



# CLUB MANAGEMENT GUIDE

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# 1. INTRODUCTION

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Judo Canada is the governing body for the sport of judo for all provinces and territories of Canada. Although the primary mission of Judo Canada is to support Canadian judokas' preparation to win medals at World Championships and Olympic/Paralympic Games, we recognize that it cannot be accomplished without a healthy club system at the base of the pyramid.

There are circa 400 judo clubs in Canada that serve over 20,000 judo enthusiasts. Quality of judo programs offered in these clubs is the only currency that may allow a healthy development of our sport in the ever-growing field of opportunities offered in today's sport environment in Canada.

Judo Canada is convinced that in order to provide the best possible sport programs, a strong leadership of Judo Canada and in turn of provincial/territorial judo associations is essential in ensuring that in recognized judo clubs the health, safety, needs and interests of every judoka are the main objectives of judo programs offered in Canada.

This guide is intended to provide assistance to these provincial/territorial judo associations who lack the capacity to develop their own policies addressing this subject.

# 2. OBJECTIVES OF A DOJO

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Judo Canada is a value-driven organization. It is expected that all recognized judo clubs in Canada respect the values by which our organization lives.

Our Values:

- Prioritize health and safety of participants
- Embody the values of fair play and drug-free sport
- Seek excellence
- Positive leadership and respect for others
- Be transparent in the policy-based decision-making process

In addition, the principles promoted by judo should be conveyed and the promotion of physical, psychological, and moral development of the participants should be of the utmost importance. In other words, the judo club must not only promote the technical aspects of the sport but must also encourage participants to live by the following traditional principles in their everyday lives:

- Courtesy
- Courage
- Friendship
- Honesty
- Modesty
- Honour
- Respect
- Self-control

## 3. CLUB MEMBERSHIP POLICY

### 3.1 Purpose and Application

The purpose of this guide is to describe the concept of club membership in judo in clubs in Canada.

### 3.2 Admission of Club Members

- 3.2.1 No club will be admitted as a Member Club of Provincial/Territorial Judo Association in Canada unless the Club:
- 3.2.1.1 Has made an application for membership in a manner prescribed by the Provincial/Territorial Judo Association at which province/territory this club is located;
  - 3.2.1.2 Has agreed to abide by the By-Laws, Policies, Procedures, and Rules and Regulations of the Provincial/Territorial Judo Association of which jurisdiction it belongs;
  - 3.2.1.3 Has paid all fees and dues as required or requested by the Provincial/Territorial Judo Association;
  - 3.2.1.4 Has submitted a list including the name, address, telephone and e-mail of all club directors, coaches, volunteers and athletes by the 15<sup>th</sup> of October and updated thereafter within thirty (30) days of additional registrations or changes, and has complied with Judo Canada Criminal Background Screening Policy;
  - 3.2.1.5 Has a designated Technical Director of the club who is at least an NCCP Certified Instructor (formerly NCCP Level 2) who also completed the “Respect in Sport for Activity Leaders” online course; AND all assistant instructors are at the minimum NCCP Dojo Assistant trained;
  - 3.2.1.6 Declares that to the best of their ability the club intends to implement programs consistent with recommendations of the Judo Canada’s Long-Term Development Model;
  - 3.2.1.7 Declares that all participants in judo programs or other sports programs of which judo elements are taught will be included in the club membership.
- 3.2.2 Clubs operated by the same Technical Director must be registered separately.
- 3.2.3 New clubs should be placed on a minimum one (1) year probationary period.

### 3.3 Membership Year, Dues and Fees

- 3.3.1 Club membership in judo clubs in Canada should be consistent with the Judo Canada membership year which is consistent with the traditional school year in Canada – September 1st - August 31st. Membership automatically terminates on August 31st. Member Clubs and individual members must reapply for membership on an annual basis.
- 3.3.2 Club Membership dues for the upcoming membership year should be determined annually and payable upon the date determined by the Provincial/Territorial Judo Association in which jurisdiction such a club is located.
- 3.3.3 Club Membership dues and any additional fees are non-refundable.

### 3.4 Conditions of Membership

- 3.4.1 Upon acceptance as a member, Member Clubs are required to:
- 3.4.1.1 Adhere to and abide by the policies and guidelines of Judo Canada and their respective Provincial/Territorial Judo Association in which jurisdiction such a club is located;
  - 3.4.1.2 Implement Judo Canada’s Code of Conduct for Coaches and Instructors policy;

- 3.4.1.3 Ensure that the designated Technical Director or other equally qualified instructor is present in the judo club to oversee **all** judo related activities;
- 3.4.1.4 Ensure that all individuals instructing at a Judo club (regardless of rank) are NCCP trained at the Community Coach or Dojo Assistant Level or higher;
- 3.4.1.5 Comply with Judo Canada Criminal Background Check Policy and other such policies that may be imposed by the Provincial/Territorial Judo Association or governmental agencies in which jurisdiction such a club is located;
- 3.4.1.6 Register, with the Provincial/Territorial Judo Association and Judo Canada, all individuals who participate in judo activities at their Club;
- 3.4.1.7 If the Judo Club shares its facilities with other related sporting activities, the manager of the judo program must ensure that the other activities are members of their respective National Sport Governing Associations, have an independent insurance policy and abide by their own policies;
- 3.4.1.8 Clubs must inform their individual members that if they choose to practice judo or judo related activities in clubs or programs that are not recognized by their respective National Sport Governing Body; OR are not members in good standing with their respective Provincial/Territorial Judo Associations, they will not be covered under the existing insurance policy offered by either the Provincial/Territorial Judo Association or Judo Canada;
- 3.4.1.9 Judo Clubs are welcomed to use existing Judo Canada policies which may be helpful in certain situations occurring from time to time. Links to existing policies are available at: <https://www.judocanada.org/the-canadian-judo-federation/policies/>;
- 3.4.1.10 Judo Clubs are required to implement the following policies promoted by the Government of Canada for all sporting activities taking place in Canada:
  - The Rule of Two policy available at: [https://www.judocanada.org/wp-content/uploads/2018/06/Rule\\_of\\_Two\\_EN\\_may\\_2018.pdf](https://www.judocanada.org/wp-content/uploads/2018/06/Rule_of_Two_EN_may_2018.pdf)
  - The Whistleblower policy available at: [https://www.judocanada.org/wp-content/uploads/2018/07/Whistleblower\\_policy\\_may\\_21\\_2018.pdf](https://www.judocanada.org/wp-content/uploads/2018/07/Whistleblower_policy_may_21_2018.pdf)
  - The Code of Conduct available at: [https://www.judocanada.org/wp-content/uploads/2018/01/Code\\_Of\\_Conduct\\_EN.pdf](https://www.judocanada.org/wp-content/uploads/2018/01/Code_Of_Conduct_EN.pdf)
  - Concussion policy
- 3.4.2 The designated Technical Director of the Club is responsible for ensuring that all the conditions stated in points 3.4.1 are adhered to. Breach of any of these conditions may result in suspension of the club's membership by the Provincial/Territorial Judo Association.

## 4. CRIMINAL BACKGROUND CHECKS & SCREENING POLICY

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Judo Canada's and its members, P/T Judo Associations, are responsible to take every reasonable precaution to provide a safe and secure environment for every participant in sanctioned Judo programs, activities and events. The screening of all adult personnel and volunteers is an important part of ensuring compliance with our duties.

#### 4.1 Conditions of Membership

- 4.1.1 Judo Canada requires all Board Members, Committee Chairpersons, Technical Directors of Judo Clubs (dojo-shus), Head Instructors, Club Owners and all newly trained NCCP instructors and coaches to supply the proof of a Criminal Background Check. The recommended jurisdictions in control of this requirement are as follows:
- All above specified personnel working for Judo Canada in service of activities or events under Judo Canada jurisdiction share Background check reports with the office of Judo Canada.
  - All above specified personnel working for Provincial/Territorial judo organizations in service of activities or events under these P/T Judo Association jurisdictions share Background Check reports with the office of these P/T's or with designated personnel.
  - All above specified personnel working for judo clubs in service of activities or events under these club's jurisdictions share Background Check reports with the designated Technical Director of the club or other designated personnel.
- 4.1.2 All personnel are required to obtain and submit the Background Check at their own cost.
- 4.1.3 Judo Canada recommended Background Screening agency is the Sterling Talent Solution and an easy access to this service is offered at: <https://www.sterlingtalentsolutions.ca/landing-pages/j/judo-canada/>.
- 4.1.4 All coaches using the service of Sterling Talent Solution should share this information with the Coaching Association of Canada. Option to have this information shared is available on the first page of the service request.
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- 4.1.6 All coaches using the service of Sterling Talent Solution should share this information with the Coaching Association of Canada. Option to have this information shared is available on the first page of the service request.
- 4.1.7 Validity of a Background Check set by Judo Canada is three (3) years.
- 4.1.8 Provincial/Territorial Judo Associations may impose additional screening requirements as such may be required by their respective provincial/territorial governments. Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.
- 4.1.9 Failure to participate in the screening process as outlined in this policy will result in ineligibility of the individual for the staff or volunteer position.

#### 4.2 Screening Policy

- 4.2.1 Judo Canada recommends that an individual whose background check shows a conviction for a **'relevant offence'**, as defined below in this policy, is not eligible to fulfill any of the designated roles outlined in point 4.1.1 above.
- 4.2.2 A designated Provincial/Territorial Screening Committee must be put in place to review relevant findings resulting from Background Checks. Such a committee may decide that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a designated category without adversely affecting the safety of members of Judo Canada, providing that imposition of appropriate terms and conditions are determined and agreed on by the affected parties. The Screening Committee will carry out its duties in an independent fashion free of political and any other form of interference and its decisions are subject to the grievance and appeal policies. If a person in any of the roles designated in point 4.1.1 above

subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the President or the CEO of Judo Canada or the equivalent within their provincial/territorial jurisdiction. If it is proven that a person in a designated role has provided falsified or misleading information, that person will immediately be removed from that role and maybe subject to further discipline in accordance with Judo Canada Discipline Policy. The list of relevant offences is available on pages 4 & 5 of the Screening Policy available at: [https://www.judocanada.org/wp-content/uploads/2017/08/Screening\\_Policy\\_EN.pdf](https://www.judocanada.org/wp-content/uploads/2017/08/Screening_Policy_EN.pdf). All Background Check records as well as records of deliberations by the screening committee are protected by the PIPEDA and must be stored in designated secured locations.

## 5. MEMBERSHIP REGISTRATION INFORMATION

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- 5.1 Membership with Judo Canada and Provincial/Territorial Judo Association of each person participating in judo programs in member clubs is mandatory, regardless of the age, rank, goals, scope of the program, etc. Non-compliance with this requirement will result in sanctions imposed on the club and all its members.
- 5.2 Registering a new judo club can be done by contacting the provincial/territorial jurisdiction at which the club is located. It is important to note that becoming a member of Judo Canada requires you to first become a member of a club and a member of Provincial/Territorial Association of which your club is a member.
- 5.3 The registration costs are set independently by Judo Canada and each Provincial/Territorial Judo Association.
- 5.4 Each member oversees personal information in their online profile. However, only designated personnel will have access to modify certain parts of the profile – i.e. judo grade, results, coaching certification status, etc.

## 6. INSURANCE

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Overview - An adequate insurance coverage is an essential risk management tool protecting all members of the Judo community as well as the Organization. When in doubt about the coverage you have, investigate this topic with the appropriate authorities in your jurisdiction. Insurance laws vary between jurisdictions in Canada.

- 6.1 Judo Canada does not provide Commercial General Liability insurance coverage for clubs who are members of their Provincial/Territorial Judo Association.
- 6.2 Judo Canada offers sport accident insurance to these individual members in jurisdictions (Provincial/Territorial Associations) that have opted in.
- 6.3 Judo Canada provides insurance coverage for all activities organized under direct Judo Canada's jurisdiction – National Training Centre activities, international events organized in Canada by Judo Canada, international activities of Judo Canada designated National Teams, National Championships in Canada and all activities associated with such projects.
- 6.4 All other judo or judo related activities taking place in Canada or outside of Canada where members of the Canadian judo community participate must have an insurance coverage arranged by the organizers of such activities.
- 6.5 In case a non-member of Judo Canada or other IJF recognized organization participates in sanctioned activity, insurance coverage for this activity may be void. Diligence on this matter is

essential for the well-being of the Canadian judo community.

## 7. MANDATORY CLUB EQUIPMENT AND RECOMMENDED STANDARDS

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- 7.1 Respect of provincial/territorial safety regulations and policies is of utmost importance in delivering any judo programs and activities. Ensure that you have designated personnel in your dojo who keeps up to date with these local requirements.
- 7.2 For generic information on this topic visit: <https://www.judocanada.org/toolbox-for-clubs/>  
And review the following guides:
- “How to open a Dojo”: <https://www.judocanada.org/wp-content/uploads/2017/07/How-To-Open-A-Dojo-revised-march-2017.pdf>
  - “Practicing Judo Safely” [https://www.judocanada.org/wp-content/uploads/2017/08/Safe-Judo-Practice-EN\\_aug\\_2017.pdf](https://www.judocanada.org/wp-content/uploads/2017/08/Safe-Judo-Practice-EN_aug_2017.pdf)
  - Concussion policy

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