



UNITED STATES JUDO ASSOCIATION

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How to Get Your Club Registered with the USJA

Dear Sensei,

It is a pleasure to send you these instructions and forms for enrolling your club in the USJA family of over 1,000 martial arts clubs across the country.

This letter serves as an overall introduction to the many programs and benefits that you will receive as a USJA member club. The attached memos contain specific operating procedures for all of our programs. Please read these memos carefully. You will find most of the answers to your questions there.

Please note that all of the enclosed USJA forms should be saved as *master copies*. Photo copy them as needed.

The United States Judo Association (USJA) is an independent national amateur sports organization, originally founded in 1954 and now established in accordance with the US Amateur Sports Act of 1978. The USJA is a Charter Group A Member of the U.S. National Governing Body (NGB) for Judo, United States Judo Inc. (USJI), which in turn, is a member of the U.S. Olympic Committee (USOC) and the International Judo Federation (IJF). The USJA was incorporated as a nonprofit organization in the District of Columbia in 1975 and is the largest judo organization in the country.

Judo members who also practice other martial arts petitioned the USJA for membership, promotion, sanctioning, insurance and other benefits that we provide. As a result, divisions of the other martial arts entered into an alliance with the USJA. Each is governed by a chairman and a board of directors; the USJA acts as the administrative body.

The USJA, our national judo organization, has established and operates a professionally staffed and computerized national office to handle all membership matters and to provide its clubs with the best possible service. USJA programs include free liability insurance for the teachers of all chartered clubs and standardized rank systems for both judo and other martial arts. Our national certification programs for coaches, referees, rank examiners, kata instructors and judges are the best in America. USJA seminars, camps and tournaments are held throughout the country. The USJA operates a complete Supply Division which can provide your club and members with all of their supplies, clothing and equipment needs. The USJA brings technical and administrative efficiency to the conduct of American martial arts. For these and many other reasons, your club should be a USJA Chartered Club. Here are more details.

Club Registration *There is no fee for registering your club with the USJA.* As soon as you send in your first membership application, we will assign you a USJA club number and place you in our USJA directory. The American Judo Magazine, USJA Referee, USJA News Bulletins, USJA Tournament Schedule and other valuable information are available free of charge through our website.

When you receive your USJA club number, please make sure this number is on all forms you send to the USJA National Headquarters. This will help us expedite your membership registrations and promotions.

USJA Chartered Club Status As soon as you register five or more members with the USJA, you automatically become a USJA Chartered Club. You will then receive a free club charter certificate and our free liability insurance for your coaches.

USJA Membership Applications Please fill out a copy of the Annual or Life Membership form for each person or family that you wish to register. Make photo copies of the forms as needed. Complete instructions and fees are detailed on each membership form. USJA membership includes free accident insurance. This is an important benefit for your individual members. *Please* check to see that all applications are properly completed before mailing them to the USJA National Headquarters. When registering juniors, please use the USJA Junior Rank Degrees to indicate their rank and note that there is a maximum rank that juniors can hold according to their age. To register senior ranks of Sankyū (3rd kyu) and higher, *we will need copies of their nationally recognized rank cards or certificates.* If such credentials are not available, your members may be eligible for rank validation in accordance with the Senior Rank System.

Our membership processing is fully computerized. We usually mail new annual membership cards out within two days after receiving the membership application. Also, if you need the membership cards in a hurry we can fax or email these to you.

USJA Life Membership Applications The USJA Life Membership Program is the backbone of the USJA's growth and development. When you become a USJA Life Member, you receive all the benefits of USJA membership. Current LM dues are contained on the USJA Annual and Life Membership forms. You can start an LM with any payment of \$10 or more. Many LMs finish payment within one year so that they do not have to pay next year's annual dues. After you start, payments can be made at any time in any amount, but you must maintain your annual USJA membership while you are making payments on your regular (first level) LM.

USJA Rank System The USJA Junior Rank System has twelve steps or degrees for junior players starting with 00 (white) degree and proceeding through 12th degree. The USJA Senior Rank System has six class grades (6th kyu through 1st kyu) and ten black belt grades (1st dan through 10th dan). The complete system is fully explained in the USJA Junior and Senior Handbooks. We recommend that you order a Junior and Senior Handbook for your club so that you will have all the information and forms necessary to promote your students. We also recommend that each of your students purchase their own Junior or Senior Handbook.

USJA Promotion Recommendations As soon as your own rank is registered with the USJA and you are a USJA Chartered Club; you have promotion authority to promote to the rank below your own. If you are a Shodan, you can promote to Ikkyu and so forth. These provisions are all spelled out in our memo on the USJA Rank System and in the USJA Senior Rank System Handbook.

To promote a junior or senior student, simply complete the appropriate junior or senior recommendation for promotion form and submit this, along with the proper fee, to the USJA National Headquarters for processing. Please be sure that all sections of the form are fully completed and the appropriate supporting documents are attached. The USJA will not be able to process your promotions if your recommendations are not properly completed. Promotion fees are listed on the promotion recommendation forms. Each student that you promote will receive a new membership card with his or her rank indicated, a new rank patch, and a nationally recognized judo rank certificate.

As a USJA Chartered Club, you can also use our computer promotion rosters to promote your junior and kyu grade students. This system will save you time and money. The rosters can be issued through the website; www.usja-judo.org or you can contact rosters@usja-judo.org.

USJA Rank Validation Procedures If you have senior students in your club who have a rank of Sankyū, or higher, and are qualified to hold that rank but have no proof of that rank (such as a nationally recognized rank card or certificate), you must validate their judo rank in order to register them at their best qualified rank. Complete and forward a USJA Request for Validation of Rank form to the USJA National Headquarters for this purpose. Validation fees are shown on the form. The person must be a member of the USJA, or you can attach a membership application, with Annual or Life Membership dues, to their request for validation.

USJA Sanctioning Program As a USJA Chartered Club, you will be eligible to request USJA sanctions for your tournaments and other events. This is the only sanction that you will need to hold "open" events in which players of the USJA, USJF, and USJI can participate, and in which all officials (members and volunteers) are covered by our USJA liability insurance.

We hope this introduction will help you enroll your club in the USJA immediately. Even more, we hope that you will soon become a USJA Chartered Club with five or more registered members.