

2011-12

Club Registrar Kit

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Appendices – online at http://www.judobc.ca/registration_fees.html

- A. Club Registration Form
- B. Individual Member Registration Form
- C. Ikkyu / Yudansha Registration Form
- D. One-Day Event Sign-In Form
- E. Special Program Registration Form
- F. In-Club Trial Sign-In Form

A. LETTER FROM THE PRESIDENT

Dear Club Registrar,

Thank you for volunteering within your club, and by extension within Judo BC. As Club Registrar, you are key to the management of the Judo BC's membership database. Your assistance in ensuring the complete and accurate submission of membership information helps our association

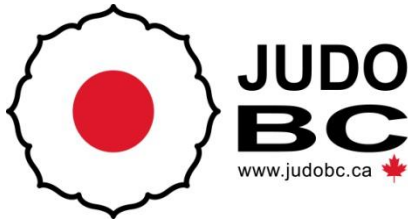
- √ increase its communication with all members;
- √ ensure complete and accurate reporting and compliance with our funding partners expectations; and
- √ ensure everyone within your club is registered with both Judo BC and Judo Canada therefore ensuring their access to all programs and benefits.

Judo BC is taking a differing approach this year by publishing this resource. The Club Registrar Handbook was developed to provide you with an overview of the membership policies and required forms to ensure the complete and accurate submission of both the club and individual membership registration forms. Please review the entire document before the start of the season to ensure your club's compliance with modifications that have been made at the provincial level.

Do not hesitate to contact our office should you have questions or require assistance. We can be reached at info@judobc.ca or 604-333-3513.

Regards,

Sandy Kent
President



BENEFITS OF MEMBERSHIP

Members in good standing of Judo Canada entitled to a complete range of benefits and services including, but not limited to:

CLUBS:

- Direct club communication including: email (including weekly e-newsletter), phone and mail and website.
- Club Registrar Handbook with information pertinent to the current season
- A dedicated full-time Executive Director, Provincial Coach (p/t) and volunteer Board of Directors.
- Partnership management with the Government of BC, Minister of Community, Sport & Cultural Development, Sport and Recreation Branch, Team BC Programs, Sport BC, Canadian Sport Centre Pacific, 2010 Legacies Now, BC Games Society, Coaches Association of BC, BC Athlete Voice, and Judo Canada
- Funding for one representative at the Judo Canada Annual General Meeting
- Coverage through Judo BC's sport accident and liability insurance program for sanctioned events in and outside of club facilities (\$5 million). Also included is coverage for Directors and Officers (\$2 million – increased for 2009-10 from \$1 million)
- Access to the National Sport Trust Fund (donation processing for club based fundraising projects; tax receipt provided for \$100 and above)
- Access to program grants (i.e. 2010 Legacies Now and other sport sector grants)
- Coaching Development courses

PARTICIPANTS:

- Eligibility to access the Athlete Assistance Program
- Eligibility to access KidSport grants
- Eligibility to access Travel Subsidies/Grants (i.e. BC Ferries: Sporting Life of the Coast, SportsFunder, etc.)
- Eligibility to access the External Sport Credits Program
- Eligibility to compete in Invitational and Provincial competitions and programs
- Funding support for athletes attending Western Championships, Canadian Championships and selected International Competitions
- Coverage through Judo BC's sport accident and liability insurance program
- Access to Judo BC sanctioned events such as competitions and camps
- An open line of communication with the Judo BC office
- Membership with Judo Canada
- Access via email Judo BC's weekly e-newsletter when email address is provided at registration.
- Eligibility for Judo Canada recognition awards

COACHES & OFFICIALS:

- Access to Coaching/Refereeing and Judo BC Program Courses or Clinics
- Access to subsidies for Coaching/Officiating Courses/Clinics/Evaluations.
- Coverage through Judo BC's accident and liability insurance program
- Access via email Judo BC's weekly e-newsletter when email address is provided at registration.
- Membership with Judo Canada

C. 2011-12 MEMBERSHIP FEES & PENALTIES

1. 2011-12 Membership Fees

Membership Type	Age	Judo BC Fee
Mudansha		
U7	0-6	\$55.00
U9	7-8	\$55.00
U11	9-10	\$55.00
U13	11-12	\$55.00
U15	13-14	\$70.00
U17	15-16	\$70.00
U20	17-19	\$70.00
20 +	20 and older	\$70.00
Yudansha		
U17	15-16	\$75.00
U20	17-19	\$75.00
20 +	20 and older	\$75.00
65+	65 and older	\$30.00
Club Fees		\$100.00
Special Program	Any age	\$10.00

- NOTE:**
1. The Judo Canada membership fee is included in the total for the Judo BC fee.
 2. The age is calculated as per the age of the member on December 31, 2012.
 3. A Special Program is defined as program of six 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: Self-defence course, Parents and Tots, School Programs.

2. Penalties

- a) A penalty of \$20.00 may be levied against a competitor at any sanctioned tournament if the current year's Judo BC fee has not been paid. The competitor may not compete until the Judo BC fee, plus the fine, has been paid.
- b) Subject to Judo Canada approval, members who wish to back register for year missed may do so at double the currently published rate. A member cannot purchase more than 3 years.

D. CLUB REGISTRATION PROCESS

1. The Club Registration Form (Appendix A online at www.judobc.ca) is due on or before **September 1' 2011.**

JUDO BC CLUB REGISTRATION FORM
Registration Year - September 1st to August 31st

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

Name of Club*: _____
Legal name if different from above: _____

Type: (select one) Not for profit society Incorporate on _____ Society # _____
 Private member business Business # _____

Mailing Address*: _____ City*: _____ Postal Code*: _____
Courser Address if Mailing address is 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 address*: _____
Website*: _____ Alternate E-mail address: _____

FACILITY INFORMATION
Check one of the following:

Our club owns the space and is responsible for the maintenance and management of the space/facility.
 Our club owns the space and is NOT responsible for the maintenance and management of the space/facility.
 Our club owns the space/facility.

HEAD INSTRUCTOR/COACH & CLUB CONTACT
Items identified with a * will be published in the Judo BC Directory and website.

Head Instructor* Rank: _____ NCCP # / Certification: _____
Telephone* E-mail* _____

Club Contact* _____
Telephone* E-mail* _____

Club Registrar: _____
Telephone: _____ E-mail: _____

CLUB INSTRUCTORS/COACHES
This information is collected to assist Judo BC with its annual reporting to its funding partners. This information will not be published.

Instructor/Coach:	Rank	NCCP # / Level
Instructor/Coach:	Rank	NCCP # / Level
Instructor/Coach:	Rank	NCCP # / Level
Instructor/Coach:	Rank	NCCP # / Level

Note: Please use a blank page to submit additional Instructors or Coaches.

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 program 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 registrations, 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. Mail 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, 1295 Coast Meridian, PO Box 78040, Port Coquitlam, BC, V3B 7H5 by **SEPTEMBER 1st**.

Appendix B - Club Registration Form pg. 2

2. The 2011-12 club registration fee is \$100. Judo BC will invoice your club for this fee upon receipt of the Club Registration Form.
3. All clubs must be registered separately on an annual basis using the Club Registration Form even if more than one club is operated by the same instructor.
4. Refer to Section 1 of the Judo BC Policies and Procedures for details on the conditions for club membership.

E. REGISTRATION PERIOD

1. Membership year is September 1' 2011 to August 31' 2012.
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.

3. Clubs 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.
4. In preparation for the Annual General Meeting no membership forms will be processed during the period from May 1st 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 30th. The processing of membership forms by the organization will return to its normal schedule following the completion of the Annual General Meeting.

F INDIVIDUAL MEMBER REGISTRATION PROCESS

1 Registration Form:

- a) Each Individual Member must complete the Judo BC Individual Membership Registration Form as found in Appendix B online at www.judobc.ca. Clubs may submit to Judo BC for approval a club specific registration form which may replace the Judo BC Registration Form. The form must however contain the condition of membership clause, the awareness and assumption of risk clause and the release, of liability, waiver of claims and indemnity agreement. The form must also ensure the collection of all information requested in the current Judo BC Individual Membership Registration Form

JUDO BC Individual Membership Registration Form
Print neatly and provide ALL details.

Conditions of membership: Your request for membership with Judo BC represents your agreement to abide by the rules, regulations, policies and codes of Judo BC, including but not limited to, the agreement to submit to a criminal records review, upon request.

Surname: _____ First Name: _____
 Mailing Address: _____
 City: _____ Postal Code: _____ Phone: (____) _____
 Email: _____ Birth date (Y/M/D): ____/____/____
 Gender (circle one): M/F Disable (circle one): Yes / No Aboriginal Descent (circle one): Yes / No
 I am (check one):
 Canadian Citizen Permanent Resident Landed Immigrant Other (specify): _____
 Judo Canada Passport #: _____ Rank: _____
 Primary Role (rank 1 to 4 if applicable) Athlete Club Coach Referee Volunteer

Awareness and Assumption of Risk
 I am aware that Judo involves risks including risk of personal injury, death, property damage, expense and related loss, including loss of income. Included in these risks are negligence on the part of Judo BC, its directors, officers, staff, officials and volunteers, other participants and owners of the facilities where activities occur. I hereby accept and fully assume all such risks and the possibility of personal injury, death, property damage, expense and related loss, including loss of income.

Release of Liability, Waiver of Claims and Indemnity Agreement
 In consideration of Judo BC accepting my application to participate in Judo activities, I agree:
 1. To waive any and all claims that may arise in the future against Judo BC and others.
 2. To release Judo BC and others from any and all liability for any personal injury, death, property damage, expense and related loss, including loss of income that I or any one of us may suffer as a result of my participation in this activity, due to any cause whatsoever, including negligence, breach of contract or breach of any statutory duty of care.
 3. To hold harmless and indemnify Judo BC and others from any and all liability for any damage to property of, or personal injury to, any third party, resulting from my participation in this activity.
 4. To allow the use of my name, photographic image, and relevant personal information for the promotion of judo in the media, judo related publications or websites, and for use by governing judo associations, when deemed appropriate by Judo BC.
 Aboriginal Descent and Disability status information is collected solely to assist Judo BC in applying for additional funding opportunities.
 Citizenship status is collected solely to assist in determining Judo Canada membership category.

Adult (18 years of age and older): Dated: _____
 Name of Applicant (print): _____ Signature of Applicant: _____ Name of Witness (print): _____ Signature of Witness: _____
 Minor (under 18 years of age): Dated: _____
 Name of Guardian (print): _____ Signature of Parent/Guardian: _____ Name of Witness (print): _____ Signature of Witness: _____
 Club Registrar: Signature: _____ Date: _____
 Clubs must complete membership forms to Judo BC 2020 Coast Meridian Rd., PO Box 7008, Port Coquitlam, BC V8B 1H6

- b) Individual members who are under the age of majority will require the signature of a legal guardian to complete their Judo BC Registration Form.
- c) Clubs are required to use and retain appropriate waivers & releases of all individually registered members. These forms must be kept on file for a minimum of 5 years.
- d) Registration of Yudanshas:
 - i. 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.
 - ii. Clubs registering a yudansha who has recently moved to British Columbia must complete a Judo BC Rank Registration Form (Appendix C online at www.judobc.ca).

2. Computerized Entry

- a) Each club will be required to enter each individual member's registration information into the computerized registration system approved by the Board of Directors.
- b) Your club's computerized registration file will be forwarded to you no later than **August 26th**.

3. Payment Process

- a) To ensure accurate membership fee payment, Judo BC will invoice your club for your membership fees upon receipt of a computerized registration file and/or completed registrations forms.
- b) The above applies to the initial membership submission and all subsequent additions.

4. 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 reason, supported by a signed Doctor's letter, which prevent the member from participating in future judo activities. The request and supporting letter must be presented before December 31st of the current season. The Judo Canada membership fee portion is not refundable.

5. Promotion to Ikkyu (brown belt)

When promoting a club member to the rank of Ikkyu, the head coach of the club in question must complete a Judo BC Rank Registration Form (Appendix C online at www.judobc.ca).

6. Registration of Transferring Yudansha

Club registering a Yudansha who has recently moved to British Columbia must complete a Judo BC Rank Registration Form (Appendix C online at www.judobc.ca).

7. Recognition for Foreign Black Belt Promotion

- a) A person who has earned a black belt in judo outside of Canada cannot register as a Yudansha member Judo Canada, and by extension Judo BC, until his/her rank has been recognized by Judo Canada.
- B. For an individual to apply for a foreign rank recognition, they must first:
 - 1 Be a member in good standing with Judo Canada (Mudansha member); and
 - 2 Have a Judo Canada passport. The passport must have been obtained before applying for recognition. See section F.8. for details.
- b) Once these two conditions are met, the individual can fill out a foreign recognition form. Download a copy of the "Request for Foreign Rank Recognition Form" from the Judo Canada site. [Click here](#), then select "Forms" on the right hand side of the screen. The "Request for Foreign Rank Recognition Form" is under tab NGBE-4.
- c) The request for recognition must include:
 - 1 Completed form which includes the signature of the individual's Sensei;
 - 2 Proof of his/her rank with another national judo federation;
 - 3 Judo Canada passport; and
 - 4 Payment.
- d) The form and accompanying documentation must be sent to the Judo BC Office. The Judo BC Office will sure the Provincial Grading Chair signature, and will forward the complete package to Judo Canada.
- e) If the request is approved, the passport will be signed to recognize the rank of the individual. The signed passport will be the only proof of recognition. No certificate will be issued by Judo Canada.
- f) Only once the request is approved can this person register as a Yudansha member with Judo Canada (and Judo BC).

8. Applying for a Judo Canada Passport

Judo Canada passports are required to

- i) Prove yudansha rank upon annual registration; and
- ii) To participate in any Judo Canada event.

Details on how to apply for a Judo Canada Passport are available at

<http://www.judocanada.org/english/index.asp?id=542>

G ONE-DAY EVENTS

1. Clubs must register with Judo BC all individuals who participate in any One Day Event using the registration form found in Appendix D online at www.judobc.ca. Although there are no membership fees for one-day events, Judo BC does require the numbers for reporting and insurance purposes.
2. 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.
3. Select one day a month to submit all of your membership/sign-in forms. Adopting this monthly practice will ensure the timely submission of all forms.

Appendix F - One-Day Event Registration Form.pdf - Adobe Reader

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JUDO BC One-Day Event Registration Form

Club: _____
Name of Program: _____
Description: _____
Location: _____
Date: _____

	Last Name	First Name
1		
2		
3		
4		
5		
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29		

Total # of participants: _____

Club Representative (print) _____

Appendix F - One-Day Event Registration Form Page 1

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H. SHORT TERM PROGRAMS

1. Clubs are required to register Judo BC all individuals who participate in any Short Term Programs using the registration form found in Appendix E online at www.judobc.ca. There is a \$10 membership fees per participant for short term programs. Judo BC requires the number for reporting purposes and insurance purposes.
2. Short term programs are defined as programs of one month or less in length. These programs are usually introductory activities to the sport of judo and target new members. Examples of such programs are: Self-defence course, Parents and Tots, School Programs, and Eclipse Programs.
3. Select one day a month to submit all of your membership/sign-in forms. Adopting this monthly practice will ensure the timely submission of all forms.

JUDO BC SHORT TERM PROGRAM REGISTRATION FORM

Club: _____
 Name of Program: _____
 Description: _____
 Location: _____
 Dates: _____

	Last Name	First Name	Date of Birth dd/mm/yyyy	Address	City	Postal Code XXX XXX	Telephone # XXX-XXX-XXX
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2							
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16							
17							
18							
19							

(use additional sheets to report additional participants)

Club Representative (print) _____

Signature _____ Date _____

Total # of participants _____
 Participant fee \$10
 Total fee due to Judo BC \$0

Appendix E - Short Term Program Registration Form Page 1

I. IN-CLUB TRIAL PERIODS

1. In-Club Trial periods are 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 F online at www.judobc.ca. Although there

are no membership fees for trial periods, Judo BC does require the numbers for reporting and insurance purposes.

3. Select one day a month to submit all of your membership/sign-in forms. Adopting this monthly practice will ensure the timely submission of all forms.

Appendix G - In-Club Trial Period.pdf - Adobe Reader

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Find

JUDO BC In-Club Trial

Club: _____
Date: _____

	Last Name	First Name
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29		
30		

Total # of participants _____

Club Representative (print) _____

Signature _____ Date _____

Appendix G - In-Club Trial Period Page 1

K. JUDO BC E-NEWSLETTER REGISTRATION

Judo BC offers a bi-weekly E-Newsletter to all of its members. Members can register by:

- i) Providing their email address at registration;
- OR
- ii) Go online to www.judobc.ca and register.



The Judo BC e-newsletter is a great way to stay up-to-date on updates, events and judo news.

L. BC WINTER GAMES ZONE CLASSIFICATIONS

In order to ensure that the BC Summer and Winter Games include participants from every part of the Province, as well as to motivate each Provincial Sport Organization to spread their efforts and interest throughout the Province, the Province has been divided into eight Zones. The list of clubs in each Zone is listed below.

Abbotsford Judo Club	Zone 3
Aberdeen Judo Academy	Zone 2
Burnaby Judo Club	Zone 4
Campbell River Judo Club	Zone 6
Capilano Seikidokan	Zone 5
Castlegar Judo Club	Zone 1
Cranbrook Judo Club	Zone 1
Creston Judo Club	Zone 1
Delta Kaigan Judo Club	Zone 4
Fernie Judo Club	Zone 1
Golden Ears Judo Club	Zone 3
Hart Judo Academy	Zone 8
Invermere Judo Club	Zone 1
Ishikawa Family Judo Club	Zone 4
Judo Tactix Club	Zone 5
Kamloops Judo Club	Zone 2
Kelowna Judo Club	Zone 2
Kensington Judo Club	Zone 4
Kokoro Judo Club	Zone 8
Kokushikai Judo Club	Zone 6
Lake Country Judo Club	Zone 2
Langley Judo Club	Zone 3
Mill Bay Shidokai	Zone 6
Nakashima Dojo	Zone 5
Nanaimo Judo Club	Zone 6

North Capital Judo Club	Zone 8
North Delta Judo Club	Zone 4
Parkland Judo Club	Zone 6
Penticton Judo Club	Zone 2
Port Coquitlam Judo Club	Zone 3
Powell River Judo Club	Zone 6
Prince George Judo Club	Zone 8
Revelstoke Judo Club	Zone 2
Revolution Judo Club	Zone 5
Salmo Judo Club	Zone 1
Salmon Arm Judo Club	Zone 2
Seinen Judo Club	Zone 4
Shin Bu Kan	Zone 8
Steveston Judo Club	Zone 4
Surrey Judo Academy	Zone 3
The Gathering Place	Zone 4
UBC Judo Club	Zone 5
Vancouver Island Judo Academy	Zone 6
Vancouver Seikidokan Judo Club	Zone 5
Vernon Judo Club	Zone 2
Victoria Judo Club	Zone 6
Westminster Judo Club	Zone 4
White Rock Judo	Zone 3
Williams Lake Judo Club	Zone 8

M. IMPORTANT DEADLINES

September 1 Club Registration Form due to Judo BC Office

November 1 Target date for first membership batch submission

Monthly Select one day a month to submit the following:

- ✓ Membership Registrations (additions)
- ✓ In-Club Trial forms
- ✓ One day event sign-in forms
- ✓ Special Program Registrations

Adopting this monthly practice will ensure the timely submission of all forms.

April 30 Deadlines to register yudansha who wish to vote at the Annual General Meeting