

Dated: 24th August 2003

RULES & REGULATIONS
OF THE
NEW ZEALAND JU-JITSU
FEDERATION INC.



Rules amended 9 April 2005
Anti-Doping Policy added 23 January 2006
Anti-Doping Policy amended 26 May 2007
Regulations amended 19 May 2012

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RULES OF THE NEW ZEALAND JU-JITSU FEDERATION

1. DEFINITIONS AND INTERPRETATION

1.1 Club	single school of martial arts
Coach	teacher of sport martial arts
Instructor	teacher of martial arts
Ju-Jitsu	Japanese-derived martial art of strikes, throws, locks and groundfighting, or parts thereof, also known as jiu jitsu, ju jitsu, yawara, tai jitsu, torite, aiki jitsu, goshin jitsu, and other related terms.
Organization	collection of clubs of one style or operating in one name
Referee	sport ju-jitsu official
Sport ju-jitsu	sporting format of ju-jitsu

1.2 In these Rules:

- a. words referring to persons include firms, partnerships, companies and corporations;
- b. where the context permits, words referring to the singular also refer to the plural and vice versa and words importing one gender refer to the other gender.

2. NAME

2.1 The name of the Society is the “New Zealand Ju-Jitsu Federation” (NZJFF)

2.2 Two branches of the NZJFF each conduct the following activities:

- a. “Ju-Jitsu New Zealand” [JJ(NZ)] for the administration of ju-jitsu;
- b. “Sport Ju-Jitsu New Zealand” [SJJ(NZ)] for the administration of sport ju-jitsu.

3. OBJECTS

3.1 The objects of the NZJFF are those set forth in the Schedule to these Rules.

4. MEMBERSHIP

4.1 Membership of the NZJFF consists of:

- a. The signatories to these Rules who will be the first Members.

- b. Such persons as may be elected as Life Members by a simple majority of the Members present at a General Meeting and whether as Honorary Life Members or on such terms as are from time to time to be fixed in Annual General Meeting.
 - c. Such persons as are members of a martial art club and who pay upon request such entrance fees and / or annual subscriptions as the NZJFF from time to time fixes in Annual General Meeting. No person or incorporated body may be presented as a candidate for election without application in writing in the form prescribed by the Committee signed by the applicant and 2 financial Members being lodged in the hands of the Secretary at least 21 clear days before such General Meeting.
- 4.2 Every Member of the NZJFF is deemed to have notice of the Rules and Regulations of the NZJFF and will be bound by those documents as if the Member had been an original subscriber to them.

5. **TERMINATION OF MEMBERSHIP**

- 5.1 Any Member of the NZJFF who fails in the observance of any law, rule, regulation, bylaw or Code of Ethics of the NZJFF which for the time being Members are expected to observe, or whose character or business methods are considered by the Committee not to be in the best interests of the NZJFF or whose activities do not in the opinion of the Committee entitle that Member to continue to be a Member may be removed from the NZJFF by a resolution to that effect passed by a majority of at least 75 per cent of a Disciplinary Committee as may from time to time be provided by the NZJFF Committee.
- 5.2 Any Member wishing to resign from the NZJFF must give to the Secretary/ Treasurer not less than three months' prior written notice of that Member's intention to resign and must pay all fees, subscriptions or levies up to the date of expiry of such notice. The resignation may then be accepted by the Committee.
- 5.3 Any person ceasing to be a member of the NZJFF for any cause whatsoever nevertheless remains liable to the NZJFF for all subscriptions and other moneys which may have become due by such person prior to termination of such person's membership.
- 5.4 Any person ceasing to be a Member of the NZJFF must upon demand from a Member of the Committee return to the NZJFF any property of the NZJFF then in that person's possession or under that person's control. No such person after ceasing to be a Member must hold himself, herself or itself out as a Member of the NZJFF or use any trademark, tradename, logo or other mark of identification of the NZJFF, or disclose any confidential information relating to the NZJFF or to any other Member of the NZJFF.

6. **ENTRANCE FEES; ANNUAL SUBSCRIPTIONS**

- 6.1 The NZJFF in Annual General Meeting has the power to determine the amount of the entrance fee (if any) payable by any new Member of the NZJFF (which amount until so determined is nil) and the amount of the annual subscription payable by Members (including Life Members) of the NZJFF.
- 6.2 A Member is not entitled to vote or take advantage of membership in any way until such Member's subscription and / or arrears of subscription are paid.

7. **OFFICERS**

- 7.1 At the first meeting of the NZJFF and at every Annual General Meeting held thereafter the NZJFF must elect from the NZJFF's financial membership a Committee consisting of the following 5 Officers: a Chairman, a Secretary, a Treasurer (which office may also be held by the Secretary), a Chief Executive Officer of JJ(NZ), a Chief Executive Officer of SJJ(NZ) and any Committee Member needed to make up the remaining office, all of who will hold office until retirement or removal from office or election of successors to office.
- 7.2 No more than 2 members of any one organization may be elected to the Committee.
- 7.3 At the first meeting of the NZJFF and at every Annual General Meeting held thereafter the NZJFF must elect from the NZJFF's financial membership a JJNZ Committee consisting of the following three officers: a Chairman, a Secretary, a Treasurer (which office may also be held by the Secretary) and any third Committee member, if required, all of who will hold office until retirement or removal from office or election of successors to office.
- 7.4 At the first meeting of the NZJFF and at every Annual General Meeting held thereafter the NZJFF must elect from the NZJFF's financial membership a SJJNZ Committee consisting of the following three officers: a Chairman, a Secretary, a Treasurer (which office may also be held by the Secretary) and any third Committee member, if required, all of who will hold office until retirement or removal from office or election of successors to office.
- 7.5 The NZJFF Committee has power to appoint a financial Member to fill any casual vacancy on the NZJFF Committee, or either of the JJNZ Committee or SJJNZ Committee until the next Annual General Meeting. Any Member so appointed must retire at the next Annual General Meeting together with the rest of the Committee but all or any of the retiring Committee are eligible for re-election

8. **DUTIES OF THE COMMITTEE**

- 8.1 It is the duty of the Committee generally to conduct the affairs of the NZJF, to keep usual and proper books of account properly posted up and other records of business of the NZJF and to notify Members of intended meetings and the business to be transacted at those meetings and to prepare and submit to the Annual General Meeting a report, balance sheet and statement of account for the proceeding year. Meetings of the Committee may be convened by circular letter at such times and places as the Chairman (or in the case of the Chairman's absence, inability or refusal to act, the Secretary) appoints and three Members will be a quorum.

9. **ADDITIONAL POWERS OF THE COMMITTEE**

- 9.1 In addition to any power conferred by the Rules the Committee has the following powers and authorities:
- a. To co-operate with all interested parties in public relations in promotion of the objects of the NZJF.
 - b. To enter into any arrangement with any institution or organization which has objects similar to those of the NZJF.
 - c. To solicit donations, gifts, and bequests to the NZJF for promotion of the objects of the NZJF.
 - d. To expend any money in pursuance of and incidental to any of the objects of the NZJF.
 - e. To purchase, lease or otherwise acquire property and to sell, lease or otherwise dispose of property.
 - f. To recommend the printing of publications and their issue to Members of the NZJF and others.
 - g. To do all things as are incidental or conducive to the attainment of the above powers and authorities or any of them.

10. **MEETINGS**

10.1 **Annual General Meeting**

The NZJF must hold an Annual General Meeting once every calendar year at and on such a date (not being more than 15 months after the holding of the last previous Annual General Meeting, such time and place as may be decided upon at

the previous Annual General Meeting or if no such time and place for such meeting has been fixed then at such time and place as the Committee determines. The meeting must be called for the following purposes:

- a. To receive from the Committee a report, balance sheet and statement of account for the preceding year.
- b. To elect the Committee for the ensuing year and to appoint an accountant.
- c. To fix the annual membership subscription and entrance fee (if any) for the ensuing year.
- d. To decide on any resolution which must have been duly submitted to the Secretary not less than 21 days prior to the date of such meeting.

10.2 **Special General Meeting**

The Chairman, or in the Chairman's absence or inability, any other Member of the Committee, may at any time for any special purpose call a Special General Meeting and the Chairman must do so forthwith upon the requisition in writing of any three Members stating the purposes for which the meeting is required. Two clear days of notice must be given of any such Special General Meeting.

10.3 **Procedure at Meetings**

- a. At all General Meetings the Chairman, and in the Chairman's absence any other duly elected Chairman, must take the chair and every financial Member is entitled on every motion 1 vote exercised in person, by proxy or in writing. In the case of an inequality of votes the Chairman has a casting as well as a deliberate vote. The mode of voting on all questions other than elections is by voices or if the Chairman or any three Members so require, a show of hands. On all elections, voting is by secret ballot for which purpose no less than three scrutineers are to be appointed at the meeting.
- b. At all General Meetings five financial Members constitute a quorum.

10.4 **Notice of business**

Two clear days before a Special General Meeting and 14 clear days before the Annual General Meeting a notice must be given of the date, place and time for and of the business to be transacted at that meeting together with a copy of the report and balance sheet in the case of the Annual General Meeting. The notice must be sent to every Member and no business other than that of which notice has so been given can be brought forward at such meeting.

11. **SERVICE OF NOTICES**

- 11.1 Every notice required to be given to the Members or any of them is deemed to have been duly delivered if posted to the Member in a prepaid letter addressed to the Member at the Member's last known place of business or residential address.

12. **COMMON SEAL**

- 12.1 The NZJFF must provide a common seal which is to remain in the custody of the Secretary or such other person as may be nominated by the Committee. The use of the seal can be authorized only by resolution of the Committee and its application is to be witnessed by the Chairman and the Secretary or one other Member of the Committee.
- 12.2 Every application of the seal must be recorded in a register kept for that purpose and a copy of every document to which the seal has been affixed must be kept together with the register.

13. **CONTROL AND INVESTMENT OF FUNDS**

- 13.1 The funds of the NZJFF are to be devoted solely to the furtherance of the objects of the NZJFF as set out in these Rules and are to be under the control of the Committee.
- 13.2 All monies received by or on behalf of the NZJFF must forthwith be paid to the credit of the NZJFF in an account with such bank as is from time to time fixed by the NZJFF. All cheques or withdrawal slips drawn on the account must be signed by the Secretary or one other Committee Member. The NZJFF may from time to time invest and re-invest in such securities and upon such terms as it sees fit the whole or any part of its funds which are not required for the immediate business of the NZJFF.

14. **APPLICATIONS OF PROFITS**

- 14.1 The income and property of the NZJFF from wherever derived, are to be applied solely towards the promotion of the objects of the NZJFF as set forth in these Rules and no portion of such income or property is to be paid or transferred directly or indirectly by way of profit to the Members of the NZJFF.

15. **BORROWING POWERS**

- 15.1 In addition to the other powers vested in it the NZJFF has the power to borrow or raise money from time to time by the issue of debentures, bonds, mortgages and any other security, founded or based on all or any of the property and/or rights of the NZJFF or without any such security and upon such terms as to priority and otherwise as the NZJFF thinks fit. The powers of borrowing or raising money cannot be exercised except pursuant to a resolution of the NZJFF passed in General Meeting.

16. **ACCOUNTANT**

- 16.1 The books of the NZJFF must be prepared annually and reported upon by an accountant appointed at the Annual General Meeting of the NZJFF.

Such accountant cannot hold any other office in the NZJFF and is to receive such fee as may be fixed from time to time by the Committee. If a vacancy occurs in the office of accountant during any year the Committee is to appoint an accountant to hold office until the next Annual General Meeting.

17. **REGISTERED OFFICE**

- 17.1 The registered office of the NZJFF is to be at such place as the NZJFF from time to time determines in General Meeting. Due notice of any change of office is to be given to the Registrar of Incorporated Societies.

18. **REGULATIONS**

- 18.1 The NZJFF may from time to time by resolution in General Meeting make, amend or cancel regulations not inconsistent with these Rules governing procedure at its meetings and conduct of its activities in pursuance of its activities.
- 18.2 The NZJFF has the power to make, alter or cancel regulations not inconsistent with these Rules for the conduct and behaviour of Members or any other matter related to the affairs of the Society. Regulations take effect and become binding on all Members 14 days after notice of the regulations has been given by circular to all Members of the NZJFF, unless within that time a written notice of objection is signed by 3 Members is received by the Secretary. In that case such notice is deemed to be a requisition for the purpose of convening a Special General Meeting pursuant to clause 10.2.

19. **ALTERATION OF THE RULES**

- 19.1 a) No addition to or alteration or recession of the Rules shall be approved if it affects the non profit aims, personal benefit or winding up clause.
- b) The provisions and effect of this clause shall not be removed from this document or these Rules and shall be included and implied into any document replacing this document or Rules.

20. **WINDING UP AND DISPOSITION OF SURPLUS ASSETS**

- 20.1 If upon winding up on dissolution of the organization there remains after the satisfaction of all its debts and liabilities any property whatsoever the same shall not be paid to or distributed amongst the Members of the NZJFF but shall be given or transferred to some other organization or body having objects similar to the objects of the NZJFF or to some other charitable organization or purpose within New Zealand.

21. **CONFIDENTIALITY**

- 21.1 All information in any way relating to the affairs of the NZJFF or of any Member of the NZJFF which is received by a Member is to be treated as secret and confidential. This obligation of secrecy and confidence continues indefinitely notwithstanding the termination of such Member's membership of the NZJFF.

22. **INDEMNITY**

- 22.1 No action in law or other claim may be taken by Members or their executors or administrators against any other Member of the NZJFF or Committee or officer in pursuance of the provisions of these Rules notwithstanding any irregularity or informality occurring in or about the doing or omitting or suffering of any act, matter or thing. No member of the Committee is liable for any loss or expenses of the NZJFF or any Member unless it occurs as a result of willful default.

23. **LIABILITY OF MEMBERS**

- 23.1 No Member is under any liability in respect of contract, debit or other obligation made or incurred by the NZJFF.

SCHEDULE OF OBJECTS

- 1) The object of the NZJFF is the fostering, development and promotion of recreation and sport ju-jitsu in New Zealand.
- 2) Ju-jitsu is administered by the Ju-Jitsu New Zealand [JJ(NZ)] branch of NZJFF with the following Regulations:
 - a. Members gathered by JJ(NZ) consist of registered members of martial art Clubs and Instructors.
 - b. JJ(NZ) may be used by Members to promote such mutually beneficial activities as seminars, camps or social events as approved by the JJ(NZ) Committee.
 - c. Neither JJ(NZ) nor NZJFF may have control over the syllabus of any Club or Organization.
 - d. Neither JJ(NZ) nor NZJFF may not be used to influence the grade, promotion or progression of any Member within that Member's Club or Organization.
 - e. Notwithstanding 2) d. NZJFF may, upon request from an Instructor or Club, advise on grading of that Club's members.
 - f. Notwithstanding 2) d. and pursuant to 2) e. the Committee may appoint a panel of examiners on request from an Instructor or Club.
- 3) Sport ju-jitsu is administered by the Sport Ju-Jitsu New Zealand [SJJ(NZ)] branch of NZJFF with the following Regulations:
 - a. Members gathered by SJJ(NZ) consist of registered Competitors, Coaches and Referees.
 - b. SJJ(NZ) may be used by Members to promote such mutually beneficial activities as tournaments and sport ju-jitsu seminars as approved by the SJJ(NZ) Committee, and to provide selection and training for elite athletes and referees.
 - c. SJJ(NZ) may not select Competitors, Coaches or Referees for national teams or honours on any basis other than competitor, coach or referee performance.

REGULATIONS OF THE NEW ZEALAND JU-JITSU FEDERATION

1 CODE OF ETHICS

1.1 DEFINITIONS

In these Code of Ethics:

- a. Words referring to Members include chief instructors, instructors, clubs, organisations and corporations;
- b. Where the context permits, words referring to the singular also refer to the plural and vice versa and words importing one gender refer to the other gender.
- c. Words referring to Ju-Jitsu include all formats of Ju-Jitsu, both sporting and non-sporting.

1.2 FUNDAMENTAL PRINCIPLES

The NZJJF Code of Ethics is based on three fundamental principles that express the basic ideals of ethical behaviour and conduct. All members must abide by these fundamental principles at all times.

INTEGRITY

Integrity is the strict adherence to sound moral and ethical principles. It means being honest, truthful, fair and trustworthy.

I will

- Be honest and fair-minded.
- Act in a way that strengthens people's trust in me and in the practice of ju-jitsu.

COMPETENCE

Competence is the ability to act effectively. It means having the right amount of knowledge, skill, experience and commitment to act safely and proficiently.

I will

- Know my limits and work within them.
- Not claim to be more than I am.
- Continually seek to improve my knowledge, skill and behaviour.

FAIR PLAY

Fair play is about friendship, respect for others, playing within the rules and always participating with the right spirit. Fair play is not just a way of behaving; it is a way of thinking. It incorporates issues concerned with sportsmanship and the elimination of cheating, doping, violence, inequality, excessive commercialization, exploitation and corruption.

I will

- Respect others, regardless of age, gender, race or religion.
- Respect the rules and practices by which ju-jitsu is run.

- Respect officials and their decisions.
 - Respect quality performance and practice fair play in all that I do.
- 1.3 The NZJFF Committee shall conduct a brief annual review of the Code of Ethics to ensure obsolete provisions are removed and new initiatives that arise are adequately addressed.

2. **DISCIPLINARY PROCEDURES**

2.1 All Members of the New Zealand Ju-Jitsu Federation shall conduct themselves in accordance with the Rules and Regulations of the NZJFF, and be bound by its Code of Ethics and Anti-Doping Policy.

2.2 Members are obliged to bring a breach of the Rules, Regulations or Code of Ethics to the attention of a Committee Member of the NZJFF, JJ(NZ) or SJJ(NZ).

2.3 Any Member reporting such matters must do so in good faith; any malicious, spurious or vexatious reports may be considered in breach of the Code of Ethics and be, in turn, considered for disciplinary action.

2.4 Any Member alleged to have contravened any provision of the NZJFF Rules or Regulations shall be given written notice of the complaint and have the right to a hearing in front of a Disciplinary Committee appointed by the NZJFF Committee in accordance with such policies as are from time to time established by the NZJFF.

2.4 Members shall accept any Disciplinary Committee appointed by the NZJFF Committee to make decisions, adjudicate and recommend disciplinary action in any matters of contravention of such Rules, Regulations or Code of Ethics.

2.5 Upon completion of the disciplinary process, the judgment of the NZJFF Committee is deemed final and Members must abide by that decision.

2.6 **Disciplinary Hearings**

a) Complaint received by NZJFF Committee Member is forwarded to the NZJFF Chairman.

b) NZJFF Committee appoints a Disciplinary Committee of five Members.

c) Disciplinary Committee considers complaint.

i) If Disciplinary Committee refutes the complaint, the complainant has the right of appeal.

- ii) If Disciplinary Committee upholds the complaint written notice of the complaint must be made to the Member in question along with details of a disciplinary hearing.
- d) The Member may respond in person or in writing, and with or without council, giving reasons for their actions.
- e) Complainant allowed to review the Member's defence.
- f) If disciplinary action is to continue, the Disciplinary Committee must consider the case and make a recommendation to the NZJFF Committee.
 - i) No action is warranted.
 - ii) A pro-active solution is sought through counseling, re-training or re-education.
 - iii) Member may be censured, suspended or be removed from NZJFF pursuant to Rule 5.1.
- g) NZJFF Committee advises both parties of recommendation. Both have 30 days to appeal the recommendation.
- h) If appealed, NZJFF Committee appoints a new Disciplinary Committee to review the Member's defence, the complainant's response and to make a recommendation to the NZJFF Committee in the manner above: f) i-iii.
- i) NZJFF Committee passes judgment on the case.
 - i) Should the recommendation of the second Disciplinary Committee be similar to that of the first, the NZJFF Committee passes a judgment to that effect.
 - ii) Should the second recommendation be at great variance to the first, a meeting of all ten Disciplinary Committee Members is called in the presence of the NZJFF Chairman and with the Chairman a majority solution is found.
- j) The judgment of the NZJFF is delivered in writing to the Member and to the complainant and is deemed final.

2.7 **Re-instatement**

Any person being removed from the NZJFF as a result of disciplinary hearings may only be re-instated after special consideration by the NZJFF Committee in consultation with any parties previously affected by that past Member, and with special terms as may be set for that person by the NZJFF Committee.

3. **INSTRUCTOR / COACH QUALIFICATION**

- 3.1 The NZJJF recognises three levels of Instructor / Coach (hereafter “Instructor”):
- i) Assistant Instructor (C1)
NZJJF Member who has passed the NZJJF C1 course; is over 16; and has at least two years ju-jitsu experience.
 - ii) Club Instructor (C2)
NZJJF Member who has either a) passed the NZJJF C2 course, or b) completed Coaching NZ Level I or equivalent; is over 16; has at least four years ju-jitsu experience; has a current first aid qualification; and has a clean convictions record.
 - iii) Advanced Instructor (C3)
NZJJF Member who has either a) passed the NZJJF C3 course, or b) completed Coaching NZ Level II or equivalent; is over 16; has at least four years ju-jitsu experience; has a current first aid qualification; and has a clean convictions record.
- 3.2 All Instructors must teach in accordance with the Code of Ethics.
- 3.3 An Instructor must always be present to supervise students in a training session, seminar or other martial art activity for which they would be deemed to be responsible. As such the Instructor must be in touch with activities by sight and sound and be in a position to intervene if necessary.

4. **USE OF NZJJF DEVICES**

- 4.1 Use of NZJJF devices and symbols, in any format, is only to be approved by the NZJJF Committee for:
- a) Current Members
 - b) Registered Instructors
 - c) Sporting representatives, past and present
- 4.2 The unauthorized use of NZJJF devices will be subject to disciplinary procedures.

NZJF ANTI-DOPING POLICY

1. Statement of Position

1.1 NZJF as the recognised governing body of ju-jitsu in New Zealand:

- Condemns the use of Prohibited Substances and Prohibited Methods in sport;
- Seeks to protect the health and welfare of Athletes by removing the use of potentially dangerous Prohibited Substances and Prohibited Methods from sport;
- Seeks to ensure that Athletes are able to compete in fair and equitable sporting events; and
- Recognises that Doping is fundamentally contrary to the spirit of sport.

2. Purpose

2.1 The purpose of this Policy is to:

- 2.1.1 Protect the Athletes' fundamental right to participate in doping-free sport and thus promote health, fairness and equality for Athletes worldwide;
- 2.1.2 Ensure harmonised, coordinated and effective anti-doping programmes (including enforcement) at the international and national level in the sport of ju-jitsu; and
- 2.1.3 Achieve compliance with the New Zealand Sports Anti-Doping Act 2006 (the Act), and the JJIF, ISJA and WCJJO anti-doping rules.

3. Application

3.1 This Policy applies to:

- 3.1.1 All Athletes who are within the jurisdiction of NZJF or NZJF Member Organisations;
- 3.1.2 All Athlete Support Personnel within the jurisdiction of NZJF or NZJF Member Organisations; and

- 3.1.3 All other persons who have acknowledged in writing that they are bound by this Policy or who are otherwise bound.

4. Execution

- 4.1. The Sports Anti-Doping Rules made by Drug Free Sport New Zealand (DFS) under the provisions of the Sports Anti-Doping Act 2006, as amended from time to time, are the Anti-Doping Rules of NZJF.
- 4.2 In accordance with 18.2 of the NZJF Rules, NZJF adopts this Policy with effect from the 26th day of May 2007.