



UNITED STATES JUDO FEDERATION

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M E M O R A N D U M

TO: USJF Board of Directors & Board of Examiners Delegates
Yudanshakai Presidents & Rank Registration Chairpersons
USJF Committee Chairpersons • USJF Executive Committee

FROM: Robert Fukuda, Executive Director

RE: 2025 USJF Annual Spring Committee, BOE & BOD Meetings Info

DATE: February 4, 2025 **(CORRECTED)**

The 2025 USJF Spring Committee, BOE & BOD Meetings will be held on **Friday, April 25, 2025, thru Sunday, April 27, 2025, at the AC Hotel Miami Dadeland in Miami, Florida**. The following is the general information, deadlines, and tentative schedule.

- **Airport:** Miami International Airport (MIA)
- **HQ Hotel & Mtg Loc:** AC Hotel Miami Dadeland (ACHMD) • 7695 N Kendall Drive, Miami, FL, 33156
Phone: (305) 668-4490
- **HQ Hotel Reservations:** AC Hotel Miami Dadeland • 2025 USJF Annual Spring Meetings
Marriott Reservations: 888-236-2427
Online: <https://www.marriott.com/event-reservations/reservation-link.mi?id=1737998130901&key=GRP&questreslink2=true&app=resvlink>
Room Types: King or 2 Queens

	Wed 04/23/25	Thu 04/24/25	Fri 04/25/25	Sat 04/26/25	Sun 04/27/25
Room	\$ 189.00	\$ 189.00	\$ 189.00	\$ 189.00	\$ 189.00
+13% tax	\$ 24.57	\$ 24.57	\$ 24.57	\$ 24.57	\$ 24.57
Total	\$ 213.57				

Reservation **cut-off date is Monday, March 28, 2025 @ 1600 Eastern Time**. Group rate is **NOT GUARANTEED** after the cut-off date. Please book your room EARLY. **If the room block fills up early, we may be able to add rooms to our block & accommodate you.** Booking right at the deadline generally makes it impossible to add rooms to our block at the last-minute.

- **Airport & Ground Trans:** ACHMD **DOES NOT** have complimentary transportation to/from MIA.
Here are some sample one-way fares for transport between MIA & ACHMD:
Taxi/Uber/Lyft: ≈\$25 • **Airport Shuttle:** ≈\$50

- **Schedule:** See separate schedule document: [**USJF Mtg Sched 241003.pdf**](#)
Wed, 04/23/25: Arrivals
Thu, 04/24/25: Arrivals
Fri, 04/25/25: Committee Meetings & BOE Meeting
Sat, 04/26/25: BOD Meetings, Seminars & Social Function
Sun, 04/27/25: Seminars & Departures
Mon, 04/28/25: Departures
- **Committee Chairpersons**
 1. If your committee is meeting in Miami, please email me your request for your time slot on or before **Monday, March 31, 2025**. Slots will be allocated on a 1st come-first serve basis in 30-minute blocks. Starting at the top or the bottom of the hour. Please indicate your start time and end times. Please email your meeting space request to: usjfed@usjf.com
 2. If your committee **WILL NOT** be meeting in Miami, please send an email indicating "not meeting in Miami" to: usjfed@usjf.com. **Please schedule & conduct your committee meeting on or BEFORE Monday, March 31, 2025, via Zoom.** You may use the USJF Zoom account to conduct your meeting or you may use your own account. Please contact me via usjfed@usjf.com to use the USJF account.
 3. **DEADLINE for committee report/minutes is Monday, March 31, 2025, in PDF format.** reports should include reports/minutes FY 2025 activities and a report on programs and plans for FY 2026 by Monday, March 31, 2025. **Please email your PDF report to: usjfed@usjf.com.**
- **Important Deadlines:** There are several important deadlines for everyone below. Please be sure to review and familiarize yourself with each deadline.

March 11, 2025 – Promotion Applications DEADLINE (45 days prior to National Promotion Mtg)
Promotion applications for review and consideration by the Promotion Committee MUST be submitted with all fees and received by the National Office by **Tuesday, March 11, 2025**. Applications that are incomplete or received after this date will be considered at the Fall 2025 Promotion Committee meeting.

March 17, 2025 – Committee Meeting DEADLINE – For Those NOT Meeting in Miami.
All committees who are NOT meeting in Miami are EXPECTED to meet on or prior to 03/17/2025.

 1. You may use the National Office's Zoom account to host your committee meeting.
 2. USJF has a single license = one meeting at a time with NO overlapping of meetings
 3. Schedule date & time for your committee by emailing the National Office with the following information:
 - Date
 - Time & Time Zone (Eastern, Central, Mountain, Pacific, Alaskan, Hawaiian)
 - Duration of Meeting - in 0.5 hour increments
 - If you will be using the USJF Zoom account or your own account
 - If utilizing USJF's Zoom account, we will block out dates & times on a first-come first-served basis on USJF's Zoom master calendar
 4. Committee meeting should discuss
 - Activities, status & update on current programs for FY 2025 & FY 2026
 - Successes
 - Planning for the remainder of FY 2025 & what's ahead for FY 2026
 - Long-term planning & programs
 5. **AFTER** your committee meeting:
 - Please submit your committee reports/minutes (PDF format) for the BOD
 - Committee report submission deadline, Monday, March 31, 2025**

March 26, 2025 – BOE & BOD Agenda Items DEADLINE (30 days prior to BOE & BOD Mtg)

All agenda items for the Board of Examiners and/or the Board of Directors meetings must be submitted by in writing, to the National Office by **Wednesday, March 26, 2025**.

March 31, 2025 – Committee Meeting Space Request DEADLINE

All committees that plan to hold meetings in Miami, must submit their written requests on or before **Monday, March 31, 2025**. Please indicate the amount of time that your committee will need in 30 minute increments.

March 31, 2025 – Committee Report/Minutes DEADLINE

All committees should submit their written reports/minutes to the National Office as finished documents in PDF format on or before the deadline.

March 31, 2025 – Membership For Vote Count DEADLINE

The registration deadline for the purposes of vote count determination is **Monday, March 31, 2025**. Registrations must be submitted with all fees & received by the National Office with all fees by this date. (article IV, section 2.B)

March 31, 2025 – BOE & BOD YDK Delegate Roster DEADLINE