



## ADMINISTRATION PROCESS

1. Child enrolls at their local club
2. Membership Application on-line or printed application completed by applicant or coach
3. Completed Membership Application received at head office
4. The following resources posted to applicant by BJA Membership Team (or coach on request):
  - I. Letter containing membership number
  - II. Judo Kids Flyer – link to Judo Kids website (for new members only)
  - III. Membership record card
  - IV. 1<sup>st</sup> Sho booklet
5. Sho Award grading application (same as Mon and Kyu application) completed and sent through to head office by player's coach.
6. Sho award level is updated by BJA Membership Team (there may be a conversion from the old Sho award to Mon level suggested by the coach)
7. The following resources posted to applicant (or coach on request) by BJA Membership Team:
  - I. Letter
  - II. Certificate (relevant to Sho award level)
  - III. Sticker for membership card (relevant to Sho award level (e.g. bunny sticker for 1<sup>st</sup> Sho)
  - IV. Next grade Sho Booklet (i.e. someone graded to 1<sup>st</sup> Sho will received 2<sup>nd</sup> Sho booklet)

