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**JITSU CLUB**



**SAFETY POLICY**

**AND**

**INSURANCE DOCUMENT**

## **Forward**

This document and attached declaration form are designed to help you understand the need for safety whilst teaching or training in 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 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 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 Jitsu Foundation office.

This document should be seen as being jointly owned between each individual Club and their 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: 06 01 2014

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## **1.0 Introduction**

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

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

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 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

### Jitsu Club

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 endeavour to promote safety throughout the activities of the club.

This policy will be reviewed annually by The Jitsu Foundation Ltd and the Club Committee.

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

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### **3.0 Organisation**

The Jitsu Club is recognised and approved by \_\_\_\_\_.

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

**Head office**            The Jitsu Foundation Ltd  
                                 PO Box 5068  
                                 Bath  
                                 BA1 0QD  
                                 0844 571 4412

The Club is also a member of the Jitsu Foundation \_\_\_\_\_ **Region.**

The Regional Jitsu Foundation consists of the Club Instructors within the region. This may include Acting Primary and above instructors.

**Regional Co-ordinator** for the \_\_\_\_\_ Region

**Address**                    \_\_\_\_\_  
                                 \_\_\_\_\_  
                                 \_\_\_\_\_  
                                 \_\_\_\_\_

The Jitsu Foundation is also affiliated 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 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 Owner of the premises.
2. \_\_\_\_\_ University Student Union Society / Athletics Union insurance policies where appropriate. (This may include personal accident insurance)
3. \_\_\_\_\_ Jitsu Club unless covered by type 2 Through affiliation to The Jitsu Foundation.  
(Refer to appendix 2)
4. B.J.J.A. membership  
Personal accident insurance and member to member liability  
(Refer to appendix 2)
5. Professional Indemnity Insurance – required of all Jitsu Foundation Club Instructors.

### **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.

### ***6.1 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

### ***6.2 The Club Committee (and organisation within which the club runs)***

Club Committee members are responsible for ensuring that:

- The Club Instructor has been approved and mandated by the 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 4).
- The session is cancelled in the event that an appropriate Instructor is not available.
- Appropriate first aid cover is available at all times.

### ***6.3 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. Any action of this type should be reported to The Jitsu Foundation and Regional Board.

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 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, 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 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.
- The Jitsu Foundation has been consulted and approves the 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 **Premises Owner and the Jitsu Foundation** 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 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.

## **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.

### ***6.4 Individual Member Responsibility***

This section is reproduced in Appendix 4 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 Jitsu Foundation, The Athletic Union, and The \_\_\_\_\_ 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. There is an element of consensual risk taking in the practice of 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 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:**

- 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 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, 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.
- 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.

## **7.0 Coaching Qualifications**

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

<b><u>Grade</u></b>	<b><u>Coaching Status</u></b>	<b><u>Min. Years Experience</u></b>
	Tertiary	19
<b>3rd Dan</b>	Acting tertiary	15
	Secondary	12
<b>2nd Dan</b>	Acting Secondary	10
	Senior Primary	7
<b>1st Dan</b>	Primary	5
	Acting Primary	4
KYU	Belt	
1	Brown	
2	Dark Blue	Club Instructor (Level 2)
3	Light Blue	
4	Purple	Assistant Instructor (Level 1)
5	Green	
6	Orange I,II,III	Club Assistant
7	Yellow I,II,III	
8	White	

### **Diagram 1 Coaching and grading structure**

## **7.1 Club Instructor (Level 2 Instructors)**

Club Instructors are appointed and mandated in writing from the Jitsu Foundation. Grading certificates and mandates are supplied to relevant Athletic Union officials and sports centre management on request. Mandates run concurrently with a Club Instructor's professional indemnity insurance and their validity is also dependent on the Club Instructor holding a current TJF Licence, and CRB Check with TJF. Full details of the mandate issuing process can be found in the CRB Checking and Mandate Issuing Policy Document:

[www.jitsufoundation.org/members/downloads/CRB\\_Checking\\_Mandate\\_Policy.pdf](http://www.jitsufoundation.org/members/downloads/CRB_Checking_Mandate_Policy.pdf)

A regularly updated list of Mandated Instructors will be published on the website at present the list can be found at:

<http://www.jitsufoundation.org/mandatedinstructors.asp>

The minimum qualification for Club Instructor is the attainment of a 1st Kyu or Brown belt and the subsequent nomination for the status of Acting Primary Trainer.

Nomination for 1st Kyu grading will also entail the prior completion of the following courses.

- ✓ Club Assistant Course (formerly Assistant Instructor Course) – minimum age 16
- ✓ Assistant Instructor – (Level 1 Instructor) Course (formerly Instructor Course) – minimum age 16
- ✓ Club Instructor (Level 2 Instructor) Course - – minimum age 18
- ✓ First Aid Course

### **7.1.1 Instructor to Student Ratio**

Assistant instructors (former I) 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.

1:20 (higher ratios can be agreed see below) where a junior is present

This ratio is for both club instructor (Level 2) and assistant instructor (Level 1)

This means that 1 mandated club instructor (Level 2) 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 an instructor decides to teach above the standard instructor to student ratio where juniors are present they must notify [tjf@jitsuofoundation.org](mailto:tjf@jitsuofoundation.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 make up 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 instructor 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
- 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

## **7.2 Assistant Instructors (Level 1 Instructors)**

Assistant Instructors are Jitsuka (purple belt and above) age 16 or more who have attended and passed the Jitsu Foundation Assistant (Level 1) 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 is 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 take into account 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 so as 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 teach other members.

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

To develop their ability to take warm ups 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.

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

## **7.2.2 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.

## **7.2.3 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 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.

## **7.2.4 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 Club Committee and the most senior graded Jitsuka shall ensure that training does not take place.

## **7.3 Club Assistants**

A Club Assistant (CA) is a junior ranking Jitsuka who has successfully completed the 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 Club Instructor will monitor the ability and standards of the Club Assistant 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 Club Assistant 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.

## **8.0 Training Facilities**

Jitsu is primarily practised 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.

### **8.1 *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.

### **8.2 *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.

## **9.0 First Aid**

All Club Instructors must have completed the Jitsu Foundation First Aid course or equivalent to a satisfactory level.

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.

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.

### **9.1 *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 Jitsu Foundation (In accordance with the accident notification procedures of the Jitsu Foundation using the approved form - link below)

[http://www.jitsufoundation.org/members/downloads/incidentform\\_2003.doc](http://www.jitsufoundation.org/members/downloads/incidentform_2003.doc)

2. The Management of the premises.

### **9.2 *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 Sports Centre staff.

## **10.0 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 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.

## **11.0 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.
- ✓ Contestants should not be inappropriately matched in size or weight.

## **12.0 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.



### **13.0 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 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 mats, weapons and equipment should be removed or reported and then either repaired or disposed of.

The 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.

# Appendix 1

## THE 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**

# **THE JITSU FOUNDATION 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 Jitsu Foundation's negligence.                               |
| b) Member to Member Liability | Provides cover in the event of injury or damage to a 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:        | Provides covers for mats and mats loaned to the Foundation including whilst in transit and on site. Arranged on an adhoc basis where required. |

## **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. Third party property damage excess: £250
- d) At least £2,000,000 aggregate in any one period – provided by proof from each individual of instructor's professional indemnity insurance
- e) Various arranged on an adhoc basis where required

## **CONDITIONS**

Instructors must operate within the limitations of their own professional indemnity insurance.

In the event of a claim each member is deemed to be separately insured.

It is a condition of these policies 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 AND MEMBER TO MEMBER LIABILITY INSURANCE -  
THE JITSU FOUNDATION VIA BJJAGB**

**Insurers:** Allianz  
**Policy No:** 32/SZ/17940492/01/20009598  
**Period:** 27<sup>th</sup> May 2013 to 26<sup>th</sup> May 2014  
**Club Liability:** £5,000,000

**ASSOCIATION LIABILITY INSURANCE - THE JITSU FOUNDATION**

**Insurers:** Hiscox  
**Policy No:** 1887208/HSLBD000560  
**Period:** 8<sup>th</sup> November 2013 to 8<sup>th</sup> November 2014  
**Civil Liability:** £5,000,000 any one event  
**Employers Liability:** £10,000,000 any one event

## **INSTRUCTORS PUBLIC LIABILITY AND PROFESSIONAL INDEMNITY INSURANCE**

All UK instructors given mandates to teach by the Jitsu Foundation provide prior evidence of their professional indemnity insurance. All UK instructors that are invited to provide evidence of their professional indemnity insurance can join TJJ Group Instructor Insurance Scheme with Endsleigh.

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

## 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 Allianz claim form. This must be completed and returned together with all necessary doctors' notes etc.

### SUMMARY OF INSURANCE

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

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

#### **Personal Accident:**

Benefits:

- 1) Accidental Death
  - a) In respect of Insured Persons over 16 or over 18 if in full time education £50,000
  - b) In respect of Insured Persons under 16 or under 18 if in full time education £2,000
- 2) Loss of one Limb £50,000
- 3) Loss of two or more Limbs or Loss of Sight £50,000
- 4) Loss of Hearing In one Ear or Loss of internal organ £25,000
- 5) Loss of Hearing in both Ears £50,000
- 6) Loss of Speech £50,000
- 7) Permanent Total Disablement £50,000

Other Benefit Amounts:

- 8) Temporary Total Disablement(per week) £50 (Excess Period 14days, Maximum Benefit Period 52 weeks)
- 9) Additional Travel Expenses (per week) £25 (Excess Period 14days, Maximum Benefit Period 52 weeks)
- 10) Broken Bones –
  - a) Arm, Leg, Check bone, Collar Bone (per bone) £50 - Maximum Benefit per Insured person £150
  - b) finger, thumb or Toe (per bone) £5 - (Maximum Benefit per Insured Person £15.
- 11) Emergency Dental Pain Relief Expenses Not Insured
- 12) Hospitalisation.
  - a) In Patient Benefit (per day) £25 - Maximum In Patient Benefit per Insured person £750
  - b) Convalescence Benefit (per day) £25 - Maximum Convalescence Benefit per Insured Person £750
- 13) Legal Advice Helpline Insured
- 14) Physiotherapy Not Insured

15) Rehabilitation and Retraining Expenses - Maximum Benefit per Insured Person £1000

**Maximum Benefit Any One Insured Person Capital Sums Benefit 1 to 15  
£50,000**



## **LICENCE APPLICATION FORM**

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

<http://www.jitsufoundation.org/members/downloads/licence1314.pdf>

All existing students must renew their licence at the in advance of expiry and must not be allowed to train after expiry.

## **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.

[http://www.jitsufoundation.org/members/downloads/incidentform\\_2003.doc](http://www.jitsufoundation.org/members/downloads/incidentform_2003.doc)

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 PERKINS SLADE 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 Perkins Slade to advise all relevant details, especially if the matter has not previously been notified.**

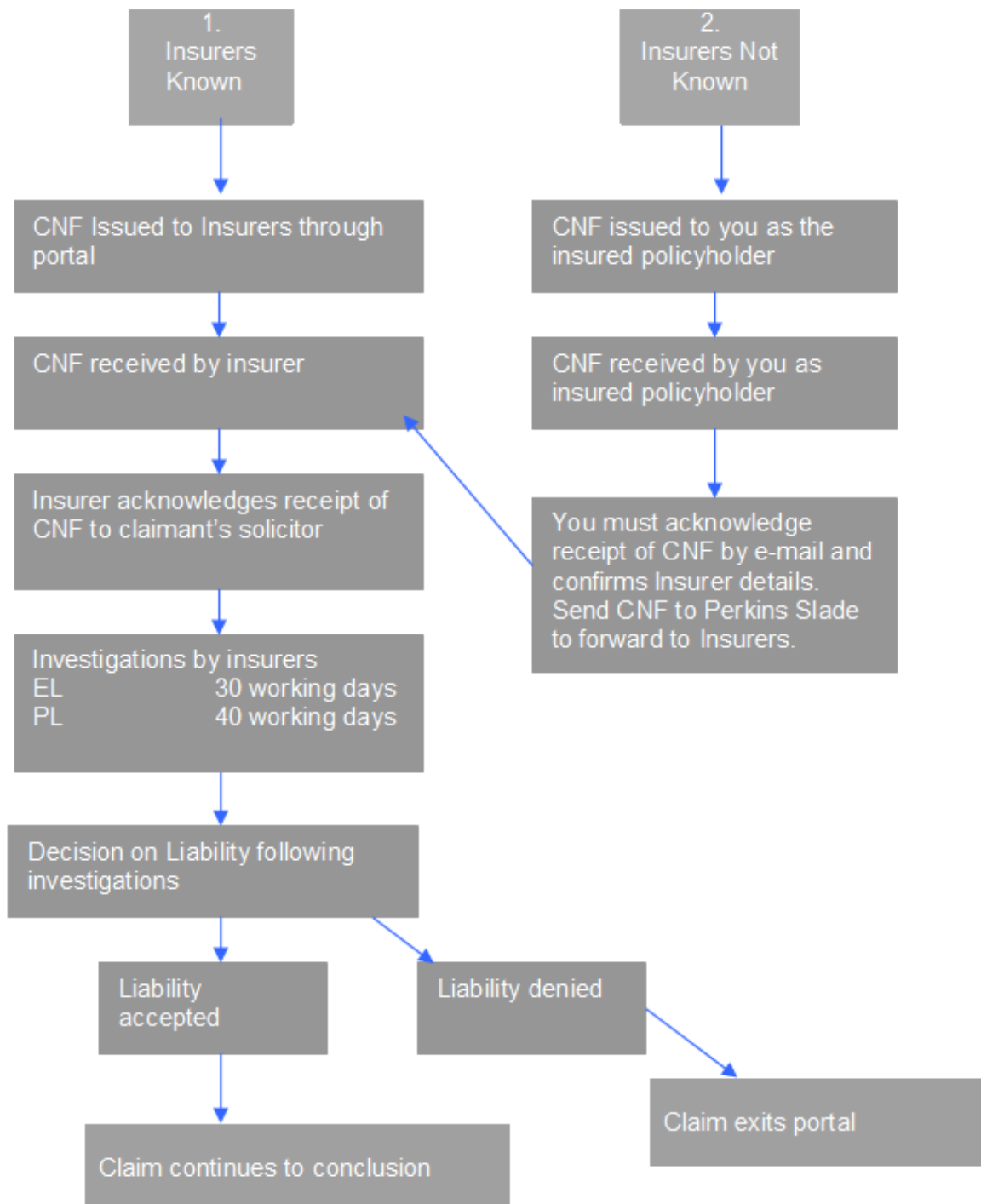
## WHAT CAN YOU DO TO HELP?

- 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 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>

This guidance was provided to The Jitsu Foundation by Perkins Slade Ltd and can be found on the Perkins Slade blog:

<http://www.perkins-slade.com/insurance-blog/category/for-sport/>

## Appendix 3

### THE 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 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 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 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;

- 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 Jitsu Foundation membership within two weeks of commencing training.
- Maintain a valid Jitsu Foundation membership status and other club membership requirements at all times.
- Keep toe and finger nails 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 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 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