

**Ju-Jitsu International Federation**

# **Ju-Jitsu European Union (JJEU)**



## **Rules and regulations on financial activities**

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## **CONTENTS**

- 1. Basic Principles**
- 2. Budget and Accounting**
  - 2.1 General
  - 2.2 Budget
  - 2.3 Accounting
  - 2.4 Bank Transaction
  - 2.5 Office Transfer
- 3. Income**
  - 3.1. Membership Fee
  - 3.2. TV broadcasting Rights
  - 3.3. Advertising
  - 3.4. Sponsorship
  - 3.5. Endorsement
  - 3.6. JJIF/JJEU Dan Certification
  - 3.7. JJIF/JJEU Referee Diploma
  - 3.8. Publications
  - 3.9. Emblem
  - 3.10. Inscription Fee
  - 3.11. Other Income
  - 3.12 Event contract
- 4. Expenses**
  - 4.1. General
  - 4.2. Travelling Expenses
  - 4.3. Accommodation Expenses
  - 4.4. Allowance
  - 4.5. Insurance
- 5. JJIF/JJEU Emblem**
  - 5.1. JJIF/JJEU Emblem
- 6. Others**
- 7. Penalties**
- 8. Annex fee**

## **1. Basic Principles**

- 1.1. The Finance Rules and responsibilities of the Ju-Jitsu European Union (hereinafter referred to as the “JJEU”) in conjunction with the Statutes, other rules and Byelaws is the binding document for all the financial aspects and responsibilities of the JJEU. All members of the JJEU have to abide by the Rules mentioned in the documents named above.
- 1.2. Board of Directors (hereinafter referred to as the BD”) decides any amendment to these rules. Any member of the National Federation or the BD can propose to amend these rules. Amendment proposals with concerned documents must be send to the JJEU Treasurer. The JJEU Treasurer must submit this proposal together with his/her viewpoints at the next Board Meeting
- 1.3. If there is an amendment to Statutes or the Congress Decisions, the concerned contents of the financial rules and responsibilities will be amended automatically.
- 1.4. In case there is a conflict between the Finance Rules and responsibilities and other previous JJIF and JJEU Statutes, Byelaws or rules the decision of the BD will prevail. In an emergency, the President’s decision shall prevail. However, in such cases, the JJEU Treasurer must report it at the next General Assembly.
- 1.5. For important contracts, the JJEU Treasurer must keep the originals until the end of his/her term, at which time the originals are handed over to the JJEU General Secretary. When the contracts are signed, copies of the contracts must be distributed promptly to all Board members for their reference.

## **2. Budget and Accounting**

### **2.1 General**

- 2.1.1. The currency for all financial statements and bookkeeping is the EURO.
- 2.1.2. If a transaction is made in another currency, the official bank exchange rate of the day of the transaction applies.
- 2.1.3. The financial and accounting period of the JJEU starts at January 1st and ends at December 31<sup>st</sup> of the same year.
- 2.1.4. The President or the BD can request a report about the financial status of the JJEU at any time from the JJEU Treasurer. As soon as the JJEU Treasurer receives such request, he/she must submit such report(s) with proper supporting documents to the president or the BD within a month period.
- 2.1.5. If the President or the BD finds it necessary to perform an audit, the President or the BD can nominate an auditor. The JJEU Treasurer must disclose all books to the auditor. The auditor’s report must be approved at the next BD Meeting.

### **2.2 Budget**

- 2.2.1 The budget is based on the JJEU fiscal year (01/01 - 31/12)
- 2.2.2 Each committee shall submit its expected expenses for the next fiscal year to the JJEU Treasurer within two months before the Ordinary Assembly.
- 2.2.3 The JJEU Treasurer shall gather all the income and expense data, draft a budget and submit it to the BD for approval. The budget is drafted on the basis of events (=championships, camps, cups, courses, etc.), meetings, committee meetings, seminars and other meetings. The budget shall become effective only after the Assembly approval.
- 2.2.4 The JJEU Treasurer should ask the BD to amend the new forecast in following cases:
- 2.2.5 In case of an emergency, the JJEU Treasurer may pay an expense from the reserve account after receiving the approval of the President and one other BD member who is related to the matter. The JJEU Treasurer must ask for approval at the next BD meeting.

- 2.2.6 Each committee Director may propose an amendment of the budget to the BD in order to carry out his/her duties.
- 2.2.7 If the difference between an event budget and the actual total expense exceeds the budget by 10% the JJEU Treasurer may pay the difference, with the permission of the president, but must be always reported at the next BD meeting.
- 2.2.8 The expense amount shown in the budget is the maximum amount each committee may spend during a certain period, a specified time or on a specific event. In principle, in order to achieve maximum savings, each committee and the JJEU Treasurer must endeavour to comply with their concerned budgets' and keep expenses at a minimum.
- 2.2.9 Should the need arise to transfer a budgeted expense from one account to another, i.e. greater travel expense and less expense for accommodations, prior written approval of the JJEU Treasurer is required.
- 2.2.10 If for any reason, an event is cancelled or there is a surplus from an event, the surplus is carried over to the next fiscal year unless there is an amendment to the budget otherwise

### 2.3 Accounting

- 2.3.1 Basic principles for the JJEU accounting and bookkeeping are used to accurately state the financial position of the Federation.
- 2.3.2 To accurately state the financial position of the Union should be present during the General Assembly.
- 2.3.3 The financial statement should be drafted clearly and concisely so that all members may understand them
- 2.3.4 To follow the internationally acceptable accounting rules
- 2.3.5 Cash transactions must be handled and treated by exception
- 2.3.6 Bookkeeping must be performed on an event-by-event basis, championships, camps, meetings, etc. Each event must be closed with an Event Expense Statement drafted within three months after the event.
- 2.3.7 All event expenses must be handled over to the JJEU treasurer within a three months period, otherwise the expenses cannot be taken into account.
- 2.3.8 All cash income and payments must go through the JJEU bank account.
- 2.3.9 Other assets and liabilities, such as receivables and bank borrowing or payables, are stated on a separate statement.
- 2.3.10 The JJEU Treasurer closes the books at December 31<sup>st</sup> for control before the General assembly. As soon as the books are closed, the JJEU Treasurer drafts a financial statement and submits it to the BD. Before the opening of the ordinary Congress, the Accounting Committee and the treasurer have to give its advises to the BD.

### 2.4 Bank Transaction

- 2.4.1 The JJEU Treasurer shall recommend a bank, which will be responsible for all the banking activities of the JJEU, to the BD. The JJEU Treasurer will consult with the President and the BD to decide on a major bank. Only one bank should be nominated as major bank. This major bank account represents the JJEU to all members of the JJEU and any concerned third party. If the JJEU Treasurer needs another bank account for any reason, he/she must ask for approval of the President in writing. This account does not represent the JJEU to the members nor to the third party and must be used only for internal or extra ordinary purposes.
- 2.4.2 Major criteria for selecting the major bank are creditability, reputation, location and convenience of bank transactions. (The name and holder of the bank account is the JJEU)
- 2.4.3 The JJEU Treasurer shall oversee all bank transactions. All documents related to bank transfers require the signatures of the President and the JJEU Treasurer. Should either the President or JJEU Treasurer be unable to provide the signature on the bank transaction, the indicated BD member may co-sign the bank transfer.
- 2.4.4 In agreement with the President, the JJEU Treasurer may deposit excess cash into an interest bearing time deposit guaranteed by the major bank. If the deposit amount is over 50.000,00 Euro, the JJEU Treasurer shall notify the BD in advance. The BD, however, must approve all transactions.
- 2.4.5 In the case of a cash shortage due to the time lag of cash income and expense payment, the JJEU may borrow money from the major bank or other sources upon approval by the BD. In such case, the JJEU Treasurer must submit in prior consultation with the President all information about borrowing, such as cash flow statements, the nature of the loan, the interest rate, and forms of guarantee to the bank, to the BD for their approval. With the BD's approval

of terms and conditions of the loan, the JJEU Treasurer may proceed with the process of borrowing. The President and the JJEU Treasurer must sign the loan application and letter of guarantee. When cash income is received, repayment of the loan has top priority to any other expense.

- 2.4.6 Opening and closing of the bank account procedure shall be the same as the Office of the JJEU treasurer transfer procedure.

## 2.5 Office Transfer

- 2.5.1 When the JJEU Treasurer's term expires and the new JJEU Treasurer is elected or the JJEU Treasurer resigns during his/her term and the interim JJEU treasurer is appointed, the transfer of accounts and documents are to be conducted as follows.
- 2.5.2 The President, the former JJEU Treasurer and the new JJEU Treasurer shall first decide together the closing date. The closing date must be within two months. The former JJEU Treasurer shall close the books on the closing day and transfers all books and documents together with the Bank Balance Statements of the closing day to the new JJEU Treasurer.
- 2.5.3 After the report of the Accounting Committee, all the parties shall examine all the papers and sign four copies of the Transfer Statement. Each party shall keep one copy and one copy shall be send to the JJEU Secretary. In case of any difficulty, the BD shall receive one copy each of all the papers and the Transfer Statement for their examination.
- 2.5.4 The bank account is closed on the closing day and the new JJEU Treasurer shall recommend a bank to the BD in consultation with the President. The new JJEU Treasurer can open a new bank account in the name of the JJEU after receiving the approval of the BD.

## 3. Income

The major sources of income of the JJEU are as follows

### 3.1 Membership Fee

- 3.1.1 Each National Federation must yearly pay the JJEU fee before end of April. The yearly fee will be approved each year by the General Assembly. Federations who pay after the end of April will have to pay an additional 10%penalty (penalty for administration issues)
- 3.1.2 The National Federation delinquent on payment of any annual membership fee is subject of the articles mentioned in the JJIF Statutes.
- 3.1.3 The amount of the fee is determined by the Board of Directors to change the amount each year.

### 3.2 TV Broadcasting Rights

- 3.2.1 TV Broadcasting Rights income from the European Championships and/or other European Ju-Jitsu events
- 3.2.2 TV Broadcasting Rights income from other competitions organized by the JJEU

### 3.3 Advertising

- 3.3.1 Advertising income from the European Championships and other European Ju-Jitsu events.
- 3.3.2 Advertising income from official JJEU rulebooks and other publications.
- 3.3.3 Advertising income from videotapes and other multimedia programs.

### 3.4 Sponsorships

The eligibility of sponsors or products is limited to confirm, internationally acceptable companies or products.

### 3.5 JJEU official endorsements

Is the income from the endorsements of ju-jitsu equipment such as tatamis, scoreboards, jitsugi, sportswear or other ju-jitsu equipment

### 3.6 Homologation Dan Certifications

- 3.6.1 Homologated Dan certifications are issued by the JJIF with the signature of the president of the JJIF and the president of the JJEU.
- 3.6.2 National federations can buy blank signed Dan Certifications for use.
- 3.6.3 The homologation of a Dan degree can only be accepted by the JJIF/JJEU if the national Dan degree examination is done in line with the by the JJIF/JJEU Technical committee presented and by the Technical Convention accepted basic proposal.

### 3.7 Referee Diploma

Diplomas for the referees are issued with the signatures of the JJEU President, and the JJEU Referee Director. In such cases, the JJEU charges each referee diploma for the issuance of a "Continental" license. The JJEU Treasurer keeps blank, signed referee diplomas and issues them to referees when they pay the corresponding fees, which is to confirm by the JJEU Treasurer.

For fee see Annex

### 3.8 Publications

- 3.8.1 Income from sales of rule books or other printed matter
- 3.8.2 Income from sales of videotapes or other multimedia programs published by the JJEU.
- 3.8.3 Income from copyright of the videotapes or other multimedia programs published by the third party. All of the net profit (= income total advertising + selling price of rule books – expense of printing, handling and shipping) from the publication of rule books and video tapes and copyright income from the video tapes is deposited into the JJEU fund and its appropriation is decided by the BD

### 3.9 Emblems

Copyright income from a third party using the JJIF/JJEU Emblem for commercial purposes

### 3.10 Participation Fees

- 3.10.1 National Federations must pay the respective amount to the JJEU treasurer for each entry in each category for JJEU events they wish to participate.
- 3.10.2 For participation fees see annex
- 3.10.3 National Federations shall transfer to the JJEU account the total amount of participation fees at the time of inscription in principle, but the fees will be received no later than 1 month after the JJEU event. Late payments (penalty for administration issues)
- 3.10.4 Once an inscription fee has been paid, after the final control of participation to the event, under no circumstances shall a refund be given.

### 3.11 Other Income

- 3.11.1 Donations from National Federations, Continental Unions, Individuals or Businesses
- 3.11.2 Interest income from bank deposits
- 3.11.3 Other income

### 3.12 JJEU event contract

- 3.12.1 For each event, supported by the JJEU, a contract with the organising country is established. In the contract all details regarding the organisation and surroundings are mentioned. The President of the national federation and the President or treasurer of the JJEU, are signing the contract.
- 3.12.2 Each contract is mentioning an award amount for organising that event.
- 3.12.3 Payment has to be done within the agreed terms, late payment will result in a penalty of 10%(penalty for administration issues)
- 3.12.4 For organisation right fees, see Annex
- 3.12.5 The indicated amounts can be discussed with the JJEU Treasurer before signing the contract

## 4. Expenses

### 4.1 General

- 4.1.1 The basic principle is to minimize expenses and maximize efficiency. Therefore the quality standard for travelling, accommodation and allowance is determined on the basis of economy and efficiency.
- 4.1.2 The JJEU does not employ anyone and does not pay wages in any form.
- 4.1.3 The JJEU will compensate, if possible, for expenses, which occurs in connection with JJEU functions.  
See annex
- 4.1.4 Position and function determine the standard for travelling, accommodations and allowances
- 4.1.5 Allowances can be paid in cash only in exceptional cases
- 4.1.6 All the expenses are paid upon attachment of original invoices, receipts and vouchers.
- 4.1.7 In case of a time difference caused by mailing, one can present a photocopy or fax copy of the original and later, within a period of two months, present the original.
- 4.1.8 Expenses for working group members are paid for in the same method as those of Committee members
- 4.1.9 In case where the JJEU sends one of its members in place of the JJEU president, the replacement expenses will be paid for the same method as an BD member.
- 4.1.10 If two or more events are held simultaneously or consecutively, they are counted as one event for expense calculations, but must be split between events in the expenses form for accounting purpose.
- 4.1.11 If a BD member travelling or accommodation expenses is paid by a third party, the difference between the smaller third party payment and the amount calculated on the basis of these rules may be reimbursed by the JJEU.
- 4.1.12 When an Honorary Officer of the JJEU attends the World Games, World Championships or events organized by the JJEU at the invitation of the JJEU, the JJEU shall provide him/her hotel accommodations and travel cost on the same basis as a BD member.
- 4.1.13 If it is financially possible and accepted by the BD, the treasurer can pay a certain amount, indicated in the budget, on a yearly basis to each board member to cover their administration costs.  
See Annex

### 4.2 Travelling Expenses

- 4.2.1 The JJEU shall arrange air travelling or reimbursements, when possible, for air tickets to its members when they travel on a JJEU mission, in according to the following table: Economy class.
- 4.2.2 Economy must be booked in advance on the best price. The (week-end) travel must include a one-night stay to reduce the air and train travel cost.
- 4.2.3 BD members must arrange their own airline schedule. To be reimbursed for, he/she must send the original tickets and its invoice (economy best price) from an IATA approved travel agency or airline to the JJEU Treasurer not later than two weeks after the event. Upon receipt of the documents, the JJEU Treasurer transfers the amount through the bank to the members or the agency account.
- 4.2.4 JJEU Board Members and committee members may arrange their own airline schedules after they have received the agreement of the JJEU treasurer. In order to achieve maximum discounts, the carrier, route and timing shall be decided by the JJEU Treasurer.
- 4.2.5 If someone needs to change his routing or time for personal purpose, the individual must pay the additional charges.
- 4.2.6 In order to cover minor travelling expenses such as, meals, bus fares, taxi fares, telephone, mini-bar etc, the JJEU provides, if possible, a Travelling Allowances. (one day for travelling

- there and back + official days of the event). Are not included in this amount, the travel ticket, hotel accommodation, car travelling. For fees see Annex
- 4.2.7 The JJEU will reimburse the mileage for travelling from home to the Airport or event. For fees see Annex
- 4.2.8 If a member is transporting excess materials related to the member's duty on behalf of the JJEU, the excess baggage charges shall be paid by the JJEU upon presentation of the airline invoice.
- 4.2.9 For other land travel expenses such as car rental or any other public land transportation, the JJEU Treasurer has the right to decide the amount of reimbursement.
- 4.2.10 For travelling by private car, there is a reimbursement but it cannot be higher as the air ticket - lowest price economy class or train first class. For fees see Annex
- 4.2.11 For travelling by train the BD members are allowed to travel in 2nd class.
- 4.2.12 If a tax is charged for the purpose of air tickets, such tax shall be paid by the JJEU.

#### 4.3 Accommodation Expenses.

- 4.3.1 If a rate exceeds the agreed rate due to the season and place, post approval of the JJEU Treasurer is required.
- 4.3.2 If one has to arrange one's own accommodation, the agreed rate indicates the maximum. The hotel rate does not mean that one can up-grade to the maximum amount. One has to choose a reasonable class hotel within the maximum rate as specified.
- 4.3.3 If the JJEU treasurer discovers that the hotel class is higher than a reasonable class, the JJEU treasurer may ask for a reimbursement of the difference.
- 4.3.4 The rates include breakfast, all taxes and service charges.
- 4.3.5 All other charges, including telephone, mini-bar or laundry must be paid by one self.
- 4.3.6 When a member brings an accompanying person or wishes to extend one's stay, the member is responsible for the payment of all charges.

#### 4.4 Allowances

In order to cover the expense of meals, and other minor expenses during JJEU functions, the JJEU shall pay, if possible, a daily allowance to its members. For fees see Annex. The number of days includes the dates of arrival and departure, (=one day) which are specified on the letter of invitation or travel order.

#### 4.5 Insurance (Is still in study-only for information)

- 4.5.1 The JJEU shall take out an insurance policy for a person who performs one's duties and responsibilities on behalf of the JJEU or at the request of the JJEU to cover one's injury, illness or death during the performance of such duties and responsibilities.
- 4.5.2 The JJEU assumes no liability for any claim of injury, illness or death of the insured
- 4.5.3 BD members and President of Technical Committee, shall individually take out their own insurance policy. For this purpose, the JJEU shall reimburse 100,00 Euro per member annually at the beginning of each calendar year.
- 4.5.4 All competitors or team officials from member national federations should purchase their own insurance when they are participating in the JJIF/JJEU events or World Games.

## 5 JJIF/JJEU Emblem

### 5.1 Emblem

- 5.1.1 The JJIF/JJEU Emblem is the exclusive property of the JJIF/JJEU and it may be used to promote the sport of Ju-Jitsu.
- 5.1.2 Each Continental Union or national federation may use the emblem free of charge only if they themselves use the emblem



- 5.1.3 If the JJIF/JJEU decides to sell the right to use the JJIF/JJEU emblem for a fee, the endorsement clause shall apply.
- 5.1.4 Each national federation must exert its best efforts to protect the JJIF/JJEU emblem from the unauthorized use of the emblem. The JJIF/JJEU shall register the emblem to the patent office for the countries, which is decided by the BD. For other countries where the JJIF/JJEU emblem is not registered it is recommended that each national federation register the emblem to its respective patent office in the name of the JJIF/JJEU for its own protection.

## **6 Others**

- 6.1 The JJEU is free from any claims or liabilities of the organizing national federation, organizing national federation's officials, member federations, unions and spectators and others for any accident that may occur during any event.
- 6.2 With the JJEU approval of these Finance Rules and responsibilities, the JJEU annuls any precedent previously approved by the BD or recognized as a normal practice in case the said precedent is in conflict with these rules

## **7 Penalties**

- 7.1 The JJEU is entitled to impose penalties to the national Federations according to the rules and regulations.
- 7.2 The maximum amount of the penalty will be 5.000 euro per case
- 7.3 Different kind of penalties see annex
- 7.4 Contestation of the charges has to be done written to the Board of Directors.
- 7.5 The amount of the penalties are determined by the Board of Directors.  
It is the right of the Board of Directors to change the amounts each year

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**Addendum:**  
**Rules European Challenge Cup (ECC)**

**JJIF Organisation Code**  
**JJIF Sporting Code**  
**JJEU frame contract**

## 8 – ANNEX

JJEU annual membership fee		500 €
Event Contracts		
European Championship		4500 €
European Aspirant/Junior Championship		4000 €
European Open Cup Championship		2500 €
Participation fees for competitions		
Championship	for each athlete	25 €
For the organizer	for each athlete	10 €
European Aspirant/Junior Championship	for each athlete	20 €
<b>For the organiser</b>	<b>for each athlete</b>	<b>10 €</b>
European Challenge Cup Championship	for each athlete	10 €
European Challenge Cup Open	for each athlete	5 €
<b>For the organiser</b>	<b>for each athlete</b>	<b>20 €</b>
Penalties for delayed payment of registration events		
Each person		+ 10 €
Penalties for not using official hotel at EC (per team)		250 €
Daily Allowance		100 €
Travel rate/Km		0.25 €
JJEU Board members indemnity for administrative costs		200 € / year

### Penalties Referee Issues

Each country should provide minimum 1 referee for up to 4 participants, 2 for up to 9 participants, and 3 for 10 participants and more, 400€ fees will be request for not having the right number of referees and collected by theJJEU Treasurer on the spot (conditioned for participation before the draw). This rule doesn't apply to new members during the first 3 years.

### Referees

Course for examination		100 €
Examination		100 €
Refreshing course		Free
<b>Fee for the organiser (continental course)</b>		<b>20 €</b>
Diploma, patch & tie, if successful	Included in the examination	
Penalties Technical Issues	see technical rules	
Penalties Administration Issues		+ 10%

The amount of the fees and penalties are determined by the Board of Directors. It is the right of the Board of Directors to change the amounts each year.

JJEU bank account; 277  
Ju-Jitsu European Union

Att. Mr. Dario Quenza  
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16147 Genova -  
Italy  
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BIC code: BNLIITRR

Bank address  
Banca Nazionale del Lavoro, Gruppo BNP Paribas  
Largo Eros Lanfranco 2  
16122 Genova - Italy