

Chichester Ronin Judo Club Handbook



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Club Venue

Chichester Ronin Judo Club
New Park Centre
New Park Road
Chichester, West Sussex
PO19 7XY



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Issue Record

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Authorisation Notification

	<u>Name</u>	<u>Title</u>	<u>Signature</u>	<u>Date</u>
Prepared by	Darren Homan	Club Secretary	-----	-----
Approved by	Karen French	Chairman	-----	-----

Forward

Issue 1.0 of this handbook was produced in 2005/2006 to document the club's activities prior to achieving Clubmark Bronze accreditation and subsequently Silver. This version of the handbook incorporates some revisions necessary to reflect changes to club activities and processes that have occurred over the intervening time.

This document has been developed in response to the Sports England Clubmark scheme and with a few improvements, documents the existing practices within The Club. It embodies the requirements and structure of the Clubmark scheme with additional input from the author and the coaches of The Club. It represents a comprehensive handbook that supports the specific practices of The Club and the accreditation requirements of the Clubmark scheme at Gold level.

Definitions

The following definitions apply throughout this document:

1. **Shall:** This word denotes a requirement.
2. **Will/Should/Must:** These words denote intention, to the extent that the club's volunteers, coaches and committee members have the knowledge and ability required and the time available.
3. **May:** This word denotes an option, which is exercised at the discretion of the club.
4. **The Club:** Refers to The Chichester Ronin Judo Club
5. **The Centre:** Refers to the club's venue which is The New Park Centre, New Park Road, Chichester, West Sussex, PO19 7XY
6. **The Committee:** Refers to the members of the club appointed to a role whose job description requires them to be a member of the club's committee.
7. **Chairman:** Refers to the person, male or female, appointed the role defined as Chairman within this document.
8. **He/His/etc:** refers to both male and female gender in each and every case.

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1. Introduction

This handbook is a framework for and list of information relevant to the planning, execution, support and membership of The Club.

The Club aims are to:

- Provide within the Chichester area the opportunity to practice traditional Judo in an environment that is fair and open to all.
- Be a voluntary non profit making organisation that supports a community ethos.

The Committee aims are to:

- Maintain and develop The Club within the local community and to the best of their abilities
- Properly manage the club's finances, maintaining a positive balance sufficient to purchase new mats should the club's existing dojo become unavailable at any time
- Ensure that the parents, members and volunteers of the club receive the information they require in a timely manner
- Deal with day-to-day business efficiently
- Integrate the club into the local and British Judo Association (BJA) network to ensure that The Club keeps up-to-date with best practice and has access to advice and grant aid
- Have plans in place for the future as well as in the event of any emergencies.

1.1 Handbook structure

This handbook is divided into two main sections, namely, The Body and Appendices.

- **The Body** contains general provisions for the management and operation of The Club and contains 4 subsections that are structured in accordance with the Sport England Clubmark resources pack for ease of accreditation and maintenance. The subsections are:
 - Club Management
 - Duty of Care and Child Protection
 - Playing Programme
 - Equity and Ethics
- **The Appendices** that contain job descriptions and other reference information.

2. Club Management

2.1 Club Finances and Insurance

The Club Treasurer manages The Club's finances in accordance with the Treasurer's Job Description in **Error! Reference source not found.**. This includes the provision of insurance that includes public liability insurance.

The process for authorising club expenditure is that requests for expenditure are to be presented at a Committee Meeting and authorised by that body. Between such meetings, any individual can request expenditure up to the value of £100 which has to be verbally agreed to prior to the expenditure by the chairman and one of the Vice Chairman, Treasurer or Club Secretary. Emergency expenditure in excess of £100 requires either an emergency Management Committee meeting or the written consent (E-mails are acceptable) of all the Management Committee.

2.2 Affiliation

The BJA take responsibility for managing and developing services for Judo. Their responsibilities include a whole range of activities, from organising national competitions and selecting teams to developing training courses for coaches and officials. The BJA provides support at local level by providing guidance to clubs on issues such as health and safety, supply of equipment and policy.

By being affiliated to the BJA, The Club can enter competitions, gradings, train and qualify both coaches and officials. Affiliation to the BJA allows The Club to be part of the bigger picture enabling The Club to access wider support and certain sources of funding.

For these reasons, The Club will be affiliated to the BJA.

2.3 Communication with Parents/Guardians

Parents /Guardians are an important part of The Club, being keen supporters, willing volunteers and potential coaches and officials. They need to know that their child is safe in The Club's care and getting the most from Judo.

Communicating with parents/carers is therefore important. When joining the club, the club will write to the parents/guardians of all juniors to let them know about the club, how it operates and its rules. The Club will establish regular communication with parents/guardians to keep them informed, to encourage their continued support and make them feel part of The Club.

2.4 Membership Organisation

The Club is organised into membership categories. All Club members must hold one current category of General Membership. They may also hold one or more Coaching, Committee or other appointments defined in **Error! Reference source not found.** The entry requirements for each category of membership are defined in Table 1.

2.4.1 Fees

All categories of membership (except that of Social and Honorary Life) attract an annual club membership fee set by the AGM, which includes membership of The New Park Centre for Senior members. Training sessions fees are in addition to the annual club membership fee and are paid prior to each training session attended. The Committee may decide to waive training session fees for members, for example, where they provide a significant and continued contribution to the club by their work and or coaching for the club, This includes those transitioning into coaching who help out on the mat.

Membership and training session fees have a specific category for Juniors that recognises their ability to pay and the need to avoid financial barriers that may prevent some young people from joining The Club. In some cases, members may find difficulty in paying the membership fee in one lump sum – especially when this coincides with the purchase of Judogi and training session fees. Any member

experiencing difficulty with payment of fees can speak with The Club Secretary who will be happy to discuss alternative payment structures.

Annual membership fees become due on the 1st of January each year or on the date of application for new members. Annual membership fees will be reduced to 33% of the full amount for new applicants applying on or after the 1st of September.

Visitors trying out Judo for the first time get their first training session free. They are expected to apply for membership within one month of training. Training fees will be increased by £1 per session for those who have not applied for membership after one month of starting training or of their membership renewal date.

2.4.2 General Membership

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

From time to time and for various reasons (eg moving to another part of the country), members may no longer wish to be a member of The Club. Any member wishing to withdraw their membership of The Club may do so by writing to The Club chairman.

The categories of membership, entry requirements and responsibilities are as listed in Table 1.

Table 1: General Membership Categories

Category	Entry Requirements	Responsibilities Summary
Junior	Under the age of 16. Hold a current valid BJA licence within 1 month of becoming a Junior.	Follow the Code of Practice for Juniors.
Senior	16 years old or more. Hold a current valid BJA licence within 1 month of becoming a senior.	Follow the Code of Practice for Seniors.
Visitor	Approved by the Coach leading the training session.	As for Junior or Senior, according to age. Apply for membership normally after attending two training sessions with The Club but within 1 month. This category of membership has no voting rights at any meeting.
Social	Any previous member of The Club, or individuals invited by the Chairman	None. This class of membership exists to recognise previous active members, parents, supporters and volunteers who from time to time may wish to attend Club social events and meetings. This category of membership has no voting rights at any meeting.
Associate and Honorary Life	Not Used	The Club constitution makes provision for these categories, but they are not currently used. No members will be allocated these categories of membership.

2.4.3 Appointments

The AGM will appoint members to the roles specified within **Error! Reference source not found.**, which defines the entry requirements and job description for each appointment. Members may hold more than one appointment except for Club Chairman and Club Treasurer together, which shall not be held by any one person, household or family..

2.5 Meetings

The Club organises and performs a number of standard meetings. They are:

- Annual General Meetings (AGM), including Extra-ordinary AGMs (EAGM)
- Management Committee Meetings

- Coaches Meetings

The purpose, frequency, inputs, procedure and outputs of these meetings are defined in **Error! Reference source not found.**

2.6 Club Links

Creating partnerships between schools and The Club helps to create continuity between school Judo and Judo in the wider community. Links with Schools can benefit The Club by:

- Increasing numbers and membership of young people
- Providing the opportunity for young people to develop volunteer roles within The Club, including coaching/leadership and officiating
- Creating the opportunity to share school facilities, expertise and equipment
- Opening up club access to a wider community.

The Club Secretary is the coordinator between Schools and The Club in accordance with the Job Description in **Error! Reference source not found.**

The Club Secretary is also the coordinator for local authority Sports Development Units and Active Sports Partnerships who can support club development by:

- Keeping clubs informed of wider sporting opportunities taking place locally and nationally
- Helping with applications for funding
- Creating links with schools
- Sourcing facilities or accessing time at facilities
- Linking with other sport and community programmes
- Supporting club promotions
- Helping in the writing of development plans.

2.7 Club Development

The Management Committee is committed to the development of The Club for its members and as a part of the community within which it exists.

The Club Development Plan consists of a three year action plan, including a more detailed action plan section for the current year, which is used by The Club Chairman as a vehicle to develop The Club. The AGM reviews achievement against development plan over the preceding year and approves the plan for the following three years. The development plan is focused on:

- Providing an environment that supports the provision of excellent judo.
- Sustaining and growing the membership of The Club.
- Enhancing club facilities.
- Providing training for those operating and managing the club.
- Maintaining the currency of The Club's coaching skills.
- Enhancing the vitality of club training and events.
- Consider equity targets and key actions required to ensure implementation of the equity policy.
- Developing links with the community, local government and administrative organisations.
- Developing compliance with club accreditation and the legal environment.
- Stimulating sponsorship for The Club.

2.8 Coache and Volunteer Training

Training records will be maintained by the Club Membership Secretary, including required courses and revalidation dates. Training requirements and selection will be managed by the Management Committee.

2.9 Club Documents

Only documents approved by The Club Chairman, or delegate, are valid club documents.

2.9.1 Document Precedence

In descending order of precedence, The Club's documents are:

1. The Club Constitution
2. The latest approved minutes of The Club AGM
3. The Club Handbook – this document
4. The Club Forms
5. The Club Development Plan
6. The latest approved minutes of all other club meetings defined in this document.
7. All other documents including The Club Profile, Registers, Training Session Pack, Membership List, Accident Register, H&S risk assessments, Web information, and forms.

These documents are maintained in accordance with the allocated roles defined in **Error! Reference source not found.**

2.9.2 Club Profile

The Club Profile contains information on the Management Committee and Coaches to facilitate the management of the club and accreditation by external bodies. Example information includes copies of certificates and personal records. The Club Profile contains confidential information and for this reason is kept in accordance with section 2.10, "Data Protection".

The Club Profile is a living document and is updated as and when required rather than by issue.

2.9.3 Club Forms

To function effectively, The Club requires a number of standard forms. These include club rules and codes of conduct. All such forms are maintained separately to this Handbook by The Club Membership Secretary.

2.10 Data Protection

All sensitive personal data (eg names, addresses age, etc grades), whether held on computer or not, will be:

- Held confidentially and not disclosed to unauthorised persons,
- Used to facilitate management of The Club, including contacting members to inform them of club information, events and status.
- Used to facilitate the protection of young persons attending or being members of The Club
- Held by The Club and not passed on to third parties other than to:
 - the BJA for the purposes of Judo.
 - requesting legal authorities (eg the Police and child protection agencies) at the discretion of The Committee.
- Used only for the purposes it was gathered
- Destroyed within a reasonable period of time after the purpose for which it was gathered expires.

Any person may apply to The Club Secretary for a report of the information held by The Club on them. The Club may require a nominal fee to supply this report in order to cover administrative costs. The Club will correct information held on individuals where it is shown to be incorrect and substantively misleading.

3. Duty of Care and Child Protection

3.1 Health and Safety

The Club has a duty of care covering the Health and Safety of club members, visitors and spectators. The Club appoints a Health & Safety officer to raise the awareness of Health & Safety issues within The Club in accordance with the Job Description in **Error! Reference source not found.**, which includes regular risk assessments of club activities. Health and Safety is everyone's responsibility, the Health and Safety Officer being there to raise awareness and facilitate resolution of issues, concerns and risks.

The Club rules require all members to consider the Health and Safety of others at all times, reporting any risks, concerns or issues to the Coaches or Health & Safety Officer at the earliest opportunity.

The Club's activities occur mainly within its dojos, which have their own Health & Safety policies and procedures. This forms the Health and Safety environment within which those club activities occur. This includes Health & Safety risk assessments, upon which The Club's risk assessments will rely.

The Club promotes attendance at BJA competitions. Whilst club coaches may attend these events, the primary Health and Safety environment is provided by the BJA competition organisers, not The Club.

From time to time, The Club organises social events such as meals out and BBQs. The primary health and safety environment for these events is provided by the relevant hosting organisation, such as, respectively, the restaurant or hosting householder.

Members, visitors and spectators participating in or attending competitions, club trips and activities are responsible for their own transport to and from these events. The Club does not provide transportation.

Whilst The Club seeks to ensure that someone with at least a basic first aid qualification is available all its training sessions, this cannot be guaranteed. The Coaches Code of Conduct defines the extent to which first aid and medical treatment will be available and applied. The Parental/Guardian's Agreement lays out the extent of medical cover available. Section 3.3 covers the provision of First Aid material at club training sessions. Section 3.4 covers the procedures for incidents and accidents.

Emergency contact and medical details are required as part of membership application, and are available to coaches at all training sessions, as is a telephone.

The Centre's dojo mat has a maximum capacity of 50 judoka. The spectators gallery has a maximum of a further 35 people.

The Coaches Code of Conduct makes specific provision for awareness of The Club's Fire safety, evacuation, emergency and Health & Safety procedures contained herein. The Health & Safety Officer's Job Description makes specific provision for the regular communication of such information to all members, including the presentation of key information on The Club notice board.

3.2 Child Protection

The Club has adopted the BJA Child protection policy, which is stated below. In accordance with the Job Description in **Error! Reference source not found.** The Club appoints one or two Child Welfare Officers (CWO) as points of contact for child protection issues and to raise awareness within The Club. Ideally the CWOs will not be coaches or related to coaches, but should be in regular attendance at training sessions.

Club Coaches are made aware of this Policy and periodically attend Sport England running Sport Courses for good practice and child protection. All Coaches and class volunteers have a CRB check done annually by the BJA.

The parents are made aware that The Club takes reasonable care when any child requires to leave the dojo to use the toilet facilities, that their absence and return is monitored.

The Club and its Coaches require that the parent/guardian of the child bring the child into the dojo and collect after them after the class from the dojo. Parents are made aware of this on the Club membership information.

As one measure to advertise the Child Welfare Officer and the seriousness with which The Club takes child protection, The Club will post the following information on its notice board:

“The Chichester Ronin Judo Club:

1. Have adopted the BJA Child Protection Policy which is that:

“The Chichester Ronin Judo Club upholds the principle that all children whatever their age, culture, disability, gender, language, racial origin, religious belief and/or sexual identity have the right to protection from abuse. The members, staff and volunteers of The Club are committed to the welfare and protection of children so that they can enjoy sporting activities in safety without fear, threat or abuse.”

2. Aims to use the BJA child protection procedures (see www.britishjudo.org.uk) to ensure effective child protection throughout the Club and requests the cooperation of all members in this endeavour.
3. Have appointed <<insert name>> as the Child Welfare Officer (CWO) for The Club. The CWO can be contacted on <<telephone number>> and can be found at the club on most training sessions. The CWO is the contact point for young people who wish to discuss any matters of child protection or for helpers who have any concerns regarding young people in their care.
4. Undertakes to select all Coaches and volunteers with care, to support and train them as appropriate, and to ensure that they have a current CRB clearance (rechecked, nominally annually).
5. Undertakes to receive any complaints seriously and respond to them promptly in accordance with the BJA’s child protection procedures.”

3.3 First Aid

The Club will maintain a first aid box for use at its training sessions at The Centre, containing at least the minimum contents as defined in the First Aid Box appendix to this document. The Event Coordination Coach will be responsible for the First Aid box as defined in the Event Coordination Coach Job Description.

The Club’s coaches will be encouraged to obtain at least a basic nationally recognised First Aid qualification to achieve the goal of having someone qualified in First Aid at every training session.

The guidelines for giving First Aid treatment are defined within the Coaches Code of Conduct.

3.4 Incidents and Accidents

The procedure for dealing with accidents or incidents can be found in the attached “Guidelines for dealing with an Incident/Accident”. All accidents or incidents of a safety or medical nature dealt with by The Club’s members whilst attending The Club’s training sessions, competitions or gradings will be recorded in The Club’s Accident Register. The Club’s Incident/Accident Register will consist of :

1. Part A : a loose leaf binder with appropriate title, The Club’s guidelines for Dealing with an Incident/Accident and blank incident forms
2. Part B: Completed confidential accident/incident forms retained by The Club Membership Secretary.

The Club Membership Secretary will be responsible for ensuring the availability of of Part A with blank forms. The Coaches Code of Conduct and Guidelines for Dealing with an Incident/Accident address the operation of the Incident/Accident Register. The Health & Safety Officer will review the completed forms (Part B), the identification of any trends and their resolution.

3.5 Records of Attendance, Medical Information & Contact Details

The Coach leading any club training session, competition or grading will ensure that the attendance of all members is recorded on the appropriate Attendance sheets (see appendix), which when complete are passed to The Club Membership Secretary.

When applying for membership, applicants are required to provide personal contact details, Medical Information and Emergency Contact Details. The Club Membership Secretary collates this information into a Training Session Information Pack which is provided on a confidential basis to coaches leading club training sessions to help deal with any issues that may arise during training.

4. Playing Programme

This section covers the key elements in creating a quality playing programme for The Club to help all active members realise their potential. Coaching will be conducted in accordance with The Club's Coaches Code of Conduct.

4.1 Club Coaching Sessions.

Training sessions are conducted twice a week during School term times and at other times by specific agreement with coaches. The times and dates of training sessions are advertised on The Club notice board, the club web site and on regular communications to members.

The Club will maintain at least the BJA recommended coach to player ratio of 20:1.

Training sessions will be structured into a number of classes by age and ability. Within each class a variety of coaching methods will be used to achieve the best results, including warm-up, whole class training, group work and structured games.

The programme will be structured to attain skill in performing Judo, using the attainment of BJA grades as one measure of recognition. The Club coaches are responsible for ensuring that there are adequate opportunities for Juniors and Seniors to gain grades in accordance with the Job Description attached.

The Committee will endeavour to have at least one coach available to support members participating at BJA organised gradings.

4.2 Competitions

All members will be encouraged to enter BJA organised competitions, County, area and national squads in accordance with their ability. The BJA organised competitions are structured by age and experience to facilitate equality and promote competition.

Similarly, BJA organised gradings are advertised for all suitably qualified members to attend and compete for belts.

The Club will endeavour to have at least one coach available to support members participating in such competitions and gradings.

Information on BJA organised County, Area and National events are available on the BJA web site and are communicated in The Club by regular mailings, directly to the members and via The Club notice board.

The Club endeavours to organise a Club Championship competition once a year just prior to Christmas at which various trophies are presented for the best performances in specified categories. The Club Competition will be performed in accordance with BJA rules and regulations.

The trophies presented by the club at the club championships are

The Colin Tupper/Guy Bisson Shield	Greatest Contribution to club during the year
The Brian Butler Shield	Best effort during year
The Ralph Smith Shield	Adult given most to club over year
The Bob Leadbitter Trophy (M)	Most improved over year (Male)
The Ivor Page Trophy (F)	Most improved over year (Female)
The Club Championship Shield (M&F)	Best Technique in Championship
The Spirit Shield (M&F)	Best spirit in Championship
The Kano Trophy(M&F)	Best Throw in Championship (Kano)

Table 2: List of Club Trophies

4.3 Social Events

The Club aims to hold at least two Social Events each year. Additional ad-hock events are advertised from time to time on The Club notice board. All members and their families are welcomed to attend these events. The Centre bar also often hosts impromptu post training session gatherings.

4.4 Coaches

Coaching staff play a key role in creating successful playing programmes since they will direct most of the activity at the club. They will therefore hold nationally recognised coaching qualifications appropriate to the subjects they coach.

The Club will seek to further develop and train its coaches in order that they may be better able to develop The Club's members and The Club. Such training will be a consideration in The Club Development Plan.

Club coaches will follow The Club's 'Coaches Code of Conduct', which along with the Responsibilities defined for their category of membership, forms a task and job description for their function.

Coaches will, through the club's affiliation to the BJA, hold professional indemnity and public liability insurance.

4.5 Venue

The primary venue for The Club is as advertised on the front cover of this handbook and defined in this document as "The Centre". The Club rents this dojo from The Centre per session, which are planned and booked in advance by The Club Secretary with the management of The Centre. Additional venues may also be used by The Club's satellite clubs. The venues for these training sessions are organised and managed by the coach leading such training sessions.

Risk assessments and Health & Safety are considered in section 3.1.

5. Equity and Ethics

It is important that the right culture is promoted within the club so that its policies, practices and culture encourage all members to adopt an inclusive and child-friendly approach to Judo. Whilst the atmosphere of The Club and the behaviour of its members cannot be directly changed by the adoption of policies, an unwelcoming club will not attract and retain members. The Committee aims to foster and nurture the club so that it becomes a place that is child-friendly – free from discrimination and unacceptable behaviour for its members.

5.1 Equity

The club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their Judo in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

5.2 Constitution

The constitution of The Club is the document that takes precedence over all other club documents and as such is not provided herein. It is based upon BJA recommendations and is consistent with this handbook.

5.3 Codes of Conduct

The manner in which The Club coaches conduct themselves is central to the effective operation of The Club. For this reason, The Club has a code of conduct that all coaches are required to follow.

The support that parents and legal guardians provide is vital to The Club. The Club welcomes and encourages parental support of their child or children and any roles within The Club that the parents or guardians may wish to perform. The link between Juniors, The Club and parents/guardians is so important that each Junior is required to have at least one parent/guardian as a Parental member of The Club. There is a Parental/Guardian's Agreement for parents and guardians to follow that encourages participation, identifies ways in which parents/guardians can support their child or children within The Club and defines certain boundaries.

5.4 Club Rules

The Club recognises the need for a basic set of rules that all members of The Club follow to practice Judo fairly and equitably. The codes of conduct for Coaches and Parental/Guardian's Agreement extend The Club rules, with specific emphasis on children, to provide guidance on acceptable behaviour and fair play.

An integral part of this strategy is that the Parental /Guardian's Agreement requires parents/guardians to explain the club rules to their child/children. This is balanced by the Coaches Code of Conduct which deploys the rules.

To further reinforce equity between members and the need to follow club rules, all members (adult and child alike) are required to follow the same basic set of Club rules. The BJA recommended rules for young people are integrated into The Club Rules, and written in an easily accessible form.

5.5 Discipline and Complaints

By accepting membership of The Club, all members of The Club agree to abide by the rules of the club and conduct themselves in accordance with the spirit of Judo and the code of conduct for their category of club membership and any appointed roles they have accepted.

All legitimate complaints and code of conduct violations will be effectively, openly and fairly investigated to ensure that each member of The Club is afforded equal rights and opportunity to practice Judo in a fair and safe environment.

The procedure for receiving, investigating and discharging complaints is found in Appendix D.

Appendix A. Volunteer Agreements

Those accepting these roles within the club do so voluntarily. In doing so are expected (not obliged) to undertake their role in accordance with the following agreements. This agreement is not intended to create a legal obligation.

- Key
- Chr Chairman
- VChr Vice Chairman
- SecSecretary
- MSec Membership Secretary
- Tres Treasurer
- HCch Head Coach
- LCch Coach Leading any training session
- CchCoach
- ACch Assistant Coach
- CWO Child Welfare Officer
- PRP Parental Rep
- JRP Junior Rep
- H&S Health and Safety Officer
- Vol Volunteers

No	Task, Qualification or Requirement	Role														
		Chr	VChr	Sec	MSec	Tres	HCch	LCch	Cch	ACch	CWO	PRP	JRP	PRO	H&S	Vol
1.0	General															
1.1	Follow The Club's Child Protection Policy, be aware of both Child Protection and Health and Safety issues.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.2	Have a current CRB clearance (if over 16), renewed nominally on an annual basis.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.3	Be aware of and follow The Club's code of conduct for their membership category.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
1.4	Read and be familiar with The Club's Handbook.	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓			✓	✓	
1.5	Notify The Management Committee in writing should they wish to withdraw from their appointment	✓	✓	✓	✓			✓	✓	✓	✓	✓	✓	✓	✓	✓
2.0	Entry Requirements															
2.1	Be a current Club Senior	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓(or)					
2.2	Be a current Club Junior										✓					
2.3	Be a current Senior or highly graded Junior with considerable experience in the club and be recommended by the Chairman												✓			
2.4	Be a member of the Club (inc Social)											✓	✓		✓	✓
2.5	Be a current BJA Qualified Coach (Level 1)										✓					
2.6	Be a current BJA Qualified Coach (Level 2)	✓	✓					✓	✓							
2.7	Be at least a BJA 1 st Dan	✓	✓					✓								
2.8	Have good oral communication skills	✓	✓	✓	✓			✓	✓	✓	✓		✓	✓	✓	
2.9	Have good written and organisational skills	✓	✓	✓	✓	✓					✓					
2.10	Have good leadership skills	✓	✓	✓				✓	✓							
2.11	Have the ability to produce basic accounts to trial balance.						✓									
2.12	Have experience of child care and have completed at least one course on Child Protection within the last 2 years of appointment											✓				
2.13	Be appointed by the Club AGM	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	
2.14	Be recommended by the Head Coach										✓					
2.15	Be recommended by a Management Committee meeting															✓
3.0	Tasks															
3.1	Follow the Club Rules	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.2	Follow Coaches & Volunteer's Code of Conduct	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.3	Be a member of The Committee	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.4	Lead the Club	✓														
3.5	Represent the Club	✓														
3.6																
3.7	Maintain and use The Club Development Plan as a vehicle to develop The Club, presenting it to the AGM for approval	✓														

No	Task, Qualification or Requirement	Role														
		Chr	VChr	Sec	MSec	Tres	HCch	LCch	Cch	ACch	CWO	PRP	JRP	PRO	H&S	Vol
3.8	Represent The Club at meetings of The Centre, providing feedback to The Committee	✓														
3.9	Ensure that all Club documents are reviewed and updated regularly, ideally at least annually	✓														
3.10	Ensure all roles within the club are performed	✓														
3.11	Consider requests for personal information under the Data Protection Act, providing copies of the requested information and make any necessary adjustments where the information is shown to be incorrect and substantively misleading	✓		✓												
3.12	Report to the AGM the number of complaints received, Upheld, Partially Upheld and Rejected, including the number open	✓														
3.13	Deal with all complaints in accordance with the Club's Complaints procedure.	✓					✓	✓								
3.14	Receive and keep safely a backup copy of The Club documents for disaster recovery purposes	✓														
3.15	Communicate regularly with all General Members via newsletters and information bulletin	✓					✓									
3.16	Undertake activities as nominated by the Chairman		✓													
3.17	Respond to general written communication on behalf of the club			✓												
3.18	Establish and maintain links with schools, local authority sports development units and/or Sports Partnership coordinators, ensuring coordination and good communication so that the all parties understand their role and the services/opportunities that they will provide			✓												
3.19	Be the junior coordinator to liaise with Sport England, Sports Partnerships and the BJA			✓												
3.20	Book club training sessions with The Centre			✓												
3.21	Review and update the Club Handbook for approval by the AGM			✓												
3.22	Manage membership records, including renewals of membership, licences and training courses				✓											
3.23	Ensure application forms (including Parental/Guardian's agreement, Emergency Contact and Medical information forms) are kept up to date and that all introductory information is sent to members, parents/guardians				✓											
3.24	Hold all confidential Contact Details				✓											
3.25	Maintain the Coaches Training Session information pack with up to date Contact details, Emergency Contact and Medical information on all members				✓											
3.26	In order to facilitate accreditation of The Club by external bodies, maintain The Club Profile, containing information on The Club (eg accreditation profiles), its Coaches (eg certificates) and The Committee (eg training records). Maintain The Club Profile in accordance with section 2.10 Data Protection				✓											

No	Task, Qualification or Requirement	Role														
		Chr	VChr	Sec	MSec	Tres	HCch	LCch	Cch	ACch	CWO	PRP	JRP	PRO	H&S	Vol
3.27	Hold the master copy of all club documents and forms, including soft copy where appropriate, and maintain configuration control of these documents. For disaster recovery purposes, provide a (geographically separate) backup copy of all documents to The Club Chairman at the start of June and December each year				✓											
3.28	Be responsible for The Club's accident register, ensuring that Part A (guidelines and blank forms) is replenished, easily available at all training sessions, and that Part B (the completed forms) are kept confidential				✓											
3.29	Seek to recruit new members, including volunteers from the parents of Junior members				✓											
3.30	Set Prices and Financial Policy for all items (at Cmte meeting)	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
3.31	Manage The Club's finances					✓										
3.32	Have the accounts independently examined prior to each AGM					✓										
3.33	Present a financial report to the AGM for approval					✓										
3.34	Authorise expenditure on behalf of The Club, reimbursing reasonable and actual expenses where incurred whilst performing the necessary duties and functions of The Club					✓										
3.35	Select, institute and maintain club insurance that provides public liability and professional indemnity cover for both The Club and its coaches whilst on The Club's business					✓										
3.36	Maintain The Club's affiliation to the BJA					✓										
3.37	Organise and lead the club coaches						✓									
3.38	Identify Training programme and mentors for Junior Club Coaches.						✓									
3.39	Organise, lead and run The Club Coaches meetings						✓									
3.40	Allocate the following functions amongst The Club's Coaches						✓									
3.41	1 Organise and lead the gradings within The Club for all Juniors						✓									
3.42	2 From Novice to 6 th Mon, periodically administer gradings during training sessions by assessing candidates against the BJA requirements						✓									
3.43	3 Above 6 th Mon, ensure that Juniors are appropriately trained for the higher grades and informed of the relevant BJA organised grading events						✓									
3.44	4 Advise Seniors of the opportunities that exist for them to attend gradings						✓									
3.45	5—Announce gradings to club members, parents/guardians and spectators						✓									
3.46	6 Organise a Club Championship, nominally once a year						✓									
3.47	7 Plan and lead the organisation and execution of Club events, including competitions, gradings club championships.						✓									
3.48	8 Be responsible for The Club first aid box, keeping it in an easily accessible place, fully stocked with items within their shelf life						✓									
3.49	9 Identify a Coach to lead each training session, including those at the Club's satellite venues.						✓									

No	Task, Qualification or Requirement	Role														
		Chr	VChr	Sec	MSec	Tres	HCch	LCch	Cch	ACch	CWO	PRP	JRP	PRO	H&S	Vol
3.50	Perform all the duties of Club Coach ("Cch" role)						✓	✓								
3.51	Lead Training Sessions allocated by Head Coach							✓								
3.52	Demonstrate the Spirit of Judo through your own actions							✓								
3.53	Maintain an active programme of learning to improve their coaching skills								✓	✓						
3.54	Coach all grades of member								✓	✓						
3.55	Actively monitor the return of children who have requested to visit the toilets during training								✓	✓						
3.56	Be responsible for renewing own Coaching and other training certificates, providing copies to the Membership Secretary								✓	✓						
3.57	Actively seek mentoring from other coaches and maintain a personal coaching development plan									✓						
3.58	Follow instructions from training session Coaches to assist in the training of club members									✓			✓			
3.59	Raise the awareness of child protection issues within The Club										✓					
3.60	Work towards the adoption of recommended child protection practices within The Club										✓					
3.61	Be the point of contact for all Child Protection issues										✓					
3.62	Resolve or ensure the resolution of child protection issues within the club.										✓					
3.63	Represent the views of parents to the Management Committee											✓				
3.64	Be prepared to receive complaints and issues, passing them to the relevant staff for resolution											✓				
3.65	Facilitate the communication and resolution of issues that effect Juniors												✓			
3.66	Represent the views of the juniors to the Coaches												✓			
3.67	Represent the views of the coaches to the juniors												✓			
3.68	Represent The Club to parties outside The Club														✓	
3.69	Maintain the club web site														✓	
3.70	Provide regular communication to all members and parents/guardians														✓	
3.71	Raise the awareness of Health and Safety issues within The Club, ensuring that all members (especially The Committee and Coaches) are regularly informed of fire safety, evacuation, emergency and H&S procedures															✓
3.72	Organise and conduct a fire evacuation drill at least yearly.															✓
3.73	Publicise Fire safety, evacuation, emergency and H&S procedures															✓
3.74	Work towards the adoption of recommended Health & Safety practices within The Club. Consider adopting requirements of H&S legislation for "professional/workplace environments"															✓

No	Task, Qualification or Requirement	Role															
		Chr	VChr	Sec	MSec	Tres	HCch	LCch	Cch	ACch	CWO	PRP	JRP	PRO	H&S	Vol	
3.75	Conduct regular Health and Safety assessments															✓	
3.76	Record and identify all raised risks to The Club Chairman for resolution, tracking them to closure															✓	
3.77	Periodically review Part B of The Club's Accident/Incident register to ensure it is being used and to identify any trends. Identify corrective actions to The Club Chairman where trends are found, tracking the actions to closure															✓	
3.78	Undertake non training activities requested by training session coaches and committee members																✓
4.0	Documentation																
4.1	Maintain the Constitution, Minutes of AGM & Management Committee, The Club Handbook,			✓													
4.2	Maintain the Club Forms, Membership list, Accident Register, Attendance Register, Club Profile, Training Session Information Pack				✓												
4.3	Maintain the Club Web Site													✓			
4.4	Maintain any necessary minutes of Coaches meetings							✓									
4.5	Maintain the Club Development Plan	✓															
4.6	Maintain current and previous (5 years) health and safety reports															✓	
4.7	Maintain financial records and receipts for no less than one year, or for as long as tax, charity and external legal regulations require, whichever is the longer.						✓										

Appendix B. Meetings

This appendix defines the following for club meetings

- Owner/Organiser
- Notice Period
- Frequency
- Purpose
- Inputs
- Process
- Outputs

The club operates the following meeting types

- Annual General Meeting
- Management Committee Meeting
- Coaches Meeting

B.1 Annual General Meeting

AGMs include Extraordinary AGMs (EAGMs).

1. **Meeting Chairman and Organiser:** The Club Chairman or delegate
2. **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 Secretary no later than 7 days prior to the meeting.
3. **Frequency:** At least once a year prior to Sussex Area AGM.
4. **Purpose:** Ratify reports, adopt resolutions, review progress, approve policy, agree club development plan, elect committee members and Coaches, allow a forum to raise issues and provide feedback.
5. **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.
6. **Voting:** Per Constitution..
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. Other reports from Officers and Committee members
 - f. Written motions and votes presented to The Club Chairman prior to the meeting
 - g. List of appointments to be confirmed/made
 - h. Chairman's annual review of The Club's Procedures
 - i. Annual Risk Assessment report, actions and status
 - j. Chairman's declaration of number of Official complaints Upheld, Partially Upheld, rejected and remaining open. Review of Development Plan
 - k. Any written motions, questions or business received by the Secretary.
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

B.2 Management Committee Meeting

1. **Meeting Chairman and Organiser:** The Club Chairman or delegate
2. **Notice:** A minimum of 2 weeks by personal contact and agreement between Committee members.

3. **Frequency:** Minimum of four meetings per year as a goal.
4. **Purpose:** Consider applications for membership, plan events, take actions to develop and deploy policy.
5. **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.
6. **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.
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.

B.3 Coaches Meeting

1. **Meeting Chairman and organiser:** The Head Coach
2. **Notice:** A minimum of 1 week, by personal contact and agreement between coaches.
3. **Frequency:** At least twice a year as a goal.
4. **Purpose:** Coordinate and advance coaching within the Club. Develop coaching skills, develop coaching strategies and identify coaching issues.
5. **Quorum:** 2 Coaches from The Club. The meeting is open to Coaches of The Club and anyone invited by The Club Chairman.
6. **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.
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.

Appendix C. Club Forms

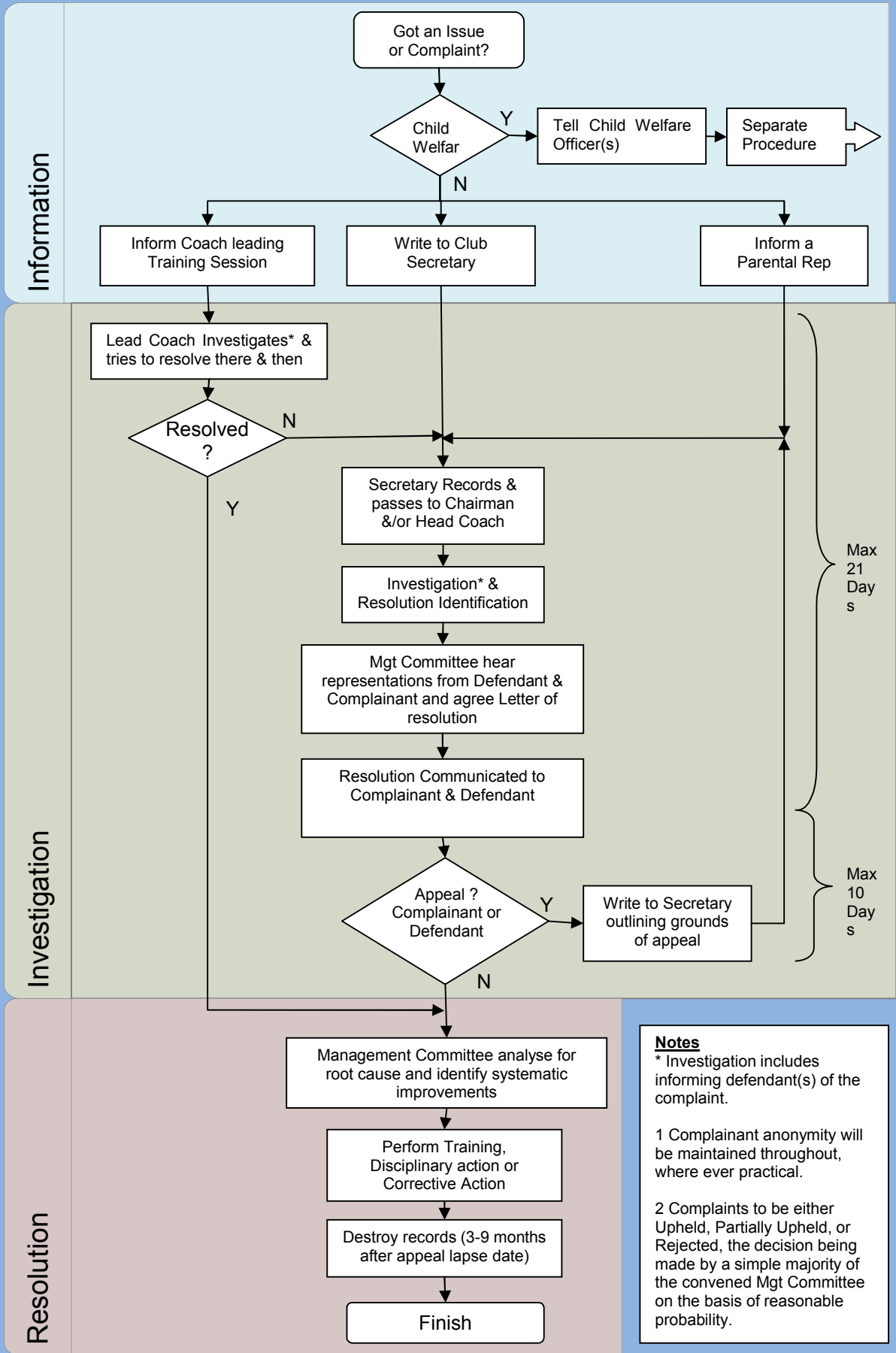
The Club has a number of standard forms that it uses to facilitate the management of The Club. These include:

- Introductory Letter to Parents/Guardians
- Membership Application Form
- Indemnity Form
- Club Rules
- Emergency Contact and Medical Information Form
- Parental / Guardian's Agreement
- Coaches Code of Conduct
- First Aid Box: Minimum Contents
- Guidelines for dealing with an Incident/Accident
- Incident/Accident Report Form
- Attendance Form
- Risk Assessment Form
- Committee, Coaches and (E)AGM Checklists
- Meeting Minutes template.

Copies of these forms are held by The Club Membership Secretary.

Appendix D. Disciplinary and Complaints Procedures

Chichester Ronin Judo Club Complaints Process



Notes
 * Investigation includes informing defendant(s) of the complaint.
 1 Complainant anonymity will be maintained throughout, where ever practical.
 2 Complaints to be either Upheld, Partially Upheld, or Rejected, the decision being made by a simple majority of the convened Mgt Committee on the basis of reasonable probability.

Appendix E. Links

5.5.1 Chichester Ronin Judo Club Online

Located at www.chichesterjudoclub.co.uk, this site provides information about The Club, including contact details, training times, news and more.

5.5.2 The British Judo Association

Located at www.britishjudo.org.uk, this site provides many sources of information at national, area, club and individual level. It contains information on player programme of events, Insurance, Child Protection and much more.

5.5.3 Sports Coach UK

Located at www.sportscoachuk.org, this organisation provides information, insurance, support and training for Coaches. At July 20004, two classes of individual membership exist. Namely, Registered (£17.5/yr) and Full (£73/yr). Full membership is only available to sports coaches who hold a current qualification from a home country sports council recognised governing body of sport. The BJA is one such body.

5.5.4 Sport England Volunteer Investment Programme

Located at www.sportengland.org, Sport England state that they:

1. enable people to start, stay and succeed in sport.
2. encourage people to get involved in sport,
3. distribute funding and
4. influence decision makers.

Sport England run a Volunteer Investment Programme (VIP) designed to support the development and implementation of a volunteer management plan. It is a free membership programme targeted at volunteer coordinators within clubs, governing bodies, university sports associations and local authorities.

Contact:

Coachwise
Unit 2.3 Chelsea Close
Off Amberly Road
Armley
Leeds
LS12 4HW

VIP: 08458 508 508
Fax: 0113 231 9606
Email: enquiries@coachwise.ltd.uk
www.sportengland.org

List of Acronyms and Definitions

Acronym	Description
AGM	Annual General Meeting
BJA	British Judo Association
Chairman	The person holding the appointment of Chairman of The Club
Coach	Any person holding the membership category of Coach for The Club
CRB	Criminal Records Bureau
CWO	Child Welfare Officer
EAGM	Extra-ordinary AGM
H&S	Health and Safety
Secretary	The person holding the appointment of Secretary of The Club
TBD	To Be Determined
VIP	Volunteer Investment Programme

Applicable Documents

Document Number	Date/Issue	Document Title
2	Latest	The Chichester Ronin Judo Club Profile
3	Latest	The Chichester Ronin Judo Club Development Plan
4	Latest	The Club Constitution