

**FINAL FEBRUARY 2019
BRITISH JUDO ASSOCIATION
BYE-LAWS**

These Bye-Laws were made by the Board of Directors under the authority of and in accordance with Article 59 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).

1 MEMBER CLUB OF THE BRITISH JUDO ASSOCIATION

- 1.1 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.
- 1.2 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.
- 1.3 **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.

- 1 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

- 1.4 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 1.4 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. **Judo Tots:** 3 to 4 years.
 - b. **Judo Kids:** Over-5/Under-8.
 - c. **Junior:** Over-8/Under-16.
 - d. **Student:** 16-18 but still in full time education.
 - e. **Senior:** Over-16.
 - f. **Military:** Offered the same discount as the student membership.
 - g. **Introductory:** 4-month membership offered only to people who have not had a membership before
 - h. **Recreational:** Any age but can only train. Not eligible to grade or compete on this licence.
 - i. **Life Membership:** Offered only by the Board.
 - j. **Registered Person:** Free membership offered to people in Judo who do not train, grade or compete with the BJA (e.g. club staff, CWOs, Technical Officials, Dan grades from other associations etc).

Notes

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 COMMISSIONS

- 4.1 The Board of Directors in accordance with Article 32 of the Articles of Association may appoint Strategic 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 ratify 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 34). 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 4.3 below.
- 4.3 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.

4.4 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.

4.5 British Judo Association Standing Committees, Commissions and Working Groups as at February 2019:

Standing Committees:

- 4.5.1 Council
- 4.5.2 Audit & Risk
- 4.5.3 Nominations
- 4.5.4 Remuneration

Commissions:

- 4.5.5 Strategic Panel - Performance Advisory Group
- 4.5.6 Athlete
- 4.5.7 Inclusion Development
- 4.5.8 Promotions & Gradings
- 4.5.8.1 Promotions & Gradings KATA Sub Group
- 4.5.9 Referees
- 4.5.10 Competitions and Technical Officials
- 4.5.11 Masters
- 4.5.12 Judo England

Working Groups:

- 4.5.13 International Relations Influence
- 4.5.14 Commercial & Marketing
- 4.5.15 Rewards & Recognition
- 4.5.16 Coaching/ National Source
- 4.5.17 Promotions & Gradings: High Grade Review Panel
- 4.5.18 Conduct & Complaints
- 4.5.19 People & Culture

4.6 It is noted that some Standing Committees, Commissions and Working Groups will have specific roles rather than named individuals. This is generally when a particular role necessitates their attendance. All the other named individuals are appointed by the Nominations Committee.

4.7 The terms of reference and responsibilities of each Standing Committee, Commission and Working Group are as follows:

Standing Committees

4.5.1 **Council**

Meeting Schedule: Quarterly

Composition

BJA President – Chair of the meeting

BJA Vice Presidents

Home Country Representatives (Scotland/Wales/Northern Ireland)

Nine English Area Representatives

(Police UK, Royal Navy, Army, RAF, British Universities)

i.e recognised Bodies as determined by the Board of Directors

BJA Chairman (in attendance)

BJA CEO (in attendance)

Main Aims

To act as an advisory group and representatives of the grassroots of the sport to the Board. It will also act as ambassadors of the BJA Strategy and have involvement in the Nominations Commission.

Key Responsibilities

- 1 To meet on a quarterly basis to check and challenge the Board and Executive on the delivery on the strategic plan and annual business plans.
- 2 As the representative body of the sport, ensure that the voice of the grassroots of the sport is heard.
- 3 To act as ambassadors for the sport and the strategy across the UK.
- 4 Support the process of the Nominations Commission to ensure that the sport has appropriate Directors to the Board and the Chairs of commissions are filled appropriately.
- 5 Support the formation of appeals panels where and when appropriate.

NB: for clarification, the Council is not a decision-making body. It can challenge the work of the Board, however, the Board is the ultimate decision-making body of the association.

'All Commissions will ensure that they will consider within their activities all issues relating to Equality, Inclusion and Diversity and that they meet the Association's strategic vision of becoming a 'World-Leading Judo Nation' that is inclusive, accessible and ethically driven'.

4.5.2 Audit & Risk

Purpose

The Audit and Risk Committee (the “Committee”) will have independent oversight of the British Judo Association (BJA) and establish formal and transparent arrangements to support the Board of Directors of the BJA (the “Board”) in considering issues of corporate reporting, risk management, internal control principles and for maintaining an appropriate relationship with the company’s auditors together with oversight of commercial activities. The Committee will report its findings, recommendations and assurances to the Board.

Composition

3 x Independent Non-Executive Directors (one of whom will assume the role of Chair)
1 Non-Executive Director
BJA CEO
BJA Head of Finance and Operations (in attendance)

Terms of Reference

1. Financial Reporting

1.1 The Committee shall monitor the integrity of the financial statements of the BJA, including its annual reports, interim management statements and any other formal statements relating to its financial performance, and review and report to the board on significant financial reporting issues and judgements which those statements contain having regard to matters communicated to it by the auditor.

2. Internal controls and risk management systems

2.1 Keep under review the company’s internal financial controls systems that identify, assess, manage and monitor financial risks, and other internal control and risk management systems.

2.2 Review and approve the statements to be included in the annual report concerning internal control, risk management and the viability statement.

3. Compliance, whistleblowing and fraud

3.1 Review the adequacy and security of the company’s arrangements for its employees and contractors to raise concerns, in confidence, about possible wrongdoing in financial reporting or other matters.

3.2 Ensure that these arrangements allow proportionate and independent investigation of such matters and appropriate follow up action

3.3 Review the company’s procedures for detecting fraud.

3.4 Review the company’s systems and controls for the prevention of bribery and receive reports on non-compliance;

4. Internal audit

- 4.1 Review and approve the annual internal audit plan to ensure it is aligned to the key risks of the business and receive regular reports on work carried out.

5. External audit

- 5.1 Oversee the selection procedure for the appointment of the BJA's external auditor, ensuring that all tendering firms have access to all necessary information and individuals during the tendering process.
- 5.2 Oversee the relationship with the external auditor by approving the term and scope of engagement, their remuneration, including both fees for audit and non-audit services, and ensure that the level of fees is appropriate to enable an effective and high-quality audit to be conducted.
- 5.3 Assess annually the external auditor's independence and objectivity considering relevant UK law, regulation, the Ethical Standard and other professional requirements and the group's relationship with the auditor including any threats to the auditor's independence and the safeguards applied to mitigate those threats including the provision of any non-audit services.
- 5.4 Monitor the auditor's processes for maintaining independence, its compliance with relevant UK law, regulation, other professional requirements and the Ethical Standard, including the guidance on the rotation of audit partner and staff.
- 5.5 Evaluate the risks to the quality and effectiveness of the financial reporting process in the light of the external auditor's communications with the Committee.
- 5.6 Meet regularly with the external auditor (including once at the planning stage before the audit and once after the audit at the reporting stage) and, at least once a year, meet with the external auditor without management being present, to discuss the auditor's remit and any issues arising from the audit.

6. Commercial activity

- 6.1 Oversee the commercial activities, partnerships and contracts of the BJA, ensuring risk and opportunities are adequately assessed in accordance with the thresholds established by the Board.
- 6.2 Ensure due diligence processes are in place to manage and mitigate risk to BJA.

7. Reporting responsibilities

- 7.1 The Committee Chair shall report formally to the board on its proceedings after each meeting on all matters within its duties and responsibilities and shall also formally report to the Board on how it has discharged its responsibilities.

8. Appointment and Membership

- 8.1 The Committee shall comprise at least three members. Members of the Committee shall be appointed by the Board in consultation with the Chair of the Committee.
- 8.2 All members of the Committee shall be independent non-executive directors at least one of whom shall have recent and relevant financial experience and with competence in accounting and/or auditing. The Chairman of the Board shall not be a member of the Committee.
- 8.3 The Financial Controller shall act as the secretary of the Committee and will ensure that the Committee receives information and papers in a timely manner to enable full and proper consideration to be given to issues.
- 8.4 The quorum necessary for the transaction of business shall be two members.
- 8.5 In the absence of the Chair, the members shall agree, from those members present, a person to act as Chair for the meeting, or, until such time as the Chair is in attendance.

9. Frequency of Meetings

- 9.1 The Committee shall meet at least three times a year at appropriate intervals in the financial reporting and audit cycle and otherwise as required.
- 9.2 Members will be expected to attend meetings in person, but may, with the consent of the Chair, attend by video or telephone conferencing.

10. Future Planning

- 10.1 The Committee will review these Terms of Reference annually and will submit recommendations or amendments to the Board for approval.

'All Commissions will ensure that they will consider within their activities all issues relating to Equality, Inclusion and Diversity and that they meet the Association's strategic vision of becoming a 'World-Leading Judo Nation' that is inclusive, accessible and ethically driven'.

4.5.3 Nominations

The Nominations Committee will report directly to Board.

Meeting Schedule: Two to three meetings per year

Composition:

Council Representative

BJA Chairman (or Deputy Chairman)

3 x Independent Board Directors, one of whom will be the Senior Independent Director

BJA CEO (in attendance)

The BJA Chair shall chair the Nominations Committee on all occasions other than the appointment of the BJA Chair if that Chair is standing for the appointment.

Main Aims

- To lead the process for Board, Council and Committee appointments
- To make recommendations to the Board for appointment of Board members

Terms of Reference

- To be responsible for identifying and nominating for the approval of the Board, candidates to fill Board vacancies as and when they arise.
- Before making all appointments, to evaluate the balance of skills, knowledge and experience and in the light of this evaluation, prepare a description of the role and capabilities required for a particular appointment.
- Give full consideration to succession planning in the course of its work, taking into account the challenges and opportunities facing the Association and what skills and expertise are therefore needed on the Board, Strategic Panels and Commissions in the future.
- Regularly review the structure, size and composition (including the skills, knowledge and experience) of the Board and Commissions and make recommendations to the Board with regard to any changes.
- Keep under review the leadership needs of the Association, both executive and non-executive with a view to ensuring the continued ability for the Association to operate effectively.
- Make a statement in the annual report about its activities; the process used for appointments and explain if external advice or open advertising has not been used; the membership of the committee, number of committee meetings and attendance over the course of the year.
- Ensure that on appointment to the Board, non-executive Directors receive a formal letter of appointment setting out clearly what is expected of them in terms of time commitment, committee service and involvement outside Board meetings.
- The Committee should make recommendations to the Board as regards:
 - Plans for succession for both executive and non-executive directors
 - The re-appointment of any non-executive director at the conclusion of their specified term of office
 - The re-election of any director under the retirement by rotation provisions in the Association's Articles of Association.
 - Any matters relating to the continuation in office of any director at any time.

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4.5.4 Remuneration

Meeting Schedule: twice per annum

Composition:

BJA Chairman – Chair of the meeting

2 x Independent Directors

BJA CEO

Note: Neither the Chairman or Chief Executive will be involved in discussions regarding their own remuneration.

MAIN AIMS AND TERMS OF REFERENCE

1. To determine and agree with the Board the framework or broad policy for the remuneration of the Chief Executive, the Chairman of the company and such other members of the executive management as it is designated to consider.
2. To determine targets for any performance-related pay schemes operated by the company.
3. To determine the policy for and scope of pensions arrangements for each executive director.
4. To ensure that contractual terms on termination and any payments made are fair to the individual and the company, that failure is not rewarded and that the duty to mitigate loss is fully recognized.
5. To be aware of and advise on any major changes in employee benefit structures throughout the British Judo Association.
6. To agree the policy for authorising claims for expenses from the Chief Executive and Chairman.
7. To be exclusively responsible for establishing the selection criteria, selecting, appointing and setting the terms of reference for any remuneration consultants who advise the commission.
8. To make available the Commission's Terms of Reference. These should set out the Commission's delegated responsibilities and be reviewed and where necessary updated annually.

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Commissions

4.5.5 **Strategic Panel – Performance Advisory Group** **Meeting Schedule:** Quarterly

Composition

Mark England, Chair of the meeting
Andrew Scoular
Nigel Donohue
Loretta Cusack-Doyle
Peter Blewett
Independent x 1 (TBC)
Observers:
Karen Roberts
Andy McSweeney

Main Aims

Reporting to the Board of Directors, the Performance Management Group (PMG) shall advocate and oversee the successful development and implementation of the Performance Strategy for British Judo.

It will ensure that the interface between the Centre of Excellence (World Class Performance Programme) and Home Country Talent Identification & Development Pathway Programmes are strengthened and aligned.

Terms of Reference:

- 1 Provide internal strategic governance, cultural and accountability into main BJA Board for Performance, ensuring compliance with BJA policies and procedures
- 2 Support the development of the BJA's Performance Strategy to ensure Judo is successful at Olympic and Paralympic levels; ratify and provide advocacy for the Performance Strategy and make recommendations to the Board of Directors.
- 3 Monitor the implementation of the BJA's Performance Strategy and annual Business Plan to ensure Judo is successful at Olympic and Paralympic levels and report on progress to the Board of Directors.
- 4 Approve and review elite competition and selection policies, making refinements to policies as required: monitor Performance Department athlete selection decisions against agreed policies.
- 5 Ensure that the pathways between Clubs, Home Country Pathway Programmes and the Centre of Excellence are effective, and that appropriate mechanisms are in place to support athletes entering and leaving the pathway.
- 6 Support the evaluation of Home Country Talent Development / Pathway programmes and the alignment and engagement with the Centre of Excellence Programmes.
- 7 Assist the process to recruit and appoint the Performance Director.
- 8 Conduct a quadrennial review after each Olympic and Paralympic Games
- 9 Assist and support the appointment of staff, where appropriate.
- 10 Coaching and coach development and how that links to the Coaching/NSG Commission.

- 11 To ensure that there is clear communication and support to the Technical Department to ensure strong links and development.

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Athlete**Meeting Schedule:****Group meetings to be quarterly****Athlete representatives to attend PSLT meetings at least twice a year for athletes in between where necessary****Composition**

Kelly Staddon

Stuart McWatt

Jack Hodgson

Ruth Nicholls

Eleanor Cantwell

Main Aim

The purpose of the WCPP athlete commission is to provide athletes with the opportunity to play a constructive role in the programme, to feel confident raising issues and to have their voice represented at the top levels of the organisation. The wider group will meet formally, four times a year, with representatives of the group attending senior leadership board meetings more regularly to be link between the athletes and senior staff and board members.

The role of the athlete commission:

Terms of Reference

- 1 To provide a forum for athletes to share their feedback on matters of interest and concern in relation to all aspects of the Performance programme.
- 2 To be the link between the athletes and the senior leadership team
- 3 To provide athletes with a mechanism for ensuring their views on important matters are heard and communicated to the senior leadership team
- 4 To give athletes on the WCPP an environment where they feel safe to raise any concerns or feedback, knowing that it will be confidential/anonymous
- 5 To be a vehicle for two-way feedback and communication between athletes, the SLT and the board of directors
- 6 Form part of the quadrennial review of the programme after each Olympic and Paralympic Games.

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Inclusion Development

Meeting Schedule: Three times per year

Composition

Dave Clark

Kerry Tansey

Andy Scott

Claire Lish – BJA (BJA Board Director)

Main Aim

The purpose of the Inclusion Development Commission will be to provide advice, guidance and make recommendations to the BJA Board on all Equality matters and lead on the delivery of the BJA's Equality/Diversity Action Plan. The Group meets formally, a minimum of three times each calendar year and the Commission will play a pivotal role in developing the BJA's Equality Action Plan and overseeing its delivery.

The role of the Inclusion Development Commission:

- 1 Provide advice and support on the Equality Action Plan and the likely impact it may have on specific under-represented groups/stakeholders under the BJA's jurisdiction.
- 2 Review performance and equality data to pro-actively deliver equal opportunities in all areas of the BJA's work: from playing, coaching, refereeing and administration.
- 3 Advise on specific interventions to increase participation by the whole community to address gaps in provision and grow sport as a whole.
- 4 Ensure that the work of the BJA is addressing the needs of all its communities and stakeholders.
- 5 Ensure that the BJA are operating in a fair and accountable way with regards to equality.
- 6 Be a vehicle for increased representation of traditionally under-represented groups.
- 7 Monitoring and reviewing the impact of BJA's work in relation to equality.
- 8 Act as an Ambassador for the Sports and help promote inclusion within judo across the UK.

The Inclusion Development Commission will drive forward matters of inclusion and diversity from a position at the highest levels of the organisation and will ensure that the BJA's inclusion/equality policies are correct and relevant. The volunteer group will have a highly influential role, reporting directly to the Board of Directors, on all issues relating to the Equality, Inclusion and Diversity, ensuring that the Association meets its strategic vision of becoming a 'World-Leading Judo nation that is inclusive, accessible and ethically driven'.

'All Commissions will ensure that they will consider within their activities all issues relating to Equality, Inclusion and Diversity and that they meet the Association's strategic vision of becoming a 'World-Leading Judo Nation' that is inclusive, accessible and ethically driven'.

Promotions & Gradings

Meeting Schedule: Process driven

Composition

Andrew Haffner - Chair of the meeting

Nick Fletcher

Dave Horton-Jones, National Gradings and Promotions Manager, Lead Executive
Steve Lesik

Main Aim

To assist in the development and implementation of the promotions and grading programmes and related initiatives outlined in the BJA Strategic Plan 2017-2021 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 reports and recommendations to the Board 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 assist in the recruitment, training and retention of examiners and volunteers in line with BJA policies and strategic direction.
- 6 To review and refine the processes for assessing technical and contest ability in order to award promotions and grades fairly and credibly.
- 7 To ensure that accurate records are kept of all promotions and grades.
- 8 To consult with and inform Examiners and Directors of Examiners regarding changes to the promotions and gradings structures of the British Judo Association.
- 9 To provide inclusive opportunities for all to gain promotion as specified by the British Judo Association equity plan.
- 10 To be mindful of health and safety issues regarding the assessments for promotions.
- 11 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.
- 12 To contribute to the development and promotion of the British Judo Association Technical Programmes.

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4.5.8.1 Promotions & Gradings KATA Sub Group

Meeting Schedule: Bi-annual

Composition
(TBC)

Main Aim

To assist in the development and implementation of the Kata programmes and initiatives outlined in the BJA Strategic Plan 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 develop a strategy to increase participation and retention in Kata focused on levels of the sport.
- 3 To make reports and recommendations to the Board on policy and matters related to Kata.
- 4 To assist in the recruitment, training and retention of kata personnel and volunteers in line with BJA policies and strategic direction.
- 5 To provide examinations in five Kodokan Kata.
- 6 To recommend on the selection of participants/teams and officials for National/International events as detailed in the BJA Selection Policy for Kata.
- 7 To facilitate training of IJF, EJU and BJA National Kata Judges, Senior Kata Examiners and Kata Examiners, monitor and review their activities.
- 8 To consider, recommend and endorse the appointment of BJA Kata Judges, Senior Kata Examiners and Kata Examiners.
- 9 To provide Kata Courses, Seminars and Revalidation Events and to organise, provide and run National Kata Championships.
- 10 To consider, recommend and endorse 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.
- 11 To contribute to the development and promotion of the British Judo Association Technical Programmes.
- 12 To develop links with other commissions to ensure integration of Kata into all aspects of Judo.

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Referees

Meeting Schedule: Bi-monthly (as required)

Composition

Bill Taggart – Chair of the meeting

Keith Merrick, Lead Executive

Carol Leverton

Archi Shrimpton

James McBeath

Main Aim

To assist in the development and implementation of Referee's education and related programmes and initiatives outlined in the BJA Strategic Plan 2017-2021 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 Board 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 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, recommend and endorse 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.

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Competitions and Technical Officials

Meeting Schedule: Full Commission: 2 times per annum (as required)

Composition

Loretta Cusack-Doyle, Chair of the meeting

Joyce Heron – Lead Executive

Keith Merrick

Paul Sexton

Andy Scott

Jessica Hastings

Susan Wright

Main Aim

To assist in the development and implementation of Competition and Events Programme and Technical Officials education and related programmes and initiatives outlined in the BJA Strategic Plan 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 Competitions, Events and Technical Officials Programmes and Initiatives.
- 3 To make recommendations to the Board on policy and matters related to Competitions, Events and Technical Officials.
- 4 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
- 5 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
- 6 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
- 7 To provide inclusive opportunities for all members to gain access to suitable competitions and events as specified by the British Judo Association equity plan.
- 8 To consider, recommend and endorse the appointment of voluntary Competitions/Events/Technical Official related positions of each of the BJA Home Country Associations and each of the English Regional Areas following recommendations from such National Associations and English Regional Areas.

- 9 To assist in the recruitment, training and retention of Technical Officials in line with BJA policies and strategic direction and to monitor and review their activities.
- 10 To supervise and provide support for technical officials at all British Judo Association national events.
- 11 To make recommendations on the selection of Technical Officials for National/International events as detailed in the BJA Selection Policy for Technical Officials.

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Masters

Meeting Schedule: Quarterly

Composition

Ronnie Saez, Chair of the meeting

Chris Doherty, Lead Executive

Mandy Humphrey

Paul Sawyer

Stan Cantrill

Terry Watt

Dave Quinn

Scottish Rep

Joyce Malley – EJU Rep

Main Aim

To support the development and provision of Masters Judo across the Association

Terms of Reference:

- 1 To maintain and promote membership of the British Judo Association throughout the UK.
- 2 To report to the Board of Directors.
- 3 To carry out the policies of the British Judo Association.
- 4 To make recommendations to the Board of Directors on policy matters related to Masters' Judo.
- 5 To organize Masters' Judo squads as approved by the Board.
- 6 To organize Masters' Judo events as approved by the Board.

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Judo England

Meeting Schedule: Three times per year

Composition

Peter Blewett, Chair of the meeting (elected as Judo England Board Director)

Colin McIver - Lead Executive

Appropriate Executive Staff where necessary

English Area Chairs or appropriate representative

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 carry out the policies of the British Judo Association, related to England
- 3 To make reports and recommendations through the Board of Directors on policy matters relating to English Judo
- 4 To provide a representative on the Commonwealth Games Council for England
- 5 To provide a representative on the Commonwealth Judo Association
- 6 To oversee the appointment of officials, coaches and players in accordance with the appropriate performance policies and procedures. (see note below)
- 7 To recommend to the Board of Directors, selection of English teams and officials and actual team members.
- 8 Support the Executive on the development and delivery of the Sport England submission related to the development of Judo in England.
- 9 Ensure that current governance and financial policies are established, agreed and delivered in all areas.

Note: This item only applies to events which come under the auspices the Judo England Commission and where they have a specific remit e.g. the Commonwealth Judo Championships and the Commonwealth Games.

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Working Groups

4.5.13 **International Relations Influence**

Meeting Schedule: Bi-annual

Composition

Ronnie Saez
Andrew Scoular
George Kerr
Colin Draycott
Loretta Cusack-Doyle
Clare Barrell (UK Sport IR Advisor)
Lisa Allan (IJF Executive Member)

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

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4.5.14 **Commercial & Marketing**

Meeting Schedule: Three times per annum

Composition

Malgorzata Grzyb

Alex Slade

Andrew Scoular

Ben Pollard

Commercial Agency by Request

Other individuals invited to attend as appropriate

Main Aim

To oversee the development and implementation of a long-term commercial and sponsorship strategy to generate additional income for the BJA.

Terms of Reference

- 1 To manage the relationship with any sponsorship and marketing agencies appointed by the BJA by ensuring that they are briefed appropriately and that measurable KPI's are set and their performance is monitored. Further, to ensure that any such agencies receive the support that they require from the BJA in order to deliver their objectives.
- 2 To ensure that the BJA develops and protects its commercial assets so that they offer genuine value to potential sponsors.
- 3 To ensure that any events hosted by the BJA offer valuable opportunities and benefits to potential sponsors while protecting the interests of other stakeholders.
- 4 Once sponsors are secured, to ensure that relationships are nurtured and managed appropriately such that sponsors are able to recognise the value of their partnership so that long-term partnerships are established.
- 5 To ensure that any BJA marketing campaigns are on brief and that campaign effectiveness is monitored so that learnings can be applied to future campaigns.
Oversee: external agencies – eg, Commercial, Digital and Marketing agencies

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4.5.15 **Rewards and Recognition**

Meeting Schedule: Annual

Composition:

Loretta Cusack-Doyle

1 other BJA Director (TBC)

3 x Council Representatives: Denise Oates/Nadia Minardi/John Thacker

Andrew Scoular

Jessica Hastings

Main Aims

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

- 1 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
 - Hall of Fame Concept
 - History of Judo

- 2 All nominees must be individual members of the British Judo Association
Please note: Recommendations to Board for the award of honorary Judo grades will be made by the Promotions Commission.

ANNUAL AWARDS CELEBRATION

Awards will be made to formally recognise the considerable efforts provided by volunteers whose hard work, commitment and dedication continues to support the development of Judo across the UK.

- **Volunteer Awards:** Will be made to recognise and reward service to the sport, technical, developmental or competitive support excellence.

- **Player Awards:** Will be made to both junior and senior players for competitive excellence, improvement and inspirational efforts at any level.

Procedure for nomination for Annual Awards

Notification of the Awards to be made and the procedure for nominations will be made to Clubs annually in good time prior to the Awards Celebration Dinner.

All nominations will be considered by the Rewards and Recognition Commission and recommendations will be notified to the Organisation and Culture Strategic Panel.

HONORARY LIFE MEMBERSHIP

Honorary Life Memberships will be awarded to honour competitive success on the international scene and for true longevity of membership. The criteria is:

- Medalist at Senior World Championships or Olympic Games. Medalists at Senior World Championships or Olympic Games do not need to apply for Honorary Life Membership, this will be automatically recognised and presented at the following Annual British Judo Awards Celebration.
- Achieving 40 or more years of continuous verifiable membership (see below) as well as making a significant contribution to the sport. The British Judo Association is not able to verify continuous membership of individual as the Association's current membership database was put in place in the early 1990s. This means that all members applying for Honorary Life Membership on the basis of achieving 40 or more years of continuous membership need to supply a British Judo Association record book showing 40 or more years of continuous membership.

Procedure for Applications and Award of Honorary Life Membership

- Nominations can be made by the individual BJA member, or by a Home Country, Area, County or Club Committee by writing to the Chief Executive or Chairman of the British Judo Association.
- The Home Country or Area ***in which the nominee resides*** will be consulted as to the nominee's good standing, unless the nomination has been made by the Home Country or Area or has already received Home Country or Area approval.
- The nomination will be considered by the Rewards and Recognition Commission and a recommendation will be made to the Organisation and Culture Strategic Panel for onward transmission to Board for approval.
- The nominee will be contacted and a certificate will be awarded.
- The Association's Membership Team will amend the database accordingly.

CERTIFICATE OF RECOGNITION

Nominees must have made a considerable contribution to the sport of Judo.

Procedure for Applications and Award of Certificate of Recognition

- Nominations can be made by the individual BJA member, or by a Home Country, Area, County or Club Committee by writing to the Chief Executive or Chairman of the British Judo Association giving:
- The nominee's contact details (name, address, telephone/mobile number and BJA licence number)
- Detailed reason(s) for the nomination
- The nomination will be considered by the Rewards and Recognition Commission and a recommendation will be made to the Organisation and Culture Strategic Plan for onward transmission to Board for approval.
- The nominee will be contacted and a certificate will be awarded.
- The Association's Membership Team will amend the database accordingly.

NATIONAL HONORARY AWARDS

This refers to the Queen's Birthday and New Year's Honours for which the Association is contacted for nominations each year. This will be carried out by a working group who will report to Board on who is selected. The Chief Executive will be the Executive Lead.

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Coaching/National Source**Meeting Schedule:** Quarterly (as required)**Composition**

Colin McIver, Chairman of the meeting

National Source Group Representatives (with UKCC and Coaching experience)

Colin McIver

Joyce Heron – Lead Executive

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 2017-2021 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 reports and recommendations to the Board on policy and matters related to coaching.
- 4 To assist in the recruitment, training and retention of coaches and volunteers in line with BJA policies and strategic direction.
- 5 To consider and recommend and endorse 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.
- 6 To contribute to the development and promotion of the British Judo Association Technical Programmes.
- 7 To be mindful of health and safety issues regarding the assessments for promotions.
- 8 To Work with the PMG to assist in the coaching and coach development of elite coaches.

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Promotions & Gradings : High Grade Review Panel

Meeting Schedule: when required

Composition

George Kerr

Colin McIver

Richard Barraclough

Dave Horton-Jones, Lead Executive (and National Promotions and Gradings Manager (NPGM))

Main Aim

To review all applications that meet the criteria for promotion to 7th Dan and above and to make recommendations for promotion through the Technical Standards Commission to the BJA Board of Directors.

Note: The High Grade Review Panel has delegated authority by the Board of Directors to recommend to the IJF individuals who meet the criteria for promotion.

Terms of Reference

- NPGM will collate all promotion applications for 7th Dan and above and liaise with the Promotions Commission Chair (PCC) on actions.
- NPGM will ascertain accuracy of information supplied and consult with PCC. On PCC agreement and if all promotion criteria is met, will pass to the High Grade Review Panel. Where there is a minor lack of criteria, on PCC agreement, NPGM will also pass to the Panel, highlighting any deficiency. Where there is a significant lack of criteria/evidence, NPGM will inform the applicant on behalf of the Commission that the criteria has not been met.
- The NPGM will pass to the High Grade Review Panel a list of all applications that have not met the criteria, for information.
- NPGM will calculate and forecast when judoka may be due promotion and arrange High Grade Review Panel meetings to consider applications in groups, rather than for individual applications.
- The High Grade Review Panel will consider each applicant's complete judo career and promotion pathway as well as activity since their last promotion before making a recommendation to the BJA Chairman.
- Where the High Grade Review Panel considers the applicant should not be recommended, they will instruct the NPGM to inform the applicant that the Panel has not made a recommendation at this time.
- Where the High Grade Review Panel considers the applicant should be recommended for promotion, the application will be passed to the BJA Chairman for approval and signature. NPGM will inform applicants of their successful recommendation and submit the application to the European Judo Union.
- Where the High Grade Review Panel considers the applicant should not be recommended, they will instruct the NPGM to inform the applicant that the Board has not made a recommendation at this time. PCC will decide what information is provided.

- NPGM will maintain a register of all activity related to the promotion process including date of application, confirmation of receipt of application and notification of any decisions
- Should the EJU or IJF reject the application, NPGM will inform the Board and Panel via the PCC. The applicant will also be informed.
- Should the application to EJU or IJF be successful, the NPGM will inform the Board and Panel via the PCC and arrange certification and appropriate presentation on the direction of the panel.
- NPGM, on behalf of the Chairman of the Promotions Commission will ensure that the Board of Directors is informed of all applications for promotions to higher grades, the decisions of the Higher Grade Review Panel and IJF decisions.

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4.5.18 **Conduct & Complaints**

Meeting Schedule: When appropriate
Responsible to CEO/Chairman

Composition:

Chair: Peter Holme
Alan Bentham
Kevin Holme
Dave Horton-Jones
Mick Hearn
Andy Moss
Robert Pragnell
Archi Shrimpton
John Thacker
Samuel Williams
Keith Eldridge

MAIN AIMS/TERMS OF REFERENCE

To investigate written complaints made against members of the Association in accordance with relevant policies and procedures.

When appropriate the Chair, Investigator or the Panel will attempt mediation between relevant parties.

In cases that are not appropriate for mediation, the Chair will allocate the matter to a member of the Panel to investigate.

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.

When matters are found to be proven, the panel will impose appropriate sanctions.

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4.6.19 **People and Culture**

Membership

Membership of the Working group will comprise:

- (i) Malgorzata Grzyb, Chair of the meeting
- (ii) Karen Roberts
- (iii) Claire Lish

Membership of the People and Culture Working group continues for the term as resolved by The British Judo Association.

Establishment

In support of the drive for a healthy culture across the whole of the organisation, the British Judo Association has established a People and Culture Working group.

Objectives

The Working group is established for the purpose of reviewing, monitoring and recommending to the British Judo Association relevant strategies regarding the organisation's culture and performance associated with the conduct of directors, employees, athletes, coaches, members and volunteers.

Basis of Operation

The Working group does not have any delegated powers of The British Judo Association, and all decisions of the Working group will constitute recommendations to The British Judo Association.

The British Judo Association does not impose any reporting and accountability requirements on the basis that all decisions of the Working group constitute recommendations to The British Judo Association.

Working group meetings will take place as required to undertake the responsibilities identified in these Terms of Reference and otherwise on such dates and at such times as the members of the Working group determine.

A quorum for a meeting of the Working group shall be three members of the Working group.

The Chief Executive Officer will ensure appropriate support is provided to Working group.

Terms of Reference

The Working group is charged with undertaking the following functions:

People and Culture

1. Monitor the development and implementation of key strategies, policies and budgets aimed at improving the organisation's culture and performance, including but not limited to the Culture Improvement Action Plan (2018) and the ongoing commitment to ensuring that everyone involved with British Judo is aware of and fully understands the application and importance of the organisational Values which are currently defined as "Respect, Unity, Integrity, Excellence and Trust".
2. Monitor the organisation's direction regarding the efficient and effective delivery of strategic and operational human resource functions which reflect the culture, the Values and the policies and procedures that British Judo have implemented
3. Ensure the organisation has appropriate employee wellbeing strategies, and that these are monitored on a regular basis for effectiveness and take-up

4. Review and monitor other strategic initiatives associated with people and culture, including but not limited to oversight and support of the Performance Task Group (Sponsored by G. Henderson).

Organisational Structure

Provide feedback to the Chief Executive Officer when being consulted regarding determining or changing to a significant degree:

1. The organisation's structure
2. The processes, terms or conditions that are to apply to any significant changes to employment terms or processes, including but not limited to performance management and annual reviews.

British Judo Association Professional Development

1. Oversee the implementation of a Professional Development Policy.
2. Develop and recommend to The British Judo Association a process to assess The British Judo Association's effectiveness and performance in relation to people and culture with a view to improve outcomes for the judo community.

Roles and Responsibilities

Chair

This member should be elected from the rest of the Culture Working group members

The role of the Chair on the Working group is as follows:

- Ensures the effective functioning of the Working group
- Act as a designated spokesperson for the Working group to the Board of the BJA
- Draft and approve the agenda, meeting notes, and meeting dates in discussion with fellow members
- Provide feedback on any required reports and documentation

Working group Members

- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration
- Submit agenda items to the Chair a minimum of one week prior to the meeting date whenever possible
- Make every effort to attend regularly scheduled meetings
- Provide input to help identify future projects or strategic priorities for future years work

Term of Office, Recruitment, and Replacement

The term of membership of the Working group shall be three years at which point progress against strategic objectives will be reviewed.

Meetings

Schedule

Meetings shall be held at least four times a year and may be more frequent as necessary.

Technology should be used to limit costs of travel wherever possible.

Record of Proceedings

The Chair shall record meeting notes of the meetings and circulate them to the membership prior to the next meeting of the Working group.

Amendments to the Terms of Reference

The Terms of Reference for the Working group should be reviewed annually (should the working group continue past an initial proposed period of 12 months).

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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.

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6 JUDO ENGLAND

- 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 DOPING CONTROL

- 10.1 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/

11 BRITISH JUDO ASSOCIATION COMPETITIONS, TOURNAMENTS AND MATCHES

- 11.1 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.
- 11.2 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.

12 PROMOTIONS

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

13 STANDING ORDERS FOR GENERAL MEETINGS OF THE BRITISH JUDO ASSOCIATION

- 13.1 (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.

14 **DISPUTES**

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