

INDEPENDENT



INDEPENDENT KARATE CLUBS

CONSTITUTION

Reviewed June 2019

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CLUBS



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1. TITLE

The title of the Organisation shall be known as Independent Karate Clubs (hereinafter referred to as 'IKC' or the 'Organisation') and the 'IKC' logo will be known as the 'IKC logo'.

2. AFFILIATION

- (i) IKC shall be affiliated to the 'English Karate Federation' and/or such other bodies hereinafter defined shall in their absolute discretion designate from time to time.
- (ii) IKC shall from time to time be affiliated to other bodies to establish karate style affiliations as required to encourage positive relationships with those bodies and to provide expertise for IKC member organisations.

3. OBJECTIVES

- (i) To organise and administrate instruction in Karate including participation in courses and tournaments throughout the United Kingdom and world-wide.
- (ii) to improve the standards of Karate and Self Defence skills of all members within 'IKC'.
- (iii) to encourage and develop Karate in the 'local community' of the 'IKC' member clubs and member organisations.
- (iv) to organise activities which can be of benefit to all members of 'IKC'. (Appendix 3)
- (v) to establish and encourage the participation of all in the activities organised by 'IKC' regardless of age; race, gender or disabilities. (Appendix 3)
- (vi) to promote and enhance the image of Karate and encourage participation in the activity.

4. MEMBERSHIP

- (i) Any individual person, club or group may be capable of being accepted as a member of 'IKC' at the sole discretion of the committee and on fulfilment of any requirements as specified by the aforesaid committee except on grounds of age, race, gender or disabilities. (Appendix 3)
- (ii) membership of any individual person, club or group may be withdrawn on the grounds of any disciplinary action being taken relating to those members following any event which may bring 'IKC' or Karate into disrepute.

5. ADMINISTRATION

- (i) The officers of the 'IKC' committee shall be elected at the Annual General Meeting (AGM) and consist of the following:-

Chair person
Vice chair person
Secretary / Administrator
Treasurer
Licence Administrator

Each of the above officers must be an 'IKC' member and hold the grade of Black Belt. However, if the number of members for a committee cannot be attained, IKC members holding the grade of Brown Belt of at least 3 years standing may be nominated.

- (ii) the affairs of the organisation shall be conducted by a 'Technical Committee'. The technical committee shall include the following Instructors and any other senior member group instructors as seen necessary.

Sensei Lesley Darrington
Sensei Colin Constable

- (iii) representations from the technical committee shall be put to the IKC committee prior to meetings of the IKC committee.
- (iv) the quorum of the committee shall consist of no less than 3 members.
- (v) in the event that a quorum is not present at any meeting arranged by the committee then that meeting will be adjourned and the parties concerned notified in writing of the next committee meeting date.
- (vi) the AGM shall be held as far as practicable in May of each year and in any case, not later than June; the date fixed by the Secretary.

6. FUNCTIONS OF THE COMMITTEE

- (i) To meet as necessary;
- (ii) to appoint and deal with all matters of ordinary administration, and all matters affecting interests of the members of 'IKC';
- (iii) to deal with matters of urgency;
- (iv) to appoint sub-committees with the power to co-opt thereon members of the organisation who are not members on the Executive committee;
- (v) to submit a report of its activities to the AGM.

7. FINANCIAL YEAR

This shall start on 1st January each year and end on 31st December.

8. RULES AND REGULATIONS

Activities of the Organisation will be governed by the rules and regulations. These may be amended by simple majority at any meeting of the Executive.

9. CONSTITUTIONAL AMENDMENTS

Any amendment to the constitution can only be made at the AGM. Any proposed amendments must be put forward at least 30 days before the AGM and agreed by a simple majority at the AGM.

10. DUTIES OF OFFICERS

Chairperson (Honorary)

To chair meetings of the Organisation and in the event of there being equal votes for and against any proposition, then the Chair person shall have the deciding vote.

Vice Chairperson (Honorary)

To assume duties of the Chairperson in their absence.

Secretary (Honorary) Administrator

The Hon. Secretary shall convene, attend and take minutes of all meetings, and conduct the correspondence of the Organisation on any general matters not covered by the duties of other officers.

The Hon. Secretary shall also assume the role of General administrator and co-ordinator for all matters arising concerning the publicity and marketing of the Organisation; Ensuring all insurances, liability and indemnity insurances are up to date and in place; Overseeing and ensuring that the role of the Treasurer and the Licence Administrator is carried out as required by the Governing Body: Organising and implementing Social and club activities as required: Liaising with member Associations and other Organisations as required.

Treasurer (Honorary)

The Hon. Treasurer shall be responsible for the safety and security of the Organisations funds and shall render to the AGM a precise account of the receipts and expenditure for the financial year.

Licence Administrator

The Licence Administrator shall control the issuing of licence receipts and record books and any other related material to members, and liaise with anybody as designated by the committee.

Lead Safeguarding Officer

Children have the right to be protected from harm; The Lead Safeguarding Officer shall provide a clear set of guidelines about how they will keep children safe and to respond to child protection concerns.

They will ensure that all appropriate members are provided with the most up to date information regarding the safeguarding of young people within our organisation and the procedures needed to protect children from harm. (Appendices 1 - 3)

11. MISCELLANEOUS

- (i) The constitution, rules and regulations are binding on all members of the organisation.
- (ii) All practising Karate members should be aware that they run the risk from injury and the Committee accept no responsibility from any injury received at any time.

RULES AND REGULATIONS

1. The Chair person or any other member acting with the Chair persons approval, shall act as the Organisation representative to the EKF or any other bodies to which the Organisation may, from time to time, be affiliated.
2. The Organisation may arrange competitions and may permit non-members of the Organisation to participate therein at the sole discretion of the Executive provided they are an EKF member organisation, club or individual.
3. The Executive may publish rules applicable to competitions arranged by the Organisation, and these rules will be in accordance with the National Governing Body (EKF).
4. Any member of the IKC Organisation shall be answerable to the Executive committee. A disciplinary sub-committee may be convened at any time if those members have committed a breach of the constitution, regulations or to have brought the IKC Organisation or Karate into disrepute.
5. All members involved in the instruction of activities must have a recent/current DBS (CRB) check and have relevant training in the Safeguarding of young people.
6. A disciplinary sub-committee shall consist of at least three people nominated for the purpose of hearing the members' case.
7. Any member who is found to have breached the rules or regulations or who has brought the IKC Organisation or Karate into disrepute may be asked to leave the Organisation or reprimanded and may be reported to the EKF.
8. Individual Instructors are responsible for ensuring that the training methods deployed in IKC clubs are safe; and are in possession of personal indemnity/ liability insurances. (Appendix: 6)
9. Individual Instructors are responsible for ensuring that their members are holders of current Governing Body licence receipt slips.
10. No person below the age of sixteen years shall be allowed to adjudicate in Gradings or any proficiency or skills awards.
11. The Executive committee may, in their absolute discretion, at the AGM or when appropriate, confer any honorary award or grading of distinction upon any person, whether or not they are a member of the Organisation. Only in the most exceptional circumstances will a person be awarded an Honorary 1st dan.
12. The Executive Committee may, at their discretion, amend the licence fees from time to time as appropriate.
13. The Organisation shall have an account - the account name being 'IKC' (Independent Karate Clubs). (Appendix:5)
14. No monies shall be distributed without the prior authority of the committee or in exceptional circumstances a quorum may be called. All cheques issued shall be signed by the IKC secretary and/or any other designated signatories as required.
15. Nothing herein contained in the Constitution or Rules and Regulations shall prevent the committee making decisions retrospectively.
16. Any rule or regulation may be amended at any meeting of the Executive by a simple majority.

APPENDICIES

Appendix 1	IKC Safeguarding Policy
Appendix 2	Safeguarding Reporting Concerns Procedures Flow-Charts
Appendix 3	IKC Safeguarding Children Incident Report Form
Appendix 4	Equality & Diversity in Sport
Appendix 5	Health & Safety Policy
Appendix 6	Teaching and the Law
Appendix 7	IKC Bank details
Appendix 8	Insurance Documents
Appendix 9	DBS – Lead Safeguarding Officer

(Appendix 1) IKC SAFEGUARDING POLICY STATEMENT

1. Our Safeguarding Policy

This policy applies to all staff including instructors, committee members, volunteers or anyone working on behalf of Independent Karate Clubs (IKC).

Our Safeguarding Policy has adopted the current '*English Karate Federation Child Protection Policy May 2018*' which we uphold and adopt and can be viewed and downloaded here:

<http://www.englishkaratefederation.com/governance/docs/cpp-ekf-2018.pdf>

The purpose of our policy is:

- (i) To protect children and young people who receive IKC services. This includes the children of adults who use our services;
- (ii) To provide staff and volunteers with the overarching principles that guides our approach to safeguarding.

IKC believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and to keep them safe. We are committed to practice in a way that protects them.

2. Legal Framework

Our policy has been developed on the basis of law and guidance that seeks to protect children, namely:

- (i) Children Act 1989
- (ii) United Convention of the Rights of the Child 1991
- (iii) General Data Protection Regulation (EU) 2016
- (iv) Sexual Offences Act 2003
- (v) Children Act 2004
- (vi) Protection of Freedoms Act 2012
- (vii) Relevant Government guidance on safeguarding children
- (viii) English Karate Federation Child Protection Policy May 2018
- (ix) NSPCC (Child Protection in Sport Unit)

We recognise that:

- (i) the welfare of the child is paramount, as enshrined in the Children Act 1989
- (ii) all children regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have a right to equal protection from all types of harm or abuse
- (iii) some children are additionally vulnerable because of the impact of previous experiences, their level of dependency, communication needs or other issues
- (iv) working in partnership with children, young people, their parents, carers and other agencies is essential in promoting young people's welfare.

We will seek to keep children safe by:

- (i) valuing them, listening to and respecting them
- (ii) adopting child protection practices through procedures and a code of conduct for staff and volunteers
- (iii) developing and implementing an effective e-safety policy and related procedures
- (iv) providing effective management for staff and volunteers through supervision, support and training
- (v) recruiting staff and volunteers safely, ensuring all necessary checks are made
- (vi) sharing information about child protection and good practices with children, parents, staff and volunteers
- (vii) sharing concerns with agencies who need to know, and involving parents and children appropriately.

All concerns regarding the safeguarding of children and vulnerable adults must be reported following the IKC Safeguarding Reporting Concerns Procedures Flow-Charts (Appendix 2) and the IKC Safeguarding Children Incident Report Form (Appendix 3)

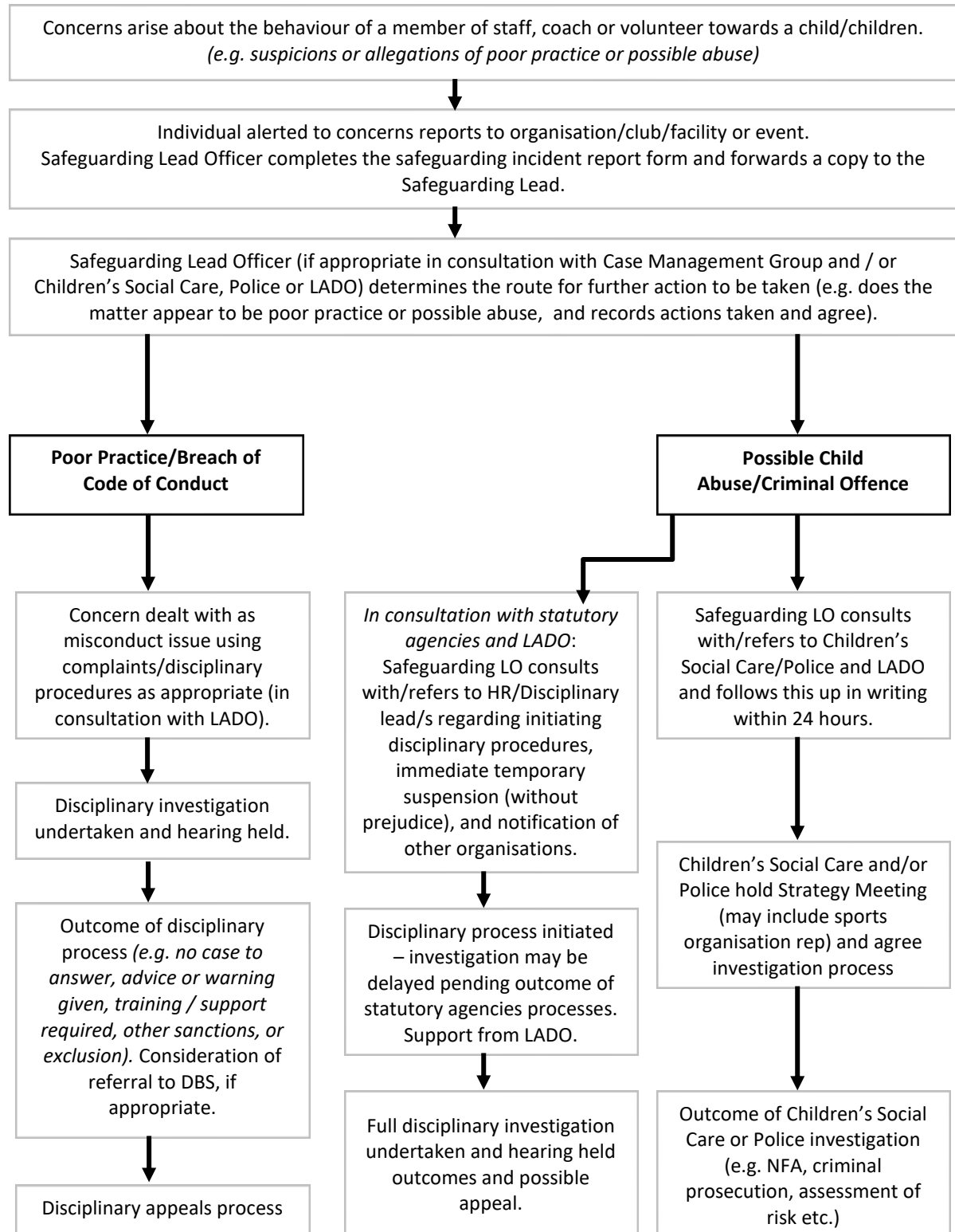
We are committed to reviewing our policy and good practice annually. This policy was last reviewed on **14th June 2019** and agreed.

Signed:  C Constable - Lead Safeguarding Officer (IKC Secretary/Admin)

(Appendix 2) SAFEGUARDING REPORTING CONCERNS PROCEDURES FLOW-CHARTS

Outline safeguarding reporting procedure concerns(1)

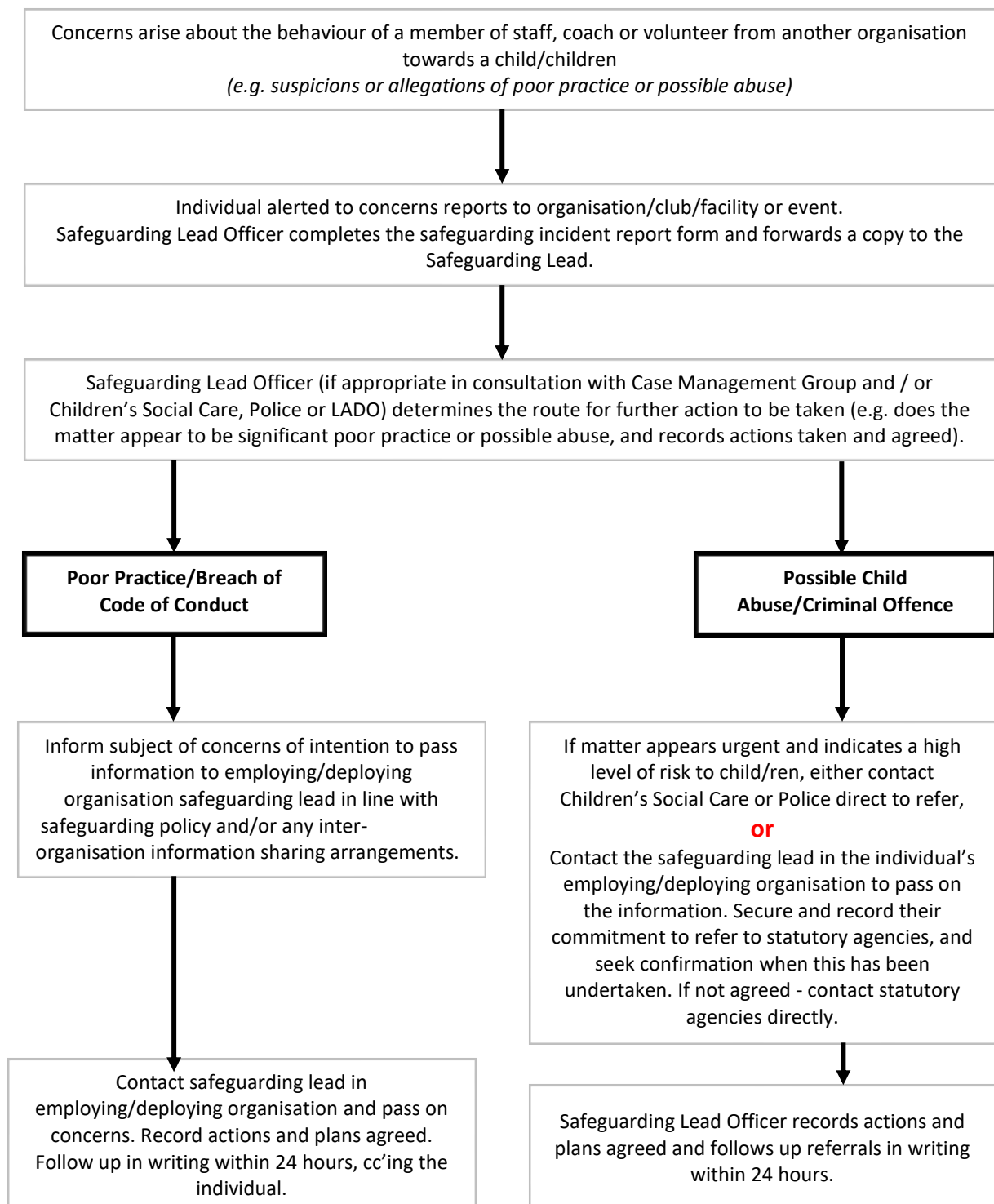
1. About the behaviour of the organisation's staff member or volunteer (e.g. allegation about a coach or officer's behaviour towards a child)



Outline safeguarding reporting procedure concerns (2)

2. About the behaviour of another organisation's staff member or volunteer

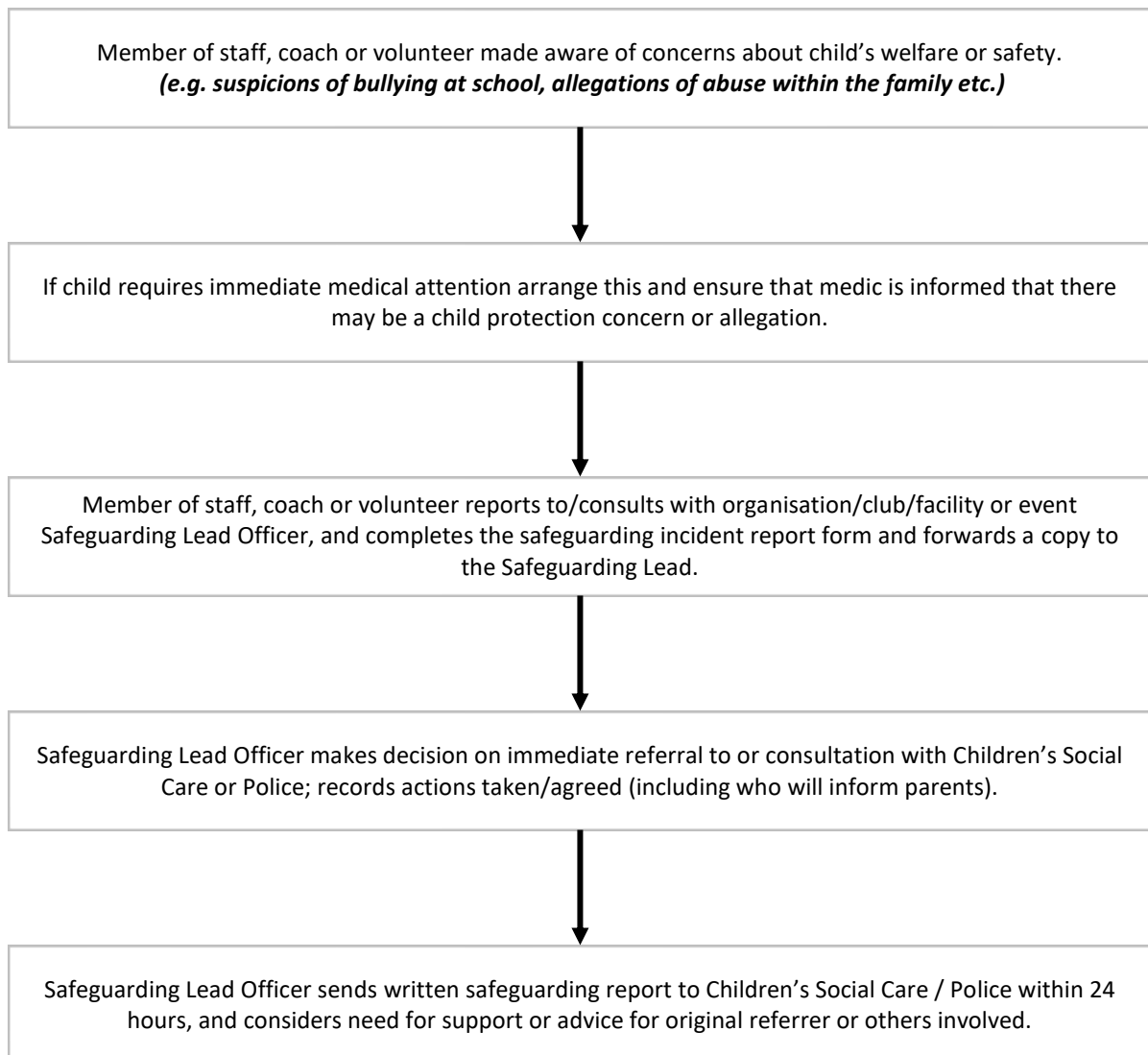
(e.g. allegations reported about an individual working for a partner organisation)



Outline safeguarding reporting procedure concerns (3)

3. About children and young people arising outside of sport

(e.g. at home, school or in the community)



(Appendix 3) IKC SAFEGUARDING CHILDREN INCIDENT REPORT FORM

The form MUST be used in the event of any concerns regarding the safeguarding of children or vulnerable adults.

The form is available from the IKC web site: <https://www.ikc.org.uk/safeguarding/reporting>



Independent Karate Clubs

Safeguarding Children Incident Report Form

Your name:	Name of Club/Association:
Your role:	
Contact information (you): Address: Postcode: Telephone numbers: Email address:	
Child's name:	Child's date of birth:
Child's ethnic origin: <i>Please state</i>	Does child have a disability: <i>Please state</i>
Child's gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Parent's / carer's name(s):	
Contact information (parents/carers): Address: Postcode: Telephone numbers: Email address:	
Have parent's / carer's been notified of this incident? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES please provide details of what was said/action agreed:	
Are you reporting your own concerns or responding to concerns raised by someone else: <input type="checkbox"/> Responding to my own concerns <input type="checkbox"/> Responding to concerns raised by someone else	
If responding to concerns raised by someone else: <i>Please provide further information below</i> Name: Position within the sport or relationship to the child: Telephone numbers: Email address:	
Date and times of incident:	

Details of the incident or concerns:

Include other relevant information, such as description of any injuries and whether you are recording this incident as fact, opinion or hearsay.

Child's account of the incident:

Include as many 'exact words' as possible

Please provide any witness accounts of the incident:

Please provide details of any witnesses to the incident:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of any person involved in this incident or alleged to have caused the incident / injury:

Name:

Position within the club or relationship to the child:

Date of birth (if child):

Address:

Postcode:

Telephone number:

Email address:

Please provide details of action taken to date:

Has the incident been reported to any external agencies?

- ☐ Yes
☐ No

If YES please provide further details:

Name of organisation / agency:

Contact person:

Telephone numbers:

Email address:

Agreed action or advice given:

Your Signature:		Print name:	
Date:			

Please send completed form to:

Lead Safeguarding Officer - Colin Constable

Email: safeguarding@ikc.org.uk

Tel: 07590 687477

All information contained on this form will be treated confidentially and in line with data protection. Please complete the form to the best of your ability, try to refrain from expressing personal opinions and views and supply as much detailed information and facts as possible

IKC JUNE 2019

(Appendix 4) EQUALITY & DIVERSITY IN SPORT

1. Principles

The Independent Karate Clubs (IKC) objectives are founded on principles of inclusion for people with learning disability at all levels in sport.

IKC oppose all forms of unlawful and unfair discrimination and is committed to eliminating discrimination and encouraging diversity and inclusion within our workforce, volunteering, partnerships we support and throughout our areas of activity.

2. Objectives and Purpose

The purpose of this policy is to provide equality and fairness for those working within and with the organisation in various capacities and to ensure there is no discrimination on grounds of gender, gender identity, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion, belief or age.

IKC will aim to have coaches, volunteers and stakeholders that are; truly representative of all sections of society and those we engage with; that feel and are respected; operating in an environment that enables everyone to give their best and feel valued for their contributions.

All coaches, volunteers, whether part-time, full-time or temporary, will be treated fairly and with respect. Selection for, promotion and training or any other benefit will be on the basis of aptitude and ability. Volunteers will be recruited in the spirit of this policy. All coaches and volunteers will be helped and encouraged to develop their full potential and the talents and resources of the coaches will be fully utilised to maximise the efficiency of the organisation.

3. Commitment

IKC's commitment is to:

- (i) Create a working environment that promotes dignity and respect for all
- (ii) Ensure fair access to all to the opportunities we offer
- (iii) Create an environment in which individual differences and the contributions of all our coaches, sportsmen, sportswomen and volunteers are recognised and valued
- (iv) Eliminate discrimination and promote equality of opportunity between different groups in society through the course of our activities
- (v) Develop programmes and action to help people realise their true potential by ensuring that appropriate training, development and progression opportunities are available
- (vi) Regularly review all our practices, policies and procedures to ensure fairness in our day to day activities
- (vii) Help all who engage and operate with us to understand that breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings

4. Legal Requirements

IKC is required by law not to unlawfully discriminate against its stakeholders and recognises its legal obligations under, and will abide by the requirements of, the Equality Act 2010, and any equivalent legislation (as amended) in any UK jurisdiction, Jersey, Guernsey or the Isle of Man and any later amendments to such legislation or subsequent equality related legislation that may be relevant to IKC.

5. Discrimination, Harassment, Bullying and Victimisation

IKC specifically recognises the following as being unacceptable:

- Unlawful discrimination which take the forms of either direct or indirect discrimination.
- Harassment
- Bullying
- Victimisation

IKC regards discrimination, harassment, bullying or victimisation as serious misconduct. All complaints will be taken seriously and appropriate measures including disciplinary action may be brought against any stakeholder who unlawfully discriminates against, harasses, bullies or victimises any other person.

For full details of each area and how IKC will deal with such situations (Please see Constitution '4 Membership' (ii). Also 'Rules and Regulations' (item 4).

6. Reasonable Adjustments

When a decision is made about an individual the only personal characteristics that may be taken into account are those that are consistent with any relevant legislation and are relevant to the substance of the decision being made.

IKC recognises that it has a duty to make reasonable adjustments for disabled people. IKC will consider all requests for adjustments and where possible for IKC, will accommodate reasonable requests and will work with disabled stakeholders to implement any adjustments that will enable them to participate more fully.

7. Transgender Athletes

IKC is fully supportive and understanding of the issues arising for those who are transgender. IKC will defer to the rulings and policy of the Karate or Sports National Sport Governing Bodies where a question concerning Transgender athletes arises in relation to competitions where gender is a significant selection issue.

8. Policy Implementation, Communication and Review

The IKC committee has overall responsibility for ensuring that the Equality and Diversity objectives are met including appropriately reviewing the policy. The committee is ultimately responsible for ensuring any breaches are dealt with.

The Chief Instructor is responsible for the day to day implementation of the policy and for achieving any equality related actions resulting from implementation of the policy.

The Chief Instructor and Committee shall review the Equality and Diversity Policy as and when required, but not less than once every 3 years.

IKC will seek appropriate advice when reviewing its Policy to ensure it continues to reflect the current legal framework and good practice.

All stakeholders have the responsibility to respect, follow and promote the spirit and intentions of IKC's Equality and Diversity Policy.

This Policy will be published on the IKC website and referenced in coach, volunteer and athlete induction packs.

This Policy should be read in conjunction with the 'Sport England' Mapping Disability – The Facts (Sport England January 2016) <https://www.sportengland.org/media/3988/mapping-disability-the-facts.pdf>

(January 2017)

(Appendix 5) HEALTH & SAFETY POLICY

1. Safe Training Environment – (Karate, Self Defence & Other relevant Physical activities)

<http://www.englishkaratefederation.com/governance/docs/ekf-risk-management-1a-270308.pdf>

IKC instructors must be qualified and experienced and ensure the 'Health and Safety' of students and others by providing, as far as is reasonable, a safe practicing environment maintaining discipline but at the same time enjoyable training sessions especially with children. The following key areas should be checked:

Suitable Preparation for Training

ALL training activities should comprise of the following to ensure the safe learning environment and to avoid injuries to the students where appropriate:

- (i) ALL participants must wear suitable clothing (Karate Gi/Suit – beginners/informal training; suitable loose clothing. No jewelry to be worn and finger and toe nails must be short and clean.
- (ii) Introduction to the activities to follow and recap if appropriate of the last training session.
- (iii) Warm up activities including initial movements and a thorough stretch of all muscle groups which will be used during the training sessions.
- (iv) Activities to gently raise the heart rate to the training level to follow.
- (v) Students must only practice what they have been taught so as to prevent injuries from executing dangerous techniques or techniques they do not understand so as to avoid injuries especially regarding Children.
- (vi) Instructors will ensure that all techniques are carried out with regard to the target areas e.g. NO CONTACT POLICY TO THE HEAD for CHILDREN UNDER 16 years, must be thoroughly adhered to with only touch contact to the face target for Adults.
- (vii) Contact to the body must also be controlled to avoid injury from heavy blows.
- (viii) Appropriate PP equipment will be worn when sparring and competition work or other appropriate activities where contact to the body may be envisaged.
- (ix) Instructors must ensure equipment such as focus pads, kick bags etc. are used with care to ensure no injuries especially regarding children and those with disabilities.
- (x) The Age, Size, Weight and any other considerations (SEN, disabilities etc.) must be taken into account when practicing competition type activities to ensure no injuries occur.
- (xi) Self defence type activities involving weapons shall only be carried out under the strict supervision of the instructor and only with 'dummy' type weapons e.g. rubber knives.
- (xii) Main training activities must be followed by an appropriate warm down and include: Cool Down phase, Developmental Stretching Phase, Pulse Raiser Phase as appropriate to the training.
- (xiii) Care MUST be taken during Stretching and Flexibility training especially with children who are still in their developmental stages of growing up and those with disabilities and SEN to ensure no injuries occur to the muscles or joints.

Floor Surface

- (i) An ideal training surface for all aspects of karate would be a sprung wooden or padded vinyl type floor.
- (ii) If premises have a more solid floor the instructor should explore ways of providing safe covering, for example suitable mats that are well maintained and lock together.
- (iii) If training does take place on a solid floor, the Instructor must ensure the suitability and content of the lesson to minimise injury.
- (iv) All floor surfaces must be clean and devoid of all sharp objects, for example broken glass and splinters, and be free from hazards, such as loose boards or major holes or cracks.
- (v) The surface should have sufficient grip to maintain stability yet allow twisting, and this grip should not be allowed to deteriorate through condensation, which often results from hard training on cold floors. Adequate ventilation via windows, doors and fans will often alleviate this problem.
- (vi) Any blood spills should be wiped - this is important because of the danger of contamination through cuts and cracks in the feet.

Lighting

- (i) Lighting must be adequate for safe vision.
- (ii) Artificial lighting should be well positioned to avoid glare and direct shine. Curtains or blinds should be used to prevent glare from the sun.

Heating

- (i) An Instructor must use common sense regarding a suitable temperature in which to conduct a lesson. As a guide, this is comfortable room temperature (around 18 degrees Centigrade).

Ventilation

- (i) Again the Instructor must use common sense. Fresh air is necessary for strenuous exercise, and there should be provision for opening of windows, doors or operation of extractor fans.

Surrounding Area

- (i) Pillars, low beams and radiators should be well padded to avoid impact injuries.
- (ii) Wall fixings such as fire extinguishers, pictures, clocks and notice boards should be properly and securely mounted.
- (iii) Unsecured objects, such as stacked chairs or items on shelves must be checked for stability - a class landing in unison can have the effect of a minor earthquake!
- (iv) Instructors must be aware of possible dangers caused by glass, and keep a safe border area away from any non-toughened or unprotected windows and mirrors.
- (v) It is also important to have a safety area if there are spectators, or if some class members are sitting.

Spatial Considerations

- (i) There must be adequate amount of space for the numbers attending and the nature of the lesson or activity.
- (ii) If the room is too full, collision injuries could occur, and it will also be more difficult for the Instructor to monitor the class and for students to clearly see the Instructor.
- (iii) Good discipline is important to maintain safe spacing of students.

Changing Facilities

- (i) Instructors who own or privately rent facilities are responsible for providing clean, tidy and well stocked changing rooms and toilets, washing facilities and drinking water.
- (ii) If a club trains in a sports centre and facilities are not adequate, the Instructor should lobby facility management for improvements.

Emergency Exits

- (i) Instructors must be fully aware of the facilities' rules and regulations.
- (ii) Fire escapes should be clearly marked and known and kept free from obstruction.
- (iii) A central assembly point should be known and detailed.

Equipment

- (i) Any equipment used should be in safe working order and only used by appropriate groups.
- (ii) Students should be encouraged to use recommended protective equipment, for example, gum shields and groin guards.
- (iii) Students who need glasses should wear 'Sports-safe' type, and not be allowed to spar without these or suitable contact lenses.
- (iv) No jewellery should be worn, and nails should be short.

2. Emergencies and First Aid

All coaches and instructors must have First Aid Training and carry a suitable and well stocked First Aid Kit which must be regularly replenished, suitably marked and visible throughout instruction sessions.

- (i) In the event of an emergency or accident, an Instructor will often be the one best suited and expected to take charge.
- (ii) Instructors should be aware of fire exits and evacuation procedures, and be able to account for all students. For this reason, it is best that students should sign in before each class if possible.
- (iii) The following points need to be considered when dealing with emergencies:
 - Keep calm, take charge of the situation, organise immediate help.
 - Deal promptly with any potentially life threatening situation.
 - Give reassurance to any injured party.
 - Be aware that people may be affected by shock.
 - Hospital treatment may be required and no drugs, food or drinks should be given.
- (iv) **ALL** incidents requiring First Aid **MUST BE** recorded in the 'Accident Record Book', and treatment followed up with parents or carers in the case of minors.
- (v) Accident prevention is always the first priority, but should an accident happen, the instructor should be able to care for any injured person without causing further complications, and know if it is necessary to call an ambulance or send that person to hospital.
- (vi) The Instructor should always have at hand the location of the nearest casualty hospital and be able to arrange transportation if required.
- (vii) The Instructor should be versed in what is commonly known as 'Emergency Aid' procedure, and have the ability to deal with life-threatening situations - for example choking, cardiac arrest, epilepsy and severe bleeding - quickly and confidently.
- (viii) Contact numbers of students, participants and relevant facilities must be kept on hand in case of emergency.

3. Club/Dojo Risk Assessment

The following should be carried out before every training session by the Instructor or designated person:

Risk Levels: N Negligible L Low M Medium H High

No	POTENTIAL RISK	RISK LEVEL				MANAGEMENT OF RISK
		N	L	M	H	
1	Grit on floor from outdoor shoes etc					Walk dojo floor, scanning for debris. Floor should have been swept/cleaned already by those responsible for maintaining cleanliness of leased premises. If excessive grit/dust found, manually sweep with brush before allowing training to commence.
2	Broken glass/plastic on floor					Assess overhead lighting and windows for damage. Walk dojo floor, scanning for glass/plastic debris. Floor should have been swept/cleaned already by those responsible for maintaining cleanliness of leased premises. If shards found, manually sweep with brush (larger pieces only) and vacuum rest before allowing training to commence.
3	Gym equipment, chairs etc. around perimeter of dojo					Where obstruction cannot be moved out of the way, ensure at least 1m clearance is maintained throughout the training session. Extra vigilance required throughout the training session.
4	Wet patches on floor from leaking roof or drink spillage					Mop up floor and ensure dry before allowing training on damp area, report problem to caretaker/janitor etc. Drinks to be prohibited from the vicinity of the main training area.
5	Lacerations from uncut fingernails, toenails or jewellery.					Advise students to keep fingernails and toenails cut short. Prohibit the wearing of all body jewellery i.e. rings, earrings, neck chains including all body piercing. If jewellery/piercing cannot be removed then they must be taped over during training.
6	Trip hazard from trousers that are too long.					Advise students to wear only correctly fitting karate-gi trousers.
7	Impact injury from incorrectly controlled techniques					Advise students to exercise control at all times and wear protective equipment i.e. mitts, groin/chest guards, shin protectors and gum shields where considered appropriate.
8	Spread of contagious foot conditions such as athletes foot, verrucas etc.					Shield infected feet with suitable non-slip foot covering while training. Training shoes should be considered as a last resort as others train on bare feet, extreme care must be taken. Consideration should be given to segregating student with training shoes during certain activities thus avoiding the risk of injury to others
9	Children wandering off, getting lost or abducted at end of class or during toilet visits.					Operate a "meet and greet" policy i.e. parents must bring younger children into the dojo and pick them up from the dojo (not the car park). Limit toilet visits where possible and when necessary arrange for supervised group trips i.e. accompanied by a responsible person.
10	Accidental physical contact between children training in a class.					Aim to match size/weight of children paired together. Also take into consideration differing technical ability of students.

(June 2019)

(Appendix 6) TEACHING AND THE LAW

- (i) An instructor has a legal as well as a moral obligation to ensure the safety, well-being and best interests of their students/participants.
- (ii) Accidents and injuries may occur during any type of strenuous physical activity and new members or participants in other IKC activities, (or their parents or carers) must be asked to sign a statement to this effect, known as a disclaimer, before starting any activity; but this does not absolve the Instructor of their duty to behave responsibly.
- (iii) Students/participants must accept a degree of responsibility for their own safety and that of their fellow students, and must also accept that these risks exist.
- (iv) It is, however, imperative that instructors do all that is reasonably possible to prevent such mishaps and this includes the correct training of students/participants, with great emphasis on control, checking that the environment is safe, and a commitment to safe teaching practices to minimise the risks.
- (v) IKC Instructors will receive updated literature on health and safety matters, and it is their responsibility to maintain up-to-date guidelines and abide by them.
- (vi) Where Self Defence is taught, the following points should be carefully considered:
 - It must be made clear that the training may only improve the ability of a student to defend themselves, and a false sense of confidence should not be instilled. It should be emphasised that the best defence is to avoid conflict.
 - It must be emphasised that only reasonable force may be used in self-defence, that is, the minimum amount required ensuring a return to a safe situation.
- (vii) In the case of Karate instruction, an Instructor must ensure that all necessary insurances are in place, by ensuring that they and all their members are licenced, and, if appropriate, that they personally have extended Professional Indemnity insurance.
- (viii) Any records should be kept secure and confidential and used only in the best interest of the members and where electronic data is used, it must be kept in compliance with the Data Protection Act.

(Appendix 7) IKC BANK DETAILS

Bankers Details:

METRO BANK

One Southampton Row
LONDON
WC1B 5HA

Tel: 0345 0808500

www: metrobank.plc.uk

Account: Community Current Account

Account Number: 15907417

Sort Code: 23-05-80

IBAN: GB18MYMB23058015907417

(Appendix 8) IKC PERSONAL INDEMNITY AND PUBLIC LIABILITY INSURANCE DETAILS

IKC must maintain its Personal Indemnity & Public Liability Insurance Policy and to be renewed annually.

Renew Date: 31 March 2019

Action: (Secretary / Administrator)

Insurers Details:

Telephone:

Web:

email:

Insure4Sport
The Royals
Altrincham Road
Manchester
M22 4BJ

0800 1585330

www.Insure4sport.co.uk

admin@insure4sport.co.uk

Schedule & Certificate 01/04/2019



Insurance Schedule - Coaches & Instructors

Page 1 of 2

You will only be entitled to insurance cover under the section(s) which you have selected and for which you have paid the required premium. Cover is in respect of sports coaching and instructing activities only for the sports category(s) selected.

Insured	Mr Colin Constable		
Address	31 Pemberton Gardens Chadwell Heath Romford Essex RM6 6DH		
Period of Insurance	From: 01/04/2019 To: 31/03/2020 23:59:59	Number of Coaches	3
Sport	Karate	Sport Category	A,B
Coach(es)	Colin Constable; Lesley Constable; Dave Blackett		
Territorial Limits	UK	Policy Number	145404338

Section	Cover	Sum Insured	Excess
Public Liability	Public Liability	£1 Million Limit of indemnity any one Occurrence for the conduct of the Sport/Activities noted above however in respect of Products Liability this shall be any one Occurrence and in the aggregate any one Period of Insurance	N/A
Professional Indemnity	Professional Indemnity	£1 Million Limit of indemnity any one Claim and in the aggregate any one Period of Insurance for the conduct of the Sport/Activities noted above	N/A
Personal Accident	Accidental Death	N/A	N/A
	Permanent Disablement	N/A	N/A
	Loss of Limbs	N/A	N/A
	Loss of Sight	N/A	N/A
	Physiotherapy	N/A	N/A
	Hospitalisation	N/A	N/A
	Broken Bones	N/A	N/A
	Emergency Dental	N/A	N/A
Loss of Income	Loss of Income	N/A	N/A
Sports Equipment	Sports Equipment	N/A	N/A
Employers Liability	Employers Liability	N/A	N/A

The Royals, Altrincham Road, Manchester M22 4BJ. Insure4Sport is a trading name of Riye Insurance Services Limited. Registered in England No. 04507332. Authorised and regulated by the Financial Conduct Authority. Registration Number 313411



Certificate of Insurance

This certificate is confirmation that

Mr Colin Constable

Has Public Liability cover of up to £1 Million and Professional Indemnity of up to £1 Million

Public Liability

Effective from: 01/04/2019

Until: 31/03/2020

Professional Indemnity

Effective from: 01/04/2019

Until: 31/03/2020

Subject to the terms and conditions of Insure4Sport

Policy Number: 145404338

Signed on behalf of the underwriters

John Woosley
Authorised Signatory, Insure4Sport

This certificate is proof that the policy holder has Public Liability and Professional Indemnity. For full terms and conditions of the policy please refer to your insurance schedule and policy information booklet.

Insure4Sport, The Royals, Altrincham Road, Manchester M22 4BJ
Tel: 0800 158 5530
email: admin@insure4sport.co.uk
www.insure4sport.co.uk

(Appendix 9) DBS - Lead Safeguarding Officer

This document must be updated with the Lead Safeguarding Officer's post

Current SGO Colin Constable

Enhanced Certificate		Page 1 of 2		Disclosure & Barring Service	
DBS Fee Charged		Certificate Number		001526691634	
		Date of Issue:		18 APRIL 2016	
Applicant Personal Details		Employment Details			
Surname:	CONSTABLE	Position applied for:		CHILD AND ADULT WORKFORCE - SPORTS COACH	
Forename(s):	COLIN	Name of Employer:		IKC INDEPENDENT KARATE CLUBS	
Other Names:	NONE DECLARED	Countersignatory Details			
Date of Birth:	07 JULY	Registered Person/Body:		COMPLETE BACKGROUND SCREENING LTD	
Place of Birth:	LONDON STEPNEY	Countersignatory:		RACHEL BEDGOOD	
Gender:	MALE				
Police Records of Convictions, Cautions, Reprimands and Warnings					
NONE RECORDED					
Information from the list held under Section 142 of the Education Act 2002					
NONE RECORDED					
DBS Children's Barred List information					
NONE RECORDED					
DBS Adults' Barred List information					
NONE RECORDED					
Other relevant information disclosed at the Chief Police Officer(s) discretion					
NONE RECORDED					
Enhanced Certificate					
This document is an Enhanced Criminal Record Certificate within the meaning of sections 113B and 116 of the Police Act 1997.					
THIS CERTIFICATE IS NOT EVIDENCE OF IDENTITY					
Continued on page 2					
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