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# FINANCIAL RULES

Ju-Jitsu International Federation





## History of this document

### Responsible:

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United Arab Emirates

Version	Changes	
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1.2	Adaptations ratified through the GA 2015	1 <sup>st</sup> August 2015
1.3	Adaptations ratified through the Board 2020	1 <sup>st</sup> January 2020



# 1. Contents

Section 1 Basic Principles .....	3
Section 2 Budget and Accounting .....	3
A. General: .....	3
B. Budget .....	4
C. Accounting .....	4
D. Bank Transaction .....	5
E. Office Transfer: .....	5
Section 3 Income: .....	6
A. Membership Fee: .....	6
B. Other Fees according to JJIF Board decision .....	6
C. Marketing: .....	6
D. Sponsorships: .....	6
E. Individual Registration Fee: .....	7
Section 4: Expenses .....	7
A. General .....	7
B. Travel and Accommodation Expenses .....	7
C. Allowances .....	8
D. Insurance .....	8
Section 5. Others .....	8
Section 6. Penalties .....	8
GENERAL BANK INFORMATION: .....	9



## Section 1 Basic Principles

1. The Financial Rules and responsibilities of the Ju-Jitsu International Federation (hereinafter referred to as the “JJIF”), in conjunction with the Statutes, other rules and By-Laws, 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 and therefore these rules will also be binding for the continental unions and regions.
2. The Board (hereinafter referred to as the “BOARD”) decides on any changes to these rules.
3. If there is an amendment to the Statutes or to the Congress Decisions, the concerned contents of the financial rules and responsibilities will be amended automatically.
4. In case there is a conflict between the Financial Rules and responsibilities and other previous JJIF By-laws or rules then the decision of the BOARD will prevail. In case of an emergency, the President’s decision is sufficient but the JJIF Financial Director must report it at the next BOARD meeting.
5. The JJIF Headquarter must keep the originals of important contracts

## Section 2 Budget and Accounting

### A. General:

1. The currency for all financial statements and book keeping is the US DOLLAR.
2. If a transaction is made in another currency, the official bank exchange rate of the day of the transaction applies.
3. The financial and accounting period of the JJIF starts at January 1st and ends at December 31st of the same year.
4. The President or the BOARD can ask for a report about the financial status of the JJIF at any time.
5. If the President or the BOARD finds it necessary to perform an audit, the President or the BOARD can nominate an auditor. The JJIF Financial Director must disclose all books to the auditor. The auditor’s report must be approved at the next BOARD Meeting.



## B. Budget

1. The budget is based on the JJIF fiscal year (01/01 - 31/12)
2. The JJIF Financial Director shall collect all the income and expense data, make a draft or preliminary outline of the budget and submit it to the BOARD for approval. The budget is drafted on the basis of events, and projects. The budget shall become effective only after the Session's approval.
3. The Budget can be amended by actual needs after receiving the approval of the President and one other BOARD member who is related to the matter. The JJIF Financial Director must inform the BOARD at the next BOARD meeting.
4. Each committee Director may propose an extension or change of the budget to the BOARD in order to carry out his/her duties.
5. The expense amount shown in the budget is the maximum amount each committee may spend during a certain period, a specified time or in a specific event. In principle, in order to achieve maximum savings, each committee and the JJIF Financial Director must attempt to work within the limitations of their budgets and keep expenses at a minimum.

## C. Accounting

1. Basic principles for the JJIF accounting and book keeping are used to accurately state the financial position of the Federation.
2. The financial statements should be presented during the Session as understandable as possible so that all members should be able to understand them.
3. The financial statements must follow the internationally acceptable accounting rules.
4. Cash transactions must be regarded as exceptions.
5. Book keeping must be performed on an event-by-event or project basis. Each event must be closed with an Event Expense Statement.
6. All event expenses must be provided to the JJIF Financial Director within a period of two months after the event, otherwise the expenses cannot be taken into account.
7. All cash income and payments must go through the JJIF bank account.
8. Other assets and liabilities, such as receivables and bank borrowing or payables, are stated on a separate statement.



## D. Bank Transaction

1. The JJIF Financial Director shall recommend a bank, which will be responsible for all the banking activities of the JJIF, to the BOARD. The JJIF Financial Director will consult with the president and decide on bank accounts.
2. The name and holder of the bank account is the JJIF.
3. The JJIF Financial Director shall oversee all bank transactions. All bank transfers require the approval of the President and the JJIF Financial Director. All payments which are part of the overall JJIF approved budget can be approved by the Financial Director – up to the maximum amount of the budget line.
4. In agreement with the President, the JJIF Financial Director may deposit excess cash into an interest-bearing time deposit guaranteed by a major bank.
5. In the case of a cash shortage due to the time lag of cash income and expense payment, the JJIF may borrow money upon approval by the BOARD. In such case, the JJIF Financial Director 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 BOARD for their approval.

## E. Office Transfer:

1. If the JJIF Financial Director or Financial management of JJIF changes the transfer of accounts and documents are to be conducted as follows:
  - 1.1. The President, the former JJIF Financial Director and the new JJIF Financial Director shall first decide together the closing date. The former JJIF Financial Director shall close the books on the closing day and transfer all books and documents together with the Bank Balance Statements of the closing day to the new JJIF Financial Director/ Management.
  - 1.2. All the parties shall examine all the documents and sign the Transfer Statement. In case of any difficulty, the BOARD shall examine the situation.

## Section 3 Income:

The major sources of income of the JJIF are as follows:

### A. Membership Fee:

1. Each National federation must yearly pay the JJIF fee before end of March. Federations who pay after the end of April will have to pay an additional penalty (penalty for administration issues, see annex)
2. The National Federation defaulting on payment of any annual membership fee is subjected to the articles mentioned in the JJIF Statutes.
3. The Continental Unions cannot decide the amount of Continental fee for their members.

### B. Other Fees according to JJIF Board decision

The JJIF Board determines the amount of the fees and penalties. It is the right of the Board to change the amounts. The income from participation fees should be shared according to the table.

<b>Recipient</b>	<b>World Championship</b>	<b>Continental Championship</b>	<b>Regional Championship</b>
JJIF	25%	15%	15%
Organizing Union		25%	25%
Unions (5x3%)	15%		
Organizing National Federation	60%	60%	60%
Total	100%	100%	100%

### C. Marketing:

### D. Sponsorships:

## E. Individual Registration Fee:

1. Every athlete should be holder of a registration in order to be allowed to participate in International tournaments.
2. Coaches and referees should be holder of a registration in order to receive JJIF approved licenses and be allowed to participate in International tournaments.
3. Officials representing their Federation in the JJIF should have a registration
4. Other clubs or individuals can register in JJIF, as well.

## Section 4: Expenses

### A. General

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.
2. The JJIF will only pay for expenses that are approved by the dedicated representatives of the BOARD.
3. Allowances can be paid in cash only in exceptional cases.
4. All the expenses are paid upon attachment of invoices and receipts. It is allowed to deliver these attachments by electronic mail, but the originals must be available upon request. In general prior approval of the JJIF Financial Director or President Office is required to be eligible for reimbursement.
5. If it is financially possible and accepted by the BOARD, the Financial Director can pay a certain amount, indicated in the budget, on a yearly basis to each board member to cover their administration costs.

### B. Travel and Accommodation Expenses

The JJIF shall arrange travelling or reimbursements when they travel on an approved JJIF mission. In general Economy Class must be booked on the basis of the lowest price. The President can approve Business Class in consideration of travel duration and frequency.

1. If someone needs to change his route or time for personal reasons, the individual must pay the additional charges.
2. In order to cover minor travelling expenses, such as; meals, bus fares, taxi fares, telephone, etc., the JJIF provides, if possible, a Travelling Allowances. For fees see Annex.





3. The JJIF will reimburse the mileage for travelling from home to the Airport or event. For fees see Annex

4. When a member brings an accompanying person or wishes to extend his/her stay, the member is responsible for the payment of all charges.

## C. Allowances

In order to cover the expense of meals, and other minor expenses during JJIF functions, the JJIF shall pay, if possible, a daily allowance. 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.

## D. Insurance

1. All competitors or officials should purchase their own insurance when they are participating in the events related to JJIF or travel on behalf of JJIF.

JJIF can contract insurance policies for a person who performs duties and responsibilities on behalf of the JJIF.

2. The JJIF assumes no liability for any claim of injury, illness or death of the insured.

## Section 5. Others

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.

## Section 6. Penalties

1. JJIF is entitled to impose penalties to National Federations according to the rules and regulations.

2. The maximum amount of the penalty will be 30,000.00 US DOLLAR per case.

3. For different kinds of penalties, see annex 7

4. Contestation of the charges has to be done writing to the Board of the JJIF.

5. The amount of the penalties is determined by the Board.



## GENERAL BANK INFORMATION:

### JJIF bank accounts

Ju-Jitsu International Federation

COUNTRY	UAE (USD Dollar)
Company Name	JU JITSU INTERNATIONAL FEDERATION
IBAN Number	AE510030011273120920001
Account Number	11273120920001
Account Name	Abu Dhabi Commercial Bank
Address	Al Salam Street, Abu Dhabi , UAE
Swift Code:	ADCBAEAA

Membership fee		
JJNO Membership fee	500.00	US\$
Organizing rights Championships		
World Championship Seniors	Negotiable	US\$
World Youth Championship, Juniors, Asp.	Negotiable	US\$
Maximum Participation fees (per participant per event)		
Fees shall be determined according event budget and must be approved by JJIF/ JJCU board		
World Championship	150.00	US\$
World Cup U15	150.00	US\$
Continental Championships JJIF approved	150.00	US\$
JJIF approved World Ranking events	150.00	US\$
Cost contribution		
Anti-Doping Contribution (per participant)	10.00	US\$
Referee cost Contribution (per participant)	According event budget	US\$
Expenses JJIF representatives		
Daily Allowances	60.00	US\$
Travel distance by road (km)	0.30	US\$
Penalties		
Penalties Administration Issues	+ 10%	
Change of Registration	10.00	US\$
Late event entry	20.00	US\$
Last Minute Registration	100.00	US\$
Referee Courses (per participant/person)		
Referee Course for Examination	0.00	US\$
Examination (for World Referee)	0.00	US\$
Refreshment Course	0.00	US\$

	Excellence	S3	S2	S1	Standard
Kyu	Not existing	Not existing	Not existing	Not existing	10 USD
1 <sup>st</sup> Dan	Not existing	Not existing	150 USD	175 USD	200 USD
2 <sup>nd</sup> Dan	Not existing	200 USD	225 USD	250 USD	275 USD
3 <sup>rd</sup> Dan	250 USD	275 USD	300 USD	325 USD	350 USD
4 <sup>th</sup> Dan	300 USD	325 USD	350 USD	375 USD	400 USD
5 <sup>th</sup> Dan	350 USD	375 USD	400 USD	425 USD	450 USD
6 <sup>th</sup> Dan	400 USD	425 USD	450 USD	475 USD	500 USD
7 <sup>th</sup> Dan	450 USD	475 USD	500 USD	525 USD	550 USD
8 <sup>th</sup> Dan	Honorable	Honorable	Honorable	Not existing	Not existing
9 <sup>th</sup> Dan	Honorable	Not existing	Not existing	Not existing	Not existing
10 <sup>th</sup> Dan	Honorable	Not existing	Not existing	Not existing	Not existing

<b>Penalties for technical issues</b>	
When an Organizer does not meet the requirements from the OSC regarding: - Competition area - Accommodation - Anti-Doping control - Transport	3,000 US \$ / item
When a participating country does not meet the requirements from the OSC regarding: - Discrimination for reasons of gender and sexuality - Provocation regarding politics and religion - Violation of Anti-Doping rules	3,000 US \$ / item

<b>Annual Membership:</b>	<b>Fee US \$</b>	<b>Benefit</b>
Athletes (international)	30.00	Ranking and Qualification
Referees	30.00	Free Seminars
Officials / Coaches	30.00	Accreditation
Athletes (Martial Art)	30.00	JJIF Grading
Master-Instructor Level 1	80.00	JJIF Grading
Master-Instructor Level 2	160.00	JJIF Grading
Master-Instructor Level 3	240.00	JJIF Grading
Master-Instructor Level 4	00.00	JJIF Grading
Club/Academy Membership		Representation
Fan & Supporter	20.00	Fan Card
VIP member – Silver	250.00	ID Card
VIP member – Gold	500.00	ID Card VIP
VIP member - Platinum	2500.00	ID Card VVIP