

Ju-Jitsu International Federation

(JJIF)



Rules and regulations on financial activities

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Treasurer JJIF

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1. Basic Principles

- 1.1. The Finance Rules and responsibilities of the Ju-Jitsu International Federation (hereinafter referred to as the "JJIF"), in conjunction with the Statutes, other rules and Byelaws, is the binding document for all the financial aspects and responsibilities of the JJIF. All members of the JJIF have to abide by the rules mentioned in the documents named above.
- 1.2. The Board of Directors (hereinafter referred to as the "BD") decides on any changes to these rules. Any member of the National Federation or the BD can propose to extend or change these rules. Proposals for changes to the concerned documents must be sent to the JJIF Treasurer. The JJIF Treasurer must submit this proposal together with his/her viewpoints at the next Board Meeting.
- 1.3. If there is a change to the Statutes or to the Congress Decisions, the concerned contents of the financial rules and responsibilities will be automatically.
- 1.4. In case there is a conflict between the Finance Rules and responsibilities and other previous JJIF Statutes, Byelaws or rules then the decision of the BD will prevail. In case of an emergency, the President's decision is sufficient but the JJIF Treasurer must report it at the next General Assembly.
- 1.5. The JJIF Treasurer must keep the originals of important contracts and will hand these over to the JJIF Secretary at the end of his term. When the contracts are signed, copies of the contracts must be distributed immediately 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 JJIF starts at January 1st and ends at December 31st of the same year.
- 2.1.4. The President or the BD can ask for a report about the financial status of the JJIF at any time from the JJIF Treasurer. The Treasurer 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 JJIF 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 JJIF fiscal year (01/01 - 31/12)
- 2.2.2 Each committee shall submit its expected expenses for the next fiscal year to the JJIF Treasurer within two months before the Ordinary General Assembly.
- 2.2.3 The JJIF Treasurer shall collect all the income and expense data, make a draft or preliminary outline of the 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 JJIF Treasurer should ask the BD to extend or change the new forecast in following cases:
- 2.2.5 *In case of an emergency or when the total expense of an event exceeds the budget by 10%, the JJIF Treasurer may pay for the expense from the bank account after receiving the approval of the President and one other BD member who is related to the matter. The JJIF Treasurer must inform the BD at the next BD meeting.
- 2.2.6 *Each committee Director may propose an extension or change of the budget to the BD in order to carry out his/her duties.
- 2.2.7 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 JJIF Treasurer must attempt to work within the limitations of their budgets and keep expenses at a minimum.
- 2.2.8 The JJIF Treasurer needs to provide his written approval before the transfer of a budgeted expense from one account to another may taken place.
- 2.2.9 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 a change of the budget otherwise.

2.3 Accounting

- 2.3.1 Basic principles for the JJIF accounting and bookkeeping are used to accurately state the financial position of the Federation.
- 2.3.2 The financial statement should be presented during the General Assembly as understandable as possible so that all members should be able to understand them
- 2.3.3 To follow the internationally acceptable accounting rules .
- 2.3.4 Cash transactions must be regarded as exceptions.
- 2.3.5 Bookkeeping must be performed on an event-by-event basis, championships, camps, meetings, etc. Each event must be closed with an Event Expense Statement drawn up within three months after the event.
- 2.3.6 All event expenses must be provided to the JJIF Treasurer within a period of two months after the event, otherwise the expenses cannot be taken into account.
- 2.3.7 All cash income and payments must go through the JJIF bank account.
- 2.3.8 Other assets and liabilities, such as receivables and bank borrowing or payables, are stated on a separate statement.
- 2.3.9 The JJIF Treasurer closes the books on December 31st for revision by the General Assembly. As soon as the books are closed, the JJIF Treasurer makes a financial statement and submits it to the BD. Before the opening of the General Assembly, the Accounting Committee and the treasurer have to give its advises to the BD.

2.4 Bank Transaction

- 2.4.1 The JJIF Treasurer shall recommend a bank, which will be responsible for all the banking activities of the JJIF, to the BD. The JJIF Treasurer will consult with the president and the BD to decide on a major. Only one bank should be nominated as major bank. This major bank account represents the JJIF to all members of the JJIF and any concerned third party. If the JJIF Treasurer needs another bank account for any reason, he/she must ask for approval of the President in writing.
- 2.4.2 The most important criteria for selecting the major bank are creditability, reputation, location and convenience of bank transactions. There must be the possibility for the board members to check the JJIF account by Internet and international payments and a bank on line system must do transfers and payments over Internet.
- 2.4.3 The name and holder of the bank account is the JJIF.
- 2.4.4 The JJIF Treasurer shall oversee all bank transactions. All documents related to bank transfers require the signatures of the President and the JJIF Treasurer. All payments which are part of the overall JJIF approved budget will require the sole signature of the Treasurer – up to the maximum amount of the budget line.
- 2.4.5 In agreement with the President, the JJIF Treasurer may deposit excess cash into an interest bearing time deposit guaranteed by the major bank. If the deposit amount is **over 100.000 Euro**, the JJIF Treasurer shall notify the BD in advance. The BD, however, must approve all transactions.
- 2.4.6 In the case of a cash shortage due to the time lag of cash income and expense payment, the JJIF may borrow money from the major bank or other sources upon approval by the BD. In such case, the JJIF 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 JJIF Treasurer may proceed with the process of borrowing. The President and the JJIF 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.
- 2.4.7 Opening and closing of the bank account procedure shall be the same as the Office of the JJIF treasurer transfer procedure.

2.5 Office Transfer

- 2.5.1 When the JJIF Treasurer's term expires and the new JJIF Treasurer is elected or the JJIF Treasurer resigns during his/her term and an interim JJIF treasurer is appointed, the transfer of accounts and documents are to be conducted as follows.
- 2.5.2 The President, the former JJIF Treasurer and the new JJIF Treasurer shall first decide together the closing date. The closing date must be within two months. The former JJIF 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 JJIF 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 sent to the JJIF Secretary. In case of any difficulty, the BD shall receive one copy of each of all the papers and the Transfer Statement to be examined.
- 2.5.4 The bank account is closed on the closing day and the new JJIF Treasurer shall recommend a bank to the BD in consultation with the

President. The new JJIF Treasurer can open a new bank account in the name of the JJIF after receiving the approval of the BD.

- 2.5.5 This procedure applies also for the changeover of the JJIF President and JJIF General Secretary.

3. Income

The major sources of income of the JJIF are as follows

3.1 Membership Fee

- 3.1.1 Each National federation must yearly pay the JJIF 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 subjected to the articles mentioned in the JJIF Statutes.
- 3.1.3 The Continental Unions can decide the amount of Continental fee for their members. This amount can not exceed the JJIF fee.
- 3.1.4 The membership fee for the JJIF and the Continental Union will be paid together.
- 3.1.5 The amount of the fee is determined by the Board of Directors. It is the right of the Board of Directors to change the amount each year.

3.2 TV Broadcasting Rights

- 3.2.1 TV Broadcasting Rights income from the International Championships and/or other International Ju-Jitsu events and TV Broadcasting Rights income from other competitions organized by the JJIF.

3.3 Advertising from advertisers of the JJIF

- 3.3.1 Advertising income from the International Championships and other International Ju-Jitsu events from JJIF advertisers.
- 3.3.2 Advertising income from official JJIF 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 approved internationally acceptable companies or products.

3.5 JJIF official endorsements

Is the income from the endorsements of ju-jitsu equipment such as tatamis, scoreboards, gis, 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.
- 3.6.2 The homologation of a Dan degree can only be accepted by the JJIF if the national Dan degree examination follows the rules and regulations of the proposal that was presented by the JJIF Technical committee and accepted by the Technical Convention.
- 3.6.3 Payment has to be done within 2 months after the application, after that the fee will be raised with 10% (penalty for administration issues)
- 3.6.4 For fee see Annex

3.7 Referee Diploma

3.7.1 Diplomas for the referees are issued with the signatures of the JJIF President, the National President, and the JJIF Referee Director. In such cases, the JJIF charges each referee diploma for the issuance of a "World" license.

3.6.5 Payment has to be done within 2 months after the application, after that the fee will be raised with 10% (penalty for administration issues)

3.6.6 For fee see Annex

3.8 Publications

3.8.1 Income from sales of rule books or other printed matters.

3.8.2 Income from sales of videotapes or other multimedia programmes published by the JJIF.

3.8.3 Income from copyright of the videotapes or other multimedia programmes 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 JJIF fund and its appropriation is decided by the BD

3.9 Emblems

3.9.1 Copyright income from a third party using the JJIF Emblem for commercial purposes.

3.10 Participation Fees for events organised by or in collaboration with the JJIF.

3.10.1 National Federations must pay the respective amount to the JJIF treasurer for each entry in each category for JJIF events they wish to participate.

3.10.2 For participation fees see annex

3.10.3 National Federations shall transfer to the JJIF 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 JJIF event. Late payments will be raised with 10% Payment has to be done within 2 months after the application, after that the fee will be raised with 10% (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 Federations, Individuals or Businesses

3.11.2 Interest income from bank deposits

3.11.3 Other income

3.12 JJIF event contract

3.12.1 For each event, supported by the JJIF, a contract with the organising country is established. In the contract all details regarding the organisation are mentioned. The president of the national federation and the president or treasurer of the JJIF both sign the contract.

3.12.2 Each contract has to mention sum for the organisation right for 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

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 JJIF will only pay for expenses that are approved by the BD. Detailed requests have to be directed to the JJIF Treasurer.
- 4.1.3 Allowances can be paid in cash only in exceptional cases
- 4.1.4 All the expenses are paid upon attachment of original invoices, receipts and vouchers.
- 4.1.5 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. The original documents can be requested by the JJIF Treasurer.
- 4.1.6 If a BD member's travelling or accommodation expenses are 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 JJIF.
- 4.1.7 When an Honorary Officer of the JJIF attends the World Games, World Championships or events organized by the JJIF at the invitation of the JJIF, the JJIF shall provide him/her hotel accommodations and travel cost on the same basis as a BD member.
- 4.1.8 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

The JJIF shall arrange air travelling or reimbursements, when possible, or air tickets to its members when they travel on an approved JJIF mission, in according to the following table: Economy class

Economy must be booked in advance on the basis of the lowest price.

- 4.2.1 BD members must arrange their own airline schedule. In order to be reimbursed, he/she must send the original tickets and the invoice (economy best price) from a travel agency, online booking agency or airline to the JJIF Treasurer not later than two months after the event. Upon receipt of the documents, the JJIF Treasurer transfers the amount through the bank to the members or the agency account.
- 4.2.2 JJIF Board Members and committee members may arrange their own airline schedules after they have received the agreement of the JJIF treasurer.
- 4.2.3 If someone needs to change his route or time for personal purpose, the individual must pay the additional charges.
- 4.2.4 In order to cover minor travelling expenses such as, meals, bus fares, taxi fares, telephone, etc, the JJIF 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

- 4.2.5 The JJIF will reimburse the mileage for travelling from home to the Airport or event. For fees see Annex
- 4.2.6 If a member is transporting excess materials related to the member's duty on behalf of the JJIF, the excess baggage charges shall be paid by the JJIF upon presentation of the airline invoice and after the BD has approved the transport of these materials.
- 4.2.7 For other land travel expenses such as car rental or any other public land transportation, the JJIF Treasurer has the right to decide the amount of reimbursement.
- 4.2.8 For travelling by train the BD members are allowed to travel in 2nd class.

4.3 Accommodation Expenses.

- 4.3.1 If a rate exceeds the agreed rate due to the season and place, post approval of the JJIF 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 upgrade to the maximum amount. One has to choose a reasonable class hotel within the maximum rate as specified.
- 4.3.3 If the JJIF Treasurer discovers that the hotel class is higher than a reasonable class, the JJIF 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, bar, restaurant 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

- 4.4.1 In order to cover the expense of meals, and other minor expenses during JJIF functions, the JJIF 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, which are specified on the letter of invitation or travel order.

4.5 Insurance

- 4.5.1 The JJIF shall take out an insurance policy for a person who performs one's duties and responsibilities on behalf of the JJIF or at the request of the JJIF to cover one's injury, illness or death during the performance of such duties and responsibilities.
- 4.5.2 The JJIF assumes no liability for any claim of injury, illness or death of the insured.
- 4.5.3 BD members shall individually take out their own insurance policy. For this purpose, the JJIF shall reimburse **50,00 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/JJIF events or World Games.

5. Others

- 5.1 The JJIF has no responsibilities whatsoever concerning claims or liabilities of the organizing national federation, organizing national federation's officials, member federations, federations and spectators and others for any accidents that may occur during any event.

- 5.2 With the JJIF approval of these finance rules and responsibilities, the JJIF undoes any precedent previously approved by the BD or recognized as a normal practice in case the referred precedent is in conflict with these rules.

7 – PENALTIES

- 7.1 The JJIF 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 of the JJIF.
- 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.

8 – ANNEX

Membership fee		
JJIF Membership fee	500,00	Euro
Organising right championships		
World Championship	5.000,00	Euro
World Youth Championship	2.500,00	Euro
Participation fees (per participant/person)		
World Championship	40,00	Euro
World Youth Championship	20,00	Euro
JJIF Summercamp	20,00	Euro
Expenses JJIF representatives		
Daily Allowances	50,00	Euro
Travel distance by road (km)	0,25	Euro
Penalties		
Penalties Referee Issues	See referee rules	
Penalties Technical Issues	See technical rules	
Penalties Administration Issues	+ 10%	
Referee Courses (per participant/person)		
Referee Course for Examination	100,00	Euro
Examination (for World Referee)	100,00	Euro
Refreshment Course	0,00	Euro
Certificate Homologated Dan grade		
1 st dan	100,00	Euro
2 nd dan	150,00	Euro
3 rd dan	200,00	Euro
4 rd dan	250,00	Euro
5 th dan	300,00	Euro
6 th dan	350,00	Euro
7 th dan	400,00	Euro
8 th dan	450,00	Euro
9 th dan	500,00	Euro
10 th dan	550,00	Euro

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.

JJIF bank account
Ju-Jitsu International Federation

Att. Luc Mortelmans
Leopoldplein 37
B-2500 Lier-
Belgium
IBAN nr: BE31 7340 1092 6855
BIC code: KREDBEBB

Bank address
KBC
Eiermarkt
B-2000 Antwerp