



# **Judo Saskatchewan Committee Policy**

Approved January 29, 2022

## **Committees**

### **1. General**

- 1.1 Standing Committees of Judo Saskatchewan will be effective January 1<sup>st</sup> following the AGM that elects the President and normally be for a two-year term, unless otherwise established by the Board.
- 1.2 In accordance with the Bylaws, the Judo Saskatchewan Board of Directors may delegate any, but not all, of its powers to committees, and appoint the chair and members of each committee.
- 1.3 The Judo Saskatchewan Board of Directors shall appoint Committee chairs within 21 days following the AGM that elects the President. Chairs may have their appointment revoked by the Board at any time during the year.
- 1.4 The Judo Saskatchewan Board of Directors shall consult with Committee Chairpersons and appoint Committee members no later than 21 day after the appointment of the Chairperson.
- 1.5 Unless otherwise specified, each committee shall be composed of a minimum of three (3) members, but no more than five (5) members. Committees shall endeavor to include representation from all areas of Saskatchewan.
- 1.6 Committees will ensure more than one gender is represented on each committee.
- 1.7 In accordance with the Judo Saskatchewan by laws the Board may appoint and remove any member of a standing or ad-hoc committee at any time and for any reason.
- 1.8 In accordance with the Judo Saskatchewan by laws the President will be an ex-officio and non-voting member of all standing and ad-hoc committees of the Corporation.

### **2. Grading Committee**

#### **2.1 Committee Composition**

- 2.1.1 The Grading Committee Chairperson is appointed by the Judo Saskatchewan Board of Directors for normally a two-year term, unless otherwise established by the Board.
- 2.1.2 The Judo Saskatchewan Board of Directors will select the Chairperson from amongst the highest dans in the province.
- 2.1.3 The Judo Saskatchewan Board of Directors will appoint committee members after consultation with the Chairperson.
- 2.1.4 The Grading Committee shall consist of no less than (3) members, but no more than five (5) members and will ensure more than one gender is represented on their committee.
- 2.1.5 All members of the Grading Committee shall be members in good standing of Judo Saskatchewan.

#### **2.2 Meetings**

- 2.2.1 Grading Committee meetings will be held a minimum of twice per year and will be scheduled when the Chairperson or designate and the majority of committee

members are available to attend. Meetings may be conducted in person, by a conference call or Zoom.

2.2.2 Quorum will be defined as a minimum a simple majority. The majority of votes will decide each issue. In the case of a tie, the issue is defeated.

2.2.3 Minutes of meeting shall be submitted to the Secretary of Judo Saskatchewan for review and retention.

## **2.3 Responsibility**

2.3.1 Must submit a proposed budget and yearly plan to the Vice President of Finance as Chair of the Finance committee, when requested to do so.

2.3.2 Must operate within the allocated budget as approved by the Judo Saskatchewan Board of Directors.

2.3.3 The Grading Committee is primarily responsible for grading in the black belt ranks and ensuring a satisfactory degree of proficiency in each candidate.

2.3.4 The Grading Committee must ensure the truthfulness and accuracy of the information entered in the candidate's on-line form on Judo Canada's website

2.3.5 The Grading Committee shall conduct grading examinations and shall promote candidates, in accordance with the National Grading Syllabus.

2.3.6 The Grading Committee shall ensure that a minimum of two grading sessions are held per year.

2.3.7 The Grading Committee Chair shall ensure the records of the Provincial Grading Committee are kept in an acceptable manner.

2.3.8 Provides the Registrar with the names and ranks obtained by all successful candidates.

2.3.9 All persons who passed Yudansha grading will have their name published on the Judo Saskatchewan Webpage.

2.3.10 Ensures that adequate notice of at least six (6) weeks of a grading session is provided to the membership.

2.3.11 Provides advice and information in regard to grading requirements, standards and activities to the membership.

2.3.12 The Grading Committee may arrange for instructional clinics; grading sessions at local clubs and/or tournaments.

2.3.13 Ensures the standards established by the National Grading Committee are administered in a fair and equitable manner.

2.3.14 The Grading Committee Chairperson shall submit a report to the Annual General meeting.

## **3. Kata Committee**

### **3.1 Committee Composition**

3.1.1 Kata Committee Chairperson is appointed by the Judo Saskatchewan Board of Directors for normally a two-year term, unless otherwise established by the Board.

- 3.1.2 The Judo Saskatchewan Board of Directors will select the Chairperson from amongst the highest certified kata judges in the province.
- 3.1.3 The Judo Saskatchewan Board of Directors will appoint committee members after consultation with the Chairperson.
- 3.1.4 The Kata Committee shall consist of no less than (3) members, but no more than five (5) members and will ensure more than one gender is represented on their committee.
- 3.1.5 All members of the Grading Committee shall be members in good standing of Judo Saskatchewan.

### **3.2 Meeting**

- 3.2.1 Kata Committee meetings will be held a minimum of twice per year and will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted in person, by a conference call or Zoom.
- 3.2.2 Quorum will be defined as a minimum a simple majority. The majority of votes will decide each issue. In the case of a tie, the issue is defeated.
- 3.2.3 Minutes of meeting shall be submitted to the Secretary of Judo Saskatchewan for review and retention.

### **3.3 Responsibility**

- 3.3.1 Must submit a proposed budget and yearly plan to the Vice President of Finance as Chair of the Finance committee, when requested to do so.
- 3.3.2 Must operate within the allocated budget as approved by the Judo Saskatchewan Board of Directors.
- 3.3.3 The Kata Committee are primarily responsible for ensuring a planned and consistent approach to Kata Development within Saskatchewan.
- 3.3.4 Work with the National Kata Committee to uphold the promotion and standardization of kata in Canada.
- 3.3.5 Ensures the records of the Provincial Kata Committee are kept in an acceptable manner.
- 3.3.6 Ensures that a minimum of two kata training sessions are held per year.
- 3.3.7 Ensures that adequate notice of at least six (6) weeks of a kata session is provided to the membership.
- 3.3.8 The Kata Committee may arrange for instructional clinics at local clubs and/or tournaments.
- 3.3.9 Assist the tournament committees in hosting Kata competitions minimally at Provincial Championships and Sask Open.
- 3.3.10 The Kata Committee Chairperson shall submit a report to the Annual General meeting.

## **4. Referee Committee**

#### **4.1 Committee Composition**

- 4.1.1 The Referee Committee Chair is appointed by the Judo Saskatchewan Board of Directors for normally a two-year term, unless otherwise established by the Board.
- 4.1.2 The Judo Saskatchewan Board of Directors will select the Chairperson from amongst the highest rank in the province and shall be an active referee.
- 4.1.3 The Judo Saskatchewan Board of Directors will appoint committee members after consultation with the Chairperson.
- 4.1.4 The Referee Committee shall consist of no less than (3) members, but no more than five (5) members and will ensure more than one gender is represented on their committee.
- 4.1.5 All members of the Referee Committee shall be a member in good standing of Judo Saskatchewan.

#### **4.2 Meeting**

- 4.2.1 Referee Committee meetings will be held a minimum of twice per year and will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted in person, by a conference call or Zoom.
- 4.2.2 Quorum will be defined as a minimum a simple majority. The majority of votes will decide each issue. In the case of a tie, the issue is defeated.
- 4.2.3 Minutes of meeting shall be submitted to the Secretary of Judo Saskatchewan for review and retention.
- 4.2.4 All persons who are graded to a higher rank will have their name published on the Judo Saskatchewan Webpage.

#### **4.3 Responsibility**

- 4.3.1 Must submit a proposed budget and yearly plan to the Vice President of Finance as Chair of the Finance committee, when requested to do so.
- 4.3.2 Must operate within the allocated budget as approved by the Judo Saskatchewan Board of Directors.
- 4.3.3 Conduct pre-tournament referee clinics at all sanctioned tournaments within the Province in concert with the head referee of the tournament.
- 4.3.4 Appoint a Referee-in-Chief for all Provincial tournaments who is responsible for making the final decisions at tournaments when requested by referees, judges, and coaches when a point of controversy arises.
- 4.3.5 Define the activity level for a Referee within the Province to be considered "active".
- 4.3.6 Select active referees to attend major tournaments and clinics for development and experience or to accompany Provincial teams.
- 4.3.7 Ensure the National Referee Committee is informed of the list of Referees rated National A or higher who participated in events in their province as well as results of their evaluations.
- 4.3.8 Identify, train and coordinate, with Judo Canada Referee Committee, Provincial A and higher certified referees from the Province for next national or international level

referee examination. Select active referee candidates to attend National referee evaluations.

- 4.3.9 Identify, train and coordinate all referees in the Province for next level referee examination.
- 4.3.10 Establish provincial standards for certification up to Provincial "A" and conduct all provincial level referee examinations up to Provincial "A".
- 4.3.11 Issue provincial level referee certificates.
- 4.3.12 Maintain records of referee certification dates and levels for all referees registered with Judo Saskatchewan.
- 4.3.13 Prepare educational materials and conduct training sessions for current rule changes and interpretations of the IJF Contest Rule, received through the Judo Canada Referee Committee, to referees, instructors, coaches, athletes, general members and others in the Province.
- 4.3.14 The Referee Committee Chairperson shall submit a report to the Annual General meeting.

## **5. High Performance Committee**

### **5.1 Committee Composition**

- 5.1.1 The High Performance Committee Chair is appointed by the Judo Saskatchewan Board of Directors for normally a two-year term, unless otherwise established by the Board.
- 5.1.2 The Judo Saskatchewan Board of Directors will appoint committee members after consultation with the Chairperson.
- 5.1.3 The High Performance Committee shall consist of no less than (3) members, but no more than five (5) members and will ensure more than one gender is represented on their committee.
- 5.1.4 The Provincial High Performance Coach will be a permanent member of this committee.
- 5.1.5 All members of the High Performance Committee shall be a member in good standing of Judo Saskatchewan.

### **5.2 Meetings**

- 5.2.1 Meetings will occur a minimum of four (4) times a year and will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted in person, by a conference call or Zoom.
- 5.2.2 Quorum will be defined as a minimum a simple majority. The majority of votes will decide each issue. In the case of a tie, the issue is defeated.
- 5.2.3 Minutes of meeting shall be submitted to the Secretary of Judo Saskatchewan for review and retention.

### **5.3 Responsibility**

- 5.3.1 Must submit a proposed budget and yearly plan to the Vice President of Finance as Chair of the Finance committee, when requested to do so.
- 5.3.2 Must operate within the allocated budget as approved by the Judo Saskatchewan Board of Directors.
- 5.3.3 Be responsible to work with the Provincial High Performance Coach to develop and follow an approved multi-year High Performance Plan.
- 5.3.4 Be responsible for the overall development and improvement of our high performance athletes to increase the number of Saskatchewan Athletes achieving success at Regional, National and International Events
- 5.3.5 Be responsible to work with the Provincial High Performance Coach to develop and follow an annual training and competition schedule.
- 5.3.6 Be responsible for selecting Coaches, competitors and chaperones, for all team travel to events Judo Saskatchewan authorizes and for authorizing funding levels for individual members to these events.
- 5.3.7 Be responsible for selecting annual athlete awards.
- 5.3.8 Enhance technical expertise and High Performance coaching leadership in Saskatchewan.
- 5.3.9 Support National Coaching Program opportunities for Saskatchewan Coaches and support development and mentorship of other coaches
- 5.3.10 The High Performance Committee Chairperson shall submit a report to the Annual General meeting

## **6. Participation & Development Committee**

### **6.1 Committee Composition**

- 6.1.1 The Participation & Development Committee Chair is appointed by the Judo Saskatchewan Board for normally a two-year term, unless otherwise established by the Board.
- 6.1.2 The Judo Saskatchewan Board of Directors will appoint committee members after consultation with the Chairperson.
- 6.1.3 The Provincial High Performance Coach will be a permanent member of this committee.
- 6.1.4 The Participation & Development Committee shall consist of no less than (3) members, but no more than five (5) members and will ensure more than one gender is represented on their committee.
- 6.1.5 The majority of members of the Participation & Development Committee shall be a member in good standing of Judo Saskatchewan; a minority of members may be non-members.

### **6.2 Meetings**

- 6.2.1 Meetings will occur a minimum of four (4) times a year and will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted in person, by a conference call or Zoom.

- 6.2.2 Quorum will be defined as a minimum a simple majority. The majority of votes will decide each issue. In the case of a tie, the issue is defeated.
- 6.2.3 Minutes of meeting shall be submitted to the Secretary of Judo Saskatchewan for review and retention.

### **6.3 Responsibility**

- 6.3.1 Must submit a proposed budget and yearly plan to the Vice President of Finance as Chair of the Finance committee, when requested to do so.
- 6.3.2 Must operate within the allocated budget as approved by the Judo Saskatchewan Board of Directors.
- 6.3.3 Develop and implement non-threatening options and new ideas to increase our volunteer base.
- 6.3.4 Provide training and competition opportunities for the overall development and improvement of our grassroots athletes including U10, U12, U14, U16 and athletes for life.
- 6.3.5 Provide opportunities to increase the participation by underrepresented groups.
- 6.3.6 Provide opportunities for the increase the participation of female members.
- 6.3.7 Provide opportunities to help our Northern or isolated clubs participate fully.
- 6.3.8 Provide opportunities for First Nations and Métis populations to be actively engaged in all aspects of sport participation, development and leadership.
- 6.3.9 The Participation & Development Committee Chairperson shall submit a report to the Annual General meeting.

## **7. Coaching Development Committee**

### **7.1 Committee Composition**

- 7.1.1 The Coaching Development Committee Chair is appointed by the Judo Saskatchewan Board for normally a two-year term, unless otherwise established by the Board.
- 7.1.2 The Judo Saskatchewan Board of Directors will appoint committee members after consultation with the Chairperson.
- 7.1.3 The Provincial High Performance Coach will be a permanent member of this committee.
- 7.1.4 The Coaching Development Committee shall consist of no less than (3) members, but no more than five (5) members and will ensure more than one gender is represented on their committee.
- 7.1.5 All members of the Coaching Development Committee shall be a member in good standing of Judo Saskatchewan.

### **7.2 Meetings**

- 7.2.1 Meetings will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted in person, by a conference call or Zoom.
- 7.2.2 Quorum will be defined as a minimum a simple majority. The majority of votes will decide each issue. In the case of a tie, the issue is defeated.



- 7.2.3 Minutes of meeting shall be submitted to the Secretary of Judo Saskatchewan for review and retention.

### **7.3 Responsibility**

- 7.3.1 Must submit a proposed budget and yearly plan to the Vice President of Finance as Chair of the Finance committee, when requested to do so.
- 7.3.2 Must operate within the allocated budget as approved by the Judo Saskatchewan Board of Directors.
- 7.3.3 Host an annual provincial coach learning opportunity for all provincial level coaches.
- 7.3.4 Select active provincial level coaches to attend major tournaments and clinics for development and experience or to accompany Provincial teams.
- 7.3.5 Select one provincial level coach to travel with the Provincial team to the Open National Championships and training camp.
- 7.3.6 The Coaching Development Committee is responsible for the delivery of NCCP sanctioned judo specific courses within the province.
- 7.3.7 Ensures an adequate number of Level I and II technical courses are held within Saskatchewan to meet the requirements of the membership.
- 7.3.8 Maintains an accurate record of the number of Level I, II, and III coaches in Judo Saskatchewan.
- 7.3.9 Ensures the technical course conductors have the appropriate certification and teach the principles outlined by the program in a manner acceptable to the course participants.
- 7.3.10 The Coaching Development Committees shall work in collaboration with Judo Canada, other Judo Saskatchewan Committees and tournament hosts to delivery professional development workshops/clinics to assist Saskatchewan coaches in maintaining their NCCP Certification.
- 7.3.11 The Coaching Development Committee Chairperson shall submit a report to the Annual General meeting.

## **8. Finance Committee**

### **8.1 Committee Composition**

- 8.1.1 The Finance Committee Chairperson will be the Vice President of Finance who is elected by the AGM.
- 8.1.2 The members of the Committee will also include the President and the Treasurer both elected by the AGM and one other person appointed by the Chairperson.
- 8.1.3 All members must be eligible to be bonded

### **8.2 Meetings**

- 8.2.1 Meetings will occur a minimum of four (4) times a year and will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted in person, by a conference call or Zoom.

- 8.2.2 Quorum will be defined as a minimum a simple majority. The majority of votes will decide each issue. In the case of a tie, the issue is defeated.
- 8.2.3 Minutes of meeting shall be submitted to the Secretary of Judo Saskatchewan for review and retention.

### **8.3 Responsibility**

- 8.3.1 The Vice President of Finance, the President and the Treasurer will have signing authority for all financial matters for Judo Saskatchewan.
- 8.3.2 The Chairperson of the Finance Committee will apply annually for funding from Sask Sport.
- 8.3.3 Receive notice of the Annual Funding levels from Sask Sport
- 8.3.4 The Finance Committee Chairperson will advise all Chairpersons of their allocated funding levels and request budget submissions from all areas of Judo Saskatchewan.
- 8.3.5 The Finance Committee will prepare an annual budget and submit it to the Board of Directors for approval.
- 8.3.6 The Chairperson of the Finance Committee will distribute the approved budget to all budget holders.
- 8.3.7 The Finance Committee will oversee the proper spending of funds received from Sask Sport.
- 8.3.8 The Chairperson of the Finance Committee will receive requests for significant changes in spending from the approved budget.
- 8.3.9 The Chairperson of the Finance Committee will submit an annual follow up report to Sask Sport.
- 8.3.10 The Finance Committee Chairperson shall submit a report to the Annual General meeting.

## **9. Sanction Committee**

### **9.1 Committee Composition**

- 9.1.1 The Sanction Committee Chair is appointed by the Judo Saskatchewan Board for normally a two-year term, unless otherwise established by the Board.
- 9.1.2 The Judo Saskatchewan Board of Directors will appoint committee members after consultation with the Chairperson.
- 9.1.3 The Sanction Committee shall consist of no less than (3) members, but no more than five (5) members and will ensure more than one gender is represented on their committee.
- 9.1.4 All members of the Sanction Committee shall be a member in good standing of Judo Saskatchewan.

### **9.2 Meetings**

- 9.2.1 Meetings will occur whenever a sanction is requested and will be scheduled when the Chairperson or designate and the majority of committee members are available to attend. Meetings may be conducted in person, by a conference call or Zoom.

- 9.2.2 Quorum will be defined as a minimum a simple majority. The majority of votes will decide each issue. In the case of a tie, the issue is defeated.
- 9.2.3 Minutes of meeting shall be submitted to the Secretary of Judo Saskatchewan for review and retention.

### **9.3 Responsibility**

- 9.3.1 To receive review and rule on all requests for a sanctioned judo event in Saskatchewan. Any judo event in Saskatchewan involving two or more clubs that has an objective to determine a winner and/or to award prizes is considered a tournament and must be sanctioned.
- 9.3.2 Ensure the date of the tournament is approved by the Board of Directors and fits into the yearly competition calendar with the goal to benefit the development of the athlete in accordance with the Long Term Athlete Development Model.
- 9.3.3 Ensure all events organized in Saskatchewan are organized according to the Judo Canada Tournament Standard and Sanctions policy and all age groups and weight division comply with the policy. The standards outlined in the policy may be modified and made more but not less restrictive.
- 9.3.4 Appoint the Chief Official for each Tournament and ensure the Chief Official, whenever possible, is not be a member of the hosting club, nor have any interest in the host club.
- 9.3.5 Ensure the approved Technical Package is posted forty five (45) days in advance of the event to allow the members and their families prepare for the event.
- 9.3.6 Ensure that all tournaments are delivered in a safe and developmentally appropriate fashion in consistency with the Long Term Development Model approved by Sport Canada and Judo Canada.
- 9.3.7 Whenever logistically possible, the medal ceremony should be integrated into the final order of matches and not left to the end of the competitions when often there are no spectators left.
- 9.3.8 The Sanction Committee Chairperson shall submit a report to the Annual General meeting.