

# BRITISH JUDO ASSOCIATION

## BYE-LAWS

(Updated September 2013)

These Bye-Laws were made by the Board of Directors under the authority of and in accordance with Article 56 of the Articles of Association of the British Judo Association. These Bye-Laws apply to all Member Clubs, Licence Holders, Home Country Associations (in respect of Bye-Law 7 below), English Regional Areas, Affiliated Organisations (in respect of Bye-Law 8 below) and Recognised Bodies (where applicable) of the British Judo Association, each of whom shall be bound by and subject to these Bye-Laws and shall be bound by and subject to the prevailing rules and regulations of the British Judo Association from time to time, including the Memorandum and Articles of Association, the Anti-Doping Control Regulations, the Equality Policy, the Complaints and Conduct Procedure (and any all disciplinary rules and regulations), the Child Protection Procedures, the National Squads Player's Agreement and Code of Conduct (where applicable) and such other codes and guidelines (including supplemental documents) as may be issued and/or updated by the British Judo Association from time to time. In addition, all such bodies referred to above shall be bound by and subject to the rules and regulations (as amended and/or updated from time to time) of the World governing body for Judo, the International Judo Federation (IJF), and (where appropriate) the European governing body for Judo, the European Judo Union (EJU).

### **I MEMBER CLUB OF THE BRITISH JUDO ASSOCIATION**

- I.1 Club Membership of the British Judo Association shall be open to any group whose aim is to foster and develop the practice and spirit of Judo in the United Kingdom in accordance with the Memorandum of Association of the British Judo Association.
- I.2 Club Membership of the British Judo Association shall be on an annual basis and shall be subject to annual renewal in accordance with Bye-Law 1.5 below on the first day of January each year.
- I.3 **Category A Club:** A BJA registered Category A Club is a club that has a valid BJA Club License to operate. The following criteria must be met:
  - 1 Constitution in line with the BJA's current club Constitution;
  - 2 Committee structure of a minimum: Chair, Secretary and Treasurer; which are positions that must be held by three different people who must adhere to the BJA's Safeguarding Policy and procedures, Equality Policy and Judo code.
  - 3 Minimum Level 2 Judo Coach

A registered Category A Club is entitled to one vote at the BJA's AGM and EGMs. If there are associated B Clubs, then still one vote entitlement.

**Category B Club:** A BJA registered Category B Club is a club associated to a Category A Club and is not a standalone category.

- I A Category B Club has no BJA voting rights;

- 2 A Category B Club will be charged 50% of Category A Club fees;
- 3 A Category B Club is the same as a Category A Club in all respects including insurance cover apart from 1 and 2 above

I.4 Application by any group for new Club Membership of the British Judo Association and acceptance of such application by the British Judo Association shall be subject to the following:

- (a) Completion of the appropriate application form and receipt of the same by the British Judo Association.
- (b) Payment of the Club Membership fee as notified by the British Judo Association for the time being.
- (c) Nomination of the registered Club venue or venues at which Judo practice takes place under the Club's authority, as authorised by the British Judo Association (in its discretion).
- (d) The Club must be formally constituted and a copy of the Club Constitution must accompany the application form.
- (e) All individual officers of the Club must be Licence Holders of the British Judo Association.
- (f) Nomination of the registered Club Chair and Club Secretary who will be the recognised representatives of the Club or who will be empowered to appoint representatives of the Club. Any such individual representatives must be Licence Holders of the British Judo Association.
- (g) Nomination of the registered Club Coach(es) who must be a Licence Holder of the British Judo Association and must hold a valid, recognised British Judo Association Coaching Award and/or a valid, recognised Judo coaching award from an equivalent body (recognised by the IJF and accepted by the British Judo Association, in its discretion) or who undertake to achieve such award within six (6) months of acceptance of the Club into membership of the British Judo Association.
- (h) Recommendation by the Executive Committee of the appropriate Home Country Association (in the case of prospective Member Clubs in Scotland, Wales or Northern Ireland) or the appropriate English Regional Area (in the case of prospective Member Clubs in England) to the Board of Directors for approval.
- (i) Agreement to abide by the prevailing rules and regulations of the British Judo Association (including these Bye-Laws) and any subsequent amendments of the same.
- (j) Any changes to the above and/or failures to comply with the requirements set out above at paragraphs (a) – (i) of this Bye-Law I.4 by the prospective Member Club during the year following acceptance as a Member Club must be immediately notified, in writing, to the British Judo Association head office.
- (k) A club is considered to be a full member club within the BJA (and Area) upon completion of above but is not eligible to vote in national or area meetings until it is delivering Judo sessions on a regular basis as per Article 24 which states: "The Club receives the right to vote after a period of three months from initial registration to ensure it has sufficient time to be up and running and is delivering judo classes on a regular basis prior to exercising the right to vote".

- 1.5 Application for annual renewal of Club Membership and acceptance of such renewal by the British Judo Association shall be subject (on each separate occasion of renewal) to the following:
- (a) Completion of the appropriate application form and receipt of the same by the British Judo Association.
  - (b) Payment of the Club Membership fee as notified by the British Judo Association for the time being.
  - (c) Nomination of the registered Club venue or venues at which Judo practice takes place under the Club's authority, as authorised by the British Judo Association (in its discretion).
  - (d) The Club must continue to be formally constituted and any changes to the registered Club Constitution must be submitted for approval.
  - (e) All individual officers of the Club must be Licence Holders of the British Judo Association.
  - (f) Nomination of the registered Club Chair and Club Secretary who will be the recognised representatives of the Club or who will be empowered to appoint representatives of the Club. Any such representatives must be License Holders of the British Judo Association.
  - (g) Nomination of the registered Club Coach(es) who must hold a valid, recognised British Judo Association Coaching Award and/or a valid, recognised Judo coaching award from an equivalent body (recognised by the IJF and accepted by the British Judo Association, in its discretion) or at the time of application for renewal or who undertake to achieve such award within six (6) months of acceptance of such renewal by the British Judo Association.
  - (h) Agreement to abide by the prevailing rules and regulations of the British Judo Association (including these Bye-Laws) and any subsequent amendments of the same.
  - (i) Any changes to the above and/or failures to comply with the requirements set out above at paragraphs (a) – (h) of this Bye-Law 1.4 by the Member Club during the membership year must be immediately notified, in writing, to the British Judo Association head office.

## **2 BRITISH JUDO ASSOCIATION LICENCE HOLDER**

- 2.1 Licences issued by the British Judo Association shall be open to any individual person whose aim is to foster and develop the practice and spirit of Judo in accordance with the provisions of the Memorandum of Association of the British Judo Association.
- 2.2 British Judo Association Licences are granted to individual persons for a one (1) year period and are subject to annual renewal with the exception of Life Licences, which are granted to individuals in perpetuity at the discretion of the Board of Directors.
- 2.3 Licences are issued from the British Judo Association head office and comprise a record book with the initial application and an annual Licence certificate confirming membership of the British Judo Association (in a form as determined by the British Judo Association).

- 2.4 Any individual's application to be a new Licence Holder of the British Judo Association and acceptance of any such individual as a new Licence Holder by the British Judo Association shall be subject to the following:
- (a) Completion of the appropriate application form and receipt of the same by the British Judo Association.
  - (b) Payment of the Licence Holder fee (for the appropriate category) as notified by the British Judo Association for the time being.
  - (c) Agreement to abide by the prevailing rules and regulations of the British Judo Association (including these Bye-Laws) and any subsequent amendments of the same.
- 2.5 Application for annual renewal of a Licence by a Licence Holder and acceptance of such renewal by the British Judo Association shall be subject (on each separate occasion of renewal) to the following:
- (a) Completion of the appropriate application form and receipt of the same by the British Judo Association.
  - (b) Payment of the Licence Holder fee (for the appropriate category) as notified by the British Judo Association for the time being.
  - (c) Agreement to abide by the prevailing rules and regulations of the British Judo Association (including these Bye-Laws) and any subsequent amendments of the same.
- 2.6 Any individual refused a Licence (pursuant to an application under Bye-Law 2.4 or Bye-Law 2.5 above) shall be entitled to appeal such refusal under the procedures set out for appeals in the Complaints and Conduct Procedure.
- 2.7 Should the conduct of any Licence Holder in the opinion of the Board of Directors be injurious to the objects and interests of the British Judo Association, the Board of Directors, having in their opinion given a reasonable opportunity to the Licence Holder to furnish an explanation to them either verbally or in writing, subject always to the Complaints and Conduct Procedure, shall be empowered to expel such Licence Holder from the British Judo Association. Any person who has been suspended from being a Licence Holder or otherwise suspended from the Association for any reason shall be prohibited from running for any elected office whatsoever within the Association (including the roles of President, Chair and Director of the Association and any elected position within a Home Country Association, English Regional Area, Member Club or any other recognised body) for a period of four (4) years, such period to commence on the expiry of that person's suspension from the Association.
- 2.8 The categories of Licence Holder and the eligibility of individuals for each category of Licence shall be as follows:
- (a) **British Judo Association Kano Club Licence:** Open to anyone over the age of five (5) years and under the age of eight (8) years.
  - (b) **Schools Licence:** Valid for a period of 4 months and specifically designed for individual schoolchildren to encourage the first step into the sport and then the transition to a club – and full junior membership.
  - (c) **Junior Licence:** Open to anyone over the age of five (5) years and under the

age of sixteen (16) years.

- (d) **Senior Licence:** Open to anyone over the age of fourteen (14) years.
- (e) **Recreational:** Open to anyone who does not compete in Judo without limit of age.
- (f) **Honorary Life:** Open to anyone without limit of age as conferred by the Board of Directors.

### Notes

A Kano Club Licence Holder may, on reaching the age of eight (8) years, upgrade their Licence from Kano Club to Junior on application to the British Judo Association and on payment of the appropriate fee. A record book and new Licence certificate will be issued for the remainder of the year for which the Kano Club Licence applied.

A Junior Licence Holder may upgrade their Licence from Junior to Senior on application to the British Judo Association and on payment of the appropriate fee. A new Licence certificate will be issued for the remainder of the year for which the Junior Licence applied. A Junior Licence Holder must upgrade their Licence from Junior to Senior on reaching the age of sixteen (16) years if he/she wishes to continue to hold a Licence.

A Junior Licence Holder may hold a Junior and a Senior Licence at the same time by making separate applications and payment of the appropriate fees provided that: (i) no Licence Holder or any other person may enter an examination under Senior Promotion Syllabus until they have reached fourteen (14) years of age; and (ii) should such a person who has entered a Senior Promotion Syllabus examination be successful in such examination and be awarded a Senior Grade they must immediately relinquish their Junior Grade and may not revert to it.

## **3 BOARD OF DIRECTORS**

- 3.1 The Board of Directors shall be elected in accordance with the Memorandum and Articles of Association of the British Judo Association to manage the business of the British Judo Association.

## **4 STRATEGIC PANELS AND COMMISSIONS**

- 4.1 The Board of Directors in accordance with Articles 29(b)(8) and 42 of the Articles of Association may appoint Strategic Panels and Commissions as they consider appropriate to implement the policies of the British Judo Association throughout the United Kingdom. In addition, the Board of Directors may appoint ad hoc or short-term committees which shall be dissolved on completion of their specific task.
- 4.2 The Board of Directors shall appoint the Chairman of each Strategic Panel and ratify the membership of each Panel. The Board of Directors may nominate one Director to be the Board of Directors' representative in respect of each Strategic

Panel (save in circumstances where the Board of Directors has already appointed a Director to be a member of such Strategic Panel). Such representative may attend Strategic Panel meetings and act as a liaison between the Board of Directors and the Strategic Panel, but shall not be entitled to vote at Strategic Panel meetings or exercise any other powers of Strategic Panel members. The Board of Directors may also appoint any other officer of each Strategic Panel (Article 42). The chair of each Strategic Panel (but not such representative of the Board of Directors) shall be considered as a member of such Strategic Panel for the purpose of attaining a quorum pursuant to Bye-Law 4.4 below.

- 4.3 The Board of Directors shall appoint the members of each Commission from within the general membership of the British Judo Association and shall nominate one such member of each Commission to be chair of that Commission. The Board of Directors may nominate one Director to be the Board of Directors' representative in respect of each Commission (save in circumstances where the Board of Directors has already appointed a Director to be a member of such Commission). Such representative may attend Commission meetings and act as a liaison between the Board of Directors and the Commission, but shall not be entitled to vote at Commission meetings or exercise any other powers of Commission members. The Board of Directors may also appoint any other officer of each Commission (Article 42). The chair of each Commission (but not such representative of the Board of Directors) shall be considered as a member of such Commission for the purpose of attaining a quorum pursuant to Bye-Law 4.4 below.
- 4.4 Each Commission shall normally have not more than six (6) members (including the Chair). However, the Board of Directors reserves the right to appoint more or less than six (6) members to any particular Commission. The quorum for all Commission meetings shall be two-thirds of the total members of such Commission.
- 4.5 Each Commission shall work to a budget provided by the British Judo Association and shall prepare proper minutes of each official meeting of the Commission and shall ensure that a copy of such minutes are provided to the British Judo Association's Head Office as soon as practicable.
- 4.6 British Judo Association Strategic Panels and Commissions as at 19 August 2013:

Performance Pathway Strategic Panel

- Elite Coaching Commission
- Athlete Forum Commission

Technical Standards Strategic Panel

- Coaching/National Source Group Commission
- Promotions and Gradings Commission
- Kata Commission
- Technical Officials Commission
- Referees Commission
- Competitions and Events Commission

Enhancing Delivery Strategic Panel

- Masters Commission

- Education Commission (*to include Schools, HE and FE*)
- Inclusion
- English Areas
- Personal Awareness/Self Defence
- Volunteer Development

#### Organisation and Culture Strategic Panel

- Audi, Risk and Governance Commission
- Stakeholder Management and International Influence Commission
- Rewards and Recognition Commission

#### Commercial and Funding Strategic Panel

- Commercial Community Programmes
- British Judo Trust

4.7 The terms of reference and responsibilities of each current Commission are as follows:

#### 4.7.1 Performance Pathway Strategic Panel

##### **Main Aims**

- To create a performance system which identifies talent at an early age and adds significant value throughout the pathway to develop this talent and instils winning culture (players, coaches and support personnel) to ensure we can consistently compete and win medals at world level
- PMG aims to provide internal strategic governance and accountability into main BJA board for Performance.
- The PMG aims to provide a fast, effective mechanism for performance strategy sign off, to ensure strategic decisions can be made quickly as required by the performance environment, utilising the PMG performance expertise. All PMG recommendations for Policy decisions will be referred to BJA board for ratification.

##### **Guide for Operation of PMG**

- Meetings to be held quarterly, or more frequently as required.
- Others to be invited to attend PMG meeting when appropriate (eg athlete representative, Performance Pathway Manager, other staff members)
- Reporting: Initially monthly, then quarterly to BJA board, by PMG chair or Performance Director
- Review of PMG: Every 12 months to include review of terms of reference, membership, scope of activity, manner to which it operates, quality of value add to Performance programme.

##### **Key responsibilities**

- 1 Be the key performance strategy and policy making group that recommends policy for the Board to sign off.
- 2 Define and finalise elite Judos competition and selection policies
- 3 Sign off of the annual delivery plan and annual budget forecast

- 4 Accountable to the Board for the implementation of the performance strategy but should hold senior staff accountable for the delivery of this.
- 5 Define the scope and detail for the performance strategy and associated action Plan
- 6 Ensure the creation and maintenance of a strong talent pathway involving all Home Countries
- 7 Assist in the recruitment of the Performance Director
- 8 Ensuring compliance with BJA policies and procedures
- 9 To provide an environment for support and challenge for key performance staff
- 10 Review performance of the programme against agreed KPIs and results.

#### 4.7.1.1 Elite Coaching Commission

**Main Aim:** To develop and implement a sustainable Elite Coaching Strategy and Pathway in Great Britain and utilise our elite coaches to maximise sustainable medal winning performance at all levels within the Performance Pathway.

##### Terms of Reference

- 1 Be the lead elite coaching strategy, advisory and policy making group that recommends policy for the Board to sign off.
- 2 Oversee the effective utilisation of elite coaching expertise by the BJA Performance Team in the development of elite players within the performance pathway, maximising sustainable medal winning performances.
- 3 Ensure a world-leading elite coach education, development programme and pathway for all elite and performance coaches is created and delivered.
- 4 Oversee the development of a sustainable, unified, evidence-based, technical and tactical framework defining the elite coaching performance pathway.
- 5 To approve all elite coach education and development reference materials.
- 6 To ensure that advances in elite coaching are communicated to all BJA Coaches and the membership.
- 7 To monitor and evaluate the performance of all Elite Coaches within the performance system.
- 8 To maintain a Code of Conduct for all Coaches and address breaches of the code by registered coaches.
- 9 Report to the Performance Management Group.

#### 4.7.1.2 Athlete Forum Commission

**Main Aim:** To help ensure performance behaviours and values are shared and upheld by all athletes within the performance pathway and to act as a united athlete voice to provide feedback to the PMG in all athlete related policies and procedures.

##### Terms of Reference

- 1 Act as a consultative group to offer advice on the strategy and policy for all elite player matters and make policy/ procedure recommendations to the PMG to sign off.
- 2 Act as a consultative group to offer advice, counsel, opinion, recommendations and notification to athletes, coaches, executive staff and board members on matters and issues of relevance to elite athletes.
- 3 Present the athletes points of view to the Executive staff, PMG and BJA Board of Directors at quarterly meetings.



- 4 Promote high standards of sportsmanship and ethical performance when competing and participating at all levels.
- 5 Review: Update and communicate the athletes code of conduct, disciplinary procedures and sanctions to all players within the Performance Pathway.

#### 4.7.2 Technical Standards Strategic Panel

**Main Aim:** To raise technical standards of participants through the provision of quality technical programmes, appropriate grading schemes, and structured competitive opportunities delivered by a technically competent, highly trained workforce.

##### Key Responsibilities

- 1 Be the key strategic group for the raising of technical standards across judo and make recommendations to the Board to sign off.
- 2 Responsible for implementation of the technical strategy and for holding the Executive Lead accountable for the delivery of outcomes.
- 3 To receive recommendations from Technical Commissions for approval and ratification in accordance with agreed objectives.

#### 4.7.2.1 Coaching/National Source Group Commission

**Main Aim:** To assist in the development and implementation of the coach education and coaching related programmes and initiatives outlined in the BJA Strategic Plan 2012-2020 and detailed in related Delivery Plans.

##### Terms of Reference

- 1 To carry out the policies of the British Judo Association and to maintain and promote membership of the British Judo Association throughout the United Kingdom.
- 2 To assist in the development and implementation of British Judo Association Coach Education Programmes and Initiatives.
- 3 To make recommendations to the Technical Standards Strategic Panel on policy and matters related to coaching.
- 4 To report to the Technical Standards Strategic Panel.
- 5 To assist in the recruitment, training and retention of coaches and volunteers in line with BJA policies and strategic direction.
- 6 To consider and recommend to the Technical Panel for endorsement, the appointment of voluntary coaching related positions of each of the BJA National Associations and each of the English Regional Areas following recommendations from such National Associations and English Regional Areas.
- 7 To contribute to the development and promotion of the British Judo Association Technical Programmes.
- 8 To be mindful of health and safety issues regarding the assessments for promotions.
- 9 To act as the National Source Group for the development and implementation the UKCC Coaching Framework in the United Kingdom.

#### 4.7.2.2 Promotions and Gradings Commission

**Main Aim:** To assist in the development and implementation of the promotions

and grading programmes and related initiatives outlined in the BJA Strategic Plan 2012-2020 and detailed in related Delivery Plans.

### **Terms of Reference**

- 1 To carry out the policies of the British Judo Association and to maintain and promote membership of the British Judo Association throughout the United Kingdom.
- 2 To assist in the development and implementation of British Judo Association promotions and grading programmes and initiatives.
- 3 To make recommendations to the Technical Standards Strategic Panel on policy and matters related to promotions and gradings.
- 4 To review grading schemes at regular intervals and make recommendations on modifications required.
- 5 To report to the Technical Standards Strategic Panel.
- 6 To assist in the recruitment, training and retention of examiners and volunteers in line with BJA policies and strategic direction.
- 7 To review and refine the processes for assessing technical and contest ability in order to award promotions and grades fairly and credibly.
- 8 To ensure that accurate records are kept of all promotions and grades.
- 9 To consult with and inform Examiners and Directors of Examiners regarding changes to the promotions and gradings structures of the British Judo Association.
- 10 To provide inclusive opportunities for all to gain promotion as specified by the British Judo Association equity plan.
- 11 To be mindful of health and safety issues regarding the assessments for promotions.
- 12 To consider and recommend to the Technical Panel for endorsement, the appointment of voluntary promotions and grading related positions of each of the BJA National Associations and each of the English Regional Areas following recommendations from such National Associations and English Regional Areas.
- 13 To contribute to the development and promotion of the British Judo Association Technical Programmes.

#### **4.7.2.3 Kata Commission**

**Main Aim:** To assist in the development and implementation of the Kata programmes and initiatives outlined in the BJA Strategic Plan 2012-2020 and detailed in related Delivery Plans.

### **Terms of Reference:**

- 1 To carry out the policies of the British Judo Association and to maintain and promote membership of the British Judo Association throughout the United Kingdom.
- 2 To assist in the development and implementation of British Judo Association Kata Programmes and Initiatives and to promote, review and update all aspects of good practice in Kata.
- 3 To make recommendations to the Technical Standards Strategic Panel on policy and matters related to Kata.
- 4 To report to the Technical Standards Strategic Panel.
- 5 To assist in the recruitment, training and retention of kata personnel and volunteers in line with BJA policies and strategic direction.

- 6 To provide examinations in five Kodokan Kata.
- 7 To make recommendations to the Technical Panel on the selection of participants/teams and officials for National/International events as detailed in the BJA Selection Policy for Kata.
- 8 To facilitate training of IJF, EJU and BJA National Kata Judges, Senior Kata Examiners and Kata Examiners, monitor and review their activities.
- 9 To consider and recommend to the Technical Panel for endorsement the appointment of BJA Kata Judges, Senior Kata Examiners and Kata Examiners.
- 10 To provide Kata Courses, Seminars and Revalidation Events and to organise, provide and run National Kata Championships.
- 11 To consider and recommend to the Technical Panel for endorsement, the appointment of voluntary Kata related positions of each of the BJA National Associations and each of the English Regional Areas following recommendations from such National Associations and English Regional Areas.
- 12 To contribute to the development and promotion of the British Judo Association Technical Programmes.

#### 4.7.2.4 Technical Officials Commission

**Main Aim:** To assist in the development and implementation of Technical Officials education and related programmes and initiatives outlined in the BJA Strategic Plan 2012-2020 and detailed in related Delivery Plans.

##### **Terms of Reference**

- 1 To carry out the policies of the British Judo Association and to maintain and promote membership of the British Judo Association throughout the United Kingdom.
- 2 To assist in the development and implementation of British Judo Association Technical Officials Programmes and Initiatives.
- 3 To make recommendations to the Technical Standards Strategic Panel on policy and matters related to Technical Officials.
- 4 To report to the Technical Standards Strategic Panel.
- 5 To assist in the recruitment, training and retention Technical Officials in line with BJA policies and strategic direction and to monitor and review their activities.
- 6 To supervise and provide support for technical officials at all British Judo Association national events.
- 7 To make recommendations to the Technical Panel on the selection of Technical Officials for National/International events as detailed in the BJA Selection Policy for Technical Officials.
- 8 To maintain and promote membership of the British Judo Association throughout the United Kingdom.
- 9 To consider and recommend to the Technical Panel for endorsement, the appointment of voluntary Technical Official related positions of each of the BJA National Associations and each of the English Regional Areas following recommendations from such National Associations and English Regional Areas.
- 10 To contribute to the development and promotion of the British Judo Association Technical Programmes.

#### 4.7.2.5 Referees Commission

**Main Aim:** To assist in the development and implementation of Referee's education and related programmes and initiatives outlined in the BJA Strategic Plan 2012-2020 and detailed in related Delivery Plans.

**Terms of Reference:**

- 1 To carry out the policies of the British Judo Association and to maintain and promote membership of the British Judo Association throughout the United Kingdom.
- 2 To assist in the development and implementation of British Judo Association Referee Programmes and Initiatives.
- 3 To make recommendations to the Technical Standards Strategic Panel on policy and matters related to Referees.
- 4 To assist in the recruitment, training and retention Referees in line with BJA policies and strategic direction and to monitor and review their activities.
- 5 To make recommendations to the Technical Panel on the selection of Referees for National/International events as detailed in the BJA Selection Policy for Referees.
- 6 To provide training, support and opportunities for referees to advance to the EJU and IJF levels.
- 7 To supervise and provide support for Referees at all British Judo Association national events.
- 8 To maintain current knowledge of contest rules of the International Judo Federation (IJF) and current IJF and European Judo Union (EJU) interpretation of the same.
- 9 To ensure that refereeing and technical rules and interpretations are disseminated in a timely and comprehensive manner to relevant individuals and groups.
- 10 To maintain and promote membership of the British Judo Association throughout the United Kingdom.
- 11 To consider and recommend to the Technical Panel for endorsement, the appointment of voluntary Referee related positions of each of the BJA National Associations and each of the English Regional Areas following recommendations from such National Associations and English Regional Areas.
- 12 To contribute to the development and promotion of the British Judo Association Technical Programmes.

#### 4.7.2.6 Competition and Events Commission

**Main Aim:** To assist in the development and implementation of Competition and Events Programme and related programmes and initiatives outlined in the BJA Strategic Plan 2012-2020 and detailed in related Delivery Plans.

**Terms of Reference:**

- 1 To carry out the policies of the British Judo Association and to maintain and promote membership of the British Judo Association throughout the United Kingdom.
- 2 To assist in the development and implementation of British Judo Association Competition and Events Programmes and Initiatives.

- 3 To make recommendations to the Technical Standards Strategic Panel on policy and matters related to Competition and Events.
- 4 To report to the Technical Standards Strategic Panel.
- 5 To review and refine best practice in the running of competitions and events, with particular regard to the need to provide an enjoyable and satisfying experience for participants and spectators and also to provide events which develop players' skills and experience
- 6 To investigate where complaints (via Complaints and Conduct Commission) or information are received suggesting that an event or events were not run to acceptable standards, and where appropriate to advise relevant persons or bodies of actions to be taken to improve or prevent future problems, and to liaise with Complaints and Conduct as appropriate in such matters
- 7 To consult with and inform tournament directors and organisers of events regarding changes to the competitions structure of the British Judo Association and to maintain and develop a Tournament Handbook as a guide to the structure and also to best practice
- 8 To provide inclusive opportunities for all members to gain access to suitable competitions and events as specified by the British Judo Association equity plan
- 9 To maintain and promote membership of the British Judo Association throughout the United Kingdom.
- 10 To consider and recommend to the Technical Panel for endorsement the appointment of voluntary Competition/Events related positions of each of the BJA National Associations and each of the English Regional Areas following recommendations from such National Associations and English Regional Areas.
- 11 To contribute to the development and promotion of the British Judo Association Technical Programmes.

#### 4.7.3 Enhancing Delivery Strategic Panel

##### **Main Aims**

- To attract, retain and support participants through the provision of a quality judo experience and a wide range of offers in all of our delivery environments
- To look at widening the range of opportunities within the judo market to increase participation.

##### **Key Responsibilities**

- Be the key group for increasing participation across the judo family and enhancing the experience of judo participants and make recommendations to the Board for sign off.
- Responsible for the implementation of the Participation strategy and hold the senior executive accountable for the delivery of the outcomes

##### 4.7.3.1 Masters Commission

**Main Aim:** To support the development and provision of Masters Judo across the Association

##### **Terms of Reference:**

- I To maintain and promote membership of the British Judo Association throughout the UK

- 2 To report to the Board of Directors through the Enhancing Delivery Strategic Panel
- 3 To carry out the policies of the British Judo Association
- 4 To make recommendations to the through the Enhancing Delivery Strategic Panel to the Board of Directors on policy matters related to Masters' Judo
- 5 To organize Masters' Judo squads as approved through the Enhancing Delivery Strategic Panel by the Board
- 6 To organize Masters' Judo events as approved through the Enhancing Delivery Strategic Panel by the Board

#### 4.7.3.2 Education Commission *(including Schools, FE and HE)*

**Main Aim:** To support and provide guidance on the development of the sport and inclusion of in the education sector from Primary through to Higher and Further Education

**Terms of Reference:**

- 1 To maintain and promote membership of the British Judo Association throughout UK schools
- 2 To report to the Enhancing Delivery Panel
- 3 To carry out the policies of the British Judo Association
- 4 To make recommendations to the Enhancing Strategic Panel and subsequently to BJA Board on policy matters relating to schools Judo
- 5 To develop strategic initiatives and programmes to develop schools, Further Education and Higher Education Judo
- 6 To work with other Commissions on the development of education and competition specific for education sector

#### 4.7.3.3 Inclusion Commission

**Main Aim:** To support and guide on the development of the sport across all aspects of inclusion and diversity and support the implementation of British Judo's Equality Policy

**Terms of Reference**

- 1 To maintain and promote membership of the British Judo Association throughout the UK
- 2 To report through the Enhancing Delivery Strategic Panel to the Board of Directors
- 3 To carry out the policies of the British Judo Association
- 4 To make recommendations to the through the Enhancing Delivery Strategic Panel to the Board of Directors on policy matters related to Inclusion
- 5 To consider the interests of disabled athletes in Judo
- 6 To co-ordinate activities for the disabled in Judo in the UK
- 7 To promote coach education
- 8 To promote refereeing education with regard to disabled athletes and disabled referees
- 9 To co-ordinate officials in the expertise of disabled participation in Judo
- 10 To represent the interests of disabled athletes in Judo to appropriate bodies such as the Sports Council and the Commonwealth Games Commission

- 11 To draw up a Strategy Plan for the furtherance of Judo for the disabled within the British Judo Association

#### 4.7.3.4 English Areas Commission

**Main Aim:** To assist with the development of the sport across England in all aspects including coaching, officiating, volunteers, player development, club support development and competition.

**Terms of Reference:**

- 1 To maintain and promote membership of the British Judo Association throughout England
- 2 To report through the Enhancing Delivery Strategic Panel to the Board of Directors
- 3 To carry out the policies of the British Judo Association
- 4 To make recommendations through the Enhancing Delivery Strategic Panel to the Board of Directors on policy matters relating to English Judo
- 5 To provide a representative on the Commonwealth Games Council for England
- 6 To provide a representative on the Commonwealth Judo Association
- 7 To appoint officials and coaches (including team selectors) and be responsible for the organisation to represent Team England at Commonwealth Games and/or Commonwealth tournaments
- 8 To establish and operate a communication policy for the English Regional Areas and Member Clubs of the English Regional Areas
- 9 To make recommendations through the Enhancing Delivery Strategic Panel to the Board of Directors from the English Regional Areas or Member Clubs of the English Regional Areas on all matters pertaining to English Judo
- 10 To recommend through the Enhancing Delivery Strategic Panel to the Board of Directors, selection criteria for English teams and officials and actual team members

#### 4.7.3.5 Personal Awareness/Self Defence Commission

**Main Aims:** To promote and assist with the development of the Judo for self defence and personal awareness within the UK.

**Terms of Reference**

- 1 To report through the Enhancing Delivery Strategic Panel to the Board of Directors of the BJA as required
- 2 To support the core activities of British Judo so far as they relate to self defence eg, goshin jutsu and kime-no-kata
- 3 To ensure that the activity of the Commission is developed throughout the UK and is appropriate to Home Country regulations and statutes
- 4 Organise the structure and technical content of all Commission programmes
- 5 Encourage the growth of BJA membership, when applicable, amongst those participating in programmes agreed and implemented by the Commission
- 6 Protect and project a positive image of the BJA generally throughout all of the Commission's programmes
- 7 Publicise the activity of Commission throughout the UK and with the particular use of the Matside magazine and the on-line BJA Newsletter
- 8 Develop programmes that will be BJA Accredited

- 9 Arrange coach development and coaching courses in order to develop the activity of Commission throughout the entire UK
- 10 Act as an awarding body to qualify coaches at all relevant levels as appropriate to Commission business
- 11 Authorise to set levels of fees applicable to all aspects of the Commission's programmes and any Commission activities
- 12 Determine the overall range and nature of activities that the BJA will engage within the Commission's programmes
- 13 Control the quality of coaches accredited to deliver the Commission's programmes for both BJA and non-BJA members
- 14 Ensure inclusivity of access along with fairness and equality of treatment in all programmes and for all participants
- 15 Maintain links to all relevant bodies both internal and external to the BJA

#### 4.7.3.6 Volunteer Development Commission

The Volunteer Development Commission will be comprised of one lead executive from the BJA, plus two persons nominated by the Technical Officials' Commission for table officials and two nominated by the Referees' Commission for referees and one suitable person for first aid. All those nominated should have either educational qualifications or a track record of developing officials or a very positive attitude towards developing volunteers.

**Main Aims:** To provide pathways for volunteers to become competent and qualified in the fields of competition table officials and competition organisers, referees and first aiders, both for the benefit of those volunteers and also to provide officials to run events to the highest standards.

#### Terms of Reference

- 1 To maintain and promote membership of the BJA
- 2 To report through the Enhancing Delivery Strategic Panel to the Board of Directors
- 3 To carry out the policies of the British Judo Association
- 4 To make recommendations through the Enhancing Delivery Strategic Panel to the Board of Directors on policy matters related to the qualification and development of officials
- 5 To review and refine best practice in the training and qualification of officials, both in terms of the organisation and delivery of courses and also where appropriate "on the job" training and developing
- 6 To develop and from time to time revise training materials, syllabi, assessment procedures and examination papers for table officials and referees in conjunction with and under the supervision of the relevant bodies, the National Competitions Commission and the National Refereeing Commission
- 7 To support where possible the qualifying of judo volunteers in first aid via external nationally recognised courses and to develop a national register of such volunteers to facilitate opportunities for them to officiate at suitable events of the British Judo Association
- 8 To provide inclusive opportunities for all Licence Holders to gain access to pathways for volunteers as specified by the British Judo Association equity plan



#### 4.7.4 Organisation and Culture Strategic Panel

**Main Aim:** To ensure that the BJA is at the forefront of finance governance and international influence and that British Judo is recognised at a leader in the sport internationally as well as one of the leading sports within the UK and being financially stable and less reliant on UKS and SE funding.

##### 4.7.4.1 Audit, Risk and Governance Commission

**Main Aim:** The British Judo Association has established a Risk and Finance Commission as a sub-committee of the Board to support it in carrying out its responsibilities with regard to achieving the Association's overall financial objective of maximising the available resources to provide the highest standards of service to its members and external stakeholders whilst maintaining financial viability and ensuring accountability and transparency.

##### Terms of Reference

To support the Board in carrying out its responsibilities with regard to achieving the Association's overall financial objective of maximising the available resources to provide the highest standards of service to its members and external stakeholders whilst maintaining financial viability and ensuring accountability and transparency. The Commission shall advise the Board regarding:

- 1 Annual report and accounts:
- 2 Management and other financial information:
- 3 Financial, risk and governance policies; processes and controls
- 4 Membership
- 5 Reporting

##### 4.7.4.2 Stakeholder Management and International Representation Commission

##### Main Aims

- To ensure that the BJA is at the forefront of judo on the international stage utilising various opportunities to ensure that the BJA benefits and influences the sport at all levels.
- To ensure that the key domestic stakeholders are engaged and communicated with to establish key relationships for the benefit for the sport.

##### Terms of Reference

- 1 Manage the IR strategy and relationship with UKS/EJU /IJF/CGC
- 2 Proposing (and possibly approving) nominations to IF positions
- 3 Developing international policy positions for the NGB
- 4 Communicating with the NGB's wider network of international representatives
- 5 Receiving reports and analysing information from the wider network of international representatives
- 6 Make recommendations to the Board on any policy decisions of key international appointments
- 7 Ensure that constant communications with the key domestic state holders are in place and functioning well

##### 4.7.4.3 Rewards and Recognition Commission

**Main Aim:** To develop and implement a procedure to reward and recognise the efforts and work undertaken on behalf of the Association by volunteers, officials, referees, coaches, players and the wider Judo community.

**Terms of Reference:** To ensure that volunteers, officials, referees, coaches, players and the wider Judo community are recognised for their contributions to Judo and on behalf of the Association in the form of:

- British Judo Association Annual Awards Celebration
- Honorary Life Membership
- Certificate of Recognition
- Player Bonus Payments
- National Honorary Awards

#### 4.7.5 Commercial and Funding Strategic Panel

**Main Aim:** To oversee and develop commercial or sponsorship opportunities to benefit Judo and reduce the dependency on Governmental funding.

##### **Terms of Reference**

- 1 To oversee the implementation of the Community Commercial ensuring appropriate value for money.
- 2 To support and develop sponsorship and fundraising opportunities for British Judo
- 3 Manage the implementation and operation of the British Judo Trust to ensure appropriate fund raising for the sport.

##### 4.7.5.1 Commercial Community Programmes Commission

**Main Aim:** To oversee the implementation of the Commercial Community Programme to generate the appropriate income for the sport.

##### **Terms of Reference**

- 1 To solicit and manage appropriate bids to run the community programme Pilot
- 2 To monitor and manage the pilot programme to ensure value for money.
- 3 To manage the roll out of the programme world wide .
- 4 To make commendations to the Board on any change in policy or decision to be made

##### 4.7.5.2 British Judo Trust Commission

**Main Aim:** To generate additional income that can directly support and enhance the development of the sport of Judo within the UK. Money raised by the Trust will be new resources which will complement and expand the existing development work carried out by the British Judo Association

##### **Terms of Reference**

- 1 To generate additional income to benefit widening participation
- 2 To generate additional income to benefit developing people

- 3 To generate additional income to benefit facility development

#### 4.7.6 **Conduct and Complaints Commission**

##### **Main Aims/Terms of Reference**

- 1 To investigate written complaints made against members of the Association in accordance with relevant policies and procedures.
- 2 When appropriate the Chair, Investigator or the Panel will attempt mediation between relevant parties.
- 3 In cases that are not appropriate for mediation, the Chair will allocate the matter to a member of the Panel to investigate.
- 4 At the conclusion of the Investigation, the Investigator will submit a report to the full Panel who will adjudicate based upon a 'balance of probabilities' burden of proof.
- 5 When matters are found to be proven, the panel will impose appropriate sanctions.

### **5 STANDING ORDERS FOR COMMISSION MEETINGS**

- 5.1 No business shall be transacted at any meeting of any Commission other than as specified in the agenda relating to such meeting, except where the Chair of such meeting considers the matter to be urgent.
- 5.2 The order of business for meetings of the Commissions shall be as follows:
  - (a) Minutes of the last Commission meeting which having previously been circulated shall be taken as read (subject to corrections).
  - (b) Matters arising from those minutes.
  - (c) Urgent business.
  - (d) Resolutions and other items as set out on the agenda provided that the members of the Commission may by a resolution vary the order so as to give precedence to matters of urgency.
  - (e) Reports.
- 5.3 No resolutions which appear on the agenda of a Commission meeting shall be preceded with at that meeting in the absence of the member in whose name it stands, unless that member has requested some other member to take up the issue. The resolution, if not so taken up, shall be considered withdrawn and shall not be moved without fresh notice.
- 5.4 On any question of procedure or interpretation of standing orders at a Commission meeting, the ruling of the chair of such meeting shall be final.
- 5.5 Any member of a Commission meeting is guilty of a breach of these standing orders if, at any Commission meeting, such member:
  - (a) Uses objectionable words and refuses to withdraw them or offer a satisfactory apology.
  - (b) Uses offensive words in respect of another member of the Commission meeting.
  - (c) Willfully disturbs the orderly conduct of business at the Commission meeting.
  - (d) Disobeys a lawful order from the chair of the Commission meeting.

- 5.6 Any member of a Commission who commits a breach of order at any Commission meeting may be ordered by the chair of such Commission to leave the meeting and may subsequently be suspended or dismissed from the Commission by the Board of Directors.

## **6 ENGLISH REGIONAL AREAS**

- 6.1 The recognised English Regional Areas (each of which is a geographical grouping of Member Clubs within England and performs the role of a regional organisational body of the British Judo Association) are as follows:
- (a) Eastern
  - (b) London
  - (c) Midlands
  - (d) Northern
  - (e) Northern Home Counties
  - (f) Northwest
  - (g) Southern
  - (h) Western
  - (i) Yorkshire and Humberside
- 6.2 The English Regional Areas shall each adopt a constitution which shall be based on the model constitution for English Regional Areas. Such model constitution shall be issued and reviewed from time to time by the British Judo Association. The constitution of each English Regional Area shall embody the principles of:
- (a) Transparent financial accounting;
  - (b) A democratic system with clear roles and responsibilities and accountability;
  - (c) A fair and open disciplinary system for dealing with internal disciplinary matters.
- 6.3 Each English Regional Area shall issue rules and operate on the basis of a constitution appropriate to its status which:
- (a) May contain mandatory provisions (issued by the British Judo Association) in respect of any parts of the governance and administration of such English Regional Area; and
  - (b) May contain recommended provisions (issued by the British Judo Association) in respect of the other parts of the governance and administration of, and any other matter appertaining to, such English Regional Area.
- 6.4 If any dispute arises between the provisions of the British Judo Association rules and regulations (including the Memorandum and Articles of Association, the Bye-Laws, and any analogous documents) and the rules and regulations (including the constitution and any analogous documents) of any English Regional Area, the provisions of the former shall prevail. In any such cases, the British Judo Association may direct the relevant English Regional Area to amend their constitution or

analogous documents accordingly.

- 6.5 Each English Regional Area shall prepare properly audited accounts during each year and shall ensure that a copy of such accounts is provided to the British Judo Association's Head Office as soon as practicable.

## **7 HOME COUNTRY ASSOCIATIONS**

- 7.1 The recognised Home Country Associations of the British Judo Association are as follows:

- (a) JudoScotland
- (b) Welsh Judo Association
- (c) Northern Ireland Judo Federation.

- 7.2 If any dispute arises between the provisions of the British Judo Association rules and regulations (including the Memorandum and Articles of Association, the Bye-laws, and any analogous documents) and the rules and regulations (including the Memorandum and Articles of Association, the Bye-laws, and any analogous documents) of any Home Country Association, the provisions of the former shall prevail. In any such cases, the British Judo Association may direct the relevant Home Country Association to amend their Memorandum and Articles of Association, Bye-laws or analogous documents accordingly.

## **8 AFFILIATED ORGANISATIONS**

- 8.1 The officially recognised Affiliated Organisations of the British Judo Association are as follows:

- (a) British Judo Council (BJC)
- (b) Amateur Judo Association (AJA).

The terms of affiliation of such Affiliated Organisations are available on request from the British Judo Association.

- 8.2 If any dispute arises between the provisions of the British Judo Association rules and regulations (including the Memorandum and Articles of Association, the Bye-laws, and any analogous documents) and the rules and regulations (including the Memorandum and Articles of Association, the Bye-laws, and any analogous documents) of any recognised Affiliated Organisation, the provisions of the former shall prevail. In any such cases, the British Judo Association may direct the relevant Affiliated Organisation to amend their Memorandum and Articles of Association, Bye-laws or analogous documents accordingly.

## **9 RECOGNISED BODIES**

- 9.1 The Board of Directors of the British Judo Association shall have the authority to officially recognise legitimate representative special interest groups (being groups consisting of Member Clubs and/or Licence Holders from within the membership of

the British Judo Association which practice Judo in the United Kingdom) and such groups shall be “recognised bodies” of the British Judo Association.

- 9.2 If any dispute arises between the provisions of the British Judo Association rules and regulations (including the Memorandum and Articles of Association, the Bye-laws, and any analogous documents) and the rules and regulations (including the Memorandum and Articles of Association, the Bye-laws, and any analogous documents) of any recognised body, the provisions of the former shall prevail. In any such cases, the British Judo Association may direct the relevant recognised body to amend their Memorandum and Articles of Association, Bye-laws or analogous documents accordingly

## **10 COUNCIL**

- 10.1 The main purpose of the Council (appointed in accordance with Article 48 of the Articles of Association) shall be to act as a consultative group available to give grass-roots opinions relating to the strategies (either existing or planned) of the British Judo Association. The Council will not have a role in the day to day running of the business of the British Judo Association. However, the Board of Directors shall be entitled to require the members of the Council to perform other roles for such other purposes as the Board of Directors direct, including any Council member acting as a member of a panel to hear appeals under the Complaints and Conduct Procedure.
- 10.2 The President, or the person acting on his behalf, shall present the Council's views of the report of the Board of Directors to the AGM.
- 10.3 The Council shall have the right to challenge the nomination of any individual to any post within the British Judo Association on the grounds of the nominee being, in their opinion, unsuitable for the post. This challenge would be directed to the nominating body and not constitute a right of veto in terms of nominations.
- 10.4 The Council shall have the right to nominate individuals for "honour" or "merit" awards to the Board of Directors.

## **11 DOPING CONTROL**

- 11.1 The British Judo Association positively supports anti-doping measures, including drug testing and complies with the doping control policies of UK Sport, the IJF and the World Anti-Doping Agency (WADA). The current version of the British Judo Association Anti-Doping Control Regulations shall be published on the British Judo Association website at [www.britishjudo.org.uk/](http://www.britishjudo.org.uk/)

## **12 BRITISH JUDO ASSOCIATION COMPETITIONS, TOURNAMENTS AND MATCHES**

- 12.1 All competitions, tournaments and matches shall be licensed by the British Judo Association and shall be held in accordance with the British Judo Association Tournament Handbook.

- 12.2 Each Member Club, Home Country Association, English Regional Area, Affiliated Organisation and/or recognised body which hosts a Judo competition, tournament or match shall do so in accordance with the British Judo Association's insurance guidelines and must ensure that, when its Licence Holders are competing in competitions, tournaments or matches nationally or internationally, such members are provided with the appropriate insurance coverage.

### **13 PROMOTIONS**

- 13.1 All promotion examinations shall be held in accordance with the British Judo Association Grading Scheme and shall be registered with the British Judo Association.

### **14 STANDING ORDERS FOR GENERAL MEETINGS OF THE BRITISH JUDO ASSOCIATION**

- 14.1 (a) No business shall be transacted at a General Meeting of the British Judo Association other than that specified on the agenda relating thereto.
- (b) The order of business at Annual General Meetings of the British Judo Association shall be in the following order:
- (i) Minutes of the last meeting which previously having been circulated shall be taken as read (subject to corrections).
  - (ii) Matters arising from those minutes.
  - (iii) Elections (where appropriate)
  - (iv) Reports (including the Balance Sheet and Annual Accounts of the British Judo Association)
  - (v) Notices of Resolutions and other items as set out on the agenda.
- (c) No resolution which has been duly proposed, seconded and circulated to Member Clubs in accordance with Articles of the Association may be amended other than by the same procedures and within the relevant time limit as those which applied to the original resolution.
- (d) During debate, speakers must announce their name and the Member Club which they represent after they have addressed the Chair.
- (e) The Chair shall have power to adjourn the meeting or to settle points of discussion not otherwise dealt with in Standing Orders.
- (f) On any question of procedure or interpretation of Standing Orders, the ruling of the Chair shall be final.
- (g) It shall be appropriate for any member to move without comment the

resolution "that the question be now put". If such resolution be seconded and supported by a majority of members, the Chair shall call upon the proposer to make his reply after which the resolution shall be put forthwith without further debate.

- (h) A person is guilty of a breach of Standing Orders who:
  - (i) Uses objectionable words and refuses to withdraw them or offer a satisfactory apology.
  - (ii) Uses offensive words in respect of another person
  - (iii) Willfully disturbs the orderly conduct of business.
  - (iv) Disobeys a lawful order from the Chair.
- (i) Any person who commits a breach of Standing Orders may, on being declared by the Chair to be guilty of a breach of Standing Orders, be penalised, on resolution of the meeting:
  - (i) By being ejected from the meeting
  - (ii) By being suspended for a fixed period from attending meeting
- (j) Notwithstanding Bye-Law 14.1(a) above, in the case of a charge against a person under this Standing Order, the breach of Standing Order shall be distinctly stated and a resolution made thereon. The person so charged shall then be allowed to make an explanation if he wishes to do so before any penalty is inflicted. Having made his explanation or on refusing to do so, the offending person shall retire from the meeting room and await the result of the meeting in relation to the charge.

## **15 DISPUTES**

- 15.1 Any disputes and/or complaints relating to these Bye-Laws shall be dealt with in accordance with the Complaints and Conduct Procedure.