



# MEMBERSHIP

Membership of Felixstowe Judo Club is open to anyone interested in promoting, coaching, volunteering or participating in Judo.

Categories of membership:

- Adult
- Junior/Student/NHS/Forces;
- Family;
- Life.

All members will be subject to the regulations of the constitution and by joining the Club will be deemed to accept these regulations and codes of conduct that the Club has adopted.

Members in each category will pay Club membership fees and mat fees as determined at the Annual General Meeting.

Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and they hold British Judo Association membership and/or membership has been agreed by the Club Committee.

Honorary life membership of the Club may be conferred upon any member by a majority vote of those present at an Annual General Meeting (AGM) in recognition of someone who has performed an outstanding service, or who has made an outstanding contribution to the Club.

The club committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club or sport into disrepute. Appeal against refusal or removal may be made to the members.

## SUBSCRIPTIONS

Annual subscriptions shall become due for payment on 1st January each year, with the amounts being determined by the AGM.

The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating

Junior members (Under 18), students, employees of the NHS and Forces, shall pay two thirds of the adult member rate subscription.

Family members must live at the same address to qualify for Family membership and pay one and one third of the adult membership.



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Members joining after the 1st November shall be deemed to have paid their subscription for the following year.

Any member failing to make payment by 31st March shall cease to be entitled to the rights and privileges of membership and may be expelled provided that notice has been sent at least twice to the member's last known email address informing him/her of the proposed action.

## MEMBERSHIP FEES 2023

- Adult £15
- Junior/Student/NHS/Forces £10
- Family £20

## BENEFITS

1. Sew-on-Patch for your Judo-Gi.
2. Free Obi. When you need a new colour belt
3. Free Grading. Only BJA fees apply.
4. £1 discount on 'Pay As You Go' fees
  - Under 8's ~~£5~~ **£4**
  - Junior Class ~~£6~~ **£5**
  - Senior Class ~~£7~~ **£6**
  - Double Class ~~£8~~ **£7**
5. Two Monthly discount schemes for each class type.

Type	Once a week (PAYG x 3)	Twice a week (PAYG x 5)
Under 8's	£12	£20
Junior Class	£15	£25
Senior Class	£18	£30
Double Class	£21	£35



# CONSTITUTION

## TITLE

The Club shall be called Felixstowe Judo Club, hereafter to be referred to as "the Club" and shall be affiliated to the British Judo Association Governing Body.

## OBJECTS

To foster and promote the sport of Judo at all levels, providing opportunities for recreation and competition.

## MEMBERSHIP

Membership of the Club shall be open to any person completing a membership application form and paying the relevant subscription/joining fee as determined by the Annual General Meeting of the Club Members.

## OFFICERS

The Officers of the Club shall be as follows:

Chairperson

Secretary } Executive Officers

Treasurer

## ELECTION OF OFFICERS

All Officers shall be elected at the Annual General Meeting of the Club, from, and by, the Members of the Club.

All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.

## GENERAL COMMITTEE

The affairs of the Club shall be controlled by a General Committee comprising of the Executive Officers of the Club and other Members elected from, and by, the Full Members of the Club. The General Committee shall meet at agreed intervals and not less than four times per year.

The duties of the General Committee shall be:

- To control the affairs of the Club on behalf of the Members
- To produce financial statements of the Club through the Treasurer. These should be available for reasonable inspection by Members and available for discussion at every Annual General Meeting. The Club shall maintain a bank current account and the following Officers shall be authorised to sign Club cheques: two from the Chairperson; Treasurer and Secretary.
- To co-opt additional members of the Committee as the Committee feels this is necessary. Co-opted members shall not be entitled to a vote on the Committee.



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- To make decisions on the basis of a simple majority vote. In the case of equal votes, the Chairperson shall be entitled to an additional casting vote.

## GENERAL MEETINGS

The Annual General Meeting of the Club shall be held not later than the end of July each year. 21 clear days written notice shall be given to Members of the Annual General Meeting by circulating a copy of the notice to every member at their home address and posting the notice on the Club notice board. Members must advise the Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.

The business of the Annual General Meeting shall be to:

- Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
- Receive the financial statement for the year from the Treasurer.
- Receive the annual report of the Committee from the Secretary.
- Elect the Officers of the Club (i.e. President; Chairperson; Secretary; Treasurer and the other General Committee Members).
- Review Club subscription rates and agree them for the forthcoming year.
- Transact such other business received in writing by the Secretary from Members 14 days prior to the meeting and included on the agenda.

*NOTE: The agenda could provide for "Any Other Business", but Members should be encouraged to refer other items to the General Committee and give the required notice for important Annual General Meeting business.*

Special General Meetings may be convened by the General Committee or on receipt by the Secretary of a request in writing from not less than 4 Full Members of the Club. At least 21 days' notice of the meeting shall be given.

Nomination of candidates for election of Officers shall be made in writing to the Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members and must be seconded by another Full Member.

At all General Meetings, the chair will be taken by the Chairperson or, in their absence, by a deputy appointed by the Club or by Full Members attending the meeting.

Decisions made at a General Meeting shall be by a simple majority of votes from those Full Members attending the meeting. In the event of equal votes, the Chairperson shall be entitled to an additional casting vote.

A quorum for a General Meeting shall be 2 Officers of the Club from the Chairperson; Secretary and Treasurer.



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Each Full Member of the Club shall be entitled to one vote at General Meetings.

## ALTERATIONS TO THE CONSTITUTION

Any proposed alterations to the Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of Full Members present at the meeting, assuming that a quorum has been achieved.

## DISSOLUTION

If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the Club, the Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.

If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.

After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the Club.

X

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Chair

Date:

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X

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Officer of the club

Date:

# CODE OF CONDUCT



## Members and connected participants

### Contents

- 1) Definitions
- 2) Overview
- 3) Code of Conduct for all Members and Connected Participants

### Appendices

- a) Code of Conduct for Children and Young Athletes
- b) Coaches, Instructors and Volunteers
- c) Parents, Guardians and Carers

# CODE OF CONDUCT

## 1. Definitions

The definitions within the Code of Conduct are consistent with the disciplinary regulations; with the following terms having the meanings set out below:

Adult at Risk	means an individual aged 18 years or over “who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself from significant harm” <i>[source: No Secrets 2009];</i>
FJC/we/us/our	Felixstowe Judo Club;
BJA	British Judo Association;
Board	means the committee of FJC;
Children & Young Athletes	an individual under the age of 18;
Code of Conduct	means the set of behavioural standards which have been established as the expected minimum standards of behaviour as set out in this document, including the Appendices, as the same may be updated from time to time;
Competition	any event affiliated to the BJA e.g., occasions where a number of teams/clubs compete together in a formal or informal structure, often with a winning individual and/or club. This can be for a social purpose, played for fun or of a more competitive nature;
Connected Participant	means any person who volunteers for the FJC, serves on the Board or a subgroup/committee, and any family members and/or supporters of a Member;
Conflict of Interest	means a situation in which an individual has competing interests or loyalties or in which there may be a perception of, or actual, bias;
Confidential Information	means any information supplied or disclosed that is confidential or sensitive in nature and is supplied in such a way as to impart a duty of confidence;

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Disciplinary Action	means proceedings in accordance with the disciplinary regulations as set out by the FJC;
Disciplinary Matter	means inappropriate, incorrect, improper or unlawful conduct including breaches of any Disciplinary Policy, the rules, regulations, Codes, policies or license schemes imposed by FJC or any conduct which is otherwise detrimental to the interests of Judo;
Disciplinary Policy	means the document(s) that defines the disciplinary procedure that will deal with any breach or failure to comply with any FJC rules, regulations, Codes and/or policies;
DSL	means Designated Safeguarding Lead who will act as the lead for national Child and Adult at Risk protection and equality issues for BJA and investigate complaints made to the BJA;
Member	means any individual or appointed as a personal or group Member of FJC including players, attendees at BJA events and coaches;
Social Media	means media designed to be disseminated through social interaction. Types of social media include but are not limited to networks such as Facebook, Twitter, Instagram, Tik Tok, YouTube, Snapchat, blogs and podcasts;
Sport	means Judo or any version of Judo that is recognised by BJA.

## 2. Overview

### Introduction

The BJA is the National Governing Body for the Olympic sport of Judo in Great Britain.

The BJA is a diverse and extensive membership organisation and whose network of clubs, qualified coaches, volunteers, Connected Participants and individual Members extends throughout Britain providing access to the sport of Judo in England, Northern Ireland, Scotland and Wales.

This Code of Conduct sets out the rules around the behaviour of all Members and Connected Participants and the standard that they need to meet so that they know





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what is expected of them, specifically around how they behave and interact with others.

Why is a Code of Conduct important?

This Code of Conduct serves not only as a set of guidelines for Members to follow, but also as an external statement of the values and commitments of the FJC and all Connected Persons.

The Code of Conduct:

- Defines the FJC culture;
- Sets standards and expectations for Members to follow when it comes to their behaviour;
- Let's stakeholders and partners know FJC's values, creating a level of transparency for healthy relationships;
- Enables anyone interested in FJC (potential Members, employees, partners; stakeholders etc) to learn about its values, ethics and morals.

The Code of Conduct covers integrity, objectivity, confidentiality, behaviour and competence. When Members and Connected Participants act respectfully towards themselves, their fellow Members and Connected Participants and FJC as a whole, they avoid conflict and can work together peacefully.

The Code of Conduct clarifies FJC's values and principles, linking them with standards of conduct when it comes to the behaviour of its Members and Connected Participants. As a result, the Code of Conduct sets the benchmark for everyone to live up to.

Additionally, the Code can support Members and Connected Participants in general decision making by giving them a structure to follow when it comes to their behaviour.

The need for a Code of Conduct

Throughout this Code of Conduct, FJC seeks to clarify whether certain behaviours or actions are acceptable or not, and to assist Members and Connected Participants in understanding how and why we reach such decisions.

As well as setting out the rules, the Code of Conduct also explains what Members need to do if they need to report a violation of the FJC's policies and procedures.

All Members are required, as a condition of their membership, to adhere to the Code of Conduct. Failure to do so may lead to suspension and/or expulsion from the FJC. Actively concealing, or failing to report, a violation is also considered to be a violation of this Code and the same sanctions may be applied.



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What is the Judo Moral Code?

The Judo Moral Code is a set of ethics and values that Judoka should live by on and off the mat and was invented by Judo's founder Jigoro Kano. The Code is made up of eight values: courtesy, courage, honesty, honour, modesty, respect, self-control and friendship and you can discover more about this by reading the book "Jigoro Kano and the Moral Code."

Our Values

We use the tenets of Judo to shape and frame the culture of the FJC, personal relations and decision making. We mirror the Judo Moral Code in our values and interpret them as follows:

- **Courtesy** - to be kind, polite and to give generously without expecting anything in return;
- **Courage** - we face difficulties with bravery. Everyone has their own difficulties and being courageous is different for each Judoka;
- **Honesty** - we do things that are morally correct and act truthfully, this is honesty.
- **Honour** - to do what is right and stand by your principles and be someone who acts nobly and correctly;
- **Modesty** - we operate without ego in our actions and thoughts. Being modest is the opposite of being arrogant;
- **Respect** - respect is the appreciation of others (and self-respect is appreciation of yourself);
- **Self-control** - we understand our emotions, even in difficult situations or when there are conflicts with our desires;
- **Friendship** - being a good companion and friend is something that will stand you in good stead all of your life.

## 3. Code of Conduct for all Members and Connected Participants

The Code sums up what Members should be doing and serves as a reminder that FJC requires the highest standards of conduct from everyone involved in Judo.

The Code includes behaviours that must be avoided or prevented. It does not take precedence over any applicable laws or legal framework but is intended to set a standard of conduct which all Members and Connected Participants are expected to observe.



# CODE OF CONDUCT

It is important to note that the Code does not cover every eventuality and therefore both the letter of the Code and the spirit of it, driven by the Values of the FJC (listed above), must be observed and adhered to.

All Members and Connected Participants must conduct themselves in an honest, fair, impartial and transparent manner. All Members and Connected Participants, as applicable, undertake to:

- Observe the FJC's Values and the Judo Moral Code when dealing with fellow Members and Connected Persons as well as with other stakeholders and partners of FJC;
- Not knowingly act in a manner consistent with Membership terms and condition at all times;
- Adhere to and act in accordance with Membership terms and conditions at all times;
- Avoid inappropriate and offensive behaviour with or towards others;
- Treat everyone in the Judo community with respect at all times - we will not tolerate any kind of discriminatory behaviour, harassment, victimisation, verbal or physical abuse or bullying towards any Member of the Judo community;
- Respect and preserve confidentiality and privacy;
- Conduct themselves with integrity and honesty;
- Respect the dignity of others regardless of their race, gender, sex, disability, social status, religion or sexual orientation;
- Uphold the same sporting values away from Judo as when engaged in Judo;
- Participate within the rules of the sport;
- Consistently promote positive aspects of the sport and never condone rule violations;
- Champion equality, diversity and inclusion;
- Challenge and report inappropriate behaviour by others;
- Maintain strict boundaries between friendship and intimacy;
- Be aware of how their behaviour may influence or impact upon the behaviour of others;
- Never engage in any corrupt or unethical practice or behaviour; nor demand, encourage or apply coercion to obtain unethical behaviour in their relationships with others;
- Never use FJC's resources for personal use;

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- Never exploit any relationship with another Member, Connected Person, volunteer, or coach for personal benefit or gain;
- Uphold the highest standards of good practice at all times;
- Respect and adhere to the rules, regulations and requirements of Judo whether in competition or otherwise;
- Act in accordance with guidance and policies relating to the media and the use of social media;
- Respect the rights, dignity and worth of Children and Adults at risk and ensure that the Safeguarding Policy and Procedures are adhered to.  
<https://www.britishjudo.org.uk/download-the-latest-version-of-safelandings>
- Not swear or use abusive language whilst in athletics venues, at club functions and events, or when as part of a team/squad;
- Not engage in inappropriate or illegal behaviour;
- Ensure that everyone has an opportunity to participate in a fair, honest environment by rejecting cheating, abiding by anti-doping policies and not taking illegal substances immediately prior to or while participating in the sport  
<https://www.ukad.org.uk>  
<https://olympics.com/ioc/fight-against-doping>  
<https://www.paralympic.org/news/ipc-antidoping-Code-revised>
- Not misuse or abuse sporting equipment, venues or anyone else's property;
- Not engage in conduct which may prejudice the reputation of the BJA;
- Uphold the good name and reputation of FJC at all times;
- Not make public statements in their capacity as Members of the FJC unless appropriately qualified and authorised to do so by FJC and shall have due regard to the likely consequences of any such statement on others;
- Do all in their power to ensure that their activities do not knowingly harm the environment or compromise the health and safety of others;

Furthermore, we expect that everyone will:

- Recognise that individuals bring different qualities and attributes and celebrate them;
- Recognise the achievements of others and applaud their success;
- Maintain levels of membership, insurance and criminal records checks as appropriate to their role and Member status;
- Be on time, dressed appropriately and ready to give full attention;
- Welcome new Members, volunteers, and connected participants and cooperate with all;

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- Endeavour to ensure that all involved in Judo optimise their potential by promoting the positive aspects of the sport;
- Display modesty in victory and graciousness in defeat; be sporting regardless of winning or losing and acknowledge opponents and the referees at the end of a competition;
- Listen to and cooperate with officials' decisions;
- Be in control of their emotions and understand that verbal, emotional and physical abuse of, or deliberate distraction of, officials, coaches, spectators or participants is not acceptable or permitted behaviour;
- Enjoy the sport and ensure others can enjoy it too.

We do not tolerate the following:

- The use of inappropriate or abusive language, inappropriate relationships, bullying, harassment, discrimination (either in person, remotely or via social media) or physical violence;
- Any abuse or misuse of any relationship of trust or position of power or influence;
- Being under the influence of any proscribed substance or alcohol or consuming alcoholic drinks immediately prior to or whilst participating in the sport, or while safeguarding children or adults at risk;
- Bringing the sport into disrepute;
- Taking or knowingly being in the presence of any illegal or proscribed substance;
- Arguing with an official or participant during the competition.

Attached as Appendices are Codes of Conduct for individual roles and groups of people to provide further clarity for each Member or Connected Participant.

Coaches have the right to use this Code of Conduct as part of an induction into their club requiring copies to be signed to signify understanding of, and commitment to, the Code of Conduct if they wish to do so.

## Breach of the Code of Conduct

Breaches of the Code of Conduct will always be taken seriously and handled fairly, openly and transparently. FJC will ensure that the application of any sanctions will be consistent, relevant and proportionate. It is the responsibility of all Members and Connected Participants to understand FJC's standards and expectations under the Code of Conduct and to help ensure that the Code is adhered to and applied by all.

Sanctions may include (but are not limited to) any of the following:



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- Being asked to apologise for inappropriate behaviour;
- Receiving a verbal or written warning from the relevant club, BJA or FJC;
- Being suspended from attending a club – whether for specific events (such as training sessions or competitions) or generally - for a fixed period of time;
- Being suspended from participating in domestic and/or national competitions for a fixed period of time;
- Being suspended from the FJC;
- Having membership of FJC or the BJA terminated.

A complaint regarding a breach of the Code of Conduct should be made in the first instance, in writing, providing an account of the facts alleged and addressed to David Martin, secretary by post or by email to: [davemartinijfa@gmail.com](mailto:davemartinijfa@gmail.com)

## Monitor and Review

This document will be monitored by the chairperson and reviewed every two years. It will be updated from time to time to reflect legislation changes.



# CODE OF CONDUCT

## Appendices

Specific Codes of Conduct relating to the following:

- A. Children and Young Athletes
  
- B. Coaches, Instructors and Volunteers
  
- C. Parents, Guardians and Carers
  
- D. Performance Programme

# CODE OF CONDUCT

## A. Code of Conduct for Children and Young Athletes (under 18s)

As a child or young athlete, I have the right to:

- Be safe and protected;
- Be listened to;
- Be respected and treated fairly;
- Be believed;
- Ask for help;
- Be coached by someone who has the right qualifications.

I will the Code of Conduct and I will:

- Be friendly and supportive to other students;
- Keep myself safe;
- Tell my coach or an official if I am ill, injured or don't feel safe;
- Compete fairly and respect other students and officials;
- Respect the rules of my club;
- Behave and listen to all instructions from my coach and officials;
- Take care of equipment owned or provided by the club or training facility;
- Keep to agreed timings for all club activities;
- Tell my parents/guardians/carers where I am or if I am going to be late.

I will not:

- Use bad language or take part in any inappropriate or illegal behaviour;
- Bully anyone or pressure them to do things they do not want to, whether online or in person;
- Use my mobile phone during training, competitions, or in changing rooms;
- Carry or consume any alcohol or illegal or banned substance.

I understand that if I do not follow this Code actions can be taken, parents, guardians, carers and coaches will be informed and I may:

- Be asked to apologise for my behaviour



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- Receive a verbal or written warning from my club or the BJA;
- Be suspended from attending club training for a period of time;
- Be suspended from participating in domestic and/or national competitions for a fixed period of time;
- Be asked to leave the club.

## B. Coaches, Instructors and Volunteers

Including: Coaches, Assistant Coaches, Referees, Club Welfare Officers and Volunteers

I will:

- Be a positive role model for BJA by acting in a way that projects a positive image of my role and being fair, considerate and honest with participants and officials;
- Exercise self-control, responsible behaviour, consideration of others, courtesy and good manners,
- Maintain appropriate membership, insurance and criminal records check to allow me to fulfil

my role;

- Take all reasonable steps to establish a safe Judo environment and ensure the safety of the players with whom I work as far as is possible within the limit of my control;
- Ensure all activities are suitable for the age, experience and ability of players;
- Display high standards in my language, manner, punctuality, preparation and presentation to ensure that all time spent with me by participants or colleagues is a positive experience;
- Project an image of health, cleanliness and functional efficiency;
- Exercise reasonable care and skill when carrying out my duties, including but not limited to, keeping up to date with the latest practices and development by taking advantage of personal and professional opportunities made available to me;
- Understand that the objective of a Judo session is to enhance and promote learning and direct all efforts to this purpose;
- Be consistent, independent and demonstrate complete impartiality through exercising reasonable care and skill to enforce the rules of Judo when officiating;

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- Seek to inspire and motivate in accordance with an individual's abilities to enable them to participate to the best of their ability and realise their potential;
- Provide athletes with planned and structured training programmes appropriate to their abilities and goals by ensuring that equal attention and opportunities are available to all, including those requiring a modified plan due to sickness, injury or disability;
- Ensure that the training and/or competition environment is safe and appropriate for the age, physical and emotional maturity, experience and ability of the athletes;
- Ensure that I follow instructions and comply with all health and safety regulations that apply to the role I am undertaking;
- Comply with the rules, regulations and procedures relating to doping control.
- Comply with all applicable laws and regulations in force at whatever location I am in.
- Comply with the BJA's Safeguarding policies. **Any concerns or questions relating to potential abuse in positions of trust or safeguarding matters should be raised to the BJA's Safeguarding Team.**  
*[safeguarding@britishjudo.org.uk](mailto:safeguarding@britishjudo.org.uk);*
- Refrain from any act or omission that would be detrimental to Great Britain, the FJC, BJA, the EJU, the IJF or any fellow Member or Connected Person.
- I will abide by this Code of Conduct and promote it to others.

## I will not:

- Conduct an inappropriate relationship with any student under my care or tutelage; <sup>1</sup>
- Exert undue influence to obtain personal benefit or reward;
- Neglect my responsibility for any child in my care at any time;
- Vacate the venue until the supervision of the safe dispersal of all the athletes is complete (NB delegation of this duty may be allocated to another official);
- Bully any person either physically or verbally;
- Engage in rough, physical or inappropriate behaviour;
- Allow the use of inappropriate language or behaviour to go unchallenged;
- Do things of a personal nature for a player that they can do for themselves;
- Smoke, or "vape", when coaching;

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- Coach or attend any Judo activity under the influence of alcohol or drugs or any other intoxicating substance;
- Supply, encourage or induce the use of any banned or proscribed substance or material, by whatever route, regardless of the objective.

<sup>1</sup> The law in England and Wales states that those in a position of trust in sports organisations, such as a coach, cannot legally have a sexual relationship with young people they look after, under 18 years. The roles of coaches and volunteers constitute positions of trust and any sexual relationships/activity between adults in those roles and 16–17-year-olds for whom they are in a position of authority constitutes an offence. For further information on preventing abuse in positions of trust in sport please follow the link:

<https://thecpsu.org.uk/media/446197/preventing-abuse-in-positions-of-trust.pdf>

In addition, to remain licensed to coach and be covered by insurance, all FJC Coaches, regardless of the duration of the revalidation period for their license, must:

- Renew their FJC and BJA Memberships annually;
- Undertake an Enhanced Disclosure and Barring Service Check (formerly CRB) every three years;
- Complete a Safeguarding and Protecting Children in Sport course every three years;
- Renew their First Aid Certificate every three years;
- Satisfy the British Judo revalidation event requirements: Level 1 and 2 need to do 3 in three years and Level 3 and above 3 in six-years.

Should any of the above not be in place, the individual's licence to coach shall be suspended and insurance cover through British Judo withdrawn.

I understand that if I do not follow this Code or associated guidelines, in additions to sanctions set out in the Code of Conduct, the following sanctions may also be taken by FJC;

I may:

- Be placed under mentoring of another club coach;
- Be required to attend safeguarding training or training appropriate to the breach;
- Be suspended for a fixed term period either from full club training or competition coaching.

For coaches requiring more detail on safeguarding and the coaches Code of Ethics, please refer to the Safelandings on British Judo's website:

<https://www.britishjudo.org.uk/download-the-latest-version-of-safelandings>

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## C. Parents, Guardians and Carers

The enjoyment and safety of your child when involved in a Judo activity is of paramount importance to BJA. Every participant will be encouraged and asked to ensure their behaviour and actions meet the values and standards set out in this Code. As parents/guardians/carers, you are asked to support our all-encompassing Code of Conduct and additionally:

As a parent/guardian/carer, I will:

- Encourage my child to participate within the rules and respect officials' and coaches' decisions;
- Support my child's efforts and performance, giving positive comments that motivate and encourage continued effort and learning;
- Understand that competition is about winning and losing, so I will accept the results without undue disappointment;
- Be a positive role model to my child by helping them to work towards skill improvement and good sportsmanship;
- Remember that children learn best by example and applaud good play by both my child and their opponent;
- Thank the coaches, officials and other volunteers who give their time for my child and not interfere with or question their decisions in competition;
- Respect the rights, dignity and worth of all people involved in the sport of Judo;
- Read the rules of the sport to better understand what I am watching and discussing with my child;
- Promote this Code of Conduct to other parents, guardians and carers;
- Be aware of the Safeguarding Policy and ensure that any concerns are reported to the Club or Event Welfare Officer and/or Head of Safeguarding at the BJA.

As a parent/guardian/carer, I will not:

- Pressure my child in any way;
- Use inappropriate language, harass athletes, coaches, officials or other spectators;
- Criticise or ridicule any child for making a mistake or losing during or after a match;



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- Force my child to participate in the sport if they are unwilling to do so;
- Attend any Judo activity under the influence of alcohol or drugs or any other intoxicating substance;
- Use social media to bring the sport into disrepute or make an inappropriate comment about an athlete, coach, official, volunteer or any other Member of BJA;

I understand that inappropriate pressure on children, and poor behaviour of adult spectators can sometimes make children drop out of sport.

I accept that this Code promotes good spectator behaviour and that if I do not follow this Code action will be taken and I may:

- Be asked to apologise for my behaviour;
- Receive a verbal or written warning;
- Receive a fixed term suspension from attending club training sessions and events;
- Be barred from attending domestic and/or national competitions;
- Be required to leave the club.



# BRITISH JUDO

The easiest way to join the British Judo Association is via their website [www.bjdojo.co.uk](http://www.bjdojo.co.uk) Or their app available for IOS or Android devices: <https://www.britishjudo.org.uk/british-judo-app-now-available-on-ios-and-android/>  
Your membership identification can be presented to officials at events and gradings with the app. instead of the plastic card.

## Memberships

To begin with, take advantage of the *Introductory Membership*, free for 3 months.

The introductory membership provides insurance and as is a requirement of membership of Felixstowe Judo Club

- Personal Accident Insurance

This “no fault” benefit provides cover to British Judo licence holders for specified injuries whilst taking part in judo activities recognised by the Association.

- Public Liability Insurance

Protects all British Judo licence holders, coaches, officials, referees, clubs and their officials if they are held responsible and/or are negligent causing an injury to another licence holder, official or to a third party.

After which you will be required to upgrade to appropriate membership. This will then allow you to take advantage of internationally recognised BJA grading schemes and enter BJA competitions.

Type	New	Renewal
Adult	£42	£39
Student/NHS/Forces	£28	£26
Junior	£31	£28
Kids (Under 8)	£24	£24
Recreational	£17	£17
Introductory	FREE (3 months)	

# SYLLABUS & GRADING

## Sho Awards

The Sho Awards are British Judo's grading awards which focus on developing fundamental movement skills for 5 to 7 year olds.

The Sho awards are comprise 9 separate awards which are designed to help coaches reward young players while they develop fundamental physical, technical, social and psychological skills.

Judo Kids focuses on fun packed activities to develop the child's fundamental skills, judo specific techniques, breakfalls and social skills.

Once a player has turned 8 years of age they move onto the Mon grading scheme.

When?

Classes are every Monday and Friday between 6pm and 7pm.

How much do the classes cost?

Your first lesson is free. Lessons for non-members are £5.

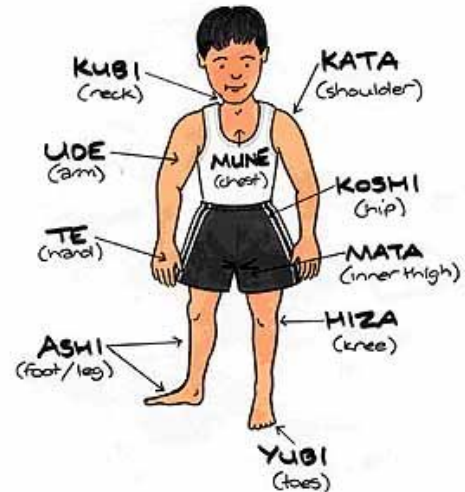
Members are entitled to £1 reduction in class fees and can join a monthly subscription for further discount:

- Mondays **AND** Fridays - Up to 9 lessons per month for the price of 5. £20.
- Mondays **OR** Fridays - Up to 5 lessons per month for the price of 3. £12.

How much do the gradings cost?

You need to be a 'Judo Kids' member of the British Judo Association and a member of Felixstowe Judo Club.

Gradings are free and we provide a free belt.



# SYLLABUS & GRADING

## Mon Syllabus

The Mon Grades system is a distinctive feature of judo with promotion to different coloured belts based on technical ability, knowledge and understanding as well as supplementary knowledge of Japanese terminology.

Although there is no contest requirement in the Mon Grade system there is a progressively structured randori element at the higher grades.

Who are the Mon Grades for?

The Mon Grade system is aimed at 8 to 17 year olds and follows on from the Sho Awards.

With regular study and training, a judoka should be able to complete the Mon Grade syllabus by the age of 17. In some cases when the judoka is particularly dedicated they may complete it as early as 15 years of age.

How does the Mon Grade System work?

Judoka follow a progressive study of techniques detailed in the Mon Grade syllabus and attempt promotion to the next grade at regular intervals. These promotions are called gradings.

During a grading judoka are required to know the common English names and meaning of all Japanese terminology used for the grade they are being graded for. They are also required to practically demonstrate techniques required for that grading. Where appropriate they must also be able to discuss their reasons for their choice of technique, grip etc.

As judoka progress through the Mon Grade system the practical situation and examination process in which they demonstrate the required techniques becomes more stringent and greater in depth.

Gradings are usually carried out at the club the judoka is based at by a British Judo licensed Coach.

What are the belts in the Mon Grade system?

There are 18 different grades contained within the Mon system, with each grade requiring a different coloured belt and/or belt tag(s).



*Judo*



## SYLLABUS & GRADING

What happens when a Mon Grade becomes a senior (16)?

Judoka that reach the age of 16 have the option to transfer to the Kyu Grade system. All Mon Grades that reach the age of 18 must transfer to the Kyu Grade system.

These 16 years olds are then able to study and train up to the grade of 1st Kyu and then for the coveted black belt available in the British Judo's Dan Grade system.

The Mon Grade system is aimed at 8 to 17 year olds and follows on from the Sho Awards.

Judoka follow a progressive study of techniques detailed in the Mon Grade syllabus and attempt promotion to the next grade at regular intervals. These promotions are called gradings.

As judoka progress through the Mon Grade system the practical situation and examination process in which they demonstrate the required techniques becomes more stringent and greater in depth.

When?

Classes are every Monday and Friday between 6pm and 7pm.

How much do the classes cost?

Your first lesson is free. Lessons for non-members are £6 for our junior class or £7 for our senior class.

Members are entitled to £1 reduction in class fees and can join a monthly subscription for further discount:

- Mondays **AND** Fridays - Up to 9 lessons for the price of 5. £25/£30 per month.
- Mondays **OR** Fridays - Up to 5 lessons for the price of 3. £15/£18 per month.

How much do the gradings cost?

Mon grading fee £14. You need to be a junior member of the British Judo Association and a member of Felixstowe Judo Club. We will provide a free belt.



# SYLLABUS & GRADING

## Kyu Syllabus

The Kyu Grade system is a distinctive feature of judo with promotion to different coloured belts based on technical ability, knowledge and understanding as well as supplementary knowledge of Japanese terminology.

Although there is no contest requirement in the Kyu Grade system there is a progressively structured randori element based on open skills.

Who are the Kyu Grades for?

The Kyu Grade system is aimed at judoka 14 years and older as well as those who are between 14 and 17 years of age who already hold a Mon Grade and are converting to the next grading scheme.

Judoka who are over the age of 18 will automatically start on the Kyu Grade system.

How does the Kyu Grade System work?

Judoka follow a progressive study of techniques detailed in the Kyu Grade syllabus and attempt promotion to the next grade at regular intervals. These promotions are called gradings.

During a grading judoka are required to know the common English names and meaning of all Japanese terminology used for the grade they are being graded for. They are also required to practically demonstrate techniques required for that grading. Where appropriate they must also be able to discuss their reasons for their choice of technique, grip etc.

As judoka progress through the Kyu Grade system the practical situation and examination process in which they demonstrate the required techniques becomes more stringent and greater in depth.

Gradings up to and including 4th Kyu are completed within the judoka's own club by a British Judo licensed Coach. For judoka being graded to 3rd Kyu or higher, they have the option to be graded at their club or at an inter-club event, area promotion examination or at a Technical Training course.

With regular study and training, a judoka should be able to complete the Kyu Grade system in approximately 3 years. In some cases when the judoka is particularly dedicated they may complete the Kyu Grade system in 2 years.

What are the belts in the Kyu Grade system?

There are 6 different grades contained within the Kyu system, which each grade requiring a different coloured belt.

6th Kyu

5th Kyu

4th Kyu

3rd Kyu

2nd Kyu

1st Kyu

# SYLLABUS & GRADING

What happens after you have completed the Kyu Grade system?

Judoka that have completed the Kyu Grade system are able to study and train for the coveted black belt available in the British Judo's Dan Grade system.

Club Coaches

Safety is a priority, therefore all coaches are qualified and maintain the following to keep revalidated to practice:

- DBS
- Safeguarding and Protection Certificate
- First Aid Certificate



When?

Classes are every Monday and Friday between 7:00pm and 8:30pm.

Where?

Kirton Church Hall, 3 Church Lane, Kirton IP10 0PU

How much does it cost?

Your first lesson is free. Lessons for non-members are £7 for our senior class.

Members are entitled to £1 reduction in class fees and can join a monthly subscription for further discount:

- Mondays **AND** Fridays - Up to 9 lessons for the price of 5. £30 per month.
- Mondays **OR** Fridays - Up to 5 lessons for the price of 3. £18 per month.

How much do the gradings cost?

You need to be a junior member of the British Judo Association and a member of Felixstowe Judo Club. We will provide a free belt.

British Judo Association fees:

- Kyu gradings £20
- Dan gradings
  - Technical £50.00
  - Competitive £12.00



# EVENTS

## Contest Judo

Contest (試合, *shiai*) is a vitally important aspect of judo.

### HISTORY

In 1899, Jigoro Kano was asked to chair a committee of the *Dai Nippon Butoku Kai* to draw up the first formal set of contest rules for jujutsu. These rules were intended to cover contests between different various traditional schools of jujutsu as well as practitioners of Kodokan judo.

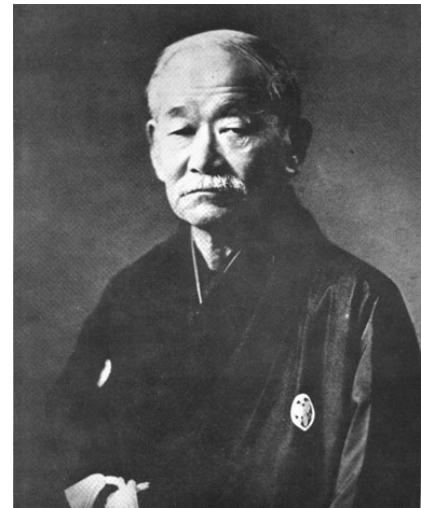
Contests were 15 minutes long and were judged on the basis of:

- *nage waza* (throwing)
- *katame waza* (pinning)

*Atemi waza* (striking).and finger, toe and ankle locks were prohibited.

Wins were by two *ippons*, awarded by

- "Throwing", where the opponent's back strikes flat onto the mat with sufficient force,
- "Pinning" them on their back for a "sufficient" amount of time, or
- "Submission", which could be achieved via *Shime-waza* (chokes/strangles) or *Kansetsu-waza* (joint locks), in which the opponent was forced to give himself or herself up or summon a referee's or corner-judge's stoppage.



In 1900, these rules were adopted by the Kodokan with amendments made:

- to prohibit all joint locks for kyu grades
- added wrist locks to the prohibited *kansetsu-waza* for dan grades.
- It was also stated that the ratio of *tachi-waza* (standing) to *ne-waza* (ground) should be between 70% and 80% for kyu grades and between 60% and 70% for dan grades.

In 1916, additional rulings were brought in to further limit *kansetsu waza* with the prohibition of *ashi garami* (leg lock) and neck locks, as well as *do jime* (waist strangle).

These were further added to in 1925.

## EVENTS

### OLYMPICS

Jigoro Kano for a long time wished to see judo as an Olympic discipline.

The first time judo was seen in the Olympic Games was in an informal demonstration hosted by Kano at the 1932 Games.

However, Kano was ambivalent about judo's potential inclusion as an Olympic sport:

*I have been asked by people of various sections as to the wisdom and possibility of judo being introduced with other games and sports at the Olympic Games.*

*My view on the matter, at present, is rather passive. If it be the desire of other member countries, I have no objection. But I do not feel inclined to take any initiative. For one thing, judo in reality is not a mere sport or game. I regard it as a principle of life, art and science. In fact, it is a means for personal cultural attainment.*

*Only one of the forms of judo training, so-called randori or free practice can be classed as a form of sport. Certainly, to some extent, the same may be said of boxing and fencing, but today they are practiced and conducted as sports.*

*Then the Olympic Games are so strongly flavored with nationalism that it is possible to be influenced by it and to develop "Contest Judo", a retrograde form as ju-jitsu was before the Kodokan was founded.*

*Judo should be free as art and science from any external influences, political, national, racial, and financial or any other organized interest.*

*And all things connected with it should be directed to its ultimate object, the "Benefit of Humanity". Human sacrifice is a matter of ancient history.*

Judo was first included in the Summer Olympic Games at the 1964 Games in Tokyo, Japan. After not being included in 1968, judo has been an Olympic sport in each Olympiad since then.

Only male judoka participated until the 1988 Summer Olympics, when women participated as a demonstration sport. Women judoka were first awarded medals at the 1992 Summer Olympics.

## Felixstowe Judo Club

### Year End

For the last class of the year, mid-December, we hold a members only introductory event. Players will be introduced to competition with their club coaches. A familiar environment with familiar people that makes for a more positive experience.



## EVENTS

Students learn the rules and etiquette of contest judo. Experienced judoka learn and practice mat-side coaching, refereeing, and table official roles of contest judo.

### Suffolk Summer Shiai

Early summer we host a level 1 low grade event and invite local clubs to this weekend event.

This level of competition is focused on fun, engagement and creating positive experiences. Players are pooled in groups of weight, grade and age.

Each player receives a minimum of three contests. This is achieved using single pools of four or above. Everyone who competes should receive a medal or award.

For under eight's the events are branded as 'a festival of judo' each student receives a medal of equal value.

For novices to orange belts, eight years and over, this level 1 BJA event awards Gold, Silver or Bronze medals to each competitor in pooled groups of sex, age, weight and grade.

### Felixstowe Fun Run

At 11am on first Bank Holiday Monday in May. Coaches, volunteers, students and family, run and/or walk for an hour, adorn a Felixstowe Judo t-shirt (or fancy dress), and raise money to support the Felixstowe Fun Run, charities and your club. And beat their personal best.

## Local Clubs

We will keep our members informed of local open level 1 and 2 contest judo events. Our qualified volunteers will attend for support and mat-side coaching.

### Suffolk

- Ipswich Judo Club (25 mins)
- Saxmundham Judo Club (35 mins)

### Norfolk and Essex

- University of Essex Judo Club (40 mins)
- Colchester Judo Club (40 mins)
- Clacton Judo Club (45 mins)
- Walton on the Naze Judo Club (55 mins)
- Black Dog Judo Club (65 mins)
- Kumo Judo Club, Diss (60 mins)

# EVENTS

## Eastern Area

The British Judo Association's Eastern Area represents the counties of

- Cambridgeshire;
- Norfolk; and
- Suffolk.

Level 3, regional events are usually annually held at Breckland Leisure Centre, Thetford, for graded students over eight years old.

- East Anglian Fours
- Eastern Area Regional Schools Competition
- Eastern Area Closed Competition
- Breckland Junior and Senior Ranking Open
- Eastern Area Dan Grading
- Eastern Area Development Events

More information can be found at <https://www.bjaeasternarea.co.uk>

## British Judo Association

Level 4, national events, include:

- British Schools Championships
- British Schools Adaptive and Visually Impaired Championships
- British Minors Championships
- British Masters Championships
- British Kata Championships
- British Pre-cadet and Cadet Championships
- British Junior and Senior Championships
- British Adaptive Open and Visually Impaired Championships
- British National Teams Championships
- Scottish Open
- English Open
- Northern Ireland Open
- Welsh Open

More information can be found at <https://www.britishjudo.org.uk/events/>

## 1. Policy Objectives

- 1.1. British Judo is fully committed to the principles of equality of opportunity and is responsible for ensuring that no job application, employees, workers, office holders, volunteers, participants or members (together 'Stakeholders') are unlawfully discriminated against because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation (together the 'Protected Characteristics')
- 1.2. In addition British Judo recognises that we live in a diverse society and will endeavour to ensure that all Stakeholders are given the same opportunities regardless of their socio-economic backgrounds.
- 1.3. British Judo will encourage partner organisations, including member clubs, affiliated associations, suppliers, sponsors and customers, to adopt and demonstrate their commitment to the principles and practice of equality as set out in this Equality Policy

## 2. Purpose of the Policy

- 2.1. British Judo recognises that individuals (and/or certain groups in our society who share one or more Protected Characteristics) may not have been able to participate equally and fully in sports related activities in the past. In some instances this may have been a result of unlawful discrimination.
- 2.2. This Policy has been produced to try to prevent and address any unlawful discrimination or unfair treatment, whether intentional or unintentional, direct or indirect, against Stakeholders that may preclude them from participating fully in sports related activities.

## 3. Legal Requirements

- 3.1. British Judo is required by law not to unlawfully discriminate against its Stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislations that may be relevant to British Judo.
- 3.2. British Judo will seek advice each time this Policy is reviewed to ensure it continues to reflect the current legal framework and good practice.

## 4. Discrimination, harassment, bullying and victimisation

British Judo recognises the following as being unacceptable:

- 4.1. Unlawful discrimination which can take the following forms:
  - 4.1.1. *Direct Discrimination*: treating someone less favourably than you would treat others because of a Protected Characteristic
  - 4.1.2. *Indirect Discrimination*: applying a provision, criterion or practice which, on the face of it, applies equally to all but which, in practice can disadvantage individuals with a particular





## Equality Policy

Protected Characteristic. Such requirements or conditions are lawful only if they can be objectively justified.

- 4.2. *Harassment*: engaging in unwanted conduct relating to a relevant Protected Characteristic or unwanted conduct of a sexual nature where the conduct has the purpose or effect of violating the recipients dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for the recipient, or any other individual affected by such conduct. British Judo is committed to ensuring that its Stakeholders are able to conduct their activities free from harassment.
- 4.3. *Bullying*: the misuse of power or position to criticise persistently or to humiliate and undermine an individual's confidence.
- 4.4. *Victimisation*: subjecting someone to a detriment because he or she has in good faith taken action under the Equality Act 2010 (or equivalent legislation) by bringing proceedings, giving evidence or information in relation to proceedings, making an allegation that a person has contravened the Equality Act 2010 (or equivalent legislation) or doing any other thing for the purpose or in connection with the Equality Act 2010 (or any equivalent legislation).
- 4.5. British Judo regards discrimination, harassment, bullying or victimisation, as described above, as serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any Stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

### 5. Reasonable Adjustments

- 5.1. When any decision is made about an individual, the only personal characteristics that may be taken in to account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made.
- 5.2. British Judo recognises that it has a duty to make reasonable adjustments for disabled persons. British Judo will consider all requirements and where possible will accommodate reasonable requests and will work with disabled Stakeholders to implement any adjustments that will enable them to participate more fully in sports related activities.

### 6. Transsexual Athletes

- 6.1. British Judo considers that Judo is a gender affected sport under the Equality Act 2010 and refers any transsexual athletes to its policy relating to participation by transsexual persons.[1]

### 7. Responsibility, implementation and communication

- 7.1. The following responsibilities will apply:
  - 7.1.1. The Board of British Judo is responsible for ensuring that this Equality Policy is implemented, followed, and reviewed when appropriate. The British Judo Board is also responsible for ensuring that this Equality Policy is enforced and any breaches are dealt with appropriately.

## Equality Policy

- 7.1.2. A member of the Board will be appointed as 'Equality Champion' and will ensure that equality is included as an agenda item at Board meetings when appropriate and that the Board takes equality issues into considerations when making decisions.
  - 7.1.3. The Chief Executive has the overall responsibility for the implementation of this Equality Policy.
  - 7.1.4. A member of staff will be designated as the Lead Officer by the Chief Executive, and will have the overall day-to-day responsibility for the implementation of this Equality Policy and for achieving any equality related actions resulting from it. The Lead Officer's work programme will be amended to reflect this. If required, an internal and/or external equality group will be created to provide additional support.
  - 7.1.5. All stakeholders have the responsibility to respect, follow and promote the spirit and intentions of the Equality Policy. Individual work programmes for British Judo staff will be amended to include equality related tasks where appropriate.
- 7.2. This Equality Policy will be implemented immediately following Board approval. Implementation requires the following actions:
- 7.2.1. British Judo will regularly review its employment practices to ensure continuing compliance with relevant legislation, and where possible good practice. All job packs sent out by British Judo will contain a policy statement similar to the following:
 

"Our policy is that no employee, member or applicant for this post receives less favourable treatment than another on the grounds of race, colour, ethnic, racial or national origins, religion (or religious belief), sex, marital status, sexual orientation, age or disability. Further, no person will be disadvantaged by any condition or requirement that is not justified by the genuine needs of the role or the Association."
  - 7.2.2. No applicant for any post (including job applicants, consultant advisers and suppliers) will be placed at a disadvantage by requirements or conditions which are not necessary to the performance of the job or which constitute unlawful discrimination.
  - 7.2.3. Consultants and advisers (and where appropriate suppliers) to British Judo will be required to abide by this Equality Policy and it will be referred to in any service level agreements or contracts issued by British Judo.
- 7.3. This Equality Policy will be communicated in the following ways:
- 7.3.1. The Policy will be included in any employee handbook (or equivalent paper or electronic document). Reference will be made to this Equality Policy in any code of conduct. This Equality Policy is for guidance only and will not form part of any contract of employment with any employees of British Judo;
  - 7.3.2. The Policy will be highlighted in all staff and volunteer inductions;

## Equality Policy

- 7.3.3. A copy of this Equality Policy will be publicly available on the British Judo website and copies in other formats will also be available from British Judo HQ. All members will be made aware of the Policy when they join;
- 7.3.4. Each time this Policy is reviewed, British Judo Stakeholders will be consulted. Following consultation, a notice of the changes being made will be publicly available and a direct communication will be sent to all those who contributed to the consultation process (subject to Data Protection provisions); and
- 7.3.5. British Judo will promote continuing professional development for all employees and volunteers to support equal opportunities within the organisation and, where appropriate, provide specialist facilities, equipment or training.

### 8. Actions

- 8.1. British Judo will produce, maintain and monitor an Equality Action Plan to ensure the objectives of this Equality Policy are consistently delivered throughout all areas of the organisation.
- 8.2. British Judo recognises that, in some cases, to further the principle of equality, an unequal distribution of resources may be required. If appropriate and proportionate, British Judo will consider positive action or may introduce special measures to assist any group with a Protected Characteristic which is currently underrepresented within any group of Stakeholders.

### 9. Monitoring and Evaluation

- 9.1. This Equality Policy will remain in force until it is amended, replaced or withdrawn. A review of this Equality Policy will take place as and when required, but not less than once every three years.
- 9.2. The Equality Action Plan, created to ensure the objectives of this Equality Policy are delivered, will be reviewed by the Chief Executive and the Equality Officer regularly, but in any event not less than once every 12 months.
- 9.3. On an annual basis, statistical, and if appropriate qualitative, information will be collected and a report will be produced by the Chief Executive for the Board. Once approved by the Board the report will be published internally and externally, to show the impact of this Equality Policy and progress towards achieving the Equality Action Plan.

### 10. Complaints Procedures

- 10.1. To safeguard individual rights under this Equality Policy, any Stakeholder who believes they have suffered inequitable treatment within the scope of this Equality Policy may raise the matter through the appropriate procedure (i.e. the employee grievance procedure for employees or the conduct and complaints procedure for Stakeholders who are not employees).

## Equality Policy

- 10.2. Appropriate disciplinary action will be taken against any British Judo Stakeholder who violates this Equality Policy under the employee disciplinary procedure or Conduct and Complaints Policy and procedures.
- 10.3. An individual raising an employee grievance will not be penalised for doing so unless it is untrue and not made in good faith.
- 10.4. As with all grievance and disciplinary procedures, the final point of appeal relating to this policy is the Board appeals committee.

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[1] British Judo has not its own specific transsexual policy at the time of writing and adopts European and International Judo Federations Policy

# PRIVACY POLICY

## How we use club members information

- The categories of Club Members information that we collect, process, hold and share include:
- Personal information (such as name, date of birth, address, email addresses, telephone numbers, emergency contacts)
- Special categories of data including characteristics information such as gender, age, ethnic group, disability
- Competition data (this is collected and shared with the British Judo Association, to advise and guide members on the next steps in qualification or grading)
- Qualifications (and, where relevant, subjects taught)
- Photographs

## Why we collect and use this information

We use member information data to:

- Enable the development of a comprehensive picture of the member to assist with progression in the sport
- Inform members about development of the sport and club
- Enable members to progress onto higher level competitions
- Enable the British Judo Association to track and improve Judo for its members.

## The lawful basis on which we process this information

We process this information under the membership contract you have entered into with Felixstowe Judo Club or in relation to the steps taken to enter into that contract.

Where information of a non-sensitive nature is processed and is therefore in the Club's legitimate interests i.e. membership of the club. Where sensitive data is processed by means of consent, with appropriate safeguards and is in the legitimate interests of the Club. Or is in your vital interests.

## Collecting this information

Whilst most of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with data protection legislation, we will inform you whether you are required to provide certain membership information to us or if you have a choice in this.

# PRIVACY POLICY

## Storing this information

We hold your data for the duration of your membership with the club. Where we have invoiced for items or collected payments, the club will retain your information for 7 years.

## Who we share this information with

We routinely share this information with:

- British Judo Association
- Sport England
- Other Club's where competitions are held

The reason for sharing your data is to highlight and encourage competitors to advance in the sport. Or to apply for further funding to ensure the sports or clubs longevity.

## Why we share membership information

We do not share information about members with anyone without consent unless the law and our policies allow us to do so.

It is a pre-requisite of the sport that all club members register with the British Judo Association, hence we will supply information to them, for this and insurance purposes.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information contact us [this page](#).

## You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed



# PRIVACY POLICY

- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

If you would like to discuss anything in this privacy notice, please contact David Martin, Telephone 01473 832441

# MAT SPECIFICATIONS



## Mat standard

It is recommended that the mats used should comply with the EN12503-3: 2001 standard wherever possible. It is however recognised that this will not always be the case, therefore the lead coach / organiser for each session must ensure that the mats used are fit for the purpose of the session being delivered.



## Fit for purpose

The mats must be firm under foot and in the opinion of the lead coach have adequate shock absorbing properties for the activity intended within the planned session.

Mat surfaces must not be torn or tattered (good quality repairs of previous damage are acceptable) and should be placed on a strong base to ensure they do not easily move during planned activities. The lead coach should observe the mat surface and rectify displacements when identified to avoid injuries.

There should be adequate space allocated to each participant on the mat to fully engage in the session plan. Depending on the type of movement and intensity of such activities the minimum available space per participant may vary, it is however the BJA's recommendation for a quality club training environment a ratio of pupil to mat area be 1:2m<sup>2</sup> minimum.

It is recommended that the mats should be 40mm or more thick and maybe of any length or width required.

It is accepted that jigsaw mats that meet the "fit for purpose" guidelines above will suffice for general judo practice.



## COACHES

### Level 3 Qualified



David Martin  
Head Coach

2008 Founder of Felixstowe Judo Club  
7th Dan grade  
BJA Senior Examiner  
IJF World Referee

### Level 2 Qualified



Ian Caldwell

2010 Joined FJC  
2021 Dan grade

### Level 1 Qualified

Daisy Emmett  
Emily Burrell

Sebastian Lensen  
Julia Rusek

### Coaches:

- Undertake an Enhanced 'Disclosure and Barring Service' Check every 3 years;
- Complete a 'Safeguarding and Protecting Children in Sport' course every 3 years;
- Renew their First Aid Certificate every 3 years;

Satisfy the British Judo Association revalidation event requirements

# COMMITTEE

## Chairperson: Sebastian Lensen

### Main Duties

- Call committee meetings and general meetings as and when required
- Set agenda of committee meetings
- To represent club at other appropriate meetings as required
- Provide leadership for the club, act as a good role model and make decisions as required
- Ensure all other committee members know what their roles and responsibilities are and what's required of them
- Be an ambassador for the club when dealing with other agencies
- To act as signatory on club accounts and authorise expenses
- To provide support/ guidance to club members where appropriate
- To address a wide audience of potential partners through presentations using various communication means as and when required (e.g. AGM/Partnership Meetings/ Local Authorities)
- Be aware of new development agendas by communicating with partners such as Felixstowe & District Council for Sports & Recreation, BJA, Sport England, etc

## Secretary: David Martin

### Main Duties

- Provide a point of correspondence for the public, BJA and other agencies
- To be the first point of contact for the club and disseminate information as appropriate
- Attend club committee meetings
- Arrange suitable venue for committee meetings and inform committee members
- Take minutes of meetings and circulate to all concerned
- Keeping records, such as annual reports, membership database, minutes of meetings

## Treasurer: Paul Borrourghs

### Main Duties

- Manage finances of the club
- To act as signatory on club accounts and authorise expenses
- To bank all monies collected on behalf of the club
- To record and monitor all transactions and keep accurate records of club income and expenditure
- To attend committee meetings and provide up to date accounts as required
- To provide guidance to the club committee in respect to the management and allocation of club funds

# COMMITTEE

## Child Welfare Officer: Paul Emmett

### Main Duties

- Assist the club to fulfil its responsibilities to safeguard children and young people at club level. The Club Welfare Officer can expect guidance from the British Judo Association Child Protection Working Party. The BJA will provide appropriate training and resources for the Club Welfare Officer to fulfil their role.
- Assist the club to implement its child protection plan at club level.
- Be the first point of contact for staff/volunteers, parents and children/young people where concerns about children's welfare, poor practice or child abuse.
- The Club Welfare Officer is responsible for following the British Judo Association's policy and procedures, in particular the reporting procedures. This means ensuring that the appropriate records are maintained. Assess the information promptly and carefully, clarifying or obtaining more information about the matter as appropriate.  
Consult initially with a statutory child protection agency such as the local social services department or health board, or the NSPCC, to test out any doubts or uncertainty about the concerns as soon as possible.
- Make a formal referral to a statutory child protection agency e.g. social services department or the police without delay. It is NOT the role of the club to decide whether a child has been abused or not. This is the task of the social services department and the police or NSPCC.
- Report the concerns to the British Judo Association Lead Child Protection Officer.
- Be the first point of contact with the National Lead Child Protection Officer.
- Maintain contact details for local Social Services, Police and how to obtain the Area Child Protection Committee's policy/procedures. Contact details for local/national help lines should also be maintained and publicised within the club.
- Promote the club's best practice guidance/code of conduct within the club in line with the club's plans. This may involve working with children/young people and parents on developing the club's approach to expect behaviour of everyone at the club or developing an anti-bullying policy for example.
- Promote and ensure adherence to the club's child protection-training plan. The Club Welfare Officer will need to ensure that everyone is aware of what training is available and work with the club management committee to ensure that training requirements are met.
- Ensure confidentiality is maintained alongside the club's management committee.
- Promote anti-discriminatory practice.  
The club must ensure that it has made clear its commitment to anti-discriminatory practice in its policy, procedures and plans for safeguarding children and young people's welfare. The club should also have an Equity policy.