
JIU JITSU CLUB



SAFETY POLICY

Forward

This document and attached declaration form are designed to help you understand the need for safety whilst teaching or training in Jiu Jitsu and to outline the controls measures that ensure high standards are practised and maintained.

So as to ensure not only your own safety but that of others your co-operation and compliance with the requirements contained in this documents are essential.

The responsibilities of all those who teach Jiu Jitsu and the Club Committee members are also covered.

The policy should be read by all Club Instructors, Instructors, Assistant Instructors and Club Committee members, who are also required to sign the declaration form. A signed copy should then be given to the Student Athletic Union or Sports Centre Manager where appropriate in addition to a copy which is to be retained by the Club Secretary.

Club members are encouraged to read the policy and to make suggestions; a copy should be available at all training sessions and on request. Club members must be given a copy of the section of the policy which refers to their own conduct and responsibilities before training. (Appendix 3).

If you wish to raise any comments in relation to the content of the safety policy or have any concerns with regards to the standards during training you can raise them with the club committee, your Club Instructor or contact the Jiu Jitsu Foundation office.

This document should be seen as being jointly owned between each individual Club and their Club Instructor. Where necessary you should incorporate any local arrangements or specific rules set out by your own institution.

Thank you for your co-operation

Version dated: 25 01 2016

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1.0 Introduction

The style of Jiu Jitsu practised by The Jiu Jitsu Foundation has been developed in Great Britain during the past forty years from the ancient Japanese martial art of Jiu Jitsu.

Jiu Jitsu utilises locks, strikes and throws to provide an extremely effective form of self-defence against armed and unarmed attackers.

Jiu Jitsu techniques utilise skill rather than force and selective application rather than strength. Training is gradual and tailored to individual needs.

It must be borne in mind that Jiu Jitsu is a contact martial art and that its study does involve the acceptance of certain risks. The practice of Jiu Jitsu has often been described as consensual risk taking in a controlled environment.

Simulating both armed and unarmed attack situations can be physically demanding for both attackers and defenders. Occasional injuries such as bruises and sprains are to be expected.

However, it is the aim of the Club and the Jiu Jitsu Foundation to ensure that so far as is reasonably practicable that training is carried out in a safe environment and in a safe manner. Suitable control and supervision must be exercised at all time.

This policy document is not intended to cover the content of the teaching syllabus. The techniques taught will be a matter for the instructor concerned and determined by his/her ability and that of their students.

2.0 General Statement of Intent

Jiu Jitsu Club

It is our intention as Club Instructor and Club Committee to ensure that training shall be carried out in accordance with this policy. A safe training environment will be provided and training equipment will be inspected and maintained in a safe condition.

We accept the responsibilities placed upon ourselves and will endeavour to promote safety throughout the activities of the club.

This policy will be reviewed annually by The Jitsu Foundation Ltd and the Club Committee.

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Position _____
Date _____

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3.0 Organisation

The Jiu Jitsu Club is recognised and approved by

_____.

The Club is affiliated to its national body '**The Jiu Jitsu Foundation**'

Head office The Jitsu Foundation Ltd
 PO Box 5068
 Bath
 BA1 0QD
 0844 571 4412

The Club is also a member of the Jiu Jitsu Foundation _____
Region.

The Regional Jiu Jitsu Foundation consists of the Club Instructors within the region. This may include Acting Primary and above instructors.

Regional Co-ordinator for the _____ Region

Address _____

The Jiu Jitsu Foundation is also affiliated the **British Ju Jitsu Association GB** (B.J.J.A GB), which is the UK Sport recognised national governing body for Ju Jitsu in Great Britain.

Head Office 5 Avenue Parade
 Accrington
 Lancs
 BB5 6PN
 0870 7741122

4.0 Club Committee

The Club will elect a committee on in accordance with the club's constitution or the rules set out by any umbrella bodies which they are part of, e.g. Athletics Union.

The following officials are to be elected:

Chairperson
Treasurer
Secretary

Additional officers may also be elected or appointed:

Team Captain
Weapons Officer (specify duties)
First aider
Entertainment Secretary

Club committee members do not have any direct responsibility for safety during Jiu Jitsu training whilst on the mat (refer to Section 7.0).

5.0 Allocation of Responsibility

The Responsibility for safety during the practice of Jiu Jitsu in the Dojo will fall on the following parties.

5.1 The owner of the premises.

The owner of the premises in this instance is _____ . They are responsible for the safety of people within the building in relation to the following areas:

- Safe access and egress from the building.
- Safety in the changing rooms, slippery floors etc.
- Maintaining means of escape during emergency evacuation.
- The provision of suitable levels of lighting, ventilation and heating.
- The proper inspection and maintenance of equipment owned by the premises owner. E.g. mats

5.2 The Club Committee (and organisation within which the club runs)

Club Committee members are responsible for ensuring that:

- The Club Instructor has been approved and mandated by the Jiu Jitsu Foundation.
- Copies of certificates where required are given to the organisation within which the club runs. e.g. Athletic Union.
- New members are issued with the information sheet (Appendix 3).
- The session is cancelled in the event that an appropriate Instructor is not available.
- Appropriate first aid cover is available at all times.

5.3 The 'Person in Control of the Mat'

In most cases the '***person in control of the mat***' will be the **CLUB INSTRUCTOR**.

The Club Instructor (CI) has primary overall responsibility for the safety of persons within the Dojo during training. They must ensure that both they and those teaching under their supervision only teach up to their level of competence.

To ensure the safety of all students the Club Instructor is empowered to exclude any group or individual for misbehaviour. Any action of this type should be reported to The Jiu Jitsu Foundation and Regional Board.

In the case of a visiting and higher ranking Instructor, responsibility for the safety of persons in the Dojo will be transferred to the visiting instructor as the person being in control of the mat.

The following information is to be used as guidance in ensuring that both the Dojo environment and training activities are carried out as safely as possible.

Pre Training Checks

- A First aider, emergency telephone and first aid kit are available.
- All participants must have completed a physical activity readiness questionnaire and been given the individual member responsibility document.
- A check for new medical conditions which may affect training has been made.
- All participants must hold or have applied for within two weeks of starting, a valid membership.
- Environmental conditions are suitable. Lighting, ventilation, heating, dojo is in a safe condition, Dojo capacity has not been exceeded and venue emergency procedures are known.
- The maximum instructor/assistant instructor to student ratio is not being exceeded. 1:60 for adult students and 1:20 where a junior is present.
- Mats have been set out correctly and are in a sound condition.
- Personal belongings, bags, etc. do not obstruct exits or present trip hazards.
- No eating or drinking in the dojo and no one under the influence of alcohol or drugs training.
- Participants are aware of Dojo rules, etiquette, safety precautions and are wearing suitable clothing in a good state of repair.
- All jewellery to be removed or made safe.
- All toe and finger nails are as short as possible.
- Suitable warm up exercises have been completed.
- Weapons and training equipment are in a safe condition.
(This should include member's personal training equipment)
- Beginners or visiting members are made known to the Club Instructor and to the Club.
- The Jiu Jitsu Foundation has been consulted and approves the available resources and procedures and appropriate specialist assistance available for any disabled participants identified as requiring additional help.
- A copy of the safety Policy is available.

During Training

- Blood spillages shall be treated immediately.
- Injuries are treated immediately and recorded in the relevant accident book. The **Premises Owner and the Jiu Jitsu Foundation** shall be notified if any accident results in any incident requiring medical attention.
- The mat shall be kept free of gaps and clear of training equipment as far as is reasonably practicable.
- Students participating in throwing, falling practice or active (non pattern based) movement excluding warm up and warm down must have a minimum of a 2 mat area (4m square) per 2 participants.
- Where necessary adequate space shall be maintained between people or groups whilst on the mat.
- Persons feeling faint or nauseous shall be accompanied when going to the toilet or changing rooms.
- Persons are not miss matched in size or ability where this will give rise to danger .e.g. judo ground work competition
- Training is tailored to individual needs.
- Training weapons are inspected before use.
- Appropriate control and restraint is exercised in relation to the application of techniques.
- Kicks or punches to the head, heart or groin should be controlled. Full power finishing off and weakening strikes are not permitted.

End of Training

- All injuries have been recorded.
- Defective equipment shall be removed or reported.
- Mats are carried and stored correctly.
- The Dojo shall be left in a clean and tidy condition.
- In some instances a cool down period or exercises may be required.

5.4 Individual Member Responsibility

This section is reproduced in Appendix 3 for distribution to each club member. Every member has a responsibility to ensure the safety of themselves and of others.

All members must comply with the requirements of this section and with the membership rules of The Jiu Jitsu Foundation, The Athletic Union, and The _____ Jiu Jitsu Club and the rules and etiquette of the Dojo.

It must be borne in mind that Jiu Jitsu is a contact martial art and that its study does involve the acceptance of certain risks. There is an element of consensual risk taking in the practice of Jiu Jitsu.

Simulating both armed and unarmed attack situations can be physically demanding for both attackers and defenders. Occasional injuries such as bruises and sprains are to be expected.

However, it is the aim of the Club and the Jiu Jitsu Foundation to ensure that so far as is reasonably practicable that training is carried out in a safe environment and in a safe manner. Suitable control and supervision must be exercised at all time.

Every member shall ensure that they will:

- Disclose via the medical screening questionnaire if they have any medical conditions, injuries or a change in health status that may prevent or affect training.
- Provide details of how they manage their condition if they have Asthma, Diabetes or Epilepsy and supply the club instructor with a letter from a medical professional before participating in training if they disclose any other condition with currently affects their ability to train.
- Stop training, move away from and immediately advise an instructor if they become aware of a blood spillage so that it can be treated urgently by someone wearing suitably protective gloves.
- Keep toe and finger nails as short as possible.
- Not wear jewellery, watches, bracelets or hair pins whilst training.
- Not consume food or drink (including chewing gum) in the Dojo.
- Not smoke whilst in the Dojo or whilst wearing a gi.
- Not use full power kicks or punches to the head, heart or other vital strike points whilst carrying out finishing off or weakening strikes.
- Maintain a high standard of personal hygiene.
- Keep their gi clean and in a good state or repair.
- Use only appropriate force when training and exercise restraint where required. Especially during locks or strangles (a tap means stop)
- Not consume alcohol prior to training.
- Obey the rules of the Jiu Jitsu Foundation and the etiquette of the Dojo.
- Apply for membership within two weeks of commencing training.
- Maintain a valid Jiu Jitsu Foundation membership status and other club membership requirements at all times.
- Follow the instructions of the club Instructor or his nominee, and in particular observe the command '*yame*' which means **STOP**.
- Follow the advice of other more experienced members where that advice relates to their safety.

- Draw to the attention of the Club Instructor anything which may affect the safety of people training.
- Not engage in free practice without the presence of an Instructor.
- Not attempt techniques which they have not been instructed to do so.
- Not leave the mat or the Dojo during training sessions without notifying the Club Instructor.
- Not carry illegal weapons in their training bags.
- Carry all weapons, particularly bokkens, bo's, jo's in suitable cases and avoid the attentions of people in the street.
- Maintain any personal training equipment or weapons which may be used within the club in a safe condition.
- Prior to commencing training or an attack shall ensure that the defender is ready and observe Dojo etiquette. E.g. rei before attacking.
- Leave a suitable period between eating and the start of training.

6.0 Coaching Qualifications

The Jiu Jitsu Foundation grades and accredits the qualification of its coaches, instructors and their assistants. They are also acknowledged by the BJJ.A. (GB)

<u>Grade</u>	<u>Coaching Status</u>	<u>Min. Years</u>
	Tertiary	19
3rd Dan	Acting tertiary	15
	Secondary	12
2nd Dan	Acting Secondary	10
	Senior Primary	7
1st Dan	Primary	5
	Acting Primary	4
KYU	Belt	
1	Brown	
2	Dark Blue	Club Instructor (Level 2)
3	Light Blue	
4	Purple	Assistant Instructor (Level 1)
5	Green	
6	Orange I,II,III	Club Assistant
7	Yellow I,II,III	
8	White	

Diagram 1 Coaching and grading structure

6.1 Club Instructor (Level 2 Instructors)

Club Instructors are appointed and mandated in writing from the Jiu Jitsu Foundation. Grading certificates and mandates are supplied to relevant Athletic Union officials and sports centre management on request. Mandates run concurrently with a Club Instructor's TJJF Instructor Licence which includes professional indemnity insurance. Full details of the mandate issuing process can be found in the Mandate Issuing Policy :

www.jitsufoundation.org/members/downloads/Mandate_Policy.pdf

A regularly updated list of Mandated Instructors will be published on the website at present the list can be found at:

<http://www.jitsufoundation.org/mandatedinstructors.asp>

There are two paths to club instructor:

minimum grade for a club instructor is 2nd Kyu or Dark Blue, but this can only be after the individual has been an active TJJF member at the grade of 2 Kyu for at least 5 years.

Minimum grade of 1st Kyu or Brown belt.

Both paths to be a club instructor require the prior completion of the following:

- ✓ Club Assistant Course (formerly Assistant Instructor Course) – minimum age 16
- ✓ Assistant Instructor – (Level 1 Instructor) Course (formerly Instructor Course) – minimum age 16
- ✓ Attainment of the Club Instructor (Level 2 Instructor) qualification - – minimum age 18
- ✓ First Aid Course

6.1.1 Instructor to Student Ratio

Assistant instructors (former I) aged between 16 and 18 can work with mandated instructors, but only up to the maximum instructor to student ratio provided the adult instructors and assistant instructors present.

The maximum instructor to student ratios are:

1:60 for an adult only session or event.

1:20 (higher ratios can be agreed see below) where a junior is present

This ratio is for both club instructor (Level 2) and assistant instructor (Level 1)

This means that 1 mandated club instructor (Level 2) and 1 adult assistant instructor (Level 1) can teach up to:

120 adult students or
40 students where a junior is present

with each additional adult assistant instructor (Level 1) or club instructor (Level 2) increasing the maximum by;

60 adult students or
20 students where a junior is present

Instructing students above the standard ratio(1:20) where juniors are present

If an instructor decides to teach above the standard instructor to student ratio where juniors are present they must notify tjf@jitsufoundation.org as soon as reasonably practicable. The notification should state the instructor to student ratio they have decided to be reasonable and provide an overview of the make up of the class. Having sent notification, provided the support requirements of the club are broadly comparable, it is only necessary to notify again if the instructors decides to teach further above the standard ratio. In consultation with others members of the management team, the NCPO, will decide if the notification raises any concerns and the NCPO or someone acting on his behalf will contact the instructor to seek further information and offer guidance if deemed necessary.

When deciding whether it is reasonable to teach above the standard instructor to student ratio of 1:20 where juniors are present the following should be considered:

- The experience the instructor has of teaching juniors
- The support requirements of the students

The support requirements of the students will be greater where there are students present that:

- are under 8
- are generally unruly and need discipline.
- have diagnosed behaviour problems e.g. ADHD [Attention Deficit Hyperactivity Disorder]
- have some learning difficulty.
- are timid/ shy

- exhibit bullying behaviour
- won't train with all students

6.2 Assistant Instructors (Level 1 Instructors)

Assistant Instructors are Jitsuka (purple belt and above) age 16 or more who have attended and passed the Jitsu Foundation Assistant (Level 1) Instructor training course.

They will have considerable experience in both general training techniques and warm up exercises under the supervision and direction of a Club Instructor.

Upon completion of the course a further period of assessed teaching practice is undertaken before the Assistant Instructor qualification is fully attained. The length of the assessment period is at the discretion of the teaching assessor and will take into account the individuals ability and aptitude.

Following the completion of the assessed teaching practice by the teaching assessor the individual will be deemed as being competent so as to be able to set out the mats, carry out pre-training checks and to commence warm up exercises under supervision of the Club Instructor.

N.B. This will not however detract from the overall responsibility of the Club Instructor to check that the mats have been set out correctly and that a proper warm up has been satisfactorily completed prior to commencing training.

In the presence of a Club Instructor an Assistant Instructor will also be deemed as being competent at the nomination and direction of a Club Instructor to teach other members.

Club Instructors will determine the techniques which Assistant Instructors teach.

To develop their ability to take warm ups and start on the path to become assistant instructors, candidates for the assistant instructor course can participate in teaching workshops:

- only under direct supervision of a mandated club instructor in their own club or at workshop or instructor course events
- once they achieve the prerequisite grade that would allow them to attend the course.

- if they are one year younger than or the minimum required age for attending the course.

6.2.1 Temporary cover by a nominated Instructor during the absence of a Club Instructor

Should circumstances prevent the attendance of the Club Instructor or where his/her arrival is delayed then a nominated Instructor can supervise the setting out of the mats.

The Regional Jiu Jitsu Foundation will be responsible for replacing Club Instructors or providing temporary cover during prolonged absence of the regular mandated Club Instructor of the club concerned.

6.2.2 Responsibility of Instructors during the absence of the Club Instructor

During such an event the nominated Assistant Instructor (often referred to as a club second) will assume the responsibility for the safety of persons in the Dojo, as if he were a Club Instructor and be regarded as the person being in control of the mat. They should ensure that no one steps onto the mat before they do and that they do not until the Club Instructor arrives.

6.2.3 First aid arrangements during the absence of the Club Instructor

During such activities as setting out mats there must be a qualified first aider readily available. If an instructor has not yet attained a first aid qualification and no other club members are qualified then first aid cover may be provided from the University or Sports Centre staff if available. If no first aid provision is available the setting up of the mats should not take place until the Club Instructor arrives and cancelled if they do not.

6.2.4 Action in the failure of the Club Instructor to attend the session

In the event that a Club Instructor fails to attend the session, training practice should **NOT** take place. If this is not possible Club Instructors should ensure that someone else (probably a senior grade or club committee member - possibly two people) goes to the dojo they were due to be teaching at to ensure the safety of the students. Where possible arrangements should also be made for the students to be contacted by telephone and advised that the session has been cancelled. Mats should be returned to the store and the session cancelled. The Club Committee and the most senior graded Jitsuka shall ensure that training does not take place.

6.3 Club Assistants

A Club Assistant (CA) is a junior ranking Jitsuka who has successfully completed the Jiu Jitsu Foundation 'Club Assistant' training course. The role of the club assistant will be to assist the Club Instructor in the smooth running of the club. A Club Instructor will monitor the ability and standards of the Club Assistant and provide appropriate advice and guidance as necessary.

Overall responsibility for persons in the Dojo will still rest with the person in control of the mat.

A Club Assistant will be deemed as being competent for overseeing the setting out the mats prior to training. He/she will be aware of the responsibility for cancelling the session and returning the mats to the store in the event that the Club Instructor fails to attend.

7.0 Training Facilities

Jiu Jitsu is primarily practised on a matted area. However many aspects of Jiu Jitsu do not involve break falling techniques and may be practiced without mats. During such activities the floor should be free of debris and be in a good condition.

7.1 Size of area required

Where activities require the use of mats, as a rough rule of thumb two people per four square metres of mat should be followed. Where there are insufficient mats available the class should be split. A section of the class may be required to remain seated and observe. The class is then rotated. Alternatively use should be made of the non matted area of the Dojo utilising non break falling techniques.

Care must be taken to ensure that mats are butted closely with no gaps and set out so that they do not readily slide apart.

7.2 The Dojo or Training Hall

The Dojo should be provided with suitable lighting, ventilation and an adequate level of heating so as to prevent injuries. Any instances of concern with regards to the levels of lighting, ventilation, heating, safe access to and egress from the building / facilities or safety in the changing rooms that the club instructor or club committee become aware of should be reported to the person in charge of the mat and premises manager.

There should be no protrusions from walls such as radiators, pipes or buttress. If necessary adequate padded protection to such fittings should be provided or adequate safety distances observed.

Training should not take place right up to the walls unless they also have suitable padding or controlled techniques are being taught making use of the surrounding environment for self defence purposes. A **safety zone** should be identified but must not extend to the walls unless padded.

The ceiling should be of a sufficient height ensuring adequate clearance. Additional height may be required when training with bokken or bo's.

Suitable changing facilities, showers, and lockers are recommended.

Availability of a telephone in the event of an emergency is essential.

8.0 First Aid

All Club Instructors must have completed the Jiu Jitsu Foundation First Aid course or equivalent to a satisfactory level.

All 1st Kyu or brown belts and mandated dark blues will have knowledge of first aid.

Any member of the club may become a qualified first aider.

Additional first aid provision may be provided by the University or Sports Centre staff.

A club first aid kit must always be available during training.

First Aid should be administered in the presence of at least one witness while maintaining the privacy and dignity of the casualty as far as possible.

Club Instructors and Committees should ensure they are familiar with the access routes for the emergency services.

8.1 *Accident reporting procedures*

Details of accidents requiring first aid treatment in the Dojo shall be recorded in the club first aid book.

Where attendance at a hospital casualty department is required details of the accident shall be notified to:

1. The Jiu Jitsu Foundation (In accordance with the accident notification procedures of the Jiu Jitsu Foundation using the approved form - link below)

http://www.jitsufoundation.org/members/downloads/incidentform_2003.doc

This form has been created to allow The Jiu Jitsu Foundation to monitor the number and types of incident which occur.

The form must be completed, **by the instructor**, after any incident which involves a visit to the student's GP or a hospital.

See Appendix 2 for further guidance on legislation in relation to this.

2. The Management of the premises.

8.2 *Blood spillages*

If a blood spillage occurs training should stop immediately and a club instructor should be informed. The person with bleeding injury should be

removed when safe to do so and any mats, equipment or clothing contaminated with blood should be removed from the active training area and either carefully sterilised or disposed of.

Suitable protective and disposable gloves shall be worn when both administering First Aid and handling or sterilising contaminated mats, equipment or clothing. Antiseptic wipes or spray from the first aid kit should be used to sterilise mats or contaminated equipment.

Large contamination of mats or floors should be reported to the Sports Centre staff.

9.0 Medical Screening

All members and potential members must complete a physical activity readiness questionnaire prior to training.

All members and potential members must disclose any medical conditions, injuries or a change in health status that may prevent or affect training and provide a letter from a medical professional where so indicated when a letter from a medical professional has not previously been supplied in relation to a medical condition.

All members and potential members must provide details of how they manage their condition if they have Asthma, Diabetes or Epilepsy and supply the club instructor with a letter from a medical professional before participating in training if they disclose any other condition which currently affects their ability to exercise.

It is the responsibility of the person in control of the mat to check that the forms have been completed correctly and where so indicated a letter from a medical professional is supplied and any restrictions to an individual's fitness are discussed with that individual prior to training.

10.0 Competitions

Competitions are organised both nationally and locally. Competitions can be physically demanding. The following points should also be observed.

- ✓ Competitors shall be in good health.
- ✓ All competitors shall be fully aware of any competition rules.
- ✓ It is the responsibility of the Club Instructor to ensure that members entered into competitions understand the rules.
- ✓ Where required additional first aid provision is provided at national competitions and is provided by St Johns Ambulance Brigade, Red Cross or another recognised body.
- ✓ Contestants should not be inappropriately matched in size or weight.

11.0 Transport

Club visits may be arranged to other regions. Jitsuka may also attend training courses and competitions.

Transport made available using the cars of club members is carried out in a private capacity and is not under the control of the club. The driver of the vehicle is responsible for the safety of his/her passengers and for the compliance with all relevant road or Traffic Regulations.

Where mini buses are hired through the Athletics Union, the rules and codes of practice set out by the Athletics Union must be adhered to. Safety at visiting Dojo's will be the responsibility of the host Club Instructor or the person in control of the mat at that time.

12.0 Mat, Weapon and Equipment Inspection and Storage

Mats, weapons and equipment will be inspected before and after use. It is the responsibility of both the Club Instructor and the Club Committee to ensure that all training equipment owned by the Club is in a safe condition for use.

The Club Instructor is directly responsible for safety of individuals whilst on the mat. This covers the use of all equipment and weapons. He/she must be satisfied that privately owned equipment is also safe for use.

Defective mats, weapons and equipment should be removed or reported and then either repaired or disposed of.

The Club Instructor and the Club Committee should ensure mats are stowed such that stacks of mats are stable and all equipment is stowed in accordance with the requirements of the premises manager.

13.0 Insurance

All Members and Instructor Members of The Jiu Jitsu Foundation receive insurance cover from Endsleigh Insurances (Brokers) Limited, Shurdington Road, Cheltenham, Glos. GL51 4UE, United Kingdom. Tel: 01242 866906

Claims: if anything happens resulting in bodily injury or loss of or damage to material property, Endsleigh must be told immediately via TJJF and any correspondence, writs or summons must be sent to them immediately they are received.

The Jitsu Foundation Ltd is insured by Perkins Slade Ltd, 51-53 Tricorn House, Hagley Road, Birmingham, B15 1BQ.

Appendix 1

THE JIU JITSU FOUNDATION PRE TRAINING CHECK LIST

Before commencing training the following conditions should be complied with.

- A First aider, emergency telephone and first aid kit are available.
- All participants must have completed a medical screening questionnaire and been given the individual member responsibility document.
- A check for new medical conditions which may affect training has been made.
- All participants must hold or have applied for within two weeks of starting, a valid membership.
- Environmental conditions are suitable. Lighting, ventilation, heating, dojo is in a safe condition and Dojo capacity has not been exceeded.
- The maximum instructor/assistant instructor to student ratio is not being exceeded. 1:60 for adult students and 1:20 where a junior is present.
- Mats have been set out correctly and are in a sound condition.
- Personal belongings, bags, etc. do not obstruct exits or present trip hazards.
- No eating or drinking in the dojo and no one under the influence of alcohol or drugs training.
- Participants are aware of Dojo rules, etiquette, safety precautions and are wearing suitable clothing in a good state of repair.
- All jewellery to be removed or made safe.
- All toe and finger nails are as short as possible.
- Suitable warm up exercises have been completed.
- Weapons and training equipment are in a safe condition.
(This should include member's personal training equipment)
- Beginners or visiting members are made known to the Club Instructor and to the Club.

Appendix 2

GUIDE TO LEGISLATION

THE PERKINS SLADE GUIDE TO LEGISLATION CHANGES REGARDING THE WAY EMPLOYER LIABILITY AND PUBLIC LIABILITY CLAIMS ARE HANDLED IN ENGLAND AND WALES

IMPORTANT CHANGES TO CLAIMS



With effect from 31st July 2013, legislation changed regarding the way Employers Liability (EL) and Public Liability (PL) claims are handled in England and Wales.

The changes came as a consequence of a review of the legal system, carried out by the Ministry of Justice (MOJ), which highlighted the need to tackle the compensation culture.

Going forward, a fixed fee system will apply to claims with a value of up to £25,000, resulting in reduced claimant's legal costs.

However, Insurers and their policyholders **MUST** act within much quicker time scales.

KEY FACTS



- The Reforms apply to claims made in England and Wales
- The Reforms apply to new accidents that occur
- All injury claims under £25,000 are subject to the Reforms and will be **handled electronically** via a web based system known as the 'Claims Portal'
- Time scales to acknowledge a formal claim have significantly reduced to **1 working day** (which must be acknowledged by e-mail).
Failure to act within this time can result in the claim dropping out of the portal and costs increasing.
- Time scales to investigate claims have reduced to:
EL - 30 working days
PL - 40 working days
- For EL claims, after a decision on liability has been made, the claimant's earnings must be provided within 20 days.

WHAT SHOULD YOU DO IF YOU ARE CONTACTED BY A CLAIMANT'S SOLICITOR?

The responsibility to identify the correct Insurers, for any claim, is down to the claimant's Solicitor. Where this information is not easily accessible, the claimant's Solicitor may contact you in the first instance. If this happens, do not discuss or admit liability. Instead, identify as much information as possible in relation to the accident circumstances.

If you are satisfied that the accident occurred as alleged, regardless as to whether you believe you are liable or not, please provide the claimant's Solicitor with your insurance company's details, including your name and policy number.

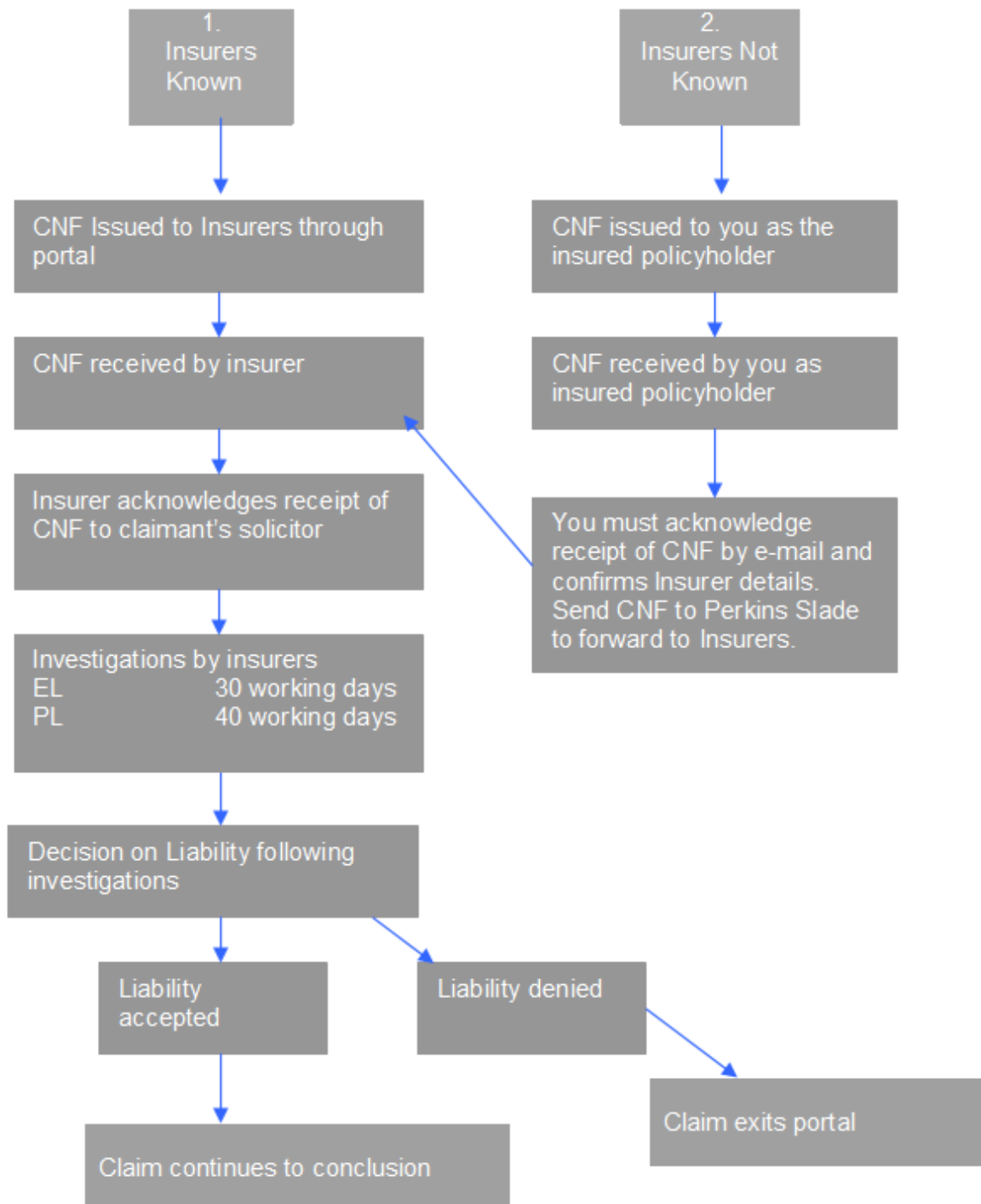
Then contact Perkins Slade to advise all relevant details, especially if the matter has not previously been notified.

WHAT CAN YOU DO TO HELP?

- Put your current liability insurance company details on your website and ensure this is kept up to date
- Make your committee members aware of the changes and nominate one individual to act as the main contact for all matters. This is critical, to ensure the **1 working day** time scale for acknowledgement of claims is met
- Ensure all incidents that could give rise to a claim are reported to Perkins Slade as soon as possible after the accident date and provide the following:
 1. Completed **Incident Notification form**
 2. Photographs of the accident location
 3. Risk assessment documentation for the task/activity being carried out
 4. Training records/coaches qualifications (if relevant)
 5. CCTV footage (if available)
 6. Witness statements (if available)
 7. RIDDOR form (if applicable).

HOW WILL A CLAIMANT PURSUE A FORMAL CLAIM?

A claimant will instruct a Solicitor, who in turn will issue a Claims Notification Form (CNF). The following flow chart shows the process to be followed:



Please note: The document you receive may be titled CNF or DNF (Defendant

Only Notification Form). Regardless, stage 2 of the flow chart will apply.

For details of the full reforms see link below:

<http://www.justice.gov.uk/civil-justice-reforms/main-changes>

This guidance was provided to The Jiu Jitsu Foundation by Perkins Slade Ltd and can be found on the Perkins Slade blog:

<http://www.perkins-slade.com/insurance-blog/category/for-sport/>

Appendix 3

THE JIU JITSU FOUNDATION - INDIVIDUAL MEMBER RESPONSIBILITY

Every member has a responsibility to ensure the safety of themselves and of others.

You must comply with the following requirements and with the membership rules of The Jiu Jitsu Foundation, any other rules pertinent to your individual club and the rules and etiquette of the Dojo.

It must be borne in mind that Jiu Jitsu is a contact martial art and that its study does involve the acceptance of certain risks. Simulating both armed and unarmed attack situations can be physically demanding for both attackers and defenders. Occasional injuries such as bruises and sprains are to be expected.

However, it is the aim of the Club and The Jiu Jitsu Foundation to ensure that so far as is reasonably practicable that training is carried out in a safe environment and in a safe manner. Suitable control and supervision must be exercised at all time.

Every member shall ensure that they will;

- Disclose via the medical screening questionnaire if they have any medical conditions, injuries or a change in health status that may prevent or affect training.
- Provide details of how they manage their condition if they have Asthma, Diabetes or Epilepsy and supply the club instructor with a letter from a medical professional before participating in training if they disclose any other condition which current affects their ability to exercise.
- Stop training, move away from and immediately advise an instructor if they become aware of a blood spillage so that it can be treated urgently by someone wearing suitably protective gloves.
- Apply for Jiu Jitsu Foundation membership within two weeks of commencing training.
- Maintain a valid Jiu Jitsu Foundation membership status and other club membership requirements at all times.
- Keep toe and finger nails are kept as short as possible.
- Not wear jewellery, watches, bracelets or hair pins whilst training.
- Not leave the mat or the Dojo during training sessions without notifying the Club Instructor.
- Not consume food or drink (including chewing gum) in the Dojo.
- Not smoke whilst in the Dojo or whilst wearing a gi.
- Not consume alcohol prior to training.
- Maintain a high standard of personal hygiene.
- Leave a suitable period between eating and the start of training.
- Not use full power kicks or punches to the head or heart whilst carrying out finishing off or weakening strikes.
- Use only appropriate force when training and exercise restraint where required. Especially when applying locks or strangles.
- Keep their gi clean and in a good state or repair.
- Obey the rules of the Jiu Jitsu Foundation and the etiquette of the Dojo.
- Follow the instructions of the club Instructor or his nominee, and in particular observe the command 'yame' which means STOP.
- Follow the advice of other more experienced members where that advice relates to their safety.
- Draw to the attention of the Club Instructor anything which may affect the safety of people training.
- Not engage in free practice without the presence of an Instructor.
- Not attempt techniques which they have not been instructed to do so.
- Not carry illegal weapons in their training bags.
- Carry all weapons, particularly bokkens, bo's, jo's, in suitable cases and avoid the attentions of people in the street.
- Maintain any personal training equipment or weapons which may be used within the club in a safe condition.
- Prior to commencing training or an attack shall ensure that the defender is ready and observe Dojo etiquette. E.g. rei before attacking