



# **BY-LAWS**

# **2026**

VERSION #7

**PLEASE NOTE :**

The JT Constitution define the rights of members and the responsibility of the Association in meeting these rights. By-laws sit under the Constitution and define in more detail the internal policies and rules that govern the sport of Judo in Tasmania.

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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.

### 1.1 Composition of the Board

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.

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.

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.

### 1.2 Directors Duties

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.

### 1.3 Board Members Appointments, Skills and Attributes

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
- Records Secretary

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

Specific Directors should possess the following skills and attributes:

#### **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

### **Vice President**

- Prepared to chair board meetings effectively, in the absence of the President, and be able to step into the President's role, if the President is unavailable to act in their role
- All the above

### **Secretary**

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

### **Treasurer**

- Sound financial judgement and skills
- Strong organisational skills
- Accurate record keeping and maintenance skills
- Honesty and integrity
- Strong Computer skills
- Strong Communication skills

### **Records Secretary**

- Accurate record keeping and maintenance skills
- Strong Computer skills
- Strong Communication skills

## **2. DUTIES OF ELECTED DIRECTORS**

### **2.1 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.

## **2.2 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 prior to any meetings
- Provide proper notification of all Board and Board meetings as detailed in the bylaws
- Manage the general correspondence of the Board

## **2.4 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 meetings, 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 Records Secretary**

The Records Secretary role is to manage and control the register of gradings and provide an audit of points in regards to gradings by contest pathway.

- Maintain accurate membership details on the current RevSport database in relating to the recording of grades
- Check on submitted grading forms either hard or digital copies for eligibility of grading requirements
- Oversea the registration of new and renewed membership via the RevSport database and the distribution of registration booklets for new members to enable recording of grades and competition points

## **2.6 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.
- The Board may appoint two extra directors [APPOINTED] for the inclusion of specific skill sets to the board

## **2.7 Other Roles**

The Board must appoint a **State Grading Authority Chairman**.

- Minimum rank of San Dan and be a current accredited Coach
- A high level organisational and administrative abilities
- Good understanding and demonstrated experience of the sport and art of judo relating to all grading requirements outlined in the JA National Grading Policy.

# **Part B – MEMBERSHIP**

## **3. MEMBER APPLICATIONS**

### **3.1 Member Clubs**

- 3.2** Admission to membership is subject to clause 6.3 and 6.4 of the Constitution
- 3.3** An application for membership by a Club must: (a) be made to the Secretary;
- 3.4** be in writing in a form approved by the Board
- 3.5** be accompanied by a copy of the Club's current constitution with all added amendments
- 3.6** be accompanied by a list providing the full names, addresses and designations of all office bearers of the Club
- 3.7** be accompanied by the prescribed fee as determined from time to time by the Board
- 3.8** On being granted membership, the Secretary shall enter, or cause to be entered, the name of the Club in the Register of Clubs.

**3.9** 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.

### **3.10 Individual Members**

**3.11** Admission to membership is subject to clause 6.1 and 6.5 of the Constitution

**3.12** Registration of membership is made through the online portal [REVSPORT] [www.judotasmania.org.au/](http://www.judotasmania.org.au/) registration

### **3.13 Special Members**

**3.14** 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.

**3.15** 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.

**3.16** 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.

**3.17** 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.

### **3.18 Life Members**

**3.19** 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 and passed at the AGM.

**3.20** 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.

### **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** Associations with revenue over the \$250,000 threshold must lodge an Annual Return with Consumer, Building and Occupational Services [CBOS]. The Annual Return must contain an income and expenditure

statement; a list of names and residential addresses of the committee members and an Auditor's Report confirming the accuracy of the income and expenditure statement.

- 7.2** Associations with revenue below the \$250,000 must prepare and submit financial statements to CBOS within two months of their AGM. From 1 October 2021, you are able to lodge your Incorporated Association Annual Return online. You can access the form on the website at: [www.cbos.tas.gov.au/incorporated-associations](http://www.cbos.tas.gov.au/incorporated-associations). You can continue to lodge forms and make payments at any Service Tasmania shop if you receive an Annual Return by post.

## **8. MEMBER FUNDING**

This by-law is made pursuant to Section 4.2(c) of the Judo Tasmania Constitution, and sets out the guidelines and process for providing funding directly to Members, for partial reimbursement of costs associated with engaging in activities which further the Objects of the Association as set out in the Judo Tasmania Constitution, Section 3.1

Particular regard must be given to Section 3.1(a), (e) and (l), that is – to “conduct, encourage, promote, advance, control and manage all levels of the Sport in Tasmania”, “maintain and enhance standards, quality and [the] reputation of the Sport for the collective and mutual benefit and interest of members and the Sport”, and “encourage and promote widespread participation in the sport to enhance opportunities for every participant to reach levels appropriate to their ability and aspiration.”

**8.1** Funding arrangements must be both equitable and sustainable. As such, the Judo Tasmania board reserves the right to assess each application on its merits and make a determination about if funding will be granted, and if it is approved, to make a decision on the amount to be funded.

**8.2** All funding applications will be discussed and voted on at the next scheduled board meeting after applications are received.

**8.3** An application is not a guarantee of funding, and applicants are reminded that funds come from all members, and the primary consideration for Judo Tasmania is that funding must be “for the collective and mutual benefit and interest of members and the Sport.”

**8.4** Funding is for the partial reimbursement of costs, and as such applications must not be made until after the costs are incurred.

**8.5** The board will consider any application from coaches, athletes, referees or officials engaging in activities which further the Objects of the Association. This can include, but is not limited to – interstate/international competitions, development camps or seminars and engaging in refereeing or officiating at interstate/interstate events.

**8.6** All applications must be made in writing via the Secretary, and must include the following information:

- The event/activity for which funding is sought
- The actual costs incurred by the member in attending, including proof of those costs – e.g. flight details, accommodation, registration fees.
- Whether funding has been provided to the member through any other avenue – e.g. sponsorship, fundraising, grants etc. or the efforts made by the member and/or their club to obtain funding through other means.
- Whether the member has received any funding from Judo Tasmania over the previous 12 months.
- What benefit engaging in the event/activity will have for the broader Judo Tasmania membership base.
- What benefit engaging in the event/activity will have for the individual member.
- A brief outline of what the member has done over the past 6-12 months to help promote and support Judo in Tasmania – e.g. club coaching, event organisation, refereeing, officiating etc. Or, if the member has not engaged in activities that help promote and support Judo in Tasmania over the previous 6-12 months, a brief outline of the commitment they will make over the coming 6-12 months to engage in those activities.
- Any additional information that the member feels is helpful or relevant in helping the Board make a determination about their application.

## **Part D – MEETINGS and POLICIES**

### **9. MINUTES**

- 9.1** 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.
- 9.2** 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.
- 9.3** 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.

## **10. REGISTERS**

- 10.1** 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 applicable to Dan Grade submissions.

## **11. RETURNING OFFICER**

- 11.1** 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.
- 11.2** A Returning Officer or Assistant Returning Officer shall neither be a candidate nor a voter.

## **12. MEDIA STATEMENTS**

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.

## **13. 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.

- 13.1** 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.
- 13.2** All operational plans should be consistent with the strategic direction and strategic plan.
- 13.3** Development and implementation of operational plans designed to achieve the strategies should be primarily the responsibility of the Board members.
- 13.4** 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.

## **14. BOARDS FINANCIAL RESPONSIBILITIES**

- 14.1** 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.
- 14.2** 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
- 14.3** 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.

## **15. SOCIAL MEDIA POLICY**

- 15.1.** Judo Tasmania adopts the current Judo Australia Social Media Guidelines <https://www.ausjudo.com.au/corporate-documents>
- 15.2** 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.
- 15.3** The Board of the Association has resolved that these Guidelines shall be adopted as a By-law.

## **Part E – GRADINGS**

### **16. GRADES**

- 16.1** 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.
- 16.2** Holders of grades from other Judo organisation's 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.

### **17. GRADING POLICY**

- 17.1** See JA National Grading Policy – <https://www.ausjudo.com.au/gradings>. The National Grading Policy is binding on all members in all States and Territories of Australia.
- 17.2** Judo Australia under the authority of the International Judo Federation governs the sport in Australia. Authorities, examiners and Instructors are advised that the requirements and standards detailed in the JA National Grading Policy are the minimum standards required and in no way bind the grading authority, examiner or instructor from stipulating more stringent standards during grading.
- 17.3** 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.

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

#### **17.5** Points Audit

**Kyu Grades** – A candidate, who is seeking a grading, must keep their own record of competition points and the club coach is responsible for validating them. If a candidate's club coach is satisfied a candidate meets the required competition points and time in their previous grade requirements, a candidate can be graded by their club coach.

**Senior Brown (1st Kyu) and Dan Grades** – A candidate is responsible for keeping a track of their own competition points and these need to be filled in on the appropriate form at the time of the grading submission. The form needs to be signed by the club coach before submission to the grading commission. The appropriate fee must be paid at the time of submission and not after the grading.

Judo Tasmania will continue to monitor all points for 1st Kyu and above. A points audit will be carried out by the Records Secretary once the application form has been submitted. 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.

## **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.
- 18.2** Judo Tasmania grants approval to a sole registered Club Grading Stamp holder [min Sho dan] to conduct Junior Gradings

### **Senior Kyu Grades**

- 18.3** 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 JA National Grading Policy.
- 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 must include a Grading Stamp signed by an authorised Grader and be forwarded to the Records Secretary within two (2) weeks of the grading being conducted. Blank Certificates can be ordered via the Secretary.

## **19. STATE GRADING AUTHORITY CHAIRMAN**

- 19.1** Judo Tasmania appoints a State Grading Authority Chairman in accordance with the JA National Grading Policy. Dan gradings are organised by the State Grading Authority Chairman and Kyu grades are undertaken by the appropriate club coaches.
- 19.2** The role of State Grading Authority Chairman is defined as an Other Appointed Role as discussed in these By- laws.
- 19.3** Judo Tasmania recognises that all decisions in relation to grading eligibility for either Junior, Kyu or Dan levels are reviewable by the State Grading Authority Chairman. Further review of any decision of the State Grading Authority is conducted by the full Board of Directors.

## **20. DAN GRADINGS**

- 20.1** Dan Gradings requirements are outlined in the National Grading Policy
- 20.2** Dan gradings shall be performed before and assessed by grading panel formed under 3.7 of the National Grading Policy. The formation of the panel is made after the application for Dan grading and is approved by the State Grading Authority Chairman.
- 20.3** 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.

- 20.4** Grading Panels will make a recommendation for Dan Grades to the State Grading Authority Chairman who then forwards the recommendation to the President. The President upon signing the completed application sends the fully completed application to the National Grades Committee/JA Office for consideration and final ratification.
- 20.5** 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, REFEREEING AND COACHING**

### **21. CONTEST RULES**

- 21.1** 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.
- 21.2** The age group of Cadets and above may enter into higher age groups. Lower age groups may not enter into higher age groups to avoid rules confusion. Where a competitor is entered into a weight division, they may not enter into a separate weight division within the same age bracket. Where there is no one in a competitor's weight division, combining of weight divisions will be permitted. Where there is no one in an athlete's gender division, mixing of genders will be permitted in that age/weight division.

### **22. REFEREEING**

Judo Tasmania follows the published JT Referee Accreditation Framework.

- 22.1** Judo Tasmania referees must be registered members of the Judo Tasmania except when invited by the Board from another State/Territory.
- 22.2** Juniors are able to referee, but are limited to refereeing their age group or below

#### **Tasmania Referee Commissioner**

21.4 The Tasmania Referee Commissioner shall oversee the development and operation of refereeing in Tasmania and comply with the policies of the National Referee Committee.

### **23. COACHING ACCREDITATION FRAMEWORK (CAF)**

- 23.1** Judo Tasmania shall appoint a Coaching Accreditation Framework Coordinator (CAF Coordinator) and/or CAF Presenter to oversee the implementation/teaching of the CAF system in Tasmania.
- 23.2** The CAF Presenter shall have high knowledge of the CAF system and be approved to teach individual members modules of the course.
- 23.3** The Judo Tasmania will conduct a least 1 CAF seminar each year.
- 23.4** Judo Tasmania to maintain a register of approved Coaches.

## **Part G – MEMBER PROTECTION**

### **24. MEMBER PROTECTION POLICY**

- 24.1** Judo Tasmania adopts Judo Australia Member Protection Policy.

## **Part H – State Team**

### **25. STATE TEAM APPOINTMENTS**

#### **Head Coach**

- 25.1** Judo Tasmania will appoint a Head Coach on a bi-annual 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.

## **Assistant Coaches**

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

## **26. DUTIES OF HEAD COACH**

- 26.1** Have current CAF accreditation (preferably Senior Coach).
- 26.2** Run training session for squad members on a regular basis as advertised.
- 26.3** Ensure members strength and fitness levels are pertinent to their individual competition requirements.
- 26.4** Ensure squad members are fully versed and understand the current Rules and Sporting Code that apply to Judo and apply coaching techniques accordingly.
- 26.5** Attend trial and official weigh-ins at tournaments with players to confirm weights and provide advice on quick weight-loss if required.
- 26.6** 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.
- 26.7** Be in constant communication with Team Manager/s and be aware of any information the Team Manager/s deems necessary regarding team member or members.

## **27. STATE TEAM – DUTIES OF A TEAM MEMBER**

- 27.1** Must be a registered member of Judo Tasmania.
- 27.2** Must compete at two National Open Series. Special circumstances will be reviewed by Head Coach.
- 27.3** Must attend at least 70% of Judo Tasmania squad training and attend all nominated compulsory sessions. Special circumstances will be reviewed by Head Coach.
- 27.4** Must compete at least two local competition and State Titles.
- 27.5** Must be nominated by your club and supported by the Head Coach.
- 27.6** All monies due, as advised by the team manager to be paid prior to the National Championships.

## **28. STATE TEAM – DUTIES OF THE TEAM MANAGER**

- 28.1** To arrange and purchase uniforms and back patches for the team.
- 28.2** To arrange reasonably priced accommodation for the team.
- 28.3** To undertake all necessary correspondence with the team to ensure that the team knows the requirements of the Head Coach and Team Manager/s.
- 28.4** 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.
- 28.5** To know the rules of entry to the tournament and to make sure all entries are correct and paid for.
- 28.6** To attend all meetings held at the tournament in relation to competing teams, i.e. Draws etc.
- 28.7** To update the Draw during the competition, or delegate responsibility to a capable person.
- 28.8** Be responsible for the behaviour of the team, and any person travelling with the team.
- 28.9** To prepare a written report and present it the board following the competition.
- 28.10** Constantly monitor squad member's injuries if applicable and be aware of any permanent or on-going medical problems (e.g.: Asthma, epilepsy).

## **Part I – OTHER MATTERS**

### **29. CODES OF CONDUCT**

- 29.1** Judo Tasmania follows the Code of Conduct published by Judo Australia. A copy can be found within the JA Sporting Code.

## **INTERPRETATION**

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

## **LATEST REVISION**

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