



Code of Conduct and Club Policy Document

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2 CORE VALUES AND MISSION STATEMENT

Our goals in Athenry Judo Club are to provide excellent, technical Judo coaching to all our members using traditional Judo values and progressive coaching techniques. Fundamental to our culture at Athenry Judo Club is that Judo should first and foremost be a positive, enjoyable, activity that promotes self-development and confidence in Judoka of all grades, all abilities and all experience levels. At all times Coaches, members and their families are expected to display positive behaviour that fosters, and promotes a safe, nurturing and friendly environment.

At no time should any member or visitor to the club, or any of their family members be made to feel under any undue pressure in relation to their Judo training or performance. It is the responsibility of all members, their families and especially the coaching team of the club to ensure that we uphold the highest levels of conduct and behaviour at all times particularly in the club, and when representing the club, the IJA and the sport of Judo in the wider community.

Athenry Judo Club Core Values:-

- Judo is not about ‘quick fixes’ or easy results.
- Success is not measured in the number of wins you achieve, but the way in which, you as a person, strive for excellence and improve yourself and your Judo throughout your whole life.
- We strive for excellence by demonstrating total control, pure, clean Judo and a desire for the most effective use of our energy.
- Manners, Integrity, Humility and Discipline are all worthy and expected attributes of all Athenry Judo Club Judoka.
- Winning and losing both present the student with an opportunity to improve and are equally valuable to progress

3 CODE OF CONDUCT

All members of the club are expected at all times to behave in accordance with the following key principles and rules.

- Show a willingness to learn and a positive attitude at all times.
- Be on time, sign in when you arrive and ensure that your applicable membership fees are up to date.
- Be respectful to everyone at all times and be quiet when instructors or senior grades are speaking and / or teaching.
- Work to the best of your ability at all times, help each other and look after each other’s wellbeing.
- Never fight or use Judo outside of the dojo, the club or sanctioned IJA Judo events.
- Never engage in aggressive or violent behaviour; bullying or intimidation of others will not be tolerated either in the Dojo or in the wider community.
- Never leave the mat area without permission and follow correct Judo Etiquette when doing so.
- Only practice techniques that you are being shown by the instructors and stop immediately when asked to.
- Use the toilet & get a drink before the class starts if you need to. Do not ask for toilet breaks or water breaks during a class – the instructor will provide breaks at appropriate times.
- Bring drinks or anything else you need during class into the dojo with you and home again after your class.

4 INSTRUCTOR AND COACHING POLICY

Athenry Judo Club strives to provide excellent technical Judo coaching to all our members using traditional Judo values and progressive coaching techniques that foster, promote and develop classically dynamic, fluid Judo in a safe, nurturing and friendly environment.

All of our coaching team at Athenry Judo Club are highly skilled dedicated individuals who work on a purely voluntary basis (no one gets paid) and who are fully committed to delivering on these objectives.

It is club policy that Classes will be cancelled if required, rather than run without properly skilled and supported coached present. It is the responsibility of the head coach, the club president and the individual coaches and the adult members of the club and the parents of the children present in the classes to ensure that at no time will any coach or instructor be left working unsupported or alone with any student(s) under the age of 18 years of age.

Any concerns in relation to coaching standards at the club should be brought to the attention of the senior instructor, the club president and if necessary the Irish Judo Association.

5 CHILD PROTECTION POLICY

At our Club the safety of the child is our first priority. We are committed to a practice, which protects students from harm while they are in our care. We accept and recognise our responsibilities to develop awareness of the practices that cause students harm. We do this by:

- Giving parents, students and volunteers information about what we do and what to expect from us.
- Having a registration system for each child
- Keeping records of each child including medical details, any special needs
- Keeping records of attendance for students and staff
- Keeping records of accidents/incidents and any unusual patterns reported.
- Obtaining consent for various activities
- Ensuring there are always sufficient coaches to child ratio present to supervise Students.
- Ensuring students are supervised at all times and never left alone, and staff know at all times where students are and what they are doing.
- Ensuring our coaching staff are suitably qualified and registered.
- Making sure that our staff and volunteers are carefully selected, trained and supervised.
- Ensuring staff are trained and prepared for coping with challenging behaviour.
- Ensuring persons coming into contact with students in our Club have Garda vetting.
- Letting parents and students know how to voice their concerns or complaint if there is anything they are not happy about.
- Procedures for dealing with grievances and complaints are in place
- Ensuring our policies and procedures are reviewed and parents/guardians receive written confirmation of all amendments
- Ensuring health and safety matters are in place

All of our team have completed the Irish sport's council's code of ethics in relation to child safety in sports and we actively encourage all parents and adult members to take this course if they wish to help out with the club in any capacity. All of our coaching team are fully Garda vetted and we also require all adult members who wish to help with the children's classes to be fully vetted free of charge by the IJA.

Your child's safety and development are at the forefront of the club's objectives and our child welfare and protection office is available to discuss any concerns parents or students may have.

Our child welfare officer's details are:

Edith Murphy
T: 0868252221
E: welfareofficer@athenryjudoclub.com

6 ATTENDANCE POLICY

Parents are advised that places within the Athenry Classes are limited. In addition to this the structured nature of the Athenry Judo Club learning program means that missing a class will mean that the student will in effect miss a learning module and so need to catch this up. Regular attendance also forms a key part of the grading requirement and as such students who regularly miss classes will not be eligible for grading. For these reasons, if a student has a place in the Athenry Judo Club Classes, then full attendance is required. In the event where a child needs to miss a class through illness or any other reason the parent should contact the club to notify us of this at the earliest opportunity.

The club can be contacted at:
E: info@athenryjudoclub.com
T: 0868252221

Please Note: Continual absences from class without reasonable explanations will result in the potential loss of the place for the student without refund. Parents will be contacted prior to this action being taken and the club will make every reasonable effort to work with parents to rectify the situation. In the event that the child continues to miss classes without reasonable explanation following this intervention the place will be offered to others on our waiting list.

7 CLASS STRUCTURE

The classes at Athenry Judo Club follow a structured learning program. Each class generally consists of fitness and strength training, warm up exercises, technical instruction and cool down periods. The structure of the exercises includes individual and team games for the children's classes.

Parents are advised that the structure of the class is determined by the head coach and is subject to change.

8 ADMISSIONS POLICY

Applications for places in the Club should be made to the club secretary. Places will be allocated on the basis of:

- Places available
- Position on waiting list
- Siblings of those who attend the Club

9 ARRIVAL POLICY

- Parents are responsible for bringing their child to Athenry Judo Club.
- Parents must accompany their child into the hall area where the class is held.
- Parents must ensure their child is on time for each class. Students must only arrive five minutes before each class as the hall area has to be prepared for the class. (See class times)
- Students attending the second class must not enter the hall area until the previous class has finished.
- The Club will not take responsibility for any child who has not been admitted to us in this manner.

10 SETTLING IN POLICY

- The length of time required for beginners to settle in will be different for each child.
- If necessary arrangements can be made for the parent to stay in the hall during the first class or two. After the initial two classes the child should be left on their own to participate in class.

11 COLLECTION OF STUDENTS POLICY

- Parents are responsible for collecting their child from the Club.
- Children must be collected on time as the hall needs to be cleared immediately after class times.
- If parents wish to call earlier to collect their child from the Club please advise us before class to avoid disruption.

12 APPEARANCE UNIFORM/JUDOGI

Students must wear the full judo suit to class when training. The only exception to this is for new students who have not yet received their Judogi. The club has a limited number of loan suits available and these must be returned at the end of each class if borrowed. Shoes must never be worn on the mat area and Socks should only be worn for medical reasons. If the student has a medical reason to wear socks then they should inform the club prior to the class start time and seek medical advice at the earliest opportunity to resolve the problem.

Girls must wear and boys are encouraged to wear a white round necked t-shirt or rash guard under their suit. (T-shirts should be plain in appearance and neutral in colour they should also not protrude past the length of the Judogi sleeve or collar for safety reasons).

At gradings and competitions Girls wear a plain white t-shirt and boys must not wear a t-shirt of any type. This is in accordance with National and International standards.

13 HEALTH AND HYGIENE POLICY

Judo is a very up close and personal sport and it is important that all members of the club and the parents of players under the age of 18 years understand the importance of the club's hygiene policies.

- Wash your Judogi (Judo Suit) regularly
- Keep your body & hair clean
- Ideally shower before training but at minimum, wash your feet & hands before training
- Keep your finger and toe-nails cut short and free of dirt
- Wear a plain round necked T-Shirt or rash guard when training.
- NEVER walk on the mats with shoes on
- ALWAYS wear Zori (Sandals) or other footwear when leaving the mat area so as to avoid bringing dirt back onto the mats. NB Zori should be left at the side of the mat in the area provided during training so that they are easily accessible
- Do NOT come to training if you are feeling unwell
- If you have a rash or skin complaint YOU MUST consult a doctor before you come to training and get it treated immediately.
- In the event of a student having a rash of skin complaint the instructor MUST be notified and any infected areas should be covered with an appropriate dressing. In the case of foot infections (such as verruca or athletes foot, socks must be worn until the infection has completely cleared.
- Clean and treat any cuts or abrasions immediately and make sure you cover them appropriately if you intend to continue training

14 FOOD POLICY

- Students must not bring food into the training hall area.
- It is recommended that students bring a bottle of water with their name on it to each class for hydration purposes.
- Students must bring any bottles or containers / rubbish home or place them in the bins provided after each class.

15 COMMUNICATION POLICY

We are always interested in feedback from parents about their needs and about our Club good or bad so that we may develop our club further.

- Parents are welcome to talk to the coaches at any time at the end of each session. News letters will be sent out regularly as a way of keeping in contact with parents.
- It is the responsibility of the parent to ensure they have read all information sent out to keep up to date with policies and procedures.
- Parents will be notified of any major changes in the form of a letter which will be given to the students.

16 FINANCIAL POLICY

Due to the structured nature of our classes and terms we do not under any circumstances accept individual mats fee payment. Club fees are charged monthly in advance or in 3 month (12 week) terms. All club fees must be paid at the beginning of each, month or period as per their agreed payment plan.

All IJA fees must be paid as soon as they are due either to the IJA directly or the club.

Black Belt Fees Exception Policy

IJA certified of any EJU or IJF recognised Dan grades who hold their license registration with Athenry Judo Club may train for free. Visiting Dan grades should contact the club prior to attending training and will normally be offered one guest class free. One guest class may be offered per 12 week term. Following the guest class, normal club fees will apply.

17 ILLNESS POLICY

- In general terms students who are unwell should not attend the Club.
- Any student who falls ill in class will be sent home as early as possible with their parents.

18 EXCLUSIONS POLICY

The following ailments will be grounds for the exclusion of students from the class until the student has recovered

- Any student suffering from acute symptoms of food poisoning or gastroenteritis
- Any student who is seriously ill with any contagious/infectious disease
- Any student's temperature if it is 38 degrees Celsius or over
- Any student suffering with a severe earache or a deep hacking cough
- Any student who has difficulty breathing
- Any student who has an unexplained rash. The extent of the rash and how long the child has had it will be noted.
- Any student who has vomited more than once in the previous 24 hours.
- Any student who has had diarrhoea more than twice in the past 24 hours.
- Any student with untreated head lice or nits

Parents are reminded that for most infectious conditions there is a recommended period of exclusions for the protection of other students. Please discuss with us if you need further clarification in relation to this.

19 RECORD KEEPING POLICY

- It is of paramount importance that all records relating to students are kept up to date at all times.
- It is the policy of the Club that all forms must be completed and signed by the student and the parents and returned to the club before a child is accepted into the Club
- Parents must inform the club secretary immediately if any changes occur to the records held on file so records can be updated accordingly.
- Parents are reminded that the Club is committed to maintaining confidentiality and maintains a secure place to keep sensitive records.

20 INSURANCE POLICY

In line with IJA guidelines the club operates a NO License, NO insurance, NO judo policy and there are no exceptions to this. All students attending the Club must therefore hold a current IJA membership, which include their insurance cover. For new students, the IJA membership must be taken out within one month of joining the club.

21 ACCIDENT/INCIDENTS POLICY

- The Club's aim is to provide a safe environment for all students.

- Our practice is to provide good and active supervision at all times.
- In the event of an accident happening parents will be notified and the incident will be recorded in the incident report sheet.

22 SMOKING POLICY.

- Our Club operates a strict no smoking policy.

23 FIRE POLICY

- Our Club has a fire safety programme in place.
- This will minimise the risk of fires occurring
- Should a fire or other emergency occur we have systems in place to ensure that students and staff on the premises are evacuated safely and without delay.

24 EQUAL OPPORTUNITY/DISABILITY AWARENESS POLICY

Our Club has an equal opportunities policy in place which includes procedures for combating discrimination and to ensure that every student in our care feels valued and that each student learns to value and respect others.

The Club will continue through its policy to seek to remove any barriers which may exist to equal opportunity.

25 BEHAVIOUR MANAGEMENT POLICY

- Our Club has a clear expectation of how students should interact with each other and adults.
- Our focus includes safety consideration and respect for other people's feelings, the development of negotiation and sharing skills, and the building of friendships.
- We promote good behaviour by setting examples as good role models and by providing consistency and a framework for the students.
- Our rules are simple for students to understand and are enforced in a fair manner. Students need to know that the rules do not keep changing. Knowing that boundaries and goals are set helps students feel secure.
- Parents will always be informed if a student's behaviour is giving concern as they may have an idea why there has been a change in behaviour.
- In the interest of safety students who continuously disrupt others during class will be asked to sit off the mat until the end of class and parents will be notified of their behaviour on collection. The behaviour will be monitored and discussed again with the parent if necessary.

26 COMPLAINTS PROCEDURE POLICY

In the event that a complaint may arise parents/guardians are asked to notify the club secretary immediately so the complaint may be investigated and resolved as soon as possible. Parents may do this in any of the following ways

- Telephone
- Face to face. The head coach will be available for appointment with parents/guardians at reasonable notice.
- All complaints will be investigated within 7 days and a written report will be produced.
- Parents/Guardians will be notified of the outcome of the complaint.
- If parents/guardians are not satisfied with the outcome of the complaint they may refer their complaint to the Irish Judo Association

27 GRADING POLICY

We firmly believe that progress and personal goals are highly individual and that whilst grades are important in rewarding a student's hard work and validating their ability, we do not believe that grades should ever be the sole target or goal of a student's training. That said, Athenry Judo Club are fully committed to providing every opportunity for our students to progress at a pace that suits their commitment, dedication and abilities in a structured, realistic and achievable manner.

Athenry Judo Club hold official grading and club demonstrations at the end of each term. All students will be provided with a certificate of achievement at the end of each term regardless of their eligibility to grade. Students who are eligible for grading may do so for a nominal fee to cover the cost of administration with the IJA and their new belt.

Students who are felt to be ready for their next grade will be tested and on passing their grading will be awarded their next grade at these events by the senior coaching team of Athenry Judo Club. It is the goal of the club that all students should participate in at least one but ideally two grading per year with the maximum number of grading possible being three per year except in exceptional circumstances. Eligibility to be put forward for the next grade will be at the discretion of the Club's Senior instructor and the clubs coaching team and the award of the grade will be subject to the student satisfying the clubs grading officer that the student has achieved the level of competency in all aspects of Judo required by the club and the IJA.

The club can grade locally up to Junior Brown belt and senior green belt. Following this the club will fully prepare and support students in their further promotions through the competition grades which will take place at the IJA's National grading events that are typically held in Dublin by the IJA's National Grading Committee.

HIGHER GRADE AND BLACK BELT

It should be noted that in Judo students wishing to test for the higher KYU (student) grades and Dan (Master) grades are required to demonstrate an ability to apply technique in a competitive context as well as demonstrate a high level of technical understanding of the techniques and principles of Judo. The Judo Black belt therefore signifies a high level of realistic competence and application of the art of Judo and not simply an understanding of a sequence of moves and forms. As such the earliest age that a student is eligible to test for a black belt is 16 years of age and the achievement of a Judo Black belt at this age would reflect an exceptional level of ability, skill and commitment.

28 SELECTION POLICY

Competitions and events will be held throughout the year. Students who aspire to be selected for competitions must train judo twice a week.

Students representing Athenry Judo Club will be selected based on

- Class Attendance
- Training performance
- Achievement
- Previous results
- Students selected for the Irish National Squad by the IJA National Squad Manager/Technical Director are required to attend the national squad training sessions which are held in various locations throughout the year. It is the responsibility of the parents to ensure their child attends these sessions. Full details of venue, dates and times will be supplied by the club when information becomes available.

29 COMPETITIONS

It is club policy that whilst competition is important to progress and should be encouraged to test the students' progress, we believe that too much competition too early in a Judoka's career can actually be detrimental to progress and instil bad habits in students. In addition to this travelling to competitions can be expensive and time consuming for parents. It is club policy to run at least two local "Basho" (contests) competitions per year and to attend a third club level competition in the local area. This should be more than sufficient for players in their first year of Judo. For more experience players, the club will also bring a suitably skills squad by coach to three National Competitions per annum. This squad will consist of no more than 40 eligible players. The competitions will consist of the All Irelands (Irish National Championships), The Irish International Open and one other event either within Ireland or the UK.

It is the responsibility of the parents to ensure that students who attend competitions bring:

- Judo membership book.
- A clean judo suit.
- A packed healthy lunch and plenty to drink for the day.
- Appropriate transport fee.
- Appropriate clothing

Students must not bring:

- Valuables
- Electronic toys etc.

The Club does not accept responsibility for damaged lost or stolen items.

30 AMENDMENTS TO POLICIES

The above policies may be amended or added to over the coming year at the sole discretion of the club.

Parents will receive written notification of any changes to our policies.