responsible for:

- a. Working collaboratively with Committee Chairs, the Judo BC Head Coach and the Board to resolve issues that are technical in nature.
- b. Approval of all out-of province teams.
- c. Developing the annual Selection Criteria and Funding criteria for all Provincial Teams and approving team selections.
- d. Assisting the Head Coach in identifying Regional Coaches.
- e. Approving the selection of provincial team coaches/chaperones.
- f. Developing the selection criteria for all athlete support program.
- g. Approving Judo BC Tournament Sanctions.

### **C. Meetings**

1. The Technical Committee shall meet at the call of the chair. Committee members will be reimbursed for travel and accommodation expenses related to attending Technical Committee meetings.
2. Each member of the Technical Committee will be entitled to vote. In the event of a tie the Technical Committee Chair will cast a deciding vote.
3. Minutes from all meetings of the Technical Committee shall be forwarded to the Judo BC Board for review.

## **Section 4, Part 2 – Referee Committee**

### **A. Committee Composition**

- 1.1 The Referee Committee Chair (the “Chairperson”) is appointed by the Judo BC Board for normally a two-year term, unless otherwise established by the Board.
- 1.2 The Chairperson shall be an active referee, holding minimum certification of Continental.
- 1.3 At any time the Chairperson may be removed by a majority vote of the Judo BC Board.
- 1.4 The Chairperson shall appoint members to fill positions of the Judo BC Referee Committee (the “Referee Committee”) who shall serve at the pleasure of the Chairperson. Committee members shall be approved by the Judo BC Board.
- 1.5 All members of the Referee Committee shall be member in good standing of Judo BC.
- 1.6 Selection to, or removal from, the Referee Committee is at the sole discretion of the Chairperson, with the approval of the Judo BC Board of Directors and is not subject to appeal to anybody beyond the Judo BC Board of Directors.

### **B. Principles**



- 1.1 Follow the Mission Statement of the Judo Canada National Referee Committee Policy and Procedures for the promotion and benefit of referees in the Province.
- 1.2 Ensure the safety of the contestants in all sanctioned tournaments conducted within the Province.
- 1.3 Ensure the contests at all sanctioned tournaments within the Province are conducted fairly and without bias.
- 1.4 Ensure all participants, including but not limited to competitors, instructors, coaches on and off mat officials, volunteers and other members of the organizing committee at all tournaments hosted within the Province, are treated with respect and dignity.

**C. General Guidelines**

- 1.1 Establish, maintain and enforce the policies of the Referee Committee.
- 1.2 Work in cooperation with the tournament organizing committee of sanctioned tournaments hosted within the Province.
- 1.3 Liaise and coordinate the activities of the Referee Committee with the Judo BC office staff, Board of Directors and other committees.
- 1.4 Conduct all provincial level referee examinations within the Province and collect referee examination fee made payable to Judo BC, in accordance the posted schedule.
- 1.5 Maintain records of referee certification dates and levels for all referees registered with Judo BC.
- 1.6 Issue provincial level referee certificates.
- 1.7 Conduct all pre-tournament referee clinics at all sanctioned tournaments within the Province in concert with the head referee of the tournament.
- 1.8 When requested, assist with organizing and conducting national level referee evaluations within the Province.

**D. Specific Responsibilities**

- 1.1 Keep abreast of the International Judo Federation (the "IJF") Contest Rules, including changes in the contest rules and interpretations.
- 1.2 Convey standardized interpretation of the IJF Contest Rules to referees, instructors, coaches, athletes, members and others in the Province.

- 1.3 Prepare educational materials and conduct training sessions for current rule changes and interpretations of the IJF Contest Rule, received through the Judo Canada Referee Committee, to referees, instructors, coaches, athletes, general members and others in the Province.
- 1.4 Appoint sub-committees, as required, to conduct seminars, examinations, and other educational courses to train referees in the Province.
- 1.5 Identify, train and promote referees to Provincial A certification level.
- 1.6 Identify, train and coordinate all referees in the Province for next level referee examination.
- 1.7 Identify, train and coordinate, with Judo Canada Referee Committee, Provincial A and higher certified referees from the Province for next national or international level referee examination.
- 1.8 Establish and maintain minimum IJF Contest Rules standards for all sanctioned tournaments conducted within the Province.

#### **E. Meetings**

- 1.1 Meetings will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted by a conference call.
- 1.2 Quorum will be defined as a minimum a simple majority, with the Chairperson to cast a vote in case of a tie.
- 1.3 Minutes of meeting shall be submitted to the Judo BC Board.

#### **F. General Rules**

- 1.1 Minimum age for all refereeing evaluations is 16.
- 1.2 Maximum age for referee evaluations will be subject to restrictions established by Judo Canada and /or IJF for referee evaluations.
- 1.3 Referee certification (highest to lowest) are:
  - 1.3.1 International
  - 1.3.2 Continental
  - 1.3.3 Confederate
  - 1.3.4 National A
  - 1.3.5 National B
  - 1.3.6 National C
  - 1.3.7 Provincial A

- 1.3.8 Provincial B
- 1.3.9 Provincial C
- 1.3.10 Provincial D
  
- 1.4 Must have knowledge of the IJF Contest Rules, commensurate to current certification level, and all current changes and interpretations
  
- 1.5 Must be in good standing with Judo BC and possess a Judo Canada passport.
  
- 1.6 Must possess a current referee certification for approximately one year before being eligible for the next level of certification.
  
- 1.7 Referees with verified foreign referee certification, equivalent to a Judo BC Provincial certification, may apply for Judo BC classification through the Referee Committee. The Referee Committee may invite such individuals to officiate at selected tournaments in order to assess competency level and certify such individuals at an appropriate provincial level.
  
- 1.8 Referees with verified foreign referee certification, equivalent to a Judo Canada National (C, B or A) certification, through the Chairperson, may apply to the National Referee Committee for Canadian classification. In general, once satisfied with the referee certification, the National Referee Committee may invite such individuals to officiate at selected tournaments in order to assess competency and certify such individuals at an appropriate national level certification.
  
- 1.9 A referee candidate, deemed to be qualified by the Referee Committee, may be invited by the Chairperson, or designate, to submit an application, fully completed and signed by the candidate, to the Chairperson for ratification 20 days prior to the required advance date of the said examination date. In the case of a national level examination, the Chairperson will sign and forward the said Application to office of Judo Canada, with appropriate recommendations and fees, for processing.
  
- 1.10 The provincial examination panel may wish to recommend to the Referee Committee, certification of a candidate above the provincial level being sought. The Referee Committee will arrive at a decision in consultation with the examination panel.

**G. Expenses for provincial/national/international examinations/tournaments**

- 1.1 Each referee will bear their own cost of attending provincial, national or international examinations and/or tournaments, unless approved, in advance, in writing by the Chairperson and Judo BC Treasurer. If funding is provided, this shall be according to the financial guidelines outlined in Section 3 – Finances of the Judo BC Policies & Procedures.

- 1.2 A referee when on vacation and has been requested to participate in a provincial, national or international event, any travel costs to be covered by Judo BC/Judo Canada shall be calculated from city/place of domicile and not from vacationing location, unless otherwise approved in writing by the Chairperson and the Judo BC Treasurer.

#### **H. Provincial Examination Requirements**

1. Provincial D
  - a. Rank of Sankyū or higher.
  - b. Examination panel must consist of one or more Referee Committee member(s).
  - c. See Appendix A for examination fee.
2. Provincial C
  - a. Rank of Nikyū or higher.
  - b. Must have officiated in a minimum of three (3) sanctioned tournaments in the Province, or another event approved by the Chair, as a Provincial D referee.
  - c. Examination panel must consist of two or more Referee Committee members.
  - d. See Appendix A for examination fee.
3. Provincial B
  - a. Rank of Ikkyū or higher.
  - b. Must have officiated in a minimum of four (4) sanctioned tournaments in the Province, or another event approved by the Chair, as a Provincial C referee.
  - c. Examination panel must consist of two or more Referee Committee members, one of which must be the Chairperson.
  - d. See Appendix A for examination fee.
4. Provincial A
  - a. Rank of Shodan or higher.
  - b. Must have officiated in a minimum of four (4) tournaments in the Province Provincial B referee, one must be a larger junior level tournament and one must be a senior level tournament, approve by the Chairperson.
  - c. Examination panel must consist of three or more Referee Committee members, one of which must be the Chairperson.
  - d. See Appendix A for examination fee.

#### **I. National Examinations Requirements**

1. The Referee Committee at its discretion will select and recommend a qualified candidate to the National Referee Committee for the appropriate National level certification.
2. Such selected candidate must following the requirements of the Judo Canada - National Referee Committee (the "National Referee Committee").

2. Such selected candidate shall fully complete the Application Form - National Referee Examination and submit the said Application, along with the appropriate fee (cheque/ money order made payable to “Judo Canada”), to the Chairperson for ratification 20 days prior to the required advance date of the said examination date.
4. The Chairperson, in consultation with the Referee Committee, will approve, sign and forward the said Application to the Judo BC Office for processing and submission to Judo Canada.

**J. International Examinations Requirements**

1. Candidate must be a Canadian citizen.
2. Candidate must comply with the standards set out in Judo BC Policies and Procedures, specifically Section 4, Part 2 – Referee Committee.
3. Candidate must comply with the standards set out in Judo Canada National Referee Committee Policy and Procedures, including payment of its required fees, if any.
4. Candidate must comply with the standards set out by Judo Canada, the Pan-American Governing Body and/or IJF, including payment of appropriate fees, if any.

**K. General Criteria, candidate**

1. Must meet referee competency commensurate to current certificate level.
2. For provincial level examinations, must be active at provincial and adjacent jurisdictions (province/state) levels.
3. For national level examinations, must be active at provincial, adjacent jurisdictions (province/state) and other provincial levels.
4. Must regularly attend clinics, seminars and tournaments.
5. Must meet minimum age and belt rank requirements.
6. Where applicable, must meet minimum language requirements.

**L. National & International tournament/competitions**

1. Candidates for national and/or international tournaments or competitions to be selected at the discretion of the Chairperson, in consultation with the Referee Committee.

**M. Conflict of interest guidelines**

1. Shall comply with the General Conflict of Interest for Judo Canada, National Referee Committee, Policy and Procedures.
2. Where not addressed, shall comply with Judo BC General Conflict of Interest Guidelines.

**N. Responsibilities of referees when traveling out of the Province/Country**

1. The referee is an ambassador of Judo BC and shall adhere to the Judo BC Code of Conduct.
2. Where appropriate, assist the coach and manager with matters related to the IJF Contest Rules.
3. Where appropriate, be part of the Judo BC team.
4. Provide a written report specific to referee matters.
5. Referee participating in national events, fall under the jurisdiction of Judo BC and its discipline procedures.
6. Referee participating in international events, fall under the joint jurisdiction of Judo Canada and Judo BC and their discipline procedures.

**O. Code of Conduct**

1. A referee shall follow the Code of Conduct in the Judo Canada, National Referee Committee, Policy and Procedures.

**Section 4, Part 3 – Membership Committee****A. Committee Composition**

- 1.1 The Membership Committee Chair (Chairperson) and is appointed by the Judo BC Board for normally a two-year term, unless otherwise established by the Board.
- 1.2 The Chairperson shall have practical experience in creating and/or managing a club, recruiting and retaining members.
- 1.3 At any time the Chairperson may be removed by a majority vote of the Judo BC Board.
- 1.4 The Membership Committee shall consist of no more than six members. The Chairperson shall appoint members to fill positions of the Membership Committee who shall serve at

the pleasure of the Chairperson. Committee members shall be approved by the Judo BC Board.

- 1.5 All members of the Membership Committee shall be member in good standing of Judo BC.
- 1.6 Selection to, or removal from, the Membership Committee is at the sole discretion of the Chairperson, with the approval of the Judo BC Board of Director and is not subject to appeal to anybody beyond the Judo BC Board of Directors.

## **B Responsibilities**

1. In consultation with current registered clubs, identify the gap in resources needed to assist in the recruitment and retention of members.
2. Create and deliver resources to assist with the recruitment and retention of members.
3. Identify potential areas for new clubs.
4. Create and deliver resources to assist with the development of new clubs.

## **C. Meetings**

1. Meetings will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted by a conference call.
2. Quorum will be defined as a minimum a simple majority, with the Chairperson to cast a vote in case of a tie.
3. Minutes of meeting shall be submitted to the Judo BC Board.

### **Section 4, Part 4 – Coaching Development Committee**

#### **A. Committee Composition**

- 1.1 The Coaching Development Committee Chair (the “Chairperson”) is appointed by the Judo BC Board for normally a two-year term, unless otherwise established by the Board.
- 1.2 The Chairperson shall have practical coaching experience and be a fully certified NCCP Level 3 or equivalent.
- 1.3 At any time the Chairperson may be removed by a majority vote of the Judo BC Board.

- 1.4 The Chairperson shall appoint members to fill positions of the Judo BC Coaching Development Committee who shall serve at the pleasure of the Chairperson. Committee members shall be approved by the Judo BC Board.
- 1.5 All members of the Coaching Development Committee shall be members in good standing of Judo BC.
- 1.6 Selection to, or removal from, the Coaching Development Committee is at the sole discretion of the Chairperson, with the approval of the Judo BC Board of Director and is not subject to appeal to anybody beyond the Judo BC Board of Directors.

**B. Responsibilities**

1. The Coaching Development Committee is responsible for the delivery of NCCP sanctioned judo specific courses within the province.
2. The Coaching Development Committee shall work in collaboration with Judo Canada, other Judo BC Committees and tournament hosts to delivery professional development workshops/clinics to assist BC coaches in maintaining their NCCP Certification.
3. Where needed, the Coaching Development Committee shall review current coaching certification with BC and make recommendations, as needed, to the Board to ensure compliance with funding and Games partners.

**C. Meetings**

1. Meetings will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted by a conference call.
2. Quorum will be defined as a minimum a simple majority, with the Chairperson to cast a vote in case of a tie.
3. Minutes of meeting shall be submitted to the Judo BC Board.

**D. Coaching Development Courses**

1. The registration fees for NCCP courses are as listed in Appendix A.
2. Judo BC designated course conductors shall receive an honoraria of \$30.00 per hour for each teaching hour of a Judo BC sanctioned and sponsored NCCP Course. An honorarium of \$50 will be provided for each individual evaluation.



3. Clubs that have extra expenses, above normal operating expenses, as a result of holding NCCP clinics or team workouts and training sessions, may submit reasonable bills to Judo BC for review by the Treasurer.

## **Section 4, Part 5 – Grading & Kata Board**

### **A. Grading & Kata Board Composition**

- 1.1 Grading & Kata Board Chair (the “Chairperson”) is appointed by the Judo BC Board for normally a two-year term, unless otherwise established by the Board.
- 1.2 The Chairperson is selected by the Judo BC Board of Directors from amongst the highest dans in the province.
- 1.3 At any time the Chairperson may be removed by a majority vote of the Judo BC Board.
- 1.4 The Grading & Kata Board shall consist of no more than six members. Chairperson shall appoint members to fill positions of the Judo BC Grading and Kata Board who shall serve at the pleasure of the Chairperson. Committee members shall be approved by the Judo BC Board.
- 1.5 All members of the Grading & Kata Board shall be member in good standing of Judo BC.
- 1.6 Selection to, or removal from, the Grading & Kata Board is at the sole discretion of the Chairperson, with the approval of the Judo BC Board of Director and is not subject to appeal to anybody beyond the Judo BC Board of Directors.

### **B. Meetings**

1. Grading Board meeting will be held twice per year, generally in June and December and will conduct two kata examinations.
2. Quorum will be defined as a minimum a simple majority, with the Chairperson to cast a vote in case of a tie.
3. Minutes of meeting shall be submitted to the Judo BC Board for review.
4. All persons who passed Yudansha grading will have their name published in the Judo BC E-Newsletter.

### **C. General Guidelines**

1. Procedures for Yudansha Promotion
  - 1.1 Step 1: Recommendation from Dojo Instructor

- 1.1.1 The head instructor of the dojo at which the judoka has been practicing must evaluate the candidate according to the current Judo Canada Grading Syllabus.
- 1.1.2 A recommendation from the dojo instructor should be submitted at least three weeks prior to the Grading Board meeting to ensure that the candidate can be considered for promotion. This recommendation must be submitted in writing to the Grading Board Chair using the Rank Registration Forms found in Appendix E.

## 1.2 Step 2: Consideration at Grading Board Meeting

- 1.2.1 All considerations of the Grading Board will follow the criteria as set down in the current Judo Canada Grading Syllabus.
- 1.2.2 The Chair of the Grading Board receives draw sheets of all sanctioned tournaments held in BC. Judoka competing in tournaments outside of BC must submit a validated record of each event to the Chair. Validation of tournament record must be done by the Tournament Director. It is necessary to state the name and grade of the opponent as well as by what means the win or loss was scored (ippon, yuko, yusei, penalty, etc.). Obtaining these point records is not the responsibility of the Grading Board, but rather it is the responsibility of the athlete and his or her instructor.
- 1.2.3 If the recommendation is not passed by the Grading board, the candidate and his or her instructor have the right to receive, in writing, an explanation as to why the recommendation for promotion was turned down.
- 1.2.4 The views of, and statements by, any member of the Grading Board, about any individual applying for promotion will not be made available to the individual or the public.

## 1.3 Step 3: Procedure if recommendation is passed by Grading Board

- 1.3.1 The head instructor will be notified in writing by the Chair of the Grading Board.
- 1.3.2 The Kata requirements, as stated in the current Judo Canada Grading Syllabus, must be fulfilled.

The names of the candidates for promotion must be approved for promotion by the Grading & Kata Board before the candidate may perform his/her Kata(s) before the Examining Board except when participating in continuous kata sessions with Grading & Kata Board members present.

1.3.3 All required forms, fully completed, along with a resume stating judo activities since the last promotion, must be submitted to the Grading Chair.

1.3.4 Fees grading along with registration forms will be collected by the Chair and submitted to the Judo BC office. Fees (refer to Appendix A for fees schedule) include:

- Judo BC grading fee
- Judo Canada Diploma fee
- Difference in membership ikkyu and shodan, if applicable
- Kodokan diploma fee (optional)

#### 1.4 Step 4: Diplomas

1.4.1 All successful candidates will receive a Judo Canada diploma. Those who wish to receive the Kodokan diploma may do so by paying the appropriate fee (refer to Appendix A for fees schedule).

1.4.2 The diplomas will be distributed to the dojo instructors for presentations.

2. All persons going for Dan promotion must have a Judo Canada passport.

#### **D. Regional Examining Board**

1. Regional Examining Boards may be selected by the Chair of the Grading/Kata Board from the highest ranks in the area and must be approved by the Judo BC Board for a period of two years.

1.1 North - to include Prince George, Kitimat, Smithers, Prince Rupert and other northern clubs.

1.2 Vancouver Island - to include all clubs situation on Vancouver Island, the Gulf Islands and Sunshine Coast.

1.3 Interior and Kootenays - to include Kelowna, Kamloops, Vernon, Lake Country, Invermere, Cranbrook, and other clubs situated in the Okanagan or Kootenays or surrounding areas.

2. Regional Examining Boards will examine candidates for Shodan, Nidan and Nage-no-kata for Sandan.

3. There must be a minimum of six candidates before an examination can be conducted.

4. There must be least one Grading & Kata Board member present at the examination.

#### **E. Expenses related to Examination Board or Tournament Selection**

1. Each judge will bear their own cost of attending provincial, national or international tournaments, unless approved, in advance, in writing by the Chairperson and Judo BC

Treasurer. If funding is provided, this shall be according to the financial guidelines outlined in Section 3 – Finances of the Judo BC Policies & Procedures.

2. Cost incurred by Grading & Kata Board members to attend examinations must be advance, in writing by the Chairperson and shall be according to the financial guidelines outlined in Section 3 – Finances of the Judo BC Policies & Procedures.

**F. Instructor Honorarium**

1. Kata Clinic honoraria may be paid at a rate of \$15.00 per hour per instructor with a maximum of two instructors.

**Section 4, Part 6 – BC Winter Games Committee**

**A. Committee Composition**

- 1.1 The BC Winter Games Advisor is the Chairperson of the BC Winter Advisory Committee and is appointed by the Judo BC Board for normally a two-year term, unless otherwise established by the Board. A member of the Judo BC Office shall be the Assistant Advisor to the BC Winter Games.
- 1.2 The Chairperson shall be familiar with provincial policies and the BC Games system.
- 1.3 At any time the Chairperson may be removed by a majority vote of the Judo BC Board.
- 1.4 The Chairperson shall recruit the necessary member to fill the voluntary positions required by the BC Games Society. This includes but at not limited to: Sport Chair, Zone Representative and Zone Coaches.
- 1.5 All members of the BC Winter Advisory Committee shall be member in good standing of Judo BC.
- 1.6 Selection to, or removal from, the BC Winter Advisory Committee is at the sole discretion of the Chairperson, with the approval of the Judo BC Board of Director and is not subject to appeal to anybody beyond the Judo BC Board of Directors.

**B. Responsibilities**

1. Advisor
  - a) Prime liaison between the BC Games Society and Judo BC
  - b) Responsible for making binding decisions on concerning such things as eligibility restrictions, rule interpretations, etc.
  - c) Advise the BC Games Society on all judo related matters.
  - d) Appoints volunteers (Zone Representatives) around the Province to assist in the promotion of your sport.

- e) Attend the Host Community Sport Meeting.
- f) Attends the Games as a resource person to deal with any issues that arise in judo.

## 2. Sport Chair

- a) Liaise with the local community to ensure that Judo BC's needs are met from both a logistics and technical perspective. These includes but are not limited to: venue with a sprung floor, warm up, first aid, officials, scorekeepers, head table areas, sound systems, electronic score boards and knowledgeable draw sheet coordinators.

## 3. Zone Representatives

- a) Main contact in each BC Games Zone for individuals or teams wishing to qualify for the BC Games.
- b) Responsible for establishing and promoting the zone qualifications for the BC Games to all eligible participants in their respective zone, as well as for the promotion of these events through notices to clubs active in their zone and through press releases to the media.
- c) Responsible for ensuring that the names of those who qualified to attend the BC Games are registered via the BC Games Online Participant Registration Process by the deadline as specified in the rules circulated by the BC Games Society.

## C. Meetings

- 1. Meetings will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted by a conference call.
- 2. Quorum will be defined as a minimum a simple majority, with the Chairperson to cast a vote in case of a tie.
- 3. Minutes of meeting shall be submitted to the Judo BC Board.

## Section 4, Part 7 – Women's Committee

### A. Committee Composition

- 1.1 The Women's Development Committee Chair (the "Chairperson") is appointed by the Judo BC Board for normally a two-year term, unless otherwise established by the Board.
- 1.3 At any time the Chairperson may be removed by a majority vote of the Judo BC Board.
- 1.4 The Chairperson shall appoint members to fill positions of the Judo BC Women's Development Committee who shall serve at the pleasure of the Chairperson. Committee members shall be approved by the Judo BC Board.
- 1.5 All members of the Women's Development Committee shall be members in good standing of Judo BC.

- 1.6 Selection to, or removal from, the Women's Development Committee is at the sole discretion of the Chairperson, with the approval of the Judo BC Board of Director and is not subject to appeal to anybody beyond the Judo BC Board of Directors.

**B. Responsibilities**

1. The Women's Development Committee is responsible for promoting and advocating female participation in Judo.
  2. The Women's Development Committee is responsible for the development and delivery of judo events and programs within the province for Women.
  3. The Women's Development Committee shall work in collaboration with other Judo BC Committees and Judo Canada on increasing and retaining female participating as athletes, coaches, referees and volunteers.
  4. Where needed, the Women's Development Committee shall review policies and make recommendations, as needed, to the Board to ensure compliance with Judo BC gender equity policies.

**C. Meetings**

1. Meetings will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted by a conference call.
2. Quorum will be defined as a minimum a simple majority, with the Chairperson to cast a vote in case of a tie.
3. Minutes of meeting shall be submitted to the Judo BC Board.

**Section 5 - Provincial Teams**

**A. Provincial Teams**

1. General Principals:
  - 1.1 All Team BC members must have a Judo Canada passport and must be members in good standing with Judo BC.
  - 1.2 Members of Team BC who have outstanding debts to Judo BC will not be permitted to represent Judo BC at events until their debts are paid. This policy shall be upheld whether or not the individual receives funding from Judo BC.

## 2. Selection for Out of Province Tournaments:

- 1.1 The Judo BC Head Coach shall select athletes for teams for out-of-province tournaments and submit this list to the Technical Committee for ratification. If there are concerns about the composition of the team, by any member of the Technical Committee it is the responsibility of that Technical Committee member to discuss these concerns with the Chair of the Technical Committee and the Head Coach. If after these discussions the Technical Committee member is satisfied with the list, the list is considered to be approved. If after this discussion, the Technical Committee member still has concerns about the list, the Head Coach will submit a revised list to the Technical Committee for ratification. If no consensus is reached a conference call will be held and the decision would be made by majority vote.
- 1.2 When compiling lists of athletes for teams to attend out-of-province tournaments and events, the Judo BC Head Coach shall consult the Regional Coaches.
- 1.3 All Team BC members must have a Judo Canada passport and must be members in good standing with Judo BC.
- 1.4 An athlete not selected for an out-of province tournament may appeal the decision of the Technical Committee as outlined in Section 8 of the Judo BC Policies & Procedures.

## 2. Selection To Provincial Teams

- 2.1 Selection to represent Judo BC for national championships or international shall events shall be in accordance with Judo Canada Policy.
- 2.2 The following section applies to team selection for Nationals, Canada Winter Games, and Western Canada Games.
- 2.3 Team Selection Criteria shall be published annually in Appendix K.
- 2.4 All athletes who train out of the province shall be required to meet the requirements as provided in the Team Selection Criteria for Nationals found in Appendix K.
- 2.5 Categories for National Championships are as follows:
  - Senior Men
  - Senior Women
  - Junior Men U21*
  - Junior Women U21*
  - Cadet Men U18*
  - Cadet Women U18*
  - Juvenile Men U16*
  - Juvenile Women U16*
  - Masters

Kata

## 2.6 Appeals

- a) An athlete not selected to a provincial team may appeal the decision of the Technical Committee as outlined in Section 8 of the Judo BC Policies & Procedures.

## 2.7 Code of Conduct and Disciplinary Action

- a) All athletes that are part of the Judo BC talent pool must adhere to the Judo BC policies and procedures including but not limited to the code of conduct, anti-doping and harassment policies.
- b) Athlete selected to a provincial team will be required to sign the Judo BC Athlete Code of Conduct (Appendix L). Failure to sign the form by the required deadline will result in the athlete forfeiting their selection to the team.
- c) Parent(s) of minor athletes are expected to adhere to the Judo BC policies and procedures including but not limited to the code of conduct, anti-doping and harassment policies. 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.
- d) Athletes must abide by the rules within the Athlete Code of Conduct and 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.
- e) Athletes who are found to be in breach of the Athlete Code of Conduct and may be immediately sent home from an event, and will be responsible for all costs associated with the changes in travel plans.

## 3. Participation Cost & Funding

3.1 Funding for any event is strictly based on the availability of funding from the Judo BC Athlete Development budget.

3.2 There is an upper limit on the amount athletes outside of the lower mainland will be subsidized to travel to Vancouver (or point of team departure) to attend an event as a funded member of the BC Team. The upper limit is the lowest transportation costs (including ground transportation) for the athlete's place of residence in BC to the departure location. Ground transportation shall be reimbursed upon receipt of gas, ferry and toll bridge receipts.



- 3.3 Judo BC will provide accommodation to athletes, coaches or chaperones from outside of the lower mainland who are required to overnight in a centralized location (i.e.: Vancouver) in order to travel the following day with the team. The same principle shall apply when arrival of returning flight prohibits the individual immediate return to their hometown.
- 3.4 Unless otherwise noted, provincial team members are responsible for their own meals when travelling with the provincial team.
- 3.5 Unless otherwise noted, quadruple rooming assignments shall be used for all team travel. Alternate accommodation plans may be approved by the Provincial Head Coach.
- 3.6 Unless otherwise noted, all team members are required to travel with the team in accordance with the published team itinerary. Alternate travel plans may be approved by the Provincial Head Coach.
- 3.7 To receive funding, all athletes including National Champions and Carded athletes must participate in the Provincial selection process and designated training camps.
- 3.8 Athletes who have registered for an event and subsequently withdraw will be responsible for all costs incurred by Judo BC due to their withdrawal, this includes but is not limited to entries fee, flight cancellation fees, accommodation cancellation fees.
- 3.9 Athletes who have suffered an injury at the site of the event and are deemed by the Judo BC Head Coach to be unable to remain at the event site will be immediately sent home. Costs incurred for change in itinerary shall be the responsibility of Judo BC.
- 3.10 Additional funding criteria may be listed in Appendix K - Team Selection Criteria for Nationals.

## **B. Athlete Support Program**

### **1. BC Athlete Assistant Program**

- 1.1 BCAAP is a program funded by the Provincial Government that provides a system of financial support and recognition that enables BC's high performance athletes to develop their athletic potential to the highest level of competition and training. Each sport organization is allocated funding from the Provincial Government's Sport and Recreation Branch. More specifically, BCAAP funding is provided by the Ministry of Community, Sport and Cultural Development. Judo BC's Technical Committee is responsible for developing the annual selection criteria and for funding criteria.
- 1.2 Athletes are selected for funding through the BC Athlete Assistance Program (BCAAP) by the Technical Committee.

1.3 As funding within this program is limited, athletes will be ranked based on criteria published annual by the Technical Committee in Appendix M.

1.4 Athletes who wish to be considered for funding must be a member in good standing with Judo BC and submit a completed application by the published deadline. See Appendix N for the application form. Applications may not automatically results in funding.

1.5 All applicants shall be notified in writing within 48 hours of the Technical Committee decision.

#### 1.6 Appeals

- a) An athlete may appeal the decision of the Technical Committee as outlined in Section 8 of the Judo BC Policies & Procedures.

### 2. International Competition Support

2.1 The Board of Directors will publish following the Annual General meeting the funding available to those athletes who are selected by Judo Canada to represent Canada at World Championship, Pan-American Championships and World Cup.

2.2 The funding is meant to assist athletes, who have been selected by Judo Canada to participate in international events, with their travel costs to the competition and/or required training camp.

2.3 The Judo BC Office will notify athletes who have been selected to represent Canada of the level of available funding upon team announcement by Judo Canada.

2.4 Athletes who qualify for funding will need to provide supporting documentation confirming the travel costs (transportation, entry fee and accommodations).

### 3. Canadian Sport Pacific Centre Carding

3.1 CPSC Cards assist athletes in their ongoing commitment to training and pursuit of athletic excellence. The card provides an athlete with access to a variety of athlete support and training services. A full menu of services available from the various centres can be viewed [www.cscpacific.ca](http://www.cscpacific.ca).

3.2 Judo BC has developed the following selection criteria in consultation with CSCP. The criteria are found in Appendix O.

3.3 The application form for the CSCP Card is found in Appendix P.

#### 3.4 Appeals

- a) Appeals will be considered on a case by case basis for those athletes that were ill or injured during the season in question. Athletes who wish to appeal must submit to

the Judo BC Office a medical certificate signed by a doctor stating the nature of the injury/illness, the date the injury/illness occurred and the anticipated date of return to training and competition to assist the Technical Committee is submitting an appeal to Canadian Sport Pacific.

- b) Exemptions to the above criteria must be approved by Canadian Sport Pacific and can therefore not be appealed using Section 8 of the Judo BC Policies & Procedures.

### **C. Provincial Team Coaches and Chaperones**

1. The Provincial Head Coach shall select all coaches and chaperones for all teams representing Judo BC based on criteria approved by the Technical Committee. Such criteria includes but is not limited to NCCP certification, coaching experience and Judo BC coaching development plan.
2. When selecting a team composed of both genders, the Head Coach shall endeavor to select at least one female coach/chaperone. In the absence of a qualified female coach or due to funding constraints, it is acceptable for a senior female athlete to act as the female chaperone. A female coach/chaperone, who is not a competitor, must be in attendance at all Junior and/or Juvenile National Championships when there are female athletes on the Provincial Team.
3. Judo BC will adhere to a minimum chaperone ratio of 1 to 10 for all Junior Teams. The ration for Senior Teams shall be at the discretion of the Provincial Coach.
4. All Coaches and chaperones selected to represent Judo BC at any event must have signed a Judo BC Code of Conduct (Appendix Q) and shall submit to a criminal records review.
5. Only individuals approved by the Technical Committee shall be accredited as representing Judo BC.
6. Only individuals approved by the Technical Committee or Judo BC Head Coach shall be authorized to make submissions of athletes or requests for athletes to be considered for participation at Judo Canada sanctioned events.
7. Coaches and Chaperone duties and responsibilities are, but not limited to,:
  - 7.1 A head coach may be appointed to a team in the absence of the Provincial Head Coach. The head coach
    - has authority to make decision within Judo BC policies and procedures during the event and traveling time frame;
    - working with a representative from the Judo BC Office, is responsible for the logistics of the entire team and their activities which includes but is not limited to confirming travel and accommodations arrangements have been made,

communication with athletes and parents, assisting with forms and cheques collection; and

- is responsible for working with the chaperones and coaches to supervise all athletes and ensure they are well taken care of during the entire time the team is travelling;
- is responsible for promoting team cohesion and team work with all athletes and coaches;
- is responsible for reviewing the schedule and all information circulate by the host committee;
- is responsible to contacting the individual coaches to know athlete's special needs (training, injury status, etc.); and

#### 7.2 A coach appointed to a team

- may also be appointed as a chaperone (see below);
- is responsible for the athletes when they train and compete;
- is responsible for the direct supervision of the team members assigned to them when the athletes are at or outside of the competition site, this includes ensuring compliance with the code of conduct;
- is responsible for any duties assigned to them by the head coach

#### 7.3 A chaperon appointed to a team

- is responsible for knowing where athletes are at any given time during the event.
- is responsible (with coaches) for the direct supervision of assigned team members as well as knowledge of their team who are not under their direct supervision, this includes ensuring compliance with the code of conduct;
- may be, from time to time assigned additional duties by the head coach.

### Section 6 - Tournaments

#### A. Sanctioning

##### 1.1 Categories:

All clubs hosting tournaments must receive sanctioning prior to the event. There are two classifications of tournaments that Judo BC sanctions:

- a) Inter-Club/Regional Tournaments – defined as an event designed to provide introductory competitive experience to club members by including clubs within the immediate vicinity of the host club.
- b) Open or Invitational Tournaments - any tournament not classified as Inter-Club or Regional.

A representative from the Judo BC Office, in consultation with the Technical Committee, shall confirm the appropriate sanction category for all applicants.

##### 1.2 All clubs hosting tournaments must receive a Judo BC tournament sanction prior to the event in order to be covered by the Judo BC insurance.

1.3 Clubs who do not secure a tournament sanction prior to their event will be out of compliance with Judo BC and may be subject to disciplinary action.

## 2. Application Procedures

2.1 The name of the event must not be misleading, must not compromise another organization's rights nor express an authority that is beyond that of the organizing committee (i.e.: the IJF has the expressed rights to "Worlds" level events, Judo Canada has the expressed rights to "National Level events, and Judo BC has the expressed rights to "Provincial" level event).

2.2 Clubs wishing to hold a Tournament must complete and return a Tournament Sanction Application Form (Appendix R) and the Tournament Sanction Fee (see Appendix A - Membership and Services Fees) to the Judo BC office two months prior to the event.

2.3 Host clubs of an Open/Invitation Tournament will be required to pay at Tournament Participation Fee per competitor following the event. See Appendix A – Membership and Services Fees for the application Tournament Participation Sanction Fee.

## 3. Post Event Report

3.1 The host club will be responsible for forwarding within 30 days of the event a report (Appendix S) which must contain the following to the Judo BC Office:

a) Inter-Club/Regional Tournaments

✓ Post Tournament Report

✓ Full Tournament Results

b) Open or Invitational Tournaments:

✓ Post Tournament Report and Participant Fee

✓ Participants List sorted in club order

✓ Full Tournament Results

✓ Referee Participation Report

✓ Release Forms (Minors and Adult) – for participants who are not members of Judo BC

3.2 Failure to submit a Post Event Report may eliminate a host from receiving future sanctions.

## 4. Sanction Requirements:

4.1 All Judo BC sanctioned tournaments must adhere to the Judo Canada Tournament Sanction Policies and the Judo BC Tournament Standards listed in Appendix T.

- 4.2 The host club must ensure it has the mechanism in place to ensure that all participants in the tournament are members in good standing with Judo BC, another provincial judo organization or another national federation recognized by the IJF.
- 4.3 The host club is responsible for ensure appropriate medical supervision and care at the competition venue.
- 4.4 Host Clubs must ensure all participants must sign a release form for their event. The Judo BC membership form is valid as a waiver.
- 4.5 Any club hosting a tournament shall clearly state in the invitation the following information:
  - Name of Club
  - Date
  - Type of tournament (i.e., juniors, seniors, etc.)
  - Divisions (i.e. novice, black, etc.)
  - Weigh-in rules (times, etc.)
  - Entry fee and penalties for late entries or for change in weight category
  - Start times
  - Location
  - Competition rules being used
- 4.6 Tournament draw sheets must be easy to read and understand. Draw sheets should clearly state:
  - name of athlete
  - name of athlete's club
  - athlete's rank
  - how the athlete won or lost the match (based on the codes included in the Sanction requirements) or if the athlete won due to withdrawal, injury, etc.
  - Notations should be made on the draw sheet in the case of an athlete being "moved up" a division.

Note: Item 4.6 does not apply to Inter-Club/Regional Tournaments.

## **B. Hosting a Team BC Selection Tournament and/or Training Camp**

### **1. Selection**

- 1.1 The Technical Committee is responsible for selecting host clubs for each training camps, selection tournaments and youth championships. The selections process takes into consideration the strength of the bids submitted and as well as the following:
  - Conflicting dates with Judo Canada events and other major tournaments
  - Conflicting dates with stat/school holidays, etc.
  - Available accommodations in local area

- 2.2 Clubs who wish to have their tournament recognized as a Team BC Selection Event must submit a complete application (Appendix U) by the annual published deadline.

## 2. Hosting Requirements

Selection Tournaments are accountable for the following items in additions to the items listed above for all Judo BC Tournaments.

- 2.1 Clubs who wish to have their tournament recognized as a Team BC Selection Event must meet the selection criteria list in Appendix V.

- 2.2 Clubs who wish to have their tournament recognized as a Team BC Selection Event must adhere to the guidelines and requirements listed below, in addition to those guidelines set out for all sanctioned tournaments in BC.

- 2.3 Tournament categories are:  
*U14 Men and Women*  
*U16 Men and Women*  
*U18 Men and Women*  
*U21 Men and Women*  
 Senior Men and Women  
 Masters Men and Women  
 Kata Men and Women

### 2.2 Competitors per Division

Competitors per Division (those divisions qualifying for placement on the provincial team) must adhere to the following:

- when there are 3 competitors in a division, it is fought by round robin with wins counted first, then points;
- if there are only 2 competitors in a division, it is to be fought the best two out of three; or
- if there are more than three competitors per division, the division is to be fought "true double knock out".

### 2.3 Tournament Draw Sheets

In addition to sending a copy of the draw sheets to the Judo BC as art of the post-event report, Team BC Selection Tournaments shall provide 2 copies of the draw sheets to the Technical Committee to the Provincial Head Coach by the end of the tournament or by the Team Workout on the day following the tournament.

## C. Hosting Support

Pending the availability of funding, Judo BC may offer clubs funding to assist in the hosting of "special events" held in conjunction with a tournament.

1. Application:
  - a. Must apply a minimum of three (3) months prior to the event in question using the application form found in Appendix W.
2. Criteria
  - a. Priority will be given to events which assist Judo BC in furthering its goals in the areas of
    - i. Coaching, for example: sessions that count toward a coach's professional development points.
    - ii. Membership Development, for example: activities which target new members or reach new audiences.
  - b. Applications will be reviewed on an individual basis by the Board of Directors.
3. Post Event Report
  - a. Host who receive Hosting Support must submit a Post Event Report (Appendix X) within 30 days of the completion of the event.
  - b. Failure to submit a Post Event Report may eliminate a host from receiving future funding.

## **Section 7 – Awards and Recognition**

### **A. Athlete of the Year Award**

1. The Award:
  - a. The award is presented annually to Judo BC's top judoka, one male and one female. Although competitive results are more heavily weighted in the ranking finalist for the award, the recipient must reflect the principles of Kodokan Judo which emphasize respect for self and opponents, fair play, as well as both mental and physical development.
2. Selection
  - a. The Provincial Head Coach will make a recommendation to the Technical Committee within 7 days of the last day of competition at the Canadian Senior National Championship for approval.
  - b. The Technical Committee retains the final decision on the annual recipient.
3. Presentation:
  - a. The Athlete of the Year will be announced at one of the main tournaments in the fall of each year.

### **B. Steve Sasaki Award**

1. The Award:



- a. The award is presented annually to a long time member who exemplifies the principles of Kodokan Judo.
2. Selection
    - a. The Board of Directors is responsible for selecting the Steve Sasaki recipient.
  3. Presentation:
    - a. The formal award presentation will be made at the Annual General Meeting.

### **C. Honorary Members**

1. The Award:
  - a. As defined in the bylaws, Judo BC may, from time to time, appoint honorary members who are distinguished in their own right.
2. Selection
  - a. Voting members, in good standing, may submit to the Board of Directors recommendations for honorary membership.
  - b. The Board of Directors shall review all recommendations and present to the membership for vote at the Annual General Meeting those recommendations which meet all of the following criteria
    - i. The individual has been a member in good standing of judo BC for a minimum of 10 years.
    - j. The individual must hold the rank of Yudansha.
    - k. The individual has made a significant contribution to the development of the sport of Judo in BC.
    - l. The individual personifies the principles of Kodokan Judo.
  - c. There is no limit to the number of time an individual may be recommended for honorary membership.
3. Presentation:
  - a. Formal announcement at the Annual General Meeting.

### **D. Other**

Applications for other awards such as, but not limited to, the Judo Canada Hall of Fame, Canadian Olympic or Paralympic Committee Hall of Fames, Sport BC shall be submitted through the Judo BC Office with the approval of the Judo BC Board of Directors.

## **Section 8 - Conduct, Discipline, Appeals, Dispute Resolution & Conflict of Interest Policies**

### **General**

#### **1. Principles of Natural Justice**

- a) The procedures followed under the policies of Judo BC shall adhere to the principles of natural justice, which means that:
  - a) the parties will be advised of the provisions of this policy;
  - b) the parties will be given an opportunity to present evidence in support of their positions and to defend themselves against allegations;
  - c) the issues will be clearly and concisely stated so that the parties are aware of the allegations;
  - d) the parties will have the right to be represented at any stage of the process at their own expense;
  - e) the parties will receive copies of all notices, statements, reports and decisions;
  - f) the decision-makers have a duty to listen fairly to both sides and to reach a decision untainted by bias; and
  - g) the parties have the right to an appeal pursuant to the provisions of the Appeals Policy.
- b) The resolution of disputes and appeals should proceed as expeditiously as possible within the specified time limits. However, failure to meet the specified time limits will not invalidate the process set out in these policies.

## **2. Confidentiality**

Subject to any limits or disclosure requirement imposed by law or required by the policies of Judo BC, including the policies contained herein, any and all information, oral and written, created, gathered, received or compiled during and through the course of a proceeding under these policies, including details regarding a proceeding itself, is to be treated as confidential by all parties; provided that decisions of the Appeals Panel shall be made public unless the Appeals Panel determines otherwise.

## **3. Representation by a Responsible Adult**

3.1 If a party is a minor (the “minor party”), or someone otherwise unable to speak for him or herself, a proceeding may be brought forward by a “Responsible Adult.”, being a parent, guardian, or other adult of the person’s choice who may speak on behalf of a minor party.

3.2 The Responsible Adult will have the right to act on behalf of the minor party throughout the proceeding.

## **Section 8, Part 1 - Code of Conduct Policy**

### **1. Purpose**

Judo BC is committed to providing a sport environment that reflects Judo BC’s values of community, personal development, sportsmanship, ethical conduct and excellence. Membership in Judo BC, and participation in its activities, brings with it many benefits and privileges that are balanced by Member responsibilities and obligations.

This policy defines the parameters for these responsibilities and obligations and identifies a standard for behaviour that is expected of all Members. This policy also identifies procedures to be followed when this standard is not achieved.

Compliance with this policy, as with all rules in a civil and democratic society, depends primarily upon understanding and voluntary compliance; secondarily upon reinforcement by peers and others; and finally, when necessary, upon enforcement through disciplinary proceedings.

## 2. Application of this Policy

2.1 This policy applies to all categories of members in Judo BC and all individuals participating in activities with or employed by Judo BC, including without limitation, athletes, coaches, officials, volunteers, directors, officers, team managers, medical and other support personnel, administrators, staff and contract personnel of Judo BC (“**Members**”). - The Judo BC clubs shall be responsible for the implementation of their own club Member Conduct Dispute Resolution and Appeals Policy. In appropriate circumstances Judo BC is willing and able to dialogue with the club to determine whether Judo BC should assist or be responsible for an issue if requested by the club. For actions that are directly under the supervision of Judo BC, Judo BC will follow this policy.

2.2 This policy does not apply to matters that are:

- a) properly the subject of policies relating to funding, technical matters, team selection or other eligibility criteria within the jurisdiction of Judo BC or another entity;
- b) doping offences, which are dealt with through the Canadian Anti-Doping Program; or
- c) commercial matters for which another dispute resolution process exists under a contract or applicable law, including employment law.

## 3. Expected Standard of Conduct

All directors, officers, organizers, coaches, officials, athletes, managers, volunteers, medical and paramedical personnel, employees and other members of Judo BC have a responsibility to:

1. Maintain and enhance the dignity and self-esteem of members and participants of Judo BC by:
  - Demonstrating respect to individuals regardless of gender, ethnic or racial origin, sexual orientation, athletic potential, age, marital status, religion, political belief, ability/disability or economic status;
  - Acting, when appropriate, to prevent or correct practices that are unjustly discriminatory;
  - Focusing comments or criticism appropriately and avoiding public criticism of athletes, coaches, officials, organizers, volunteers, employees and members;
  - Consistently demonstrating the spirit of sportsmanship, sports leadership and ethical conduct and practices;
  - Maintaining members’ and participants’ right to privacy;
  - Interacting with others in a way that enables all individuals to maintain their dignity and respect;
  - Consistently treating individuals fairly and reasonably;
  - Ensuring that the rules of the sport of Judo, and the spirit of such rules, are adhered to.

2. Adhere to Judo BC's policies with respect to the use of alcohol and tobacco while participating in Judo BC events.
3. Abstain from the non-medical use of drugs or the use of performance-enhancing drugs or methods.
4. Refrain from any behavior that constitutes harassment, where harassment is defined as comment or conduct directed towards an individual or group, which is offensive, abusive, racist, sexist, degrading or malicious.
5. Refrain from any behavior that constitutes sexual harassment, where sexual harassment is defined as unwelcome sexual advances or conduct of a sexual nature, when submitting to or rejecting this conduct influences decisions which affect the individual, such conduct has the purpose or effect of diminishing performance, or such conduct creates an intimidating, hostile or offensive environment;
6. Refrain from the use of power or authority in an attempt to coerce another person to engage in inappropriate activities;
7. Comply at all times with the Constitution, Bylaws, policies, rules and regulations of Judo BC, as adopted and amended from time to time, including complying with any contracts or athlete agreements executed with Judo BC;

In addition to the above, **Coaches and Instructors** will have additional responsibilities. The athlete/coach relationship is a privileged one. Coaches play a critical role in the personal as well as athletic development of their athletes. Coaches must understand and respect the inherent power imbalance that exists in this relationship and must be extremely careful not to abuse it. Coaches will at all times:

8. Ensure a safe environment by selecting activities and establishing controls that are suitable for the age, experience, ability and fitness level of athletes, including educating athletes as to their responsibilities in contributing to a safe environment;
9. Prepare athletes systematically and progressively, using appropriate time frames and monitoring physical and psychological adjustments while refraining from using training methods or techniques that may harm athletes;
10. Avoid compromising the present and future health of athletes by communicating and cooperating with sport medicine professionals in the diagnosis, treatment and management of athletes' medical and psychological problems;
11. Educate athletes about the dangers of drugs and performance-enhancing substances and under no circumstances promote or condone their use;

12. Accept and promote athletes' personal goals and refer athletes to other coaches and sports specialists as appropriate and as opportunities arise;
13. Encourage and facilitate athletes to be responsible for their own behaviour, performance and decisions;
14. Give athletes the opportunity to discuss, contribute to and agree with proposed training and performance standards. Provide athletes and the parents/guardians of athletes who are minors with the information necessary to be involved in the decisions that affect the athlete;
15. Consider the academic pressures placed on student-athletes and conduct training and events in a manner that supports academic success.
16. At no time engage in an intimate or sexual relationship with an athlete under the age of 18 years.
17. Refrain from intervening inappropriately in private matters that are outside the generally accepted jurisdiction of a Judo coach;
18. Keep confidential any information about athletes or others gained through coaching activities believed to be considered confidential by those persons;
19. Act in the best interests of the athlete's development as a whole person.

Athletes who have been selected to a representative team of Judo BC will have additional responsibilities to:

20. Report any medical problems in a timely fashion, where such problems may limit the athlete's ability to travel, train or compete;
21. Participate in all competitions, events, activities or projects to which the athlete has made a commitment;
22. Adhere to Judo BC's requirements regarding clothing and equipment.

### **Section 8, Part 2 - Discipline Policy**

*Note:* In this policy, "days" means total days irrespective of weekends or holidays. "Complainant" refers to the individual who reports a complaint of a disciplinary infraction, and "Respondent" refers to the individual who is the subject of the complaint.

#### **1. Statement of Policy**

- a) Membership and participation in the activities of Judo BC offer many benefits and privileges. At the same time members and participants are expected to fulfill certain responsibilities and obligations,

including complying with the Code of Conduct of Judo BC as well as with Judo BC's other policies and procedures. Judo BC's Code of Conduct identifies the standard of behavior that is expected of all members and participants, and those who fail to meet this standard may be subject to the disciplinary procedures set out in this policy.

## **2. Application of this Policy**

- a) This policy applies to all categories of Members of Judo BC and to all individuals participating in activities with or employed by Judo BC. These include, but are not limited to directors, officers, organizers, coaches, officials, athletes, managers, volunteers, medical and paramedical personnel, employees and other members of Judo BC
- b) This policy applies to all discipline matters that may arise during the course of Judo BC's business, activities and events, including but not limited to the office environment, competitions, practices, training camps, travel associated with competitive activities, and any meetings of staff, committees or the Board of Directors.
- c) The President of Judo BC will be responsible for discipline (hereafter referred to as "President") and will perform critical tasks under this policy. Where the President is unable to perform such tasks, for whatever reason, a designate may be appointed by the President of Judo BC to implement this policy.

## **3. Reporting an Infraction**

- a) Any individual may report to the President a complaint in writing of a disciplinary infraction. Such written complaint must be filed within 14 days of the alleged infraction. It will be at the sole discretion of the President to determine if the infraction is best dealt with as a minor infraction or a major infraction.
- b) A complainant wishing to file a notice of complaint beyond the 14 day period must provide a written request stating reasons required for an exemption to this limitation. The decision to accept, or not accept, the notice of complaint outside the 14 day period will be at the sole discretion of the President (or designate).
- c) Persons who experience harassment are encouraged to report this conduct to an official of Judo BC, where an "official" is any person in a responsible staff or volunteer position within Judo BC. The role of the official is to receive the complaint of harassment and to assist in its informal resolution. Where the complaint cannot be resolved informally, the official will report the complaint in writing to the President (or designate) for resolution under this policy.
- d) All written correspondence related to this policy will be directed through the Judo BC office.

## **4. Minor Infractions**

- a) Minor infractions are single incidents of misconduct that breach the Code of Conduct but generally do not result in harm to others. All disciplinary situations involving minor infractions will be dealt with by the appropriate person having authority over the individual involved: this person may include, but is not restricted to, the President, a board member, committee member, volunteer, staff person, coach, organizer or manager.
- b) Procedures for dealing with minor infractions will be informal as compared to those for major infractions and will be determined at the discretion of the person having authority, provided the individual being disciplined is told the nature of the infraction. This policy will not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behavior that constitutes a minor infraction.
- c) Disciplinary sanctions for minor infractions may include the following:
  - verbal or written reprimand;
  - verbal or written apology;
  - service or other voluntary contribution to Judo BC;
  - suspension from the current activity or competition;
  - any other similar sanction considered appropriate for the offense.

## **5. Major Infractions**

- a) Major infractions are instances of misconduct that violate the Code of Conduct and that result, or have the potential to result, in harm to other persons, to Judo BC, to the sport of judo, or to sport generally.
- b) If the incident is a major infraction, a hearing is required. The President, or designate, will notify the individual alleged to have committed a major infraction of the matter as soon as possible, and will provide the individual with a copy of this policy.
- c) The appropriate person having authority may deal with major infractions occurring within competition immediately, if necessary. The individual being disciplined will be told the nature of the infraction and will have an opportunity to provide information concerning the incident. In such situations, disciplinary sanctions will be for the duration of the competition only. Further sanctions may be applied but only after review of the matter in accordance with the procedures set out in this policy for major infractions.

## **6. Investigation**

- a) Depending on the nature and severity of the complaint, the President may appoint an independent individual to conduct an investigation. This determination will be made within 7 days of receipt of the written complaint. If this is the case, the Investigator will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the President.

## **7. Discipline Panel**

- b) Within 14 days of receiving a report documenting a major infraction or of receiving the written report of the Investigator if an investigation was carried out, the President, or designate, will appoint three individuals to serve as a Discipline Panel. The President, or designate, may name one of the Panel members to serve as Chairperson of the Panel. In the event the President, or designate, does not name a Chairperson, the members of the Panel will select from themselves a Chairperson.
- c) Members of the Discipline Panel will have no significant relationship with the complainant and respondent; will have had no involvement with the alleged infraction; and will be free from any other actual or perceived bias or conflict.
- d) The Discipline Panel will hold the hearing as soon as possible, but not more than 21 days after being appointed.
- e) Having regard to the nature of the discipline matter and the potential consequences of any resulting sanctions, the Panel may decide to conduct the hearing by way of review of documentary evidence or by way of oral hearing. If the Panel decides to conduct an oral hearing, it may decide to do so in-person or by means of telephone conference.
- f) If, due to reasons of urgency, complexity, sensitivity or lack of independence, the President, or designate, is unable to appoint a three person Discipline Panel, then the President, or designate, may appoint a single independent adjudicator to serve as a Discipline Panel under this policy.

## **8. Preliminary Conference**

- a) The Panel may determine that the circumstances of the complaint warrant a preliminary conference. The Panel may delegate to one of its members the authority to deal with these preliminary matters, which may include but are not limited to: format, date and location of the hearing; timelines for the exchange of documents; clarification of issues in dispute; order and procedure of the hearing; evidence to be brought before the hearing; identification of any witnesses; or any other procedural matter that may assist in expediting the hearing.

## **9. Hearing**

- a) The Panel will govern the hearing fairly and as it sees fit, provided that:
  - i. the hearing will be held within 21 days of the Panel being appointed;
  - ii. the parties will be given 10 days written notice of the day, time and place of the hearing;
  - iii. the parties will receive a copy of the Investigator's report, if an investigation was carried out;
  - iv. Where the Panel has three members, a quorum will be all three members, and decisions will be by majority vote where the Chairperson carries a vote;
  - v. the Panel will refrain from communicating with the parties except in the presence of, or by copy to, the other parties;
  - vi. in the case of an oral hearing, the individual being disciplined may be accompanied by a representative;



- vii. in the case of an oral hearing, the individual being disciplined will have the right to present evidence and argument;
  - viii. any party the Panel deems to be potentially affected by the matter may be made a party to the hearing;
  - ix. the Investigator may participate in the hearing at the request of the Panel;
  - x. the Panel may request that any witness be present at the hearing or submit written evidence in advance of the hearing;
  - xi. if the individual being disciplined chooses not to participate in the hearing, the hearing will nonetheless proceed;
  - xii. the hearing will be held in private;
  - xiii. each party will bear its own costs;
  - xiv. once appointed, the Panel will have the authority to abridge or extend timelines associated with any aspect of the hearing.
- b) The preceding provisions may be modified, or added to, as required by the provisions of any other pertinent Judo BC policy such as those dealing with doping, conflict of interest, personnel or event-specific matters.
- c) After hearing the matter, the Panel will determine whether or not the individual has breached the Code of Conduct, or other relevant Judo BC policy, procedure or regulation, and if so, will determine the appropriate penalty to be imposed and any measures to mitigate the harm suffered by others as a result. The Panel's written decision, with reasons, will be distributed to all parties and to the Director within 14 days of the conclusion of the hearing.

## 10. Sanctions

- a) The Panel may apply the following disciplinary sanctions singly or in combination, for major infractions:
- i. written reprimand;
  - ii. removal of certain privileges of membership or employment;
  - iii. suspension from certain events which may include suspension from the current competition or from future teams or competitions;
  - iv. suspension from certain Judo BC activities such as competing, coaching or officiating for a designated period of time;
  - v. suspension from employment with or without pay;
  - vi. suspension from all Judo BC activities for a designated period of time;
  - vii. costs or expenses incurred by Judo BC to send a respondent to a competition or event from which the respondent was dismissed or in which the respondent failed to compete as a result of the alleged infraction;
  - viii. expulsion from membership;
  - ix. publication of the decision;
  - x. other sanctions as may be considered appropriate for the offense.

- b) The preceding sanctions may be modified, or added to, as required by the provisions of any other pertinent Judo BC policy such as those dealing with doping, conflict of interest, personnel or event-specific matters.
- c) Unless the Panel decides otherwise, any disciplinary sanctions will commence immediately. Failure to comply with a sanction as determined by the Panel will result in automatic suspension of membership or participation in Judo BC until such time as the sanction is complied with.
- d) In applying sanctions, the Panel may have regard to the following aggravating or mitigating circumstances:
  - i. the nature and severity of the infraction;
  - ii. the extent to which others have been harmed by the infraction;
  - iii. the cooperation of the individual being disciplined in the proceedings under this policy;
  - iv. whether the incident is a first offense or has occurred repeatedly;
  - v. the individual's acknowledgment of responsibility,
  - vi. the individual's remorse and post-infraction conduct;
  - vii. the age, maturity or experience of the individual;
  - viii. whether the individual retaliated, where the incident involves harassment; and
  - ix. the individual's prospects for rehabilitation.
- e) Any member suspended or expelled from Judo BC may apply for reinstatement by submitting a written application stating reasons. The Board of Directors will consider the application at a regularly scheduled meeting.

## 11. Serious Infractions

- a) The President may determine that an alleged infraction is of such seriousness as to warrant suspension of the individual pending the hearing and decision of the Panel.

## 12. Criminal Convictions

A conviction at any time, whether prior to becoming a Member or while a Member, for any of the following Criminal Code offenses, regardless of whether the individual has been pardoned for such conviction, will be deemed a major infraction under this Policy and will result in the applicable Member's expulsion from Judo BC and removal from all Judo BC programs, activities and events:

- a) Child pornography offences;
- b) Any sexual offences involving a minor;
- c) Any offence of assault involving a minor;
- d) Any offence of physical or psychological violence involving a minor; or
- e) Any offence involving trafficking of illegal drugs or substances listed on the Canadian Anti-Doping Program's Prohibited List.

## 13. Confidentiality

- a) Where the behavior reported may constitute harassment, or is of a similar sensitive nature, Judo BC will keep all proceedings under this policy confidential, except where disclosure is directed by the Panel as part of a sanction, is required by law or is in the best interests of the public.

## 14. Appeals

- a) Except where otherwise provided, the decision of the Panel may be appealed in accordance with Judo BC's Appeals Policy.

### Section 8, Part 3 - Appeal Policy

#### 1. Purpose

- a) The purpose of this appeals policy is to enable disputes with members and participants to be dealt with fairly, expeditiously and affordably, within Judo BC without recourse to external legal procedures.

#### 2. Definitions

- a) These terms will have these meanings in this policy:
  - i. *Days* -- will mean total days, irrespective of weekends or holidays.
  - ii. *Member* -- refers to all categories of members in Judo BC as well as to all individuals engaged in activities with or employed by Judo BC, including, but not limited to directors, officers, coaches, athletes, officials, volunteers, medical and paramedical personnel, employees and members.
  - iii. *Appellant* -- refers to the Member appealing a decision
  - iv. *Respondent* -- refers to the body whose decision is being appealed.

#### 3. Scope and Application of this Policy

- a) Any Member of Judo BC who is affected by a decision of the Board of Directors, of any Committee of the Board of Directors, or of any body or individual who has been delegated authority to make decisions on behalf of the Board of Directors, including a Discipline Panel, will have the right to appeal that decision, provided there are sufficient grounds for the appeal as set out in Section 5 of this policy. Examples of decisions that may be appealed include but are not limited to those relating to eligibility, harassment, team selection, discipline and entitlements and obligations under an athlete agreement.
- b) This policy will not apply to decisions relating to:
  - i. Matters of employment;
  - ii. Infractions for doping offences, which are dealt with pursuant to the *Canadian Anti-Doping Program*;
  - iii. The rules of Judo, which may not be appealed;
  - iv. Discipline matters arising during events organized by entities other than Judo BC, which are dealt with pursuant to the policies of these other entities;
  - v. Matters relating to the substance, content and establishment of team selection criteria, which may not be appealed;

- vi. Volunteer appointments and the withdrawal of those appointments by the Board of Directors, which may not be appealed;
- vii. Matters of budgeting and budget implementation, which may not be appealed;
- viii. Matters of operational structure and committees, which may not be appealed; and
- ix. Any decisions made under Section 4(b) or Section 6 (b) of this policy.

#### **4. Timing of Appeal**

- a) Members who wish to appeal a decision will have 21 days from the date on which they received notice of the decision, to submit in writing notice of their intention to appeal, grounds for the appeal a summary of the evidence that supports these grounds, and the remedy or remedies requested to the President of Judo BC.
- b) Any party wishing to initiate an appeal beyond the 21 day period must provide a written request stating reasons for an exemption to the requirement of Section 4(a). The decision to allow, or not allow an appeal outside the 21 day period will be at the sole discretion of the President, and may not be appealed.

#### **5. Grounds for Appeal**

- a) Not every decision may be appealed. Decisions may only be appealed, and appeals may only be heard, on procedural grounds. Procedural grounds are strictly limited to the Respondent:
  - i. Making a decision for which it did not have authority or jurisdiction as set out in Judo BC's governing documents;
  - ii. Failing to follow procedures as laid out in the bylaws or approved policies of Judo BC, including policies for selection; or
  - iii. Making a decision that was influenced by bias.
- b) Appeals may also be heard in cases where new information which may have affected the decision was not available at the time of the decision.

#### **6. Screening of Appeal**

- a) Within 7 days of receiving the notice and grounds of an appeal, the President will determine whether there are appropriate grounds for the appeal to proceed as set out in Section 5. In the absence of the President, a designate will perform this function.
- b) If the appeal is denied on the basis of insufficient grounds, the Appellant will be notified of this decision in writing, giving reasons. This decision is at the sole discretion of the President, or designate, and may not be appealed.

#### **7. Appeals Panel**

- a) If the President, or designate, is satisfied that there are sufficient grounds for an appeal, within 14 days of having received the original notice of appeal the President will establish an Appeals Panel (hereafter referred to as the "Panel") as follows:
  - i. The Panel will be comprised of three individuals who will have no significant relationship with the affected parties, will have had no involvement with the decision being appealed, and will be free from any other actual or perceived bias or conflict.
  - ii. The President, or designate, may name one of the Panel members to serve as Chairperson of the Panel. In the event the President, or designate, does not name a Chairperson, the members of the Panel will select from themselves a Chairperson.
- b) If, due to reasons of urgency, complexity, sensitivity or lack of independence, the President, or designate, is unable to appoint a three person Appeal Panel, then the President, or designate, may appoint a single independent adjudicator to serve as an Appeal Panel under this policy.

## **8. Preliminary Conference**

- b) The Panel may determine that the circumstances of the appeal warrant a preliminary conference. The Panel may delegate to one of its members the authority to deal with these preliminary matters, which may include but are not limited to: format, date and location of the appeal (hearing by documentary evidence, oral hearing, or a combination of both); timelines for the exchange of documents; clarification of issues in dispute; order and procedure of the hearing; location of the hearing, where the hearing is an oral hearing; identification of witnesses; or any other procedural matter that may assist in expediting the hearing.

## **9. Procedure for the Hearing**

- a) Where the Panel has determined that the appeal will be held by way of oral hearing, the Panel will govern the hearing fairly and as it sees fit, provided that:
  - i. The hearing will be held within 21 days of the Panel's appointment.
  - ii. the parties will be given 10 days written notice of the day, time and place of the hearing;
  - iii. Where the Panel has three members, a quorum will be all three members, and decisions will be by majority vote where the Chairperson carries a vote;
  - iv. the Panel will refrain from communicating with the parties except in the presence of, or by copy to, the other parties;
  - v. If the decision of the Panel may affect another party to the extent that the other party would have recourse to an appeal in their own right under this policy, that party will become a party to the appeal in question and will be bound by its outcome;
  - vi. A representative or advisor, including legal counsel may accompany any of the parties.
  - vii. The Panel may direct that any other person participate in the appeal;
  - viii. the hearing will be held in private; and
  - ix. each party will bear its own costs.

## **10. Procedure for Documentary Appeal**

- a) Where the Panel has determined that the appeal will be held by way of documentary submissions, it will govern the appeal by such procedures, as it deems appropriate provided that:
- i. All parties are given a reasonable opportunity to provide written submissions to the Panel, to review written submissions of the other parties, and to provide written rebuttal and argument; and
  - ii. The applicable principles and timelines set out in Section 9 are respected.

## 11. Appeal Decision

- a) Within 14 days of concluding the appeal, the Panel will issue its written decision, with reasons. The decision will follow this format:
- i. Issue to be decided;
  - ii. Background to the case;
  - iii. Statement of the facts;
  - iv. Authorities considered;
  - v. Decision; and
  - vi. Reasons for decision.
- b) In making its decision, the Panel will have no greater authority than that of the original decision-maker. The Panel may decide:
- i. To reject the appeal and confirm the decision being appealed; or
  - ii. To uphold the appeal and refer the matter back to the initial decision-maker for a new decision; or
  - iii. To uphold the appeal and vary the decision but only where it is found that an error occurred and such an error cannot be corrected by the original decision-maker for reason of lack of clear procedure, lack of time, or lack of neutrality; and
  - iv. To determine how costs of the appeal, excluding legal fees and legal disbursements of any of the parties, will be allocated, if at all.
- c) The decision will be considered a matter of public record. A copy of the decision will be provided to each of the parties and to the President, or designate.
- d) In extraordinary circumstances, the Panel may issue a verbal decision or a summary written decision, with reasons to follow, provided the written decision with reasons is rendered within the timelines specified in Section 9.

## 12. Timelines

- a) If the circumstances of the dispute are such that this policy will not allow a timely appeal, or if the circumstances of the disputes are such the appeal cannot be concluded within the timelines dictated in this policy, the Panel may direct that these timelines be revised.

### 13. Location

- a) The appeal will take place in the location designated by the President, or designate, unless the Panel decides the appeal is to be held by way of telephone conference, or unless, at the specific request of a party, a different location is mandated by the Panel as a preliminary matter.

### 14. Final and Binding Decision

- a) The decision of the Panel will be final and binding on the parties and on all members of Judo BC, subject only to the provisions of Judo BC's Dispute Resolution Policy.

## Section 8, Part 4 - Dispute Resolution

### 1. Purpose

The purpose of this policy is to provide a procedure for effective dispute resolution within Judo BC. It is intended that this policy will be used to resolve issues that are not covered by the Member Conduct Policy or any of the organization's other policies, including those relating to technical/funding/team selection/eligibility matters. This policy will also not apply to matters described in section 2.3 below.

### 2. Application

- 2.1 This Policy applies to all categories of members in Judo BC and all individuals participating in activities with or employed by Judo BC, including without limitation, athletes, coaches, officials, volunteers, directors, officers, team managers, medical and other support personnel, administrators, staff and contract personnel of Judo BC ("Members").
- 2.2 For the purposes of this policy, a dispute may occur:
  - a) at sporting events, competitions or training sessions;
  - b) at the office;
  - c) at office- or sport-related social functions;
  - d) at Judo BC's business or sport functions, such as meetings, conferences, training sessions, and workshops;
  - e) during work- or sport-related travel;
  - f) via the telephone, electronic and/or other telecommunication devices; or
  - g) elsewhere if the dispute arises as a result of work- or sport-related responsibilities or a work- or sport-related relationship.
- 2.3 This policy does not apply to matters that are:
  - a) properly the subject of the Member Conduct Policy;
  - b) properly the subject of policies relating to funding, technical matters, team selection or other eligibility criteria within the jurisdiction of Judo BC or another entity;
  - c) doping offences, which are dealt with through the Canadian Anti-Doping Program; or
  - d) commercial matters for which another dispute resolution process exists under a contract or applicable law, including employment law.

### 3. Request for Review

- 3.1 A Complainant seeking resolution of a dispute under this policy shall provide a written Request for Review to the President of Judo BC.
- 3.2 A Request for Review must be submitted by the Complainant within 7 days of the date of the matter giving rise to the dispute. If a Complainant wishes to submit a Request for Review beyond this time limit, it must be accompanied by a written request stating reasons for the extension. The decision to allow the extension of time shall be made by the Case Manager and shall be final.

#### 4.1 Case Manager

- 4.1 Upon receipt of the Request for Review the President may ask Sport BC to appoint a Case Manager.
- 4.2 The Case Manager shall (i) serve in an unbiased capacity; (ii) provide information about the resources and support available to the parties involved in the dispute; (iii) seek to facilitate an informal and/or formal resolution of the Request for Review; (iv) undertake such investigation as the Case Manager considers necessary in connection with the Request for Review; (v) make recommendations to the Board of Directors of Judo BC for resolution of the dispute and such further action as the Case Manager may consider necessary or desirable.
- 4.3 The Case Manager must not have any personal or professional involvement with either the Complainant or Respondent and no prior involvement with the matter under consideration.

### 5. Investigation and Report to the Board

- 5.1 Where the Case Manager is unable to informally resolve the dispute to the satisfaction of the parties, he/she shall undertake such further investigation as to the facts and circumstances of the dispute as he/she considers necessary and advisable.
- 5.2 Upon conclusion of the investigation, the Case Manager shall prepare a report to the Board of Directors of Judo BC and may recommend any measures considered appropriate, including disciplinary action, to resolve the dispute. A copy of the report shall be provided to the parties to the dispute.
- 5.3 As soon as practicable after receipt and review of the report, the Board of Directors of Judo BC shall, in a timely manner, determine to take such action as it sees fit. A copy of such decision shall be provided within 7 days to the parties to the dispute, the President of the Judo BC, and the Case Manager.

### 6. Appeals

Appeals of decisions rendered under this policy will be dealt with using the Judo BC Appeals Policy



## Section 8, Part 5 - Conflict of Interest Policy

### 1. Purpose

- a) The purpose of this policy is to describe how members of Judo BC will conduct themselves in matters relating to conflicts of interest, and to clarify how Judo BC will make decisions in situations where conflicts of interest may exist.

### 2. Definition of Conflict of Interest

- a) Conflicts of interest include both pecuniary and non-pecuniary interests. A pecuniary interest is an interest that an individual may have in a matter because of the reasonable likelihood or expectation of financial gain or loss for that individual, or another person with whom that individual is associated. A non-pecuniary interest may include family relationships, friendships, volunteer positions in associations or other interests that do not involve the potential for financial gain or loss.

### 3. Application

- a) This policy applies to directors, officers, employees, committee members, volunteers and other decision-makers within Judo BC (hereafter referred to as “Representatives” of Judo BC).

### 4. Statutory Obligations

- a) Judo BC is incorporated under the British Columbia Corporations Act and is governed by the Act in matters involving a real or perceived conflict between the personal interests of a director or officer (or other individual involved in decision-making or decision-influencing roles) and the broader interests of the corporation.
- a) Under the Act, any real or perceived conflict, whether pecuniary or non-pecuniary, between a director’s or officer’s interest and the interests of Judo BC must at all times be resolved in favour of Judo BC.

### 5. Additional Obligations

- a) In addition to fulfilling all requirements of the Act, Judo BC and its Representatives will also fulfill the additional requirements of this policy. Representatives of Judo BC will not:
  - i. Engage in any business or transaction, or have a financial or other personal interest that is incompatible with their official duties with Judo BC, unless such business, transaction or other interest is properly disclosed in accordance with this policy;

- ii. Knowingly place themselves in a position where they are under obligation to any person who might benefit from special consideration, or who might seek, in any way, preferential treatment;
- iii. In the performance of their official duties, accord preferential treatment to family members, friends or colleagues, or to organizations in which their family members, friends or colleagues have an interest, financial or otherwise;
- iv. Derive personal benefit from information that they have acquired during the course of fulfilling their official duties with Judo BC, where such information is confidential or is not generally available to the public.
- v. Engage in any outside work, activity or business or professional undertaking that conflicts or appears to conflict with their official duties as a representative of Judo BC, or in which they have an advantage or appear to have an advantage on the basis of their association with Judo BC;
- vi. Use Judo BC property, equipment, supplies or services for activities not associated with the performance of official duties with Judo BC;
- vii. Place themselves in positions where they could, by virtue of being a Representative of Judo BC, influence decisions or contracts from which they could derive any direct or indirect benefit or interest;
- viii. Accept any gift or favour that could be construed as being given in anticipation of, or in recognition for, any special consideration granted by virtue of being a Representative of Judo BC.

## 6. Disclosure of Conflict of Interest

- a) On an annual basis, all directors, officers, employees and committee members will complete a written statement disclosing any real or perceived conflicts that they might have.
- b) At any time that a Representative of Judo BC becomes aware that there may exist a real or perceived conflict of interest, they will disclose this conflict to the Board of Directors immediately.
- c) Any person who is of the view that a Representative of Judo BC may be in a position of conflict of interest may report this matter to the Board.

## 7. Resolving Conflicts in Decision-making

- a) Decisions or transactions that involve a real or perceived conflict of interest that has been disclosed by a Representative of Judo BC may be considered and decided upon by Judo BC provided that:
  - i. The nature and extent of the Representative's interest has been fully disclosed to the body that is considering or making the decision, and this disclosure is recorded in the minutes;
  - ii. The Representative does not participate in discussion on the matter giving rise to the conflict of interest, unless the body considering the matter votes to allow such participation;
  - iii. The Representative abstains from voting on the proposed decision or transaction;

- iv. The Representative is not included in the determination of quorum for the proposed decision or transaction; and
- v. The decision or transaction is in the best interests of the corporation.

## **8. Conflicts Involving Employees**

- a) Judo BC will not restrict employees from accepting other employment, contracts or volunteer appointments during the term of their employment with Judo BC, provided that the employment, contract or volunteer appointment does not diminish the employee's ability to perform the work contemplated in their employment agreement with Judo BC. Any determination as to whether there is a conflict of interest will rest solely with Judo BC, and where a conflict of interest is deemed to exist, the employee will resolve the conflict by ceasing the activity giving rise to the conflict.

## **9. Enforcement**

- a) Failure to adhere to this policy may be subject to disciplinary action in accordance with Judo BC's Code of Conduct and Discipline policy.

## **Section 9 - Harassment Policy**

### **A. Statement of Principles**

1. This Policy sets out the principles and practices of Judo BC regarding harassment. Judo BC has adopted this harassment policy to make clear that harassment will not be tolerated in our sport. Judo BC encourages reporting of all incidents of harassment, regardless of who the offender may be.
2. This policy is in addition to and not in substitution for such rights as an individual may have under the BC Human Rights Code, as amended.
3. Judo BC is committed to providing a sport and work environment which promotes equal opportunities and prohibits discriminatory practices. Harassment is a form of discrimination which is prohibited by human rights legislation in Canada. Judo BC supports the right of all its members, whether athletes, volunteers or staff, to participate in all Judo BC activities free from any form of harassment. Further, Judo BC emphasizes the importance of eliminating harassment in judo as a key element in ensuring the safety of participants. A sports environment which actively discourages harassment and builds relationships based on trust and mutual respect and encourages the overall development of the individual.
4. In order to further these aims, Judo BC will make every reasonable effort to promote awareness of the problem of harassment among all its members, and to respond swiftly and effectively to complaints or disclosures of harassment.

## B. Purpose

5. The purposes of this policy are:
  - a) to maintain an environment that is free from harassment;
  - b) to set out the types of behaviour that may be considered objectionable, abusive or offensive;
  - c) to establish a mechanism for receiving complaints of harassment and to provide a procedure by which Judo BC will deal with these complaints; and
  - d) to provide an example of the steps that can be taken towards maintaining an environment in which members treat each other with mutual respect.
6. This policy is not intended to constrain social interaction between people in Judo BC or to affect the ordinary and proper evaluation of the performance of a judoka. The policy is intended to foster an environment in which members treat each other with mutual respect.

## C. Policy

7. It is the policy of Judo BC that harassment in all its forms will not be tolerated during the course of any Judo BC activity or program. Accordingly, all Judo BC members, staff and volunteers are responsible for making every reasonable effort to uphold this commitment. Specifically, this includes refraining from harassing behaviour, responding promptly and informally to minor incidents of harassment and following guidelines for reporting or responding to more serious complaints of harassment. Judo members are expected to refrain from harassing behaviour and are encouraged to report incidents of harassment.

## D. Definitions

8. Harassment is defined as conduct, gestures or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals, and which create a hostile or intimidating environment for work or sports activities, or which negatively affects the individual or group. Any of the different forms of harassment may be based on the grounds prohibited in human rights legislation, such as race, ethnicity, sex, sexual orientation and religion. Harassment may occur between peers (eg: athlete to athlete, parent to official, coach to coach) or between someone in a position of power or authority and someone in a subordinate position (eg: coach to athlete).
9. The following is a non-exhaustive list of examples of harassment:
  - a) Written or verbal abuse or threats;
  - b) unwelcome jokes, innuendo or teasing about a person's body, looks, race, sexual orientation, attire, marital status, ethnic or racial origin, religion, etc.
  - c) displaying of sexually explicit, racist or otherwise offensive or derogatory material;
  - d) condescending, patronizing, threatening or punishing actions which undermine self-esteem;
  - e) practical jokes which cause awkwardness or embarrassment, or may endanger a person's safety;
  - f) any form of hazing;
  - g) unwanted or unnecessary physical contact including touching, patting, pinching;

- h) unwanted conduct, comments, gestures or invitations of a sexual nature which are likely to cause offence or humiliation, or which might on reasonable grounds be perceived as placing a condition of a sexual nature.

Note: Complaints regarding sexual assault or physical assault shall be referred to the police as this item is covered by BC criminal law.

#### **E. Included Behaviour and Locations**

10. For the purposes of this policy the types of behaviour which constitute harassment include, but are not limited to verbal abuse or threats, offensive comments and actions which demeans, belittles or humiliates an individual or group, and physical assault, and can occur:
  - a) at the judo hall or dojo;
  - b) at judo-related social functions;
  - c) at judo-related conferences or training sessions;
  - d) during judo-related travel;
  - e) over the telephone or by e-mail; or
  - f) elsewhere if the person harassed is there as a result of judo-related responsibilities or a judo-related relationship.

#### **F. Response and Remedies**

11. It is the position of Judo BC that harassment will not be tolerated. Harassment is unacceptable and harmful. Judo BC recognizes the serious negative impact of all types of harassment on personal dignity, individual and group development and performance, enjoyment of the sport and in some cases, personal safety.
12. At the same time, Judo BC recognizes that not all incidents of harassment are equally serious in their consequences. Harassment covers a wide spectrum of behaviours, and the response to harassment must be equally broad in range, appropriate to the behaviour in question and capable of providing a constructive remedy. There must be no summary justice or hasty punishment. The process of investigation and settlement of any complaint of harassment must be fair to all parties, allowing adequate opportunity for the presentation of a defense to the charges.
13. Every member of Judo BC has a responsibility to play a part in ensuring that the environment is free from harassment. This responsibility can only be met if every member ensures that his or her conduct avoids even the suggestion that it might constitute harassment.
14. Minor incidents of harassment (eg: inappropriate jokes) should be corrected promptly and informally, taking a constructive approach and with the aim of bringing about a change in negative attitudes and behaviour.
15. More serious incidents (eg: a course of repeated taunting, any form of sexual or physical assault) should be dealt with according to the Judo BC Harassment Complaint Procedures. Complaints

should be handled in a timely, sensitive, responsible and confidential manner. There should be no tolerance of reprisals taken against any party to a complaint.

16. Anyone making a complaint which is found to be clearly unfounded, false, malicious or frivolous will be subject to discipline.
17. Procedures for the handling of complaints brought against all members, staff and volunteers of Judo BC are detailed below in the document entitled "Judo BC Harassment Complaint Procedures."

## **G. Complaint Procedures**

Note: For convenience, this policy uses the term "Complainant" to refer to the person who experiences harassment, even though not all persons who experience harassment will make a formal complaint. The term "Respondent" refers to the person against whom a complaint is made.

18. This policy applies to all Judo BC staff, volunteers, and members. It applies to harassment that may occur during the course of all Judo BC business, activities and events.

## **H. Minor Instances of Harassment**

19. This policy does not prevent an appropriate person having authority from taking immediate, informal, corrective disciplinary action in response to behavior that, in their view, constitutes a minor incident of harassment.

## **I. Reporting Harassment**

20. A person who experiences harassment is encouraged to make it known to the harasser that the behaviour is unwelcome, offensive and contrary to the policies of Judo BC.
21. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the Complainant should request a meeting with a Harassment Officer of Judo BC. For the purposes of this Policy, a "Harassment Officer" is a male and female appointed by the Judo BC President, and shall preside over these procedures. The Harassment Officer shall advise the President of Judo BC, or designate, whether an investigation under this policy is required.
22. Once contacted by a Complainant the role of the Harassment Officer is to serve in a neutral, unbiased capacity in receiving the complaint and assisting in its informal resolution. If the Harassment Officer considers that he or she is unable to act in this capacity, the Complainant will be referred to the President of Judo BC, or designate.
23. Where a person believes that staff, a volunteer or member of Judo BC has experienced or is experiencing harassment and reports this belief to a Harassment Officer, the Harassment Officer will meet with the person said to have experienced harassment and proceed in accordance with these procedures.

24. Where a Harassment Officer believes there is sufficient evidence to warrant laying a formal complaint but the Complainant does not wish to do so, the Harassment Officer may lay a formal complaint and proceed in accordance with these procedures.

#### **J. Complaint Procedures**

25. There are three possible outcomes to a meeting of Complainant and the Harassment Officer:

- a) It may be determined that the conduct does not constitute harassment as defined in this policy, in which case the matter will be closed;
- b) The Complainant may decide to pursue an informal resolution of the complaint in which case a mediator as agreed to by both the Complainant and the Respondent will assist the two parties to negotiate or mediate an acceptable resolution of the complaint; or
- c) The Complainant may decide to lay a formal written complaint, in which case the Harassment Officer will receive the written complaint and will advise the President of Judo BC, or designate, and the Harassment Officer will conduct an investigation of the complaint.

26. The Harassment Officer will carry out the investigation in a timely manner and at the conclusion of the investigation will submit a written report to the President, or designate, which will include a recommendation that:

- a) No further action be taken because the complaint is unfounded or the conduct cannot reasonably be said to fall within Judo BC's definition of harassment; or
- b) The complaint has merit and should proceed to a hearing.

27. Within 10 business days of receiving the written report of the Harassment Officer that recommends that there be a hearing the matter will go to the Judo BC Disciplinary Committee and follow the procedures under the policies contained in Judo BC's Policies and Procedures Manual.

#### **K. Decision**

28. As soon as possible but in any event within 10 business days of the conclusion of the hearing, the Discipline Committee will provide its written decision to the President, or designate, with a copy provided to both the Complainant and Respondent. The decision will contain:

- a) A summary of the relevant facts;
- b) A determination as to whether the act complained of constitutes harassment as defined in this policy;
- c) Disciplinary action against the Respondent, if the acts constitute harassment;
- d) Measures to remedy or mitigate the harm or loss suffered by the Complainant, if the acts constitute harassment; and

- e) If the Complainant is not satisfied with the outcome of the investigation or disciplinary action, the Complainant will be reminded of the continuing right to file a complaint under the BC Human Rights Code.
29. If the Disciplinary Committee determines that the allegations of harassment are false, vexatious, retaliatory or frivolous, its report may direct that there be disciplinary sanctions against the Complainant.
30. Unless the Disciplinary Committee decides otherwise, any disciplinary sanctions applied shall take effect immediately.
31. The decision of the Disciplinary Committee will be final and binding upon the Complainant, the Respondent and Judo BC.

## **L. Confidentiality**

32. Judo BC recognizes the sensitive nature of harassment matters and in particular, the difficulties associated with coming forward with a complaint of harassment and with being accused of harassment. Judo BC recognizes the interests of both the Complainant and Respondent in keeping any matter being dealt with under this policy confidential, except where disclosure is required by a disciplinary proceeding or by law.

## **Section 10 - Anti-Doping Policy**

### **A. Statement of Principle**

In keeping with Judo BC commitment to providing athletes with opportunities to participate in judo within an inclusive environment that values health, well-being and fair-play, Judo BC is unequivocally opposed to any use by judoka of any banned substance or performance-enhancing drugs or practices in contravention of the rules of the Canadian Centre for Ethics in Sports (CCES) and of the World Anti-Doping Agency (WADA).

Judo BC is equally opposed to the condoning of the use of or trafficking in such substances by individuals in positions of leadership including coaches, volunteers and staff, or by athletes themselves. The provision or administration of banned substances to athletes is also forbidden.

Judo BC abides by the Canadian Anti-Doping Program (CADP), which is the set of rules that govern doping control in Canada.

This Policy is to be interpreted in a manner that is consistent with the goals in the Statement of Principle as well as with the principles and conditions set out from time to time by the Canadian Anti-Doping Program (CADP), Canadian Centre for Ethics in Sports (CCES) and of the World Anti-Doping Agency (WADA).



**B. Scope**

This Policy shall apply to all Members of Judo BC.

**C. Athlete Responsibilities**

- a. It is the responsibility of the athlete to:
  - (i) Know, keep abreast of and comply with all applicable anti-doping policies and rules adopted pursuant to the World Anti-Doping Code and the principles and conditions set out from time to time by the Canadian Anti-Doping Program (CADP), Canadian Centre for Ethics in Sports (CCES) and of the World Anti-Doping Agency (WADA);
  - (ii) know and keep abreast of what constitutes an anti-doping rule violation and what are the Prohibited Substances and Methods;
  - (iii) be available for and participate in the testing programs applicable to their sporting activity.
  
- b. Athletes are responsible, in the context of this policy, for what they ingest, apply or use; this includes:
  - (i) ensuring that no Prohibited Substance enters their body directly or indirectly;
  - (ii) making themselves available for sample collection in accordance with the rules of the applicable testing program;
  - (iii) ensuring that any medical treatment received does not violate this policy or any anti-doping policies and rules;
  - (iv) informing medical personnel of their obligation not to ingest, apply or use Prohibited Substances;
  - (v) informing the coaching or support staff if they are aware of having ingested, applied or used Prohibited Substances.

**D. Coaching and Support Staff Responsibilities**

- a. It is the responsibility of the coaching or support staff to:
  - (i) Know, keep abreast of and comply with all applicable anti-doping policies and rules adopted pursuant to the World Anti-Doping Code and the principles and conditions set out from time to time by the Canadian Anti-Doping Program (CADP), Canadian Centre for Ethics in Sports (CCES) and of the World Anti-Doping Agency (WADA);
  - (ii) know and keep abreast of what constitutes an anti-doping rule violation and what are the Prohibited Substances and Methods;
  - (iii) ensure compliance with this Policy and the policies and rules adopted pursuant to the World Anti-Doping Code;
  - (iv) promote and inculcate in the athlete the values, ethics and public policies that support fair, ethical and doping-free sport;
  - (v) provide support and direction to student-athletes to obtain expert advice and accurate information on anti-doping related matters and the CADP;
  - (vi) enforce the anti-doping testing program.

**E. Violation of the Policy**

A violation by any members of Judo BC of any anti-doping policy as outlined in the Canadian Anti-Doping Program shall constitute a violation of Judo BC's Code of Conduct. The athlete shall be subject to disciplinary measures under the Code of Conduct and Disciplinary Procedures, and may lead to the imposition of disciplinary measures pursuant to and in accordance with the provisions of that Code in addition to any disciplinary measures that may be imposed by Judo Canada or other external agencies.

**F. Privacy**

Upon the public disclosure of the name of a member by Judo Canada or a recognized external agency in respect of a violation of this Policy or any anti-doping policy of an external agency involved with competitive sports, Judo BC shall have the right to issue a public statement in respect of the violation and the member's status with Judo BC.

**G. Resources:**

- Canadian Centre for Ethics in Sports (CCES) – [www.cces.ca](http://www.cces.ca)
- Canadian Anti-Doping Program (CADP) - [www.cces.ca/en/antidoping/cadp](http://www.cces.ca/en/antidoping/cadp)
- Prohibited Substances and Methods - [www.cces.ca/en/prohibitedlist](http://www.cces.ca/en/prohibitedlist)
- World Anti- Doping Agency (WADA) - [www.wada-ama.org/](http://www.wada-ama.org/)

**Section 11 - Gender Equity, Equity and Access****Section 11, Part 1 - Gender Equity****A. Policy Statement**

Equity is the belief and practice of fair and just treatment for all individuals. Gender equity is the principle and practice of fair and equitable allocation of resources and opportunities for both females and males. To be equitable means to be fair, and to appear to be fair.

The implementation of gender equity eliminates discriminatory practices that prevent the full participation of either gender. Opportunities, resources, and power become equally accessible to all.

As such, Judo BC will take strong and clear initiatives to encourage women's participation. Judo BC will work to ensure that gender equity is a key consideration when developing, updating or delivering programs, policies, and projects.

Efforts will be made towards raising the awareness and understanding of the equity issue in the judo environment.

The emphasis for gender equity is not a negative process designed to disenfranchise men, but an attempt to attract and include girls and women and bring them to an equitable level of participation in the sport of judo.

Equity does not necessarily mean that all persons must be treated exactly the same. Nor does it mean to imply that females need to participate in the same activities as males. In order to be treated fairly, people may need to be treated differently, including having activities of their choice provided and administered in a fair and unbiased environment.

Judo BC has the opportunity to take a compelling leadership position within the sport community in British Columbia by making a clear commitment to gender equity.

## **B. Goal**

1. To provide access to a complete range of choices and opportunities for both females and males.
2. To ensure that their needs and interests are met in programs, administration, and leadership.
3. To ensure that all individuals receive fair and just treatment.

## **C. Actions**

1. Judo BC shall publicly declare that it is an equal opportunity employer and respects the principles of pay equity in relation to paid employees, thereby having equal pay for equal work by either gender.
2. Judo BC shall practice family-friendly work practices such as flex-time, harassment policies, pay equity, and non-discriminatory interview techniques. Judo BC will support discussion on further practices as the need arises.
3. Judo BC shall work proactively with provincial and national agencies to identify and eliminate barriers facing women in sport.
4. Judo BC shall use gender appropriate language and visuals in all written material.
5. Judo BC shall publicly recognize member clubs that make advancements with respect to women and sport.
6. Judo BC shall provide forums for discussion on gender equity issues.
7. Judo BC shall strive to have both sexes represented on its delegations to external forums and conferences.
8. Judo BC will not solicit nor accept sponsorship from companies which discriminate against women.
9. Judo BC shall strive to have both genders represented on its board of directors and on all committees.

## **Section 11, Part 2 - Equity and Access**

### **A. Objective**

- a. Judo BC strives to provide a fair & equitable variety of opportunities within which to participate in judo.

## **B. Field Of Applications**

- a. The policy applies to all areas of Judo BC, including but not restricted to staff, board of directors, volunteer opportunities, officials & members of Judo BC while engaged in activities representing or on behalf of the organization.

## **C. Definitions**

- a. *Gender Equity*: Is the principle that guides Judo BC in allocating resources, positions, programs & decision making fairly regardless of gender & without discrimination.
- b. *Difference of Ability*: A recognized disability or difference of ability which requires special consideration or adjustment in order to complete a required task.

## **D. Principles & Policy Statement**

Judo BC believes in advocating for equal opportunities in all aspects of business & personnel. Striving for equality & access for strong candidates, employee, volunteer, board of directors & officials regardless of gender, difference of ability or ethnicity.

## **E. Provisions**

- a. Judo BC will consider all qualified applicants for a given position (paid or otherwise) based on personal merits without prejudice or bias based on gender, difference of ability, and ethnicity.
- b. Judo BC encourages & strong candidate or employee, volunteer, board of directors representation of both genders within the Committees & Board of Directors
- c. Judo BC will encourage both genders to act as role models for younger members of our community empowering youth to strive to be leaders in the community.
- d. Judo BC will focus promotion of our sport by portraying both genders equally in the medium selected.

## **Section 12 - Privacy Policy**

### **1. Privacy Policy**

The *Personal Information Protection Act* (“the Act”) regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. “Personal Information” means all information about an identifiable individual. Judo BC recognizes the

importance of privacy and recognizes the sensitivity of personal information received by us in the course of our activities.

We recognize our obligation to maintain the confidentiality of our members' information, and recognize our obligations concerning the personal information of all individuals that we collect, use or disclose in our activities. This policy has been developed with those obligations in mind.

## **2. Our Need for Personal Information**

In order to further its goals, Judo BC must collect information regarding its members. In the section 7 of this document, you will find a description of the main collections of information held by Judo BC. Information collected is used in the administration of Judo BC's programs and activities. Judo BC formally pledges not to sell or share its membership list with anyone, unless required to by law. However, members of Judo BC, judo clubs, technical directors of judo clubs may receive information about judo-related products and services via regular or electronic mail; these mailings are controlled by the association. When you register for an activity, officials (the organizers, referees, permanent office staff) generally have access to your personal information. You cannot expect complete privacy in matters concerning personal information necessary to the organization of a tournament. Your name, age category, weight category, grade, gender, the identity of your competitors, and your results will be made public at the competition site and in the official results posted by Judo BC.

The latter may be shared with the media and be posted to the association or member clubs' Web sites. In order to facilitate communication within the judo community Judo BC will publish a list of Black Belts annually in the form of the "Judo BC Directory". The directory will contain the following information: name, rank, complete address and phone number. Directories will be distributed to Black Belt members only through their clubs following the AGM, and is only to be used for judo related purposes and communication initiatives.

## **3. Collection, Use and Disclosure of Personal Information**

Where practical, we endeavour to collect personal information directly from the person to whom the information pertains. When necessary, we will collect personal information from other sources.

It is our policy to collect personal information about individuals other than our members in accordance with the provisions of the Personal Information Protection Act.

The Act deems that an individual has consented to our collection, use or disclosure of personal information about that individual if, at the time the consent is deemed to be given, the purpose would be considered obvious to a reasonable person. In such circumstances, we will collect, use or disclose personal information without obtaining a written or verbal consent to do so.

The Act also permits us to collect, use or disclose personal information about an individual in some circumstances without the individual's consent. Those include (but are not limited to) circumstances in which:

- a) the collection, use or disclosure is clearly in the interests of the individual and consent cannot be obtained in a timely way;
- b) it is reasonable to expect that the collection or use of personal information with the consent of the individual would compromise the availability or accuracy of the information, and the collection or use of the information is necessary for an investigation or proceeding;
- c) it is reasonable to expect that the disclosure of personal information with the consent of the individual would compromise an investigation or proceeding, and the disclosure of the information is necessary for an investigation or proceeding;
- d) the personal information is available to the public from a prescribed source;
- e) the collection, use or disclosure of personal information is required or authorized by law.
- f) When we collect, use or disclose personal information, we will make reasonable efforts to ensure that it is accurate and complete.

#### **4. Security of Personal Information**

We recognize our legal obligations to protect the confidential information of our members. We recognize as well our legal obligations to protect the personal information we have gathered about our members and about other individuals during the conduct of our affairs.

We have therefore made arrangements to secure against the unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information.

#### **5. Requests for Access to Personal Information**

The Act permits individuals to submit written requests to us to provide them with:

- their personal information under our custody or control;
- information about how their personal information under our control has been and is being used by us;
- the names of the individuals and organizations to whom their personal information under our control has been disclosed by us.

We will respond to requests in the time allowed by the Act and will make a reasonable effort to assist applicants and to respond as accurately and completely as reasonably possible. All requests may be subject to any fees and disbursements the law permits us to charge.

An individual's ability to access his or her personal information under our control is not absolute. The Act provides that we must not disclose personal information when:

- the disclosure could reasonably be expected to threaten the safety or physical or mental health of an individual other than the individual who made the request;
- the disclosure can reasonably be expected to cause immediate or grave harm to the safety or to the physical or mental health of the individual who made the request;
- the disclosure would reveal personal information about another individual;

- the disclosure would reveal the identity of an individual who has provided personal information about another individual and the individual providing the personal information does not consent to disclosure of his or her identity.

The Act further provides that we are not required to disclose personal information when:

- the personal information is protected by solicitor-client privilege;
- the disclosure of the personal information would reveal confidential commercial information that, if disclosed, could, in the opinion of a reasonable person, harm the competitive position of an organization;
- the personal information was collected without consent for the purposes of an investigation, and the investigation and associated proceedings and appeals have not been completed;
- the personal information was collected or created by a mediator or arbitrator in the conduct of a mediation or arbitration for which he or she was appointed to act:
  - (i) under a collective agreement,
  - (ii) under an enactment, or
  - (iii) by a court.

## **6. Requests for Correction of Personal Information**

The law permits individuals to submit written requests to us to correct errors or omissions in their personal information that is in our custody or control. We will:

- correct the personal information and, if reasonable to do so, send correction notifications to any other organizations to whom we disclosed the incorrect information; or
- decide not to correct the personal information, but annotate the personal information that a correction was requested but not made.

## **7. Concerns regarding the handling of personal information**

If you have any questions with respect to our policies concerning the handling of your personal information, or if you wish to request access to, or correction of, your personal information under our care and control, please contact our Privacy Officer at Judo BC Office.

If you are dissatisfied with our handling of your personal information, we invite you to contact our Privacy Officer in writing, setting out the reasons for your concern. If, after our Privacy Officer has reviewed and responded to your concern, you remain dissatisfied, you may wish to contact the Office of the Information and Privacy Commissioner at:

P.O. Box 9038, Stn Prov Govt  
 Victoria; BC V8W 9A4  
 Telephone (250) 387-5629  
 Fax (250) 387-1696

## **8 Types of Personal Information Collected by Judo BC**

### **8.1 Annual registration of members**

- a) Description:  
This collection of files contains annual registration forms for members. Personal information received includes name, address, phone number, club, date of birth, age category, grade, sport passport number, and membership number. In case members are involved in refereeing or coaching, their advancement level in these activities is collected.
- b) Category of individuals:  
All categories of Judo Canada members.
- c) Use of information:  
Sporting events: At the request of sporting event organizers or Judo Canada designated officer, this list may be consulted by staff to confirm an individual's eligibility to participate in a Judo BC or Judo Canada sanctioned event.
- d) Organizations:  
A representative from the Judo BC Office may consult this list in order to confirm to a legitimate organization – such as Judo Canada, Sport Canada, Canadian Olympic/Paralympic Committee, Coaching Association of Canada, a police force, the Judo Canada's designated committee, a municipality, a recreation department or school board – as a governing body or employer, or to a sport equipment manager or funding organization, whether or not an individual or members of his/her club are members in good standing of Judo BC and hold necessary qualifications.

## 8.2 Employees and contractual workers

- a) Description:  
This collection of files contains the files of employees, contractual workers, and applicants for positions. Personal information collected includes name, address and telephone number, social insurance number, C.V., interview notes made during the selection process, training received, salary, social benefits and performance evaluations.
- b) Category of individuals:  
All employees and contractual workers, both current and retired, as well as both solicited and unsolicited applications for employment.
- c) Use of information:  
Internal operations: The members of the Board of Directors and a staff member designated to serve in the Human Resources capacity may consult these files, only insofar as it is necessary for the supervision and evaluation of employees and contractual workers. Payroll personnel may consult information if it is necessary to the administration of fiscal and social benefits regulations or needed to complete banking transactions. Certain details must be shared with financial institutions and fiscal authorities, as well as with the administration of social benefits programs available to employees.
- d) Retention and destruction of records:



Retention for a minimum of two years following the death of an employee or contractual worker. In the case of interview notes, destruction will take place two years after the hire. Information is protected and sensitive. Documents are destroyed by shredding. Files are kept in locked cabinets. Access to these files is permitted only by authorization of the President.

### 8.3 Provincial team (including candidates for selection to Provincial Team and Past Members of the Provincial Team)

#### a) Description:

This collection of files contains the sport and medical files for members of the Provincial team. Personal information collected includes name, birth date, health insurance card number, age category, grade, Judo Canada passport numbers, dojo and personal instructor, information concerning the physical condition of the athlete, competition results and rank, personal correspondence pertaining to sponsorships, doping control data, training logs, contractual agreements, etc .

#### b) Category of individuals:

All members of the national and development teams.

#### c) Use of information:

1. Sporting events: At the request of sporting event organizers or the senior Judo BC Staff Member this information may be consulted by staff to confirm an individual's eligibility to participate in a Judo BC or Judo Canada authorized or sanctioned event. The National Coaching Staff, senior Judo BC Staff Member or Members of the Technical Committee, may consult these files to ensure that an athlete is eligible to remain on the team and participate in team activities.
2. Organizations: The senior Judo BC Staff Member may consult this information in order to confirm to legitimate organizations – such as funding bodies – whether or not an individual or his/her club is a member in good standing of Judo BC and holds the necessary qualifications to remain or become a member of a team or recipient of a privilege.
3. Competition results and athlete rankings are published and may be shared with the media.

#### d) Retention and destruction of records:

Retention for a minimum of two years and a maximum of three years following the athlete's retirement from competition.

### 8.4 Grading Examinations and Recognition

#### a) Description:

This collection of files contains the sport and association files submitted by candidates for a Dan rank promotion, refereeing level examinations, or consideration for special recognition. Personal information collected includes name, birth date, age category, grade, Judo Canada sport passport numbers, dojo, refereeing level, judo grade, NCCP level attained, competition results and rank, and involvement in promotion of judo.

- b) Category of individuals:  
All members seeking judo dan rank promotion, refereeing level increase, or official association recognition.
- c) Use of information:
1. Examinations: Each file is examined by Judo BC's staff, the responsible Committee, named by Judo BC for this purpose. Staff may consult other Judo BC files to confirm an individual's eligibility, as well as points claimed. The file contains the final notes of the committee in charge of the examination. Handwritten notes taken by members of the jury (if nominated by Judo Canada) may be destroyed at the time of the examination.
  2. Organizations: At the request of a candidate, Judo BC may support his/her candidacy for recognition by another organization (Coaching Association of Canada, Sport Canada, etc)
  3. Judo Canada may publish positive results in grading examinations (referees and judo rank promotions) and/or share them with the media.
- The names of finalists for and recipients of recognitions and prizes given by Judo BC or Judo Canada are published, and Judo BC may share them, along with a resume and the basis for the recognition, with the media.
- c) Retention and destruction of records:  
Retention for a minimum of two years and a maximum of one year following the athlete's retirement from competition. Information is protected and sensitive.

#### *8.5 Designated Committee – in cases of appeal or complaint*

- a) Description:  
This collection of files contains complaints and staff's investigation record, notes from deliberations, and sentences. Personal information collected includes name, address and age of the complainant and witnesses, the name, age category, grade, Judo Canada sport passport number and dojo of the accused, and, if relevant, his/her refereeing level, judo grade, NCCP level attained, competition results and rank, and involvement in promotion of judo.
- b) Category of individuals: All individuals having lodged a complaint, and all individuals and dojos named in a complaint.
- c) Complaints Procedure:
1. Investigation of complaints: Each file is examined by the Committee, and may be supplemented by a report created by Judo BC staff. In the development of such a report, the senior Judo BC Staff Member may consult other Judo BC files to confirm details alleged in a complaint. The file contains the final notes of the committee in charge of the investigation. Handwritten notes taken by members of the panel may be destroyed once a final sentence has been awarded.
  2. Board of Directors: Staff and the Board of Directors may be told that a complaint has been made, as well as the identity of the parties, to prepare them for possible requests for involvement or media requests for information

3. Designated Committee: The Committee may consult previous complaints in the name of jurisprudence.
  4. If a complaint is judged to be admissible, the identity of the complainant and witnesses, as well as the facts provided in the complaint, will be revealed to the individual or dojo that is the object of the complaint so that he/she/it may present a defense.
  5. The identity of the complainant is confidential. All hearings will take place behind closed doors.
  6. At the discretion of the Committee, the identity of an individual who is the object of a complaint and is subsequently found guilty, as well as his/her sanction, may be made public or communicated to certain organizations.
  7. Deliberations and notes taken during the hearing are not accessible to either party, nor to any external party, unless mandated by law.
- b) Retention and destruction of records:  
Retention for a minimum of two years following the resolution of the hearing or an investigation, to a maximum of ten years following submission of the complaint. Information is protected and sensitive. Documents are destroyed by shredding. Access to these files is permitted only by authorization of the senior Judo BC Staff Member.