



JUDO ONTARIO CLUB MANUAL

A guide to starting and operating a judo club.

Approved by the Judo Ontario Board – 26 August 2011

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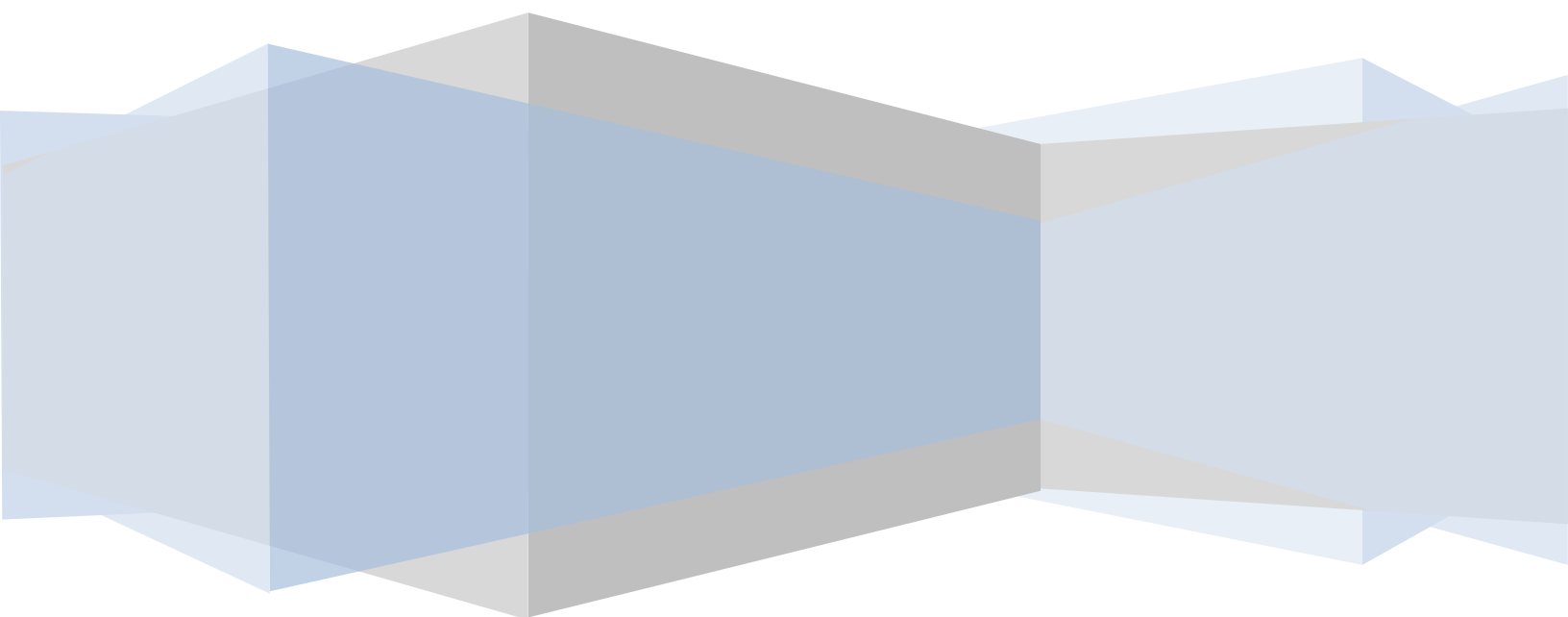


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Appendix: (All forms listed below are also available on-line at www.judoontario.ca)

Forms: Club Registration Form (Manual entry)

Club Registration Form (On-line entry)

Criminal Background Check Letter of Introduction

Judo Ontario Screening Disclosure Form

Club Screening Disclosure Form (Template)

Suggested Incident Report

Release of Liability, Waiver of Claims & Indemnity Agreement (for those 18 yr. of age & older)

Informed Consent & Assumption of Risk Agreement (for those 17 yr. of age & younger)

1. INTRODUCTION

Judo Ontario is the governing body for the sport of judo in the Province of Ontario. We are dedicated to the promotion and development of the sport. This is reflected by the programs and services administered by the organization.

There are over 100 judo clubs in Ontario which are recognized by Judo Ontario. These clubs serve more than 3,000 judo enthusiasts. There is a large demand for judo instruction offered by qualified instructors who are recognized by Judo Ontario and Judo Canada.

There are many challenges and responsibilities for operating a judo club. The Judo Ontario Club Manual has been written to assist judo club owners and all coaches with a guide for membership and operations. The following document outlines the policies and procedures that govern Judo Ontario's programs, services and operations.

Please read the entire document and become familiar with these guiding principles. Your knowledge of the Club Manual will strengthen Judo Ontario by enhancing membership and the technical support system leading to higher performance results.

2. OBJECTIVES OF A DOJO

It is understood when opening a dojo that the establishment is committed to respecting the goals and objectives of the judo philosophy and to transmitting and encouraging the complete "judo lifestyle" which is based on traditional Japanese Kodokan judo.

In addition, the dojo educational values 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 dojo must not only promote the technical aspects of the sport but must also encourage students to use these principles in their everyday lives.

3. CLUB MEMBERSHIP POLICY

3.1.Purpose and Application

- 3.1.1.The purpose of this policy is to describe the concept of club membership in Judo Ontario and applies to all current Judo Ontario Member Clubs and potential new member judo clubs.

3.2.Admission of Club Members

- 3.2.1.No club will be admitted as a Member Club of Judo Ontario unless the Club:
- 3.2.1.1.Has made an application for membership in a manner prescribed by Judo Ontario, (Current registration period for Member Clubs starts September 1), using the form available on the website at: www.judoontario.ca .
 - 3.2.1.2.Has agreed to abide by the By-Laws, Policies, Procedures and Rules and Regulations of Judo Ontario;
 - 3.2.1.3.Has paid all fees and dues as required or requested by Judo Ontario.
 - 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 15th of October and updated thereafter within thirty (30) days of additional registrations or changes.
 - 3.2.1.5.Has complied with Judo Ontario's Screening Policy.
 - 3.2.1.6.Has a registered Black Belt fully certified as a NCCP Dojo Instructor Level (formerly NCCP Level 2) or higher and all assistant instructors have a NCCP Dojo Assistant Level or higher.
 - 3.2.1.7.Is now and has always been a member in good standing; otherwise, unless by approval of the Judo Ontario Board of Directors.
 - 3.2.1.8.If the club was at any time previously a Member Club and the Club was a Member in good standing at the time of ceasing to be a Member.
- 3.2.2.All clubs must be registered separately, even if more than one club is operated by the same Head Instructor (Dojo-shu).
- 3.2.3.All new clubs will be placed on a minimum one (1) year probationary period whose membership may be terminated upon a resolution of the Board of Directors with cause.

3.3. Membership Year, Dues and Fees

- 3.3.1Unless otherwise determined by the Board, the membership year of Judo Ontario will be September 1st – August 31st. Membership automatically terminates on August 31st. Member Clubs and individual Members must reapply for membership on an annual basis.
- 3.3.2Club Membership dues for the upcoming membership year will be determined annually and payable upon the date determined by the Judo Ontario Board of Directors.
- 3.3.3Membership 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 Ontario.

3.4.1.2. Implement policies relating to conduct, discipline and screening in their club.

3.4.1.3. Ensure that a registered Black Belt certified as a NCCP Dojo Instructor Level (formerly NCCP Level 2) is present in the dojo to oversee all judo related activities.

3.4.1.4. Ensure that all individuals instructing at a Judo Ontario member club (regardless of rank) be NCCP trained at the Dojo Assistant Level or higher.

3.4.1.5. Comply with Judo Ontario's Screening Policy and Club Screening Policy.

3.4.1.6. Register, with Judo Ontario, all individuals including all new members who participate in judo activities at their Club.

3.4.2. Head Instructors (Dojo-Shus) are responsible for ensuring that all individuals instructing at their Club fulfil the minimum rank and NCCP requirements and have no relevant history of criminal convictions or sanctions.

3.5. Withdrawal and Termination of Membership

3.5.1. A Member Club may not resign from Judo Ontario when the Member Club is subject to disciplinary investigation or action of Judo Ontario.

3.5.2. Club Membership in Judo Ontario will be terminated if:

3.5.2.1. A Member Club withdraws by delivering written notice of such resignation to the Executive Director of Judo Ontario, which resignation shall take effect upon delivery.

3.5.2.2. A Member Club fails to pay such dues as determined by Judo Ontario or money owed to Judo Ontario by the dates prescribed by Judo Ontario or otherwise fails to comply with all other registration policies of Judo Ontario.

3.5.2.3. At a Members' Meeting called for the purpose of considering termination of any Member Club, a resolution of members entitled to vote is passed by not less than sixty-six percent (66%) of the voting members present on the question of the termination of the Member Club provided the Member Club has been given written notice of and the opportunity to be present and to be heard at such meeting.

3.5.2.4. A Member Club is terminated in accordance with the provisions of the By-laws of Judo Ontario or any policy of Judo Ontario relating to suspension of Members.

3.5.2.5. At a Board Meeting or special board meeting of Judo Ontario, a resolution of the Board is passed by a majority of votes cast terminating a Member Club provided the Member Club has been given written notice of and the opportunity to be present and to be heard at such meeting.

3.6. Good Standing

3.6.1. A Member Club of Judo Ontario will be in good standing provided that the Member Club:

- 3.6.1.1. Has not ceased to be a Member Club;
- 3.6.1.2. Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed;
- 3.6.1.3. Has completed and remitted all documents as required by Judo Ontario;
- 3.6.1.4. Has complied with the Constitution, Bylaws, policies, rules and regulations of Judo Ontario;
- 3.6.1.5. Is not subject to a disciplinary investigation or action by Judo Ontario, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board; and
- 3.6.1.6. Has paid all required membership dues and additional fees (as defined in this Policy).

3.6.2. Members who cease to be in good standing, as determined by the Board of Directors, Discipline or Appeal Panels, shall not be entitled to vote at meetings of Members and, where the Member is a Director, at meetings of the Directors of Judo Ontario, or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member Club has met the definition of good standing as set out above.

3.7. Insurance

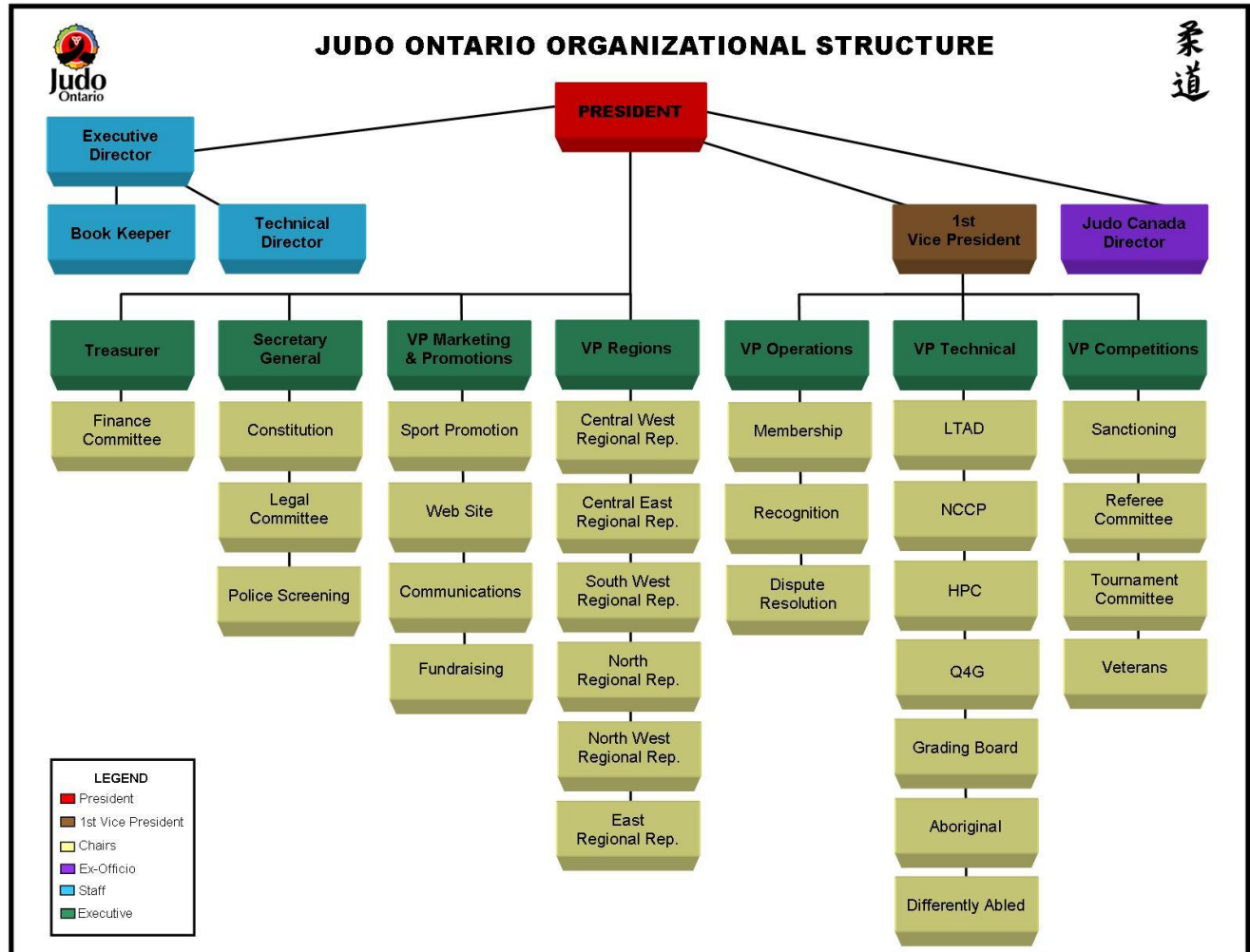
- 3.7.1. Any Member Club that is in violation of the Judo Ontario By-Laws as they relate to membership or this membership policy, will be subject to suspension, and will be ineligible for coverage under Judo Ontario's insurance policy.
- 3.7.2. Member Clubs and/or individual members who continue to practice at non-sanctioned judo clubs, or at a club that has been suspended, or without the supervision of a minimum rank of shodan will be not be covered under Judo Ontario's insurance policy, and will be doing so at their own risk.

3.8. Interpretation

- 3.8.1. In the event that this policy conflicts or contradicts the By-laws of Judo Ontario, the By-laws shall take precedence.

4. JUDO ONTARIO'S ORGANIZATIONAL STRUCTURE

4.1 Judo Ontario's Organizational Chart



5. MEMBER CLUB CRIMINAL BACKGROUND CHECKS & SCREENING POLICY

5.1. Criminal Background Checks

- 5.1.1. Judo Ontario requires all Board Members, Committee Chairpersons, Dojo-shus, Head Instructors and Club Owners to supply the provincial office with a Criminal Background Check in accordance with Judo Ontario's Screening Policy.
- 5.1.2. Judo Ontario will supply the Club with an introductory letter to the Police Service explaining the request for a Criminal Background Check.
- 5.1.3. Please make a copy of this letter located in the Appendix of this manual or contact the office if you wish to have a copy sent to the Club.

5.2. Judo Ontario Screening Policy

5.2.1. Preamble

- 5.2.1.1. The screening of all adult personnel and volunteers is an important part of ensuring a safe sporting environment for all Judo Ontario athletes. Judo Ontario is responsible by law, to take every reasonable precaution to provide a safe and secure environment for every participant in its programs, activities and events.
- 5.2.1.2. This Policy is one of several policy documents that Judo Ontario is required to comply with to fulfill its' commitment to provide a safe environment and to protect its members and participants from harm.

5.2.2. Purpose

- 5.2.2.1. The purpose of screening is to identify and eliminate individuals within Judo Ontario who may pose a potential risk to its members and participants.

5.2.3. Policy Statement

- 5.2.3.1. Not all individuals associated with Judo Ontario will be required to undergo screening through a Police Records Check ("PRC"), Vulnerable Sector Screening ("VSS") and Screening Disclosure Form, as not all positions pose a risk of harm to Judo Ontario or to its members or participants. Judo Ontario will determine, as a matter of policy, which designated categories of individuals will be subject to screening.
- 5.2.3.2. For the purposes of this policy, '**designated categories**' are those classes of persons who work closely with athletes and who occupy positions of trust and authority within Judo Ontario. Such designated categories include but are not limited to:
- 5.2.3.3. All individuals in paid staff positions;
- 5.2.3.4. All board members and chairs of committees;
- 5.2.3.5. All club owners and/or Dojo-shus;
- 5.2.3.6. Any persons appointed to accompany a Judo Ontario team to an event or competition whether as a coach, manager, chaperone, driver or official in another role.

5.2.4. It is Judo Ontario's policy that:

- 5.2.4.1. Individuals in designated categories will be screened using PRCs, VSSs and the Screening Disclosure Form. There will be no exceptions.

- 5.2.4.2. 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.
- 5.2.4.3. Judo Ontario will not knowingly place in a designated category an individual who has a conviction for a **‘relevant offence’**, as defined in this policy. However, where the Risk Management Police Records Check Committee is of the opinion that, notwithstanding a conviction for a relevant offence, a person can occupy a position in a designated category without adversely affecting the safety of Judo Ontario, an athlete or member of Judo Ontario, through the imposition of such terms and conditions as are deemed appropriate, the Risk Management Police Records Check Committee may approve a person’s participation in a designated category.
- 5.2.4.4. If a person in a designated position subsequently receives a conviction for, or is found guilty of, a relevant offence, they will report this circumstance immediately to the Secretary General.
- 5.2.4.5. If it is proven that a person in a designated position has provided falsified or misleading information, that person will immediately be removed from their designated positions and maybe subject to further discipline in accordance with Judo Ontario’s Discipline Policy.

5.2.5. Risk Management Police Records Check Committee

- 5.2.5.1. The implementation of this policy is the responsibility of the Risk Management Police Records Check Committee of Judo Ontario; a committee of three - five persons appointed by the Judo Ontario Vice-President of Operations and approved by the Judo Ontario Board of Directors. The Board of Directors of the Judo Ontario will ensure that the members appointed to the Risk Management Police Records Check Committee possess the requisite skills, knowledge and abilities to accurately assess PRCs, VSSs and Screening Disclosure Forms and render decisions under this Policy. Quorum for the Risk Management Police Records Check Committee will be two (2) members.
- 5.2.5.2. The Board of Directors may, in its sole discretion, remove any member of the Risk Management Police Records Check Committee. Where a position on the Risk Management Police Records Check Committee becomes vacant, either because a member has been removed or because a member has resigned, the Board of Directors, at its sole discretion, will appoint a replacement member.
- 5.2.5.3. The Risk Management Police Records Check Committee will carry out its duties, in accordance with the terms of this policy, independent of the Board of Directors of Judo Ontario.
- 5.2.5.4. The Risk Management Police Records Check Committee is responsible for receiving and reviewing all PRCs, VSSs and Screening Disclosure Forms and, based on such reviews, making decisions regarding the appropriateness of individuals filling positions in designated categories within Judo Ontario programs. In carrying out its duties, the Risk Management Police Records Check Committee may consult with independent experts including lawyers, police, risk management consultants, volunteer screening specialists or any other person.

5.2.6.Procedure

- 5.2.6.1.Each person subject to this policy will obtain and submit, at their own cost, a PRC and VSS from their local Police Service, the Screening Disclosure Form and a letter of good standing from the person's previous judo organization in the case of a transfer from out of province or country to Judo Ontario.
- 5.2.6.2.The PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will be submitted to the Risk Management Police Records Check Committee, c/o the Judo Ontario at its head office in an envelope marked "Confidential".
- 5.2.6.3.Individuals who do not submit a PRC, VSS, Screening Disclosure Form and letter of good standing, if required, will receive a notice to this effect and will be informed that their application will not proceed until such time as the PRC, VSS, Screening Disclosure Form and letter of good standing, if required, is received.
- 5.2.6.4.The Risk Management Police Records Check Committee will receive and review all PRCs, VSSs Screening Disclosure Forms, and letters of good standing, if required, received and determine whether the individual's PRC, VSS, Screening Disclosure Form, and letter of good standing, if required, reveal a relevant offence.
- 5.2.6.5.Subsequent to its' review of a PRC, VSS, Screening Disclosure Form or letter of good standing, if required, the Risk Management Police Records Check Committee, by majority vote, will:
 - 5.2.6.5.1.Approve an individual's participation in a designated category; or
 - 5.2.6.5.2.Deny an individual's participation in a designated category; or
 - 5.2.6.5.3.Approve an individual's participation in a designated category subject to terms and conditions as the Risk Management Police Records Check Committee deems appropriate.
- 5.2.6.6.If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, does not reveal a relevant offence; the Risk Management Police Records Check Committee will notify the Judo Ontario Executive Director that the individual is eligible for the volunteer or staff position. After providing notice, the Risk Management Police Records Check Committee will return the original PRC, VSS, Screening Disclosure Document or letter of good standing to the Secretary General of Judo Ontario for secure and confidential record keeping.
- 5.2.6.7.If an individual's PRC, VSS, Screening Disclosure Form or letter of good standing, if required, reveals a relevant offence; the Risk Management Police Records Check Committee will render its decision and provide notice of its decision in accordance to paragraphs 15. After providing notice, the Risk Management Police Records Check Committee will return the original PRC, VSS, Screening Disclosure Document or letter of good standing to the Secretary General of Judo Ontario for secure and confidential record keeping.

- 5.2.6.8. Where the Risk Management Police Records Check Committee denies an individual's participation in a designated category or approves an individual's participation in a designated category subject to terms and conditions, the reasons for such decision will be provided, in writing, to the designated member, and a copy of this decision will be provided to the Secretary General of Judo Ontario.
- 5.2.6.9. The decisions of the Risk Management Police Records Check Committee are final and binding and will be effective upon notice being sent to the individual by e-mail to his/her last known email address on record with Judo Ontario.
- 5.2.6.10. Nothing in this policy will prevent an individual from re-applying for a staff or volunteer position with Judo Ontario at some point in the future, and submitting a new PRC, VSS and Screening Disclosure Form and letter of good standing, if required.
- 5.2.6.11. Members in a designated position must complete and submit a "Screening Disclosure Form" to Judo Ontario on an annual basis and PRCs and VSSs are valid for a period of three (3) years. Notwithstanding this, the Risk Management Police Records Check Committee may request that a staff person or volunteer in a designated category provide a PRC, VSS or Screening Disclosure Form to the Risk Management Police Records Check Committee for review and consideration. Such a request will be in writing and will provide the reasons for such a request.
- 5.2.6.12. If a person in a designated position has been screened and approved by a Judo Ontario Member Club, Judo Ontario will confirm such approval and not require a second screening.

5.2.7. Relevant Offences

- 5.2.7.1. For the purposes of this Policy, a 'relevant offence' is any of the following offences for which pardons have not been granted.
- 5.2.7.2. If imposed in the last five years:
- 5.2.7.2.1. Any offence involving the use of a motor vehicle, including but not limited to impaired driving; or
 - 5.2.7.2.2. Any violation for trafficking and/or possession of drugs and/or narcotics.
 - 5.2.7.2.3. Any offence involving conduct against public morals;
- 5.2.7.3. If imposed in the last ten years:
- 5.2.7.3.1. Any crime of violence including but not limited to, all forms of assault; or
 - 5.2.7.3.2. Any offence involving a minor or minors.
 - 5.2.7.3.3. If imposed at any time:
 - 5.2.7.3.4. Any offence involving the possession, distribution, or sale of any child-related pornography;
 - 5.2.7.3.5. Any sexual offence involving a minor or minors; or
 - 5.2.7.3.6. Any offence involving theft or fraud.
 - 5.2.7.3.7. Any offence involving monetary theft or fraud

5.2.8. Committee Records

5.2.8.3. The Risk Management Police Records Check Committee will retain no copies of PRCs, VSSs and Screening Disclosure Forms, but may retain written records of communication and with individuals whose PRCs, VSSs or Screening Disclosure Forms indicate a relevant offence, as well as copies of its decisions and written reasons for decisions.

5.2.8.4. All records will be maintained in a confidential manner and will not be disclosed to others except as required by law, or for use in legal, quasi-legal or disciplinary proceedings.

6. MEMBERSHIP REGISTRATION INFORMATION

6.1. Registering a new member or renewing the registration of current members and clubs of Judo Ontario can be done by logging onto our webpage at www.judoontario.ca and performing a series of steps and complying with its policies and this manual.

6.2. It is important to note that becoming a member of Judo Ontario requires you to, first, become a member of a club.

6.3. In addition, please be aware that registration costs vary according to belt colour and category.

6.4. Judo Ontario will determine the correct membership rates for the current year based on information listed in your profile.

6.5. Therefore, it is very important that you keep your profile up-to-date and that your Dojo-Shu is reminded to update your belt colour in your profile.

6.6. Membership to Judo Ontario, for training and competing Judoka, is mandatory.

6.7. All memberships, including Black Belts, are for the period **September 1 to August 31**.

6.8. You are **STRONGLY** encouraged to Register/Renew memberships on-line as this is the fastest and most accurate method. However, Club Dojo-shus who do not have access to a computer may request Judo Ontario to mail them hard-copy forms.

PLEASE NOTE: Judo Ontario has limited administrative resources and cannot guarantee when hard-copy membership application forms will be processed.

6.9. There are two ways to register online and/or renew your membership; individuals may register themselves or the Dojo-Shu may register their club members on their behalf.

6.10. Registration/renewal categories are based on the judoka's age on **December 31 of the following year**. The system will automatically place them in the correct category. (E.g. If you register on 1 September 2011 use the age that they will be by 31 December 2012).

6.11. SPECIAL INFORMATION FOR YUDANSHA (BLACK BELT) RANKS OBTAINED OUTSIDE CANADA

6.11.1. A person who has earned a black belt in judo outside of Canada cannot register as a Yudansha (Black Belt) member with Judo Canada until his/her rank has been recognized.

6.11.2. For a person to apply for a foreign rank recognition, this person must first:

6.11.2.1. Be a member in good standing with Judo Canada as a Mudansha (non-Black Belt) member.

- 6.11.2.2. Have a Judo Canada passport (the passport must have been obtained as a Mudansha before applying for Dan recognition).
- 6.11.3. Once those two conditions are met, the person can fill out a Foreign Dan Recognition form (the form is available on Judo Canada's website or from the provincial association).
- 6.11.4. The Foreign Dan Recognition request must include:
 - 6.11.4.1. The completed Foreign Dan Recognition form for Judo Canada.
 - 6.11.4.2. Proof of his/her rank with another IJF affiliated national judo federation.
 - 6.11.4.3. Judo Canada passport.
 - 6.11.4.4. Payment
- 6.11.5. This request must come through the proper channel. The applicant's Sensei and the Provincial Grading Chair are both required to sign his/her request. Therefore, the foreign recognition requests should be submitted to Judo Canada by the provincial association (like all regular grading requests) and not directly from the member.
- 6.11.6. If the request is approved, the passport will be signed to recognize the rank of the person. The signed passport will be the only proof of recognition, no certificate will be issued.
- 6.11.7. Only once the request is approved can this person register as a Yudansha member with Judo Canada.
- 6.11.8. For your information, "Paragraph 3.5 RANKS OBTAINED OUTSIDE CANADA" is the relevant section in the Judo Canada National Grading Syllabus.
- 6.12. **FOR THE INDIVIDUAL WHO IS RENEWING THEIR MEMBERSHIP:**
 - 6.12.1. If you already have an account on the Judo Ontario website, visit www.judoontario.ca and log in to your account. If you do not have access to a computer, please refer to sections 6.8 and 7.9.
 - 6.12.2. Ensure that you have entered your Judo Canada Passport number in your online profile **BEFORE** proceeding with the online renewal of your membership.
 - 6.12.3. Your Judo Canada Passport number can be acquired by calling Judo Canada directly at **1.877.738.JUDO** or get assistance from Judo Ontario by calling **1.866.553.5836**.
 - 6.12.4. To add your Judo Canada Passport number to your Judo Ontario profile, simply click 'Edit my profile' and enter your Judo Canada Passport number in the appropriate box. Once complete, 'Save' your changes.
 - 6.12.5. **IMPORTANT!** Ensure that your Judo Canada Passport number has been entered correctly to avoid future problems.
 - 6.12.6. Once you have successfully saved your Judo Canada Passport number in your profile, click the **Renew Now** button at the top of your profile page.
 - 6.12.7. If your Profile does NOT include your Judo Canada Passport number, you will be prompted to enter it before you can proceed
 - 6.12.8. Once your Judo Canada Passport number has been added, follow the steps to renew your membership and check-out.

6.12.9. After a successful transaction, your online profile will be updated showing you are a paid up member, and you will receive an email receipt of the transaction.

6.12.10. In addition, the system archives the transaction in your profile under the link "**Transaction History**".

6.13. FOR THE INDIVIDUAL WHO IS A NEW MEMBER:

6.13.1. Create an online account by rolling over 'Website Registration' on the homepage and then selecting 'Website Registration' from the drop down menu. If you do not have access to a computer, please refer to sections 6.8 and 6.9.

6.13.2. Fill out the brief form, accurately! You will not yet have a Judo Canada Passport number at this time. That number will be assigned later. Leave that field blank.

6.13.3. Once your account is created, log-in to your new account, with the Username and Password you created.

6.13.4. Click the 'Renew Now' button at the top of your profile page. Follow the steps to renew your membership and check-out.

6.13.5. After a successful transaction, your online profile will be updated showing you are a paid up member, and you will receive an email receipt of the transaction. In addition, the system archives the transaction in your profile under the link "Transaction History".

6.13.6. Once you receive your Judo Canada Passport number, ensure you log back into your profile and enter it, then save the changes.

6.14. CLUB GROUP TRANSACTIONS:

6.14.1. Only a Dojo-Shu or the club's appointed Administrative Assistant can perform a group transaction.

6.14.2. **BEFORE** attempting a group transaction on behalf of your members, ensure all the members of your club that you wish to perform a group transaction on, have their Judo Canada Passport numbers in their profiles.

6.14.3. If they do not, they will need to find out their Judo Canada Passport number by calling Judo Canada directly at **1.877.738.JUDO** or get assistance from Judo Ontario by calling **GTA: 416.426.7006 or Toll free: 1.866.553.5836**.

6.14.4. To have a member add their Judo Canada Passport number to their online profile, simply have them log-in to **their** own account, click 'Edit my profile' and enter the number in the appropriate box. Once complete, have them 'Save' their changes.

6.14.5. **IMPORTANT!** Ensure your Judo Canada Passport number has been entered correctly to avoid future problems.

6.14.6. Once your members have successfully saved their Judo Canada Passport numbers in their profiles, perform the following steps: Dojo-Shu or Administrator logs in to their online profile.

6.14.7. Click on the **Club Members** link, under Dojo-Shu Tools.

- 6.14.8. Click on the boxes to the left of the members names that you would like to add to the group, for the group transaction. Click the 'Proceed with Group Transaction' button at the bottom of the page to begin the transaction process.
- 6.14.9. If any one of your member's profiles does NOT include their Judo Canada Passport number, you will get an error message and be prompted to have them enter it into their online profile before you can proceed. You must then start the process over.
- 6.14.10. After a successful transaction, your members' online profiles will be updated showing they are a paid up member, and you will receive an email receipt of the transaction. In addition, the system archives the transaction in your profile, as well as the members' profiles under the link "Transaction History".

6.15. ON-LINE CLUB REGISTRATION/APPLICATION PROCESS

- 6.15.1. The following is an overview of the on-line Club registration process.
- 6.15.1.1. It does NOT contain detailed instructions on how to fill out the online forms.
- 6.15.2. A Dojo-Shu must first have an online profile on the Judo Ontario website.
- 6.15.3. Judoka who have been registered with Judo Ontario since 2008 will have an online profile.
- 6.15.4. Judoka that have not been registered with Judo Ontario during this period will be required to set-up a profile on the Judo Ontario website.
- 6.15.5. Existing members may log-in and create a New Club Application. (NOTE: This will change their association to the new club if they were previously registered under another dojo).
- 6.15.6. New Dojo-Shus who need to create a profile on the Judo Ontario website will have the opportunity to create a New Club Application when they set-up their online profile.
- 6.15.7. The New Club Application form contains an integrated Waiver which the Dojos-Shu MUST agree to in order to proceed.
- 6.15.8. The online profile will ask about the Dojos-Shu's current NCCP level.
- 6.15.9. If the Dojo-Shu is not an NCCP Dojo Instructor (formerly Level 2) or higher, the system will display a message to contact Judo Ontario for further assistance in obtaining certification.
- 6.15.9.1. The Dojo-Shu MUST acknowledge this in order to proceed.
- 6.15.10. Next, the Dojos-Shu MUST read the Judo Ontario Screening Policy plus complete and digitally "sign" the Judo Ontario Screening Disclosure form.
- 6.15.10.1. **NOTE:** The Judo Ontario Screening Policy must be completed annually.
- 6.15.11. The Dojo-Shu must then complete payment of the registration/application via credit card.
- 6.15.12. Depending on the type of application and status of police checks the system will either:
- 6.15.12.1. Confirm payment and registration for clubs that are renewing where the Dojo-Shu's police check is less than 24 months old;
- 6.15.12.2. Confirm payment and registration for clubs that are renewing where the Dojo-Shu's police check is between 24 and 36 months, however, the system will begin sending automatic monthly e-mails reminding the Dojo-Shu to complete the police check before the 36 month period expires;

- 6.15.12.3. Confirm payment for clubs that are renewing where the Dojo-Shu's police check is 36 months old or more, however the system will put the status of the club back to "Probationary" until Judo Ontario receives a satisfactory police check (and any other verification required).
- 6.15.12.4. Confirm payment for NEW clubs, marks the club status as "Probationary", and makes the club available for members to register under. Police checks must be received within 12 months of the application and all other verification procedures.
- 6.15.12.5. Once Judo Ontario receives a satisfactory police check (and any other verification required), they will mark the club Registration as approved and the system will notify the Dojo-Shu;
- 6.15.12.6. Confirmation of rank with Judo Canada (or recognition of foreign rank, if applicable) must also be completed prior to Judo Ontario approving the club at which time the system will notify the Dojo-Shu.
- 6.15.13. In the event that a club application/renewal is denied. Judo Ontario will record this in the system, arrange for a refund of the club registration fees (minus an administrative fee) and notify the Dojo-Shu for the reason via hard-copy mail.

6.16.FAMILY DISCOUNT

- 6.16.1.** Judo Ontario is pleased to offer discounts on memberships for families of four (4) or more. The first three (3) members pay full price. The fourth membership is entitled to a 50% discount and applies only to the lowest price category. See conditions below.

6.16.2.Conditions

- 6.16.2.1. You cannot register on-line if your family is requesting a Family Discount. It can only be arranged by contacting Judo Ontario's Office.
- 6.16.2.2. The first three (3) family members pay full price membership fees.
- 6.16.2.3. The fourth (4th) family member pays half price membership fee.
- 6.16.2.4. Additional family members (more than four) are also entitled to half price discount of fees.
- 6.16.2.5. All half price discounts of membership fees apply to the lowest membership price category.
- 6.16.2.6. There is NO DISCOUNT for the Black belt price category, regardless of the number of family members that are black belts.
- 6.16.2.7. Each family member must have the same mailing address.
- 6.16.2.8. To register for a family membership or for more information on same please contact Judo Ontario's office at **GTA: 416-426-7006 or Toll free: 1-866-553-JUDO (5836).**

6.16.3. Please see “Family 1” and “Family 2” below for examples of the Family Membership discount.

FAMILY 1: Four (4) family members: (Two black belts, + one U20, and one U13). The discounted rate applies to the U13 membership category (lowest price).


Category	# of Family Members	J.C. + J.O. Annual Fee	Cost	Note
All Black Belts	2	\$140.00 ea.	\$280.00	
Mudansha 20 and Over		\$100.00 ea.		
Mudansha U15, U17, U20	1	\$75.00 ea.	\$75.00	
Mudansha U9, U11, U13	1	\$45.00 ea.	\$22.50	Half price for 4 th family member
Mudansha U7		\$10.00 ea.		
		Total	\$377.50	

FAMILY 2: Six (6) family members: (Two black belts, + one U20, + two U13, + one U11). The discounted rates apply to the three lowest membership categories (lowest price).


Category	# of Family Members	J.C. + J.O. Annual Fee	Cost	Note
All Black Belt	2	\$140.00 ea.	\$280.00	
Mudansha 20 and Over		\$100.00 ea.		
Mudansha U15, U17, U20	1	\$75.00 ea.	\$75.00	
Mudansha U9, U11, U13	3	\$45.00 ea.	\$67.50	Half price for 4 th , 5 th and 6 th family member.
Mudansha U7		\$10.00 ea.		
		Total	\$422.50	

Below are several selected screen shots of a typical on-line registration session.


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Read our latest
Newsletter

Membership Sign-up

IMPORTANT. PLEASE READ.

If you have forgotten your Username or Password **DO NOT** create a second account.

Please contact the [Judo Ontario Web Development Team](#).

If this is the first time you have created a user account, please proceed.

PLEASE NOTE

By registering to become a member of the Judo Ontario **website** does not constitute a membership to Judo Ontario. By performing a website registration you are setting up a user account. With this user account, you will have the ability to pay for your Judo Ontario yearly membership, track on-line transactions and have access to the growing suite of tools provided to help you grow and monitor your Judo career. Membership has its privileges.

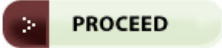
To **officially** become a member of Judo Ontario do one of the following:

Fill out the **Website Registration** form

Log-in to your newly created account, and click the button to pay for your membership.

-or-

Inquire if your Dojo Shu (Club owner) will be doing a group registration on behalf of their club members.

 **PROCEED**



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Membership Sign-up



Please fill out the registration form carefully providing information that is as accurate as possible.

Personal Info

First Name:

Last Name:

Address:

City:

Country:

Postal / ZIP Code:

Email Address:

Telephone:

(Start with area code)

D.O.B:

Parent/Guardian:

(If Judoka is under 18 years of age)

Gender:

Aboriginal Status:

Self-identifying as a member of First Nation is not mandatory.

Judo Info

Where do you currently train?

Club:

Belt:

Account Info

Username:

Password:

Confirm Password:

7. HOW JUDO ONTARIO'S MEMBERSHIP FITS IN WITH JUDO CANADA

- 7.1.1. Judo Ontario is the provincial body responsible for the delivery of judo programs in this province.
- 7.1.2. They are the Provincial voice to the National body (Judo Canada) and the International body (International Judo Federation - IJF).
- 7.1.3. Judo Ontario is responsible for coaching development, referee training, setting standards for belt requirements (Mudansha and Yudansha), technique development, tournament standards and safety standards.
- 7.1.4. Judo Ontario is also responsible for assistance in club development.
- 7.1.5. Sanctioned clubs must adhere to proper instruction and safety standards.
- 7.1.6. Sanctioned clubs must keep up to date on rule changes so the clubs and coaches will always be current.
- 7.1.7. Judo Ontario maintains and updates data bases so athletes can advance through the belt system. They maintain an up date a web site to keep members current. An office is also available to answer questions or pass the question on to the appropriate individuals.
- 7.1.8. Judo Ontario establishes standards for tournaments and clubs. Sanctioned tournaments and clubs will be conducted with the safety of participants in mind.
- 7.1.9. A club that is officially recognized by a Provincial Association as well as by Judo Canada gains a number of advantages. Among them:
 - 7.1.9.1. Administrative recognition of their club
 - 7.1.9.2. Possible financial aid from provincial/federal government
 - 7.1.9.3. Athlete assistance programs
 - 7.1.9.4. National Coaching Certification Program
 - 7.1.9.5. Network of competitions from the local level to the Olympic Games
 - 7.1.9.6. National Grading Recognition
 - 7.1.9.7. Provincial and National communications
 - 7.1.9.8. Judo Canada and Sport Canada are responsible for developing LTAD. Judo Ontario is responsible for delivering LTAD in the province.
 - 7.1.9.9. Judo Canada is responsible for the organization of Junior and Senior National Championships to which Judo Ontario sends athletes to compete. Judo Canada is also responsible for non-domestic events which athletes from Ontario are able to compete in if pre-approved by Judo Canada.

8. JUDO ONTARIO MEMBERSHIP BENEFITS

- 8.1.1 When you join Judo Ontario you are joining some of the most passionate and experienced martial artists in Canada.....and the world.
- 8.1.2 Your membership helps pay for insurance both for clubs and individual members at all Judo Ontario Sanctioned Events and Clubs.
- 8.1.3 This also gives you the opportunity to participate in tournaments (shiais), in special training events and clinics.
- 8.1.4 A club that is officially recognized by a Provincial Association as well as by Judo Canada gains a number of advantages. Among them:
- 8.1.4.1 Administrative recognition of their club
 - 8.1.4.2 Possible financial aid from provincial/federal government
 - 8.1.4.3 Athlete assistance programs
 - 8.1.4.4 National Coaching Certification Program
 - 8.1.4.5 A network of competitions from the local level to the Olympic Games
 - 8.1.4.6 National Grading Recognition
 - 8.1.4.7 Provincial and National communications.
 - 8.1.4.8 Judo Ontario benefits from a relationship with the Coaching Association of Ontario to receive Coaching Grants, Coach Recognition Awards, and professional development events.
 - 8.1.4.9 Judo Ontario benefits from a partnership with the Sport Alliance of Ontario and participates in the Ontario Sports Awards, Ontario Winter Games, Summer Experience Program and other funding grants.

9. INSURANCE

9.1. Overview

9.1.1. Judo Ontario provides **Commercial General Liability** coverage for its members who participate in **Sanctioned Judo Activities**. ****Sanctioned Events**** shall mean all games, competitions or sports demonstrations run by Judo Ontario or by Member Clubs as endorsed hereon, including related training at sites of events and club premises. Coverage also extends to scheduled practices and banquets/award ceremonies. Liability insurance will defend you and pay for damages that may be awarded against you. In short, insurance gives you peace of mind. The policy will pay those sums that the insured becomes legally obligated to pay as compensatory damages because of bodily injury to or damage to property of others, such as spectators, passers-by, property owners and others resulting from your operations or actions. Coverage includes your legal liability for injury to participants. Most General Liability policies contain an exclusion, which excludes suits resulting from participants who are injured while participating in a sporting activity. The policy includes injury to participants that result from your association's, member clubs', or individual member's negligence.

9.1.2. Judo Ontario also provides **Sport Accident** coverage for its members who have sustained an injury while participating in sanctioned and authorized Judo Activities. This coverage is applicable in Canada. Coverage also applies to scheduled practices or training at site of competition. This coverage is secondary to any other health care plan(s).

9.1.3. The Policy also provides **Directors & Officers/Errors & Omissions Liability Coverage**, which protects the association's directors & officers, executives, employees and volunteers for consequences of their actions against suits alleging "wrongful acts". **This coverage is also automatically included for each member club.**

9.1.4. The Policy even includes as **Additional Insured**: Municipalities, Government Departments, Sponsors and Owners of the Facilities in whose name you have agreed to provide insurance for their vicarious liability arising out of your operations.

9.2. Members of Judo Ontario must direct their insurance enquiries, including requests for certificates of insurance directly to Judo Ontario by telephone: GTA at 416 426 7006; Toll Free at 1 866 553-JUDO (5836) or via E-mail: info@judoontario.ca

9.3. INSURANCE POLICY

9.3.1. Who is an Insured?

9.3.1.1. All participants, managers, coaches, officials and trainers.

9.3.2. What are we covered for?

9.3.2.1. The **Accident Policy** provides coverage for accidental bodily injury or death sustained by an Insured due to external violent, sudden, fortuitous causes beyond the Insured's control, occurring in **Canada** while this insurance is in force.

9.3.2.2. The **Accident Policy** pays for medical bills on behalf of injured participants. This policy assures that your participants and volunteers will receive the type of medical treatment that they deserve.

9.3.2.3. Also, the threat of a lawsuit is minimized as the injured participants' medical bills are taken care of by the Accident Policy.

9.3.2.4. This coverage is secondary to any other health care plan(s).

9.3.2.5. Expenses eligible under any other healthcare plan(s) must be submitted to that plan(s).

9.3.2.6. Your Sport Accident Policy will pay only the amount of expenses that are not eligible with any other insurer.

9.3.2.7. Only claims up to the maximum benefits of the policy will be considered for payment. Explanation of benefits from other insurer, must accompany eligible expenses when submitting.

9.3.2.8. You must have required and received medical /dental treatment commencing within **30 days** of the accident.

9.3.2.9. Insurance provider must receive notice of your accident within **30 days** of the accident date and claim documentation within **90 days** from the date of accident.

9.3.2.10. The **Accident Policy** provides benefits as per the **Benefit Schedule**, while an insured member is;

9.3.2.11. Participating in sanctioned practice or competition.

9.3.2.12. Being transported with three or more other members to or from such event.

9.3.2.13. If by air, must be licensed by a multi-engine scheduled or charter airline; within the territorial limits shown on the policy declarations.

9.3.2.14. When an accident causes death or any of the losses listed on the benefit schedule, within 365 days of the accident, the insurer will pay for such loss or permanent loss of use as outlined.



IMPORTANT INFORMATION YOU SHOULD KNOW ABOUT YOUR ACCIDENT POLICY

- No coverage for loss of wages.
- This plan is secondary to any existing medical plan.
- No payment for any benefits that are available under any Government health plans, whether the insured is enrolled in such a plan or not.
- No coverage for overuse injuries.

10. INCIDENT REPORT

- 10.1. An incident report must be completed by the Head Coach, Team Manager, Official, Board Member or Staff Person for any injury or property damage of others that occurs at or during an official Judo Ontario event or activity.
- 10.2. The purpose of this document is to obtain an immediate record of what happened and those people who may be involved or on-site at the time.
- 10.3. Please ensure that descriptions are limited to the facts without assignment of blame and admission of fault.
- 10.4. If you require additional space please attach extra sheets to your incident report.
- 10.5. The completed incident report should be sent immediately to Judo Ontario.
- 10.6. A copy of the multi-page "Incident Report" can be downloaded from the Judo Ontario website.
- 10.7. It is suggested that any individuals, including those listed in paragraph 10.1, taking part in an official Judo Ontario event or activity make a copy of this document prior to departing so as to have this document available if and when required .

11. FACILITY INSPECTION LOG

- Business Name:
- Building Address/Name:
- Area:

- Required checks for this area including frequency:

Date	Time	Initial	Issues noted and corrective action taken

12. FACILITY MAINTENANCE LOG

- Business Name:
- Building Address/Name:
- Area:

- Required checks for this area including frequency:

Date	Time	Initial	Issues noted and corrective action taken

13. MANDATORY EQUIPMENT

- 13.1. Judo requires participants to wear a special uniform called a judo-gi and needs to be practiced on a cushioned mat surface called a tatami.
- 13.2. The judogi is composed of a pair of pants and a jacket made of very thick and resistant fabric.
- 13.3. A belt is used to close the jacket and to designate the judoka's rank.
- 13.4. The tatami is a high density mat designed to absorb the shock of throws and falls.
- 13.5. Both judogis and tatamis are required for a safe and complete practice of the sport.
- 13.6. Below is a list of mandatory equipment for the operation of a typical judo club:

List of Mandatory Equipment

- Judogis
- Belts
- Tatamis (floor mats)
- Crash mats (floor)
- Wall mats
- Artificial weapons for Kata

14. HEALTH AND SAFETY

- 14.1. High safety standards should be in place to ensure a safe teaching environment for participants.
- 14.2. Judo Ontario offers the following outlines and recommendations for the safe practice of judo.
- 14.3. It is strongly suggested you include these recommendations as part of your Health and Safety standards.

14.4. FIRST AID TRAINING

- 14.4.1. Judo Ontario recommends that all judo club owners (Dojo-Shus) complete a standard first aid course conducted by St. John Ambulance in their community.
- 14.4.2. The course provides comprehensive information that can help save a life in an emergency situation at your club.

14.5. STANDARD LEVEL FIRST AID

- 14.5.1. Designed to meet industry, business and government requirements, **Standard Level First Aid** is a modular course for those who want to learn more first aid skills.
- 14.5.2. The **Standard Level First Aid** course is built on the same core and elective lessons as the Emergency level course. The course includes core and elective lessons as well as a written exam.
- 14.5.3. Lessons that make up the Standard and Emergency level courses are outlined below
- 14.5.4. The elective lessons are chosen by instructors based on your needs.
- 14.5.5. For example, companies may ask for specific lessons in accordance with local or provincial safety regulations.

14.5.6. Electives in a course intended for the general public are based on regional or community needs and interests.

15. Lesson Menu

15.1. Both the Standard First Aid and Emergency First Aid courses include five core lessons (four hours).

15.1.1.1. Emergency Scene Management

15.1.1.2. Shock, Unconsciousness and Fainting

15.1.1.3. Choking (Adult)

15.1.1.4. Cardiovascular Emergencies and One-Rescuer CPR (Adult casualty)

15.1.1.5. Severe Bleeding

15.1.2. There are 18 elective lessons. The Emergency course includes approximately 1.5 hours* of electives, while the Standard course includes about 7.5 hours.*

15.1.2.1. Medical Conditions (Diabetes, Convulsions, Asthma, Allergies)

15.1.2.2. Child Resuscitation

15.1.2.3. Infant Resuscitation

15.1.2.4. Two-Rescuer CPR

15.1.2.5. Automated External Defibrillation

15.1.2.6. Secondary Survey

15.1.2.7. Bone and Joint Injuries

15.1.2.8. Head/Spinal and Pelvic Injuries

15.1.2.9. Chest Injuries

15.1.2.10. Wound Care

15.1.2.11. Multiple Casualty Management

15.1.2.12. Rescue Carries

15.1.2.13. Eye Injuries

15.1.2.14. Burns

15.1.2.15. Poisons, Bite and Stings

15.1.2.16. Heat and Cold Illness and Injuries

15.1.2.17. Emergency Childbirth and Miscarriage

15.1.2.18. Artificial Respiration

16. FIRST AID KIT

16.1. Recommended First Aid Kit for the Dojo;

16.1.1. A first aid kit must be accessible at all times and contain the following items:

- Athletic tape 2 rolls
- Rubbing alcohol, 50 ml
- Antibiotic ointment, 1 tube
- Band-Aids 1" X 3"
- Cotton swabs
- Bags of chemical ice
- Nail clippers
- Elastic bandages, 2 rolls
- Triangular bandages (slings)
- Vaseline, 50 ml
- Gauze pads, 10 cm X 10 cm
- Disinfectant, 125 ml
- Bandage scissors
- Towels
- Sanitary napkins
- Tweezers
- Plastic bags
- Pocket resuscitation mask (with one-way valve)
- **Accident report records**

Also included should be the following key pieces of information:

- Judokas' medical information and health care number.
- Judokas' contact information in case of an emergency.
- Past injury reports.

15. COACH'S EMERGENCY PLANNING CHECKLIST

15.1. Your best tool in the event of an emergency is having properly prepared information and items on hand.

15.2. Below are some suggestions of items your team should always have on hand. It is not an exhaustive list, but rather a starting point for your team.

15.2.1. Emergency Contact information for all players and coaches.

15.2.2. Signed medical release forms for all players.

15.2.3. Cell phone to ensure you can contact emergency medical personnel.

15.2.4. Fully stocked first aid kit and a person onsite with first aid training.

15.2.5. Water or sports drinks to keep participants hydrated.

15.2.6. Blanket.

15.2.7. Address of nearest hospital.

15.2.8. Incident report form.

16. EMERGENCY ACTION PLAN (EAP)

16.1. An Emergency Action Plan (EAP) should have the medical profile for each participant and for all members of the coaching staff attached.

16.2. The EAP should be printed two-sided, on a single sheet of paper.

16.3. The EAP should have the following information readily available to all instructors at your club:

16.3.1. Where in your dojo/building is the nearest **working** telephone?

16.3.2. Emergency phone numbers.

16.3.3. Cell phone number of coach:

16.3.4. Cell phone number of assistant coach:

16.3.5. Phone number of dojo:

16.3.6. Address of dojo:

16.3.7. Address of nearest hospital:

16.3.8. Charge person (1st Option):

Call person (1st Option):

16.3.9. Charge person (2nd Option):

Call person (2nd Option):

16.3.10. Charge person (3rd Option):

Call person (3rd Option):

16.3.11. Directions to Hospital from Dojo:

16.3.12. Contact Information.

16.4. When an injury occurs, an EAP should be activated immediately if the injured person:

16.4.1. Is not breathing.

16.4.2. Does not have a pulse.

16.4.3. Is bleeding profusely.

16.4.4. Has impaired consciousness.

16.4.5. Has injured the back, neck or head.

16.4.6. Has a visible major trauma to a limb.

17. LONG TERM ATHLETE DEVELOPMENT (LTAD)

17.1. Judo Ontario endorses and supports Judo Canada's Long Term Athlete Development (LTAD) Model which is designed to provide a blueprint for the athletic and personal development of the participants. The model is also designed to help with healthy life-long sport participation.

17.2. The Development Pathway

ACTIVE START - (Age U7)

- Focuses on daily, physical activity in unstructured and semi-structured environments emphasizing basic movement **skills**.

FUNDAMENTALS - (Age U9)

- Focuses on the **ABC'S of athleticism** in a fun, participatory environment. Basic movement **skills** and general **development** leading to **physical literacy** are most important.

LEARNING TO TRAIN - (Age U11, U13)

- Begins integration of physical, emotional, cognitive and affective **development**; emphasis on **skill** development. For the purposes of Judo we have found it necessary to sub-divide this category into two stages, based on age.

TRAINING TO TRAIN - (Age U15)

- Consists of sport-specific **skill** development with emphasis on **aerobic** and **strength development** according to **Peak Height Velocity** indicators.

TRAINING TO COMPETE - (U17, U20)

- Emphasizes sport-specific technical, tactical and fitness preparation.

TRAINING TO WIN - (Age 18+/-)

- Maximizes all physical, mental, emotional, and ancillary capabilities with a view to succeed competitively on an international stage.

ACTIVE FOR LIFE - (enter at any age)

- Provides an opportunity to remain in or move into an active, recreational or age group competitive lifestyle with increased participation in other facets of the sport experience (refereeing, coaching, instructing, administration).

For more information on the LTAD program visit the Judo Canada website:

<http://www.judocanada.org/>.

Appendix

All forms listed below are available on the Judo Ontario website at www.judoontario.ca

Forms: Club Registration Form (Manual entry)
Club Registration Form (On-line entry)
Criminal Background Check Letter of Introduction
Judo Ontario Screening Disclosure Form
Club Screening Disclosure Form (Template)
Incident Report
Release of Liability, Waiver of Claims & Indemnity Agreement (for those 18 yr. of age & older)
Informed Consent & Assumption of Risk Agreement (for those 17 yr. of age & younger)