

# **The Chichester Ronin Judo Club**

Dear Parent/Guardian,

On behalf of The Chichester Ronin Judo Club I would like to welcome your child to the Club and provide you with some information about our activities. The Club provides opportunities for children and adults of all ages and abilities to receive coaching and competition in Judo. All coaching is by qualified British Judo Association coaches who are trained and have been screened for their suitability for working with young people.

Included are a number of forms and a copy of the current Club Information Leaflet which will give you some useful contact information and details of the training times and fees. Although not necessary at the start, Judo suits (Judogi) are an important piece of equipment. The Club can purchase these at greatly discounted prices. Costs for specific sizes can be obtained from the Coaches at the club training sessions.

All Club Coaches offer their time free of charge, which enables us to keep our fees low. The annual Club membership fee is due on 1<sup>st</sup> January each year, and is cut to 33% if applying on or after 1<sup>st</sup> September. Training session fees are paid at the start of each session attended at the rate shown in the club information leaflet provided. We are happy for visitors to tryout Judo. To assist in this, for the first month visitors are given a discount, paying the reduced rate given to full members. It is only fair that there after those wishing to remain as visitor pay the full rate, i.e. 125% of that paid by members.

We welcome parents to all training sessions and competitions and value their support. The partnership between club, child and parent/guardian is so important that we have a special Parents/Guardians Agreement that we ask you to read and sign when your child first joins The Club. This partnership enables us to develop all the children to the best of their ability in a safe, equitable and nurturing environment.

As a contact sport, it is important that we have rules for everyone's safety. Please take a moment to read the attached Club Rules to your child, as we find that an explanation and reinforcement from a parental figure greatly assists our coaches and settles the children into the club more quickly.

To operate safely, we also need emergency contact and medical information on the form provided.

Arrangements should be made for your child to travel to and from training sessions and any competitions. We appreciate it if children can arrive promptly and are collected promptly at the end of the session. To ensure the safety of all children, please bring your child to and from the dojo, not outside, ensuring that the Coaches know that you have left/collected your child. Safety is very important to us all and we can not be responsible for children outside of the dojo. If you are going to be late picking up your child, please contact the coaches to let them know. The telephone numbers are on the Club Information leaflet.

Whilst The Club and its Coaches take reasonable care to monitor children visiting the toilets which are outside of the dojo, these toilets are open to the public and are not under the control of The Club. To minimise training session disruption, please ensure that the children you are responsible for have visited the toilet directly before coming to Judo.

If at any time you would like any further information, have any concerns or would like help with the forms, the Club coaches will be only too happy to help. Please just pop along to a training session or contact the coaches by telephone as listed on the Club information leaflet.

We organise a number of social events that all the members and their families find very enjoyable. We publicise these events, competitions, gradings and other information in regular letters that are either mailed to you or passed via the children at training sessions. We also run classes for seniors for all ages and abilities, so if you fancy a go, come along and try it out!

Thank you for your cooperation and look forward to meeting you at some point in the future.

Yours sincerely,

Peter Barnett  
Club Chairman.

# Chichester Ronin Judo Club Rules

The Chichester Ronin Judo Club is fully committed to safeguarding and promoting the well being of all its members. The club believes that it is important that all members of the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and to share any improvements, concerns or complaints that they may have about any aspect of The Club with any of the club coaches.

In applying for and holding any category of General, Coach or Committee membership of The Club, members of The Club agree that they will:

## General

1. Allow their personal data held by The Club and used to (i) in accordance with the Data Protection Act, (ii) to facilitate the management of The Club and its social events, (iii) facilitate the protection of young persons. It may be passed on to the BJA for the purposes of Judo and to requesting legal authorities at The Committee's discretion.
2. Pay membership subscription fees to The Club Membership Secretary by the date they are due. Where subscription fees are not paid 1 month after their due date, the member's Category of membership will be automatically changed to that of Social member, requiring re-application to the category of Junior/Senior to become an active member of The Club.
3. Abide by the decisions of The Committee and AGM.
4. Abide by the codes of conduct for all categories of membership and appointments they hold.
5. Seek to uphold the spirit of Judo and where able will advance the aims of The Club.
6. Provide an Emergency Contact and Medical Information form and update it if at any time this information changes.
7. Consider the Health, Safety and Care of others at all time, reporting any risks, concerns or issues to The Club coaching staff or Health and Safety Officer at the earliest opportunity.

## Training

8. Follow the rules of The Club and respect opponents, the coaches and their decisions.
9. Listen to and follow the instructions of those leading the training sessions they attend.
10. Arrive on time for training and inform their coach if they are going to be late.
11. Be appropriately dressed, clean, having recently been to the toilet, with all jewellery removed, physically fit to train and ready to learn.
12. The traditional white Judogi is preferred at all times whilst training.
13. Wear appropriate footwear to and from the mat at all times, including when visiting the toilet
14. Female members: wear a plain white T-shirt under their Judogi top  
Male members: not to wear anything under their Judogi jacket.
15. Ask the coach leading the training session before leaving the mat during training sessions.
16. Pay training or competition fees promptly.
17. Bow upon entering and leaving the both the dojo and the mat.
18. Where a Junior or Visitor under the age of 16, gain the assent of a training session coach before leaving the dojo for any reason, including to visit the toilets.
19. Not smoke in the dojo or whilst representing the club at competitions.
20. Not be under the influence of or consume alcohol or drugs of any kind whilst in the dojo or whilst representing The Club.

# Chichester Ronin Judo Club Membership Application Form

We are very pleased to welcome you to Chichester Ronin Judo Club. To ensure that we have the correct contact details for you, please provide the information requested below, returning this form (and any other supplied with it) to the Coach leading any Club training session. If you are under 16 please also ask your parents or guardian to sign the form before it is returned. We will also use this information to ensure that you are kept informed about club events.

## Personal Details

Name (First +Surname).....  
 Address:.....  
 ..... Post Code:.....  
 Home Tel:..... Mobile.....  
 Date of Birth (dd/mm/yy)..... Gender : Male  Female

## BJA Statistics (Optional)

To help The Club monitor its membership please tick one of the following boxes to identify your ethnic group:

White  Black or Black British   
 Asian or Asian British  Chinese or other   
 Mixed

Do you consider yourself to have a disability? Yes  No

If yes, what is the nature of your disability? .....

## Sporting Information

Have you done Judo before? Yes  No

If yes, please indicate where you did so:

Primary school  Club   
 Secondary school  County   
 Local authority coaching session (s)  Other (please specify).....

All applications for membership are considered by The Club Committee. In most cases The Committee will be only too happy to approve applications. Very exceptionally, the committee may request additional information and reserves the right to reject applications.

## Agreement

I wish to apply for Junior/Senior/Associate/Family\* (delete as applicable) membership of the Chichester Ronin Judo Club and enclose my membership fee of £.... I (including all family members if applying for family membership) have read, understand and agree to follow the rules of The Club.

Signed (applicant) \_\_\_\_\_ Signed (parent/Guardian if under 16) \_\_\_\_\_

Date (dd/mm/yy)..... Print Name (First, Surname) \_\_\_\_\_

<b>Official Use Only</b>			
<u>Forms Sent</u>		<u>and returned completed</u>	<u>Initials</u>
Introductory Letter & Club Rules	<input type="checkbox"/>		
Club Information Leaflet	<input type="checkbox"/>		
BJA Licence Application	<input type="checkbox"/>	BJA Licence Applied for	
Indemnity Form	<input type="checkbox"/>	Indemnity Form received	
Parental/Guardian's Agreement	<input type="checkbox"/>	Parental/Guardian's Agreement	
Emergency Contact/Medial*	<input type="checkbox"/>	Emergency Contact/Medial*	
		Club Annual M'ship fee received	
		Backup photocopies taken	

\* Family members: Complete one Emergency Contact/Medical form per family member.

## Emergency Contact and Medical Information

Name of Member .....

Date of Birth .....

**Primary Emergency Contact** (parent or legal guardian if under 18)

<b>Name</b>	
<b>Address</b>	
<b>Home Tel No</b>	
<b>Other Tel No</b>	
<b>Mobile Tel No</b>	

**Alternate Emergency Contact**

<b>Name</b>	
<b>Address</b>	
<b>Home Tel No</b>	
<b>Other Tel No</b>	
<b>Mobile Tel No</b>	

**Medical Information**

Member's important medical information, allergies or conditions :

--

**Information Provider**

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
--------------	-------------------	--------------

## Parental / Guardian's Agreement

As the parent/guardian of a child who is a member of or visitor to The Chichester Ronin Judo Club, I agree to:

1. Encourage my child to learn the rules and play within them.
2. Discourage unfair play and arguing with officials.
3. Help my child to recognise good performance, not just results.
4. Never force my child to take part in Judo.
5. Set a good example by recognising fair play and applauding the good performances of all.
6. Never punish or belittle a child for losing or making mistakes.
7. Publicly accept officials' judgements.
8. Support my child's involvement and help them to enjoy their Judo.
9. Use correct and proper language at all times.
10. Oppose discriminatory behaviour and promote equality of opportunity.

In addition, I:

11. Keep current an Emergency Contact and Medical Information form for my child/children before leaving him/her/them in the club's charge.
12. Will obtain agreement from the Coach leading a training session that my child/children is/are left with the Club before leaving him/her/them in the club's charge and will collect him/her/them from the Dojo, not from outside the New Park Centre.
13. Will ensure that my child/children arrive on time, appropriately dressed, are clean, having recently been to the toilet, with all jewellery removed, physically fit to train and ready to learn.
14. Will ensure that my child/children understand the Club Rules.
15. Will support The Club's Child Protection Policy (published on The Club notice board) and facilitate its implementation where able.
16. Will support The Club's coaches in their endeavours to train the children
17. Will seek to affirm the effort, learning, performance and spirit displayed by all the children.

Whilst the club seeks to provide a safe environment within which to practice Judo, I understand that Judo is a contact sport and accept that accidents can happen. I understand that the club seeks to have a qualified first-aider at all its training sessions and that if for any reason medical attention is required, the coaches will ensure that nobody undertakes first aid treatment for which they are not qualified and that they will seek more qualified attention where they can not confidently deal with the problem.

I (Full Name) ....., being the parent or legal guardian of  
(Full Name of child/Visitor under 16)....., have read and accept the above agreement.

Signed : .....

Dated .....

# Chichester Ronin Judo Club Indemnity Form

Dear Parent/Applicant/Visitor,

The intention of this form is to indemnify the Chichester Ronin Judo Club, its members, Officers and visitors against responsibility for any injury, loss or damage which you, your child or visitors may suffer whilst taking part in, or spectating at, club activities.

Whilst the club takes such reasonable care as it is able to ensure the number and severity of injuries are kept to a minimum, it is the nature of the sport that injuries may occur. If you bring any visitors to the club's premises, the responsibility for them and their belongings is yours.

Surname: \_\_\_\_\_

First Name / Names: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: Home: \_\_\_\_\_

Work: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

If you are under 18 years of age, you will need to sign below and have one of your parent's or guardian's sign as well.

**Applicant/member/visitor:**

I have read, understood and accept the above.

Signed : ..... Dated .....

**Parent/Guardian (if under 18):**

I (Full Name) ....., being the parent or legal guardian of  
(Full Name of child/Visitor under 16)....., have read, understood  
and accept the above agreement.

Signed : ..... Dated .....

## **Health and Safety Briefing Notes**

To ensure adequate Health and Safety awareness, training should be provided to all members on a regular basis and when new members/parents join The Club. It is recommended that the following should be briefed to all club members and parents/guardians at the start of each term & when joining:

### **Safety on the Mat**

- Never wear shoes on the mat
- Come washed with a clean Gee
- Watch your space and if thrown, get up quickly to avoid someone falling on you
- When seated, kneel or sit cross legged. Do not lean on the wall – you can't get out of the way quick enough.

### **Safety off the Mat**

- Wear shoes at all times when off the mat
- Toilets/Changing rooms:
  - Are not supervised and are open to the public.
  - Change promptly before/after training or at home.
  - Always ask permission to use the toilet, wash your hands afterwards and return to the Dojo promptly and without going anywhere else.

### **Accidents/Incidents**

- Decide before coming to Judo if you are fit enough to train. If not, don't come – get better
- Do the exercises as shown, but not to the point of strain – do what you can, do it well.
- If you do come with an injury, inform the training session coach at the start of the session
- If hurt, inform the Coach directly
- Keep your medical form up to date
- Have a current license – it is your insurance

### **Inappropriate actions**

- If you notice anybody acting in an odd way or in an inappropriate manner towards a child, promptly report it to any Coach or the Child Protection Officer.
- The issue will be taken seriously
- You won't be identified as having made the report
- You don't have to worry about being wrong – The person you report it to will investigate the issue and decide what to do, if anything
- The Child Protection Policy and CPO's name is on the notice board
- The CPO is.....

### **Arrival/Departure**

- Parents should ensure that a Coach knows that your child(ren) have arrived and been collected.
- The club can not be responsible for children dropped off or collected from outside the Dojo.

### **Competitions/Gradings/Training outside of The Club**

- The Club is not responsible for any travel to/from Competitions, Gradings or Training
- Any car sharing, whether with members or coaches of the club is on a private basis
- The competition, grading or training organisers are responsible for the safety of their event, even though we only recommend BJA events that are run to a high standard

### **Emergency**

- The emergency procedures are published at the entrance to the Dojo – read them
- If you find a fire, raise the alarm by breaking the glass and leave by the nearest exit
- If you hear the fire alarm, which sounds like ....., you should leave by the nearest exit
- The nearest exits are.....
- When evacuating the building, assemble in the Car Park for your name to be ticked off.

### **Concerns**

- If you think anything is unsafe or that it could cause an accident, tell the H&S Officer or a Coach
- The H&S Officer is.....
- The Club Handbook has more information.

**(New Starters: If the above has not been explained to you by a coach – ask for it to be !)**

## **Coaches' and Volunteers' Code of Conduct**

All members of the club holding a Coaches or Volunteer membership undertake to adhere to the following code of conduct:

1. Consider the well-being and safety of participants before the development of performance.
2. Develop an appropriate working relationship with performers, based on mutual trust and respect.
3. Make sure all activities are appropriate to the age, ability and experience of those taking part.
4. Promote the positive aspects of the sport (e.g. fair play).
5. Display consistently high standards of behaviour and appearance.
6. Follow all guidelines laid down by the national governing body and The Club.
7. Hold the appropriate, valid qualifications and insurance cover.
8. Never exert undue influence over performers to obtain personal benefit or reward.
9. Never condone rule violations, rough play or the use of prohibitive substances.
10. Encourage performers to value their performances and not just results.
11. Oppose discriminatory behaviour and promote equality of opportunity.

In addition, coaches leading a training session, grading or competition will ensure that:

1. They are aware of The Club's current fire safety, evacuation, emergency and Health & Safety procedures and have access to emergency contact details at all training sessions.
2. They have access to a phone at all times.
3. All coaches in the training session have access to first aid equipment and will use the club's "Guidelines for dealing with an Incident/Accident" and accident/injury forms for all incidents or accidents.
4. All attendees have their attendance marked on the attendance sheet, including visitors, and that medical/contact information is provided prior to training.
5. The training session takes place within a safe environment. Monitor children in the toilets.

In addition, coaches leading a training session, grading or competition will:

6. Endeavour to obtain a nationally recognised first aid qualification.
7. Ensure that nobody undertakes first aid treatment for which they are not qualified.
8. Ensure that as soon as it is apparent that an injury is too serious for a coach or volunteer to confidently deal with it, the injured party receives attention from the ambulance service or a hospital Accident and Emergency department.
9. Ensure that all accidents or incidents of a safety or medical nature dealt with by club members are recorded in The Club's Incident/Accident Register as soon as possible after the event by the main person dealing with the incident/accident and passed to The Club Membership Secretary thereafter.

(Referees come under the heading of Coaches and Volunteer)

## **First Aid Box: Minimum Contents**

In accordance with Health and Safety Executive guidance, The Club First Aid Box contents will contain as a minimum the following items, all within their shelf life:

1. The HSE leaflet Basic Advice on First Aid at Work giving general guidance on first aid.
2. 20 individually wrapped sterile adhesive dressings (assorted sizes)
3. Two sterile eye pads
4. Four individually wrapped triangular bandages
5. Six safety pins
6. Six medium sized (approximately 12cm x 12cm) individually wrapped sterile unmedicated wound dressings
7. Two large (approximately 18cm x 18cm) sterile individually wrapped unmedicated wound dressings
8. One pair of disposable gloves.

The first aid box will explicitly contain no tablets or medicines.

## **Guidelines for dealing with an Incident/Accident**

1. Stay calm but act swiftly and observe the situation. Is there danger of further injuries?
2. Listen to what the injured person is saying.
3. Alert the first aider who should take appropriate action for minor injuries.
4. In the event of an injury requiring specialist treatment, call the emergency services.
5. Deal with the rest of the group and ensure that they are adequately supervised.
6. Do not move someone with major injuries. Wait for the emergency medics.
7. Contact the injured person's parent/guardian.
8. Complete an incident/accident report form and pass it to the Coach leading the training session, competition or grading for onward transmittal to The Club Membership Secretary.

# Chichester Ronin Judo Club Incident/Accident Report

<b>Official Use Only</b>	Accident/Incident No:.....	When completed, return to Coach Leading session for transmittal to The Club Membership Secretary.
--------------------------	----------------------------	---

1. Site where incident/accident took place: .....
2. Name of person in charge of session/competition: .....
3. Name of injured person: .....
4. Address of injured person: .....  
.....
5. Date and time of incident/accident: .....
6. Nature of incident/accident: .....  
.....  
.....
7. Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, e.g. training game, getting changed, etc.  
.....  
.....
8. Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):  
.....  
.....  
.....
9. Were any of the following contacted:  
Police: Yes  No  ;      Ambulance: Yes  No       Parent/Guardian: Yes  No
10. What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on with session).  
.....  
.....
11. All of the above facts are a true and accurate record of the incident/accident.

SIGNED: .....      DATE: .....  
Name: .....



# Risk Assessment Form

Venue: .....

Name and position of person doing assessment: .....

..... Date of assessment: .....

## **External H&S Environment**

**Does the club operate/meet within an external Health and Safety environment (eg Sports Centre)?** .....Yes  No

If yes, outline any external H&S scheme and the H&S environment that they provide. State whether a current H&S risk assessment exists, the date of the assessment, what (if any) relevant risks have been identified and the H&S point of contact for their closure.)

.....  
.....

## **Mat/Training area**

Check that the area and surroundings are safe and free from obstacles.

**Is the area fit and appropriate for activity?** .....Yes  No

(Please outline the Mat/Training area and any hazard, who may be at risk and action taken.)

.....  
.....

## **Equipment**

Check that it is fit and sound for activity and suitable for age group/ability.

**Is the equipment safe and appropriate for activity?** .....Yes  No

(Please outline the equipment and any unsafe equipment, who may be at risk and action taken.)

.....  
.....

## **Performers**

Check that the performers register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity.

**Is/are the register(s) in order?** .....Yes  No

(If no, please outline current state and action taken, if any.)

.....  
.....

**Are performers appropriately attired and safe for activity?** .....Yes  No

(Please outline attire used and any unsafe equipment/attire along with action taken.)

.....  
.....

## **Emergency points**

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

**Are emergency access points checked and operational?** .....Yes  No

(Please outline the existing system and any deficiencies along with associated action taken.)

.....  
.....

**Is a working telephone available?** .....Yes  No

(If no, please outline the issues and action taken, if any.)

.....  
.....

**Safety Information**

Check that evacuation procedures are published, posted somewhere for all to see and that there is a sufficient awareness of them within the club. Check if volunteers and staff have access to information relating to health and safety.

**Are emergency procedures published, accessible to those with responsibility for sessions in the club and is there sufficient awareness of them within the Club?** .....Yes  No

(Please outline what information available and measures taken to assess awareness within the club along with any deficiencies and associated action taken.)

.....  
.....

**Training sessions**

**Are Training sessions conducted safely, by qualified Coaches, with training appropriate to the age and skill of the participants, in sufficient space to allow safety and with sufficient qualified supervision?** .....Yes  No

(If not, please outline any risks and associated action taken.)

.....  
.....

**H&S Culture**

**Do the Coaches, Volunteers and those given responsibility within The Club have sufficient knowledge of Health and Safety issues and if not is training provided?** .....Yes  No

(If not, please outline the risk and the action taken.)

.....  
.....

**Do the Club's practices and procedures support an open culture of risk identification and resolution?** .....Yes  No

(If not, please outline the risk and the action taken.)

.....  
.....

**Are new members and parents given timely and sufficient information on Health and Safety?**

.....Yes  No

(Please outline the mechanism for providing new members/parents with information along with any deficiencies and associated action taken.)

.....  
.....

**Other Issues**

**Does the club need to take any further action? (If yes, please specify.)**

.....  
.....

SIGNED: ..... DATE: .....

Name: .....

# CONSTITUTION

## CHICHESTER RONIN JUDO CLUB

### 1 Name

The club will be called *Chichester Ronin Judo Club* and will be affiliated to the British Judo Association, the National Governing Body for Judo in the UK.

### 2 Aims and objectives

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in Judo.
- To promote the club within the local community and Judo.
- to ensure a duty of care to all members of the club
- to provide all its services in a way that is fair to everyone
- To ensure that all present and future members receive fair and equal treatment.

### 3 Membership

Membership should consist of officers and members of the club. 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 will be enrolled in one of the following categories:

- Senior member
- Associate member
- Junior member
- Social member/Honorary Life member.

### 4 Membership fees

Membership and Training fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting. Membership fees will be paid annually, with Training fees paid per session.

### 5 Officers of the club

The officers of the club will be:

- Chair
- Vice Chair
- Honorary Secretary
- Treasurer
- Membership Secretary
- Public Relations Officer
- Child Protection Officer / Membership Secretary
- Health and Safety Officer

Officers will be elected annually at the Annual General Meeting. All officers will retire each year but will be eligible for re-appointment.

### 6 Committee

The club will be managed through the Management Committee consisting of:

*The officers of the club, all senior members who also hold a BJA coaching certificate and the junior club representative.* Only these posts will have the right to vote at meetings of the Management Committee.

The Management Committee will be convened by the Secretary of the club and held no less than *three times* per year.

The quorum required for business to be agreed at Management Committee meetings will be three (to include either the chairman or the vice-chairman).

The Management Committee will be responsible for adopting new policy, codes of conduct and rules that affect the organisation of the club.

The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.

The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **7 Finance**

All club monies will be banked in an account held in the name of the club. The Club Treasurer will be responsible for the finances of the club. The financial year of the club will end on 31<sup>st</sup> March.

An independently examined statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## **8 Annual General Meetings**

Notice of the Annual General Meeting (AGM) will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.

The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.

Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.

Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.

The quorum for AGMs will be *ten members*

The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9 Discipline and appeals**

All complaints regarding the behaviour of members should be submitted in writing to the Secretary.

The Management Committee will meet to hear complaints within 21 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

## **10 Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership. In the event of dissolution, any assets of the club that remain will become the property of The Sussex County Committee of the British Judo Association.

## **11 Amendments to the constitution**

The constitution will only be changed through agreement by a two thirds majority vote at an AGM or EGM.

## 12 Declaration

The *Chichester Ronin Judo Club* hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

SIGNED: .....DATE: .....

Club Chair (Print name): .....

SIGNED: ... .....DATE: .....

Club Secretary (Print name): .....

Approved at the Annual General Meeting of the club held on 3<sup>rd</sup> June 2005

# Annual General Meeting

AGMs include Extraordinary AGMs (EAGMs).

1. **Notice:** A minimum of 3 weeks by publishing date, location and time on The Club notice board and mailing members at their home address, stating that any business for the meeting is to be provided in writing to the chairman no later than 7 days prior to the meeting.
2. **Frequency:** At least once a year.
3. **Purpose:** Ratify reports, adopt resolutions, review progress, approve policy, elect committee members and Coaches, allow a forum to raise issues and provide feedback.
4. **Quorum:** Club Chairman or delegate, two other committee members and at least 25% of The Club's Senior members. The meeting is open to all members of The Club and anyone invited by The Club Chairman.
5. **Voting:** A quorum must exist for motions to be passed. Only Current club Seniors and Parents have voting rights, one vote per Club Senior or Junior. Votes for Juniors may only be exercised by their Parent/Guardian. Seniors being a Parent only have one vote. The Club Chairman has an additional vote where a motion is hung. Motions are passed with a simple majority of those present except for motions relating to the Club Constitution which lay dormant until the following AGM to allow proper consideration and then require a two thirds majority of those present at the AGM. Written valid votes of those who can not be present at the AGM may be lodged with The Club Chairman before the AGM. Written votes are valid where they are signed by the member, dated, identify specific motions and the voter's agreement/disagreement.
6. **Meeting Chairman:** The Club Chairman or delegate
7. **Inputs:**
  - a. Minutes from previous AGM (where not already approved by prior Committee meeting)
  - b. Open Actions from prior committee and AGM meetings
  - c. Finance Report including any proposals to change membership/training fees
  - d. Chairman's Report and Committee Report if different
  - e. Written motions and votes presented to The Club Chairman prior to the meeting
  - f. List of appointments to be confirmed/made
  - g. Chairman's annual review of The Club's Procedures
  - h. Annual Risk Assessment report, actions and status
  - i. Chairman's declaration of number of Official complaints about the Club or its members that have been raised since the last AGM and the number remaining open.
  - j. Review of Development Plan
  - k. Any written motions, questions or business received by the chairman.
8. **Procedure:**
  - a. Note attendance, apologies and whether a quorum exists
  - b. If a quorum exists, review and vote upon inputs and motions made during the meeting
  - c. (Re)appoint examiner of club accounts
  - d. Actions may only be raised on those present at the meeting
9. **Outputs:**
  - a. Approval of reports and accounts
  - b. Approval of Development Plan
  - c. List of Club appointees
  - d. Resolutions and Actions
  - e. Meeting minutes to be published on The Club notice board within 1 month of meeting and electronically copied to The Club treasurer for configuration control.

## Committee Meeting

1. **Notice:** A minimum of 2 weeks by personal contact and agreement between Committee members.
2. **Frequency:** Minimum of four meetings per year as a goal.
3. **Purpose:** Consider applications for membership, plan events, take actions to develop policy and procedure updates.
4. **Quorum:** Club Chairman or delegate, two other committee members. The meeting is open to all club Seniors, Parents of current club juniors and anyone invited by The Club Chairman.
5. **Voting:** A quorum must exist for motions to be passed. Only Committee members have voting rights. One vote per member. Simple majority of those present is required to pass motions. The Meeting Chairman has an additional deciding vote where a motion is hung.
6. **Meeting Chairman:** The Club Chairman or delegate
7. **Inputs:**
  - a. Minutes from previous meeting
  - b. Applications for Membership
  - c. Open Actions from prior committee meetings
  - d. Issues raised by Committee members
  - e. Club Development Plan
8. **Procedure:**
  - a. Note attendance, apologies and whether a quorum exists
  - b. If a quorum exists, review and vote upon inputs and motions made during the meeting
  - c. Actions may only be raised on those present at the meeting
9. **Outputs:**
  - a. Resolutions
  - b. Actions
  - c. Membership application approvals
  - d. Meeting minutes to be published on The Club notice board within 1 month of meeting and electronically copied to The Club treasurer for configuration control.

## Coaching Meeting

1. **Notice:** A minimum of 1 week, by personal contact and agreement between coaches.
2. **Frequency:** At least twice a year as a goal.
3. **Purpose:** Coordinate and advance coaching within the Club. Develop coaching skills, develop coaching strategies and identify coaching issues.
4. **Quorum:** 2 Coaches from The Club. The meeting is open to Coaches of The Club and anyone invited by The Club Chairman.
5. **Voting:** A quorum must exist for motions to be passed. Only Coaches of the Club and those members invited by The Club Chairman may attend. One vote per member or invitee. Motions are passed by simple majority. The meeting Chairman has an additional deciding vote where a motion is hung.
6. **Meeting Chairman:** The senior Coach present or by agreement
7. **Inputs:**
  - a. Minutes from previous Meeting
  - b. Open Actions from prior meetings
8. **Procedure:**
  - a. Note attendance, apologies and whether a quorum exists
  - b. If a quorum exists, review and vote upon inputs and motions made during the meeting
  - c. Actions may only be raised on those present at the meeting
9. **Outputs:**
  - a. Proposed Policy changes for approval by the Chairman
  - b. Actions for Coaching Scheme
  - c. Placement of coaches on any necessary courses to advance their skills and maintain The Club's external accreditation.
  - d. Meeting minutes to be published prior to next meeting and a copy to The Club Treasurer for configuration control.

# The Chichester Ronin Judo Club

## <<AGM/EAGM/Coaches>>

### Meeting

**Date of Meeting:** <<dd/mm/yy>>

**Location:** <<eg New Park Centre>>

**Start Time:** <<eg 19:30>>

**Attendees:**

- << name 1 >> **Meeting Chairman** <<and Club role, eg Club Treasurer>>
- << name 2 >> <<Club role, eg Club Treasurer>>
- << name 3 >> << Club Senior/ Parent>>

**Quorum achieved:** <<Yes/No>>

**Agenda Items:**

1. Apologies
2. << item 2 >>
3. << item 3 >>
4. AOB

### 1 Apologies

### 2 << item 2 >>

<< Text of discussion including decisions >>

**Action: Number** <<date>>/<<number>>

**Owner:** <<name>>

**Task:** <<Text of action>>

**Expected Closure Date:** <<date>>

### 3 << item 3 >>

<< Text of discussion including decisions >>

**Action: Number** <<date>>/<<number>>

**Owner:** <<name>>

**Task:** <<Text of action>>

**Expected Closure Date:** <<date>>

### AOB

### N << item N >>

<< Text of discussion including decisions >>

**Action: Number** <<date>>/<<number>>

**Owner:** <<name>>

**Task:** <<Text of action>>

**Expected Closure Date:** <<date>>