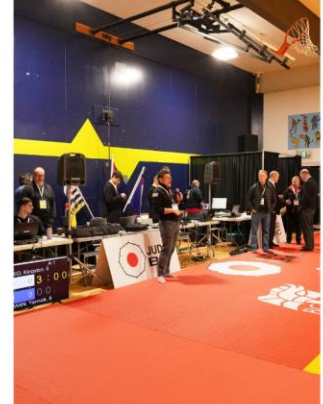

Judo BC Club Handbook 2024-25



Updated June 2024

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A. LETTER FROM THE EXECUTIVE DIRECTOR

Dear Club Registrar and Head Sensei,

We sincerely appreciate your dedication and commitment to your club and, by extension, to Judo BC. Your roles as Club Registrar and Head Sensei are vital for effectively managing Judo BC's membership. Your invaluable assistance in ensuring the accuracy and completeness of membership information significantly contributes to the efficiency and effectiveness of our association.

By ensuring the smooth and accurate submission of membership information, you directly support Judo BC in achieving the following objectives:

- Enhancing communication channels with all members, fostering stronger connections within the judo community.
- Ensuring comprehensive and accurate reporting, aligning with the expectations of our funding partners.
- Guaranteeing that every individual in your club is duly registered with both Judo BC and Judo Canada, enabling their participation in all programs and access to associated benefits, including insurance coverage.

To assist you in fulfilling your responsibilities, we have developed this Club Handbook. This comprehensive guide provides an overview of membership policies and mandatory requirements, specifically focusing on registration. We kindly request that you thoroughly review the entire document before the start of the upcoming season to ensure your club's compliance with the Judo BC and Judo Canada policies and procedures.

Should you have any questions or require further assistance after reviewing this Handbook, please do not hesitate to contact our office at general@judobc.ca. We are here to support you every step of the way.

Thank you once again for your invaluable contributions to Judo BC and the judo community. Together, we can continue to foster growth, inclusivity, and excellence in our sport.

Sincerely,

Katie Thomson
Executive Director
executivedirector@judobc.ca

B. WHAT'S NEW FOR 2024-25

[Concussion Online Reporting](#) - Procedure Update

Both Judo Canada and Judo BC require that all concussions are reported but for different purposes. Judo Canada is tracking the stats on concussions in judo. At Judo BC we are monitoring participants once they have a suspected concussion so that we can work with clubs, coaches and athletes to ensure the appropriate concussion protocols are followed, including the return to judo protocols. So that participants, parents or their coaches don't have to report to both Judo Canada and Judo BC, we have created a Trackie form for Judo BC members to use. We will then submit the data to Judo Canada.

[Report a Concussion](#)

[Event Sanctioning Online Application](#)

Start part way through 2023-24 we switched from a paper sanctioning form to an online form. Any activity that is outside regularly scheduled club classes needs to be sanctioned by Judo BC in order to be covered by the insurance policies. Examples of events that need sanctioning include but aren't limited to – petit samurai, mini shiai, bring a friend day, regional tournament, any sort of special event including those with a special guest instructor, inter club training.

[Incident Online Reporting Form](#)

We have created an online form to replace the paper incident report form. This form should be used to report any significant injuries that take place at the club or at an event.

Conduct Complaint Online Reporting Form – *Coming soon*

An online complaint reporting form will be available in September 2024. Stay tuned to the Judo BC E-Newsletter for more information.

C. START OF THE SEASON CHECK LIST

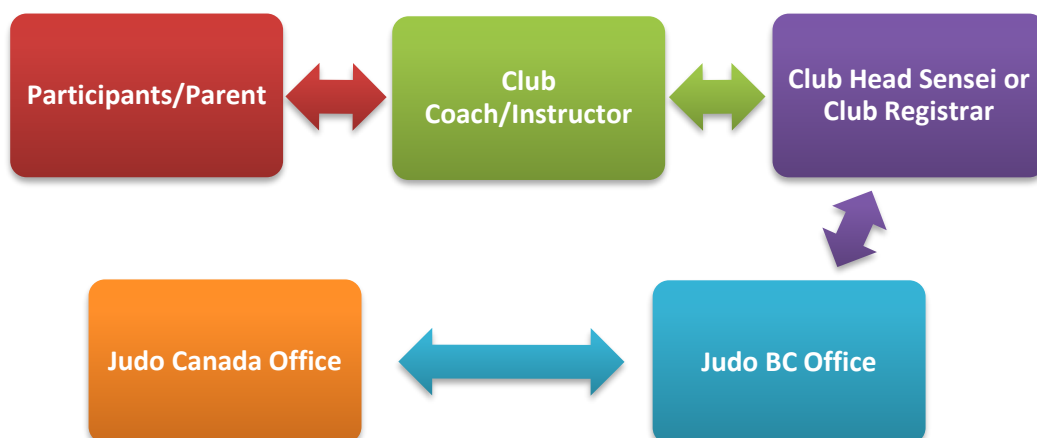
- [Register the club](#) – necessary first step. A renewal link for the club has been sent to the registrar/contact person on file from 2023-24. The renewal link will auto populate your club information from last year, so that you just need to update anything that has changed for this season.
 - Please check that the club address in the registration is the actual club location as this is used by Judo Canada in their [online club finder tool](#)

- Set up the individual member registration** in Trackie for your club if you want to make customizations or changes for 2024-25. For example, you might want to add in

the club fee, or uniform fee. Or you may want to ask additional questions, such as “how did you hear about our club?”. See the [Trackie Knowledge Base](#) for more information on setting up the club and/or using Trackie.

- Send [renewal notices](#) to existing club members. Trackie has a feature that automates this process.
- Ensure that all individuals who will be active on the mats in your club, sign the appropriate **waiver/consent** form prior to stepping onto the mats. The waivers can be filled in at the time of registration, by using a [paper copy](#) for those individuals that aren't ready to register yet and want to do take advantage of a free trial period.
- Ensure all coaches, club leaders and officials have completed the free [NCCP Safe Sport training](#). This doesn't need to be done annually. You can request coaches send you a copy of their NCCP Certification to confirm.
- Ensure all coaches/instructors have a [Criminal Record Clearance \(CRC\)](#) completed within the past 3 years on file at the club. See below for more information about CRCs. Please ask coaches to share a copy of their CRC with the club.
- Ensure all coaches have the appropriate **NCCP certification**. Please have coaches send you a copy of their NCCP certification. Alternatively, you can look up a coach's certification if you have their NCCP number on the [Coaches Association of Canada website](#).

D. COMMUNICATION PROTOCOLS



Judo BC and Judo Canada will also communicate directly with participants and clubs as needed and via social media and our e-newsletters with general information and updates.

Still not sure who to contact? Start with your club to see if anyone (i.e. club president, past head sensei/coach) at the club has the answer and if no one does, please contact the Judo BC Office.

Please note that at certain times of the year, the Judo BC staff receive hundreds of emails and phone calls a week making it hard to response in a timely manner. This is the main reason for the communication pathway outlined above.

Please share this communication pathway with your participants and their parents. Also kindly remind all your club coaches and leaders, that it should be the club head sensei or club registrar contacting Judo BC with questions rather than telling participants or parents to contact Judo BC directly. Thanks in advance for your assistance with this communication protocol.

Note: the communication protocol for athletes and parents that are part of the Provincial Team Programs is slightly different. Please refer to the [Team BC & The Provincial Team Program](#) section of the website for more information.

E. CLUB RESOURCES

Did you know that we have a page on the Judo BC website that is just for clubs? It includes information on the free online Criminal Record Checks for volunteers, the annual insurance certificate, fee schedule, risk management information, social media post templates and more.

[Club Resources](#)

The access code for this page is: **jigorokano**.

F. MEMBERSHIP BENEFITS

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

CLUBS:

- Direct club communication including email (including bi-weekly e-newsletter), phone, mail and website.
- Club Memberships Handbook with information pertinent to the current season

- A dedicated full-time Executive Director & full-time Sport Development Director/Provincial Coach and volunteer Board of Directors.
- Partnership management with the Government of BC (ViaSport BC, Gaming Branch, Team BC Programs, Canada Games, Sport BC, Canadian Sport Institute Pacific & the Regional Alliance)
- 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)
- Access to the BC Amateur Sports Fund (donation processing for club based fundraising projects; tax receipt provided for \$20 and above)
- Access to program grants (i.e. viaSport and other sport sector grants)
- NCCP Coaching Development courses & Coach Development Professional Development
- Referee Development events
- Involvement with the Judo BC Schools Program, Petit Samurai, Youth Academy & Club Syllabus
- Judo promotional materials including judobckids.ca and social media templates
- Access to Safe Sport policies, guidelines, and resources
- Access to Judo BC and Judo Canada concussion resources
- Access to the Judo BC resources and the Judo Canada club toolbox

PARTICIPANTS:

- Eligibility to access the BC Provincial Team Program
- Eligibility to access athlete support from the Canada Sport Institute Pacific
- Eligibility to access KidSport and Canadian Tire Jumpstart grants
- Eligibility to access Travel Subsidies/Grants (i.e. BC Ferries: Sporting Life of the Coast, etc.)
- Eligibility to access the External Sport Credits Program – school credits for High Performance Judo Participation
- Eligibility to compete in Invitational and Provincial competitions and programs
- Funding support for Provincial Team Program athletes
- Coverage through Judo BC's sport accident and liability insurance program
- Access to Judo BC sanctioned events such as competitions, clinics, and camps
- Kata Clinics & Black Belt Grading
- Membership with Judo Canada
- Access via email Judo BC's bi-weekly e-newsletter when email address and consent is provided at registration.
- Eligibility for Judo BC & 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 (volunteer coaches & officials only) while participating in member club activities or Judo BC sanctioned events
- Access via email Judo BC's bi-weekly e-newsletter when email address and consent is provided at registration.
- Membership with Judo Canada

G. ANNUAL CLUB REGISTRATION PROCESS

1. The [Annual Club Registration](#) must be completed each year by clubs. The club registration should be completed prior to starting registration for individual members and no later than September 1st for renewing clubs.

The online club registration needs to be completed by a representative of the club (i.e., head sensei, club president, board member, registrar, or owner) who is authorized to agree to the compliance statements on behalf of the club.

2. The annual club registration fee is \$125. Payment is required at the time of registration.
3. Refer to Section 1 of the [Judo BC Policies and Procedures](#) for details on the conditions for club membership.
4. For information and tutorials on Trackie, the online registration platform we use, please see the [online tutorials](#). It is strongly recommended that all Club Registrars and Head Sensei watch these tutorials so that you have a full understanding of all the features and benefits of Trackie.

H. REGISTRATION PERIOD

1. This membership year for 2024-25 is July 2, 2024, to August 31, 2025.
2. An individual must be registered for the current membership year to have access to any Judo BC and Judo Canada services. This includes but is not limited to events, competitions, passport, grading and other Judo BC & Judo Canada programs and services.

Clubs are required to register with Judo BC ALL individuals who participate in any judo related activities within their club. This

registration must be received within 30 days of the start of their participation. This 30-day time frame includes the two-week trial period.

I. INDIVIDUAL MEMBERSHIP CATEGORIES

Here are the different membership categories:

| Member type: | Rank | Age | Special Requirements/Restrictions |
|-----------------------|---|--|---|
| Mudansha Member | Colour belts, including white belts (beginners) | All ages | None |
| Yudansha Member | Black belts | As per black belt grading requirements | None |
| Introductory Member | White belts only | All ages | <p>Pre-approval from Judo Canada required.</p> <p>Program must be targeted to a specific community or underrepresented group i.e. females only, newcomers to Canada, indigenous.</p> <p>Program must be separate from regular club classes</p> <p>Official letter from organization where the program is taking place must be submitted to Judo BC/Judo Canada</p> <p>Program must be a maximum of 15 weeks</p> |
| School Program Member | White, yellow and orange only | School age | <p>Pre-approval from Judo Canada required.</p> <p>Letter from the school required to be submitted to Judo BC/Judo Canada</p> <p>Program must take place during school hours</p> |

| | | | |
|-----------------------------|---|------------|--|
| After School Program Member | Primary school – no restrictions. Secondary School – white to green only | School age | Pre-approval from Judo Canada required. Letter from the school required to be submitted to Judo BC/Judo Canada Programs must be supervised by an adult staff member of school. Not eligible for Judo BC competitions, mini shiais or other similar events. |
| Self Defense | Any belt level | All ages | Pre-approval from Judo Canada required. Letter from the club required to be submitted to Judo BC/Judo Canada No grading allowed Not eligible for Judo BC competitions, mini shiais or other similar events. Must be instructed by a Judo Canada Self-Defense Certified Instructor (who is also NCCP DI certified as per the Judo BC policies). |

Please see the 2024-25 Fee Schedule for the fees for each category. It is the club's responsibility to ensure members are registered for the correct category.

Non membership category:

| Type | Rank | Age | Special Requirements/Restrictions |
|----------------|---------|--------|--|
| Volunteer Only | No rank | Adults | Can't be active on the mats as participants, athletes, coaches, referees, officials, kata participants or kata evaluators. |

A Trackie registration form for volunteers will be available in September 2024.

J. 2024-25 FEES

The 2024-25 Fee Schedule is posted in the [Club Resources](#) sector of the Judo BC website. The code to access these club resources is – **jigorokano**.

The fees for 2024-2025 are the same as 2023-24. We anticipate that there will be a fee increase for the 2025-26 season.

K. INDIVIDUAL MEMBER REGISTRATION PROCESS

1. Registration:

- a) Each individual member must provide, to the club they wish to become a member of, all the information in the Judo BC Individual Membership Registration. Clubs may choose how they collect this information – paper, online etc...

We strongly advise clubs to encourage individuals or their parents/guardians to register directly via Trackie. For information on how to set up Trackie for your club registration please watch the [video tutorials](#).

- b) Each club will be given access to their Individual membership for 2023-24 registration in Trackie once the annual club registration has been submitted and approved by Judo BC. All individuals that have been properly registered with Judo BC and Judo Canada in the past are included in Trackie.
- c) Clubs can send out a convenient [Renewal Notice](#) to their current members. This notice will have a link directly to the individual's profile. This means the individuals won't have to re-enter all their details. For more information about renewal notices please see the Trackie video tutorials.
- d) Clubs can set up an [Access Code](#) for Individual Member Registration. This will prevent individuals from registering for the wrong club i.e. Hart Judo Club members registering for Prince George Judo Club by mistake, or an individual registering without pre-approval from the club. Check out the Trackie tutorials to learn how to set up an access code for your club. We strongly encourage clubs to set up an access code to prevent issues, especially since the Judo BC and Judo Canada fees are non-refundable.
- e) Registration of Yudanshas (Black Belts):

The process is the same as stated above for all returning Yudansha members.

Black belts who are new to Judo in Canada will need to be registered as a colour belt and then follow the process outlined in the **Foreign Rank Registration - please refer to section 5 below.**

2. Payment Process

- a) To ensure accurate membership fee payments, Judo BC will invoice your club for your membership fees not paid directly online, on a bi-annual basis, starting December 1st. Each invoice will include all the members added to the online system in the months prior. Alternatively, clubs can submit payment either directly via Trackie or send a cheque/e-transfer immediately following each batch of registration. Please don't send in cheques or e-transfer for individual registrations and instead wait until you have a few to submit.
- b) The above applies to the initial membership submission and all subsequent additions.

3. Membership Fee Refunds

The Judo BC and Judo Canada membership fees are **NOT REFUNDABLE and cannot be prorated.**

4. Promotion to Ikkyu (brown belt)

When a club promotes a member to the rank of Ikkyu, the head sensei needs to notify Judo BC/Judo Canada of the promotion using the online [Ikkyu Promotion Form](#). Only club Head Senseis should use this registration to ensure promotions to ikkyu are approved by the head sensei.

5. 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 (black belt) member of Judo Canada, and by extension Judo BC, until their rank has been recognized by Judo Canada.
- b) For an individual to apply for a foreign rank recognition, they must first:
 - a. Be a member in good standing with Judo Canada, mudansha member (white & colour belts and

- b. Apply for a Judo Canada passport. The passport must have been obtained before applying for foreign recognition. See section 6 below for the details.
- c) When these two conditions are met, the individual can complete a [foreign recognition application](#).
- d) Only once the foreign rank is recognized by Judo Canada can this person register as a Yudansha member with Judo BC.

6. Applying for a Judo Canada Passport

Judo Canada passports are required for the following:

- i) Proof of yudansha rank upon annual registration
- ii) For all dan gradings

Here is the link to apply for a [Judo Canada Passport](#)

L. PARTICIPANT WAIVERS/CONSENTS

Here are links to download copies of the agreements/waivers that can be printed if hard copies are needed for 2-week trials or one-day event participants. Note: these waivers/consents are included in the online registration and must be signed at the time of registration.

- **Adult Waiver (19 and older) – [RELEASE OF LIABILITY, WAIVER OF CLAIMS AND INDEMNITY AGREEMENT](#)**
- **Minor Waiver (under 19 years) – [INFORMED CONSENT AND ASSUMPTION OF RISK AGREEMENT](#)**

M. ONE-DAY/PROMOTIONAL EVENTS

Clubs must register with Judo BC all individuals who participate in any One Day events. Although there are no membership fees for one-day events, Judo BC does require the participant information for reporting and insurance purposes.

One Day/Promotional 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, birthday parties, bring a friend night, one-time visitors, school or mall demonstration. All one-day event participants must complete the Waiver/Participation Agreement (waiver, release, acknowledge or risk, etc...) prior to stepping onto the mats. This information is required for insurance purposes to ensure coverage for the program.

N. TWO-WEEK FREE TRIAL PERIODS

1. Two-week trials are defined as a period no longer than 2 weeks for potential members to determine if they want to join the club. All potential members must complete the Waiver/Participation Agreement (waiver, release, acknowledge or risk, etc...) prior to stepping onto the mats. This information is required for insurance purposes to ensure coverage for the program.
2. Clubs are required to record participants in trials periods. Although there are no membership fees for trial periods, Judo BC does require the participant information for government reporting and insurance purposes. Also, we use this data to track judo promotional activities and membership conversion rates.
3. Short term programs (maximum 2 weeks) offered in schools fit into this category. School programs that are longer than 2 weeks require all participants to become members of Judo BC/Judo Canada. See the Membership Categories section.

O. SAFE SPORT PROGRAM

Judo BC's goal is to assure that all athletes, coaches, officials and volunteers participate in a safe and inclusive training and competitive atmosphere that is free of abuse, harassment and discrimination.

We are committed to creating this safe and inclusive environment that respects the participants personal goals and is free from all forms of Maltreatment. As part of our commitment to Safe Sport our staff and board have completed Commit to Kids training and all coaches, officials and volunteers are required to complete the NCCP Safe Sport Module and agree to the new BC Universal Code of Conduct.

For more information about the Judo BC Safe Sport Program please visit the [Safe Sport](#) page of the website.

Here are some important aspects of the program that may impact registration.

1. NCCP SAFE SPORT TRAINING

Judo BC requires all coaches, instructors, chaperones, and other individuals working with minors or vulnerable individuals to take the free [NCCP Safe Sport Training](#) module developed by the Coaching Association of Canada. It will help anyone involved in sport identify and prevent situations of maltreatment.

Please note there are additional requirements for coaches working with the Provincial Team Program or those coaches wanting to attend national championships and/or national level competitions. Please see the [Team BC & The Provincial Team Program](#) section of the website for more information.

2. CRIMINAL RECORD CHECKS

All coaches, instructors, chaperones, and other volunteers that interact with minors or vulnerable individuals are required by Judo BC to complete a Criminal Record Check (CRC) every 3 years.

Most Judo BC volunteers can complete the check online for free using the following online Government of BC site:

Online Link: <https://justice.gov.bc.ca/criminalrecordcheck>

Access Code: MCWY5GSTV9

The results of the online checks using the above link will be sent directly to Judo BC and confirmation of clearance is inputted into Trackie (CRC expiry date) so that clubs can check to see if their coaches are following this requirement.

It is the Club Head Sensei and/or Head Coach's responsibility to ensure that all the club coaches have an up-to-date CRC on file at the club or with Judo BC, have completed the NCCP Safe Sport module.

Individuals who are not able to complete the CRC online (due to inability of the government system to verify identity, or individual has the same name and/or birthday as someone with a criminal record on file in Canada) can have their CRC done at their local police detachment in the area in which they reside or via Judo Canada's online CRC service provider – [Sterling BackCheck](#). As of August 2020, the fee for this service was \$25.

P. COACH CERTIFICATION - MANDATORY

As per the Judo BC Policies and Procedures all coaches and instructors are required to be NCCP Dojo Instructor certified.

It is the Club Head Sensei and/or Head Coach's responsibility to ensure that all the club coaches meet this minimum level of coach certification. For more information about coach certificate please visit the [Coaches](#) page of the website.

Please have coaches send you a copy of their NCCP certification. Alternatively, you can look up a coach's certification if you have their NCCP number on the [Coaches Association of Canada website](#).

For more information about coach certificate please visit the [Coaches](#) page of the website.

Q. INSURANCE

1. Sport Accident Insurance

Judo BC, through its affiliation with Judo Canada, offers **Sport Accident insurance for registered Judokas**. The detailed policy and forms can be found on the [Judo Canada Website](#).

2. Liability Insurance

Judo BC carries a \$5M **Commercial General Liability (CGL) Policy** through Sport BC Insurance. For more information about this policy please contact general@judobc.ca. To download a copy of the current CGL certificate please click on the link below.

- [2023-2024 Master Annual Certification of Insurance](#) – Sept 30, 2023 to Sept 30, 2024

The 2024-25 certificate will be posted towards the end of September on the Insurance page within the [Club Resource](#) section of the website (password – **jigorokano**)

All members, employees and volunteers of a club are covered by this Liability Policy. Contractors are not covered. All contractors must carry their own liability insurance. Clubs are strongly advised to ask to see a copy of any contractor's insurance. Who is considered an employee vs. contractor? – see the [BC Government website](#)

We strongly advise that all clubs also have **Property Insurance** for the contents of their clubs i.e. judo mats, computers, etc... if own by the club. Contents are not included in the Judo BC Insurance Policies. We recommend clubs contact [Sport BC Insurance](#) for further information about contents insurance.

The Judo BC Insurance Policies also do not cover travel medical expenses. Judo BC purchases travel medical insurance for any trips we arrange where the participants will be outside of Canada. We advise all clubs should do the same for any trip they arrange for outside of Canada, i.e. Rainer Cup in Washington State or the US Open in Florida. [Sport BC Insurance](#) is a convenient place to purchase travel medical insurance.

R. CONCUSSION INFORMATION & MANDATORY CONCUSSION REPORTING

All concussions must be reported [online with Judo BC](#). For concussion resources include the return to judo protocols please visit the [Judo Canada Concussion page](#).

S. JUDO BC SOCIAL MEDIA & E-NEWSLETTERS

To stay up to date on everything that is happening in Judo in BC we encourage all our clubs and their members to follow Judo BC on [Facebook](#) and [Instagram](#)

We also offer a bi-weekly E-Newsletter for individual members and clubs. Members can register to receive the newsletter by:

- i) Providing their email address and consent at registration
- OR
- ii) By registering on the [Judo BC website](#)

Updates specific to clubs are sent via email and the Club Update E-newsletter as required. These club updates are sent to the club registrar, head sensei and head coach. If you have other members of your club management team i.e. President, that would like to receive the club updates, please let us know and we will add them to our mailing list.

T. 2024-25 IMPORTANT DATES & DEADLINES

September 1st – Annual Club Registration deadline

October 23rd – Pre application deadline for Technical Stream Black Belt Grading

December 1st – Judo BC Annual General Meeting via Zoom

December 1st – First invoices for individual members, not paid online, will be sent to the clubs

December 7 & 8 – Technical Stream Black Belt Grading Clinic & Exams

April TBC - Pre application deadline for Technical Stream Black Belt Grading

June TBD - Technical Stream Black Belt Grading Clinic & Exams

June TBD - Pre application deadline for Competitive Stream Black Belt Grading

July 1st – Final invoices for individual members, not paid online, will be sent to the clubs

August TBD - Competitive Stream Black Belt Grading Clinic

For additional dates including Regional, Provincial and National events and competitions please see the [Events Calendar](#) on the Judo BC website and stay tuned to the Judo BC E-newsletter.