



**Judo BC Board of Directors
Meeting Minutes
July 24th, 2011
14409 - 115 Avenue, Surrey, BC**

In attendance:

Sandy Kent, President
Al Hadvick, 1st Vice-President
Sandra Hewson, 2nd Vice-President
Bruce Fingarson, Treasurer
Diane St-Denis, Executive Director

Regrets:

Sean Hall, Secretary

1. Opening Remarks

President thanked everyone for agreeing to meet on a Sunday. He also reiterated his thanks to Dan Mellon for his service on the Board.

2. Approval of Rules of Order

Move by Al Hadvick, seconded by Bruce Fingarson to approve the Rule of Order (Appendix A) for usage at the meeting **CARRIED**

3. Approval of Agenda

Moved by Sandra Hewson, seconded by Al Hadvick to approve the agenda as circulated. **CARRIED**

4. Approval of the Minutes

a) June 17th Executive Committee

Move by Al Hadvick, seconded by Bruce Fingarson to approve the June 17th Executive Committee minutes (Appendix B) as circulated. **CARRIED**

5. Receipt of Committee Minutes

Move by Al Hadvick, seconded by Bruce Fingarson to receive the June 17th Technical Committee minutes (Appendix C) and the June 19th Grading & Kata Board Minutes (Appendix D) as circulated. **CARRIED**

6. Committee Chairs appointment

Move by Al Hadvick, seconded by Bruce Fingarson to approve the following chair appointments:

- **NCCP – Bruce Fingarson**
- **Grading – Art Nishi**
- **Technical Committee – Aline Strasdin**
- **BC Winter Games – James Chevette**

Action:

- One individual was identified as a potential chair for the membership committee. The Board charged the President with the responsibility to contact the individual in question to inquire as to their interest in the position. The President is to report back to the Board via email.
- The President has yet to discuss the referee chair position with the current chair. The Board charged the President with the responsibility of contacting the current chair to confirm their interest in continuing in the position.
- The Board will review the appointment of a harassment officer and discipline committee once the revised policies are finalized as to ensure any appointments comply with the new format.
- Chairs will be asked to bring forth list of committee members by August 30th for approval by the Board.

7. Financial Report

a) Funding updates

- i. Gaming – Judo BC secured \$45,000 in funding for the 2011-12 fiscal year.
- ii. Legacies Now – The priorities for the government for the use of the funding continues to be increasing participation and membership in our sport through the provision of more and better sport opportunities, and improving the performance of BC Athlete at the national and international levels. Judo BC has received confirmation of their 2011-12 funding - \$93,000 for participation, \$10,000 for performance, and \$6,640 for the Athlete Assistance Program.

b) Year End Budget Projections

The Treasurer presented an update budget with year-end projections (Appendix E) to the Board for their review. The directors also received a hard copy of the certificate of compliance found in Appendix F.

Action:

- Coaching Chair and Referee Chair to provide updated information on upcoming activities which may impact the income and expense areas to assist the Treasurer and ED in finalizing year-end projections.

c) Accountant Report & Recommendations

The Board reviewed the letter from Loren, Nancke & Company (Appendix G) which contained four recommendations for the Directors to consider.

Recommendation #1:

The Board directed the Executive Director to articulate an incremental implementation plan to move the association towards online registration for all course, clinics and seminars. Membership registration will not be part of the report.

Recommendation #2

As discussed at the April 30th Board Meeting terms of usage and growth plan for the contingency fund, the Executive Director and Treasurer are to conduct a cash flow analysis to determine how much is needed on hand for the upcoming year and bring back a recommendation on possible term deposit investments, fund growth plan and terms for usage.

Recommendation #3

The Board agreed to maintain a subcontractor relationship for the provincial coaching services. The only recommended change is to issue payment to the company rather than the individual. The Board did approve moving the Executive Director from a subcontractor to employee as the conclusion of the current contract.

Recommendation #4

The Board directed the Executive Director to continue working with Loren, Nancke & Company to improve the procedures and forms.

Action:

- Executive Director to articulate an incremental implementation plan to move the association towards online registration for all course, clinics and seminars.
- Executive Director and Treasurer are to conduct a cash flow analysis to determine how much is needed on hand for the upcoming year and bring back a recommendation on possible term deposit investments, fund growth plan and terms for usage.
- President to ensure the Executive Director's employment relationship is change from subcontractor to employee as the conclusion of the current contract.
- Executive Director to request from Loren, Nancke & Company clarification on specific procedures and/or forms which need to be modified.

d) Audit vs. review

The Board reviewed the report in Appendix H. The approach proposed by Legacies Now will indicate the possibility of a review unless the funding referred to the new policy includes aggregated government funding which will require a financial audit due to the funds currently being received through the Gaming program.

The consensus was to continue the practice of financial audits based on the government requirements and the challenges which could present themselves if Judo BC had to complete a financial audit after having completed a review.

8. Items requiring immediate action

a) Honorariums for Technical Committee

The Board reviewed the report in Appendix I prepared by the Executive Director.

Move by Al Hadvick, seconded by Bruce Fingarson to approve the following:

Whereas Board is currently reviewing all of its policies and believes past practices do not dictate future practices; and

Whereas Judo BC is a volunteer based organization which relies on several volunteers to provided leadership to the association,

The practice of providing honorariums for volunteer position will no longer be included in our policies and procedures. The members of the Technical Committee will therefore not receive any honorarium for 2010-11 and 2011-12. CARRIED

The Board acknowledges that:

- The course conductor fees and kata instructor fees are to be maintained.
- Judo BC will not pay loss of wages for volunteers representing Judo BC.
- Judo BC will explore possible recognition programs or opportunities.

Action:

- Executive Director to notify Technical Committee Chair of the Board's decision.

➤ Executive Director to explore possible recognition programs or opportunities.

- b) Funding for athletes attending international competitions

Move by Bruce Fingarson, seconded by Sandra Hewson to approve the proposed policy found in Appendix J with the addition of “subject to funding availability” to be added to each section. CARRIED

Action:

➤ Executive Director to notify the athletes who qualified for funding of the Board’s decision.

- c) 2011-12 Team BC Selection Criteria

Move by Al Hadvick, seconded by Sandy Hewson to approve the 2011-12 Team BC Selection Criteria (Appendix K) as submitted by the Technical Committee with the following modification – the word “veteran” to be changed to “grand master”.CARRIED

- d) Review of probation period:

Move by Al Hadvick. Seconded by Bruce Fingerson to notify Kristal Lukas, Kevin Reimer, George Lukas and Anil Kumar that their probation period will end July 31, 2011. Skyler Krompoker’s suspension will be extended until such time as he clears his debt of \$215 in order to regain in good standing with the association. CARRIED

Note to minutes: A post-dated cheque in the amount of \$215 was received from Skyler Krompoker on July 26th.

Action:

➤ Executive Director to notify the above mentioned athletes of the Board’s decision.

- e) Policies and Procedures

The Board agreed to meet for a full day on Saturday, August 27th or Sunday, August 28th to review and finalize all policies.

Action

- Executive Director to ensure the Committee Chairs are notified of the need to submit their final recommendations by August 22nd.
➤ President to consult with the Secretary as to their availability on the 27th and 28th prior to confirm the meeting date. Confirmation to be circulated to all Directors by August 8th.

9. Upcoming action items for Board

- a) The Board reviewed the action items (Appendix L) taken from Board of Director minutes (Jan 2011 to present) and draft 2011 AGM minutes and workshop overview circulated by the President.

The President reported having forwarded the feedback received from the members on the most recent version of the Judo Canada Tournament Sanctioning Policy. Further changes will be not applied to the policy, although the recommendations brought forth by Judo BC will be held in file until the next review. The discussion brought forth the concept of creating a Tournament

Committee. The directors agreed that further discussion on this topic would be required and held at a later date.

- b) The Executive Director reminded the Directors and Committee Chairs to review the Strategic Plan in order to identify those activities that ought to have been completed in 2010-11 and those that need to be completed in 2011-12.

Action

- All Directors and Chairs to review Appendix L and the Strategic Plan found on the Judo BC Website as part of their preparation for the upcoming fall season.

10. Meeting dates for 2011-12

- Saturday, September 10th – Full day face to face with Chairs in Suite 312, 7485 – 130th Street in Surrey.
- Planning
 - AGM location & date
 - Direction to committees
- Saturday, November 26th – Full day face to face with Chairs in Suite 312, 7485 – 130th Street in Surrey.
- Approval of planning and budgeting process, direction to committees
- Friday, March 2nd or 9th (pending approval of BC Youth Provincial Host) – Full day face to face with Chairs at location of BC Youth Provincials
- Review operational plan review & draft budget
 - AGM planning
- TBD First 2 weeks of April (Conference Call)
- Finalize Budget & year-end
 - Special resolutions for AGM
- Friday, June 15th – evening Board only at AGM host Hotel
- AGM walkthrough
- TBD – Week of June 25th – Board only Conference Call
- AGM follow-up
 - Meeting calendar

Note: The President may also convene conference calls when necessary

12. Adjournment

Prior to adjourning, Al Hadvick report on the funeral service recently held for Sensei Yosh Yushida from Kamloops. A request was submitted to Henry Uyeda of the Kamloops Judo Club for a write up to be published in the upcoming electronic version of the digest.

Moved by Sandra Hewson, seconded by Bruce Fingarson to adjourn.

CARRIED

APPENDIX A
BASIC RULES OF ORDER FOR SOCIETIES

The following are basic rules of order, which may be useful to societies that have not adopted rules of order in their bylaws or otherwise. The bylaws determine many key procedural matters, but often don't say anything about rules of order – Robert's Rules of Order don't automatically apply, and can be challenging to understand and apply.

These rules should not be used without considering whether they are consistent with what the bylaws require, and amendment as needed. If they are used, they should be approved by ordinary resolution at the start of a general meeting – unless the bylaws state otherwise, a meeting has the power to determine its own rules and procedures.

If these rules are used, they should be approved by ordinary resolution at the start of the meeting.

1. The meeting will be governed in accordance with, in order:
 - a) The Society Act, and any other applicable laws.
 - b) The constitution and bylaws.
 - c) The following rules.
2. Democratic principles, the rule of law, an orderly meeting that addresses the business at hand, and common courtesy are paramount. The meeting is only for the purpose of transacting the business of the society and its members.
3. Only voting members in good standing have the right to speak, to make motions, and to vote. Other persons attending may speak at the discretion of the chair. Each member present in person or by proxy has the right to vote on every issue.
4. A member who wishes to speak should wait to be acknowledged by the chair, and begin by stating her/his name, and any other pertinent information.
5. A motion or resolution must be seconded before it can be debated.
6. The person moving a motion or resolution has the right, except for undebatable motions, to speak for up to five minutes at the start of debate on it, and for up to two minutes at the close of debate on it. (An undebatable motion usually relates to procedure, and is voted on without debate.)
7. Each member has the right to speak twice to a motion or resolution, for no longer than three minutes each time. A member may only speak a third time, or for longer than three minutes, if allowed to by ordinary resolution.
8. A member can only speak a second time on a motion or issue when all members who wish to speak to it a first time have spoken.
9. Discussion, comments and questions must relate to the pending motion, report or issue. All other matters will be referred to the appropriate part of the agenda, or new business.
10. Debate on a motion may be closed by general consent, or by a motion to close debate. Such a motion is not debatable, and must be approved by a 2/3 majority.
11. A special resolution has the effect of amending the constitution or bylaws, and so is binding on the organization and the directors. Such resolutions cannot be amended, and must be approved by 75% of all the members present. There must be at least 14 days written notice of all special resolutions to all members.

12. Ordinary resolutions include all resolutions notice of which has not been given. They cannot change the constitution or bylaws, and may not be legally binding on the society, except for elections and other matters specified in the bylaws or the Society Act. They must be passed by a simple majority – more members vote in favour than are opposed. The chair may require that the mover of an ordinary resolution write it down before it can be debated.
13. Voting is by show of hands, unless a secret ballot is required by the bylaws, or when so decided by a simple majority of the voting members present. A secret ballot must be requested by or before the end of debate on a matter, and the vote on the request must be made by show of hands.
14. A motion to adjourn is always in order, and is not debatable.
15. Any procedural question not addressed by the Society Act, the bylaws, and the foregoing, will be determined by the most recent edition of Robert's Rules of Order.

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NOTE - See Judo BC website - http://www.judobc.ca/organization_committees.html for copy of these minutes with all appendices

APPENDIX B
Executive Committee Meeting Summary
June 17, 2011
Executive Airport Plaza
7311 Westminster Hwy, Richmond

1. Approval of Agenda

Motion by Dan Mellon, seconded by Al Hadvick to approve the agenda. CARRIED

3. Approval of the Minutes

a. April 30th minutes

Motion by Bruce Fingarson, seconded by Dan Mellon to approve the April 30th minutes as presented. CARRIED

4. Financial Report

a. Review and approval of audited statements – directors to sign (statements included in a separate attachment)

The Executive Committee discussed the Auditors comments regarding the “Basis for Qualified Opinion” found on page 1 of the statements and noted that the Executive Director is working with the accountant contracted to review our financial system and protocols to implement new procedures to address this item.

Moved by Al Hadvick, seconded by Bruce Fingarson to receive the audited financial statements. CARRIED

5. Review of AGM agenda and roles

a. Review of schedule and duties for tomorrow

The Executive Committee reviewed and discussed the workshop presentations and agenda for the AGM. Key notes:

b. Meeting protocol

- i) confirm the # of voting delegates and proxies.
- ii) confirm quorum (as it sets out the require # for the special resolution)
- iii) ask to use microphones to ensure we can hear everyone clearly.

c. Approval of the Agenda - additions

- i) Move item 8 a) Special Resolutions to item 4 on the agenda
- ii) Add 8 d) Summary of workshop discussions

d. Fall membership workshop motion:

Pending the outcome of the workshop #4, the Executive Committee may present the following motion for approval by the membership:

“Where has the membership of Judo BC has expressed an interest in discussing an expansion to its membership structure, review of voting privileges, eligibility for officer positions, etc. Be it approved that the Executive Committee will host a one day workshop in the fall of 2011 for the purpose of consulting with the membership on the above item, and preparing one or more special resolutions for the 2011 AGM. Attendance at the workshop shall be limited to one

member per club in good standing with the association. One member from each club outside of the lower mainland shall be funded to attend the workshop. Notice of the workshop shall be provided to each club no later than August 15.”

e. **Motions related to the auditors:**

As our auditing fees have increased by 91% over the last five year, the Executive Committee recommends Judo BC undertake a search for new auditors in order to reduce its auditing costs.

Motion:

“Be it resolved that the membership confer a general power onto the Executive Committee to recruit and retain by December 31, 2011 auditors for the 2011-12 year. Remuneration to be established by the Executive Committee.”

5. Next Meeting Date

The President will poll the Executive Committee members after the AGM to set a date for a July meeting to be held at his residence in July.

6. Adjournment

Move by Al Hadvick, seconded by Dan Mellon to adjourn.

CARRIED

APPENDIX C
Technical Committee Meeting
June 17th, 2011

In attendance: Aline Strasdin, Ron Wright, Mark Nariwa, Bruce Kamstra, Herman Mauthner, Jeremy Lenz and Kane Morishita

Regrets: Kevin Chiba, Lloyd Yodogawa

1. Aline welcomes the committee and thanks them for their work this past year. Mark agrees to take minutes.
2. Since tech committee is now not regionalized, we need to ensure that our recommendations are fair and equitable for all parents, athletes, clubs in all regions
3. Discussion arose as to whether TC should be mandated to assist high performance athlete progress. Majority in favour.
 - a. Decided that TC will support provincial head coach in identifying and assisting in development of high performance athletes
 - Under TC responsibilities, we should have “review selection camp and tournament applications”
4. Decided that TC should meet face to face twice per year: night before AGM and night before a lower mainland selection tournament
 - a. We will have more regular conference calls throughout the year to stay on top of initiatives. Calls will be scheduled at 8:00 PM on the last Sunday of Aug, Nov, Feb, and on the 1st Sunday in May (due to review of BC Championships tournament applications that will be due April 30 starting next year)
5. #16 on selection criteria should read 14 days, not 7
 - a. Funding for Seniors: #4 should read: To be considered for out of province funding, athletes must place in top 5 of previous Nationals and win at least 2 matches
 - b. Funding for Juniors: Under funding, should read: To be considered for out of province funding, athletes must be a medalist in the previous Jr Nationals and have won at least 2 matches.
6. Discussion with head coach:
 - a. Bruce wants to try to make inter provincial camp work. He is hopeful that the cost to athletes will be \$100, with the remainder being paid for by Judo BC. The spring camp next year will likely be in Canmore
 - b. Majority is in agreement that the spring training camp should not be made mandatory if it is out of province
 - c. There will be regional coaches established that will focus on team building and basic techniques. Basic techniques should not be a focus of camps, but rather should be mainly randori
 - d. Regional coaches will organize at minimum, monthly practices where neighbouring clubs will participate. This will not be made mandatory, but should be encouraged
 - e. TC recommends that Bruce should utilize our local talent pool rather than bringing in specialists from outside of BC
 - f. However, Nick Tritton will be guest instructor at this year’s Christmas camp. Cost will be quite low as we will only cover his airfare and accommodations.
 - g. Agreement that all competitive athletes should have a year long training plan
 - h. Kane suggests fitness testing at regional practices
 - i. Bruce will be putting together a proposal to have regional contacts/coaches and development plan
 - j. We should have a nutritionist attend a camp. Need someone qualified to handle the specifics of judo. Mandy Hodge is a certified nutritionist and has put on a successful seminar at the Burnaby Judo Club

- k. Strength training coach should be looked at. Conrad Wasiela is a professional football player and a certified fitness coach with direct knowledge of judo specific strength
 - l. Coaching staff selection: usually club with most athletes will have a coach funded. Chaperones are usually not fully funded
7. Aline thanks Herman and Kevin for their service on the TC

Meeting adjourned at 10:00 PM

APPENDIX D
Grading & Kata Board Meeting
 June 19, 2011

Meeting started at 8:00 am

The meeting was held at the Steveston Dojo with Chair Art Nishi, Shuji Tabata, Jim Kojima, Isao Kuramoto, Mickey Fitzgerald and Dave Speight

Reviewed Dec. 2010 minutes

- Candidates required to attend additional clinics, all complied.

Reviewed candidates for promotion

Clinics for 2011 – 2012

12 nights Sept – Dec 2011 @ Steveston

Oct. 1, 2011 @ Creston?

Oct. 15, 16, 2011 @ Steveston

April 21, 22, 2012 @ Steveston

May 12, 13 2012 @ Kamloops?

- The DVD Paul Whishaw has been producing from the Nagai / Sato Sensei's clinic is done, Board members are reviewing for any mistakes, will distribute as soon as possible. Cost for addition copies 25.00. Out of province 40.00

Discussion for new Chair

- Present Chair will set down after 2012 AGM

Judo Canada up-date

- Discussion with NCCP, Shodan may be give credit for technical for DA when promoted.
- Judo Canada will be reviewing the Grading Syllabus, all members to review and bring purpose changes to the Dec 2011. meeting

CANDIDATES FOR PROMOTION

Date – June 19, 2011

To Shodan	age	Club	last rank	points	resume	
			1 yr	120		
Argue Tom	38	Poco	2y --6	142/82		Pass, do kata
Beatch Aaron	16	Abbotsford	2y - 2	222/162		Pass, do kata
Britton Robert	36	Burnaby	2y – 7	121/61		Pass, do kata
Erjavec Andrew	35	Langley	1y - 6	136		Pass, do kata
Ezaki Kaz	17	Abbotsford	2y - 2	191/131		Pass, do kata
Hatter Richard	29	Nanaimo	2y – 2	148/88		Pass, do kata
Hewson Geoff	47	Delta	2y	120	yes	Pass, do kata
Hutchings Daniel	22	Abbotsford	3y	155		Pass, do kata
Iadarola Andrew	17	Aberdeen	1y - 11	184/154		Pass, do kata
Jensen Josh	19	Golden Ears	1y - 2	137/107		Pass, do kata
Shingo Ko	19	Burnaby	2y – 7	242/182		Pass, do kata
Roots Beth	50	Poco	10y - 6	421/115	yes	Pass, do kata
Roots Chad	18	Poco	2y - 6	195/135		Pass, do kata
Roots Kristi	16	Poco	1y - 6	186/156		Pass, do kata

To Nidan	age	Club	last rank	points	resume	
			1.5 yr	160 / 40		
Campos Chris	28	Golden Ears	6y	247/97		Pass, do kata
Grant Jeremy	40	Kokushikai	4y - 6	184/84	yes	Pass, do kata
Lenz Jeremy	29	Campbell R	9y	184/107		Pass, do kata
Prieur Shane	33	Kokushikai	7y	229/49		Pass, do kata
Smolarek Sabina	48	Shinbukan	2y	173/123	yes	passed

To Sandan	age	Club	last rank	points	resume	
			3 yrs	200 / 50		
Ingiewicz Maciej	26	Golden Ears	6y	430/310		Pass, do katas
Lee Calvin	54	Kokushikai	8y	327/167	yes	Pass, do katas
Sasaki Keiko	29	Kamloops	3y - 9	224/164	yes	Pass, do katas

To Yondan	age	Club	last rank	points	resume	
			5 yrs	240 / 60		
Magnusson Graham	36	Abbotsford	6y	341/221	yes	Pass, do katas

To Godan	age	Club	last rank	points	resume	
			6 yrs min	280 / 70		
Kamstra Bruce	40	Hart	7y-6	333/174	yes	Pass, do katas
Magnusson Chris	34	Abbotsford	6y - 6	363/243	yes	Pass, do katas
Unger Wayne	47	Victoria	10y - 0	344/144	yes	Pass, do katas

To Shodan

Timleck Doug Attended Kamloops Clinic as required by Dec 2010 examination

Recommended before, performing kata

To Sandan

Hughes Gerry Nage-no-kata accepted Dec 2010
Katame-no-kata

To Yondan

Deevy Brian PG Goshin-jutsu accepted Dec 2010 in PG
Katame-no-kata

Results from the Kata examination

Started at 10:30

To Shodan

Argue Tom passed
Beatch Aaron passed
Erjavec Andrew passed
Ezaki Kaz passed
Hatter Richard passed
Hewson Geoff passed
Iadarola Andrew passed
Jensen Joshua passed
Shinjo Ko passed
Roots Beth passed
Roots Chad passed

To Nidan

Campos Chris passed
Grant Jeremy passed
Lenz Jeremy passed
Smolarek Sabina passed

To Sandan

Hughes Gerry passed
Ingiewicz Maciej passed
Lee Calvin passed
Sasaki Keiko passed

Roots Kristi passed

To Yondan

Deevy Brian passed

Magnusson Graham passed

To Godan

Unger Wayne passed

Kamstra Bruce Goshin-Jitsu accepted

Magnusson Chris Attended Oct clinic for Goshin-Jitsu

Britton Robert passed kata for Shodan, but does not have a JC passport, his paper work to Judo Canada is not included in this package.

Examining Board

Art Nishi, Shuji Tabata, Isao Kuramoto, Mickey Fitzgerald, Dave Speight, Henry Uyeda, Aline Strasdin

Finished at 1:10

APPENDIX E
Updated Budget with Year-End Projections

INCOME	2011-12	2011-12	2011-12	VARIANCE	
	Proposed	YTD	Projections		
Administration	0.00	0.00	0.00	0.00	
Athlete Development	0.00	56,584.18	58,373.64	58,373.64	
Athlete Services	0.00	3,238.23	9,878.23	9,878.23	
BC Winter Games (2012)	23,100.00	0.00	23,100.00	0.00	
Canada Winter Games (2015)	0.00	0.00	0.00	0.00	
Coaching Development	8,000.00	1,684.08	4,974.27	(3,025.73)	Require revised estimates
General	200.00	586.94	1,218.06	1,018.06	
Grading	11,000.00	14,290.00	20,290.00	9,290.00	
Grants	133,000.00	45,000.00	148,000.00	15,000.00	
Memberships	150,000.00	3,510.00	150,000.00	0.00	
Referee Development	14,500.00	3,162.00	12,500.00	(2,000.00)	Require revised estimates
Western Canada Games (2015)	0.00	0.00	0.00	0.00	
Carry Forward	18,000.00	0.00	18,000.00	0.00	
TOTAL	357,800.00	128,055.43	446,334.20		
EXPENDITURES	2011-12	2011-12	2011-12	VARIANCE	
	Proposed	YTD	Projections		
Administration	7,000.00	1,667.57	7,000.00	0.00	
Athlete Development	65,000.00	97,698.52	120,434.59	(55,434.59)	Covered by income
Athlete Services	5,000.00	0.00	14,140.00	(9,140.00)	Covered by income
BC Winter Games (2012)	23,100.00	0.00	23,100.00	0.00	
Canada Winter Games (2015)	0.00	0.00	0.00	0.00	
Coaching Development	15,375.00	1,266.65	16,281.98	(906.98)	Require revised estimates
Contract Labour	87,100.00	37,508.05	89,088.80	(1,988.80)	increase in audit fees
General	0.00	0.00	2,500.00	(2,500.00)	Possible GST payback
Grading	9,500.00	12,868.98	19,618.98	(10,118.98)	Covered by income
Hosting	5,000.00	0.00	5,000.00	0.00	
Membership Services	36,700.00	33,285.13	35,988.83	711.17	
Membership Committee	30,000.00	0.00	30,000.00	0.00	
Membership Fees	39,450.00	1,197.00	39,497.00	(47.00)	
Organizational Development	10,500.00	572.89	10,500.00	0.00	
Promotions	7,450.00	2,850.00	7,450.00	0.00	
Publications	1,030.00	1,185.63	1,185.63	(155.63)	black belt directory
Referee Development	17,474.00	12,213.33	20,693.33	(3,219.33)	Require revised estimates
Technical Committee	600.00	194.41	600.00	0.00	
Western Canada Games (2015)	0.00	0.00	0.00	0.00	
Reconciliation Discrepancies	0.00	225.28	225.28	225.28	
TOTAL	360,279.00	202,733.44	443,304.42		
Profit (Loss)	(2,479.00)	(74,678.01)	3,029.78		

INCOME DETAILS

AREA	ACTUALS	PLANNED	PROJECTION	ITEM
Administration	-	-	-	
Total Administration	-	-	-	
Athlete Development	37,096.22	694.74	37,790.96	Junior Nationals
	2,722.88	-	2,722.88	Kata Nationals
	5,150.92	35.00	5,185.92	Masters Nationals
	8,989.16	149.72	9,138.88	Senior Nationals
	2,625.00	10.00	2,635.00	Uniforms
	-	300.00	300.00	Fall Camp
	-	300.00	300.00	Winter Camp
	-	300.00	300.00	Spring Camp
Athlete Dev.	56,584.18	1,789.46	58,373.64	
		6,640.00	6,640.00	Athlete Assistance Program (Legacies Now)
Athlete Services			-	National Sport Trust Fund
	3,238.23		3,238.23	Donation (unclaimed bank account)
Total Athlete Serv.	3,238.23	-	9,878.23	
BCWG	-	23,100.00	23,100.00	Participation Fee - \$175 per participant, max of 132
Total BCWG	-	23,100.00	23,100.00	
CWG	-	-	-	
Total CWG	-	-	-	
Coaching Development	1,209.81	3,290.19	4,500.00	Dojo Assistant
	99.27	-	99.27	Dojo Instructors
	375.00	-	375.00	Evaluations
Total Coaching Dev.	1,684.08	3,290.19	4,974.27	
General	22.91	-	70.00	Interested Deposits
	-	-	-	GST Refund
	514.03	509.03	1,023.06	Misc
	50.00	-	125.00	Tournament Sanction Fee
Total General	586.94	509.03	1,218.06	
Grading	1,680.00		1,680.00	Kata Clinics - Steveston - Weekend - April
	1,340.00		1,340.00	Kata Clinics - Kamloops - Weekend - May
		1,500.00	1,500.00	Kata Clinics - Steveston - Mondays
		1,000.00	1,000.00	Kata, Referee & Coaching Seminar
		1,000.00	1,000.00	Kata Clinics - Steveston - Weekend - Oct
	9,745.00		9,745.00	Grading - Examination - Steveston - June
		1,500.00	1,500.00	Grading - Examination - Steveston - Dec
		1,000.00	1,000.00	Grading - Examination - outside of lower mainland
	1,525.00		1,525.00	Grading - Misc.
Total Grading	14,290.00	6,000.00	20,290.00	
Grants	40,000.00		40,000.00	Gaming - Provincial Team
	5,000.00		5,000.00	Gaming - Centralization
		10,000.00	10,000.00	Legacies Now - Performance Base Funding
		93,000.00	93,000.00	Legacies Now - Participation Base Funding
Total Grants	45,000.00	103,000.00	148,000.00	
Memberships		5,000.00	5,000.00	Club fees
	3,510.00	141,490.00	145,000.00	Individual fees
Total Membership	3,510.00	146,490.00	150,000.00	
Referee Development	1,500.00		1,500.00	Judo Canada

		3,000.00	3,000.00	Clinic
	1,662.00	6,338.00	8,000.00	Tournament Participant Fee
Total Referee Dev.	3,162.00	9,338.00	12,500.00	
WCSG	-	-	-	
Total WCSG	-	-	-	
Carry Forward	-	-	18,000.00	
Total Carry Forward	-	-	18,000.00	
	128,055.43	293,516.68	446,334.20	

EXPENSE DETAILS

AREA	ACTUALS	PLANNED	PROJECTIONS	PROJECTION
Administration	394.23	105.77	500.00	Computer software
	164.75	435.25	600.00	Internet
	734.53	1,665.47	2,400.00	Office Supplies
		500.00	500.00	Photocopy/Printing
	45.11	1,454.89	1,500.00	Postage / Postal Box
	328.95	1,171.05	1,500.00	Telephone/Fax
Total Administration	1,667.57	5,332.43	7,000.00	
Athlete Development	52,557.00	418.00	52,975.00	Junior Nationals - Athletes
	10,105.66	2,900.00	13,005.66	Junior Nationals - Coaches/Chaperones
	2,568.78	-	2,568.78	Junior Nationals - Other
	3,321.44	-	3,321.44	Kata Nationals - Athletes
	3,772.96	-	3,772.96	Masters Nationals - Athletes
	14,309.43		14,309.43	Senior Nationals - Athletes
	3,533.41		3,533.41	Senior Nationals - Coaches/Chaperones
	1,658.41	-	1,658.41	Senior Nationals - Other
	1,907.23	150.00	2,057.23	Inter-provincial Camp
	731.93	4,268.07	5,000.00	Head Coach Travel
	3,232.27	-	3,232.27	Jackets
		4,000.00	4,000.00	Quebec Open
		4,000.00	4,000.00	Ontario Open
		4,000.00	4,000.00	Sask Open
		1,500.00	1,500.00	Fall Camp-Abbotsford
		1,500.00	1,500.00	Winter Camp - Abbotsford
Total Athlete Dev.	97,698.52	22,736.07	120,434.59	
Athlete Services	-	3,000.00	3,000.00	Athlete Support Funding - U17 Worlds
	-	1,500.00	1,500.00	Athlete Support Funding - Jr Worlds
	-	3,000.00	3,000.00	Athlete Support Funding - World Cups
		6,640.00	6,640.00	Athlete Assistance Programs
Total Athlete Dev.	-	14,140.00	14,140.00	
BCWG	-	300.00	300.00	Meetings
	-	3,000.00	3,000.00	Judo BC Hoodies
	-	19,800.00	19,800.00	Participant Fee

July 24th, 2011 – Executive Committee Agenda

Total BCWG	-	23,100.00	23,100.00	
CWG	-		-	
Total CWG	-	-	-	
Coaching Development	359.67	6,265.33	6,625.00	Dojo Assistant
	200.00		200.00	Evaluation Fees
	706.98		706.98	Facilitator Training
	-	3,450.00	3,450.00	Dojo Instructor
	-	5,000.00	5,000.00	BCWG Certification
	-	300.00	300.00	Meetings
Total Coaching Dev.	1,266.65	15,015.33	16,281.98	
Contractors	16,800.00	35,200.00	52,000.00	Executive Director *
	5,600.00	11,200.00	16,800.00	Provincial Coach *
	2,052.85	947.15	3,000.00	Legal
	1,200.00	600.00	1,800.00	Website & Graphics
	6,988.80	-	6,988.80	Auditors
	4,866.40	3,633.60	8,500.00	Accounting
Total Contractors	37,508.05	51,580.75	89,088.80	
General	-	2,500.00	2,500.00	GST - repayment
	-	-	-	Misc. Expenses
Total General	-	2,500.00	2,500.00	
Grading	299.52	300.00	599.52	Kata - Steveston - Weekend - April
		800.00	800.00	Kata - Kamloops - Weekend - May
	-	400.00	400.00	Kata - Steveston - Mondays
	-	600.00	600.00	Kata - Steveston - Weekend - Oct
	-	1,000.00	1,000.00	Kata, Referee & Coaching Seminar
	-	700.00	700.00	Grading - Examination - Steveston - June
	-	700.00	700.00	Grading - Examination - Steveston - Dec
	-	600.00	600.00	Grading - Examination - outside of lower mainland
	-	1,000.00	1,000.00	Meetings
	8,422.21	650.00	9,072.21	Judo Canada
	1,175.00		1,175.00	Grading Fee Refunds
	2,972.25		2,972.25	Senior Nationals
Total Grading	12,868.98	6,750.00	19,618.98	
Grass Roots Development	-	26,750.00	26,750.00	New Programming
	-	1,400.00	1,400.00	Generic Club Poster
	-	1,850.00	1,850.00	Brochure
Total Grass Roots Dev.	-	30,000.00	30,000.00	
Hosting	-	5,000.00	5,000.00	Special Event Funding - upon application
	-	-	-	2013 Nationals
	-	-	-	Pacific International

July 24th, 2011 – Executive Committee Agenda

Total Hosting	-	5,000.00	5,000.00	
Membership Services	255.18		255.18	Recognition & Awards
	15,506.69	2,703.70	18,210.39	AGM
	17,500.0		17,500.00	Insurance
	23.26		23.26	membership cards
Total Membership Services	33,285.13	2,703.70	35,988.83	
Membership Fees	200.00	38,300.00	38,500.00	Judo Canada Fees
	997.00		997.00	Sport BC Fees
Total Membership Fees	1,197.00	38,300.00	39,497.00	
Organizational Development	20.21		20.21	Discipline & Appeals
	65.00	435.00	500.00	Bank Services
	159.02	3,840.98	4,000.00	Board Meetings
	268.66	4,731.34	5,000.00	General Meetings/Travel
	-	500.00	500.00	Professional Dev.
	60.00	440.00	500.00	Societies Act
Total Organizational Dev.	572.89	9,947.32	10,500.00	
Promotions	2,500.00	4,300.00	6,800.00	Website - content management platform
	350.00	150.00	500.00	Advertising
	-	150.00	150.00	Website - system costs
Total Promotions	2,850.00	4,600.00	7,450.00	
Publications	490.94		490.94	Black Belt Directory
	694.69		694.69	Digest - spring edition (last one)
Total Publications	1,185.63	-	1,185.63	
Referee Development	-	300.00	300.00	Committee Meetings
	-	2,000.00	2,000.00	Referee Clinic
	(0.30)	5,000.00	4,999.70	In Province Competition
	-	-	-	Out of Province Competition
	8,449.24	600.00	9,049.24	Referee - Jr Nationals
	1,061.51		1,061.51	Promotion/Evaluations
	2,702.88	580.00	3,282.88	Referee - Sr Nationals
Total Referee Development	12,213.33	8,480.00	20,693.33	
Technical Committee	194.21	305.79	500.00	Committee Meetings
	-	100.00	100.00	Conference call
Total Technical Committee	194.41	405.79	600.00	
WCSG	-	-	-	Meetings
Total WCSG	-	-	-	
Reconciliation discrepancies	225.28		225.28	
	202,733.44	240,591.39	443,304.42	

APPENDIX F
Certificate of Compliance

To: Board of Directors, Judo BC

This is to certify compliance with statutory and organizational governance requirements for the period of **April 1, 2011 to June 30, 2011**

Remittances and filings due by the organization are current:

- All Harmonized Sales Tax (HST) has been collected and remitted in accordance with the governing legislation.
- Management is not aware of any other statutory or contractual remittances that have not been met in all material respects.

The following insurance policies are current and in effect:

- Commercial General Liability Policy has been renewed to May 12, 2012
- Directors and Officers Liability has been renewed to May 12, 2012
- Sport Accident Policy has been renewed by Judo Canada to January 26, 2012.

The following reports have been filed with our funding partners.

- 2010-11 Gaming Account Summary Report has been filed with the Gaming Policy and Enforcement Branch – Licensing and Grants Division, in the Ministry of Housing and Social Development of the Province of BC.
- 2010-2011 Funding Year Final Activity Report has been filed with Legacies Now.

Dated this Friday, July 8th, 2011

Diane St. Denis
Executive Director

Bruce Fingarson
Treasurer

APPENDIX G
Correspondence from Loran, Nancke & Company

Judo BC
3295 Coast Meridian Road
PO Box 78049
Port Coquitlam, BC
V3B 7H5

Dear Board of Directors:

We would like to thank you for choosing us to implement the recent upgrade to your accounting and management system.

During the course of the engagement we came across a number of items that represent potential procedural failings in the control of your accounting cycle and the business of Judo BC. The organization did not receive a clean audit report and while the indication is that this is not uncommon for a nonprofit organization such as yours we are confident that a few changes could change this for next year.

One of the areas of concern is the registration of participants at the various events throughout the year. Currently there are no pre-registrations available and participants are not sign up ahead of time. This represents a *material* amount of your revenue that is not verifiable. The other part of this concern is that the registrations are collected in cash the day of the event. We see two issues with this. One issue is a matter of service and image. Most people expect to be able to sign up ahead of time for such events and pay by cheque and credit card. Insisting on cash payments can be viewed by the public as somewhat suspicious. The other issue is that a reputable organization such as yours should never be putting their employees or volunteers in a position of ever being questioned about their handling of the organizations funds. Adequate systems should be able to avoid this.

The second concern is your contingency fund. Currently your 'contingency funds' reside in your operating account. When money is formally designated as contingency funds they should also be segregated from your operating fund and put into their own account or term deposit. As all the cash in your operating fund is actually required to support your operations there is no true contingency reserve. At the time this letter was written the cash available to Judo BC was significantly lower than \$80,000 (approximately \$8,300). A true contingency reserve should be funds on hand in *addition* to the amounts that are required to run the cyclical operations of the organization. In our opinion this representation on “contingency funds” is misleading and possibly misrepresentation.

The third concern is the employment status of your Executive Director and your coach. The status of the Executive Director as a subcontractor is in our opinion a probable issue with CRA. More information is require before an adequate determination can be made regarding the coach.

Finally there are a number of internal controls that we felt should be improved or put into place to improve the quality of the reporting system and to facilitate an improved audit result.

Recommendations:

- 1) Implement a registration system. There are organizations that do this as a service for nominal fees. The one we are familiar with is E-Ply. This system is used by a well known organization that we are involved with and has been vetted by them for security and usability. This system would create verifiable lists for accounting and audit purposes, remove most of the burden of registration and fee collection on the day of events, and should reduce the unverifiable portion of registrations down to an immaterial amount (We're assuming there may be a small amount of same day registrations and payments). An official receipting system should be an integral part of this process.

- 2) Revisit the contingency fund. The cash flow of the organization should be revisited and only the funds that represent actually not required should be moved from the operating account and put into a separate account or term deposit and the recording of the fund on the balance sheet adjusted to match. If this contingency fund is not as big as the board thinks it should be then additions to the fund should become part of the annual budget. For increased transparency you could also outline what contingency you are planning for. This may require board resolution or membership vote depending on your charter.

- 3) Investigate the document RC4110 from CRA (attached) and determine if all individuals working for Judo BC are employees or qualify as subcontractors. If a clear determination still cannot be made a ruling can be obtained from CRA. There may be negative consequences if CRA determines that individuals are employees. This can be avoided by implementing the change yourself without their direction.

- 4) Improved procedures and forms for approving expenses should be put into place. Improved procedures and forms for deposit records should be put into place. We also recommend that you implement compliance reporting. This report will outlined to the board the status of items that they could be held responsible for if improperly administered.

Thank you for considering our recommendations. We believe that by working towards these changes you will increase the transparency of Judo BC. This will contribute to the sustainability of your organization by removing potential barriers that may hold some people back from getting involved and allow for renewal in your volunteer base and board involvement.

Sincerely,

Candace Nancke, CGA

APPENDIX H Compilation vs Review vs Audit

A. WHAT'S THE DIFFERENCE?

Compilation Engagements

A compilation engagement provides no assurance from the accountant on the financial information. The objective of a compilation engagement is to *compile unaudited financial information into financial statement format based on information provided by the client.*

Unlike audited or reviewed financial statements, compiled financial statements may not include all disclosure required by some users, and may not include a statement of cash flows or explanatory notes. In a compilation engagement, the accountant will report that he has "not audited, reviewed, or otherwise attempted to verify the accuracy or completeness" of the information and will caution users of the information that it may not be appropriate for their purposes.

Generally, a compilation engagement is only appropriate for internal use by management or for restricted use, such as income tax.

Although no assurance is provided by the accountant to the user of the financial information, a CGA will not be associated with financial information he or she knows, or has reason to believe, is misleading or incorrect.

A compilation is usually recommended if:

- ✓ You require interim financial statements to supplement your annual review or audit
- ✓ The business is small
- ✓ The business is owned by one person or by members of one family
- ✓ There are no lenders or insurers who will rely on the financial statements
- ✓ Your needs for financial planning, tax planning, and accounting system advice are very limited, and
- ✓ You require the financial statements primarily for your own use and for tax purposes

Review Engagements

When an audit is not required, or when the shareholders have waived the appointment of an auditor, financial statements may be prepared on a review basis. While in an audit the accountant will express an opinion on the fairness of the financial statements, a review leads to more limited *assurance that the financial information is plausible and conforms to generally accepted accounting principles.*

The review procedures include making inquiries concerning all relevant information, comparisons to financial data for the current and prior periods, and discussion covering the information received. As well, the financial statements are reviewed with responsible client officials.

A company or society will generally engage an accountant to prepare a review of financial information to provide some assurance to creditors, potential lenders, potential business purchasers, and/or minority or inactive shareholders that the financial statements are worthy of belief.

A review is usually recommended if there are no requirements for an audit and:

- ✓ You rely on banks or other lenders for financing
- ✓ Your financial statements may be relied upon by potential purchasers of the business
- ✓ There are minority or inactive shareholders or members
- ✓ A review would enhance our ability to provide you with financial planning or tax planning services or advice regarding your accounting system.

Financial Audit

Audited financial statements are the accepted means by which corporations and societies report to their shareholders or membership, to bankers, to creditors and to government. Federal and provincial legislation in Canada generally requires a limited company to prepare annual financial statements for audit by a qualified independent auditor. Some companies may be exempted from the audit requirement if all shareholders agree, in writing, to waive the appointment of an auditor.

The audit consists of an examination of the accounting records and other evidence supporting the financial statements. The auditor will gather the evidence necessary to determine *whether the financial statements present a fair picture of the company's financial position and its activities during the period being audited*. The auditor's report will include a professional opinion on the financial statements.

Small, closely held companies will generally only have an audit if there is a requirement from a third party, such as a securities commission, or if the shareholders are unable to agree that an audit should be waived. More often, such private companies can rely on the lower level of assurance provided by a review, rather than an audit.

An audit is usually recommended if:

- ✓ Your bank or other lender requires an audit
- ✓ Your insurance company requires an audit
- ✓ Your shareholders or members require or desire an audit
- ✓ A funding agency requires an audit
- ✓ A regulatory body requires an audit

B. Do we require an audit?

- 1) Our bank, Vancity, does not require an audit.
- 2) Our insurance carrier, All Sport Insurance, does not require an audit.
- 3) The Judo Canada constitutions and bylaws do not refer to any requirements by Provincial Affiliates having to conduct auditors or reviews, or to provide financial statements to them.
- 4) Sport BC constitutions and bylaws do not refer to any requirements by Provincial Affiliates having to conduct auditors or reviews, or to provide financial statements to them.
- 5) Regarding our bylaws. Whether or not we have a professional audit, and the level to which that audit will be performed, is a matter for the members to decide from year to year. The bylaws allow us to appoint a professional auditor, and spell out the process, but they don't require us to do so.
- 6) Legacies Now required audited financial statements for the year ended March 31, 2011. They are going to be changing the requirements for all PSOs for the fiscal year ending March 2012 to require a Review Engagement rather than Audited Financial Statements when the aggregate government funding is less than \$125,000 and the total revenue is under \$500,000.

C. Recommendation

1. Judo BC proceeds with an audit for the year ending March 31, 2012. Auditor to be secured this fall.
2. Board to present to the membership at each AGM a motion requesting they confer a general power onto the Board to recruit and retain by December, of the year in question, auditors or CGAs to prepare the financial statements required by our funding partners in accordance with the regulations stipulated in our funding agreements.

APPENDIX I Honorariums

The Technical Committee Chair has asked for each member of the technical committee to receive a \$200 honorarium for the 2010-11 fiscal which would not be carried forward to the 2011-12.

For discussion:

1. As the policy is silent on the amount to be provided annually, the Board must set the amount through a formal motion.
2. The current policy and practice may set precedent for other committee. The Board may wish to review its policy on honorarium for volunteer positions in order to guide the Executive Director's work in adjusting our new policies prior to final approval.

1. 2010-11 and 2011-12 allocation

Section 3 – Finance, item B of our current policy and procedures contains a section on honorariums. It reads

B. Honoraria

1. *The total honorarium to be paid to Judo BC Coaches shall not exceed \$3,000 in any one fiscal year. Additional money cannot be taken from other budget areas to add to this amount and no other expenses can be paid from this budget item.*
2. *Kata Clinic honorarium shall be paid at a rate of \$15.00 per hour per instructor with a maximum of two instructors.*
3. *Each Regional Representative of the Technical Committee shall receive a designated honorarium for the year. No other expenses shall be paid. The honorarium is disbursed in March.*
4. *The Athlete Representatives of the Technical Committee shall not receive an honorarium and no expenses shall be paid to attend tournaments or meetings or to fulfill their duties on this committee.*
5. *Judo BC designated course conductors shall receive an honorarium of \$15.00 per hour for each teaching hour of a Judo BC sanctioned and sponsored NCCP Course.*

The current budget does not contain any funds allocated to this item. A conversation with the previous ED indicated that the past practice was to pay for the honorariums out of the athlete development budget. A review of our past files failed to clearly identify the past payments which could account for why this item was not identified as a mandatory element for the 2011-12 budget. The Technical Chair also failed to outline this activity in their annual budget and activity plan contributed to the oversight.

Approval of a \$200 honorarium for each member will result in an increase of \$2,400 in the Technical Committee's budget - \$1,200 for the 2010-11 payments and \$1,200 for the 2011-12 payments

2. New Policy

Our current policies are inconsistent with regards to honorariums for volunteers and should be revisited to ensure we (i) fair in how it is applied and (ii) transparent to the membership.

In Principal

- Should Board members or committee chairs receive an honorarium?
If yes, the amount will be set annually by the Board during the budget development stage and be submitted to the membership as part of the budget.
- Should committee members receive an honorarium?
If yes, amount will be set annually by the Board during the budget development stage and be submitted to the membership as part of the budget.

- What other volunteer position within Judo BC should receive an honorarium? The amount will be set annually by the Board during the budget development stage and be submitted to the membership as part of the budget.

Current budgeted honorariums:

1. Graphics and Webmaster \$1,200 annual.

APPENDIX J

Funding for Athlete Attending International Competitions

Preamble

- Our athletes have a very limited window to decide if they are attending an event and we know that funding plays a key role in their decision. Having preset funding criteria ensure we can quickly confirm what they can expect from Judo BC should they qualify to represent Canada.
- We need to support our athletes at the international level as it gives us profile and gets us one step closer to having them on the national team.
- Set criteria ensure equity in our funding practices.

There is one potential downfall - we have more athletes that qualify than \$. A good problem to have in any given year. However, our Provincial Coach ought to be able to predict the strength of our program vs. other provinces during our budget preparation period (March) as qualifying events for nationals would have already taken place. His/her guidance will allow us to prepare projections on the number of athletes who might qualify for funding. The funding criteria may be altered from year to year pending our budget constraints AND the location of international events.

Proposed funding criteria for 2011-12 fiscal:

Pending the availability of funding, If you are **“selected”** by Judo Canada to represent Canada in one of the following international events, you qualify to receive the following financial support from Judo BC upon submitting (1) confirmation of selection and (2) proof expenses.

World Championships (Senior and Junior)

- Up to \$1,500 but no more than 1/2 of total expenses minus Judo Canada funding if the event is held off continent. Up to \$1000 but no more than 1/2 of total expenses minus Judo Canada funding if the event is held on continent.

Pan-American Championships (Senior and Junior)

- Up to \$1000 but no more than 1/2 of total expenses minus Judo Canada funding if the event is held off continent. Up to \$500 but no more than 1/2 of total expenses minus Judo Canada funding if the event is held on continent.

World Cups (Senior and Junior)

- Up to \$750 but no more than 1/2 of total expenses minus Judo Canada funding if the event is held off continent Up to \$500 but no more than 1/2 of total expenses minus Judo Canada funding if the event is held on continent.

If applied this year:

Abby Lloyd - \$1,500 (U17 Worlds in Ukraine)
George Lucas - \$1,500 (U17 Worlds in Ukraine)
Brandon Jobb - \$1,500 (Junior Worlds in South Africa)
Brandon Jobb – \$750 (U20 European Cup in Berlin)
Brandon Jobb – \$750 (U20 Tournament, Bremen Germany)
Abby Lloyd - \$750 (U17 Tournament, Turinga Germany)
George Lucas - \$750 (U17 Tournament, Turinga Germany)

Total investment would be \$ 7,500

Note: The criteria will be revisited yearly as part of our budgeting process.

**APPENDIX K
2011-12 Team Selection Criteria**

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

Junior Team (U20, U17, U15) selection events and criteria

<p>Fall Training Camp Date (September)/location Camp fee: \$25 10 points for junior provincial team selection</p>	<p>Provincial selection tournament Date (January)/location Points – outlined in Rules and Regs below</p>
<p>Winter Training Camp – Abbotsford December 27-30 Camp fee: \$25 No points awarded for junior provincial team selection</p>	<p>Provincial selection tournament Date (February)/location</p>
<p>Spring Provincial Training Camp – Jr and Sr May-June/location tbd Camp fee: to be determined</p>	<p>Spring –Youth Provincial Closed Championships and Training Camp Date (March)/location Camp/tournament fee: \$30</p>
<p>Team BC Sunday workouts 2 points will be awarded to athletes who attend the Team BC workout on Sunday following all junior selection tournaments</p>	<p>April 1-2, 2012 – Edmonton International tournament</p> <ul style="list-style-type: none"> • 2 points for participation, plus: • 2 points for each win in junior nationals category • 2 points for attending the inter-provincial team practice on Sunday
<p>Judo BC Summer Camp Date/location Camp fee: to be determined No provincial team points awarded</p>	

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

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

Senior Team selection events and criteria

In-Province camps and selection tournaments listed below are tentative. Clubs must bid to host selection events.

Out of Province tournaments and Judo Canada Sr Domestic points tournaments	In-Province camps and points tournaments
Quebec Open, Montreal – Oct 8-9 Training camp Oct 10-13 (Judo BC funding based on 2011 nationals results and attendance at Quebec Open training camp) (Judo Canada Sr domestic points tournament/ Judo Canada U17/U20 Selection)	Fall Training Camp Date (September)/location Camp fee: \$25
Pacific International Senior – Feb. 18 BC Team Training Feb 20 – Steveston JC (or is there a Judo Canada camp?) (Judo Canada Sr domestic points tournament)	BC Championships, Abbotsford – October 22 BC Team Training Oct 23 – Abbotsford Judo Club
Edmonton International – April 1-2, 2012 (Judo Canada Sr domestic points tournament)	Canada West Burnaby – December 3 BC Team Training Dec 4 – Burnaby Judo Club
Ontario International Open – May 19-20/12 Etobicoke, ON (Judo Canada Sr domestic points tournament/ Judo Canada U17/U20 Selection)	Provincial selection tournament Date/location
	Spring Provincial Spring Training Camp – Jr and Sr Date (May)/location Camp fee: \$25

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

1. Attend minimum of 2 training camps or 1 training camp *and* Ontario International; or
2. Attend minimum of 3 tournaments listed above;
3. Judo BC reserves the right to fund the top athletes based on available funds;
4. To be considered for out of province funding, athletes must attend the Senior Nationals Training camp (this rule applies beginning in 2012);
5. To be considered for Judo BC funding athletes must place in the top 5 at the senior nationals and win minimum 2 matches at the senior nationals;
6. Athletes may attend the national championships on a self-funded basis, provided they attend 1 camp and 2 tournaments from list above.

Grand Master Team selection events and criteria

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

- Athlete information required: name, year born, age category, weight category, exact weight, telephone number(s)

Judo BC will not provide funding for participants attending nationals.

Kata selection events and criteria

Katas to be judged:

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

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

Rules and Regulations For Selection To All Provincial Teams

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

- according to the provincial points table for the event in conflict. Conflict of dates will include 14 days prior to and after the international event.
17. Athletes training full time outside of the province or competing in approved out-of-province tournaments may be exempt from competing in selection events in divisions provided that they make a special application in writing to the Judo BC office. Decisions will be made on the strength of the weight class within the province as well as the applicant's placing at the previous year's Provincial selection events and the National Championships.
 18. The National Champion for the previous year (if still in the same weight and age class), and nationally carded athletes will be automatically selected providing they participate in the Provincial Selection process.
 19. An athlete with a current proven competitive record from another province who relocates to BC during the competitive season may be considered for selection. Application must be made to the Judo BC office prior to the final selection event.
 20. To receive funding, all athletes including National Champions and Carded athletes must participate in the Provincial selection process and designated training camps as outlined above.
 21. Funding for any event is strictly based on the availability of funds from the Judo BC Athlete Development budget.
 22. Athletes who do not qualify for Judo BC funding may attend the Judo Canada National Championships on a self-funded basis, provided they meet the Judo BC Selection Criteria at outlined above.
 23. All athletes that are part of the Judo BC talent pool are under the rules and disciplinary procedures of the Judo BC Policy and Procedures (copies of this policy are available from Judo BC at info@judobc.ca). All athletes are required to abide by these rules and regulations and shall agree to do so by signing the Athlete Code of Conduct before accepting a position on the team. A parent's signature is required for minor athletes.
 24. Parent(s) of minor athletes are expected to abide by all rules and regulations contained in the Judo BC Selection Criteria (deadlines, athlete's curfews, etc.). A parent's action which causes an athlete to breach the Code of Conduct will not be considered as grounds to dismiss any disciplinary action on the part of Judo BC.
 25. 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. **LINK TO WEBSITE TO BE INCLUDE HERE.**
 26. All athletes must be in good standing with Judo BC in order to be selected to a team for any event.
 27. Athletes who fail to meet required deadlines, submit a signed Code of Conduct or remit payment for costs associated with their selection may forfeit their right to selection.
 28. All Judo BC talent pool athletes are encouraged to attend regional training sessions and/or regular team workouts in their area.
 29. Judo BC reserves the right not to select a full team for any event.
 30. All selections are subject to the approval of the Judo BC Technical Committee.

APPENDIX L
TASKS FOR NEXT 6 MONTHS

Administration/Org Development

- a) Filing Annual Report with Corporate Registry
 - I. Annual report has been mailed
 - II. Request for certificate of good standing has been submitted
 - III. Special Resolutions have been filed. Constitution & bylaws will be update on our website once we receive confirmation of receipt from the Corporate Registry, most likely in August.
- b) The election outcome does not require any changes in our banking signing authorities. President, Treasurer and Executive Director remain the only signing authorities for the association.
- c) Policy and Procedures – final approval required before September 1st.

Finance

- a) Accounting system overall is underway.
- b) Service Fees
 - i. NCCP chair asked to bring forth at the next meeting a recommended fee for NCCP Course Conductors and Evaluators.
 - ii. President to confirm referee evaluation fees at the provincial level.
- c) The Executive Director to bring forth proposals from other banking institutions
- d) National Sport Trust Fund brochure and donation form to be completed and loaded to web
- e) Determine what amount of the contingency funds can be invested into a higher yielding account by conducting a cash flow analysis. This review will also give way to recommendations on the terms of usage for the contingency fund as well as a growth plan.

NCCP

- a) Publish long range NCCP course list and confirmed 2011-12 locations/date ASAP.
- b) Using the updated NCCP database, review the ratio of coaches to athletes within each club and zone and identify gaps which must be addressed by 2014-15.
- c) Using the updated NCCP database, articulate and provide each coach, who has already completed some form of NCCP work, the path they must follow to achieve full certification.
- d) Identify the process to secure the support/approval from Judo Canada to grant professional development points (for coaching certification) for activities/clinics Judo BC will be hosting. Ensure the process for securing approval is clearly communicated to clubs who may wish to host such events.
- e) Secure confirmation from Judo Canada and the Coaches Associations of Canada on how points get submitted for coaches. These include but are not limited to professional development activities we may be hosting, to actively coaching. The goal is to develop a streamlined approach which could be managed by the office.
- f) Clearly articulate the process for securing coaching certification equivalency for the following:
 - o Foreign certification
 - o University courses or degrees
 - o Shodan status

Grading

- a) President and ED to meet with the Grading & Kata Chair to identify tools and procedures we can implement to address their workload and centralize all of our records. Similar discussions will be had with all sectors of the association as we need streamline our data and record management system in order to tell our story to our funding partners as well as ensure compliance with our policies on record keeping.

BC Winter Games

- a) Identify potential participants as to meet our required participation targets for 2012.
- b) Ensure each zone as the certified coaching staff for Games
- c) Working with those zones who will be fielding a full team, identify “coach in training” candidate.
- d) Work with referee committee to identify referees who are in the development stream and can assist us in meeting future reporting criteria.
- e) Identify for the fall Board Meeting any assistance the BCWG Advisor or Sport Chair may need to fulfill registration and compliance work/reporting.

Referee

- a) Provide the office with a complete list of certified BC officials (name, club and level is required)

Technical Committee & Head Coach

- a) Work with the Head Coach to develop a long term plan for the preparation of the 2015 CWG team. The plan is to outline the support, financial and other items required to field the best possible team.
- b) Work with Head Coach to develop annual training program which club coaches can implement to assist in the development of our competitive stream members (all level of competitors).
- c) Work on facilitating regional training sessions.

Promotion/Publications

- a) With the redesign of our website and the ability to post all judo related results, minutes, stats, articles and news, we will review the need for the Digest as it may become a duplication of data and design/editing time by the Executive Director.
- b) Redesign the website to (1) add new content and clarity to the site map; and (2) allow the Executive Director to update information in a timely fashion.

Membership Development

- a. Club Probationary period
 - i. Judo Tactix – November 5, 2011
 - ii. Pacific Judo Academy – March 11, 2011
- b. Work with Judo Canada to building a promotion program that will target our needs and capacities.
- c. Ensure the new membership committee has the resources to actively assist clubs in reaching their full capacity and to start new clubs.
- d. Will continue to work with Judo Canada at finding a solution to our membership database needs as our current system is inefficient for all involved. We will also be designing a Club Registrar Kit in order to assist club in ensuring the timely and accurate submission of data as a significant amount of time was invested this year in following up on incomplete or inaccurate information.
- e. Work with the new Membership Committee to identify new programs/projects to attract new participants/members.

President

- b. 2013 Nationals – prepare an unsolicited bid based on the packages from previous years.
- c. Continue working with Judo Canada on the new member registration system.
- d. Continue advocating for a new membership category to address the registration of members who are not Canadian Citizens or permanent residents.
- e. Continue working with the Steveston Judo Club on a cooperative strategy to build a larger and stronger tournament. Judo BC needs to assist them in finding other sources of funding to support visiting teams as Judo BC funds are limited at this time

- f. Give feedback to Judo Canada on the participation of young and white belt Judoka in tournaments.

Policies & Procedures

- a) Review the concept of half year fees.
- b) Review Nidan requirement to open a new club.
- c) Continue to identify simple and effective ways to track our membership and reach (i.e.: school presentations, demos, self-defence clinics).
- d) Policies must include a reference that clubs have the autonomy to manage their day to day operations but must, as members of Judo BC, ensure they adhere to constitution, bylaws and policies for association.
- e) Post all committees and AGM minutes to the web. Note: Judo BC adopted this practice has of September 2010.
- f) Continue to implement the principles of equity for athletes who travel with the team to selected team events. Ensure funding policies are in place for all teams (junior, senior, kata and masters).
- g) Review Judo BC tournament sanction policies to ensure provisions are in place for inter-club / regional tournaments.

As part of our commitment to the membership to increase our communication and transparency, all Chairs need to adopt the practice of

- Submitting meeting minutes to the Board in a timely manner.
- Submitting written reports for each Board meetings.