



BY-LAWS

2019

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Part A - JUDO TASMANIA BOARD OF DIRECTORS

1. ELECTION AND QUALIFICATIONS FOR DIRECTORS

Note: The terms **Director** and **Board Member** are used interchangeably in these By-Laws.

Composition of the Board

- 1.1 The composition of the Board of Judo Tasmania is set out in clause 14.1 of the Constitution. The qualifications, skills and experience required for Elected Directors (under clause 15.3) and Appointed Directors (under clause 16) shall be as determined by the Board from time to time.
- 1.2 The specific requirements, as determined, shall be included in the call for nominations made by the Secretary 45 days prior to a General Meeting (or Special General Meeting) - in compliance with Clause 10.3(b) of the Constitution.
- 1.3 As there are many duties required and varying levels of time and effort required, one Director may at times be required to cover more than one formal Board portfolio.

Directors Duties

- 1.4 All Directors (Board Members) are expected to:
 - Attend Board meetings (where possible)
 - Report to the rest of the Board on their portfolio
 - Prepare an annual report on their portfolio to present at the AGM provided at least seven days prior to the AGM to all Directors
 - Liaise as necessary with respect to their portfolio with the other Board Members with individual member clubs and with individual members
 - Contribute to general discussions and decisions on the operation, strategy, and future planning of Judo Tasmania
 - Pass feedback, suggestions, issues, or complaints from club members to the Board, or the relevant Board Members
 - Promote the Boards activities, objectives, and values to its members clubs and individual members.

Board Members Appointments, Skills and Attributes

- 1.5 The Directors five (5) formal Board Portfolios are as set out in 14.2 of the Constitution as follows:
 - President (generally acting as Chair)
 - Vice President
 - Secretary

- Treasurer
- State Grading Authority Chairman

Directors are generally elected by the member clubs at the Annual General Meeting or Special General Meeting under clause 15.3 or appointed under clause 16.

After appointment Directors are assigned portfolios by the existing Board.

In appointing portfolios the Board may seek guidance by the member Clubs (via the voting process or otherwise) or individual members (by written reference) as to the suitability of new and current Directors to the various portfolios.

Prior to a General Meeting the Board may call for nominations for Directors wishing to be appointed to *specific portfolios* when calling for the nominations. In this way the Board may garner interest in a specific role and appoint the person best suited for that role with some input from its members.

In addition to the above, but not limited to, Directors nominating for the President, Vice-President, Secretary, Treasurer and State Grading Authority Chairman should possess the following skills and attributes:

1.5.1 President (generally acting as Chair)

- Be well informed of all organisation activities and provide full oversight have a sound understanding of the Board Constitution, rules and duties of all directors
- Be able to work collaboratively with other Board members
- Be capable of advance planning and be committed to meeting the goals of the Board
- Be a good communicator and be aware of the interests of both members and key stakeholders operate with strong ideals and be a positive role model for the board, both internally and in representing the board and Judo Tasmania externally
- Be capable of fostering a good relationship both internally and externally
- Be a competent public speaker

1.5.2 Vice President

- Prepared to chair board meetings effectively, in the absence of the President, and be able to step into the Presidents role, if the President is unavailable to act in their role
- Can be an alternative signatory for the Board for legal and financial purposes
- Can represent the Board at meetings, as agreed with by the President
- Assist in planning with the President which matters are done by the Executive, boards or assigned parties other duties as seen necessary by the President/Board
- A secondary liaison for strategic and high-level operational matters with Judo Australia

1.5.3 Secretary

- Computer literate
- Organised and a good communicator
- Discrete and confidential, as and when necessary

1.5.3 Treasurer

- Sound Financial judgement and skills
- Strong Organisational skills
- Accurate record keeping and maintenance skills
- Honesty and integrity
- Strong Computer skills
- Strong Communication skills

1.5.4 State Grading Authority Chairman

- Minimum rank of Sandan
- Sound understanding of the most current National Grading Policy and have a good understanding and demonstrated experience of the sport and art of Judo.
- Strong Communication skills

2. DUTIES OF ELECTED DIRECTORS

2. President

The President provides overall leadership for the organisation and the Board, especially in relation to strategic matters and future planning.

- Primary liaison for strategic and high-level operational matters with Judo Australia
- Chair Board Meetings, ensuring they run effectively and efficiently
- Remind the board of Board Governance matters at all points
- Remind the Board members on their roles and contributions, assisting them to improve their contributions
- Lead the board to ensure Goals, strategic and business plans are both developed and pursued to attain the goals of the Board
- The skillsets needed for a successful board are represented and that a succession program is developed to assist in locating new Board members as necessary
- Be signatory for the Board for all legal and financial purposes
- Maintain contact at appropriate and regular intervals with the Member Clubs, key stakeholders and parent bodies
- Speak for the board as necessary
- Develop strong partnerships with local and state governments, Business and Government funding bodies and other groups as necessary to the goals of the board.

3. Vice President

The Vice President supports the President and assists with their responsibilities. They may take the lead on certain issues and projects.

- Prepared to chair board meetings effectively, in the absence of the President, and be able to step into the Presidents role, if the President is unavailable to act in their role
- Can be an alternative signatory for the Board for legal and financial purposes

- Can represent the Board at meetings, as agreed with by the President
- Assist in planning with the President which matters are done by the Executive, boards or assigned parties other duties as seen necessary by the President/Board
- A secondary liaison for strategic and high-level operational matters with Judo Australia

2.3 Secretary

The Secretary carries out or delegates all the administrative duties that enable the club and its members to function effectively. The Secretary has an essential role within the organisation, with a close involvement in the general running of the organisation. The Secretary's role is the primary administration officer of the board and acts as the link between the Board and its members, Clubs and external bodies.

- Keep accurate records of the Board and manage such records
- Keep minutes of Board meetings, ensuring both their recording and distribution to members shortly after such meetings and within a 14-day period
- Ensure that such records are kept as required by law and readily available by authorised persons. Such records as a minimum should include Constitutional documents, Board members Records, Signed Board meeting Minutes, Financial Records and other official reports
- Responsible for official records of the Board and its members; and makes these available as required for reports, elections, voting and other suitable purposes
- Keeping a current copy of the Constitution and bylaws available at all meetings
- Develop an agenda, by consultation with other Board members and distribute at least a week prior to any meetings
- Provide proper notification of all Board and Board meetings as detailed in the bylaws
- Be Familiar with all board documents to assist any such meetings assist the Board and its members to communicate both internally and to other necessary stakeholders
- Manage the general correspondence of the Board

4. Treasurer

The Treasurers role is to manage the financial supervision of the Board to allow for the Board's provision of good governance. The Treasurer has to regularly report the board's financial positions to the Board and Board members as required.

- Administer all financial affairs of the Board
- Provide advice and direction to the board in their duty of management of the Boards finances
- Provide regular development and Board review of financial policies and procedures
- Receipt all incoming monies bank all monies received
- Pay all accounts due
- Maintain accurate records of all income and expenditure
- Ensure all payments and deposits match fully with bank deposits and withdrawals
- Lead the annual budget process and provide an appropriate annual budget is provided to the board for approval support and finalise any required auditing processes
- Make all monthly financial reports available at Board meeting's, or as requested by the Board.
- Produce and send invoices for payment promptly
- Keep and maintain accurate membership payments records

- Be a valid signatory for Board accounts

2.5 State Grading Authority Chairman

- The State Grading Authority Chairman must administer and organise the State Grading Authority in accordance with the accepted National Grading Policy as per clause 3.6 of that Policy.

2.5 Other Constitutional Roles

- The Board may appoint a CEO under part 21 of the Constitution.
- The Board must appoint a Public Officer under part 22 of the Constitution.

Part B – MEMBERSHIP

3. MEMBER APPLICATIONS

3.1 Member Clubs

- 3.1.1 Admission to membership is subject to clause 6.3 and 6.4 of the Constitution
- 3.1.2 An application for membership by a Club must:
 - (a) be made to the Secretary;
 - (b) be in writing in a form approved by the Board
 - (c) be accompanied by a copy of the Club's current constitution with all added amendments
 - (d) be accompanied by a list providing the full names, addresses and designations of all office bearers of the Club
 - (e) be accompanied by the prescribed fee as determined from time to time by the Board
- 3.1.3 On being granted membership, the Secretary shall enter, or cause to be entered, the name of the Club in the Register of Clubs.
- 3.1.4 A Member Club must have a Coach qualified to teach under the Coaching Accreditation Framework. An Accredited Coach MUST have a current First Aid Certificate and a current Working with Children accreditation.

3.2 Individual Members

- 3.2.1 Admission to membership is subject to clause 6.1 and 6.5 of the Constitution
- 3.2.2 Application for membership by an Individual Member can be made
 - (a) online – www.judotasmalia.org.au/registration
 - (a) be made to the Secretary in writing on a form approved by the Board and accompanied by the prescribed fee as determined from time to time by the Board.

3.3 Special Members

- 3.3.1 By virtue of 6.1 d) of the Constitution - Special Membership may be granted by the Board for a specified period or without limitation of period to the following:

(a) Volunteer: a person undertaking a special time-based project on behalf of the board

(b) A person of distinguished position or attainment.

3.3.2 A Special Member shall enjoy all rights and privileges of membership other than the right to vote at General Meetings, take part in the management of the Association or nominate a person for Life Membership, a Special Award or election as an Elected Director.

3.3.3 A Special Member shall be exempt from the payment of Association membership fees and be entitled to other benefits as determined from time to time by the Board.

3.3.4 On being granted membership, the Secretary shall enter, or cause to be entered, the name of the Special Member in the Register of Members via the online membership portal.

3.4 Life Members

3.4.1 Admission to Life Membership is subject to clause 6.2 of the Judo Tasmania Constitution.

The award of Life Membership exists to recognise the valuable contribution of individuals to the past, current and future success of Judo in Tasmania. It is therefore only to be awarded in exceptional circumstances by unanimous agreement of the full board.

3.4.2 Exceptional service shall be defined as: a minimum of 25 years of meritorious service to Judo at Club Level; and a minimum of 10 years meritorious service at State level.

3.4.3 The privileges and benefits of life membership covers:

- shall be entitled to have their registration fees and insurances paid by the Association directly after annual confirmation to the Secretary that they intend to remain active.
- Registered Life Members shall have the right to attend and speak at General meetings but do not have the right to vote or propose motions.

3.4.4 The Secretary must keep a current list of life members.

Part C – FINANCIAL MATTERS

4. SUBSCRIPTIONS AND FEES

- 4.1 Fees and subscriptions payable are governed by clause 9.1 and 9.2 of the Judo Tasmania Constitution.
- 4.2 The annual membership subscription fees and levies payable by Members (or any category of Members) shall be as determined from time to time by the Board and set out in Appendix A of these By-Laws.

5. ACCOUNTS

- 5.1 The Association shall keep such accounting records as are necessary to correctly record and explain the financial transactions and financial position of the Association in accordance with the Act, the Constitution [clause 26] and these By-Laws.

6. ANNUAL REPORT

- 6.1 Each year the Board must prepare a report of its activities during the previous financial year and present it before the Members at the Annual General Meeting.

7. AUDIT

- 7.1 The Association shall at each Annual General Meeting appoint a qualified auditor to audit the books of the Association as per the constitution clause 26.3.

Part D –MEETINGS and POLICIES

Procedures for Meetings

8. MINUTES

- 8.1 Proper minutes of all proceedings of each Annual General Meeting, any Special General Meetings and ordinary meetings of the Board (under part 19 of the Constitution) shall be kept by the Secretary (or other appointed person) in accordance with the parts 10 and 11 of the Constitution.
- 8.2 The minutes kept pursuant to this clause shall be voted on by the board at the next succeeding meeting to be true and correct and recorded as such in the minutes.
- 8.3 Subject to the Constitution, where minutes have been recorded as true and correct that the meeting was convened and duly held, and all elections, appointments and delegations made at a meeting shall be deemed valid.

9. REGISTERS

- 9.1 The Association shall keep or cause to be kept a register of Individual Members, Member Clubs and their Accredited Coaches, Life Members, Special Awards, Dan Grades, Grading and Referees Commissions, Coaching Accreditation and Member Grading Points.

10. RETURNING OFFICER

- 10.1 The Board may appoint a Returning Officer, and where necessary one or more deemed Assistant Returning Officers for the following purposes:
 - (a) to ensure that only members entitled to vote do so;
 - (b) to distribute, collect/receive all ballot papers;
 - (c) to ensure that all ballot papers are accounted for and that the number issued agrees with the number which should be issued;
 - (d) to decide if doubtful votes are formal or informal;
 - (e) to record and sign the result in writing;
 - (f) to declare the outcome and the numerical result if called upon to do so by the Chair;
 - (g) to ensure that all ballot papers are given into the custody of the person vested with the responsibility for their safe custody.
- 10.2 A Returning Officer or Assistant Returning Officer shall neither be a candidate nor a voter.

11. MEDIA STATEMENTS

11.1 No statement on behalf of, or in the name of the Association, shall be made except by the President or by another person with the express authority of the Board.

12. STRATEGIC RESPONSIBILITIES

It is the Board's job to establish the organisation's strategic direction. This will be reflected in the strategic plan.

The Board's first responsibility is to ensure that the organisation has clearly established goals; objectives and strategies for achieving them; that they are appropriate to the Tasmania Judo Community.

The Board is to develop the strategic direction and strategic plan in partnership with the sport's key stakeholders.

Strategic Thinking

12.1 Time should be set aside at every Board meeting for strategic thinking including:

- developing and refining the strategic direction and strategic plan;
- monitoring and assessing performance against the strategic plan;
- analysis and assessment of external and internal factors that impact on the ability of the organisation to achieve its Key Result Areas;
- taking decisions to ensure sound, appropriate ongoing operations in implementing the strategic direction and strategic plan.

12.2 All operational plans should be consistent with the strategic direction and strategic plan.

12.3 Development and implementation of operational plans designed to achieve the strategies should be primarily the responsibility of the Board members.

12.4 There should be a clear delegation of authority and responsibility by the Board to the key senior staff, committees, task groups and any other persons or bodies responsible for carrying out and achieving strategies in accordance with the Key Result Areas of the strategic plan.

13. BOARDS FINANCIAL RESPONSIBILITIES

13.1 Sound financial governance entails setting financial policies within which the board and other delegated representatives must carry out day to day financial management, and monitoring the effective implementation of these policies.

13.2 The Board's financial governance policies need to address the following issues as a minimum requirement:

- budgeting and financial planning
- reserves
- investments
- general guidelines for financial management and overall financial condition
- expenditure authorities to delegated representative persons or groups
- protection of assets
- financial reporting required by the Board

13.2 To ensure appropriate financial governance procedures the Board may appoint a Finance Committee (see part 23 of the Constitution “Committees”) that will work on behalf of the Board to:

- make recommendations to the Board on financial policies
- ensure that the annual budget reflects the organisations strategic plan and key result areas
- provide assurance of the integrity of the organisations financial systems
- obtain management responses to issues
- provide regular reports against budget to the Board
- carry out financial and other risk assessments
- be the Board’s link to the external auditor
- ensure appropriate reporting to stakeholders at end of financial year and other relevant times.

13.3 All Board members share equal responsibility to monitor the financial health of the organisation. Board members should never defer to the Treasurer’s or Finance Committee’s views without first considering the issue themselves.

14. SOCIAL MEDIA POLICY

14.1. Judo Tasmania generally adopts the Judo Australia Social Media Guidelines 2019

<https://www.judotasmania.org.au/judo-australia/>

14.2 Judo Australia (JA) requires that all persons involved in Judo including Athletes, Coaches, Managers, Referees, Employees, all JFA Inc. Affiliated States/Territories and their Members and Independent Contractors shall follow this Policy and Guidelines in regard to the use of social media.

14.3. The Board of the Association has resolved that these Guidelines shall be adopted as a By-law.

Part E – GRADINGS

15. GRADES

15.1 Judo Australia [JA] is the sole authority for awarding grades within the Commonwealth of Australia and its Territories. No grades other than those approved by the JA shall be registered grades within the Association.

15.2 Holders of grades from other Judo organisations may, on joining the Association, maintain their grade until such time as their grade is approved by the JA but for no longer than twelve (12) months or for such other period of time as may be determined by the Board.

16. GRADING POLICY, PROCEDURES AND GUIDELINES MANUAL

16.1. See generally *National Grading Policy 2017* [https://www.judotasmania.org.au/judo-tasmania/ 5 JFA Grading Policy – CURRENT](https://www.judotasmania.org.au/judo-tasmania/5/JFA%20Grading%20Policy%20-%20CURRENT)

16.2 Judo Australia under the authority of the International Judo Federation governs the sport in Australia.

16.3 The *National Grading Policy 2017* is binding on all members in all States and Territories of Australia.

16.4. Grading authorities, examiners and Instructors are advised that the requirements and standards detailed in the *National Grading Policy 2017* are the minimum standards required and in no way bind the grading authority, examiner or instructor from stipulating more stringent standards during grading. Higher standards lead to improved performance and greater understanding of the art of Judo.

16.5. It is important to note that applicants attaining the technical requirements of the grading syllabus do not automatically receive promotion. Attainment of the necessary standards is the final stage of the promotion process and only renders the applicant eligible for promotion, pending the final decision of the Instructor, Examiner or Grading Authority.

16.6. Judo Tasmania recognizes that promotions can only be awarded by Judo Australia in the manner set out in the *National Grading Policy 2017* which sets out detailed explanations of grading procedures.

17. STATE GRADING AUTHORITY

17.1 Judo Tasmania establishes a State Grading Authority in accordance with part 1.7 of the *National Grading Policy 2017*. Judo Tasmania is the grading authority *within Tasmania*, with Dan grades being conducted by approved Grading Panels and Kyu grades being undertaken generally by club coaches or at approved state group grading days to be approved and organized by the Judo Tasmania or individual clubs.

17.2 The constitutional role of State Grading Authority Chairman is defined as a portfolio under clause

14.2 of the Constitution and discussed above in Part A of these By-laws.

17.3 Judo Tasmania recognizes that all decisions in relation to grading eligibility for either Junior, Kyu or Dan levels are reviewable to the State Grading Authority. Further review of any decision of the State Grading Authority decision is to the full Board of Directors.

18. GRADING PROCEDURES

Junior and Junior Kyu Grades

18.1 Requirements for various grades under the GoKyu are found in Section 4 of the *National Grading Policy 2017*. Junior Gradings are generally carried out by the club coach and are covered in the *National Grading Policy 2017* at Section 5.

Judo Tasmania grants approval to individual Black Belts (Dan Grades) to conduct Junior and Kyu Gradings under the following criteria, as per the *National Grading Policy 2017* section 5.3:

- 1st Dan (Sho Dan). Up to and including 2nd Kyu Senior (Seinen)

- Registered clubs together with registered senior coaches at the minimum rank of Sho Dan (1st Dan), who have the appropriate qualifications within their relevant Member State can grade to the Junior Kyu grade levels.

Senior Kyu Grades

18.2 Senior Kyu Gradings are awarded to members who turn 15 years old in the current calendar year or are older. All Information, policies and procedures are outlined in the *National Grading Policy 2017* Section 6.

Judo Tasmania grants approval to individual Black Belts (Dan Grades) to conduct Senior Kyu Gradings under the following criteria, as per the *National Grading Policy 2017* section 6.2:

- i. 1st Dan (Sho Dan). Up to and including Senior 2nd Kyu (Blue belt).
- ii. 2nd Dan and Above (Ni Dan and Above). Up to and including Senior 1st Kyu (Brown belt).

Registered clubs together with registered senior coaches at the minimum rank of Sho Dan (1st Dan), who have the appropriate qualifications within their relevant Member State can grade to the Senior Kyu grade levels listed above.

The DAN examiner takes responsibility for the standard of the student and his/her knowledge of requirements under the *National Grading Policy 2017*.

18.3 The gradings shall be carried out in accordance with JA Grading Policies and to ensure the student receives a JA certificate.

18.4 To have grades recognised by Judo Tasmania, the certificate number, date of grading must be

recorded on a recognised Judo Tasmania Grading Form and be forwarded to the Records Secretary within two (2) weeks of the grading being conducted. Blank Certificates can be ordered via the Records Secretary.

Points Auditing

18.5 Points are required under the *National Grading Policy 2017* for progression between grades as per Section 6 of the *National Grading Policy 2017*.

Individual members of Judo Tasmania are strongly encouraged to keep their own record of contest wins and points accumulated service. A points audit may also be requested from the Records Secretary by emailing – records@judotasmalia.org.au. Your own records are crucial for Judo Tasmania to be able to correctly find all points you are entitled to.

There are no points requirement for Junior grades. Points are required to be demonstrated for Senior Kyu grades and Dan grade promotion as per the *National Grading Policy 2017* at 6.5. Please refer to that policy for a comprehensive explanation of methods of obtaining a grade.

Points required for Senior Point audits for all San, Ni and Ik Kyu gradings must be requested from the Records Secretary **a minimum of 2 weeks in advance** from any club's scheduled grading date. All requests should be accompanied by a brief statement of a members participation in judo activities (competitions and results, coaching, administration, refereeing) to assist in the points audit.

19. DAN GRADINGS

19.1 Dan Gradings requirements are outlined in the *National Grading Policy 2017* Section 7 - Dan Grading Information. The process of applying for a dan grade is found in Section 3.5 of the *National Grading Policy 2017*. This process is generally accepted by Judo Tasmania.

In brief:

- Two (2) copies of the JA DAN Grade Application Form, with passport type photographs and fee, must be filled in and submitted to the Judo Tasmania Secretary.
- Applications be sent to the Secretary are then forwarded to the State Grading Authority Chairman. If deemed acceptable on a prima facie basis - the application will be forwarded to members of the State Grading Authority for assessment.
- The State Grading Authority approves or refuses the application. If approved a grading panel can be formed and a date set for the grading to be performed.
- If refused the applicant should be advised within 7-14 days.
- The assessment is NOT for the merits of the grading itself – but whether it fulfills the requirements of the *National Grading Policy 2017* in terms of points and other mandatory requirements. The merits assessment is by the appointed grading panel.

19.2 Dan gradings shall be performed before and assessed by grading panel formed under 3.7 of the *National Grading Policy 2017*. The formation of the panel is made after the application for Dan grading

and is approved by the State Grading Authority Chairman.

19.3 Point audits must be requested from the Records Secretary a minimum of 4 weeks in advance from any application of a Dan Grading. All requests should be accompanied by a brief statement of a members participation in judo activities (competitions and results, coaching, administration, refereeing) to assist in the points audit.

19.4 The Grading Panel must have a minimum of three (3) Dan grades, one of who must be 2 grades higher than the highest applicant's rank being examined.

19.5 Grading Panels will make a recommendation for Dan Grades to the State Grading Authority Chairman who then forwards the recommendation to the Board. The President (Chair) of the Board – upon signing the completed application shall arrange for the Secretary to send the fully completed application to the National Grades Committee/JA Office for consideration and final ratification before approval by the JA Board/JA Office.

19.6 The grading only becomes official when the JA Certificate is issued by the JA Office. The date of JA endorsement is the effective date of the grade not the day when the grading was conducted.

Part F – CONTESTS and COACHING

20. CONTEST RULES

- 20.1 The rules of contest adopted by the Association shall be those which are adopted from time to time by Judo Australia. All contests and tournaments organised by the Association shall be governed by these rules.
- 20.2 Judo Tasmania endorses the Judo Australia Sporting Code (2019) – see <https://www.ausjudo.com.au/corporate-documents>

21. REFEREEING

Judo Tasmania Referees requirements

- 21.1 Judo Tasmania referees must be registered members of the Judo Tasmania except when invited by the Board from another State/Territory.
- 21.2 Juniors are able to referee, but are limited to refereeing their age group or below
- 21.3 The following procedures apply for referee promotions:
- i. State C: Successfully complete a practical examination. This consists of refereeing at JT club tournaments, and doing reasonably well, as judged by the JT Referee Commission.
 - ii. State B: Successfully complete a practical examination. This consists of refereeing at JT club tournaments and JT State Titles, and performing well, as judged by the JT Referee Commission.
 - iii. State A: Successfully complete a practical examination. This consists of refereeing at JT club tournaments and JT State Titles, and performing a proficient level, as judged by the JT Referee Commission.

Adoption of Judo Australia Referees policy

- 21.4 Judo Tasmania adopts generally the policies and processes of Judo Australia – see <https://www.ausjudo.com.au/refereeing>

Tasmania Referee Commissioner

- 21.5 The Tasmania Referee Commissioner shall oversee the development and operation of referring in Tasmania and comply with the policies of the National Referee Committee: See <https://www.ausjudo.com.au/refereeing>

21.6 It is expected that any person planning on becoming a referee will have read and gained an understanding of the current Judo rules. Advice on interpreting the rules can be obtained from the Judo Tasmania Referee Commissioner.

21.7 Regular attendance at tournaments is required to maintain a referee license.

22. COACHING ACCREDITATION FRAMEWORK (CAF)

CAF Coordinator

22.1 Judo Tasmania shall appoint a Coaching Accreditation Framework Coordinator (CAF Coordinator) to oversee the teaching and implementation of the CAF system in Tasmania.

The CAF Coordinator shall have the following attributes:

- High knowledge of the CAF system and be approved to teach individual members modules of the course.
- Implement and oversee the development of training programs and foster accepted Nationally recognised coaching principles in Tasmania.

22.2 See detailed CAF framework fact sheet and procedures at <https://www.judotasmalia.org.au/judo-tasmania/>

22.3 The Judo Tasmania will conduct a least 1 CAF seminar each year.

22.4 Judo Tasmania to maintain a register of approved Coaches.

Part G – MEMBER PROTECTION

23. MEMBER PROTECTION POLICY

- 23.1 Judo Tasmania adopts Judo Australia Member Protection Policy. Judo Australia National Member Protection Policy aims to assist the Judo Federation of Australia to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our sport. It sets out our commitment to ensure that every person bound by the policy is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in our sport is aware of their key legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.
- 23.2 Judo Tasmania adopts Judo Australia Member Protection Policy. Judo Australia National Member Protection Policy aims to assist the Judo Federation of Australia to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our sport. It sets out our commitment to ensure that every person bound by the policy is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in our sport is aware of their key legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.
- 23.3 Judo Tasmania adopts Judo Australia Member Protection Policy. Judo Australia National Member Protection Policy aims to assist the Judo Federation of Australia to uphold its core values and create a safe, fair and inclusive environment for everyone associated with our sport. It sets out our commitment to ensure that every person bound by the policy is treated with respect and dignity and protected from discrimination, harassment and abuse. It also seeks to ensure that everyone involved in our sport is aware of their key legal and ethical rights and responsibilities, as well as the standards of behaviour expected of them.
- 23.4 The wording of the Member Protection Policy, as adopted and amended from time to time, shall be published on www.ausjudo.com.au or <https://www.judotasmania.org.au/judo-australia/>

Part H – State Team

24. STATE TEAM SELECTION AND FUNDING

Head Coach

- 24.1 Judo Tasmania will appoint a Head Coach on a yearly basis who is responsible for Team selection requirements, training schedule and plan. A recommended list of members will be presented to the board within the legal time frame for national selection requirements.
- 24.2 The Judo Tasmania Board shall determine the requirements for funding for the following year's Australian National Championships.

Assistant Coaches

The Board – in consultation and agreement with the Head Coach – may appoint Assistant Coaches to help coach the State team.

25. STATE TEAM – DUTIES OF HEAD COACH

- 25.1 Have current CAF accreditation (preferably Senior Coach).
- 25.2 Run training session for squad members on a regular basis as advertised.
- 25.3 Ensure members strength and fitness levels are pertinent to their individual competition requirements.
- 25.4 Ensure squad members are fully versed and understand the current Rules and Sporting Code that apply to Judo and apply coaching techniques accordingly.
- 25.5 Attend trial and official weigh-ins at tournaments with players to confirm weights and provide advice on quick weight-loss if required.
- 25.6 Be present at mat-side during squad member's bouts and provide relevant information and encouragement to the member during these bouts and provide after-bout feedback.
- 25.7 Be in constant communication with Team Manager and be aware of any information the Team Manager deems necessary regarding team member or members.

26. STATE TEAM – DUTIES OF A TEAM MEMBER

- 26.1 Must be a registered member of the Judo Tasmania.
- 26.2 Must compete at two International Opens. Special circumstances will be reviewed by Head Coach.

- 26.3 Must attend at least 70% of Judo Tasmania squad training. Special circumstances will be reviewed by Head Coach.
- 26.4 Must compete at least two local competition and State Titles.
- 26.5 Must be nominated by your club and supported by the Head Coach.
- 26.6 All monies due, as advised by the team manager to be paid prior to the National Championships.

27. STATE TEAM – DUTIES OF THE TEAM MANAGER

- 27.1 To arrange and purchase uniforms and back patches for the team.
- 27.2 To arrange reasonably priced accommodation for the team.
- 27.3 To provide bank details for any payments.
- 27.4 To undertake all necessary correspondence with the team to ensure that the team knows the requirements of the Head Coach and Manager.
- 27.5 To know all the rules relating to the tournament in which the team is taking part and be responsible for informing the team of such rules.
- 27.6 To know the rules of entry to the tournament and to make sure that all entries are correct and paid on time.
- 27.7 To attend all meetings held at the tournament in relation to competing teams, i.e. Draws etc.
- 27.8 To update the Draw during the competition, or delegate responsibility to a capable person.
- 27.9 Be responsible for the behaviour of the team, and any person travelling with the team.
- 27.10 To prepare a written report and present it the board following the competition.
- 2711 Constantly monitor squad member's injuries if applicable and be aware of any permanent or on-going medical problems (ie: Asthma, epilepsy, etc).

28. CODES OF CONDUCT

- 28.1 Judo Tasmania follows the Code of Conduct published by Judo Australia. A copy can be found at <https://www.judotasmania.org.au/judo-australia/>
- 28.2 Judo Tasmania encourages the enjoyment of Judo and ensures that the time players spend on and off the mat is a positive experience. We are commitment in providing quality development and support for our clubs and players by:
- treating each player as an individual
 - respecting the development stage, talent and goals of each individual player
 - helping each player to reach his or her full potential
 - being fair, considerate and honest with players

29 ROLE OF PARENTS, GUARDIANS AND SUPPORTERS

The delivery of Judo in the Tasmania would not be possible without the ongoing commitment of parents, guardians and supporters who provide voluntary assistance in many ways. Their expectations and attitudes significantly affect the enjoyment that children receive from sport participation. To ensure that children receive the greatest benefit from their Judo activities, Judo Tasmania asks that parents, guardians and supporters bear these points in mind:

- If children are interested in Judo, encourage them to play. However, if children are not willing to play, do not force them.
- Focus upon the child's efforts and performance rather than the overall outcome of the event. This assists the child in setting realistic goals related to her/his ability by reducing the emphasis on winning.
- Teach children that an honest effort is as important as victory, so that the result of each contest is accepted without undue disappointment.
- Encourage children to always play according to the rules.
- Never ridicule or shout at a child for making a mistake or losing a contest.
- Support all efforts to remove verbal and physical abuse from the playing arena.
- Recognise the value and importance of coaches and referees and allow them to control the contest.
- Be a model of good sports behaviour.
- Do not walk on the mat at any time if you are not a part of the class, particularly in shoes.
- Be courteous in communication with players, coaches, officials and administrators.

30. CODES OF CONDUCT – COACHES DISCIPLINE

- 30.1 Judo Tasmania follows the Code of Conduct Coaches Discipline published by Judo Australia. A copy can be found at <https://www.judotasmania.org.au/judo-australia/>
- 30.2 Any Official of a Team or person related to a contestant who interrupts the orderly running of the contests or of the Championships may be declared unacceptable by JA and from the moment JA decides they must leave the premises unless granted restricted admission to the venue.
- 30.3 In any case of misbehaviour by a competitor which merits disqualification JA may exclude that competitor from the remainder of the tournament and/or any subsequent tournaments
- 30.4 Should a Team Manager wish to clarify some aspect of the competition proceedings which he considers may be irregular, the query must be made by a team Official in writing and directed to the Chair of the Sports Committee or in his absence a member of the Sports Committee.
- 30.5 Specific behaviour for Coaches is outlined in Attachment 8.
- 30.6 At any JA event, any behaviour contrary to the ethics, moral values of sport and in particular judo may give rise to disciplinary sanctions taken by JA.
- 30.7 In the case of a serious incident during a JA event, the JA CEO (or their delegate), or the National MPO in the absence of the CEO, or if both the CEO and National MPO are not present, the Tournament Director will make an immediate decision to remove and/or suspend the person or

people involved.

- 30.8 A possible sanction decision will be taken after having heard the person or people concerned and any potential witness(es). If the concerned person is a minor, an adult responsible will accompany them during the discussion.
- 30.9 A written report detailing the incident, including the final decision, is to be prepared by the JA CEO (or their delegate), or the National MPO (or in their absence, the Tournament Director), and is to be sent to the Disciplinary Committee, c/o the CEO, within 1 day of the date of the incident. The report must state the following: the facts, including the recall of the alleged facts, a summary of the observations and arguments of the parties, the grounds for the decision and any other comments.
- 30.10 The Disciplinary Committee is to review and provide any sanctions they see as appropriate to the
JA CEO within 14 days.

INTERPRETATION

All terms and definitions in these By-Laws are taken from the Judo Tasmania Constitution

REVISION HISTORY

By-Laws approved and adopted by the Judo Tasmania Board on 25 August 2019 and effective from the same date.

Version #1

Date: 25/08/2019

Author: Garth Morley

Version #2

Date: 20/09/2019 – Marked up formatting changes and additions.

Author: Garth Morley & Nick Mackey

Version #3

Date: 27/09/2019 – minor additions and formatting

Author: Garth Morley & Nick Mackey

Appendix A – FEES and LEVIES

REVISED FEE STRUCTURE – AUG 2019

ANNUAL CLUB AFFILIATION FEE

Financial Year 1st July / 30th June \$250

INDIVIDUAL ANNUAL MEMBERSHIP

Junior Members	15 Years and Under	\$ 75
<i>Discount Voucher on application for the 2nd, 3rd, 4th & 5th Child – immediate family only.</i>		
Senior Members	16 Years and Over	\$ 100

GRADING FEES

Kyu Grade Certificates	\$16 per certificate to Judo Tasmania Inc. <i>Plus postage at cost.</i>
Dan Grading	\$50 Judo Tasmania Inc.
JA Dan Certificate	\$50
IJF Certificate	\$190

STATE TITLES

Junior 17 Years & Under	\$20 per Person
Senior 18 Years & Over	\$30 per Person
Entry into another division	½ price of the full entry fee.

STATE TRAINING

1 OR 2 SESSIONS PER DAY	\$10
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MISC

REPLACEMENT REGISTRATION BOOKS	\$20
REPLACEMENT RECEIPT	\$10