The background of the page features a large, stylized logo. It includes a blue butterfly with black outlines in the upper left, a large red circle in the center, and a grey silhouette of a person in a dynamic pose in the lower right. The text is overlaid on these elements.

# Redditch Judo Kwai Policy Document

V1 September 2019

REDDITCH  
JUDO  
KWAI

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## ***ABOUT US***

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Redditch Judo Kwai CIC is a Community Interest Company (Company number 10746184) and is run by a dedicated group of volunteers on a non-profit making basis.

Redditch Judo Kwai is affiliated to the British Judo Association (BJA), whom is the National Governing Body for the sport of Judo in the United Kingdom.

As an affiliate to the BJA Redditch Judo Kwai CIC is under obligation to adhere to and uphold all British Judo Association policies, procedures and codes of conduct, all of which can be found up to date on their website.

At Redditch Judo Kwai we bring the local community together with the power and love of Judo. We believe “When the community comes together, great things can happen.”

Our philosophy is simply.....

“Judo for All”



## ABOUT THIS DOCUMENT

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Redditch Judo Kwai revel in very high standards of discipline and etiquette, which are ingrained in the principles of Judo. This document contains all Redditch Judo Kwai specific policies, procedures and codes of conduct that all Members, Officials, Spectators and Visitors must follow and abide to at all times. This is to ensure that these high standards are up held, maintained and respected by all.

Our Policy Document is evaluated annually at Redditch Judo Kwai's Annual General Meeting and wherever deemed necessary in-between by the Directors, Consequently this document may be updated at given time. If this happens notification will be given to all members and the new document will be placed on our website for all to view.

Redditch Judo Kwai Members, Officials, Spectators and Visitors are politely reminded that it is their sole individual responsibility to carefully read and always be familiar with this policy documents current contents, along with up to date versions of British Judo Association documents. If there are any questions or concerns you may wish to discuss please contact Redditch Judo Kwai.

Judo specific terminology can be found in the glossary. From this point on in the document Redditch Judo Kwai and all its satellite clubs will be known as RJK.

***All Members, Officials, Affiliates, Visitors and Spectators are required to adhered and follow all RJK & BJA policies, procedures and codes of conducts and any other health and safety guidance given at all times there are no exceptions to this prerequisite.***

***If any of these persons are found not to be following any of the stated in any way, shape or form, then any of RJK's Officials reserve the right to request you to leave with immediate effect, revoking RJK Club membership and any other rights that are associated with RJK.***

## OUR VISION

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Our vision is to provide a safe and friendly environment, in which to deliver and develop Judo and increase in participation within the local community through our core values of respect, unity, integrity, trust and excellence.

To achieve this we endeavour to:

- 🛡️ Provide the highest possible standard of tuition in a friendly and educational.
- 🛡️ Provide each individual Judoka with the best possible skills, ethics and knowledge for their development on and off the Tatami.
- 🛡️ Welcome where possible all ages and abilities.
- 🛡️ Practice within the true traditions of Judo.
- 🛡️ Promote and encourage good sports-personship.
- 🛡️ Encourage each individual to give of their best.
- 🛡️ Ensure that any persons operating in an official capacity are DBS checked and qualified to undertake the role which they are up taking.
- 🛡️ Adhere to BJA and our individual policies, procedures and codes of conducts at all times.

# **MAT FEE & RJK CLUB MEMBERSHIP POLICY**

This policy outlines the requirements for members, officials, affiliates and visitors who participate in Judo with RJK.

## **RJK Disclosure Forms**

All members, officials, affiliates and visitors are required to complete the following forms before stepping on to the Tatami.

- 🛡 RJK Visitors Disclosure.
- 🛡 RJK Medical Disclosure.
- 🛡 RJK Photography and Imagery Permissions Disclosure.

Any members, officials and visitors whose details/circumstances change from the initial point of when they completed their RJK Disclosure Forms must ensure that their credentials are current. The individual is solely responsible to notify, provide and record any updates. RJK will not be held responsible if any changes are not disclosed, which lead to consequential issues.

***Satisfactory completion of all RJK Disclosure Forms will bind the named individuals to all RJK policies, procedures and codes of conduct.***

## **RJK Club Membership Fee**

After four sessions of training, visitors who wish to join the BJA with RJK nominated as their club, are required to purchase a RJK Club Membership. After four sessions BJA or other BJA affiliated associations membership will need to be purchased for insurance reasons, without this you will no longer be able to train at the club. RJK Club Membership is renewable annually in line with members BJA licence renewal date.

Every Visitor who attends RJK from another BJA registered club for more than four sessions over the course of a month, will be perceived as members of RJK and therefore will also be required to purchase a RJK Club Membership.

The purpose of the RJK Club Membership is to allow the Judoka to access the benefits that RJK provide, but also to help sustain the club in the community.



## ***RJK Club Membership Benefits***

- 🛡 Continued access to coaching.
- 🛡 Free annual wards access and other invites to club activities.
- 🛡 Access to free theory examinations. RJK Coaches will examine none members at a cost this fee applies no matter the outcome of the examination.
- 🛡 RJK Membership Record Book with your first year's membership\*.
- 🛡 Access to discounted Judo Gi's.
- 🛡 Opportunity to purchase Team kit.
- 🛡 Access to supplementary training.
- 🛡 Free Club Badge with your first year's membership.
- 🛡 Reduction in RJK Club Membership after your first year\*\*.
- 🛡 Reduction in competition entry fee, for competition that RJK organise and hold.
- 🛡 Reduction in mat fee.

***\*If you require another Membership Record Book there will be at a fee.***

***\*\*A reduced fee will be applied each year you renew your RJK Club Membership.***

***After 10 years of continues membership you become RJK Honorary Club Membership for life.***

## ***RJK Honorary Club Membership***

An Honorary RJK Club Membership can be issued to any RJK club members, officials, visitors or spectators if any of the following criteria has been met or by nomination and election by the RJK committee:

- 🛡 10 Years of continuous RJK Club Membership.
- 🛡 All named are a current RJK Official or Director.
- 🛡 Are a validated and active UKCC Level 2 Senses' who is registered to RJK with the BJA.
- 🛡 Any individual whom RJK committee or directorate deem to be contributing to RJK and the local community through Judo.

***Your RJK Honorary Club Membership will still bind you to all RJK & BJA policies, procedures and codes of conducts.***

## ***RJK Honorary Club Membership Benefits***

As a RJK Honorary Club Member you never have to pay the RJK Club Membership Fee. This is in recognition for the individual's commitment and support to Judo, RJK and the local



community. You will also be entitled to all current RJK Club Membership Benefits. A full list of honorary club members can be found on our website.

Please note failure to abide by the policies set down by the club or bringing the club into disrepute will result in Honorary Club Membership being removed.

## **RJK Mat Fees**

### ***Trail Period***

All Visitors who attended RJK to try out Judo for the first time are entitled to their first session free of charge. There after they are then required to pay RJK's current mat fee, which corresponds to their present circumstance.

### ***Visitors, RJK Club Members and Affiliates***

Members, officials, affiliates and visitors from another BJA club are all required to pay the current RJK mat fees which relates to their which corresponds to their present circumstance.

***NO MAT FEE MEANS NO TATAMI!***

### ***Exemptions***

Active RJK Sensei's that have reached the qualification level of UKCC Level 2 or above and members of the directorate are exempt from the payment of mat fee's as a thank you for their time and effort.

### ***Methods of Payment***

Mat fees can be paid monthly in advance via Bank Transfer or by cash on a pay as you go basis.

At RJK we understand that occasionally things happen and payment may not be made on or before the sessions, however, members owing more than £20 will not be allowed to train and have their membership removed until this balance is paid.

### ***Payment tiers***

RJK offer different monthly payment options which allow different levels of access to coaching at RJK. All details are available upon request to RJK. Please note the act of paying the RJK mat fee, will bind the individual to all RJK policies, procedures and codes of conduct.

**Please consider which payment option suits your current circumstances as those who pay for their mat fees monthly in advance will not be eligible for a refund should they fail to attend any sessions. British Judo Association Licence**

### **Requirements**

The “trial period” is a total of four individual sessions, which is set by the BJA.

During the trial period the visitor is covered by RJK’s public liability insurance, after which point the visitor is then required to obtain a BJA licence which relates to their requirement. There is no exception to this. Please see the BJA website for current prices and options.

**NO BJA LICENCE MEANS NO TATAMI!**

It is also advised to seek out an additional personal form of Sports Injury Insurance were an injury through your participation in sport might affect your income.

### **BJA Affiliated Associations/Organisations and other**

#### **Martial Arts**

##### **BJA Affiliated Associations/Organisations**

All Judoka who hold a current valid licence from the AJA, WJA, JS, NIJ, NIJF, BJC or any other affiliated associations must provide physical evidence that their license is within date, before stepping on to the Tatami. (This is for insurance purposes.)

A copy of the expiry date for the produced license will be held by RJK, In accordance with current GDPR. Upon reaching the expiry date of the produced license the renewal will need to be produced and again a copy of the expiry date for the produced license will be held by RJK.

All Judoka who hold affiliated licences who wish to train with RJK for more than four sessions over the course of a month will be perceived as members of RJK and will therefore will also be required to purchase a RJK Club Membership.

##### **Other Martial Arts**


Any other Martial art license holder e.g. BJJ, will need to purchase a BJA license (type depending upon requirement please ask for details) and also a RJK Club Membership after the trail period (four sessions).

## DOJO ETIQUETTE POLICY

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- 🛡️ Never practice Judo outside of the Dojo.
- 🛡️ Arrive at your session prepared and on time; if you know you will be absent or late please notify your Sensei as soon as possible.
- 🛡️ Never indulge in 'horse-play' whilst in the Dojo especially before the line-up and during sessions.
- 🛡️ If you are late to your session, wait for Sensei to give you permission to join the class.
- 🛡️ Always seek permission to leave the Tatami, a Sensei must be made aware of anyone leaving the Tatami.
- 🛡️ Never walk off the Tatami without suitable footwear.
- 🛡️ Always execute a standing Rei inwards (Towards the Tatami) when entering or leaving the Dojo.
- 🛡️ Always execute a standing Rei inwards (Towards the Tatami) when stepping onto or stepping off the Tatami.
- 🛡️ Zoris are to be worn to the edge of the Tatami and off the Tatami.
- 🛡️ Once a Judoka has stepped off the Tatami, the Judoka must seek permission from a Sensei to be allowed back onto the Tatami.
- 🛡️ Never wear any type of shoes on the Tatami.
- 🛡️ Always execute the correct Rei at the start and end of each session.
- 🛡️ Always execute the correct Rei to your partners before/after each practice.
- 🛡️ When on the Tatami always adopt a correct posture when standing kneeling or sitting (no folding arms, no hands on hips, no slouching etc.).
- 🛡️ Help with laying the Tatami before the start of each session if possible.
- 🛡️ At the end of the session, where the Tatami is to be put away, Judokas must pack the Tatami away before they get changed.
- 🛡️ There is to be no swearing or foul bad language used in the Dojo.
- 🛡️ No jewellery, watches or hard metallic objects of any kind are allowed to be worn on the Tatami.
- 🛡️ There is to be no talking when the Sensei is demonstrating techniques or is addressing the class.
- 🛡️ Always respect your Sensei, higher grades and those whom you practice with.
- 🛡️ All Judokas on the Tatami shall behave in an orderly and polite manner and will listen to, and act upon, instructions when instructed to do so.
- 🛡️ All Judokas on the Tatami shall be aware of their surroundings and ensure that their actions do not endanger others as well as themselves.
- 🛡️ All Judokas on the Tatami will never talk while the instruction is taking place or while in line-up, always stand/sit still respectfully.
- 🛡️ No Smoking in the Dojo or Grounds, please use the designated areas.



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- 🛡️ No Eating or Drinking on Tatami area.
  - 🛡️ All persons shall keep noise to a minimum whilst in the Dojo
  - 🛡️ All Mobile Telephones must be left on silent during a session or switched off.
  - 🛡️ No member, official, affiliate, visitors or spectators shall enter the Tatami area or Dojo during training without the specific permission of a Sensei on the Tatami.


# REDDITCH JUDO KWAI



## ***PERSONAL ETIQUETTE, RESPONSIBILITIES, APPEARANCE & HYGIENE POLICY***

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- 🛡 Always treat your senior graded Judoka with respect, and never treat lower or younger grade Judoka with disrespect, respect and help each other.
- 🛡 Always listen to the Sensei during sessions and obey their instructions at all times.
- 🛡 Try to maintain good timekeeping, if you are late for a session, ask for permission and wait to bow onto the Tatami and join the session.
- 🛡 Remove all jewellery and hard/metallic objects before training. This includes all piercings.
- 🛡 No sweatbands, friendship bracelets or similar shall be worn on the Tatami.
- 🛡 Padding, supports or other similar attire may only be worn with the express permission of the Tatami Sensei.
- 🛡 Any injuries, medical conditions or Special Educational Need must be reported to the Sensei or club official prior to the start of a session. If they are not reported, then the Sensei in charge or RJK will not be held responsible for any incident or occurrence.
- 🛡 Always be prepared to train hard and give 100% in your Judo Journey.
- 🛡 Show courage; always try and never use the word 'can't'.
- 🛡 Endeavour to always support RJK activities.
- 🛡 Always conduct yourself in a manner befitting to that of a Judoka and RJK.
- 🛡 Never show off or think you are better than anyone else.
- 🛡 Always ask the Sensei if you need to leave the Tatami.
- 🛡 Shoes of any type are never to be worn on the Tatami. Zoris should be worn anytime you are off the Tatami.
- 🛡 Use the designated changing areas and never the toilets.
- 🛡 Juniors and senior sessions should under no circumstances change together. Seniors are to wait until the changing facilities are free before using them.
- 🛡 All hair longer than the gi's collar, regardless of gender, is required to be tied back and into a bun(where possible), with a non-metallic hair band and cloth/elastic ties only.
- 🛡 All make-up must be removed.
- 🛡 Adopt self-discipline, control, respect and good character both in and out of the Dojo.
- 🛡 Seek to help each other and be courteous at all times. New students and visitors to RJK should always have a partner to work with.
- 🛡 Demonstrate self-control; excessive aggression, offensive language and disruptive behaviour under no circumstance be tolerated.
- 🛡 Participating Judokas must use footwear on every exit of Tatami area (i.e. toilet and changing facilities.)

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- 🛡️ Judo gi's must be correctly fitting, clean and odourless, free of stains, rips, splits, holes or tears.
  - 🛡️ All badges or tags should be correctly and securely attached to the gi/obi and should only be worn with the specific permission of the Sensei.
  - 🛡️ Finger and toe nails must be kept short and clean.
  - 🛡️ In the interest of personal hygiene always ensure you keep yourself clean.
  - 🛡️ All females are required to wear a plain t-shirt under their gi's jacket for training (However, this must be white in colour for a competition). Males have the option to wear t-shirts/Rash guards for training, however, no t-shirts for competition. All t-shirts must be tucked into the Gi's trousers.
  - 🛡️ Mouth guards can be worn for training and competing in, however must be "made-to-measure" and not standard fit.
  - 🛡️ Only wear socks on the Tatami if you have a foot infection, e.g. verruca's. (Please notify the Sensei taking the session if you have any foot issues.)
  - 🛡️ If a Judo gi and obi are to be worn to and from the Dojo, they both must be completely covered. This is for hygiene reasons. If any gi and obi are found to be soiled in any way, then refusal to train will be imposed.
  - 🛡️ All wounds/cuts are required to be covered before entering onto the Tatami.
  - 🛡️ Blood spills must be cleaned up immediately using proper procedures and materials.

Failure to adhere to this policy may see your RJK membership revoked.

## ***THE JUDO CODE***

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JIGORO KANO INVENTED THIS MORAL CODE FOR JUDOKA TO FOLLOW

- 🛡️ COURTESY be polite to other people.
- 🛡️ COURAGE Face difficulty without fear.
- 🛡️ FAIR PLAY be a good sport, play by the rules.
- 🛡️ HONOUR Fairness in beliefs and actions.
- 🛡️ MODESTY be without vanity or boastfulness.
- 🛡️ RESPECT Regard for others.
- 🛡️ SELF-CONTROL Control over yourself and actions.
- 🛡️ HYGIENE Wear a clean Gi. No shoes on the Tatami. Zoris worn off the Tatami.
- 🛡️ FRIENDSHIP be a good friend, be helpful and kind.

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# ***RULES & CODE OF CONDUCT FOR MEMBERS, VISITORS, AFFILIATES & CLUB OFFICIALS***

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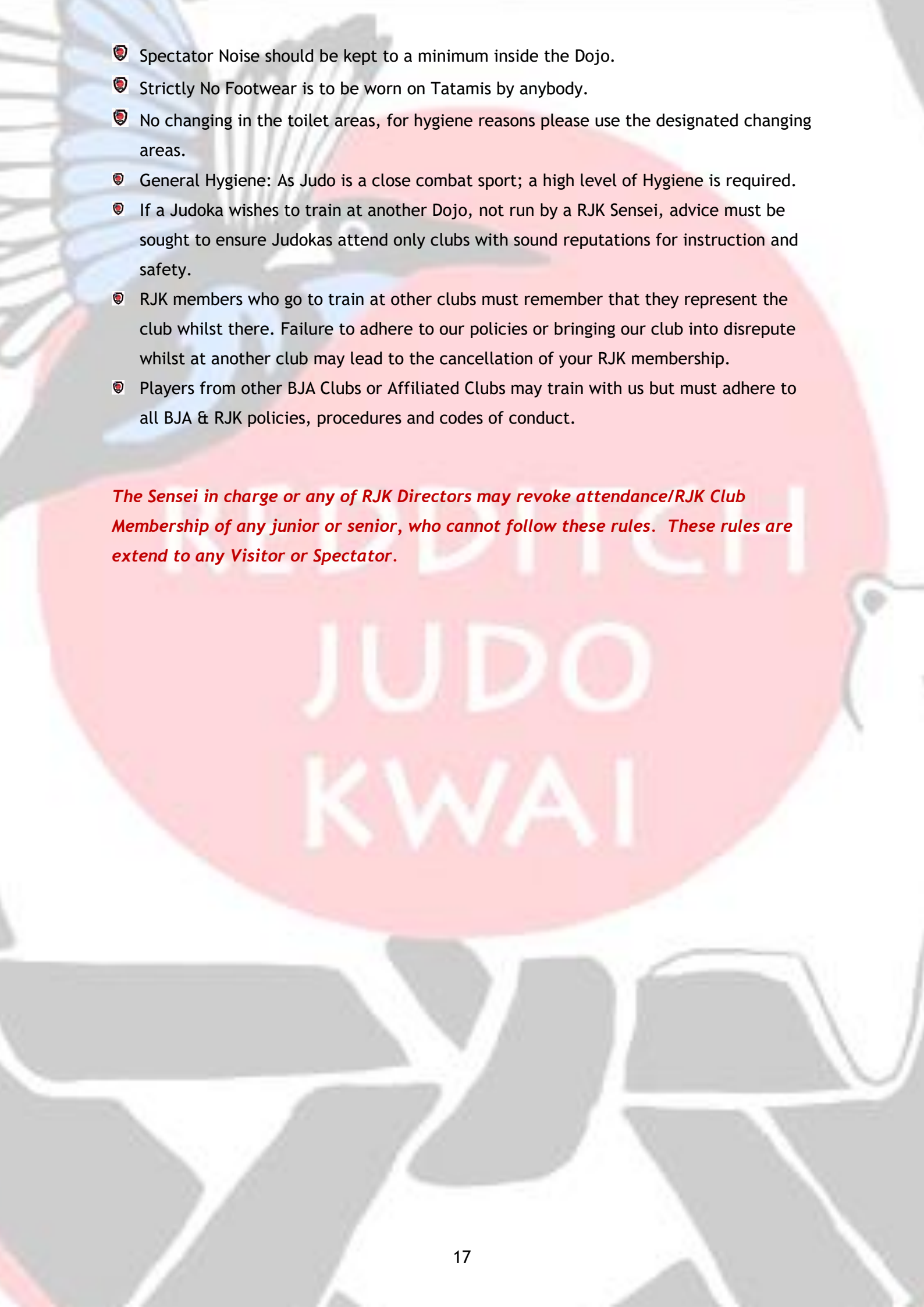
Judo is a martial art for ALL! RJK will not tolerate any form of prejudice or discrimination in any way, shape or form. We are ALL equal! It is everyone's individual responsibility to ensure they understand and adhere to all current rules, policies and procedures. Each individual also has the responsibility of following the Judo Code at all times.

Bullying of any description by ANY persons involved with RJK activities (verbal, physical, mental or otherwise) will NOT be tolerated, and could lead to instant dismissal from RJK.

The essence of harmony, moral ethical conduct and practice is summarised below:

- 🛡️ Respect the rights, dignity and worth of all participants regardless of age, gender, ability, race, cultural background, religious beliefs or sexual identity.
- 🛡️ Recognise the valuable contribution made by Sensei's and Officials who are usually volunteers.
- 🛡️ Respect Officials and publicly accept their decisions.
- 🛡️ Be a positive role model and treat other Judokas, Members, Officials, Affiliates, Visitors, Spectators and Sensei's as you would expect others to treat you.
- 🛡️ Follow the Judo Code.
- 🛡️ Use correct and proper language at all times.
- 🛡️ Do not smoke, consume alcohol or drugs whilst representing RJK.
- 🛡️ Keep to agreed timings for training sessions, events and competitions. Inform your Sensei's/persons in charge if you are going to be late. Failure to arrive on time without prior arrangement may result in you not being allowed to participate in the session.
- 🛡️ Where possible, use the toilet before the class starts.
- 🛡️ Wear suitable Gi and RJK kit for training and events, as agreed with your Sensei's.
- 🛡️ Pay any fees for sessions, events or competitions promptly (to ensure disappointment)
- 🛡️ Ensure that your BJA Membership is valid along with your RJK Club Membership. (If you are a visitor from BJC or AJA proof of this must be shown.)
- 🛡️ Encourage everyone to enjoy Judo and understand that people have different motivations for taking part. (Bullying of any sort will not be tolerated.)
- 🛡️ All persons attending Judo sessions should conduct themselves in a manner, so as not to be intrusive to others and in accordance with the spirit of Judo.
- 🛡️ Parents will be held solely responsible for their children's behaviour and location at all times.
- 🛡️ No RJK Official or Tatami Sensei will be held responsible for any under 18 Year old who is not on and participating in Tatami sessions.
- 🛡️ Please do not stray or allow siblings to walk around premises.



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- 🛡 Spectator Noise should be kept to a minimum inside the Dojo.
  - 🛡 Strictly No Footwear is to be worn on Tatamis by anybody.
  - 🛡 No changing in the toilet areas, for hygiene reasons please use the designated changing areas.
  - 🛡 General Hygiene: As Judo is a close combat sport; a high level of Hygiene is required.
  - 🛡 If a Judoka wishes to train at another Dojo, not run by a RJK Sensei, advice must be sought to ensure Judokas attend only clubs with sound reputations for instruction and safety.
  - 🛡 RJK members who go to train at other clubs must remember that they represent the club whilst there. Failure to adhere to our policies or bringing our club into disrepute whilst at another club may lead to the cancellation of your RJK membership.
  - 🛡 Players from other BJA Clubs or Affiliated Clubs may train with us but must adhere to all BJA & RJK policies, procedures and codes of conduct.

***The Sensei in charge or any of RJK Directors may revoke attendance/RJK Club Membership of any junior or senior, who cannot follow these rules. These rules extend to any Visitor or Spectator.***

## ***PHOTOGRAPH, IMAGERY AND MEDIA POLICY***

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At RJK we take our responsibility towards child protection and the use and distribution of photography and imagery very seriously.

This policy relates to that of any imagery or photography, which is taken by and used by any RJK Club Official ***only***.

Prior consent must be given by each individual. Consent is given by filling out the corresponding section on the RJK Photography and Imagery Permissions Disclosure.

Photography and imagery can take the following forms:

- 📷 Photos.
- 📷 Posters.
- 📷 Flyers.
- 📷 Video.
- 📷 Stills.
- 📷 Mobile phone cameras.
- 📷 Any other photographic equipment.

***Please note this list is not absolute.***


Any imagery or photography taken with permission, maybe used for RJK's or the BJA's benefit, this includes any form.

If for any reason you or any junior (under 18 years of age) in your care are not able to have imagery or photographs taken, it is your sole responsibility to inform a Club Official of this by filling out the correct section on the RJK Photography and Imagery Permissions Disclosure.

Certain children are protected by the courts and cannot be photographed under any circumstances. Failure to adhere to RJK policy may result in criminal proceedings being taken.

RJK does not allow and will challenge visitors, spectators and parents to take photos of training sessions and will therefore not be held responsible for any of its visitors, spectators or members who take such imagery of photographs for any unofficial RJK advantage.

e.g. If a visitor or spectator takes a photograph and posts it onto their own personal Facebook account. RJK have no responsibility for this. It will be up to the parties involved to resolve the dispute.



Any imagery or photography taken by parents which are then given or sent electronically to any Club Official's will be handled and regarded with the same permissions give on the RJK Photography and Imagery Permissions Disclosure .

Absolutely NO photography will be allowed in areas such as changing rooms or toilets and any person/s that is suspicious or has known knowledge of such activity should immediately report directly to the Police and RJK's Club Welfare Officer. The BJA will also be informed.

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## *FOOD AND DRINK POLICY*

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Drinking will only be allowed with the permission of the Tatami Sensei and will only be allowed off of the Tatami.

- 🛡 Food, drink or chewing gum is not allowed on the Tatami.
- 🛡 Water bottles are permitted in designated area at Tatami-side.
- 🛡 Water bottles should have a tight seal and be filled with water or suitable drinks for training.
- 🛡 Never come to class under the influence of drugs or alcohol.
- 🛡 There will be no eating on the Tatami.
- 🛡 Drink spills are to be cleaned immediately; rubbish must be placed in the bins.

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# ***RISK, HEALTH & SAFETY POLICY***

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The aim of this Risk, Health and Safety policy is to ensure that RJK provides a safe and healthy environment for members, official, affiliate, visitors and spectators to enjoy Judo. RJK recognises its responsibilities for the health, safety and the welfare of all its Visitors and Members and take all the risks very seriously.

RJK use a number of different policies, together with our Risk Assessments to ensure RJK achieves a healthy and safe environment. All polices can be found in the rest of this document and current Risk Assessments are available upon request.

## **Venues**

All Venues should:

- 🛡 Have safe and suitable access where possible.
- 🛡 Be of a certain level of cleanliness.
- 🛡 Be in a good state of repair.
- 🛡 Have appropriate facilities.

Where possible and with venue permissions, adequate provision for those with disabilities will be made.

## **Equipment**

All equipment should:

- 🛡 Be maintained and checked on a regular basis.
- 🛡 All electrical items will be PAT tested annually.
- 🛡 Be deemed fit for purpose by a RJK Official and be of a high standard of quality.
- 🛡 Not show any signs of aging, wear, rips, tears, defects or of any kind. (This includes a Judokas Gi.)
- 🛡 Be removed if found to be defective or worn.

## **Other Considerations**

- 🛡 Judoka must make sure they have the correct clean clothing for Judo and that it is correctly worn.
- 🛡 That there is an adequate and up to date first aid provision, which includes first aid kits fit for sport and also qualified first aiders.
- 🛡 There will be close monitoring and supervision of all Judoka to ensure the rules of the sport are followed and that rough play is actively discouraged.

- 🛡️ All Members that are taking part in a Tatami session must ensure they are properly warmed up before training commences. Typically this will form a part of any lesson, however some Members have their specific warm up routines.
- 🛡️ The Tatami Sensei must be notified of any illness or injury suffered by a Player before each session and a decision will be made as to whether the Player is fit to train. In some cases a Doctor's note or other confirmation of fitness to participate will be required.
- 🛡️ As soon as an injury occurs during training sessions (however trivial) the Tatami Sensei must also be notified and a decision will be made as to whether Player is fit to continue.
- 🛡️ No technique will be practiced which is not recognised as a legitimate technique unless with the specific permission of the Tatami Sensei.
- 🛡️ Under no circumstances should any technique be practiced or executed outside of the Dojo. Unless in Self-defence.
- 🛡️ All Players should ensure that sufficient space exists for a technique to be executed in a safe and proper manner. **Space = Safety!**
- 🛡️ Ultimately the health and safety of any Visitors and Members is everyone's responsibility.
- 🛡️ The ability of the Tatami Sensei to coach the needs of the judokas on the Tatami - e.g. special educational needs and/or disabilities.
- 🛡️ It might be that we have to complete an individual risk assessment in some circumstances. (Please note RJK will always make reasonable adjustment to ensure all Judokas can take part where possible.)
- 🛡️ The amount of judokas training on the Tatami.

## **Risk Assessment**

Risk assessments will be conducted on a regular basis at all locations where a RJK officially coaches on a Tatami. The Risk assessment will cover the points that are highlighted in the Risk, Health and Safety Policy, but may include other aspects.

All completed Risk Assessments will be available upon request. This applies to venues that only RJK deem safe and fit to coach paid sessions in. This policy document does not apply to any other venues. E.g. Where any other Judo events, competitions or any other suchness which RJK do not organise or are responsible for.

## ***SENSEI'S POLICY***

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This policy is intended for all qualified RJK Sensei's along with any other guest Sensei's that have been invited to coach on any of our Tatamis. This policy outlines all Sensei's

### **Qualifications**

There are different levels of qualifications which Judoka can attain:

- 🛡 BJA Level 1 is the starting point for your coaching journey in Judo.
- 🛡 UKCC Level 2 is the next step for your coaching journey in Judo. As a Level 2 you can deliver sessions independently and own your own Judo club(s).
- 🛡 UKCC Level 3 builds upon an UKCC Level 2 coaches skills and knowledge and looks at further developing coaches who are actively working across multiple recreational and/or performance environments.

Further information about these can be found on the BJA website including specifications for applications.

### **Session Responsibilities**

Qualified Sensei's taking the session will make sure:

- 🛡 Judoka have the correct clothing for Judo and that it is correctly worn.
- 🛡 Tatamis are correctly laid on a good level floor surface, fit for purpose without any dangers.
- 🛡 That the player to Sensei ratio is adhered to. (Please see guidance on the BJA website.)
- 🛡 That the player to tatami ratio is adhered to. (Please see guidance on the BJA website.)
- 🛡 That a suitable number of qualified and experienced instructors are available to take each session.
- 🛡 That there is always a qualified first aider present at each session.
- 🛡 That they are suitable able to coach the needs to the judokas on the Tatami e.g. ability level, special educational needs and disabilities.

### **Good Ethical Conduct**

The essence of good ethical conduct and practice is summarised below. All Sensei's must:

- 🛡 Consider the wellbeing and safety of participants before the development of performance.
- 🛡 Develop an appropriate working relationship with performers, based on mutual trust and respect.



- ❖ Make sure all activities are appropriate to the age, ability and experience of those taking part.
- ❖ Promote the positive aspects of Judo (e.g. the Judo Code fair play, personal respect).
- ❖ Display consistently high standards of behaviour and appearance and personal hygiene.
- ❖ Follow all guidelines laid down by the national governing body and the club.
- ❖ Hold the appropriate, valid qualifications and insurance cover.
- ❖ Never exert undue influence over performers to obtain personal benefit or reward.
- ❖ Never condone rule violations, rough play or the use of prohibitive substances.
- ❖ Encourage performers to value their performances and not just results.
- ❖ To follow the RJK Sensei's Policy and the BJA Code of Conduct and Ethics.
- ❖ Responsibilities of a Sensei include ensuring the welfare of their players. In order to help Sensei's in doing this, the BJA require all new Sensei's to understand and abide by the BJA Code of Conduct and Ethics.
- ❖ The up to date version of this can be found on the BJA website.

### **Personal Responsibilities**

As a qualified Sensei at RJK you must ensure that you adhere and uphold the BJA's Coaches Conduct and all other policies at all times. Current versions of which can be found on the BJA's website.

It is your sole responsibility as a qualified Sensei to ensure that you are up to date with current revalidation requirements. Guide lines for this can be found on the BJA website.

All BJA Sensei's regardless of the duration of the revalidation period for their license, must:

- ❖ Renew their BJA Full Membership annually.
- ❖ Have an Enhanced Disclosure and Barring Service Check every three years. (Any Sensei or RJK Official who is in contact with any person under the age of 18 must have this appropriate check and may be subject to further background checks to ensure the safety and wellbeing of all who participate. It is also the responsibility of the adult to disclose to the Child Protection Officer, any subsequent criminal convictions.)
- ❖ Complete a Safeguarding and Protecting Children in Sport course every three years (on-line training available every alternate three year period)
- ❖ Renew their First Aid Certificate every three years (on-line training available every alternate three year period and must meet the set criteria for sport.)
- ❖ Satisfy BJA revalidation.

***Should any of the above not be in place, the individual's licence to coach is suspended and insurance cover through BJA withdrawn with immediate effect.***



ALL Sensei's are to ensure that their conduct is appropriate and acceptable within the Dojo. The relationship between young Judoka and Sensei's **MUST** remain professional and correct at all times. A Sensei holds a place of authority and must be respectful and a role model at all times. If you have concerns about this please contact the club welfare officer or chairman as soon as possible.

Any Sensei who does not appear to be maintaining standards appropriate to their grade may be asked to re-validate their coaching Licence in order to justify the current position.

### **Constitutional rights**

A RJK Sensei is responsible for providing a safe and enjoyable environment for all to train in and learn Judo. If any member, visitor, spectator, judoka or Club official is found to be in breach of effecting this environment, any of RJK's Sensei's or Club Officials have the right to request all parties involved to be removed from the Tatami area and also if necessary the Dojo completely.

In any event the word of any of RJK's Sensei's, Club Official or Director is **FINAL**. Any disputes should take place off and away from the Tatami (Where Possible).

If you feel there has been unfair treatment or there are any complaints then the correct complaints procedure must be followed (see complaints policy).

- 🛡 Sensei's will meet regularly to discuss coaching points, sessions, members of the month and just the general content for running sessions and day to day housekeeping.
- 🛡 Sensei's will meet regularly to communicate and discuss any disputes or issues that have arisen. These meetings are not required to be documented, however depending on the severity or nature of any issues a General Meeting can be called for with short notice to RJK's committee.
- 🛡 All RJK Sensei's must be familiar with current emergency procedures for where there sessions are taking place.
- 🛡 All RJK Sensei's, must conduct a Risk Assessment before participating in the coaching and training of others.

***All Sensei's that have reached the qualification level of UKCC Level 2 are not required to pay the current RJK Mat Fee.***

## **EMERGENCY SITUATIONS AND INCIDENT POLICY**

- 🛡 In the event of an emergency, e.g. Fire. It is imperative that all persons present follow the instructions of the RJK Sensei or appointed Emergency Officer without delay. Failure to do so could jeopardise the safety / life of another person.
- 🛡 The Sensei in charge, will ensure the building is clear.
- 🛡 If the RJK session is being run in a public building e.g. school or sports centre, then the RJK Sensei must familiarise him/herself with the procedures applicable to that building and ensure that RJK Members and spectators understand them.
- 🛡 Parents/carers agree to medical and dental treatments being given to their son/daughter if required in a case of an emergency, including the administration of a general anaesthetic and emergency medical procedures in accordance with the recommendations of a qualified medical practitioner.
- 🛡 Please note RJK reserve the right to refuse service to those who do not satisfactory agree to this.
- 🛡 Parents/carers are to ensure that their contact details are kept up to date in case of an emergency on the BJA Dojo platform.

# GRADINGS POLICY

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- 🛡 The RJK Head Sensei's will advise each individual player when they are eligible for their next grading. The Head Sensei's will take into account current time in grade, (minimum of 3 months) players attendance at training sessions during this time period and also their knowledge and their Judo ability and behaviour. (Head Sensei's will use discretion for each individual circumstance.)
- 🛡 A minimum requirement of attendance will be 12 Training sessions in each given 3 months. (Dated on a Judokas attendance card.) Players will be provided with an attendance card, which will be their responsibility to get stamped each session they train.
- 🛡 If a card is lost, then there is no proof of training, therefore a new card will be issued (at a cost) and the attendance started again. If there are more than 12 sessions attended within the dated 3 month period, it will be down to the head Sensei's discretion, if a player is to be promoted before the dated 3 month period.
- 🛡 Also to grade players they should have their own Gi, a valid (in date) BJA Licence which (this should be a full licence which entitles you to grade), RJK Club Membership (Also in date).
- 🛡 No grade will be registered until the correct fee has been paid. (Please see up to date price list.)
- 🛡 At all times the current BJA syllabus will be followed.
- 🛡 If a student is unhappy with a grading decision then the RJK Sensei must be notified immediately verbally and then in writing. An appropriate decision will be made via the Sensei's committee meeting to discuss the issue.

***Please note that the minimum suggested 3 month period is not an entitlement or a right to grade, it will still be down to the Head Sensei's discretion.***

## **British Judo Association Grading System**

The belt system is a distinctive feature of Judo. Promotion within the Sho, Mon, Kyu and Dan grades is based on technical ability, knowledge and understanding, together with Japanese terminology and supplementary knowledge.

There is no contest requirement, unless a competitive Dan Grade route is followed, however it is expected that the Judoka follows the recommended Randori and contest program as illustrated in the syllabus and has attained appropriate levels of achievement for each colour belt.

The Junior Judoka should be able to complete the Mon grade syllabus and attain the grade of 18th Mon by the age of 18 with regular training. While the Senior Judoka should be able



to complete the Kyu Grade Syllabus and attain the grade of 1st Kyu in approx. five years.

For grades up to and including 18th Mon / 1st Kyu (Brown Belt) gradings are completed within our club, with one of our qualified Grading Officers.

Mon and Kyu grading fees are the registration fee to the BJA. Sho gradings are free to register with the BJA, the fee that's charged is for the cost of the belt only.

Please ensure that your BJA Membership is kept in date, if this expires you are not entitled for gradings or entry into any Judo events or competitions. It is the Judokas responsibility to bring your RJK Membership Record Book to each session.

Players aged between 5 and 7 years old, will be graded under the BJA Sho grade Syllabus. Promotion within the Sho Grade Syllabus is based on agility, balance, co-ordination & knowledge of Judo techniques & Judo terminology.

Players achievements however, are recorded at the BJA in the same way as Mon and Kyu grades. Players will be selected to be graded depending on age, ability, attendance, date last graded (as outlined within the Grading Policy), and behaviour on the Tatami.

### **Judo Tots 3-4 Years**

Judo-Tots is an exciting activity for those younger players who wish to participate in Judo. The aims of these short sessions are to introduce them to a structured session, where they can improve on their confidence, physical fitness, social skills, coordination, basic age-related strength, fundamental movement patterns and judo falls in a safe environment. Participation also provides the opportunity to socially interact with other children in a cooperative manner.

All Judo-Tots are required to pay the relevant mat fee and meet all RJK and BJA membership requirements.

*It is RJK policy that we keep all BJA issued record books and membership cards for under 18 Year Olds. (The issued record books are property of the BJA not the individual.) This is to ensure grades are registered correctly and promptly and all evidence is kept up to date.*

## BEHAVIOUR AT EVENTS POLICY

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- 🛡 Behave in a manner that will bring respect and honour to yourself and RJK.
- 🛡 Arrive on time wearing your RJK kit, inform your Sensei's if you are going to be late.
- 🛡 Make sure you bring everything you need Gi, Belts, Zoris, First-aid kit (including and Medication that maybe needed i.e. Asthma inhalers), strapping tape, food and plenty to drink.
- 🛡 Ensure your Gi meets the rules of the event, fits correctly (Please see current IJF regulations), is clean and in good condition and be proud to wear the RJK badge.
- 🛡 Respect the Officials and publicly accept their decisions.
- 🛡 Respect your Sensei's and make sure you give your absolute best.
- 🛡 Respect your opponents; ensure you Rei correctly before and after each contest and also in and out of the Dojo.
- 🛡 Display modesty always be humble in victory and gracious in defeat.
- 🛡 Support your RJK team mates and cheer them on at all times and be available as warm-up partners where needed.
- 🛡 Use correct and proper language at all times.
- 🛡 Do not smoke, consume alcohol or drugs.
- 🛡 Any RJK members, official, affiliate, visitors and spectators who starts or encourages an altercation between others will be asked to leave RJK.

## ***BEHAVIOUR AT OTHER CLUBS POLICY***

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- 🛡 Uphold the standards of **RJK** at all times.
- 🛡 Introduce yourself and ask permission from the Sensei to participate in class before changing into your kit.
- 🛡 Ensure you pay the fees and follow the rules/regulations of the club/s you are visiting.
- 🛡 Be attentive and never argue or disagree with the way techniques are taught.
- 🛡 Always thank the club/s Members you worked with for practicing with you and the Sensei's for allowing you to participate.
- 🛡 Behaviour which brings RJK into disrepute whilst attending other clubs may result in cancelation of your RJK membership.

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# ***PARENTS & CARERS CODE OF CONDUCT POLICY***

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The essence of good ethical conduct and practice is summarised below. All Parents/Carers must:

- 🛡 Support your child's involvement and help them to enjoy their Judo; remember they are involved in Judo for their enjoyment not yours.
- 🛡 Focus on the process not just results; help your child to recognise good performances.
- 🛡 Avoid pressuring a child about winning or losing; applaud effort and hard work as well as success.
- 🛡 Help your child to separate sport failure from personal failure.
- 🛡 Give your child the freedom to problem solve and make their own decisions.
- 🛡 Never force your child to take part in Judo; allow them to play for themselves.
- 🛡 Encourage your child to take responsibility for their decisions.
- 🛡 Support and not interfere with the coaching and follow the BJA & RJK policies, procedures and codes of conduct.
- 🛡 Keep talking and general noise to a minimum during training sessions.
- 🛡 Not constantly instruct your child during training sessions or at events.
- 🛡 Encourage your child to learn the rules and play within them.
- 🛡 Discourage unfair play and arguing with Officials; publicly accept Officials' judgements.
- 🛡 Set a good example by recognising fair play and applauding the good performances of all.
- 🛡 Respect other parents, players, Sensei's, referees and Officials; use correct and proper language at all times.
- 🛡 Watch what you say to your child; never punish or belittle them for losing or making mistakes.
- 🛡 Ensure that no child under the age of 18 years is left without a responsible adult (over 18) present at training sessions or events. If you are unable to stay due to exceptional circumstances, please advise RJK as soon as possible prior to the session.
- 🛡 The welfare of your child is not the legal responsibility of any of RJK's Officials or Sensei's when they are not actively participating in a taught lesson or competing in competitions i.e. entering or leaving the building; spectating or being present anywhere within the grounds or premises unless on the tatami.
- 🛡 Help your child to recognise good performance, not just results.
- 🛡 Never use profane, abusive or insulting language; use correct and proper language at all times.
- 🛡 Refrain from "Tatami-side coaching".
- 🛡 Never attempt to apply undue pressure to your child or to Instructors.

## ***CODE OF CONDUCT FOR RJK OFFICIALS, AFFILIATES REFEREES & VOLUNTEERS***

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The essence of good ethical conduct and practice is summarised below. All Officials, Referees and Volunteers must:

- 🛡️ Consider the wellbeing and safety of participants before the development of performance.
- 🛡️ Develop an appropriate working relationship with performers, based on mutual trust and respect.
- 🛡️ Make sure all activities are appropriate to the age, ability and experience of those taking part.
- 🛡️ Promote the positive aspects of Judo (e.g. the).
- 🛡️ Promote the positive aspects of the sport (e.g. fair play, respect, fitness).
- 🛡️ Display consistently high standards of behaviour and appearance.
- 🛡️ Follow all guidelines laid down by the national governing body and the club.
- 🛡️ Hold the appropriate, valid qualifications and insurance cover for the tasks undertaken.
- 🛡️ Never exert undue influence over performers to obtain personal benefit or reward.
- 🛡️ Never condone rule violations, rough play or the use of prohibitive substances.
- 🛡️ Encourage Judokas to value their performances and not just results.

# **RJK PRIVACY NOTICE & GDPR INFORMATION**

## **How We Use Club/s Members Information**

The categories of Club/s Members Information that we collect, process, hold and share include:

- 🛡️ Membership contact Information (name, date of birth, address, emergency contacts)
- 🛡️ Medical, special educational needs or disability Information (relevant to Judo activities)
- 🛡️ Special categories of data (gender, age)
- 🛡️ Competition data (collected and shared with the British Judo Association, to advise and guide Members on the next steps in qualification or grading)

## **Why We Collect and Use This Information**

We use member Information data to:

- 🛡️ Enable the development of a comprehensive picture of the member to assist with progression in the sport
- 🛡️ Inform Members about development of the sport and the Club
- 🛡️ Enable Members to progress onto higher level competitions
- 🛡️ Enable the British Judo Association to track and improve Judo for its Members

## **The Lawful Basis on Which We Process This Information**

We process this Information under the Membership contract you have entered into with RJK or in relation to the steps taken to enter into that contract.

Where Information of a non-sensitive nature is processed and is therefore in the Club's legitimate interests i.e. Membership of the club.

Where sensitive data is processed by means of consent, with appropriate safeguards and is in the legitimate interests of the Club, or is in your vital interests.

## **Collecting This Information**

Whilst the majority of Information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain Membership Information to us or if you have a choice in this.

## **Storing This Information**

We hold your data for the duration of your Membership with the club.

Where we have invoiced for items or collected payments, the Club/s will retain your Information for 7 years.

## **Who We Share This Information With**



We routinely share this **Information** with:

- 🛡 The British Judo Association
- 🛡 Sport England.
- 🛡 Hereford and Worcestershire Sports Partnership & Coventry, Solihull & Warwickshire Sport.
- 🛡 Other Club's where competitions are held

### ***Why We Share Membership Information***

The reason for sharing your data is to highlight and encourage competitors to advance in the sport, or to apply for further funding to ensure the sports or clubs longevity.

We do not share **Information** about Members with anyone without consent unless the law and our Policies allow us to do so.

It is a pre-requisite of the sport that all club/s Members register with the British Judo Association, hence we will supply **Information** to them, for this and insurance purposes.

### **Requesting Access to Your Personal Data**

Under data protection legislation, you have the right to request access to **Information** about you that we hold.

To make a request for your personal **Information**, contact club/s Secretary at [redditchJudokwai@gmail.com](mailto:redditchJudokwai@gmail.com)

You also have the right to:

- 🛡 Object to processing of personal data that is likely to cause, or is causing, damage or distress
- 🛡 Prevent processing for the purpose of direct marketing
- 🛡 Object to decisions being taken by automated means
- 🛡 In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- 🛡 Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the British Judo Association.

### **Further Information**

If you would like to discuss anything in this privacy notice, please contact: the RJK Club /s Secretary via

Email: [redditchJudokwai@gmail.com](mailto:redditchJudokwai@gmail.com)

# EQUALITY POLICY

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RJK is a Sport England Clubmark accredited and has adopted the BJA's Equality Policy.

The concept of 'Sport for All' is nothing new and those agencies providing sport throughout the UK have acknowledged and supported this philosophy for many years.

However, despite initiatives such as Sport England's 'Sport for All' campaign and the general agreement that sport is for all, inequalities still exist. Equality in sport has now become an increasingly important issue for all those involved in the provision of sport, not least for National Governing Bodies who could find themselves ineligible for funding from various sources unless the inequalities are addressed. The BJA now has in place a comprehensive Equality Plan which is being held in high regard by other Governing Bodies and Government agencies.

Taken directly from that document, the BJA Equality Plan statement of intent is:

*"The British Judo Association has a desire and a duty to provide services fairly and without discrimination. The Association is fully committed to the principles of equality of opportunity and will devote energy and resources to the achievement of this aim.*

*The British Judo Association is responsible for ensuring that no participant, volunteer, job applicant or employee receives less favourable treatment on the grounds of age, gender, disability, ethnic origin, race, colour, parental or marital status, pregnancy, social or class background, nationality, religious belief or sexual preference or political belief."*

The full up to date version of the BJA Equality Policy can be found on the BJA website.

# ***SAFEGUARDING CLUB/S CHILD & ADULT PROTECTION POLICY***

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RJK is Sport England club/s mark accredited and has adopted the British Judo Child Protection and Adult Protection Policies and procedures. All of our Club/s Sensei's and Club/s Welfare Officers have completed DBS background checks and regularly attend the UK coaching 'Safeguarding and Protecting Children' course and the NSPCC 'Time To Listen' course.

British Judo's Child Protection (Safe Landings) and Adult Protection Policies and Procedures can be found below, please use these documents as initial point of reference. If you have any questions surrounding these documents, child or adult protection in general, please contact our Club/s Welfare Officer, details can be found on our club/s notice board and website.

British Judo upholds the principle that all children whatever their age, culture, disability, gender, language, racial origin, religious belief and/ or sexual identity have the right to protection from abuse. The Members, staff and volunteers of the association are committed to the welfare and protection of children and young people so that they can enjoy sporting activities in safety without fear, threat or abuse.

British Judo is committed to creating and maintaining a safe and positive environment and accepts the responsibility to safeguard the welfare of all adults involved in Judo in accordance with the Care Act 2014.

A copy of the up to date Safe Landings policy can be found on the BJA website.

A copy of the up to date Safe Guarding Adults/protection policy can be found on the BJA website.



# **RJK COMPLAINTS & DISCIPLINARY PROCEDURE**

RJK ISis run by volunteers, who wish to ensure the health, safety, welfare and wellbeing of all its Members and Visitors, as such we cannot tolerate any behaviour or actions that may affect those above or bring the RJK'S good name into disrepute.

We will:

- 🛡️ Teach the Judo Code to all Members.
- 🛡️ Ensure that our policies, procedures & Codes of conduct are available to all.
- 🛡️ Act swiftly to resolve disputes and to maintain high standards of discipline and respect.
- 🛡️ Investigate all complaints without prejudice and with due regard to the any obligations to the BJA.

We will not tolerate bullying, harassment or intimidation of any kind from any person or source i.e. social Media

## **SCOPE**

This procedure covers any necessary disciplinary action or actions as a result of a complaint or incident. All officials, members, parents, guardians or others attending one of our venues or external venues as part of attendance on behalf of RJK are covered by this document.

## **COMPLAINTS**

### **MAKING A COMPLAINT**

Complaints are required to be put in writing and passed to a RJK Official. Where this is inappropriate or impracticable, complaints may be made in person to a RJK Official who will record the details either at the time or later where this is not possible.

All complaints will be dealt with in the strictest confidence and, where possible, the name of the complainant will not be divulged.

### **INVESTIGATION**

All complaints will be investigated by CWO's/chairman/directors/Sensei as required. The investigation may take many forms i.e. face-to-face, electronic and telephone. (Which ever deemed fit). All Complaints need to be put in writing, either in a physical or electronic form.

All findings will be recorded (in accordance with current GDPR) and solutions discussed where possible and resolved by a minimum combination of 3 directors, Sensei's and club/s Officials.

Matters involving child welfare issues will only be dealt with by those who have been suitably trained.

## **RESOLUTION**

We will endeavour to resolve issues as soon as is practicable, (as we are all volunteers and have full time working and personal commitments) and to communicate to the person making the complaint in a clear and concise form.

Where necessary, the resolution will be communicated to any others as may be necessary to ensure that actions are taken and followed.

## **ESCALATION**

Where the complaint cannot be resolved within RJK and is not of a RJK matter, and the nature of the complaint falls within their jurisdiction, the grievance shall be escalated to the BJA.

Complaints should be sent in writing along with the name and address of the person making the complaint to:

The Chairman, Complaints and Conduct Panel,  
British Judo Association  
Floor 1, Kudhail House,  
238 Birmingham Road  
Great Barr  
B43 7AH

Details to include:

- A) Name(s) of person(s) making the complaint.
- B) Is she/he/they Members of the BJA? If yes include BJA Membership Numbers.
- C) Name(s) of Person(s) / Group(s) against whom the complaint is being made.
- D) Is she/he/they Members of the BJA? If yes include their BJA Membership Numbers.
- E) Nature / details of the complaint.
- F) Report of investigations.

The Chairmen will ensure that all complaints are resolved or investigated thoroughly by a Complaints & Conduct (C&C) Investigator under their procedure as detailed on the BJA website

All complaints of a child protection nature will be referred to the BJA Lead Child Protection Officer for investigation and appropriate action. See the BJA Child Protection policy for details.

## **APPEALS**

An appeal may be made against the decision of the BJA C&C Adjudication Panel to a panel comprised of not less than three Members of the BJA Board of Directors. The appeal must be made in writing to: The Chief Executive, The British Judo Association at the address above.

Fees for appeal will be charged as detailed on the BJA website.

## **DISCIPLINARY PROCEDURE**

We aim through our running of RJK and our attendant policies, procedures and Codes of conduct, to set and maintain an atmosphere of respect, harmony and fun during learning. As such the RJK Officials and Sensei's will act swiftly if this is put at risk.

RJK reserves the right to take disciplinary action against any person or persons who:

- 🛡 Occasion a physical assault within our Dojo's or in the immediate vicinity of our venues or when at another as part of our Judo activities.
- 🛡 Threaten any physical assault within our Dojo's or in the immediate vicinity of our venues or when at another as part of our Judo activities.
- 🛡 Verbally assault or abuse any Members, Official, Affiliate, Visitors and Spectators of RJK.
- 🛡 Harass, bully or belittle any of those mentioned above.
- 🛡 Cause emotional or physical distress or pressure to any Judoka who is active on the Tatami during their session.
- 🛡 Disrupt training sessions.
- 🛡 Enter any venue unfit under the influence of alcohol or drugs.
- 🛡 Steal or attempt to steal property of the club, Members or Visitors.
- 🛡 Sell or attempt to sell drugs or other Materials considered illegal or undesirable.
- 🛡 Occasion any behaviour that risks the health safety any welfare of those attending RJK.
- 🛡 Occasion any behaviour in person or by written or electronic means that brings RJK or the sport of Judo into disrepute. (Whether it is direct or implying.)
- 🛡 Carry out any act, deemed to bring RJK into disrupt, including social media, named or implied.



## **ACTIONS**

Actions will be decided and implemented, where practicable, at the time of the incident by RJK Officials, Sensei's and directors present.

This may include one or more of the below:

- 🛡️ A verbal caution by a RJK Official/Sensei.
- 🛡️ A period ban from the RJK's venues.
- 🛡️ Permanent expulsion from RJK.
- 🛡️ Intervention by the Police.

All such actions will be backed up in writing to the person or persons involved (where possible) and details forwarded to the BJA. RJK Officials and Sensei's will fully cooperate in any investigation by the police or other authorities



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## ***EQUAL OPPORTUNITIES IN SERVICE PROVISION***

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The aim of this policy is to ensure fair and equal treatment and opportunity for all Members and users of the club's services as exclusion from opportunities not only disadvantages those who experience discrimination and harassment but also deprives the wider community of the full contribution of their talents and energies.

The Club/s has a desire and a duty to provide services fairly and without discrimination and to welcome all new comers irrespective of ethnicity, age, gender, religion or disability.

This will be achieved by:

- 🛡 Devoting energy and resources to equality of opportunity for all.
- 🛡 Eliminating discrimination on grounds of disability, ethnic origin, gender or sexuality within the Club/s and sport.
- 🛡 Actively discouraging racism, sexism and all other forms of discrimination in sport.
- 🛡 Making services equally available to all Club/s Members.
- 🛡 Encouraging Members to follow this policy when carrying out Club/s activities and lead by example through their actions.
- 🛡 Empowering people to contribute fully to all aspects of the Club/s and sport.
- 🛡 Make reasonable adjustments to ensure all judokas with special educational needs and/or disabilities are able participate in sessions.
  - Please note occasionally we may not be able cater for participates needs in these case we will endeavour to 'point you in the direction' of appropriate provision.

This is then signed by the club/s chairman, however maybe we can get all the directors to sign it.

In line with current government legislation we make reasonable adjustments to ensure all judokas with special educational needs and/or disabilities are able participate in sessions. As all of our coaches and club officials are volunteers we occasionally we may not be able cater for participates needs, in these case we will endeavour to 'point you in the direction' of appropriate provision.

It may be the case that we implement reasonable adjustments a time limited period agreed by club/s Sensei's and player or players parents/carers once notification of SEN or disabilities have been divulged. If after this time period it is felt we cannot cater for the judoka's needs safely the club reserves the right to withdraw Membership and advise of suitable other training providers where a safe environment can be provided for player development.

## TERMINOLOGY AND REFERENCE GLOSSARY

<b>Affiliates</b>	Those you own a valid licence to any of the named affiliated association/organisation by the BJA.
<b>AJA</b>	Amateur Judo Association.
<b>BJA</b>	British Judo Association.
<b>BJA Membership</b>	Membership to the BJA affiliates and acknowledges your personal BJA grades and rights to train and enter competitions* It also is your own public liability and personal accident insurance.
<b>BJC</b>	British Judo Council.
<b>BJJ</b>	Brazilian Jujitsu.
<b>Clubs Official/s</b>	Clubs Officials are any qualified club Sensei/Coach, member of the committee or Director, this may also be referred to as "Official capacity"
<b>Gi</b>	The suit that a Judoka wears to participate.
<b>JS</b>	<b>Judo Scotland.</b>
<b>Judoka</b>	A person who practices Judo.
<b>Junior</b>	A Player who is under the age of 18.
<b>NIJF</b>	Northern Ireland Judo Federation.
<b>Obi</b>	A Judokas belt.
<b>Player/s</b>	A Judoka who practises Judo.
<b>Rei</b>	To bow and show your signs of respect.
<b>RJK</b>	Redditch Judo Kwai CIC and its satellites clubs will be known throughout our documentation as RJK. Nominated satellite club are registered with the British Judo Association.
<b>RJK Club Member</b>	This is a player who has purchased a RJK Cub Membership.
<b>RJK Club Membership</b>	A RJK Club Membership is a requirement to train on any of RJK Tatami sessions after the trial period and is renewed annually upon the date of the BJA membership renewal.
<b>Satellites clubs</b>	These are off spring clubs which fall under the responsibilities of the parent club/main club RJK.
<b>Senior</b>	A player who is 18 years and older.
<b>Sensei</b>	Where Sensei is used it refers to a qualified Coach, who possesses a UKCC LEVEL 2 Coaching Award or a LEVEL 1 BJA Coaching Award.
<b>Spectator/s</b>	A spectator/s is a family member/s or person/s who are exclusively responsible for the care of Junior Player/s.
<b>Tatami</b>	The mated area in which coaching/club sessions take place on.
<b>Visitor/s</b>	A Visitor is categorised as a, none RJK Club Member, a person who is still in the trail phase. A person who does not own a RJK Club Membership, an Affiliates, an Spectator or any person who visits/attends Redditch Judo Kwai (affiliate to another named Judo Association recognised by the BJA.
<b>WJA</b>	Welsh Judo Association.
<b>Zoris</b>	A Judokas footwear.





## AMENDMENTS

REDDITCH  
JUDO  
KWAI