THE JIU JITSU FOUNDATION

Safe Practice 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 document is 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 volunteer 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: 04/09/2025

Next review date: 01/09/2026

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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 seventy 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 – Club Template

_____ Jiu Jitsu Club

It is our intention as volunteer 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 Jiu Jitsu Foundation Ltd and the Club Committee.

Name	_____	Name	_____
Signed	_____	Signed	_____
Position	_____	Position	_____
Date	_____	Date	_____

Name	_____	Name	_____
Signed	_____	Signed	_____
Position	_____	Position	_____
Date	_____	Date	_____

Name	_____	Name	_____
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Position	_____	Position	_____
Date	_____	Date	_____

Name	_____	Name	_____
Signed	_____	Signed	_____
Position	_____	Position	_____
Date	_____	Date	_____

3.0 Organisation – Club Template

The Jiu Jitsu Club is recognised and approved by _____.

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

Head office The Jiu Jitsu Foundation Ltd
PO Box 1329
Harrow
HA1 9QR
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 Shodan Ho and above instructors.

Regional Co-ordinator for the _____ Region

Address _____
_____
_____
_____

The Jiu Jitsu Foundation is also a founder member of 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 leading the session holds an Instructor Licence with 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 regular volunteer club instructor who holds a TJJF Instructor Licence.

This is usually the regular volunteer Club Instructor (CI), who holds ultimate responsibility for ensuring adherence to safety protocols during training. They must ensure that all teaching is within the level of competence of those supervising and are 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 and where appropriate the institution the club operates within.

In the case of a visiting and higher ranking Instructor, responsibility for adherence to safety protocols 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

- A first aider, an emergency telephone (a charged mobile phone with signal is acceptable), and a first aid kit must be available.
- All participants must have completed the Physical Activity Readiness Questionnaire (PARQ) on their licence application form and received the individual member responsibility document.
- Check for any new medical conditions that may affect training.
- All participants must hold a valid membership or have applied for one within two weeks of starting.
- Environmental conditions must be suitable, including adequate lighting, ventilation, and heating. Ensure the dojo is in a safe condition. Dojo capacity must not be exceeded, and venue emergency procedures should be known to all relevant staff.
- Ensure the maximum instructor/assistant instructor to student ratio is not exceeded: 1:60 for adult students and 1:20 when a junior is present. Additionally, the adult to junior supervision ratios stated in TJJF Child Protection Policy apply.
- Ensure mats are set out correctly and are in a sound condition.
- Personal belongings, bags, and other items must not obstruct exits or create trip hazards.
- Eating or drinking is not permitted in the dojo. No one under the influence of alcohol or drugs is permitted to train.
- Participants must be aware of Dojo rules, etiquette, and safety precautions, and wear suitable clothing that is in good repair.
- All jewellery must be removed or made safe.
- Ensure all toenails and fingernails are kept as short as possible.
- Ensure suitable warm-up exercises have been completed.
- All weapons and training equipment, including members' personal equipment, must be in a safe condition.
- Beginners or visiting members must be introduced to the Club Instructor and registered with the Club.
- The Jiu Jitsu Foundation should be consulted to ensure that available resources, procedures, and appropriate specialist assistance are in place to support disabled participants who require additional help.
- A copy of the Safe Practice Policy must be available.

During Training

- Blood spillages must be treated immediately.
- Injuries must be treated immediately and recorded in the relevant accident book. The Premises Owner and The Jiu Jitsu Foundation must be notified if any accident requires medical attention.
- The mat must be kept free of gaps and clear of training equipment wherever reasonably possible.
- Students participating in throwing, falling practice, or active (non-pattern based) movement, excluding warm-up and cool-down, must have a minimum of 4 square metres of mat area per two participants.
- Where necessary, adequate space must be maintained between individuals or groups while on the mat.
- Anyone feeling faint or nauseous must be accompanied when going to the toilet or changing rooms.
- Students must not be mismatched in size or ability where this could lead to danger, for example, during groundwork competition.
- Training must be tailored to individual needs.
- Training weapons must be inspected before use.

- Appropriate control and restraint must be used when applying techniques.
- Strikes must be controlled.

Post-training

- Ensure all injuries have been recorded.
- Defective equipment must be removed or reported.
- Ensure mats are carried and stored correctly.
- The Dojo must be left clean and tidy.

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.

The Jiu Jitsu Foundation Organisational Risk Assessment identifies the hazards and risks associated with participating in jiu jitsu and details the measures in place within the Jiu Jitsu Foundation procedures and policies to control these.

Every member is asked to confirm that they will:

- Disclose, using the physical activity readiness questionnaire, any medical conditions, injuries, or changes in health that may prevent or affect their training.
- If a member has Asthma, Diabetes, or Epilepsy, they must provide details of how they manage their condition. If they disclose any other condition that currently affects their ability to exercise, before participating in training, they must answer the following questions
    1. How does your medical condition affect your ability to exercise?
    2. Have you been advised against full contact sports or intense activity by a health care professional in relation to this?
- Stop training, move away from, and immediately inform an instructor if they become aware of a blood spillage. This allows it to be treated urgently by someone wearing appropriate protective gloves.
- Apply for Jiu Jitsu Foundation membership within two weeks of starting training.
- Maintain a valid Jiu Jitsu Foundation membership and fulfil all other club membership requirements at all times.
- Keep toenails and fingernails as short as possible.
- Remove any items (such as jewellery, watches, bracelets, or hairpins) that can be taken off, and cover any that cannot be removed.
- Do not leave the mat or the Dojo during training sessions without notifying the Club Instructor.
- Do not consume food or drink (including chewing gum) in the Dojo.
- Do not smoke while in the Dojo or while wearing a gi.
- Do not consume alcohol before training.
- Maintain a high standard of personal hygiene.
- Leave a suitable period between eating and the start of training.
- Do not use full-power strikes.
- Use only appropriate force during training and show restraint when required, especially when applying locks or strangles.
- Keep their gi clean and in good repair.
- Obey the rules of The Jiu Jitsu Foundation and the etiquette of the Dojo.
- Follow the instructions of the club Instructor or their nominee, and specifically observe the command ‘yame’ which means STOP.
- Follow the advice of other more experienced members when that advice relates to their safety.
- Bring to the Club Instructor's attention anything that may affect the safety of people training.
- Do not engage in free practice without an Instructor present.
- Do not attempt techniques unless you have been instructed to do so.
- Do not possess illegal weapons.
- Carry all weapons, particularly bokkens, bos, and jos, in suitable cases. Ensure you do not draw undue attention from people in the street.
- Maintain any personal training equipment or weapons used within the club in a safe condition.
- Prior to commencing training or an attack, the defender must be ready and observe Dojo etiquette (e.g., performing 'rei' before attacking).
- Leave a suitable period between eating and the start of training.

6.0 Coaching Awards

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

Grade	Coaching Status	Min. Years Experience
8th Dan	Hachidan	42
7th Dan	Nanadan	35
6th Dan	Rokudan	28
5th Dan	Godan	22
4th Dan	Yondan	16
3rd Dan	Sandan	12
2nd Dan	Nidan	8
Senior 1st Dan	Senior Shodan	7
1st Dan	Shodan	5
	Shodan Ho	4

KYU	Belt	
1st	Brown	
2nd	Dark Blue	*Club Instructor (Level 2)
3rd	Light Blue	
4th	Purple	*Assistant Instructor (Level 1)
5th	Green	
6th	Orange I,II,III	*Club Assistant
7th	Yellow I,II,III	
8th	White	

Diagram 1 Coaching and grading structure
***** Shows the minimum grade at which the award can be attained

6.1 Club Instructor (Level 2 Instructors)

Volunteer Club Instructors hold TJJF Licence and Mandate necessary for their role. Grading certificates and can be 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 access to professional indemnity insurance. Full details of the mandate issuing process can be found in the Mandate Issuing Policy :

http://www.jitsufoundation.org/wp-content/uploads/2017/09/Mandate_Policy.pdf

The path to being a volunteer club instructor is:

Minimum grade for a club instructor award is 2nd Kyu or Dark Blue.

To access the club instructor award requires 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) Course - – minimum age 18
- ✓ First Aid Course

6.1.1 Instructor to Student Ratio

Volunteer Assistant instructors (formerly I) aged between 16 and 18 can work with club instructors that hold a TJJF Instructor Licence, but only up to the maximum instructor to student ratio provided the adult volunteer club 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. Additionally, the adult to junior supervision ratios stated in TJJF Child Protection Policy apply.

This ratio is for both club instructor (Level 2) and assistant instructor (Level 1)
This means that 1 club instructor (Level 2) holding a TJJF Instructor Licence 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 a volunteer club 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 makeup 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 other 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 – see TJJF Child Protection Policy for full details of required adult to junior supervision ratios : https://www.jitsufoundation.org/wp-content/uploads/2022/02/Child_Protection_Policy.pdf
- 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)

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

Assistant Instructors (Level 1) will have considerable experience in teaching while maintaining the training standards and safety protocols set by the Club Instructor, consistent with their TJJF award level.

Upon completion of the course a further period of assessed teaching practice is undertaken before the Assistant Instructor Award is fully attained. The length of the assessment period is at the discretion of the teaching assessor and will consider 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 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 necessity for the volunteer Club Instructor to ensure that the mats have been set out correctly and that a proper warm-up has been satisfactorily completed before training can commence.

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

Volunteer Club Instructors are responsible for confirming that techniques taught by Assistant Instructors are within the scope of the TJJF syllabus and appropriate for the group's ability and safety.

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

- only while working under the immediate responsibility of a club instructor holding a TJJF instructor licence in their own club, or at a workshop or instructor course assessment event.
- 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 during the absence of the regular Club Instructor

Where the arrival of the regular volunteer Club Instructor is delayed a volunteer Assistant Instructor can be responsible for adherence to the safety protocols related to the setting out of the mats.

The Regional Jiu Jitsu Foundation will support the Club Committee in arranging for continuity of training during prolonged absence of the regular volunteer Club Instructor of the club concerned.

6.2.2 Responsibility of Instructors during the absence of the regular volunteer Club Instructor

During such an event, the nominated volunteer Assistant Instructor (often referred to as a club second) and club committee will assume the responsibility for adherence to safety protocols in the Dojo. The club second will 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 a volunteer Club Instructor hold a TJJF licence 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 assistant instructor or club assistant 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 a volunteer Club Instructor arrives and cancelled if they do not.

6.2.4 Club Instructor absence

In the event that a Club Instructor chooses not to attend a session, they are expected to notify the Club Committee promptly. The Club Committee is then responsible for ensuring the session is cancelled and that the dojo is secured. Training practice should NOT take place in the absence of a Club Instructor that holds a TJJF Instructor Licence. 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 volunteer Club Instructor will monitor the ability and standards of the Club Assistant and provide appropriate advice and guidance as necessary.

The ultimate accountability for adherence to safety protocols in the Dojo will still rest with the Club Instructor holding a TJJF Instructor Licence (the person in control of the mat).

A volunteer Club Assistant may be authorised to oversee the setting out of the mats prior to training and should be aware of the need to cancel a session in the absence of a volunteer Club Instructor. The Club Assistant is responsible for notifying and can support the Club Committee, who in turn must ensure the session is cancelled and the dojo is secured in the event that a volunteer Club Instructor is unable 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 practices 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 dark blues who hold a TJJF Instructor Licence 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 volunteer club 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 volunteer club instructor should be informed. A first aider should take charge of the person with bleeding injury, the injured person 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 where so indicated and not previously provided, answer the following questions:

1. How does your medical condition affect your ability to exercise?
2. Have you been advised against full contact sports or intense activity by a health care professional in relation to this?

All members and potential members must provide details of how they manage their condition if they have Asthma, Diabetes or Epilepsy and when they recovered from any other medical conditions they disclose.

It is the responsibility of the person in control of the mat to check that the forms have been completed and where so indicated ask the above questions and discuss any restrictions to an individual's fitness 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 volunteer 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.
- ✓ An event specific risk assessment is carried out

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 volunteer 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 adherence to safety protocols 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 volunteer 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 Howden Insurance Brokers Limited, One Creechurch Place, London, EC3A 5AF. Tel: +44(0)121 698 8000

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

The Jiu Jitsu Foundation Ltd is insured by Howden Insurance Brokers Limited, One Creechurch Place, London, EC3A 5AF.

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

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 your insurer to advise all relevant details, especially if the matter has not previously been notified.

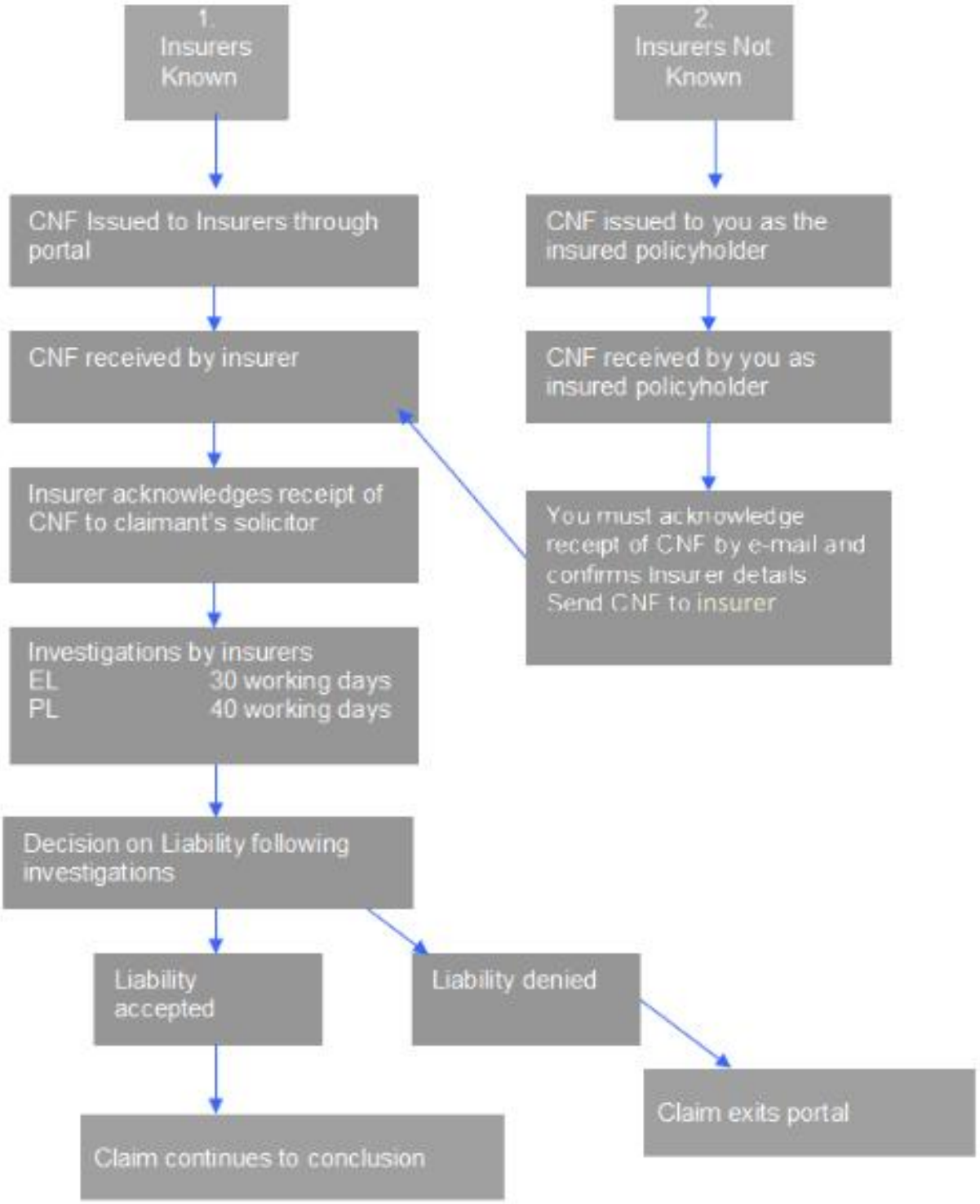
WHAT CAN YOU DO TO HELP?

- 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 awards/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

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;

- respect and celebrate difference in our club or activity and not discriminate against anyone
- else on the grounds of gender, race, sexual orientation or ability
- report any incidents of bullying, including homophobia and transphobia to a member of staff, even if you're just a witness
- treat everyone with respect and appreciate that everyone has different levels of skill and talent
- 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 before participating in training, if they disclose any other condition which current affects their ability to exercise answer the following questions:
    1. How does your medical condition affect your ability to exercise?
    2. Have you been advised against full contact sports or intense activity by a health care professional in relation to this?
- 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.
- Remove items (jewellery, watches, bracelets or hair pins) that can be and cover any that can't.
- Not leave the mat or the Dojo during training sessions without notifying the Club Instructor.
- Only consume food or drink in the designated areas within 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 and keep their gi clean and in a good state or repair.
- 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 have illegal weapons.
- 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
- follow our online safety and internet use policies
- be a good sport, celebrate when we win and be gracious when we lose
- train as you are guided and have fun

As a member taking part, we understand you have the right to:

- enjoy the time you spend with us and know that you're safe
- be told who you can talk to if something's not right
- be listened to
- be included
- be involved and contribute towards decisions within the club
- be respected by us and other members and be treated fairly
- feel welcomed, valued and not judged based on your race, gender, sexuality or ability
- be encouraged and develop skills with our help
- be looked after if there's an accident or injury and have your parents informed if needed