

SASKATCHEWAN BRAZILIAN JIU-JITSU FEDERATION Inc.

POLICY & PROCEDURES MANUAL

The following document describes the policies that govern all programs, and membership requirements of the Saskatchewan Brazilian Jiu-Jitsu Federation of Saskatchewan.

In this document the acronym ***SBJJF*** will be used for legal name of the organization:
Saskatchewan Brazilian Jiu-Jitsu Federation.

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Introduction

The Saskatchewan Brazilian Jiu Jitsu Federation (SBJJF) is committed to promoting Brazilian Jiu Jitsu in Saskatchewan. This is the main focus of our organization and is displayed in all of the programs and courses conducted by the SBJJF.

The development of the Federation requires research and regular review of the organization, from the way events are run similar to the International Brazilian Jiu Jitsu Federation (IBJJF), to the way the organization is structured here in Saskatchewan.

The integrity of the SBJJF is maintained by its policies. The policies ensure the rules, regulations and structure are maintained and followed by all members of the Federation. For the sport, the policies are created to protect the health and safety of all participants. The policies also ensure that all members have access to all programs and services, are treated with respect and fairness, and their rights are protected.

Those in leadership positions – board members, owners, coaches and officials – are required to understand these policies, especially those which apply to their position within the organization, and the responsibilities that follow. However, the policies apply to all SBJJF members, making it crucial that they understand and follow them.

The SBJJF will review and update these policies on a regular basis and as circumstances require. Copies are available on the SBJJF website or from the Board of Directors at the registered offices of the SBJJF.

Organizational Policies

1. The Federation Duties

- A. The Federation is a registered non-profit organization, open to membership from all Brazilian Jiu Jitsu clubs in Saskatchewan.
- B. The Federation shall promote and actively recruit member clubs and individual members.
- C. The Federation must conduct an annual general meeting (AGM) once per year. Notices and an agenda will be sent out to member clubs. All members are entitled to attend and participate in the organization and operation of the Federation, and regular members are entitled to vote at the meeting.
- D. The Federation is to ensure all members have access to all SBJJF policies, rules and regulations and all procedures required by the SBJJF.
- E. The Federation is responsible for ensuring all competitive events, sanctioned by the SBJJF, follow all the SBJJF policies and procedures, as well as the rules/regulations.

2. Club & Associate Members

The Owner of each club is responsible for each policy listed below. The Owner is also to follow all requirements contained in the Club Manual document.

- A. Owners are Regular Members of the Federation, and are entitled to vote where provided for in the Bylaws, as well as attend meetings of the directors and membership, and put forward resolutions in accordance with the bylaws.
- B. Clubs are to register annually for membership. The membership year is from January 1st (year 1) to December 31st (year 1)
- C. The Owner is responsible for registering their current individual (associate) members. Only registered members are covered under the SBJJF insurance policy.
- D. The Owner is responsible for registering any new members during the course of the year.
- E. The Secretary of the SBJJF shall maintain a list of all currently registered members and associate members.

- F. The Owner is required to make sure all Coach/Instructors are registered and have completed all SBJJF requirements for coaches.
- G. The Owner must abide by all policies and procedures listed in the SBJJF Club Manual, the Rules & Regulations Manual, and the Policy Manual administered by the SBJJF.
- H. The Owner is responsible for relaying all SBJJF Policies, Rules & Regulations and all other documents to all members of their club.
- I. If club membership expires, all members (Coach/Instructor, Officials, or Recreational/Competitive members) associated with that club are no longer members of the SBJJF and are no longer covered under the SBJJF insurance policy.

3. Individual (Associate) Members

These policies are related to both competitive and recreational membership. All members are required to follow the list below. In addition, the competitive member is to follow all policies in the SBJJF club manual and the SBJJF Rules & Regulation manual.

Competitive Associate Members

- A. Competitive members are required to register annually for membership.
- B. Competitive members are required to be members of a SBJJF Member Club.
- C. Competitive members competing in events not sanctioned by the SBJJF are not covered under the SBJJF insurance policy and compete at their own risk.
- D. The Secretary shall maintain a list of all members entitled to compete at SBJJF events.
- E. Competitive members are to follow all rules, regulations and policies of the SBJJF.

Recreational Associate Members

- A. Recreational members are to register annually for membership.
- B. Recreational members are not permitted to do aggressive sparring.
- C. Recreational members can upgrade to competitive at any time.

4. Coaches and Instructors

- A. This section pertains to Coaches and Instructors of SBJJF Member Clubs. Coaches are to adhere to the policies listed in this section. In addition, they must also follow the policies listed in the SBJJF Club Manual and the Rules & regulations manual.
- B. Coaches and Instructors are to register annually for membership.
- C. Coaches and Instructors are to have completed all SBJJF requirements for coaches.
- D. Coaches and Instructors are responsible for their students care while training under their care at their SBJJF member club and also while competing at SBJJF-approved events.
- E. Coaches and Instructors are to inform their students of the Rules and Regulations and Policies of the SBJJF.
- F. Coaches and Instructors must complete the First Aid/CPR Course provided by the SBJJF or provide proof of completion of an equivalent approved by the Board of Directors.
- G. Coaches and Instructors may be required to show their qualifications to officials at SBJJF events upon request.
- H. All Coaches and Instructors shall review and comply with the SBJJF Code of Conduct Document for Coaches.
- I. Coaches and Instructors involved in events not sanctioned by the SBJJF are not covered under the SBJJF insurance policy and shall not hold themselves out to be representing the SBJJF.

5. Officials

This section pertains to SBJJF Officials. Officials are to adhere to the policies listed in this section. In addition, they must follow the policies listed in the SBJJF Club Manual and the rules & regulations manual.

- A. Officials are required to register annually for membership.
- B. Officials are to be members of a SBJJF member club.
- C. All Senior Officials are to have the minimum rank of Purple Belt.

- D. Officials are required to complete the Referee Training course provided by the SBJJF or provide proof of completion of an equivalent approved by the Board of Directors.
- E. All Senior Officials are entitled to an honorarium at SBJJF events.
- F. All Officials acting in that capacity must wear the SBJJF uniform provided by the Federation at SBJJF sanctioned events.
- G. All registered SBJJF Officials must follow the SBJJF Code of Conduct for Officials.
- H. A Chief Official is a SBJJF Official who is in charge of weigh-ins, circulation of referees, and mediator for disputes at SBJJF events.
- I. Officials involved in events not sanctioned by the SBJJF are not covered under the SBJJF insurance policy.

6. Event Coordinators

This section pertains to SBJJF Event Coordinators. Event Coordinators are to adhere to the policies listed in this section. In addition, they must follow the policies listed in the Event Coordinators application as well as the Rules & Regulations manual.

- A. All event coordinators are required to be Non Profit club members.
- B. Event coordinators must be registered as a SBJJF Coach or Official.
- C. All requests for SBJJF approval or sanctioning of events must be submitted a minimum of 60 days prior to the proposed event date, by the event coordinator.
- D. The event coordinator is responsible for ensuring the event conforms to the requirements of the SBJJF.
- E. The event coordinator shall use the SBJJF insurance policy and comply with the requirements thereof.
- F. The event coordinator is responsible for providing all required equipment for events (e.g. regulation mats, score clocks, bout sheets, safety barriers, competitors' belts/ankle bracelets, etc.).
- G. The event coordinator is responsible for honorariums to be paid to referees at the conclusion of the event. Chief officials are covered under the sanctioning fee.

- H. The event coordinator is responsible for filing a report on the event no later than 10 business days after the event in the form required by the SBJJF. Included in the report shall be the top 3 finishers in each division, a report on any injuries from medical staff, the number of competitors, and a copy of the bout sheets.
- I. The event coordinator must ensure all event staff and volunteers conduct themselves according to the SBJJF code of conduct.
- J. The event coordinator is responsible for ensuring all music played at SBJJF events is “radio-edited” or contains no inappropriate language.
- K. The SBJJF may at any time withdraw sanctioning of an event, if the safety of the competitors is in jeopardy or deemed to be in jeopardy.

7. Sanctioning

- A. All sanctioning of events is to be requested through the SBJJF sanctioning application form. Only complete applications will be reviewed for approval. An application is not complete without payment of the applicable fee.
- B. No events will be approved taking place within four (4) weeks of another sanctioned event, unless approved by the board of directors.
- C. If a sanctioned event is canceled by the event coordinator, immediate notice is required for a refund minus a \$100 administration fee.
- D. Approval criteria includes, but is not limited to:
 - Adequate notice;
 - A proper venue with required facilities and equipment;
 - Availability of officials;
 - All information regarding the medical personnel at the event; and
 - The enclosed sanctioning fee.

8. Single Match Format

This is a list of requirements for a single match format event.

- A. The event coordinator is responsible for ensuring all event requirements listed in the Event Coordinators application and the SBJJF Rules and Regulations are abide by.
- B. The event must have a minimum of eight (8) matches and no more than 12 matches, unless approved by the Federation.

The event must have the following staff:

- Chief Official
- EMT (1 minimum, 2 preferred)
- Senior Official (Referee) (2 recommended)

9. Tournament Format

This is a list of requirements for a tournament format event.

- A. The event coordinator is responsible for ensuring all event requirements listed in the Event Coordinators application and the SBJJF Rules and Regulations are abide by.
- B. All tournament format events must have the following staff:
 - Chief official
 - EMT (1 minimum, 2 preferred)
 - Official (1 per mat minimum)

10. Expenses for Officials

- A. Honorariums for chief officials are covered under the sanctioning fee.
- B. All referees' fees are to be paid by the event coordinator at the end of the event.

Operational Policies

1. Harassment

The Saskatchewan Brazilian Jiu-Jitsu Federation is focused on creating an organization in which all members are treated with respect and dignity. All SBJJF members have a right to take part in a quality organization that promotes equal opportunity and prohibits discrimination of any kind.

Harassment is discrimination in the form of words or actions from one individual directed to another, which anyone would find humiliating, intimidating, degrading or offensive.

This policy applies to all members as well as directors, volunteers, coaches, athletes, parents of athletes, and officials of the SBJJF. The Saskatchewan Brazilian Jiu-Jitsu Federation encourages the reporting of all incidents of harassment, regardless of who the offender may be.

Harassment may include:

- Written or verbal abuse or threats;
- Sexually oriented comments;
- Racial or ethnic slurs;
- Unwelcome remarks, jokes, innuendos or taunting about a person's body, attire, age, marital status, ethnic or racial origin, religion, etc.;
- Physical conduct such as unwanted touching, kissing, patting, pinching, etc.;
- Unwelcome sexual remarks, invitations or requests whether indirect or explicit, or intimidation;
- Physical or sexual assault; and/or,
- Condescension, paternalism or patronizing behavior which undermines self-respect or adversely affects performance.

- A. The SBJJF Harassment Prevention Policy and Procedures is informed and guided by the Saskatchewan Human Rights Code.

Discrimination and harassment as defined by the Saskatchewan Human Rights Code are illegal and are behaviors which are considered incompatible with the standard of conduct required of a member of the SBJJF.

- B. Every member who believes that another member has experienced or is experiencing harassment is encouraged to notify any member of the Board of Directors under this policy.
- C. All parties involved in a complaint must be treated fairly. The SBJJF Harassment Prevention Policy and Procedures are based on principles of fairness and due process for

complainants and respondents. The SBJJF is committed to providing a complaints process that is fair, unbiased and facilitative for all parties.

- D. The SBJJF recognizes that discrimination and harassment are both human rights and health and safety matters which can have an impact on the physical and emotional well being of an individual and the overall health of the Federation.
- E. Every member has a responsibility to ensure that the Brazilian Jiu-Jitsu community is free from harassment. This means not engaging in, allowing, condoning, or ignoring behavior contrary to this policy.
- F. Every person who experiences harassment has the right to seek assistance from a responsible tribunal or authority, even when steps are being taken under this policy.

2. Sexual Harassment

Sexual harassment most commonly occurs in the form of behavior by males toward females; however, sexual harassment can also occur between males, between females, or as a behavior by females toward males. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favours, or other verbal or physical conduct of a sexual nature.

- A. The SBJJF prohibits sexual harassment of any kind; all reported cases will be addressed immediately and discreetly, as would any form of harassment.
- B. The SBJJF will impose disciplinary action or corrective measures when a complaint of harassment has been substantiated, regardless of the position or authority of the offender.
- C. The SBJJF has drafted these documents and made them available to ensure all members, employees, and volunteers of the Federation are aware of the problems of harassment, and in particular sexual harassment, and of the procedures contained in this policy.
- D. The SBJJF will support and assist any member of the SBJJF who experiences harassment by someone who is (or is not) a member of the SBJJF.
- E. Coaches are strongly discouraged from engaging in intimate relations with senior athletes under their care or responsibility.
- F. At no time is any coach, official or director to engage in an intimate or sexual relationship with an athlete under the age of 18 years.

- G. The SBJJF understands that it can be extremely difficult to come forward with a complaint of harassment and that it can be devastating to be wrongfully accused of harassment. The SBJJF recognizes that interests of both the complainant and the respondent must be kept confidential.

3. Discrimination and Gender Equity

The SBJJF is committed to providing equal opportunities and an environment free of discrimination to all members.

- A. The SBJJF will take clear initiatives to encourage participation at all levels of the sport.
- B. The SBJJF prohibits any treatment which has a discriminatory effect on any person based on any of the following prohibited grounds: sex, race, ethnic origin, class, age, family status, sexual orientation, religion, or disability.
- C. The SBJJF will raise the awareness and understanding of anti-discrimination behavior and practices amongst its membership.
- D. The SBJJF will ensure that gender equity is followed when developing, updating or delivering programs, policies, and materials.
- E. The SBJJF will strive to establish gender equity on its Board of Directors and its leaders within specific committees and task forces of the Federation.

4. Reporting Harassment & Handling Complaints

- A. A person who experiences harassment is encouraged to make it known to the harasser that the behavior is unwelcome, offensive, and contrary to this policy.
- B. If confronting the harasser is not possible, or if after confronting the harasser the harassment continues, the complainant should contact any member of the Board of Directors whom he/she feels comfortable with.
- C. The Board member shall inform the complainant of:
- The options for pursuing an informal resolution of his or her complaint;
 - The right to be represented by a person of choice (including legal counsel) at any stage in the complaint process;
 - The confidentiality provisions of this policy;
 - The right to withdraw from any further action in connection with the complaint at any stage (even though the SBJJF Board of Directors might continue to investigate the complaint); and,

- Other avenues of recourse, including the right to file a complaint with a human rights authority or, where appropriate, to contact the police.
- D. The Board Member shall, if the complainant wishes, inform the person(s) involved that a complaint has been raised against them and set out the nature of that complaint in writing. The name(s) of the complainant(s) may remain confidential from the alleged offender.
- E. The Board of Directors shall appoint a Discipline Committee consisting of three persons. One member of the Board of Directors and two Regular Members shall form the Discipline Committee. The committee will fix a time and place for an investigative hearing and may hear evidence and submissions by the complainant, the member or individual accused of inappropriate conduct, and any other persons having first hand knowledge of the incident if appropriate. All evidence is considered strictly confidential, and the proceeding is not open to the membership at large to attend. Not more than 30 days after the conclusion of the hearing, the committee will render a written decision with reasons for their finding as to whether the conduct is in fact a breach of the policies of the SBJJF.
- F. Where the investigation by the Discipline Committee does not result in a finding of harassment, a copy of the reasons and relevant documentation shall be placed in the records of the SBJJF. These files shall be kept confidential and access to them shall be restricted to the SBJJF Board of Directors.
- G. Where the investigation results in a finding of harassment, a copy of the findings of the Discipline Committee shall be placed in the records of the SBJJF and provided to the Board of Directors. Unless the findings of the panel are overturned upon appeal, this report shall be retained for a period of ten years, unless new circumstances dictate that the report should be kept for a longer period of time.
- H. In recommending disciplinary sanctions, the Discipline Committee may consider the following options, singly or in combination, depending on the severity of the harassment:
1. A verbal apology;
 2. A written apology;
 3. A letter of reprimand from the SBJJF Board of Directors;
 4. Participation in rehabilitative/reformative programming;
 5. Removal of certain privileges of membership;
 6. Imposition of fines, levies, and costs of the investigation process;
 7. Exclusion from attendance at SBJJF sanctioned events; and,
 8. Expulsion from membership.

5. Appeals

This section pertains to the appeals of decisions of the Discipline Committee, as well as all reported incidents in which a policy, procedure or guideline of the Federation has been violated. Such cases include but are not limited to all forms of harassment, intentional/unintentional violations of rules and regulations, and technical questions.

- A. Reported incidents of any violations of rules, regulations or policies of the SBJJF will be addressed within 30 days of the occurrence.
- B. Appeals of the Discipline Committee must be requested in writing and addressed to the Board of Directors within one week of the decision appealed from. The request shall state the reasons for the appeal and the portions of the decision appealed from.
- C. A committee composed of a minimum of three persons will be established by the SBJJF Board of Directors, to address all cases, except in the case of an appeal from a decision of a Discipline Committee, in which case the appeal shall be heard by all of those members of the Board of Directors who did not hear the complaint or sit on the Discipline Committee in relation to the decision appealed.
- D. The members of the committee must all be members of the SBJJF, and will be selected based on their impartiality.
- E. The committee must inform the person(s) involved that a complaint has been raised and the nature of that complaint in writing. The name(s) of the complainant(s) may remain confidential depending on the nature of the issue.
- F. The committee is required to keep all information during their deliberations confidential.
- G. The outcome is to be reached by majority of the committee and to be provided in writing to the persons involved as well as the Board of Directors together with the reasons for the finding and any disciplinary actions.
- H. Disciplinary recommendations include:
 - 1. Expulsion or suspension of membership;
 - 2. Written reprimands;
 - 3. Exclusion from attendance at SBJJF sanctioned events;
 - 4. Fines, levies, or awards of costs.
 - 5. Suspension; or written warning.
- I. A person who has been issued a decision through an Appeal Committee other than as a result of an appeal of a decision of the Discipline Committee may request an appeal in

writing of the decision within one week. The written appeal request must contain the reasons for the appeal, and the portions of the decision appealed from.

- J. The Board shall establish a new committee to review the appeal, comprised of three new members of the Federation. Where possible without reasonable apprehension of bias on the part of the committee, the new committee shall be composed of regular members and at least one Director of the Federation.

- 1. The results of their appeal investigation may result in the following:

- a) Agreeing with the findings and recommendations;
 - b) Disagreeing with the findings and recommendations and substituting their own findings and recommendations; or,
 - c) Any combination of the above.

6. Privacy.

- A. The Saskatchewan Brazilian Jiu-Jitsu Federation collects personal information when an individual or club registers, uses any programs and services, and enters a competition. The SBJJF may compile information about members with information obtained from external groups or other stakeholders.
- B. The SBJJF does not rent, sell, or share personal information about members except under the following circumstances:
 - 1. To respond to subpoenas, court orders, or legal process, or to establish or exercise its legal rights or defend against legal claims;
 - 2. To investigate, prevent, or take action regarding illegal activities, suspected fraud, situations involving potential threats to the physical safety of any person (the "duty to report") or as otherwise required by law; and,
 - 3. To investigate incidents brought before a discipline or appeals committee.
- C. The SBJJF works with vendors, sponsors, advertisers, and other service providers in different industries and categories of business. Member information is not shared with any of these groups without the express written permission of the member.
- D. The SBJJF reserves the right to send members communications relating to programs and services, announcements, information updates, special events, surveys and advertisements.
- E. In the event of an injury at a SBJJF sanctioned event, information regarding the injury will be communicated to the member's coach, club owner/operator, parent/guardian assigned to the portfolio of competitions, and the medical staff assigned to that competition.

7. Fees

Memberships

Non Profit Club Members - \$250.00

Renewal - \$200.00

For Profit Club Members - \$350.00

Renewal - \$250.00

(All clubs must sign members as individuals)

Coach/Instructors - \$25.00 (free entry to all tournaments)

Officials (All levels) - \$30.00

Adult Members - \$25.00 (18 and Over)

Youth Members - \$20.00 (under the age of 18)

Certification

Referee Course - \$30.00

First Aid/CPR Course - contact SBJJF for fees

NCCP Course - contact SBJJF for fees

Honorariums

Chief Official - \$150.00

Document replacement - \$0.50/page