GYMDESK · JUDO CLUB CHECKLIST

JUDO CLUB CHARTER CHECKLIST

Work top to bottom, in the order a new club does it. Tick a box only when it's done.
Page 2 has the three federations side by side and a renewal tracker.

Club: _____
Federation: _____
Head coach: _____

1 · Pick your federation

go where your rank already sits

- [ ] **Write down where your rank and lineage come from.** If your black belt came through the USJF, the yudanshakai route is the least paperwork.
- [ ] **Decide what your students need to compete in.** Sanctioning USA Judo events or sending kids to its national tournaments needs the USA Judo charter.
- [ ] **Pick one, or more than one.** Belonging to several is allowed. It's also more forms.

2 · Get your coaching credential

before you fill in the club form

- [ ] **Meet your federation's rank rule.** USA Judo's entry-level State certification starts at senior brown belt (ikkyu). The USJF wants a shodan head instructor.
- [ ] **Current federation membership** in your own name.
- [ ] **Background screen done.** USA Judo uses NCSI (good for two years). USJA coaches need a background screening too.
- [ ] **Safety training done.** SafeSport (good for one year) for USA Judo and the USJF; SafeSport or NFHS plus CDC Heads Up concussion training for the USJA.
- [ ] **Rank certificate on file.** USA Judo accepts USJF and ATJA ranks up to sandan, and USJA ranks.
- [ ] **CPR and first aid.** Only recommended. Get them anyway.

3 · Register the club

- [ ] **Send the club application and fee.** USA Judo: $100 a year. USJF: through your yudanshakai, not the national office. USJA: $35 a year under 25 members.
- [ ] **Ask your yudanshakai for its full fee** if you're USJF. The USJF doesn't post one.
- [ ] **Note your renewal date** on page 2: December 31 (USA Judo), September 1 (USJF), March 1 (USJA).
- [ ] **Request a certificate of insurance** if your venue wants one. The USJF says it can take about 30 days.

4 · Before the first class

- [ ] **Set up a business entity.** An LLC or a nonprofit keeps the club's debts the club's. Ask an accountant in your state which fits.
- [ ] **Get your own policy if the venue needs its name on one.** Federation coverage may not name the venue.
- [ ] **A signed waiver from every member.** USJF clubs use its insurance-approved waiver and re-sign it every year.
- [ ] **Every member joins a federation.** Joining your club doesn't make anyone a federation member, and everyone on the mat needs to be insured.

> **The short version:** pick the federation your rank came through, get your own coaching paperwork done first, then register the club. Most charter problems are a date: a lapsed screen, a missed renewal, or a waiver nobody re-signed.

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FEDERATIONS SIDE BY SIDE

What each US federation asks of a club, then a tracker for every date that can lapse.

Charter number: _____

Renews: ____/____/_____

What each federation asks for

	USA JUDO	USJF	USJA
Club fee	$100 a year	National share plus your yudanshakai's fee	$35 a year (under 25 members)
Renewal	December 31	September 1	March 1
Head coach	Certified USA Judo coach	Shodan or above	Background check plus safety training
Screening	SafeSport and NCSI check	SafeSport and screening forms	Background check, SafeSport or NFHS, CDC Heads Up
Club insurance	General liability, included in the club fee	General liability, judo incidents	Accident and liability, through each member's USJA membership
Adult member dues	$100 a year	$80 a year	$75 a year

From each federation's own pages, checked October 30, 2026. Fees and coverage terms change, so confirm before you register. **USJF:** the national share was last published at $25 (2020); your yudanshakai adds its own fee.

Renewal tracker

WHAT	DONE ON	EXPIRES / RENEWS	REMINDER SET
Club charter			☐
Coach certification			☐
Background screen			☐
SafeSport certificate			☐
Club insurance certificate			☐
Own insurance policy			☐
Waivers re-signed			☐
CPR / first aid			☐

Rule of thumb: set each reminder a month before the date. NCSI screens last two years and SafeSport one, so they won't line up with your charter renewal.