

JUDO AUSTRALIA (ACT) INC By-Laws

CONTENTS

- 1. OBJECTS**
- 2. MEMBERSHIP APPLICATIONS FOR CLUB AND INDIVIDUAL MEMBERS**
- 3. COMMITTEE**
- 4. ROLE OF THE PRESIDENT**
- 5. THE ROLE AND CHARTER OF THE COMMITTEE**
- 6. FEES**
- 7. QUALIFICATIONS OF ELECTED COMMITTEE MEMBERS (OFFICE BEARERS)**
- 8. BOARD PERFORMANCE REVIEW**
- 9. PREPARATION OF ACCOUNTS**
- 10. INTERNAL CONTROL POLICIES**
- 11. GRADING AUTHORITY**
- 12. KYU GRADINGS**
- 13. DAN GRADINGS**
- 14. DAN GRADING PANEL FORMATION**
- 15. REFEREEING**
- 16. COACHING ACCREDITATION FRAMEWORK**
- 17. COACHING**
- 18. MEMBER PROTECTION POLICY**
- 19. LIFE MEMBERS**
- 20. SERVICE AWARDS**
- 21. VOLUNTEER AWARDS**
- 22. ACT TEAM SELECTION AND FUNDING**
- 23. DUTIES OF A TEAM MEMBER**
- 24. DUTY SUMMARY OF TEAM COACH**
- 25. DUTY SUMMMARY OF TEAM MANAGER**
- 26. CODES OF CONDUCT**
- 27. ACT HEAD STATE COACH**
- 28. TOURNAMENT COMMITTEE**
- 29. REFEREE COMMISSION**
- 30. MEETING PROTOCOLS**

JUDO AUSTRALIA ACT INC (JA(ACT)) BY-LAWS

1. OBJECTS

The JA(ACT) is governed by its Constitution and the By-Laws support the Constitution and outline the rules that control the actions of the JA(ACT).

The Objects of the JA(ACT) shall be to:

- a. adopt and exercise Judo in the ACT and act as the sole Australian affiliated member of the JA
- b. conduct, encourage, promote, advance, control and manage all levels of Judo in the ACT
- c. encourage the provision and development of appropriate facilities for participation in Judo in the ACT
- d. maintain and enhance standards, quality and reputation of Judo for the collective and mutual benefit and interest of Members
- e. promote the sport of Judo for commercial, government and public recognition and benefits
- f. promote, control, manage and conduct Judo events, competitions and championships within the ACT.

2. MEMBERSHIP APPLICATIONS FOR CLUB AND INDIVIDUAL MEMBERS

- a. The Constitution describes ACT membership processes and requirements, including the registration procedure for an Individual Member
- b. The membership application procedures for Club Members shall be as determined by the relevant Club
- c. All members of a club must be registered members of the Judo Australia ACT Inc
- d. Club and State registration shall occur within 2 weeks of an individual undertaking judo activity
- e. To maintain and gain membership a bona fide club must:
 - i. register their members and all members must be registered members of the JA(ACT) Inc
 - ii. have registered coaches and all club coaches must be registered members of the JA(ACT) Inc; and the principal coach must have an CAF accreditation
 - iii. comply with vulnerable people requirements
 - iv. have a person with first aid qualifications during training
 - v. ensure a safe environment to practice judo.
- f. For a club to be considered a bona fide club it shall comprise of a minimum of one (1) CAF accredited coach and at least six (6) members.
- g. Clubs are encouraged to run at least 1 mini ACT competition each year. Smaller clubs will be assisted by the JA(ACT).

3. COMMITTEE

The Constitution describes the powers, and other things, of the Committee. The Committee shall:

- a. consist of 'office bearers' (Executive Committee Members - the President, the Secretary and the Treasurer) and 'bona fide clubs' (General Committee Members)
- b. General Committee Members shall consist of no more than two (2) members of each JA(ACT)Inc. affiliated club nominated by their affiliated club by written authority.
- c. Member Clubs may replace their General Committee Member(s) from time to time by written authority.
- d. Any Committee Member, without good reason, who is absent from four (4) consecutive committee meetings shall be deemed no longer a member of the Committee
- e. The JA(ACT) Secretary will provide an induction session to new bona fide clubs and General Committee Members.

4. ROLE OF THE PRESIDENT

Summary

The President leads the State with the following responsibilities:

- organisation and conduct of State affairs
- overseeing the provision of appropriate information to the State Committee
- ensuring efficient and effective discussions at Committee meetings
- providing leadership to the Committee
- fostering a Committee culture, encouraging contribution and challenge in a constructive manner
- represents the State to key stakeholder and the wider community.

Inside the Committee

Inside the Committee the role of the President is to:

- establish the agenda for State Committee meetings
- chair State Committee meetings
- be clear on what the State Committee has to achieve, both in the long and short term
- provide guidance to other Committee members about what is expected of them
- ensure that State Committee are effective in that the right matters are considered during the meeting (for example, strategic and important issues) and matters are considered carefully and thoroughly
- all State Committee members are given the opportunity to effectively contribute
- the State Committee comes to clear decisions and resolutions are noted
- ensure that the decisions of the Committee are progressed
- ensure that Committee members behave in accordance with the Code of Conduct
- commence the annual process of the Committee and membership evaluation.

Outside the Committee

Outside the Committee the role of the President is to:

- undertake appropriate public relations activities
- be the spokesperson for Judo ACT
- be the major point of contact with Judo Australia
- be kept fully informed of current events that may be of interest to the State
- regularly review the progress on important initiatives and significant issues facing the State.

5. THE ROLE AND CHARTER OF THE COMMITTEE

The Committee is responsible for ensuring high level of governance, accountability and risk management for Judo ACT.

The role of the Committee is to:

- provide strategic direction for Judo ACT and decide upon its strategies and objectives
- monitor the strategic direction of Judo ACT and the attainment of its strategies and objectives
- monitor the operational and financial position and performance of Judo ACT
- drive Judo ACT performance so as to deliver member value and benefit
- assure a prudential and ethical base for Judo ACT to conduct activities having regard to the relevant interests of our stakeholders
- set appropriate risk parameters and monitoring to ensure that effective risk management and internal control processes are in place
- approve Judo ACT business plans
- oversee the design, implementation and periodic review of appropriate and effective policies, processes and codes for Judo ACT, which may include ethics, values, conduct
- ensure succession planning including strategies to assure the Committee is comprised of individuals who are able to meet the responsibilities.

6. FEES

- a. The annual membership fees payable by Clubs and Members (or any category of Members) shall be as determined at an Annual General Meeting.
- b. In order to remain a Club, each Member Club must pay the annual membership fees as set by the Committee.
- c. In order to remain Members, Affiliates and Individual Members must renew their memberships in accordance with the provisions of Clause 7 of the JA(ACT) Constitution.

7. QUALIFICATIONS OF ELECTED COMMITTEE MEMBERS (OFFICE BEARERS)

- a. Elected 'office bearers' must have the skills, knowledge and experience that align with the specific needs of the Association.
- b. Nominees for elected positions must demonstrate:
 - i. experience in organisational work from either sporting, community or business activities

- ii. a knowledge and understanding of the Corporations Act 2001 (Cth) and common law obligations in the areas of governance and director's duties and responsibilities
- iii. an ability to understand a wide range of issues including the requirements and objectives of governing not for profit bodies
- iv. an understanding of strategic planning processes and the ability to implement developed procedures
- v. an ability to work and communicate effectively within a group
- vi. a commitment to the role and the ability to devote sufficient time and energy to the position.

8. BOARD PERFORMANCE REVIEW

- a. A Committee performance evaluation shall be conducted each calendar year.
- b. The Board's performance shall be included in the President's Annual Report.

9. PREPARATION OF ACCOUNTS

After the end of each financial year Elected Committee Members must arrange for the accounts to be prepared and submitted to the auditor in sufficient time to enable the auditor to audit and furnish a report at the Annual General Meeting.

10. INTERNAL CONTROL POLICIES

Elected 'office bearers' shall ensure that appropriate policies, practices and procedures of internal control are implemented and maintained in order to carry out activities in an efficient and orderly manner, to safeguard JA(ACT) assets.

11. GRADING AUTHORITY

The JA(ACT) is the grading authority within the ACT, with Dan grades being conducted by approved Grading Panels and kyu grades being undertaken by club coaches.

12. KYU GRADINGS

- a. Kyu gradings shall be undertaken by ACT member DAN grades (black belts). The DAN examiner takes responsibility for the standard of the student and his/her knowledge of JA requirements.
- b. The gradings shall be carried out in accordance with JA Grading Policies and to ensure the student receives a JA certificate.
- c. To have grades recognised by JA(ACT), the certificate number and date of grading must be registered with the JA(ACT) Registrar within one (1) week of the grading being conducted.

13. DAN GRADINGS

- a. DAN (black belt) gradings shall be performed by an approved ACT Grades Panel. Two (2) copies of the JA DAN Grade Application Form, with passport type photographs and fee, must be filled in and submitted to the JA(ACT).

- b. Grading Panels will make recommendation for DAN Grades to the JA(ACT) who then forwards the recommendation to the National Grades Committee/JA Office for consideration and final ratification before approval by the JA Board/JA Office.
- c. 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.

14. DAN GRADING PANEL FORMATION

- d. Grading Panels conduct DAN examinations in consultation with the National Grades Committee and grade under the authority of the Grading Authority on behalf of the JA.
- e. All grading examinations must be conducted by an approved grading panel.
- f. 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. For example, a Grading Panel for a 3rd DAN applicant sitting for 4th DAN promotion must have one JA 6th DAN member.

15. REFEREEING

- a. ACT referees must be registered members of the JA(ACT).
- b. Juniors are able to referee, but are limited to refereeing their age group or below.
- c. The following procedures apply for referee promotions:
 - i. State C: Successfully complete a practical examination. This consists of refereeing at ACT club tournaments, and doing reasonably well, as judged by the ACT Referee Commission.
 - ii. State B: Successfully complete a practical examination. This consists of refereeing at ACT club tournaments and ACT State Titles, and performing well, as judged by the ACT Referee Commission.
 - iii. State A: Successfully complete a practical examination. This consists of refereeing at ACT club tournaments and ACT State Titles, and performing a proficient level, as judged by the ACT Referee Commission.
- d. 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 ACT Referee Commissioner.
- e. Regular attendance at tournaments is required to maintain a referee license.

16. COACHING ACCREDITATION FRAMEWORK (CAF)

- a. The JA(ACT) will conduct a least 1 CAF seminar each year.

17. COACHING

Terms of reference for a Coaching Commission to be developed by October 2018.

18. MEMBER PROTECTION POLICY

- a. The JA(ACT) shall have a Member Protection Policy.
- b. The wording of the Member Protection Policy, as adopted and amended from time to time, shall be published on the JA(ACT) website.
- c. Clubs shall adopt, implement and comply with the policy or, if necessary, adopt, implement and comply with a version of the policy that has been adapted only to the extent that it fulfils the particular legislative and regulatory requirements.

19. LIFE MEMBERS

- a. On the recommendation of bona fide registered Clubs or elected 'office bearers', Life Membership may be conferred on any member of good character and in good standing who has rendered long standing, distinguished and valued service to the sport of Judo in Australia.
- b. While length of service shall not of itself confer the right of nomination for Life Membership, no member shall be eligible unless they have served the sport of Judo for at least fifteen (15) years.
- c. The Life Member shall have the same rights, obligations and entitlements as an individual Member of the Association.
- d. The privileges of a Life Member shall be exemption from the payment of Association membership fees, free admission to championships and the right to receive notice and attend Annual General Meetings, but shall not confer the right to vote unless they are also an appointed voting delegate.
- e. Nomination submissions from bona fide registered clubs or 'office bearers' shall be in writing and shall be accompanied by a statement of the qualifications of the nominee and shall close with the Secretary seven (7) days prior to the date of the Annual General Meeting at which they are to be considered.
- f. A resolution conferring Life Membership shall require a 75% majority of votes present and eligible to vote at the Annual General Meeting.

20. SERVICE AWARDS

- a. The Committee in General Meeting and on the recommendation of the Committee may confer a Service Award on any person of good character and in good standing who has rendered outstanding service to the sport of Judo in Australia either as a competitor, administrator or in some other field of endeavour.
- b. While length of service shall not of itself confer the right of nomination for Service Award, no person shall be eligible unless they have served the sport of Judo for at least five (5) years.
- c. Bona fide register clubs or 'office bearers' may make nominations. Nominations shall be accompanied by a statement of the qualifications of the nominee.

- d. The eligibility of a nominee must be approved by the Committee.
- e. A resolution conferring a Service Award shall require a 75% majority of votes present and eligible to vote.
- f. No more than two (2) Service Awards shall be conferred in any calendar year.

21. VOLUNTEER AWARDS

- a. Volunteer Awards will be awarded annually by the JA(ACT).
- b. These Awards must be approved by the Committee and shall require a 75% majority of votes present and eligible to vote.

22. ACT TEAM SELECTION AND FUNDING

- a. The JA(ACT) Committee shall determine the requirements for Team Selection and Funding for the following year's Australian National Championships.
- b. The decisions on Team Selection and Funding shall be determined at the November Committee Meeting the year preceding the Australian National Championships. For example, the November 2017 Committee Meeting shall determine the requirements for the 2018 National Championships.

23. DUTIES OF A TEAM MEMBER

- a. Must be a registered member of the JA(ACT).
- b. Must compete at the ACT International Open. Special circumstances will be looked at. *
- c. Must attend at least 70% of ACT squad training. Special circumstances will be looked at. *
- d. Must compete at least once at an ACT local competition. +
- e. Have a good knowledge of the rules and competition protocols.
- f. Know what age and weight division you intend to compete in.
- g. Endeavour to be as fit as possible.
- h. Your Judo equipment (Judogi obe tee shirt) must comply with the Australian sporting code attachment 11. **
- i. Your judo grade must be equal to or higher than the grade requirement as per the Australian sporting code section 6. **
- j. If you are required to take any medication, e.g. for asthma, it must comply with the Australian sporting code attachment 6. **
- k. Must be nominated by your club and supported by the State Coach.
- l. You are required to carry out the reasonable requests of the team manager and or the State coach.
- m. You are required to purchase and fit a back patch as per the Australian Sporting code attachment 10, the team manager will supply the patch. **
- n. You are required to electronically supply a passport sized photo of yourself to the team manager.
- o. All money due, as advised by the team manager to be paid prior to the National Championships.

- * b,c & d may be varied in accordance with section 20b.
- ** The sporting code is available on the JA web site

www.ausiudo.com.au Resources, corporate documents

24. DUTY SUMMARY OF TEAM COACH

- a. Have current CAF accreditation (preferably Level 2).
- b. Run training session for squad members on a regular basis.
- c. Ensure members strength and fitness levels are pertinent to their individual competition requirements. If necessary, arrange for specialist trainers to attend training sessions or have players attend specialist training at other relevant venues.
- d. Build on the Player Profile, developed Club Coach, for each squad member highlighting strengths and weaknesses and discuss these with the player.
- e. Ensure squad members are fully versed and understand the current Rules and Sporting Code that apply to Judo and apply coaching techniques accordingly.
- f. Attend trial and official weigh-ins at tournaments with players to confirm weights and provide advice on quick weight-loss if required.
- g. Constantly monitor squad member's injuries if applicable and be aware of any permanent or on-going medical problems (ie: Asthma, epilepsy, etc).
- h. Be present at mat-side during squad member's bouts and provide relevant information and encouragement to the member during these bouts.
- i. Provide after-bout feedback to squad member.
- j. Be in constant communication with Team Manager and be aware of any information the Team Manager deems necessary regarding team member or members.

25. DUTY SUMMARY OF TEAM MANAGER

- a. To arrange and purchase uniforms and back patches for the team.
- b. To arrange reasonably priced accommodation for the team.
- c. To provide bank details for any payments.
- d. To undertake all necessary correspondence with the team to ensure that the team knows the requirements of the Coach and Manager.
- e. 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.
- f. To know the rules of entry to the tournament and to make sure that all entries are correct and paid on time.
- g. To attend all meetings held at the tournament in relation to competing teams, i.e. the Draws etc.
- h. To update the Draw during the competition, or delegate responsibility to a capable person.
- i. Be responsible for the behaviour of the team, and any person travelling with the team.
- j. To prepare a written report and present it at the ordinary meeting following the competition.
- k. Constantly monitor squad member's injuries if applicable and be aware of any permanent or on-going medical problems (ie: Asthma, epilepsy, etc).

26. CODES OF CONDUCT

a. Officials, Coaches and Managers' Codes of Behaviour

Encourage the enjoyment of Judo and ensure that the time players spend with you is a positive experience. Set an example of good sporting behaviour. Operate within the rules and spirit of Judo and encourage your players to do the same.

Make a commitment to providing quality development and support for your 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
- providing a training program, which is planned and sequential
- seeking continual improvement in your coaching skills, by participating in ongoing development.

Act professionally and accept responsibility for your actions by:

- displaying self-control and respect for the dignity of players, opponents, officials and others
- encouraging your players to demonstrate the same qualities
- providing a safe environment for training and competition
- not personally abusing, ridiculing or otherwise undermining players from any club
- avoiding physical contact with players that is not appropriate to the situation or necessary for the player's skill development.

Show concern and caution towards sick and injured players by:

- allowing participation only when fit to train and play
- advising players to seek medical advice when required
- providing a modified training program where appropriate
- maintaining the same interest towards sick and injured players.

b. Role of Parents, Guardians and Supporters

The delivery of Judo in the ACT (and surrounding areas) 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, JA(ACT) 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.
- At tournaments obey all crowd control barriers. Do not congregate or sit in walkways, stand in front of seated spectators, sit in the coaching chairs without permission, sit inside barriers, bush against or try to move barriers.
- Be courteous in communication with players, coaches, officials and administrators.
- During tournaments it is not appropriate to yell or swear at officials including referees. If there are any concerns raise them through the appropriate channels. These include, your own coach, the tournament commission and the referees' commission.
- Physical intimidation of officials will not be tolerated.

c. Players' Code of Behavior

- Play by the rules and within the spirit of Judo
- Co-operate with your coach and be respectful of other players, without them there would be no competition.
- Never argue with an official. If you disagree, have your coach or manager approach the official through the appropriate channels.
- Control your temper. Verbal abuse of officials or other players, deliberately distracting or provoking an opponent is neither acceptable nor permitted.
- Treat all players as you would like to be treated. Do not interfere with, bully, or take unfair advantage of another player.
- Play for the fun of it and not just to please parents and coaches.

d. Any matters arising under the codes of behaviour will be referred to the JA(ACT) Committee for further action.

27. ACT HEAD STATE COACH

Purpose of the position

To provide coaching expertise and leadership to ACT State Squad athletes, ACT State Coaches, and grassroots participants to enhance the level of judo in the ACT and ensure positive performance results at major tournaments and the National Championships.

To implement approved Technical Programs and Initiatives of ACT Judo.

Reports to

The ACT Judo President.

Key responsibilities and deliverables

Create an elite performance and high performing environment that optimises athlete performances and success; ensure the training facility and activities are

risk assessed and appropriate control measures are in place to protect the welfare and safety of athletes.

Work directly with appointed ACT State Coaches and the appointed State Manager to support the development and delivery of technical programs that are under the ACT's jurisdiction.

To undertake quarterly performance reviews with coaches: agree & monitor action plans for improvement.

To report bi-monthly on the progress of identified high performance ACT athletes.

To lead and manage ACT teams (staff and athletes) at competition and preparation camps as directed and agreed with ACT Judo and produce post event detailed reports on athlete's performances.

To perform an ambassadorial role for ACT Judo with all stakeholders at all times, thereby maintaining and enhancing the reputation of the ACT.

Provide technical information and communications for posting on ACT communication channels.

Coaching Responsibilities

- Conducting training camps and State training where competition skills are demonstrated to athletes and coaching techniques are demonstrated for coaches - a schedule to be posted on the ACT Judo website to provide notice to athletes and coaches in the State.
- Responsible for the planning and delivery of all ACT Judo Performance Program activities.
- Work with ACT Judo to effectively manage Centres of Development.

Activities

- Prepare the training camp plan leading into the Nationals with agendas (periodisation).
- Run high level training squads in various locations.
- Give instruction on advanced skills.
- Present tactics and strategies.
- Organise location of camps.
- Team building.
- Develop annual training programs for designated high performance ACT athletes in coordination with Club Coaches, this involves evaluation of the athlete's judo fitness and test for improvements, creating individual yearly training plans (in/out of season) Note: the training programs should be specific to the person and to their current goals. These programs should include, but are not limited to:
 - weight training
 - cross training
 - nutrition
 - goal setting
 - relaxation / focus techniques.
- Prepare performance reports or summaries.
- Liaise with the ACT Committee and State Coaches on the effective management of State Squad Training and other ACT Judo activities as required.

- Frequently communicate with interested and approved parties (personnel, judo clubs, athletes), providing them with updates on programs offered by ACT Judo, as well as technical updates, tournament flyers, etc.
- Observe and assess the local judo environment to identify areas that could be improved.
- Mentor and coach the ACT coaches/instructors in the region.
- Scout the region for potential exceptionally talented competitors and contact their Coaches with information needed to improve the athlete's chances to progress and succeed at elite competitive level. Athletes so identified should be offered in conjunction with the club coach an individualised training program.

Values and Behaviours

Excellence

Leads by example and always seeking to improve personal performance and finds ways to champion the pursuit of excellence in others.

Integrity

Lives and upholds the highest standards of professionalism and ethics.

Trust

Generates trust in the method, creates an open and honest environment and is highly supportive of others.

Respect

Actively listens to the views and opinions of others and attends to what others need in order to perform.

Unity

Collegiate and collaborative creates shared goals and taps into what motivates those around them.

Skills, Knowledge, Training and Experience

As a minimum completion of "Coach Judo" CAF accreditation with a minimum of 3 years of experience coaching judo at the State level.

The candidate should be working towards IJF Instructor Level 1 certification, with IJF Instructor Level 1 being preferred and with IJF Instructor Level 2 being desirable.

Extensive and deep understanding of Judo specific technical and tactical expertise requirements across all development stages.

The knowhow to develop and plan individual training and competition periodised plans and integrate coaching, and sports science to prepare athletes to succeed with clearly defined annual goals.

Thorough understanding and appreciation of Australian class Judo standards.

Ability to work effectively as part of a team of coaches.

28. TOURNAMENT COMMITTEE

Job Summary

The Tournament Committee is responsible for the whole process from the planning stage, right through to running the event and carrying out the post-event evaluation. The role is hands-on and involves working as part of a team.

The main functions of the Tournament Committee will be to:

- manage ACT tournaments and ensure deadlines and budgets are adhered to.
- direct the coordination of activities to prepare for the day of the tournament.
- plan and organise promotional events, including ensuring the target audience is engaged and the message of the event is marketed properly.

Primary responsibilities

- Manage all pre-tournament planning, organising key guest and information packs.
- Manage volunteers responsible for tournament activities, such as table workers, access control, announcers.
- Coordinate details of events such as accreditations, setting up the venue, running the tournaments, ticketing, entries management, weigh ins, draws, fight ordering, results, presentation.
- Set up and run the event management system including infrastructure set up and maintenance of equipment (computers, TV's, CARE, etc).
- As appropriate making arrangements for accommodation and transportation.
- Train, and educate volunteers on event procedures.
- Calculate budgets and adjust when necessary.
- Book venues and negotiate fees, including producing proposals for tournaments (such as tournament calendar, venues, suppliers, legal obligations, staffing and budgets).
- Prepare invitations and send out at appropriate time.
- Drive attendance to the event.
- Promote the tournaments using flyers, cold calling, and social media as examples of ways to spark attention, including liaising with key people to publicise and promote the events.
- Analyse event performance and prepare metrics.
- Define brand through events.
- Ensure day of event goes smoothly.
- Set up booths, decorations, and other event decor.
- Plan menus, order food, and hire caterers.
- Manage and coordinate suppliers and all tournament logistics (for example, venue, catering, travel, transportation of equipment, technology set up)
- Make sure that insurance, legal, health and safety obligations are followed.
- Oversee the dismantling and removal of the event and clear the venue efficiently.

29. REFEREE COMMISSION

ROLE

For the benefit of the athletes, the ACT Referee Commission will ensure high standards of officiating at competitions within the ACT's jurisdiction.

Provide training seminars and examinations within the ACT's jurisdiction in order to standardise State certification.

Foster the development of certified referees at the State and national levels and to actively encourage participation of younger referee members.

ACTIVITIES

Establish, maintain and enforce the policies of the ACT Referee Commission.

Work in close cooperation with Tournament Committees within the ACT's jurisdiction.

Liaise, where necessary with JUDO ACT.

Maintain records of certification dates and activities for all referees within the State.

Liaise with the National Referee Committee.

Provide JUDO ACT, at the AGM with a list of all active ACT Referees.

Promote the development of emerging and current referees.

RESPONSIBILITIES

Keep abreast of the National Referee Committee Policy and Procedures.

Communicate information from the National Referee Committee, including dates for national training seminars, examinations, evaluations and opportunities for ACT State members to officiate at local, nationals and international tournaments.

Select and submit competent candidates to the National Referee Committee for national examinations.

Establish State standards for referee certifications up to State A.

As needed to conduct State training seminars & examinations up to State A and to oversee State competitions.

Select referees for competitions within ACT's jurisdiction.

Define the activity level for a Referee within the State to be considered "active".

Nominate referees that are competent and/or rostered for National and Open International events to the National Referee Committee for approval.

30. MEETING PROTOCOLS

General Rules of Discussion

- No member may speak until recognised by the chair.
- All discussion must be relevant to the topic of discussion.
- Members have equal opportunity to express views - no member may speak a second time until every member who wishes to speak has had the opportunity to do so.
- Giving ample time for all members to express their views and balancing good timekeeping is essential for the meeting to run as it should.
- Refrain from interrupting other members as they speak.
- No member can speak more than 10 minutes on each topic.
- All remarks must be addressed to the chair – no cross debate is permitted.
- Discussion must address issues not personalities – no one is permitted to make personal attacks or question the motives of other speakers.
- When possible, the chair should let the floor alternate between those speaking in support and those speaking against.
- Be courteous and respectful.
- One thing at a time.
- Do not skip from one topic to another.
- Provide board members equal opportunity to express views.

Presenting a Motion

Every member has equal rights, privileges and obligations. Any member can make a motion but must first be recognised by the chair before they can speak.

Debating a Motion

If there is a debate to be had, the chair invites the conversation to begin. Each member rises who wishes to speak must be recognised by the chair before they speak.

Members can speak up to twice on each motion and for a limited time of 5 minutes while staying on topic.

Managing debate is an essential part of chairing a meeting. The chair, as a facilitator of the debate, will, where possible, attempt to alternate between speakers in support and opposition to the motion.

As the debate winds down, the chair calls for the vote, looking for a majority of the entire membership to pass the motion.

Meeting etiquette and conduct

- Do not try and chat with other members secretly. This includes whispers and notes.
- You should not attempt to undermine other members with body language, looks, insulting language, attacks, etc.
- Prepare fully by reading and digesting the information/documentation provided. Come up with relevant questions or solutions to problems.
- Ensure you know what you will be voting on and have a clear idea of the issues.
- Remain focused on the agenda items.

- Declare conflicts of interest or potential conflicts as they come up in conversation.
- Treat everyone with respect, even if you disagree with their point.

REVISION HISTORY

By-Laws approved and adopted by the ACT on 27 June 2018 and effective from the same date.

Version

Version	Date	Description and reasons for change	Author
Version 1.1	11 March 2020	Inclusion of Role of President	
Version 1.2	10 May 2020	Inclusion of State Head Coach	
	10 May 2020	Inclusion of Tournament Committee	
	14 June 2020	The Role and Charter of the Committee	
	23 July 2020	The Role and Activities of the Referee Commission	
	17 Nov 2021	Meeting Protocols	