



NEW CLUB APPLICATION

Items identified with a * will be published in the Judo BC Directory and website.

1. CLUB INFORMATION

1.1 Club

Name*: _____

Legal Name if different than above: _____

Mailing Address*: _____

City*: _____ Postal Code*: _____

Courier Address if mailing address is a PO Box: _____

City: _____ Postal Code: _____

Location of Dojo (name of recreation centre, school, etc.):* _____

Zone (BC Winter Games: _____

Phone Number*: _____ Fax Number*: _____

Club E-mail*: _____ Alternate E-mail: _____

Website*: _____

Type (select one) Not for profit society Incorporate on _____ Society # _____

Private member business Business # _____

1.2 Club Contact:

Last Name*: _____ First Name*: _____

Telephone: Day (____) _____ Evening*: (____) _____

Email*: _____

1.3 Club Registrar:

Last Name _____ First Name _____

Telephone: Day (____) _____ Evening (____) _____

Email: _____

1.4 Head Instructor

Last Name*: _____ First Name*: _____

Telephone: Day (____) _____ Evening*: (____) _____

Email*: _____

1.4.1 Where did the Head Instructor receive his/her most recent Dan certificate or highest rank?

City/Province: _____ / _____ Country: _____

Year Received: _____ Current Rank: _____

- *The Head Instructor of clubs must hold the rank of Shodan or higher.*
- *Head Instructor who did not receive his/her recent Dan or rank promotion in Canada are responsible for applying to Judo Canada to secure recognition of their rank prior to the club receiving probationary status.*

1.4.2 Has the Head Instructor ever been a member of Judo BC? YES or NO
 If YES, indicate in which year he/she was last a member _____

1.4.3 Does the Head Instructor hold a Judo Canada Passport? YES or NO
 If YES, provide the Judo Canada Passport number _____

- *It is mandatory that the Head Instructor be registered with Judo Canada and be a member in good standing. This means they must have a Judo Canada Passport which records and verifies their current black belt rank. Please provide a copy of the pages showing grading to current rank.*

1.4.4 Is the Head Coach Certified under the National Coaching Certification Program (NCCP)?
 YES or NO

- *If YES, provide us with their CAC registration number: CC # _____*

1.4.4 Please provide a list of additional instructors who will be involved with the club during its first year of operation.

Name: _____

Rank: _____ Judo Canada Passport: _____ CC # _____

Name: _____

Rank: _____ Judo Canada Passport: _____ CC # _____

Name: _____

Rank: _____ Judo Canada Passport: _____ CC # _____

- *It is mandatory that all Instructors be registered with Judo Canada and be a member in good standing.*

2. CLUB FACILITY INFORMATION

2.1 Facility Name: _____

Address: _____

City: _____ Postal Code: _____

2.2 Check one of the following:

<input type="checkbox"/>	Our club rents the space and IS responsible for the maintenance and management of the space/facility.
<input type="checkbox"/>	Our club rents the space and IS NOT responsible for the maintenance and management of the space/facility.
<input type="checkbox"/>	Our club owns the space/facility.

2.3 Is the club currently operating at this facility? YES or NO
 If yes, how many students are currently enrolled? _____
 If no, when do you plan to begin offering sessions? _____

2.4 Submit your class/ practice schedule in a separate document or use the template below.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Time:							
Age:							
Level:							
Time:							
Age:							
Level:							

2.5 What type of mats are (or will be) used for training/instruction at the club? _____

2.6 What is the total size of the training/instruction area? _____

2.7 How many mats are (or will be) used for training/instruction at the club? (# and size) _____

3. ACKNOWLEDGEMENT OF JUDO BC BYLAWS, POLICIES AND PROCEDURES

Please review the information contain in this section of the application form and circle YES or NO where appropriate. Note that you may be asked to refer the Judo BC Bylaws, Policies & Procedures found on-line at <http://www.judobc.ca/governance/constitution-bylaws-policies-procedures/>.

3.1 Coaching Certification:

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 required to be a NCCP certified Dojo Instructor (formerly NCCP Level 2)

Are you willing to comply with this policy? YES / NO

3.2 Criminal Record Review:

3.2.1. Judo BC policies require that all club instructors consent to a criminal records check upon reasonable request of Judo BC.

Are you willing to comply with this policy? YES / NO

3.2.2. For the purpose of this application, the Head Instructor must submit to a criminal record check prior to the club being approved for probationary membership.

3.3 Values & Guiding Principles

Judo BC believes in providing all members, volunteers and staff with a safe and positive environment. Judo BC operates under the guides of the Value Statements & Guiding Principles and Policies & Procedures which address Conduct of Members, Equity of Access, Fair Play, Harassment and Discipline. The Judo BC Value Statements & Guiding Principles and Policies & Procedures can be found on the Judo BC website, <http://www.judobc.ca/governance/constitution-bylaws-policies-procedures/>.

Have you read the Judo BC Constitution & Bylaws? YES / NO

Have you read the Judo BC Policies & Procedures? YES / NO

Are you willing to comply with the Values, Principles and Policies & Procedures of Judo BC? YES / NO

3.4 Risk Management

Judo BC is proactive in addressing risks. Judo BC has a risk management plan. Judo BC encourages its member clubs to take a proactive approach in development a risk management plan for their club. Please submit a copy of your club's plan which ought to address the following items:

- a) Adequate First Aid must be available for all training/instruction sessions. Description of equipment or personnel on hand during any judo activity.
- b) Proper supervision is required for all participants under the BC legal age. Ratio of adult – to – children present during training/instructions session?
- c) A satisfactory student-to-experienced coach/instructor ratio is required during your training/instructions session. Ratio of instructor to students to be implemented during training/instruction sessions?
- d) Safe storage and proper maintenance is required for all equipment. Equipment storage and maintenance practices.
- e) Judo BC requires that codes of conduct be signed by all volunteers and instructors (see Judo BC Policies & Procedures manual at www.judobc.ca). The codes of conduct are to be kept on file by the club and be available to Judo BC upon request. For the purpose of this application, please include a signed code of conduct for the Head Instructor of the club.

- f) It is the responsibility of the club to inform all of its members of Judo BC Harassment Policy and other policies that are designed to protect them and ensure a safe environment. Judo BC strongly recommend clubs implement a policy that instructors and coaches do not work along with under-aged students (without another adult present) unless they have submitted to a criminal record review and have signed a code of conduct. Club risk management plan to include information awareness session for all volunteers on Judo BC and Club Policies.

3.5 Insurance

Judo BC, through its affiliation with Judo Canada, offers accidental insurance for registered judokas. The detailed policy can be found on the Judo Canada Website. In addition, Judo BC maintains a general liability policy for its member clubs.

- a) To protect its members, clubs must submitted membership registration for all of its members in accordance with Judo BC Policy.
- b) Clubs must also inform Judo BC of all special events other than regular training sessions which are held under the name of the club to ensure appropriate insurance coverage. These events include but are not limited to “bring a friend night”, “birthday parties”, “open house event”.

**Do you agree to notify Judo BC in writing of all special events conducted by the club?
YES / NO**

4. **COMPLETING YOUR APPLICATION**

Complete ALL sections of the application form as missing information or lack of detail may delay to the review of your application.

Do not forget to attach:

- Copy of the Head Instructor’s Judo Canada Passport page showing grading to current rank.
- NCCP CC# for head instructors and instructors
- Head Instructor Criminal Record Check
- Risk Management Plan

Mail the completed application to: Judo BC
3295 Coast Meridian Rd.
PO Box 78049
Port Coquitlam, BC V3B 3N0

The application will be reviewed in accordance with Judo BC’s policy on club applications (Section 1 – Membership).

5. CERTIFICATION OF ACCURACY

I, _____, certify that the information
(print)
contained in this application is to the best of my knowledge true and correct.

Signature

Date

For Office Use:

Receipt Date:		Accepted by/on:	
Board Meeting		AGM ratification:	
Probation Start:		Probation End:	

Judo BC Club Membership Compliance Statements

Judo BC collects information from its members in accordance with the *Personal Information Protection Act* (British Columbia “PIPA”) and the Judo BC privacy policy. Judo BC may from time to time provide information to partner organizations. Partner organizations are those organizations which Judo BC has engaged to assist in the operations and furtherance of judo in British Columbia. The information provided to partner organizations may include club contact information and statistical information. Judo BC will not disclose personal information unless consent has been obtained or PIPA permits the disclosure.

As representative of a member club of Judo BC, we have read the Judo BC Constitution, Bylaws, Policies and Procedures available on the Judo BC Website and agree to adhere to all published policies, including but not limited to the following:

- Provide a safe training environment for all participants and members.
- Adhere to the Judo BC Codes of Conduct.
- Ensure all coaches and instructors are registered with Judo BC and have met the minimum coaching requirements, including first aid.
- Ensure that all individual members are registered. Use and retain appropriate waivers & releases for all individually registered members.
- Track, record and submit membership data and payments as outlined in the membership policy for all individual club members by the requested deadlines.
- Track, record, retain and submit required participant list data and payments (where applicable) by month end for all special programs and one-day events.
- Understand that from time to time Judo BC staff or Board appointed member may conduct a field audit and verify membership registration, request supporting documentation to ensure registration compliance.
- Adhere to all established deadlines for all program activities administered by Judo BC.
- Inform Judo BC of any out of facility activities to ensure appropriate insurance coverage is available (i.e. Mall displays, school presentations).
- Notify and file incident reports and accident claim forms with Judo BC for all injuries which occur with your Judo BC sanctioned programs and activities.
- Participate only in Judo BC sanctioned activities and submit the appropriate documents for sanctioning requests with Judo BC for all out of province activities.

Failure to comply with the Judo BC policies and procedures may result in placement into bad standing. Insurance coverage applies for clubs in good standing, when all requirements of registration are fulfilled. Failure to register individual members or provide required summary of participant lists will be considered an act of misrepresentation and may adversely affect the club’s membership. There will be no insurance coverage for unregistered members or unlisted participants.

*Club President or
Head Instructor (print name)*

Signature

Date

Club Registrar (print name)

Signature

Date

Return to the Judo BC Office, 3295 Coast Meridian, PO Box 78049, Port Coquitlam, BC, V3B 7H5