

**BRITISH JUDO ASSOCIATION**

**Suite B, Loughborough Technology Park, Epinal Way, Loughborough LE11 3GE**  
 Tel: 01509 631670 • Fax: 01509 631680 • e-mail: bja@britishjudo.org.uk • www.britishjudo.org.uk

**APPLICATION FOR BRITISH JUDO ASSOCIATION CLUB MEMBERSHIP**  
 Complete ALL sections in block capitals and tick boxes where appropriate

Club Name		Club Number (renewal only)	
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Club Venue	
Postcode	
Club Telephone Number	

The Club is a	Registered Charity	Yes	No	Limited Company	Yes	No	Company Limited by Guarantee	Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Club Internet Information (The information provided here will be publish on the BJA's Web Site)			
Contact name		Contact telephone	
e-mail address		Club web site	

Club Chairman		Club Secretary	
Name		Name	
Address		Address	
Postcode		Postcode	
Telephone Number		Telephone Number	
e-mail		e-mail	
BJA licence Number		BJA Licence Number	

Select one address for correspondence	Club	Chairman	Secretary
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Coaches (List any additional Coaches on a continuation sheet if needed)		
Name	BJA Grade	BJA Licence Number

Club Official(s) (List any addition officials on a continuation sheet if needed)		
Name	Position in Club	BJA Licence Number
	<b>Treasurer</b>	

Club Practice Times		Day		Session start time		Session finish time	
Men							
Women							
Boys							
Girls							
Approximate number of Club members	Male	Senior		Junior			
	Female	Senior		Junior			

If accepted into membership of the British Judo Association, the Club agrees to abide by the Articles of Association and Bye-Laws, Child Protection Procedures and Equal Opportunities policy together with any amendments made during the period of membership.

I certify that to the best of my knowledge and belief, the information given in this application is correct.

Signed Club Chairman				Signed Club Secretary			
Date				Date			
Note: These signatories are required to authorise all official documents including ballot papers and proxy letters. Any changes to these authorised signatories must be notified in writing to BJA head office.							

The Club Chairman or Club Secretary can represent clubs at an AGM. Any other representative must be registered as a proxy in advance on the forms provided for that purpose prior to the AGM.

The British Judo Association is registered under the terms of the Data Protection Act and wishes to include the information you have provided on this application on the BJA database for the purpose of administration and maintenance of membership records, provision and administration of activities, support and fund raising. Complete the following section to indicate your consent to this process.

I consent to the information on this application being included on the BJA database.		
Authorised Signature		Date
Position in club		

Send completed application form enclosing:

1. Club constitution (new clubs only)
2. Membership Fee (cheque payable to British Judo Association)

To British Judo Association Suite B, Loughborough Technology Park, Epinal Way, Loughborough LE11 3GE

Note: Renewal application and fee must be forwarded to head office by 31 December. BJA Club membership and consequently insurance cover lapses on 1 January.

## **Insurance**

A policy of insurance is in force covering public liability on behalf of the British Judo Association and the cover extends to all member Clubs, licence holders, officials and voluntary helpers whilst participating in any BJA activity anywhere in the world. The BJA also provides personal accident insurance cover for all valid BJA Coaches, Personal Safety Advisors and Referees. Details of cover are published on the BJA web site and are available from BJA head office. In the event of an insurance claim being made or of an incident likely to result in a claim being made, contact BJA head office in the first instance.

## **Bye-Laws**

Attention is drawn to the following British Judo Association Bye-Laws relating to Member

4. The privileges of a Member Club or Licence Holder shall not be transferable.
5.
  - (a) Member Clubs shall be such associations or bodies whether incorporated or unincorporated which comply with the relevant Bye-Laws of the Association as the Board of Directors shall admit as Member Clubs on payment of such subscriptions and fees as the Board of Directors shall prescribe.
  - (b) Every application for membership as a Member Club shall be made in writing in such form and signed by such persons as the Board of Directors shall from time to time prescribe or approve, and the Board of Directors shall have an absolute discretion to accept or reject any application.
  - (d) A Member Club shall unless specific approval in writing has been given by the Board Of Directors:
    - (1) Not hold membership of any other body purporting to represent Judo in the United Kingdom.
    - (2) Submit a copy of its Constitution to the Board of Directors when applying for membership in accordance with 5(b) hereof.
    - (3) Be so constituted that its Executive Committee is composed entirely of Licence Holders.
6.
  - (a) All annual subscriptions for Member Clubs shall be payable in advance on the first day of January of every year, except that in the case of a new Member Club its first subscription shall be payable upon its application. If the application of a club is refused the first subscription shall be returned to the applicant.

## **British Judo Association Background Checking**

The British Judo Association is committed to the welfare and protection of children. We all take our responsibilities towards the welfare of young players very seriously and, as a national governing body, we are required to demonstrate that we do so.

From 1 April 2003 the British Judo Association will start the process of background checking anyone holding a position of authority within the BJA or at a BJA club. From 1 April 2003 any person newly qualifying as a BJA Coach will have the checks carried out prior to their award being confirmed.

## **British Judo Association – Criminal Records Bureau Policy Statement**

### **General principles**

As an organisation using the Criminal Records Bureau (CRB) Disclosure service to help assess the suitability of applicants for positions of trust, the British Judo Association complies fully with the CRB Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information. It also complies fully with its obligations under the Data Protection Act and other relevant legislation pertaining to the safe handling, use, storage, retention and disposal of Disclosure information and has a written policy on these matters, which is available to those who wish to see it on request.

### **Storage & Access**

Disclosure information is never kept on an applicant's personnel file and is always kept separately and securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

### **Handling**

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and we recognise that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

## Usage

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

## Retention

Once a recruitment (or other relevant) decision has been made, we do not keep Disclosure information for any longer than is absolutely necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six-months, we will consult the CRB about this and will give full consideration to the Data Protection and Human Rights individual subject before doing so. Throughout this time, the usual conditions regarding safe storage and strictly controlled access will prevail.

Child protection in relation to sport remains the subject of consideration by the authorities and agencies and, in the interests of best practice, we will continue to take appropriate advice and to adjust our procedures when necessary in order to maintain our high standards of care.

Members should be aware that the BJA will be using the information provided by clubs on the 2003 club application form to identify those adults that are to be background checked.

The BJA will be strictly following the Criminal Records Bureau Code of Practice. Copies of this are available from the BJA or from the Disclosure web site.

## What is the Disclosure procedure?

- The BJA will contact members as they are selected for checking and ask them to telephone the Disclosure application line on 0870 90 90 844. The applicant will be asked a series of questions by the operator, which will form the basis of the application form. The part completed application form is then sent to the applicant.
- The applicant checks the details recorded and signs the application form and then passes it to the British Judo Association.
- The BJA then countersigns the application form and sends the Disclosure application to the CRB for processing.
- Once processed, a copy of the Disclosure is sent to the applicant and a copy sent to the BJA.

A copy of the Code of Conduct along with the BJA's Child Protection Policy will be sent to the applicant at the time the BJA requests them to contact the Disclosure application line.

In order to save admin costs and time applicants who have e-mail will be initially contacted by e-mail.

For further information contact:

### British Judo Association

Mark Beecher – Head of English Development [markbeecher@britishjudo.org.uk](mailto:markbeecher@britishjudo.org.uk)

Julie Moores – Membership Secretary

7a Rutland Street, Leicester LE1 1RB 0116 2559669 fax: 0116 2559660 e-mail: [bj@britishjudo.org.uk](mailto:bj@britishjudo.org.uk)

### Child protection in Sport

If you have any concerns and are not sure what to do, you can contact the BJA's Child Protection Officer at head office or you can obtain advice by telephoning the NSPCC freephone Helpline 0800-800-500; it operates a 24-hour service. You do not have to give your name but it is helpful if you do.

Criminal Records Bureau

<http://www.disclosure.gov.uk/>

<http://www.crb.gov.uk/>

The British Judo Association is a member of the International Judo Federation, the European Judo Union, the British Olympic Association, the Commonwealth Games Council, the Commonwealth Judo Association, and the Central Council of Physical Recreation and is recognized by the Sports Councils as the national governing body for Judo in the United Kingdom of Great Britain and Northern Ireland.

The British Judo Association promotes the sporting ethics of equality and fair play. Copies of the BJA Equity Policy and Complaints Procedure are available from BJA head office, 7A Rutland Street, Leicester, LE1 1RB or the BJA web site [www.britishjudo.org.uk](http://www.britishjudo.org.uk)