

SHUFU JUDO YUDANSHAKAI

ATHLETE FUNDING PROGRAM

Purpose: In keeping with its charitable nature, with this document the Shufu Board of Directors hereby reestablishes and clarifies the Shufu Athlete Funding Program designed to encourage Shufu judoka to compete nationally, internationally, and at the elite level. The following are the procedures adopted by the Shufu Board of Directors to govern the Athlete Funding Program:

1. **Committee to be Created:** The President of Shufu shall appoint an Athletic Funding Committee (AFC) for the purposes of administering the Shufu Athlete Funding Program (AFP). The committee membership shall consist of three members of the Shufu Board of Directors. The President shall appoint the Chair. The remainder of the Committee shall be recruited by the AFC Chairperson in consultation with the President of Shufu Judo Yudanshakai.
2. **Timing of Committee Action and Method of Determination of Budget:** By January 31st of each calendar year (i.e., the Shufu fiscal year), the Shufu Yudanshakai Treasurer will report to the Executive Committee on the estimated amount of income available for use in the current year. The Executive Committee will use this data to establish a budget for the AFP for the current year. Income calculations shall not include any contributions to the James H. Takemori Fund. The budget should be in an amount equal to at least 50%, but no more than 75% of the Yudanshakai's net income from the previous year, with a target of 65%. Each year's budget should be determined independently of the previous Athlete Funding budget and added to any funds remaining in the AFP's budget from the previous year. The President will notify the Chair of the AFC in writing of the budget amount.
3. **Committee Budget:** The Athlete Funding Committee budget is discretionary and is determined at the sole discretion of the Executive Committee. The AFC may not process or approve funding requests in excess of the then existing approved AFP budget without specific approval by the Executive Committee in response to the AFC's Chairperson's request, but any additional amounts approved shall not result in the total AFP budget exceeding 75% of net income from the previous calendar year.
4. **Responsibility of the Committee:** The AFC is responsible for the execution of the AFP, following the procedures established herein.
5. **Manner of Funding:** Funding will be by reimbursement only, and will require original receipts documenting the expenditure(s) by or for the athlete. Applications for reimbursement and the right to seek reimbursement apply to Junior, Senior, and Masters competitors in Shiai and Kata.
6. **Events Qualified to be Considered:** Shufu athlete funding may be requested by Shufu athletes for participation in any of the following events:
 - National Junior Level Events (both Shiai and Kata competitions)
 - National Senior Level Events (Shiai, Kata, and Masters competitions)

- International Events, where participation is contingent upon selection by the U.S. National Governing Body of Judo or by the United States Judo Federation.
7. **Reimbursement Consideration:** To be considered for reimbursement, the Athlete must meet initial eligibility criteria (Paragraphs 8 – 9 below) and submit a completed Athlete Funding Request Form (see Attachment A) with original receipts, postmarked within 180 days of the last day of the event the athlete is requesting reimbursement for.
 8. **Shufu Membership:** Athletes eligible for Shufu athlete funding must have been a member of Shufu for at least two (2) years (current year and previous year) on the first date of the event for which funding is requested.
 9. **Ineligible Expenses:** Athletes applying for funding through the Shufu AFP shall not be reimbursed for expenses paid for by other organizations or unrelated individuals, either directly or indirectly.
 10. **Timing of Funding:** Funding for athletes will be by reimbursement of expenses already incurred by the athlete for qualified events and documented by original receipts. Funding will not be authorized or paid in advance
 11. **Funding Amounts:** The baseline-funding reimbursement shall be \$150 for participation in an eligible event. This amount is increased to \$200 if the athlete wins 1st, 2nd, or 3rd place in that division providing that the division or category contains at least 5 individuals (shiai) or teams (kata), and that the athlete is declared the winner of at least one match in a shiai category. An athlete who participates in an international event for which participation is contingent upon selection by the U.S. National Governing Body of Judo or by the United States Judo Federation will be eligible for a reimbursement of \$300. The AFC retains the discretion to increase these amounts by a multiple of up to 2, and to decrease the stated minimum number of individuals/teams in a category, each on a case-by-case basis. Factors to be considered by the AFC when considering such an increase include, but are not limited to, the number of matches, the number of wins, the type of wins, the number of losses, the caliber of players, and the level of the event for which funding reimbursement is requested. The AFC may also consider previous awards made to the same athlete during the previous year, and the funds remaining in the approved Athlete Funding Committee budget. An athlete may not receive reimbursement for more than three events in any calendar year. The amount of funding will be justified by the Chairperson of the AFC in the Comments portion of the Athletic Funding Committee Approval section of the Judoka Request for Funding form.

In order to make members aware of this program and their potential eligibility, Shufu shall distribute information through multiple media channels and announcements at Shufu events in order to raise the program's profile and ensure its use.

12. **Timing for Consideration of Request:** All requests for funding will be considered by the AFC on a rolling basis throughout the calendar year, as long as funding is available and submission timelines are met.
13. **Required Paperwork and Rolling Consideration:** All requests for funding will be

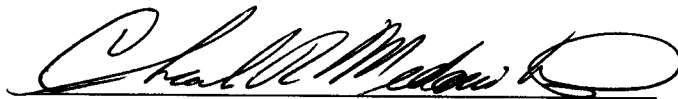
submitted to the Chair of the AFC at the address listed on the Shufu website, using the Shufu Funding Request form contained in Attachment A, accompanied by original receipts. The form, with instructions, is to be posted on the Shufu website. The Chair shall present each request to the members of the Committee on a timely basis, to be defined by the AFC Committee..


14. **Timely Review of Applications:** The Chair of the AFC shall coordinate a timely review, to be defined by the AFC, of the applications received with the other committee members. This review may be done electronically, telephonically, or in person. If only two (2) members of the AFC are present, and they are unable to reach a consensus by majority vote on an application, then the President of Shufu Judo Yudanshakai shall resolve the deadlock by casting the deciding vote.
15. **Payment Processing:** The AFC Chairperson shall forward applications for funding that the AFC has approved for payment to the Treasurer of Shufu within seven (7) days of approval. The Treasurer of Shufu will distribute the funds to the Authorized Person named on the application at the address on the application prior to December 31 of each calendar year or within seven (7) days of receipt, whichever is sooner.
16. **Applicant Notification:** The AFC Chairperson will notify the Judoka and his/her club when funding is approved or disapproved. If disapproved, the AFC Chairperson will annotate on the form the reason(s) for disapproval, and return all original receipts submitted.
17. **Conflict of Interest:** The AFC's decision to approve or disapprove a request for funding is discretionary, within the guidelines established herein. All approvals shall be by a majority vote of the AFC. To avoid conflicts of interest, an AFC member shall not vote on a request for funding for a family member, their student, a member of their own club or any other applicant concerning whom they judge they cannot be fully objective. If a conflict of interest exists, then the President of Shufu shall resolve any voting deadlock by voting on behalf of the non-voting AFC member. If the President of Shufu also has a conflict of interest, then the voting member shall be selected by the AFC Chairperson with the following priority until a member is found without a conflict of interest:
 - Shufu Vice-President
 - Immediate Past President of Shufu
 - Shufu Secretary
 - Shufu Treasurer
 - Chair of Shufu Board of Examiners
18. **Final Approval Authority:** The AFC is the final approval authority for requests for funding under the Shufu AFP within the budget limits adopted. An athlete shall not directly petition the Executive Committee for athlete funding.
19. **Documentation and Filing of Same:** The Chairperson of the AFC shall maintain the original of all athlete funding request documentation, with a copy of the approved request sent to the Shufu Treasurer within seven (7) days of the

approval of the funding request. It shall be acceptable for this documentation to be in electronic form.

20. **Biannual Reports:** The Chairman of the AFC shall provide a biannual (April and November) Report to the President of Shufu prior to each Shufu Semi-annual Board Meeting. The report shall include, but is not limited to, information about the number of funding requests received, the number of funding requests approved, the number of funding requests disapproved, the average dollar amount awarded, the aggregate dollar amount awarded, and the amount of funds remaining for award. The names of recipients of funding shall be disclosed, but not the specific amount.

Approved by the Shufu Board of Directors on May 21, 2016


Charles R. Medani, M.D., President, Shufu Judo Yudanshakai


Date