



# BJJA GB SAFE PRACTICE POLICY

Version	Policy owner	Date	Review Date
1	Board of Director	February 2022	June 2025

## Version Control

Version	Summary of changes

## Forward

This document and attached declaration form are designed to help you understand the need for safety whilst teaching or training, and to outline the BJJ GB recommended control 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 coach and operate clubs are also covered.

The policy should be read by all instructors and club operators who are also required to sign the declaration form. A signed copy should be held on record at the club.

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 made aware 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, coach or contact the BJJ GB.

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

Thank you for your co-operation.

## Table of Contents

<b>Forward</b> .....	1
Thank you for your co-operation.....	1
1.0 Introduction .....	3
2.0 General Statement of Intent – Club Template .....	3
3.0 Organisation – Club Template .....	4
4.0 Allocation of Responsibility.....	4
4.1 The owner of the premises. ....	4
4.2 The Club and organisation which the club runs.....	5
4.3 The 'Person in Control of the Mat' .....	5
4.4 Individual Member Responsibility .....	7
5.0 Coaching Qualifications .....	8
5.1 Instructors (Level 3 coaches).....	8
5.1.1 Instructor to Student Ratio .....	9
5.2 Assistant Instructors (Level 2 Instructors).....	10
5.2.1 Temporary cover by a nominated Instructor during the absence of a Club Instructor .....	11
5.2.2 Responsibility of Instructors during the absence of the Club Instructor.....	11
5.2.3 First aid arrangements during the absence of the Club Instructor .....	11
5.2.4 Action in the failure of the Club Instructor to attend the session.....	11
5.3 BJJ GB Novice Coach (Level 1).....	11
6.0 Training Facilities .....	12
6.1 Size of area required. ....	12
6.2 The Dojo or Training Hall.....	12
7.0 First Aid .....	12
7.1 Accident reporting procedures. ....	13
7.2 Blood spillages.....	13
8.0 Medical Screening.....	13
9.0 Competitions.....	14
10.0 Transport .....	14
11.0 Mat, Weapon and Equipment Inspection and Storage .....	14
12.0 Insurance .....	15
Appendix 1 .....	16
THE BJJ GB PRE TRAINING CHECK LIST .....	16
Appendix 2 .....	17
GUIDE TO LEGISLATION .....	17
Appendix 3 .....	22
THE BJJ GB - INDIVIDUAL MEMBER RESPONSIBILITY .....	22

## 1.0 Introduction

The style of Ju-Jitsu practised by ...Insert Name of Club... (Herein known at The Club) has been developed in Great Britain from the ancient Japanese martial art of Ju-Jitsu.

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

Ju-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 Ju-Jitsu is a contact martial art and that its study does involve the acceptance of certain risks. The practice of Ju-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 BJJ GB 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 times.

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

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### Ju-Jitsu Club

It is our intention as a Club 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 BJJ GB and the Club.

Name \_\_\_\_\_  
Signed \_\_\_\_\_  
Position \_\_\_\_\_  
Date \_\_\_\_\_

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Position \_\_\_\_\_  
Date \_\_\_\_\_

### 3.0 Organisation – Club Template

The insert ...Name of Club... is recognised and affiliated to its National Governing Body, 'The BJJ GB'

The **British Ju-Jitsu Association GB** (BJJA GB) is the UK Sport recognised National Governing Body for Ju-Jitsu in Great Britain.

**Head Office**            5 Avenue Parade  
                                  Accrington  
                                  Lancashire  
                                  BB5 6PN  
                                  0870 7741122

### 4.0 Allocation of Responsibility

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

#### 4.1 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

## 4.2 The Club and organisation which the club runs

The Club Committee Members/Operators are responsible for ensuring that:

- The Club Instructor has been approved and mandated by the BJJ GB.
- Copies of certificates where required are obtained and maintained within which the club.
- New members are made aware of 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.

## 4.3 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.

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 or health declaration and be aware of 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 the club's stipulated period, 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 2:20 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 fingernails 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 BJJ GB has 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 **Club Operator** 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 mismatched in size or ability where this will give rise to danger. e.g., groundwork 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.

#### **4.4 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 ...insert name of club... and the rules and etiquette of the Dojo.

It must be borne in mind that Ju-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 Ju-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 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 times.

The BJJ GB Organisational Risk Assessment, to be undertaken by each club, identifies the hazards and risks associated with participating in Ju-Jitsu and details the measures in place, procedures and policies to control these.

##### **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 fingernails 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 Club and the etiquette of the Dojo.
- Apply for membership within the stipulated period from commencing training.

- Maintain a valid BJJ GB 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*' or '*matte*' which mean **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.

## 5.0 Coaching Qualifications

The BJJ GB grades and accredits the qualification of its coaches, instructors, and their assistants.

For the latest information on Coaching Levels and minimum requirements, please refer to the BJJ GB website – [www.BJJ GB.com](http://www.BJJ GB.com)

### 5.1 Instructors (Level 3 coaches)

Club Instructors are appointed and mandated in writing from the BJJ GB. Grading certificates and mandates should be available for inspection upon request. Mandates run concurrently with a Club Instructor's Coaching Qualification which includes professional indemnity insurance.

Minimum grade of 1st Dan Black Belt.

A club instructor requirement the prior completion of the following:

- ✓ Completion of a Level 3 BJJ GB Coaching Course
- ✓ First Aid Course
- ✓ Personal Indemnity Insurance
- ✓ Public Liability Insurance



- ✓ DBS Enhanced Level Certificate

### **5.1.1 Instructor to Student Ratio**

Assistant instructor coaches (Level 2) 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.

2:20 (higher ratios can be agreed see below) where a junior is present.

This ratio is for both club instructor (Level 3) and assistant instructor (Level 2)

This means that 1 mandated club instructor (Level 3) and 1 adult assistant instructor (Level 2) can teach up to:

120 adult students or

40 students where a junior is present.

with each additional adult assistant instructor (Level 2) or club instructor (Level 3) increasing the maximum by.

60 adult students or

20 students where a junior is present.

#### **INSTRUCTING STUDENTS ABOVE THE STANDARD RATIO (2:20) WHERE JUNIORS ARE PRESENT.**

If an instructor decides to teach above the standard instructor to student ratio where juniors are present, they risk assessed the instructor to student ratio and have decided it to be reasonable and providing an overview of the makeup of the class.

When deciding whether it is reasonable to teach above the standard instructor to student ratio of 2:20 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.

## 5.2 Assistant Instructors (Level 2 Instructors)

BJJA GB Assistant Instructors are brown belt and above, age 16 or more who have attended and passed the BJJA GB Assistant (Level 2) 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 may be 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 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 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 assist in teaching other members.

**Club Instructors will determine the techniques which Assistant Instructors teach.**

To develop their ability to take warmups 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.

### **5.2.1 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 Club Operator will be responsible for replacing Club Instructors or providing temporary cover during prolonged absence of the regular mandated Club Instructor of the club concerned.

### **5.2.2 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.

### **5.2.3 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 Premises Operator 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.

### **5.2.4 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 most senior Instructor and the most senior graded Jitsuka shall ensure that training does not take place.

## **5.3 BJJ GB Novice Coach (Level 1)**

A Novice Coach is a junior ranking Jitsuka who has successfully completed the BJJ GB Novice Coach training course. The role of the Novice Coach 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 Novice Coach 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 Novice Coach 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.

## 6.0 Training Facilities

Ju-Jitsu is primarily practised on a matted area. However, many aspects of Ju-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.

### 6.1 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.

### 6.2 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.

## 7.0 First Aid

- All Club Instructors must have completed the BJJ GB First Aid course or equivalent to a satisfactory level.
- All Coaches 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 Premises Operator 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 Club Operators should ensure they are familiar with the access routes for the emergency services.

### **7.1 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:

The Club Operator

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

See Appendix 2: The Management of the premises for further guidance on legislation in relation to this.

### **7.2 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 Premises Operator staff.

## **8.0 Medical Screening**

All members and potential members must complete a physical activity readiness questionnaire or health declaration 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.

## **9.0 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 or professional.
- ✓ Contestants should not be inappropriately matched in size or weight.
- ✓ An event specific risk assessment is carried out.

## **10.0 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.

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.

## **11.0 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 Operator 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 Operator 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.

## **12.0 Insurance**

All Members and Instructor Members of The BJJ GB 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 your Club Operator and any correspondence, writs or summons must be sent to them immediately they are received.

The BJJ GB is insured by Endsleigh Insurances (Brokers) Limited, Shurdington Road, Cheltenham, Glos. GL51 4UE.

# Appendix 1

## THE BJJ GB 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 made aware of 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 the club's prescribed period, 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 2:20 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 fingernails 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.

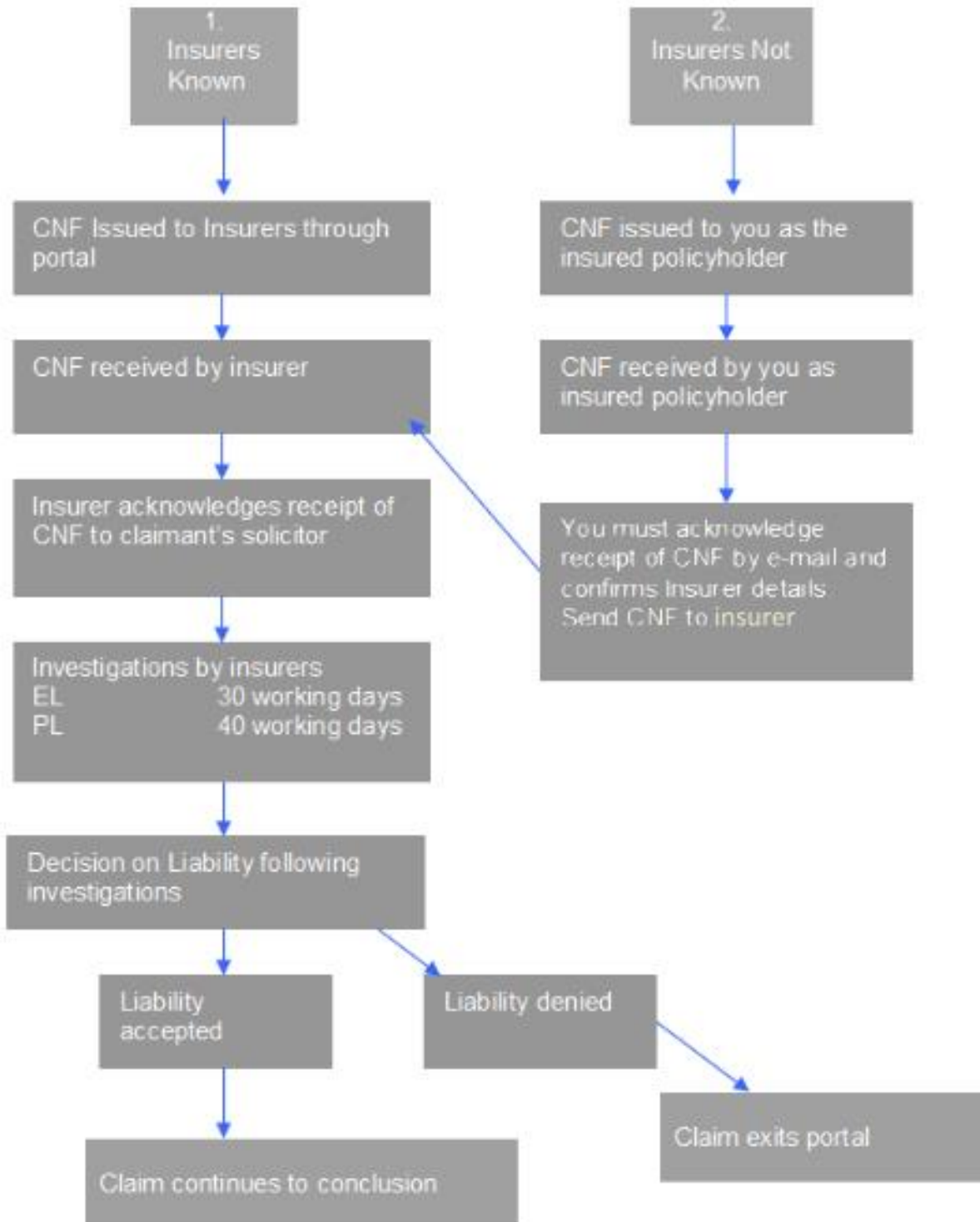
**Then contact your insurer to advise all relevant details, especially if the matter has not previously been notified.**

## 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 an **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.

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**For details of the full reforms see link below:**

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

## Appendix 3

### THE BJJA GB - 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 BJJA GB and any other rules pertinent to your individual club and the rules and etiquette of the Dojo.

It must be borne in mind that Ju-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 BJJA GB 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 times.

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 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 BJJA GB membership when required to after commencement of training.
- Maintain a valid BJJA GB membership status and other club membership requirements at all times.
- Keep toe and fingernails 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 BJJA GB and the etiquette of the Dojo.
- Follow the instructions of the club Instructor or his nominee, and in particular observe the command 'yame' or 'matte' 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.
- 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.