THE JIU JITSU FOUNDATION

Instructor's Code of Practice

Nature of the Role

In line with the Foundation's values, the Instructor and Assistant Instructor roles are undertaken on a voluntary and non-contractual basis. Individuals undertaking these roles are considered Genuine Volunteers and Licence Holders of The Jiu Jitsu Foundation (TJJF).

The decision to teach is entirely the individual's choice. There is no obligation to provide teaching services, and non-attendance at sessions will not result in sanctions or loss of status.

I. Commitment to Foundation Standards (Mandatory for Licence)

To maintain a current TJJF Instructor Licence and associated liability insurance, all Instructors and Assistant Instructors must adhere to the following professional standards and compliance requirements:

A. Required Status and Awards

Instructors and Assistant Instructors must maintain the following:

- TJJF Instructor Licence and up-to-date awards, in addition to the requisite grade status.
- A current licence, which includes instructor liability insurance.
- An up-to-date First Aid award (as required for grade progression).
- An up-to-date Disclosure Barring Service (DBS) check, if required for the role.
    - Instructors must inform TJJF of any changes that may impact their DBS status.

B. Compliance and Conduct

The Licence holder must follow and promote all TJJF Policies and Procedures, including but not limited to:

- Safeguarding policies.
- Health and Safety.
- Complaints and Disciplinary processes.
- The Instructor Code of Practice.
- The Licence holder must recognise their position of trust and maintain appropriate boundaries and relationships with students.

C. Reporting and Boundaries

The Licence holder commits to:

- Immediately reporting any concerns about, or allegations of, abuse or poor practice.
- Recognising and respecting the differences in power dynamics, age, maturity, and experience with students.
- Not exerting undue influence to obtain personal benefit or reward.
- Maintaining professional behaviour and boundaries at all times.

D. Professional Communication and Courtesy

The Instructor Licence Holder commits to upholding the professional courtesy expected of a TJJF Instructor:

1. Regarding Session Availability (Seeking Cover): If an Instructor or Assistant Instructor chooses not to teach a planned session, they are expected to endeavour to communicate this decision clearly and promptly to the relevant administrative body. This communication should be directed to the Lead Instructor, relevant club official, Regional Instructor community, or the hosting

institution (where applicable) to allow for timely consideration of alternative arrangements. *This is an ethical commitment and not a contractual obligation to secure cover.*
2. Regarding Session Cancellation (Student Notification): The Instructor is expected to cooperate with club officials to ensure that students are notified of any session cancellation in a timely and effective manner, adhering to the club's established communication procedures.

II. Voluntary Duties for Mat Safety and Administration

The duties below are best practice responsibilities required to ensure the safety and continuity of the club. Ultimate responsibility for mat safety rests with the highest-ranked instructor present.

A. Safety and Well-being

The Instructor and Assistant Instructor volunteers are expected to contribute to:

- Maintaining a safe training environment at all times.
- Ensuring appropriate first aid supplies and procedures are readily available.
- Stopping training if an injury happens, administering first aid, and calling for help when necessary.
- Completing and retaining records of all injuries, including incident report forms for TJJF where required (via the established reporting mechanism).

B. Administrative Support (Lead Instructor Role)

The Lead Club Volunteer/Instructor takes responsibility for coordinating mat administration. These are administrative tasks carried out by the Lead Instructor to maintain the safety and integrity of the club:

- Confirming that all individuals training on their mat have current TJJF membership.
- Ensuring new students complete a licence application form prior to training.
- Following up on licence fee payments and, where necessary, requesting non-compliant individuals to step off the mat after the grace period, as per the TJJF safe practice policy.

III. TJJF Commitment to Instructors

TJJF recognises the dedication and hard work of our volunteer Instructors and commits to:

- Supporting Instructors to enjoy their time in the role and maintaining a supportive, welcoming environment.
- Informing Instructors of relevant policies, procedures, and reporting mechanisms.
- Providing access to training resources for Instructors' ongoing development (including free access to mandatory Safeguarding training).
- Respecting and treating Instructors fairly, without discrimination.
- Supporting Instructors to be protected from physical or emotional abuse from students, children, or parents, and assisting with conflict resolution.

Version dated: 04/09/2025
Next review date: 01/09/2026