



B.J.J.A.G.B: Health and Safety Guidelines Policy for Ju Jitsu

The purpose of this document is to establish working guidelines for the operation of Ju Jitsu at British Ju Jitsu Association member clubs. It identified areas of responsibility, procedures and plans that ensure Ju Jitsu is undertaken in a safe and responsible manner.

It is for use by all of the B.J.J.A.G.B Membership including instructors and students who partake in or have a responsibility for JU JITSU within the B.J.J.A.G.B organisation. Failure by affiliated organisations including martial arts schools, academies, instructors, students & clubs and students to comply with these standards and practices may be construed as negligence. Affiliated organisations including martial arts schools, academies, instructors, students & clubs may find themselves facing fines, or even disciplinary procedures, termination of membership in line with the B.J.J.A.G.B Constitution.

Duty of Care and Negligence

What is it?

Duty of care is a legal obligation imposed on an individual requiring that they exercise a reasonable standard of care while performing any acts that could foreseeably harm others. Negligence is a form of legal action which, in essence, amounts to a failure to take reasonable care. It is necessary to show that the situation was one where the common law of negligence imposed a duty, that duty was broken, and that damage was caused by the breach of duty.

How it affects you

- Each of us owes a 'duty of care' to our 'neighbours', not to cause them injury by our negligent acts and omissions.
- In order to satisfy that duty of care you must behave as a 'reasonable person' would. However your specific skills, knowledge and experience will be taken into account. For example, a reasonable non-medically qualified individual might be forgiven a medical mistake which a qualified paramedic would be expected not to make. Your neighbours are those people whom might be injured by your negligent acts and omissions.

For example: - Ju Jitsu Health and Safety



a) When teaching or training in Ju Jitsu at any club venue you would include: - Any persons that take part in Ju Jitsu with you - Referees or other officials - Spectators - Other persons playing Ju Jitsu in the vicinity.

b) Anyone for whom you have accepted responsibility.

- The duty of care requires you to consider the consequences of your acts and omissions and to ensure that those acts and/or omissions do not give rise to a foreseeable risk of injury to any other person.
- In short, all of us owe a duty not to injure other people through our negligent acts and omissions. It is an individual duty which each of us owe all of the time to our neighbours.

How being a group leader, instructor of a club or other activity affects your duty of care.

- As a group leader you have accepted the responsibility of leading others. You owe them a duty to ensure that they are not exposed to a foreseeable risk of injury as far as you reasonably can.

It should be noted that on any outing where a group leader has not been appointed, the most experienced and/or qualified person there must intervene and at least advise if a foreseeable risk of injury arises. For all B.J.J.A.G.B schools, clubs, classes, lessons and teaching/training activities a group leader/instructor **MUST** be appointed.

How accepting office in a club affects your duty of care

If you accept a position of responsibility, you are likely to agree to carry out certain functions which may affect the safety of those both inside and outside the club. You are in a position of responsibility and you must fulfill your duties to the best of your ability without negligence. That is, you must not create a foreseeable risk of injury and you must take reasonable steps to deal with any foreseeable risk of injury, which exists or arises. For example: If you are in the position of equipment officer you must ensure that inspections are carried out at prescribed intervals by suitably qualified persons identified by the B.J.J.A. GB to ensure equipment is safe.

All club constitutions should contain the following statements about safety, which must be adhered to at all times: "The club will follow all guidelines laid down by the B.J.J.A.G.B, the Health and Safety Executive Recommendations, and the Martial Arts Health and Safety Strategy advice.

The club will complete generic risk assessments annually, and consider the risks for all activities, responding accordingly to the guidelines laid down by B.J.J.A.G.B., the Health and Safety Office, and the Martial Arts Health and Safety Strategy. For extra events risk assessments will be carried out when



indicated by the club instructor and/or B.J.J.A.G.B official.

The club will inform the B.J.J.A.G.B of all accidents and incidents using an accident/incident report form by the end of the next working day.' There have been 12 main areas that have been identified and appear as separate sections within this document. They are:

1. Risk Assessments

Risk assessments form an important part of Martial Arts activities, minimising the risks to all participants. There are a number of generic risk assessments that have been produced for the affiliated organisations including martial arts school, academies, instructors, students & clubs. These can be found in Appendix Affiliated organisations including martial arts school, academies, instructors, students & clubs are given their generic risk assessments and must follow this format adding to it any Martial Art specific risks their activity may entail. There may also be times when additional risk assessments need to be undertaken for certain activities. These will be identified by the B.J.J.A.G.B Risk assessments must be reviewed annually and any changes in National Governing Bodies rules and regulations must also be incorporated.

2. Accident/Incident reporting and procedures (Appendix 2)

This procedure lays out specific instructions in the event of an injury whilst training, playing or traveling to and from a match or whilst on tour. There are instructions for those injured, the first aiders/team player and also the officials. It also sets out clear guidelines in accident/incident reviewing to ensure that any re- occurring incidents are dealt with as necessary by the B.J.J.A.G.B.

3. First Aid Provision

All JU JITSU Instructors must be issued with First Aid provisions and renewed every 3 years These provisions can be replenished at the B.J.J.A.G.B. or within their own association. when necessary. There must also be a qualified first aider in each team. First aid courses are run by the B.J.J.A.G.B. each year which instructor and students members can partake in at a reduced price.

4. Training and Coaching

Within the B.J.J.A.G.B there are specific guidelines to both the requirements and monitoring of Martial Arts Instructors. It ensures that instructors not only have the correct competency to train their organisations members but also abide by set insurance and safety standards set by the B.J.J.A.G.B. Where employed/qualified coaches are not available those who are leading sessions must complete a set competency assessment. All coaches, martial arts instructors and their clubs will be evaluated throughout the year.

5. Codes of Practice



Codes of Practice identify best practices within ju jitsu. They form an important part of Martial Art activities to ensure all members are acting in an appropriate manner at all times whilst undertaking their chosen activity. There are set areas within the Code of Practice that have been written for the affiliated organisations including martial arts school, academies, instructors, students & clubs by the B.J.J.A.G.B and must be included in all Club Codes of Practice.

These are then given to affiliated organisations including martial arts school, academies, instructors, students & clubs who have the opportunity to add any points they feel are important.

6. Travel

Martial Arts teams that have to travel to any of their activities must follow responsible procedures. This includes areas such as minibus law, driver testing, driving in adverse conditions and booking procedures.

7. Equipment

B.J.J.A.G.B are not responsible for any equipment and this is under the due care of the club and its management.

8. External trips and activities

Non B.J.J.A.G.B groups. Any insurance will be invalid during any activities with a non-affiliated organisation.

9. Insurance

All members of any du jitsu club must first purchase Student Membership. This includes your affiliation to the B.J.J.A.G.B and also covers you on the blanket insurance member to member policy that we have for du jitsu. On no account must members participate in activities without this membership. Those taking part in 'one off activities' also need to purchase this membership before they can take part in an activity sanctioned by the B.J.J.A.G.B.



Sample Policy

The following document is compliant with the National Governing body the BJJAGB health and safety guidelines.

■■■■■■■■■■

(Insert name)
JU JITSU CLUB
SAFETY POLICY
AND
INSURANCE DOCUMENT
DATE / /

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

So as to ensure not only your own safety but that of others your co-operation and compliance with the requirements contained in this documents are essential. The responsibilities of all those who teach 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 4).

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 Registering association office.

This document should be seen as being jointly owned between each individual Club and their Club In-



structor. Where necessary you should incorporate any local arrangements or specific rules set out by your own institution.

Thank you for your co-operation.

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01. Introduction

Ju Jitsu has been developed in Great Britain during the past forty years from the ancient Japanese martial art of Jiu 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 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 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

Ju Jitsu Club: (insert name)

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

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

This policy will be reviewed annually by the Regional Primary Board of instructors, The Jitsu Foundation and the Club Committee.



Signed:

Position:

Date:

Signed:

Position:

Date:

Signed:

Position:

Date:

Signed:

Position:

Date:

Signed:

Position:

Date:

Signed:

Position:

Date:



2.0 Organisation

The Jitsu Club is recognised and approved by the orUniversity.

The Club is affiliated to its national body:

BJJAGB

Head office

5 AVENUE PARADE

ACCRINGTON BB56PN

The Club is also a member of the Regional Ju Jitsu Association

Local Office _____

Regional Co-ordinator for the _____ Region.

Address as above The is also affiliated the British Jiu Jitsu Association GB (B.J.J.A GB), which is the national governing body for Jiu Jitsu in Great Britain and is recognised by the Sports Council and sport England
Head Office 5 Avenue Parade
Accrington
Lancs
BB5 6PN
07850317553

3.0 The Regional Jitsu Association

The Regional Association will consist of the Club Instructors within the region.



4.0 Club Committee

The Club will elect a committee on an annual basis in accordance with the rules set out by theASSOCIATION .

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 Jitsu training whilst on the mat (refer to Section 7.0).

5.0 Insurance Arrangements

The following insurance arrangements are applicable;

1. Public and employer's liability insurance held by the University Sports Centre.
2. _____ University Student Union Society / Athletics Union insurance policies. (This may include personal accident insurance)
3. _____ Ju Jitsu Club unless covered by type 2

Through affiliation to The Jitsu Foundation.

(Refer to appendix 3)

4. B.J.J.A. membership

Personal accident insurance

(Refer to appendix 3)

5. Professional Indemnity Insurance of all Jitsu Foundation Club Instructors through their membership of The Jitsu Foundation's group scheme with sportscoach UK.

Note It is the joint responsibility of the Club Instructor and the Club Committee to ensure that;

- A. The above insurance policies are in force and appropriate affiliation fees paid.
- B. Members have valid Club and Jitsu Foundation membership.



6.0 Allocation of Responsibility

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

I. The owner of the premises.

The owner of the premises in this instance is the _____. 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 University, E.g. mats.

II. The Club Committee and Athletic Union Club Committee members are responsible for ensuring that:

- The Club Instructor has been approved and mandated by the NAME.
- Copies of certificates where required are given to the NAME.
- New members are issued with the information sheet (Appendix 4).
- The session is cancelled in the event that an appropriate Instructor is not available.
- Appropriate first aid cover is available at all times.

III. 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.

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 safe as possible.

7.0 Pre Training Checks

- Mats need to be clean and set out in an approved manner.
- The Dojo shall be adequately heated, ventilated and a suitable level of lighting provided.
- Students shall be properly warmed up before training commences.
- All finger and toe nails shall be kept as short as possible.
- All jewellery, watches bracelets and hair clips shall be removed. Where rings can not be removed they shall be taped up.
- Suitable clothing shall be worn.
- Training gi's shall be kept clean and in a good state of repair.
- A check should be made for any new or existing medical conditions that may prevent or restrict training of all members.
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- A check should be made for any new or existing medical conditions that may prevent or restrict training of all members.
- All existing members shall have a valid membership.
- New members shall have completed a medical screening section of the membership application and have it checked by the Club Instructor.
- A first aid kit shall be readily available.
- Access to a telephone in the event of an emergency is available.
- Any equipment or sports bags do not obstruct the exit or fire escapes, or give rise to trip hazards.
- No persons in the Dojo are chewing gum or eating other foods.
- No persons training have been drinking alcohol.
- New members are made known to the club and informed of safety precautions and mat etiquette. A copy of the safety Policy is available.

8.0 During Training



The mat shall be kept free of gaps and clear of training equipment as far as is reasonably practicable. Injuries are treated immediately and recorded in the relevant accident book. The University and the Jitsu Foundation shall be notified if any accident results in any incident requiring medical attention.

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.

Blood spillages shall be treated immediately.

Where necessary adequate space shall be maintained between people or groups whistle on the mat.

Persons feeling faint or nauseous shall be accompanied when going to the toilet or changing rooms.

Persons are not miss matched in size or ability where this will give rise to danger .e.g. judo ground work competition.

Training is tailored to individual needs.

Training weapons are inspected before use.

Appropriate control and restraint is exercised in relation to the application of techniques.

Kicks or punches to the head, heart or groin should be controlled. Full power finishing off and weakening strikes are not permitted.

9.0 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.
- In some instances a cool down period or exercises may be required.

All members must comply with the requirements of this section and with the membership rules of The NAME, Club and the rules and etiquette of the Dojo.



It must be borne in mind that 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 and the NAME 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.

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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 NAME 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.

12. Every member shall ensure that they will;

- Disclose to the Club instructor any new medical condition, change in health status or injury that may affect or restrict their training.
- Keep toe and finger nails are kept 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 Jitsu Foundation and the etiquette of the Dojo.



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- Apply for membership within two weeks of commencing training.
 - Maintain a valid Jitsu Foundation membership status and other club membership requirements at all times.
 - Follow the instructions of the club Instructor or his nominee, and in particular observe the command 'yame' which means STOP.
 - Follow the advice of other more experienced members where that advice relates to their safety.
 - Draw to the attention of the Club Instructor anything which may affect the safety of people training.
 - Not engage in free practice without the presence of an Instructor.
 - Not attempt techniques which they have not been instructed to do so.
 - Not leave the mat or the Dojo during training sessions without notifying the Club Instructor.
 - Not carry illegal weapons in their training bags.
 - Carry all weapons, particularly bokkens, bo's, jo's in suitable cases and avoid the attentions of people in the street.
 - Maintain any personal training equipment or weapons which may be used within the club in a safe condition.
 - Prior to commencing training or an attack shall ensure that the defender is ready and observe Dojo etiquette. E.g. rei before attacking.
 - Leave a suitable period between eating and the start of training.

13. Coaching Qualifications

Delivered and acknowledged by the BJJ.A. (GB) Grade Coaching Status Min.

Years Experience:

INSERT YOUR GRADE STRUCTURE HERE.

Diagram 1 Coaching and grading structure

Club Instructor

Club Instructors are appointed and mandated in writing from the NAME OF ASSOCIATION. Grading certificates and mandates are supplied to relevant Athletic Union officials and sports centre management on request. Copies are also held with the Regional Co-ordinator. Mandates run concurrently with a Club Instructor's professional indemnity insurance and mutually dependent on the validity of the other.

The minimum qualification for Club Instructor is the attainment of a 1st Dan.

- Novice Instructor Course purple
- Assistant Instructor Course Brown
- Club Instructor Course 1st Dan.
- Senior instructor Course 3rd Dan and above.



- First Aid Course

CRB

Instructors

Instructors are senior Jitsuka (purple belt and above) who have attended the BJJAGB Coaching course. They will have considerable teaching experience in both general training techniques and warm up exercises under the supervision and direction of a Club Instructor.

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

Following the completion of the assessed teaching practice by the Club Instructor the individual will be deemed as being competent so as to be able to set out the mats, carry out pre-training checks and to commence warm up exercises without the direct supervision of the Club Instructor. **NO INSTRUCTOR BELOW 1ST DAN MAY SUPERVISE OR RUN A CLASS.**

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.

An instructor must also be registered with the Jitsu Foundation for each specific club. An Instructor will also be deemed as being competent at the nomination of the Club Instructor to teach to other members without the direct supervision of the Club Instructor.

Club Instructors will determine the techniques which Instructors teach and Instructors must not attempt to teach techniques which are beyond their own or that of the students capability or understanding Temporary cover by a nominated Instructor during the absence of a Club Instructor.

Should circumstances prevent the attendance of the Club Instructor or where his/ her arrival is delayed then a nominated Instructor can supervise the setting out of the mats. The Regional Jitsu Association will be responsible for replacing Club Instructors or providing temporary cover during prolonged absence of the regular mandated Club Instructor of the club concerned.

Responsibility of Instructors during the absence of the Club Instructor

During such an event the nominated 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.

First aid arrangements during the absence of the Club Instructor

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

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. 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.

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

An Assistant Instructor 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 canceling the session and returning the mats to the store in the event that the Club Instructor fails to attend.

14. Training Facilities

Jitsu is primarily practiced on a matted area. However many aspects of 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.

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.

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. 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. 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.

15. First Aid

All Club Instructors must have completed the Jitsu Foundation First Aid course or equivalent to a satisfactory level and attend a refresher courses as necessary to keep their qualification current.

All 1st Kyu or brown belts 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.

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 Jitsu Foundation (In accordance with the accident notification procedures of the Jitsu Foundation using the approved form, (refer to appendix 3))
2. The University or Sports Centre Management.

Blood spillages

Where possible blood spillages should be cleaned up by the person bleeding following any appropriate treatment or dressing of their cuts. In other cases suitable protective and disposable gloves shall be worn and medi swabs from the first aid kit used to remove the blood. Large contamination of mats or floors should be reported to the Sports Centre staff.

16. Medical Screening

All members must complete a medical screening questionnaire prior to training (Refer to appendix 3). Members must disclose all information to the best of their knowledge concerning their medical health status. 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 any medical history or restrictions to an individual's fitness are discussed with that individual prior to training. Members shall also inform the person in control of the mat of any serious injuries or change in



health status and a new medical screening form may need to be completed.

16. 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.
- 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.

17. 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.

18. Weapon Work and Equipment Inspection

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

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



Appendix 1

PRE TRAINING CHECK LIST

Before commencing training the following conditions should be complied with.

- All participants must have completed a medical screening questionnaire.
- All participants must hold or have applied for within two weeks of starting, a valid membership.
- All jewellery to be removed or made safe.
- Environmental conditions are suitable. Lighting, ventilation, heating.
- Dojo is in a safe condition.
- Mats have been set out correctly and are in a sound condition.
- Participants are aware of Dojo rules and etiquette.
- No eating or drinking.
- All toe and finger nails are as short as possible.
- Dojo capacity has not been exceeded.
- First aider, emergency telephone and first aid kit are available.
- Suitable warm up exercises have been completed.
- Any new medical conditions which may affect training have been disclosed.
- Personal belongings, bags, etc. do not obstruct exits or present trip hazards.
- 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

THE BJJAGB INSURANCE DOCUMENT

SUMMARY OF INSURANCE

Type of Cover

- a) Public Liability: Provides cover in the event of injury or damage to Third Party as a result of the NAME of Club negligence.
- b) Member to Member Provides cover in the event of injury or damage to a Liability Third Party as a result of the member's negligence.
- c) Club Liability Provides cover in the event of injury or damage to a Third Party as result of the club committee's negligence.
- d) Instructor Liability Provides cover to the instructor in the event of injury or Third Party as result of the instructor's negligence.
- e) Mats and Equipment: Covers mats and mats loaned to the Foundation including whilst in transit.

Sums Insured

- a) Civil liability £5,000,000, Employers Liability £10,000,000
- b) £5,000,000 any one occurrence
- c) £5,000,000 any one occurrence
- d) £5,000,000 aggregate in any one period – provided by instructors membership of sports coach UK.

Excess

- a) b) £250 in respect of Third Party property damage only

Conditions

- a) Instructors are covered whilst on the business of The Jitsu Foundation at Jitsu Foundation/ BJJAGB registered Dojos only.
- b) In the event of a claim each member is deemed to be separately insured.
- c) Violence Awareness Courses and Demonstrations for charity, freshers fairs etc are covered.
- d) It is a condition of the policy that all reasonable precautions must be taken to prevent accidents, injury or damage. Failure to comply can invalidate the policy as well as the claim.

CLUB LIABILITY INSURANCE - THE NAME OF CLUB



We hereby confirm that the following insurance is in force.
Renewal is in effect from DATE ?

Insurers: Royal Sun Alliance Group

Policy No:

Period:

Club Liability: £5,000,000 any one accident (including public liability).

PROFESSIONAL INDEMNITY INSURANCE

All UK instructors given mandates to teach by the BJJAGB may become members of sportscoach UK and through this are provided with professional indemnity insurance by Royal Sun Alliance.

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

Contact: Vicky Willets

Address: sports coach UK 114 Cardigan Road Headingley Leeds LS6 3BJ

Tel: 0113 290 7612

Fax: 0113 231 9606

Email: scukmembershipenquiries@sportscoachuk.org

PERSONAL ACCIDENT INSURANCE



This is provided by the BJJ licence. Any incident which involves a visit to the member's GP or a hospital must be reported to the office on an Incident Report Form. If a member requires to make a claim for Personal Accident Insurance then they are to contact the Foundation's office for a copy of the BJJAGB claim form. This must be completed and returned to the named person below together with all necessary doctors' notes etc.

Contact: Mrs S Dixon

Tel no: 07850317553

Address: 5 Avenue Parade, Accrington, Lancs, BB5 6PN

SUMMARY OF INSURANCE

Every BJJAGB licence holder enjoys the following automatic cover as part of the licence.

Member to member Liability: Any one occurrence limit of £5,000,000.

Personal Accident:

Death Loss Permanent Temporary of Limb Disability Total Disability

Senior: £25,000 £25,000 £25,000 £50 per week

Junior: (under 16): £ 2,000 £2,000 £2,000 n/a

Please note that members are not entitled to temporary disability allowance for the first two weeks of any temporary disability. The maximum duration of temporary disability is 52 weeks.

LICENCE APPLICATION FORM

The Licence Application Form should be completed by all new Students before they step onto the mat and payment should be made after two weeks, without exception.

It must be stressed that Insurers will not provide 'free' cover after two weeks for new students.



All existing students must renew their licence at the appropriate time. Unlike beginners there is no cover given once the licence has expired.

INCIDENT REPORT FORM

This form has been created to allow The Jitsu Foundation and Insurers to monitor the number and types of incident which occur. This will make it easier to prevent future claims as well as defending any which occur.

The form must be completed, by the instructor, after any incident which involves a visit to the student's GP or a hospital. The form should not be seen by the student. If further information is required from the student a more detailed form will be sent.

THE BJJAGB GUIDE TO THE WOOLF REFORM CHANGES

The actions, what you must do:-

Report every incident, particularly those involving personal injury to us immediately it happens. Do not wait. The claimant has all the time necessary but the defendant does not. The claimant may take up to 3 years to put his or her claim together whilst you have 21 days to acknowledge and no more than 3 months to defend.

We will tell you what to do next. You should appoint a Document Officer and tell us who he or she is. We will then advise on what needs to be done and when. Employers Liability claims for instance will require a catalogue of documentation in support.

Ensure all staff recognise any letter from Solicitors, which are, headed Letter of Claim. What used to be called a writ is now called a claim form. It is a legal document headed claim form and should be treated with all the urgency of a writ.



Put in place a procedure to ensure all such documents reach a responsible officer immediately and then pass them to us the same day.

Consequences

If you want your insurer to defend and/or pay the bill, you **MUST** play to the rules. If the insurer can legitimately demonstrate that your failures as to:

- Time
- Investigation
- Documents

Has genuinely prejudiced the defence, he may try:-

- a) To walk away
- b) Pay and recover from you
- c) Settle as a matter of expediency and put up premium

On 26th April 1999 the Civil Justice System changed radically in the manner in which claims, particularly those involving personal injury are handled.

Collectively these changes are known as the Woolf Reforms, and the intention is that disputes will be resolved quickly, efficiently, equitably and economically, with the emphasis on achieving resolution without the need to resort to the Courts.

The Changes

If resolution can't be achieved short of litigation, the legal process will be managed by the judge, not the lawyers.

He or she will set the timetable. There will be three legal tracks:-

- a) Small less than £5,000
- b) Fast less than £15,000
- c) Multi track more than £15,000

Strict rules as to time and procedure will be fixed, from which there will be no departure.



There will be limited expert testimony (probably one expert witness only) 'shared' by both sides.

It will be necessary for the parties to share their evidence and to produce supportive documents. Companies will need to appoint a controlling officer who will be responsible for the collation of documents and the 'signing off of the procedures'.

The judge will be empowered to impose penalties for breaches of the procedures. Finally, the judiciary will not tolerate stalling and time wasting.

What does this mean to you?

The claimant must notify the Policyholder in writing of any intention to make a claim before legal action is commenced.

You must respond within 21 days of that notice and identify your insurers.

IN PRACTICE YOU TELL US AND YOUR INSURERS RESPOND TO THE CLAIMANT WITHIN 21 DAYS.

90 days thereafter liability must either be accepted or denied.

If it is denied any documents upon which you intend to rely must be disclosed.



Appendix 3

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 NAME OF CLUB, The Athletic Union, The University Jitsu Club and the rules and etiquette of the Dojo.

It must be borne in mind that 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 NAME OF Club and BJJAGB to ensure that so far as is reasonably practicable that training is carried out in a safe environment and in a safe manner. Suitable control and supervision must be exercised at all time.

Every member shall ensure that they will;

- Disclose to the Club Instructor any new medical condition, change in health status or injury that may affect or restrict their training.
- Keep toe and finger nails as short as possible.
- Not wear jewellery, watches, bracelets or hair pins whilst training.
- Not consume food or drink (including chewing gum) in the Dojo.
- Not smoke whilst in the Dojo or whilst wearing a gi.
- Not use full power kicks or punches to the head or heart 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 when applying locks or strangles.
- Not consume alcohol prior to training.
- Obey the rules of the Jitsu Foundation and the etiquette of the Dojo.
- Apply for membership within two weeks of commencing training.
- Maintain a valid Jitsu Foundation membership status and other club membership requirements at all times.
- Follow the instructions of the club Instructor or his nominee, and in particular observe the



command 'yame' which means STOP.

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

19. Complaints Procedure

1. The Complaints Procedure will apply to any action or decision by any Member Of the BJJAGB.
2. Every effort should be made to resolve complaints informally. Complainants should refer to the chain of Representation to identify the person above themselves to whom they need to complain. i.e. club Coach, Senior Coach, Association Leader. BJJAGB Chairmen Wherever possible, the first on the list person should be the first point of contact to discuss the complaint.
3. If a formal complaint is made, this should be made in writing and be received by the person identified in 20.2 within 28 days of the date of the incident / decision.
4. A formal complaint should include all the relevant information together with a statement of the outcome required by the person complaining.
5. Any person submitting an appeal will receive written confirmation of its receipt and will receive a decision, following investigation, within 28 days of the date that the complaint letter is received.
6. If it is not possible to meet this deadline, the person making the complaint will receive confirmation of this in writing with a reason for the delay and an anticipated date that a decision will be made. This confirmation should be received within 28 days of the date the complaint letter is received.
7. Once this process has been completed, the complainant may decide to escalate it to the next person identified in the chain of Representation, if they are not satisfied with the result. In this case, the timescales previously identified will apply, with the start date being the date that



-
- the next person in the representation chart receives a written request from the complainant.
8. The final stage of complaint is to the Chairman of BJJAGB who may decide to delegate the investigation and final decision to a specifically formed Committee appointed by the BJJAGB Executive Committee. At this stage, the Chairman (or his representative) will write to the complainant to explain the process and identify appropriate timescales for action.