

WJI POLICIES AND PROCEDURES:

The Wisconsin Judo Incorporated (WJI) Board of Directors does hereby adopt the following *Policies and Procedures*. The below may, from time to time, be reviewed, changed, or modified at the direction of the Board:

Sanctions

Constitution and By-law statement regarding (in part) the External Vice-President position:

“ ... EXTERNAL VICE-PRESIDENT:

1. Shall serve as the Events Director, and Chairperson of the *EVENTS COMMITTEE*.
2. Shall be over-all in charge of all WJI events (including, but not limited to, tournaments).
 - a. Oversee the granting of a USA Judo sanction for events (including but not limited to tournaments) from the WJI. ...”

POLICY:

- Board of Directors interpretation of: Constitution and By-law statement regarding (in part) the External Vice-President position.
- Process for: WJI Clubs Applying for Sanction.
- Process for: Wisconsin Judo Inc. (WJI) or a State (WJI) Club applying for a State Sanction.
- Process for: Wisconsin Judo Inc. (WJI) applying for a Sanction directly as a State (WJI) event.

PROCEDURE:

- 1) The WJI Board of Directors interprets the above statement as pertaining to WJI sponsored events, not Wisconsin (WJI) Clubs applying for sanctions.
- 2) Wisconsin Clubs applying for a Sanction – the State’s External Vice-President shall review the Sanction form and sign as necessary. Signature, if required, (on the Sanction form) does not imply that the External Vice- President serves as the events Tournament Director.
- 3) A WJI Club applying for a Club Sanction:
 - a) The Head Instructor shall designate a Tournament Director(s).
 - b) The WJI External Vice-President shall not be listed as a Tournament Director unless:
 - I. The Club’s Head Instructor is also the State’s External Vice-President, is applying for a Sanction, and designates him/herself as the Tournament Director.
 - II. The Head Instructor of a club (seeking a Sanction) would like to designate the current WJI External Vice-President as Tournament Director, for reasons other than the position of External Vice-President.
 - c) Shall either apply for a Sanction directly to USA Judo or request the assistance of the State’s External Vice-President.
 - d) The Club requesting the Sanction shall be responsible for all pre-tournament, tournament and post-tournament paperwork.
 - e) The person requesting the Sanction shall forward a copy of the fully completed Sanction request to the State’s External Vice-President.
 - f) Pay directly to USA Judo all costs related to the Sanction application.

- 4) Wisconsin Judo Inc. (WJI) or a State (WJI) Club applying for a State Sanction.
 - a) The Head Instructor hosting the event may designate a Tournament Director IN ADDITION to the State's External Vice-President.
 - b) The Club's Head Instructor (seeking a Sanction) may (with the approval of the External Vice-President) apply for a Sanction directly to USA Judo or request the assistance of the State's External Vice-President.
 - c) The State's External Vice-President shall sign the Sanction form (if required) and shall be listed as (one of) the Tournament Director(s).
 - d) The Club requesting a State Sanction and the States External Vice-President shall jointly be responsible for all pre-tournament, tournament and post-tournament paperwork.
 - e) The person requesting the Sanction (if not the State's External Vice-President) shall forward a copy of the completed Sanction request to the State's External Vice-President.
 - f) Sanction fees;
 - I. If a Club is applying for a State Sanction (with the approval of the External Vice-President) the Club shall pay all fees related to obtain the Sanction. The Club, at the conclusion of the event, may request reimbursement for Sanction costs from the WJI Treasurer.
 - II. If the External Vice-President applies for the Sanction he/she shall use the appropriate process to make the payment directly from the WJI account.
- 5) Wisconsin Judo Inc. (WJI) applying for a Sanction directly as a State (WJI) event.
 - a) The States External Vice-President shall be designated as the event(s) Tournament Director. An additional Tournament Director(s) may be named.
 - b) The States External Vice-President shall apply for a Sanction directly with USA Judo.
 - c) The States External Vice-President shall be responsible for all pre-tournament and post-tournament paperwork.
- 6) These Policy and Procedures may be modified from time to time without the approval of the WJI Board of Directors for the sole purpose to coincide with the directives and/or procedures specified by USA Judo.

These **POLICIES AND PROCEDURES** have been modified by the WJI Board of Directors on 29 March 2014, and will take effect on 01 April 2014.

SIGNED: *Katherine A. Huff*

-Ms. KATHERINE A. (KATHY) HUFF-
- WJI SECRETARY -

Original document adopted: 01 January 2014; amended: 01 April 2014.