

Clydebank Aikido Club

Code of Conduct



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1.00 Rules of Conduct During Practice

- 1.01** As a 'martial way' and a method of self-defence Aikido is concerned with practising, in a controlled manner, potentially dangerous techniques. Thus students must at all times adhere strictly to the directions of the supervising instructor, whose responsibility it is to ensure safe practice.
- 1.02** Students have a duty to protect the safety and well-being of each other. They should therefore:
- never execute techniques in a dangerous or reckless manner;
 - seek to develop the control in the practice of techniques by which they may avoid being hurt themselves or causing injury to others;
 - never employ superior skill or position within the dojo to gratuitously inflict pain or to abuse others physically.
- 1.03** Since Aikido is based on the explicit ethical principle of seeking to resolve conflict through the development of harmony in the conduct of human affairs, it therefore requires all practitioners to accord to each other respect and consideration at all times. Practitioners should therefore:
- never use abusive language or conduct themselves in an offensive or aggressive manner;
 - never act in any manner that discriminates or gives offence to any person on the grounds of race, sex, religion or disability;
 - never consume alcohol or take recreational drugs before or during class.

2.00 Dojo Conduct & Etiquette

Proper attitude and behaviour are an essential parts of Aikido training. All students should adhere strictly to the following rules:-

- 2.01** Respect the Dojo as a place of earnest study and practice.
- 2.02** Perform za-rei upon entering and leaving the Dojo.
- 2.03** Students should arrive at the class on time to help lay the tatami.
- 2.04** Make sure hands and feet are clean for practice and keep finger- and toe-nails short. Wear zori to & from the tatami.
- 2.05** Bow to your partner before and after practising each technique to show respect for each other.
- 2.06** Raise your hand during technique demonstrations if you want to ask the instructor a question.
- 2.07** If blood is shed on the tatami, it must be cleaned up promptly and thoroughly using the correct cleaning materials that are on hand.
- 2.08** Keep any areas of skin infection on hands, wrists or feet carefully covered to avoid transmitting infection to others.
- 2.09** Wash keikogi regularly after every practice.
- 2.10** Do not wear any personal adornment during practice.
- 2.11** If it is necessary to leave the Dojo before the end of practice, you should address the instructor before departing. Wait at the side of the tatami on your return to be invited onto the tatami when the instructor signals it is safe to do so.
- 2.12** Approach each practice with a fresh mind, as though it was the first, and with earnestness and urgency, as though it was the last.

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- 2.13 Do not cultivate ideas of superiority, no matter what your grade or how long you have been practising.
- 2.14 Never employ Aikido techniques outside the Dojo except in circumstances of extreme urgency, to defend yourself or others.

3.00 In Cases of Injury

- 3.01 The instructor should stop the class immediately and ascertain the seriousness of the injury.
- 3.02 The injured person should be taken, if possible, to the side of the matted area out of harm's way.
- 3.03 If the injured person cannot be moved, he/she must be left on the tatami and emergency services contacted immediately.
- 3.04 Trained personnel should also be summoned in cases of severe injury.
- 3.05 In cases of possible concussion (i.e. after a bang on the head), the injured person must not be allowed to continue practice but should be referred to hospital.
- 3.06 A full report of the incident must be written down in the Accident Book.
[Appendix 3b: Incident / Accident Report Form](#) to be completed & the appropriate notification given as soon as possible/practical to the students appointed emergency contact / parent / guardian.
Emergency services to be contacted as required.

4.00 Code of Conduct for the Protection of Children in Sport

4.01 *Why this is important*

A Code of Conduct has a number of important functions. It:

- sets out what behaviour is acceptable and unacceptable
- defines standards of practice expected from those to whom it applies
- forms the basis for challenging and improving practice
- helps to safeguard staff by encouraging them to adhere to agreed standards of practice
- sets out for children and parents the standards of practice which they and the organisation should expect from those who volunteer with children

Clydebank Aikido Club supports and requires **all** members to observe the following standards of practice, including verbal and non-verbal actions when involved in activities with children.

All concerns about breach of this Code of Conduct will be taken seriously and responded to in line with **Clydebank Aikido Club** Complaints Policy, Performance Management, Disciplinary Procedure and/or Procedure for Responding to Concerns about Child Abuse.

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4.02 Good Practice

- Make sport fun, enjoyable and promote fair play.
- Treat all children equally, with respect, dignity and fairness.
- Involve parents wherever possible.
- Build balanced relationships based on mutual trust that empower and include children in the decision-making process.
- Always work in an open environment. Avoid private or unobserved situations.
- Put the welfare of each child first before winning or achieving performance goals.
- Be an excellent role model including not smoking or drinking alcohol in the company of children.
- Give enthusiastic and constructive feedback rather than negative criticism.
- Recognise the developmental needs and capacity of children and avoid excessive training and competition, pushing them against their will and putting undue pressure on them.

4.03 Practice to be Avoided

In the context of your role within **Clydebank Aikido Club**, the following practice should be avoided:

- Having 'favourites' – this could lead to resentment and jealousy by other children and could be misinterpreted by others.
- Spending excessive amounts of time alone with children away from others.
- Entering children's bedrooms on trips away from home, unless in an emergency situation or in the interest of health and safety. If it is necessary to enter rooms, alert the occupants by knocking and announcing your intention to enter. The door should remain open, if appropriate.
- Where possible, doing things of a personal nature for children that they can do for themselves.

4.04 Practice Never to be Sanctioned

In the context of your role within **Clydebank Aikido Club**, the following practices will never be sanctioned:

- Engaging in sexually provocative games, including horseplay.
- Engaging in rough or physical contact except as permitted within the rules of the game or competition.
- Forming intimate emotional, physical or sexual relationships with children.
- Allowing or engaging in touching a child in a sexually suggestive manner.
- Allowing children to swear or use sexualised language unchallenged.
- Making sexually suggestive comments to a child, even in fun.
- Reducing a child to tears as a form of control.
- Allowing allegations made by a child to go unchallenged, unrecorded or not acted upon.
- Inviting or allowing children to stay with you at your home.
- Coaches and other leaders sharing a room alone with a child for sleeping accommodation.

Some residential facilities offer dormitory sleeping arrangements where leaders may be required to share with children. In such circumstances organisers must ensure that at least two adults who have been recruited and selected using the recommended procedure are present, preferably one male and one female, and that such arrangements have been discussed and agreed with children and parents in advance.

In some circumstances older children may be required to share rooms with senior team mates (i.e. over 18s). If this is necessary, it should be discussed and agreed in advance with the young person and the parents (where appropriate and practicable). The young people involved should also be aware of whom they should speak to if they have any worries or concerns during this time.

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4.05 Physical Contact

All forms of physical contact should respect and be sensitive to the needs and wishes of the child and should take place in a culture of dignity and respect for all children. Children should be encouraged to express their views on physical contact.

In the first instance, coaching techniques should be delivered by demonstration (either by the coach who can display the technique being taught).

Educational instruction should be clearly explained with a description of how it is proposed to handle or have contact with the child before doing so. This should be accompanied by checking if the child is comfortable. Manual support should be provided openly and must always be proportionate to the circumstances.

If it is necessary to help a child with personal tasks e.g. toileting or changing, the child and parents should be encouraged to express a preference regarding the support and should be encouraged to speak out about methods of support with which they are uncomfortable. Volunteers should work with parents and children to develop practiced routines for personal care so that parents and children know what to expect.

Do not take on the responsibility for tasks for which you are not appropriately trained e.g. manual assistance for a child with a physical disability.

4.06 Adult to Child Ratios

As a *guide*, the following ratios are recommended in the National Care Standards Early Education and Childcare up to the age of 16 (Scottish Executive, 2005):

Age: 3 and over	1:8
If all children are over 8	1:10

All activities should be planned to involve *at least* two adults, preferably one male and one female where mixed gender occurs. As a general guide, the following factors will also be taken in to consideration in deciding how many adults are required to safely supervise children:

- The number of children involved in the activity.
- The age, maturity and experience of the children.
- Whether any of the group leaders or children has a learning or physical disability or special requirements.
- Whether any of the children have challenging behavior.
- The particular hazards associated with the activity.
- The particular hazards associated with the environment.
- The level of qualification and experience of the leaders.
- The program of activities.

There may be other considerations which are specific to the sport or environment in which the sport takes place.

5.00 Adherence to the Clubs Policies

5.01 Any person training or associated to the **Clydebank Aikido Club** must adhere to all club policies. It is the individual's responsibility after the initial induction to ensure that they adopt good practice procedures ensuring they conduct themselves with the highest regard for themselves & others. A copy of all club policies will be available from an instructor during any practice session.

Particular attention should be given by all club members to:

- Child Protection Procedures
- Appendix 4: Code of Ethics
- Appendix 5: Statement of Equality

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<u>Rev</u>	<u>Description</u>	<u>Date</u>
01	Section 4: Code Of Conduct For The Protection of Children in Sport added.	20/01/08
02	Section 5: Adherence to the Clubs Policies added.	15/06/08
03	Section 3.06: Procedures relating to the Appendix 3b: Incident / Accident Report Form added.	08/10/08

