



Mandate Issuing Policy

Summary

This document sets out the Policies and Operating Procedures of The Jiu Jitsu Foundation (TJJF) in relation to the issuing of mandates to teach.

Distribution

All 2nd Kyu and above members of The Jiu Jitsu Foundation

Any member of the Public on request.

Related Documents

Safeguarding Children Policy

Safeguarding Adults Policy

Safety Policy

Instructors Code of Practice

DBS Check Application Process

Version dated : 04/09/2024

Next review date: 01/09/2025

Contents

Operating Statements	4
What is needed to receive a mandate?.....	5
How to obtain Professional Indemnity Insurance?.....	5
CA, AI and CI	6
First Aid Qualification	6
When will the Mandate be given?.....	6
Once all the relevant data is registered with the Jiu Jitsu Foundation new mandates and renewed mandates will signed by the Tertiary Board Chairman and issued as a priority.	6

Operating Statements

No one can teach without supervision without a TJJF teaching mandate.

Mandates are issued from 2 Kyu upwards.

Anyone with a TJJF teaching mandate can teach worldwide provided their professional indemnity insurance provides cover for the location where they are teaching and they operate in accordance with the TJJF Instructor's Code of Practice, any codes of practice required by their professional indemnity insurance provider and rules and regulations pertinent to the locality where they are teaching.

What is needed to receive a mandate?

To receive a mandate the recipient would have to have:

An up to date TJJF Instructors Licence or TJJF Licence,

Current Professional Indemnity Insurance – as part of TJJF Instructors Licence or an alternative source.

CA/AI/CI (formerly AI/I/CI) courses completed,

Completed a TJJF recognised First Aid Course. AND

Written recommendation by their TJJF mentor and the Tertiary Board

How to obtain Professional Indemnity Insurance?

Professional Indemnity and Instructor insurance is provided as a benefit of the TJJF Instructor Licence. External Professional Indemnity Insurance will only be recognised when written proof of professional indemnity insurance has been received by the Jiu Jitsu Foundation.

In seeking a mandate to teach by purchasing a TJJF Instructor Licence or providing evidence of your professional indemnity insurance instructors confirm that they will abide by the Jiu Jitsu Foundation Instructors Code of Practice.

For new TJJF Instructor Licence

- Email to confirm the dates, course instructors and locations (as best you can) that you completed your AI (now CA), I (now AI) and CI
- The date of your most recent First Aid Course
- Confirming that you have had no claims made against you in the last 5 years or the details if you have so that this can be confirmed to the insurer.
- Making an internet or telephone bank transfer for the prorata amount required to upgrade from TJJF Licence to TJJF Instructor Licence using:

Transfer Reference TJJFIL**insert TJF No**

To renew:

- Making an internet or telephone bank transfer for the requested fee using:
Transfer Reference TJJFI**insert TJF No**
- Completing and submitting the online TJJF Licence application form

The Jiu Jitsu Foundation instructors can join sportscoach UK or purchase professional indemnity insurance from any other source that provides at least £5 million indemnity cover for the instruction in accordance with the requirements detailed in the TJJF Health and Safety Policy, in particular the instructor to student ratios of 1:20 for children and 1:60 for adults with the

addition of a further 20 for children and 60 for adults per additional assisting instructor (CI or AI).

If you have professional indemnity insurance cover from another source please email to tjf@jitsufoundation.org or share with TJJF via dropbox the confirmation of insurance schedule as proof of this for our consideration

CA, AI and CI

CA, AI (or still valid AI, I) and CI have to be passed before Brown belt and details registered with TJJF by the course instruction team by dropbox. A list of courses are published and each region is responsible for making sure those applicable are trained and those who haven't completed the necessary courses are prevented from entering gradings.

First Aid Qualification

A First Aid Qualification by a First Aid partner of the Jiu Jitsu Foundation or an acceptable equivalent has to be passed before going for Brown and details registered with TJJF.

When will the Mandate be given?

Once all the relevant data is registered with the Jiu Jitsu Foundation new mandates and renewed mandates will signed by the Tertiary Board Chairman and issued as a priority.