

THE FEDERATION OF OXFORD JUDO CLUBS

CONSTITUTION

1 NAME

- 1.1 This is the constitution of the federated organisation named “**The Federation of Oxford Judo Clubs**”. This is a non-profit making entity whose income is entirely dependent on annual subventions from its constituent clubs.
- 1.2 It shall also be known less formally as “**Oxford Judo**” (**OJ**). It incorporates the principles of a contract between Oxford City and Oxford University Clubs dated 8th August 2006 (see appendix) In so far as there is inconsistency between the two documents this constitution shall supersede the earlier agreement.

2 AIMS

- 2.1 The principal aim of Oxford Judo is to provide shared support for its member clubs by enabling, wherever appropriate, the cost effective use of their collective financial resources through the provision of shared services and activities, of which the provision of coaching is the prime example, but which may also include the acquisition or replacement of equipment and the support of individual members and groups in regional, national and international competitions, cultural exchange programmes and tours.
- 2.2 It also aims to promote increased media awareness of Judo in a manner that enhances the profile and reputation of Judo as a beneficial physical and mental activity and as a challenging competitive sport for all ages, genders and categories of person.
- 2.3 Oxford Judo shall also establish and maintain relationships of its constituent clubs with former members and with other clubs nationally and internationally.

3 COMPOSITION – CONSTITUENT CLUBS

- 3.1 The federated clubs which currently comprise Oxford Judo are the Oxford City Judo Club and the Oxford University Judo Club.
- 3.2 In addition, subject to the approval of **the Committee of Management**, any Judo Club that has its main dojo within 15 miles of Oxford City Centre (“the Oxford area”) and is also an affiliated member club of the British Judo Association is eligible to become an associated member club of Oxford Judo. At present the only associated club is the Oxford Brookes University Judo Club.
- 3.3 Members of associated clubs are entitled to the benefits of Oxford Judo by becoming members of the Oxford City Judo Club at concessionary subscription rates. Membership of Oxford University Judo Club is limited to “junior” (that is matriculated student) members of Oxford University and of certain other institutions as specified in the OUJC constitution and approved by the Proctors.
- 3.4 Each club of which Oxford Judo is comprised, including associated clubs, must be affiliated to the British Judo Association, must have its own constitution and be run by an elected committee of its members who are responsible for the management and control of its internal affairs, including finances, within the terms of the said constitution.

4 INDIVIDUAL MEMBERSHIP

- 4.1 All subscribing members of federated clubs are also, by definition, members of Oxford Judo They are entitled at all times to wear the Oxford Judo logo on their judogi and other sporting

gear such as tee shirts, track suits and fleeces and to combine competitively in teams to represent "Oxford Judo".

5 SHARED CULTURE

- 5.1 As far as possible, Oxford Judo aims to promote a shared culture within and across its constituent club members such that, while some traditions (and membership criteria) may differ, the practice of shared training and competing at area, regional and national levels under a single Oxford Judo logo means that all full members of Oxford Judo are equal and share equal privileges.

6 SHARED SERVICES

- 6.1. The support services provided by Oxford Judo to be shared by its constituent clubs shall include the following:-
- i) use of a shared website and email system,
 - ii) co-ordination and quality control of coaching and training activities. This includes the provision of qualified coaches suitably compensated for their travelling and other expenses and annually rewarded for the results that they achieve.
 - iii) financial support for club members wishing to develop and acquire progressive certification of coaching skills in accordance with the UKCC and CPD regimes.
 - iv) a shared membership registration and attendance recording system and a secure database of members
 - v) financial support to enable selected members (individually or in groups) to compete in national and international competitions or to participate in international exchange visits and workshops.
 - vi) maintenance of relationships with former members (alumni) including holding social events and dinners.
 - vii) maintenance of relationships between constituent clubs, national governing bodies and other judo clubs including judo clubs universities and associations in other countries, especially in Japan.
 - viii) occasional hosting of overseas judoka and visiting delegations especially from Japan
 - viii) fundraising and encouragement of sponsorship.

7 GOVERNANCE

- 7.1 Oxford Judo shall be governed by a **Committee of Management** whose membership shall not exceed **12 full members** plus **2 Assessors**. It shall meet at least once and, if necessary twice, annually and any business in the intervening period shall be conducted by email.
- 7.2 It's principal executive role is to manage the shared financial other assets of Oxford Judo in the pursuit of its objects, to guarantee the financial probity of the activities of its constituent clubs and to ensure high quality cost-effective and safe coaching and training activities.
- 7.3 .It subsumes all the functions of the former Oxford Judo Finance and Strategy Committee which therefore ceases to exist from the date of implementation of this Constitution.
- 7.4 The Committee's role is strategic, supportive and advisory and does not purport to abrogate the operational roles and responsibilities of the constituent club officers and their committees

other than through the Chairman continuing to exercise his individual stewardship role in accordance with the original 2006 agreement (appendix para 1.3).

8 COMMITTEE MEMBERSHIP AND SPECIFIC ROLES

- 8.1 Its membership shall normally comprise the Chairman and the Head Coachⁱ and their (his or her) Deputy * together with 7 members representing one or other of the constituent clubs. These 7 will normally be current Chairman, Treasurer and Secretary of the Oxford City Judo Club, the current President, Treasurer and Secretary of the Oxford University Judo Club, and a representative of the Oxford Brookes University Judo Club. Any of these individuals may be invited to perform specific roles necessary for Oxford Judo to fulfil its objects.
- 8.2 The Committee may also invite up to 3 co-opted members. These will normally be persons who have previously held the office of President, Chairman or Treasurer of one of the Constituent Clubs and who possess the breadth of experience and personal stature to deputise for the Chairman.
- 8.3. The Chairman, (to be known as the Chairman of Oxford Judo) shall be appointed by majority vote of the Committee of Management and shall serve initially for a period of no more than three (3) years extendable by a further two years by mutual agreement. By definition the Chairman of Oxford Judo shall not be a current serving officer of a constituent club but shall serve as a co-opted member of each of their committees.
- 8.4 The Committee shall appoint a Head Coach and a Women's Coach either from its membership or externally. The Head Coach shall be accountable to the Committee for the quality, safety and cost effective management of all coaching activities and services provided to the constituent clubs. If appointed externally the Head Coach shall become an Executive Member of the Committee.
- 8.5 The Committee shall also appoint the Treasurer of the Oxford City Judo Club to fulfil the additional role of Treasurer of Oxford Judo. It shall also appoint the current secretary of the Oxford University Judo Club as its Secretary responsible for calling meetings on behalf of the Chairman, circulating papers and taking minutes of meetings. It shall also appoint a Membership Secretary to the Committee and an IT Manager (website and email distribution) who need not be members of the Committee.
- 8.6 The committee shall approve, upon the recommendation of the Head Coach, the appointment of Women's Coach (who shall act as the Head Coach's deputy) and a team of assistant coaches. It is a requirement of Oxford Judo that all active coaches shall have a valid certificate of coaching competence awarded by the British Judo Association.
- 8.7 The Committee may appoint other officers to fulfil specific administrative roles in support of, but not full members of, the Committee as required.
- 8.8 In addition to the above, the Committee of Management shall have two members *ex officio*, acting as assessors on behalf of the University of Oxford.

8.9 The assessors shall be **the Senior Member of the OUJC** and the **Director of Sport of Oxford University**.

9 FINANCIAL MANAGEMENT

9.1 Unlike its constituent clubs, Oxford Judo shall not charge subscriptions to individual members but shall be financed entirely by subventions made in equal measure by its Federated Clubs (currently the City and University clubs).

9.2 Oxford Judo shall set up a current (community) bank account plus a number of reserve or savings accounts as required and approved by the Committee. The reserve accounts shall include separate funds to be known as the Ralph Morris Owen (RMO) Memorial Fund and the Competition and Personal Development Fund (CPD) Accounts. These accounts will be controlled by a Treasurer who shall be accountable to the Committee through the Chairman. Any expenditure incurred by these accounts shall be in accordance with the purpose for which they were established. Such expenditure shall be reviewed by the Committee and retrospectively approved annually.

9.3 Subject to occasional review by the Committee, the Chairman and the Treasurer shall be the sole two signing authorities. For expenditure up to £1000 any one signature shall be sufficient. Above £1000.00 both their signatures shall be required.

9.3 Once established, subsequent subventions to Oxford Judo by the federated clubs shall be agreed and budgeted at the beginning of each fiscal year (October 1) by the individual committees of the federated clubs. Transfers will be made quarterly ensuring that Oxford Judo's cash flow position always remains positive. The Oxford Judo Chairman, advised by the Treasurer, shall have the authority to call upon additional, interim, contributions from the federated clubs to ensure that this condition is met. Cost overruns will be made good in equal measure at fiscal year-end by agreement of the Treasurers of the federated clubs and reconciled and approved by the Committee of Management. Any surplus to the current operating account shall be used to offset the level of subventions budgeted by the Federated Clubs for the ensuing year or, alternatively, transferred back to the clubs (whichever is more convenient) whereas the two reserve accounts will be allowed to increase or diminish depending on the annual subventions made to them and the calls made upon them.

9.4 Financial statements of income expenditure and cash flow over the previous 12 months and budgets for the ensuing 12 will be submitted for review by the Committee of Management in October.

10 MANAGEMENT OF THE RESERVE ACCOUNTS

With effect from this constitution being authorised, the accumulated Reserve Funds (but not including the OUJC General Reserve) will be transferred from the OUJC bank account to the newly created Oxford Judo account and will be administered by the Treasurer of Oxford Judo. In this way, the jointly owned and funded nature of these two accounts and their distinction from the Oxford University Judo Club General Reserve account will be clarified and emphasised.

11 COACH REMUNERATION SUB COMMITTEE

The Committee of Management shall appoint a coach remuneration sub-committee to meet annually to ensure that coaches are adequately reimbursed for their expenses incurred in the performance of their roles and to agree supplementary performance bonuses payable to senior coaches (level 3 and above) on the basis of results achieved.

12 VOTING PROCEDURE AND AMENDMENTS TO THE CONSTITUTION

All operating decisions made by the Committee including financial expenditure but excluding approval of OJ's annual budget shall be made by a simple majority vote of the committee members whose views may be requested and submitted by email. Approval of the annual budget and formal resolutions for amendments to this constitution shall require a proposer and a seconder and shall be approved or rejected only after debate of the committee in the presence of a quorum of 75% of the full membership, or 9 members, whichever is the smaller. In the event of a split vote the Chairman shall have to casting vote on all matters

13 DISPOSAL OF FUNDS IN THE EVENT OF A CLUB WITHDRAWAL FROM THE FEDERATION

13.1 Associated Clubs: In the event of one or more of the Associated Clubs (see para 3.2) wishing to terminate its association with Oxford Judo, it may do so without loss on the condition that it gives the Committee of Management at least 6 weeks' notice of withdrawal. Members of the said club(s) wishing to do so may continue their membership of Oxford City Judo Club by paying appropriate full membership rates. Members of the associated club(s) not wishing to retain membership of the Oxford City Club shall lose all the privileges of membership of Oxford Judo from that date.

13.2 Federated Clubs: In the event of a Committee of a Federated Club (para 3.1), after consulting its full membership, stating it wish to withdraw unilaterally from Oxford Judo, or in the event of a Federated Club being wound up by its own committee for financial or other reasons, it shall indicate this intention in writing at the earliest opportunity. The statement should include a request that any unspent funds remaining at the date of writing from the moneys transferred from the club to Oxford Judo's community account under the provisions of paragraph 9 of this constitution be returned to it within 30 days. This transfer shall exclude any money held in Oxford Judo's Ralph Morris Owen account all of which shall be retained in that account until further agreement has been reached between the OJ Committee of Management and the membership of the withdrawing club.

14 WINDING-UP OF OXFORD JUDO

In the event of a decision being made by the Committee of Management of Oxford Judo that its aims and objectives can no longer be justified or that its financial or administrative resources are no longer sufficient to satisfy the expectations of its constituent member clubs, it shall return the assets currently held in each of its accounts, including the Ralph Morris Owen and Competitive Support Funds, to those of its federated clubs that have contributed to the accumulation of each of those funds in direct proportion to the contributions made and still remaining and measured separately in each of those Funds.

25th October 2016.

Signed:

Chairman, Oxford Judo

President OUJC

President OCJC

APPENDIX TO THE OXFORD JUDO CONSTITUTION

Contract between the Oxford University Judo Club and the Oxford City Judo Club agreed in October 2006

Paragraphs 1.1, 1.3, 1.4, 1.8, 2.4, 2.5 and 2.6 (below) are amended by the relevant paragraphs of the 2016 Constitution to which this document now forms an appendix.

INTRODUCTION AND GENERAL PRINCIPLES

1.1 IT IS UNDERSTOOD THAT:

1.1 Oxford Judo is an association of two Judo clubs operating for the common aim of promoting Judo in Oxford for everyone. These two clubs are the Oxford University Judo Club (OUJC) and the Oxford City Judo Club (OCJC). Subject to the specific agreements and obligations set out below, it is intended that the two clubs should operate as equal partners in furthering this joint aim.

("Association" now replaced by "Federation")

1.2 Each club will have its own committee consisting of a President, Secretary, Treasurer ("the senior officers") and such other officers as may be required by its constitution or otherwise appropriate. Members of each club will, by definition, also be members of Oxford Judo.

1.3 A Chairman of Oxford Judo has been appointed by the two committees to exercise impartial stewardship over the integrity of the partnership, its effective operation and its longer term interests. (Under the 2016 Constitution the Chairman now becomes the Chairman of the Oxford Judo Committee of Management).

1.4 Any surplus funds, over and above those required to support the annual operating budget requirements of both clubs, will be transferred to a separate fund that will be built up for the long term benefit of Oxford judo members. The fund will be managed by the Treasurer of OUJC. Transfers out will require the joint approval of the Chairman of Oxford Judo and the Presidents of its two constituent clubs. (see para 10 of the constitution)

1.5 Oxford University Judo Club (OUJC) was founded over 80 years ago specifically for students, staff and alumni of the University of Oxford. Being recognised for this purpose by the University Proctors, OUJC is subject to certain obligations to the University and at the same time receives from it specific financial and other benefits, in particular the use of the facilities of the University Sports Centre.

1.6 The Oxford City Judo Club (OCJC) was (re)formed in October 2005 to cater for any member of the local community, including students of educational institutions other than Oxford University and is financially dependent solely on its subscription income.

1.7 It has been agreed that OCJC should, subject to the annual sponsorship donation and certain potential limits on the size of its membership, share the facilities and resources available to the OUJC. It is understood that, where additional membership has to be limited, priority must be given to bona fide new members of OUJC.

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- 1.8 In order to manage any potential conflict caused by limitations on physical capacity, it is accepted by the OCJC that the size of its membership will be subject to regular review by a membership sub-committee of the consisting of the Chairman of Oxford Judo and the senior officers of the two clubs. This sub-committee shall also be responsible for considering any disciplinary matter or dispute that may arise from time to time with or between individual members of either club. This shall include such matters as the non-payment of fees, consistent disregard for the code of practice or the inadequacy of insurance cover held by individual members.
- (w.e.f October 2016 this role will be fulfilled by the Oxford Judo Committee of Management)

2 AGREEMENT

The following items form the agreement and financial contract between the two clubs.

- 2.1 The clubs will share the same training facilities and training sessions, present themselves to the community as one entity e.g. at competitions and through the common website www.oxfordjudo.com. Both clubs will abide to the "Oxford Judo" code of conduct, health and safety regulations and dojo etiquette.
- 2.2 The clubs will retain their own separate committees (fulfilling the roles required by their separate constitutions), bank account and membership list. In the interest of Oxford Judo a close collaboration and good communication between the two committees is necessary e.g. through the attendance of OUJC/OCJC members at OCJC/OUJC meetings. This includes informing the Chairman of Oxford Judo of any decision affecting the activities of Oxford Judo as a whole or affecting the relations between the two clubs. Any decisions affecting or events organised by Oxford Judo must be approached jointly, if appropriate through the initiation of appropriate subcommittees.
- 2.3 The accounts of the two clubs will be reviewed annually by the Chairman of Oxford Judo advised by the Treasurers of the two clubs. Subject to the specific anticipated needs of the two clubs, any surpluses will, with the agreement of the relevant committees, be transferred into a joint fund and used for the joint benefit of OUJC and OCJC. This may include, but is not limited to: the invitation of external coaches, hosting of judo teams, social events and purchase of new equipment. The transfer should occur on 1st October each year. This fund is managed by the Treasurer of OUJC. Any payments from this account can only be made through the collective approval of the senior officers of the two clubs.
- 2.4 Duties of OUJC:
- OUJC agrees to contract and pay for the services of qualified judo coaches throughout the year and, during Oxford University Term times, to organise training sessions for members of both clubs at a minimum of two designated sessions per week
 - Inform OCJC of upcoming OUJC committee meetings.
 - Send at least one OUJC committee member to the committee meetings of OCJC
 - Create and manage a joint fund for the running of joint events.

(Under the 2016 Constitution this function is fulfilled by Oxford Judo.)

2.5 Rights of OUJC:

Should the attendance (members of both clubs), at main hall session, exceed 40 people or, at dojo sessions, exceed 25 people in any 3 sessions within 4 consecutive weeks OUJC reserves the right to enforce a limit upon further membership increase of the OCJC and impose a waiting list. Further members would only be allowed to join OCJC with the (explicit recommendation of the joint membership sub-committee.

Under the 2016 Constitution this function is fulfilled by Oxford Judo.)

2.6.1 Duties of OCJC:

OCJC agrees to organise two designated coaching sessions per week for members of Oxford Judo throughout university vacation periods apart from short breaks over Christmas and Easter bank holiday periods and a mid-summer break of approximately three weeks.

(Under the 2016 Constitution this function is fulfilled by Oxford Judo.)

The undersigned have presented the above contract to the respective committees and have obtained the approval to act on the behalf of their clubs.

It shall be deemed have taken effect retrospectively from 1st October 2005 for an initial period of 5 years and is subject to six months notice of termination by either side. After 5 years it will be subject to review on matters of detail with the intention of being extended for a further five years.

Dated: November 2006

Signed:

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Rebecca Bayliss

President OUJC

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Olivier Noterdaeme

Treasurer OUJC

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Chris Doherty

President OCJC

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Tony Buley

(Acting) Treasurer OCJC