



## Judo Alberta Mudansha Certificate Policy

### Introduction

This Policy specifies the procedure that a club will follow to obtain mudansha certificates and have promotions verified.

The purpose of this document is to:

- Allow Judo Alberta clubs the ability to obtain and print mudansha certificates for quicker distribution.
- Allow continued tracking of mudansha promotions within Judo Alberta.

### Benefits

1. Clubs will have the ability to present certificates at the time of grading.
2. Clubs will have the ability to personalize the certificates like adding club name.
3. Tracking of promotions will continue through Judo Alberta.

### Process

The following actions need to be taken to obtain a mudansha certificate and have it verified by Judo Alberta:

1. Each club will be supplied with a pdf formatted template of each mudansha promotion certificate.
  - a. Clubs will print their required promotion certificates by adding name/date/club name/Instructor.
2. Clubs are required to submit to the Judo Alberta Registrar using the approved online program with:
  - a) the full name of the individuals
  - b) the date of promotion
  - c) promotion color
3. Clubs will request by email to the Judo Alberta Registrar for a specific number of Judo Alberta promotion certificate seals.
  - a. Each Judo Alberta promotion seal will cost \$5.00.
  - b. The requested Judo Alberta Promotion seals will be sent to the club for application to promotion certificates.

- c. Judo Alberta Registrar will track the number of promotion seals provided to each club. These will be invoiced during the Judo Alberta scheduled invoicing timelines.
4. Judo Alberta Registrar will validate the individual promotions and confirm promotion status back to the club.
  - a. Judo Alberta Registrar will have the ability to track the number of Judo Alberta promotion seals and confirm promotions.
  - b. Judo Alberta Registrar will update promotions within the Judo Canada Trackie registration site.

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