

MOUNTAIN WARRIORS LIMITED



Codes of conduct and Policies

26th April 2007

Important: These codes of conduct are applicable to all Mountain Warrior clubs and clubs associated and are set out by Mountain Warriors Ltd as the National Governing Body for UK Martial Arts but also to all clubs associated with Mountain Warriors.

Code of conduct for officials, volunteers and coaches

Mountain Warriors expects all coaches, officials and volunteers to conform to ethical standards in a number of areas. These areas are clearly laid out in this document and it is imperative that all coaches, officials and volunteers have read and understood this code before working with any group of students.

Mountain Warriors has a duty to its students to provide guidelines within which martial arts coaches, officials and volunteers work. Thus ensuring that all those involved within the martial arts are acting in the best interests of the students at all times.

It is important that the expected standards of ethical behaviour in coaching practice are widely publicised and maintained. It is essential that people within the martial art and members of the public who are using the services of the coaches are informed of the code of ethics and are protected through its application.

Martial arts is amongst the most popular of sporting past times for young people. Be it to Olympic standard or at a club or self defence level. It is important therefore that all who take part are exposed to positive experiences that martial arts can offer and protected from negative ones.

The role of the coach within martial arts is a very important one. The coach is any person who is responsible for the development of an individual or group of individuals within a specific martial art. As well as the sporting development the coach is also tasked with the all round development of the student, or group of students, within the sporting context.

The coach is a mentor, confidante and teacher and therefore **must demonstrate exemplary behaviour at all times**. The coach also has to maintain this level of behaviour when dealing with parents, assistant coaches, students and other personnel involved in the martial arts.

Coaches who accept and work to the guidelines within this document are accepting their responsibility to the students they coach and their families, to other colleagues within the martial art, to their employer as a coach and to Mountain Warriors.

Procedures are in place to deal with any situation, which could arise, where a coach's application of the 'Code of Conduct for Coaches' may be called into question. Should such a situation occur it shall be considered in an objective and confidential manner.

All coaches, officials and volunteers at the club must;

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with participants, based on mutual trust and respect.
- Make sure all activities are appropriate to the age, ability and experience of those taking part.
- Promote the positive aspects of the art (e.g. fair play, confidence building and non-aggression).
- Display consistently high standards of behaviour and appearance.
- Follow all guidelines laid down by the National Governing Body for the club.
- Hold appropriate valid qualifications and insurance cover.
- Never exert undue influence over participants to obtain personal benefit or reward.
- Never condone rule violations, rough play or the use of prohibited substances.
- Encourage participants to value their performances and not just results.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.

- Coaches, Officials and Volunteers should try and ensure that any activity under their supervision is free from any form of non-equitable behaviour (see equity statement below).

Code of conduct for parents, guardians and supporters

Mountain Warriors equally expects parents, guardians and supporters of children to act in an appropriate manner. This allows the children to feel welcome and supported as well as training in a safe and positive environment. To this effect parents, guardians and supporters of the students should;

- Encourage your child to learn the rules and play within them.
- Discourage unfair play and arguing with officials.
- Help your child to recognise good performance, not just results.
- Never force your child to take part in sport.
- Set a good example by recognising fair play and applauding good performances of all.
- Never punish or belittle a child for losing or making mistakes. We at Mountain Warriors believe that if we do not make mistakes then we can not effectively learn or better ourselves.
- Publicly accept officials' judgments.
- Support your child's involvement and help them to enjoy their sport.
- Use correct and proper language at all times.
- Encourage and guide participants to accept responsibility for their own performance and behaviour.
- Never use threatening or abusive behaviour towards children, officials, coaches or other parents.

Code of conduct for participants

Mountain Warriors *is* fully committed to safeguarding and promoting the wellbeing of all its students. We believe that it is important that students, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of others. Therefore, students are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club.

Richard Gillies, Director and Head Coach

As a student of Mountain Warriors you are expected to abide by the following code of conduct;

- All students must play within the rules and respect officials and their decisions.
- All students must respect the rights, dignity and worth of all participants regardless of gender, ability, age, cultural background or religion.
- Students should keep to agreed timings for training and competitions or inform their coach or team manager if they are going to be late.
- Students must wear suitable kit – applicable suit and t-shirt – for training and match sessions, as agreed with the coach/team manager.
- Students must pay any fees for training or events promptly.
- Students are not allowed to smoke on club premises or whilst representing the club at competitions.
- Students are not allowed to consume alcohol or drugs of any kind on the club premises or whilst representing the club.

Etiquette in the dojo - Proper observance of etiquette is as much a part of your training as is learning techniques. In many cases observing proper etiquette requires one to set aside one's pride or comfort.

Etiquette is not only important in the dojo. Standards of etiquette may vary somewhat from one dojo or organisation to another, but the following guidelines are nearly universal.

- When entering or leaving the dojo, it is proper to bow in the direction of the kamiza, or the front of the dojo. You should also bow when entering or leaving the mat.
- No shoes on the mat.
- Be on time for class. Students should be lined up and seated in seiza approximately 3-5 minutes before the official start of class. If you do happen to arrive late, sit quietly in seiza on the edge of the mat until the teacher grants permission to join practice.
- Remove watches, rings and other jewelry before practice as they may catch your partner's hair, skin, or clothing and cause injury to oneself or one's partner.
- Do not bring food, sweets, or drinks onto the mat. It is also considered disrespectful in traditional dojo to bring open food or drink into the dojo.
- Please keep talking during class to a minimum. What conversation there is should be restricted to one topic – Jiu Jitsu or the particular art you are training in. It is particularly impolite to talk while the teacher is addressing the class.
- If you are having trouble with a technique, do not shout across the room to the teacher for help. First, try to figure the technique out by watching others. Effective observation is a skill you should strive to develop as well as any other in your training. If you still have trouble, approach the teacher at a convenient moment and ask for help.
- Keep your training uniform clean, in good shape, and free of offensive odours.
- During class, if the instructor is assisting a group in your vicinity, it is frequently considered appropriate to suspend your own training so that the teacher has adequate room to demonstrate.
- If you should have to leave the mat or dojo for any reason during class, approach the teacher and ask permission.
- Do not lean against the walls or sit with your legs stretched out. (Sit in seiza / fudoza)
- Please keep your fingernails (and especially one's toenails) clean and cut short.
- Carry out the directives of the teacher or coach promptly. Do not keep the rest of the class waiting for you!
- Do not engage in rough-housing or needless contests of strength during class.
- Please pay your membership fees promptly. If, for any reason, you are unable to pay on time, talk with the person in charge of collecting the fees. Sometimes special rates are available for those experiencing financial hardship.
- Change your clothes only in designated areas (not on the mat!).
- Remember that you are in class to learn, and not to gratify your ego. An attitude of receptivity and humility (though not obsequiousness) is therefore advised.
- It is considered polite to bow upon receiving assistance from the teacher.

Please take matters of etiquette seriously.

Personal standards - Coaches

Personal appearance is of great importance when coaching, and although individual taste will affect differences in appearance, the coach has a responsibility to look clean and project an image of functional efficiency at all times.

- Coaches should never smoke while coaching.

- Coaches must not chew gum while coaching.
- Coaches should never coach under the influence of alcohol under any circumstances.
- Coaches should avoid using profanities during coaching sessions.

It is recommended that coaches should:

- Consistently project a favourable image of the sport and of coaching to the players they are working with, their parents/families/guardians, officials, spectators and the general public.
- Make sure that the level of activity carried out by the students is suitable for their age, strength, maturity and the ability of each individual student.
- Encourage appropriate behaviour by the students during both training and competition.
- Encourage the students to abide by the rules of the sport. All students should be encouraged to uphold the spirit of the sport.
- Make a positive effort to educate the students as to the improper use of substances that are on the sport's banned drugs and substances list.
- Help the students to deal with victory and defeat in a sporting manner, and encourage them at all times to treat opponents with due respect.

Relationships

- Coaches have a responsibility to set and uphold the boundaries between a working relationship and friendship between themselves and the students. This is especially important when the student is a young person.
- It is recommended that coaches should be concerned at all times with the safety and well being of the students. There should be a sensible balance between performance and the emotional, physical, social and developmental needs of the students.
- If any part of the coaching process requires physical contact between coach and student, it is recommended that coaches ensure that no action on their part could be seen as inappropriate. It is essential that all coaches are aware and adhere to the Mountain Warrior guidelines with regard to such situations.
- As the relationship between coach and student is based heavily on trust it is important that all coaches can offer proof of experience and qualification.
- Coaches will undoubtedly build up strong relationships with students, and in some cases will travel and reside with them during the course of competition. At no time is a coach to use this privilege to place undue pressure or exert influence over students to gain personal benefit for themselves or their club.
- Coaches will, in the course of a working relationship, gather much information about students. It is important that an appropriate degree of confidentiality is maintained and that personal information is not divulged without the permission of the student. At times coaches will be asked to provide relevant information concerning a player's performance and development and an agreement must be made between the coach and the student with regard to the passing on of such information.

Safety

- Coaches have a responsibility to make sure that students have a safe environment to work and play within.
- If an accident occurs it is recommended that coaches follow the steps laid out in line with current first aid practice.

- Coaches have a responsibility to protect children from any form of abuse during training sessions, competition and whilst in their care.
- It is recommended that coaches carry out their work in keeping with the regular and approved practice adopted and laid out by the association.
- It is strongly recommended that coaches arrange adequate insurance to cover their coaching practice.
- It is recommended that any activities carried out by coaches should be suitable for the age, maturity, strength and ability of the student.
- It is essential that coaches do not attempt to coach techniques or skills that have not been covered in their specific level of coach award qualification. Any attempt to do so will invalidate their insurance cover.

Expectations

- Coaches should clarify the level of commitment expected from students at the outset of any agreement. Details should include number and length of sessions, attendance at matches or competition, fees and method of payment. In the same respect, the students/employers should state the expectation of the outcome of the coaching.
- It is strongly recommended that some form of written agreement acceptable to all parties is drawn up at the beginning of any coaching undertaken.
- It is recommended that coaches declare any other coaching commitments they already have before working with new partners.
- Coaches who start to experience conflict between obligation to their students and to other parties (i.e. NGB) must make all parties aware of the conflict in an attempt to solve it.
- It is recommended that where coaches receive payment for their work/time that the fee they command is in line with the suggested scale set out by Mountain Warriors.
- It is up to each individual to ensure that any monies earned during coaching should be declared to the Inland Revenue in line with current taxation laws.
- Students must accept that martial arts are inherently dangerous (being the art of warfare) and that there will be a certain level of risk of injury, by becoming members of their club they agree to this understanding. After three visits to the club we will consider continued training as acceptance of the level of impact, exercise, training regime and conditioning of the mind spirit and body provided. Mountain Warriors will only then agree to progress insurance claims where the instructor is considered to have been negligent in their duties and not as a consequence of appropriate training.

Equity

Statement of intention

Mountain Warriors is committed to the principles of equality of opportunity. Mountain Warriors aims to ensure that all people, irrespective of age, gender, ability, race, religion, ethnic origin, creed, colour, social status or sexual orientation have a genuine and equal opportunity to participate in martial arts at all levels and in all roles. This includes, job applicants, employees, participants, volunteers and spectators.

Mountain Warriors shall;

- Ensure that there will be open access to all its services.
- Eliminate prejudice against any group by removing barriers.
- Select, recruit, promote and train all personnel working for or on behalf of Mountain Warriors solely on the basis of merit & ability and by adapting facilities and equipment where necessary.

- Communicate to all employees and volunteers its commitment to equal opportunities.
- Fulfil its social responsibility to all employees and volunteers, ensuring that appropriate support is given.
- Make every reasonable effort to prepare, produce and market materials that are appropriate for all persons in respect of language, format and approach.
- Modify any existing rules and regulations that may inhibit the inclusion of any groups, provided this does not result in the deterioration of equality required by Mountain Warriors.
- Mountain Warriors recognises its legal obligations and will take account of:
 - Equal Pay Act 1970
 - Rehabilitation of Offenders 1974
 - Sex Discrimination Act 1975, 1986, 1999
 - Race Relations Act 1976
 - Disability Discrimination Act 1995
 - Human Rights Act 2000
 or any subsequent amendments or re-enactments thereof.

In addition Mountain Warriors 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.
- Mountain Warriors 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.
- Mountain Warriors is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
- All students and coaches have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
- Mountain Warriors will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

Definitions

Direct Discrimination - Direct Discrimination is defined as treating a person less favourably than others would be treated in the same circumstances

Indirect Discrimination - Indirect Discrimination occurs when a job requirement or condition is applied, which, whether intentional or not, has an adverse effect on one sex or racial group or marital status because fewer representatives of that group are able to comply with it, and that requirement or condition cannot be justified on grounds other than race, gender or marital status.

Harassment - Harassment can be described as inappropriate actions, behaviour, comments or physical contact that are objectionable or cause offence to the recipient. It may be directed towards people because of their age, sexuality, disability or some other characteristic

Conduct

Mountain Warriors regards discrimination and harassment as outlined above as gross misconduct and any employee of Mountain Warriors, participant or volunteer who so discriminates against any other person shall be liable to appropriate disciplinary action.

Implementation

- A copy of the policy shall be available to all professional staff and volunteers working for Mountain Warriors. All these persons shall respect, act in accordance with and thereby support and promote the spirit and intentions of this policy.
- A planned approach shall be adopted to remove discrimination against any group.
- Mountain Warriors shall be committed to working only along side those individuals or organisations who are prepared to demonstrate the principles and practice of equity as laid out in this document.

Positive action

Mountain Warriors may take positive action or introduce special measures for a group that is currently under-represented in its membership, representative bodies or workforce.

Monitoring & evaluation

- Mountain Warriors shall regularly monitor and evaluate the policy, practices, procedures and operations on an ongoing basis and inform employees, members and partners of their impact.
- The Executive Chairman shall have overall responsibility for the implementation of the equity policy.
- The Board of Directors shall be responsible for implementing this policy.

Competency and Mountain Warriors license to coach

We at Mountain Warriors recognise holding a black belt does not mean that you are qualified to teach. With this in mind any coach teaching martial arts must be registered to teach with Mountain Warriors.

Level 1 coach - A level 1 coach can be recognised by the fact that they will wear either a green belt or blue belt with a black stripe through it or a plain Black belt. The coach will also have a certificate for that level of coaching qualification signed by an authorised official of Mountain Warriors for that particular discipline and embossed with the Mountain Warriors seal.

Level 2 coach - A level 2 coach can be recognised by the fact that they will wear either a Brown belt with a black stripe through it or a plain Black belt. The coach will also have a certificate for that level of coaching qualification signed by an authorised official of Mountain Warriors for that particular discipline and embossed with the Mountain Warriors seal.

Level 3 coach - A level 3 coach can be recognised by the fact that they will wear a plain Black belt. The coach will also have a certificate for that level of coaching qualification signed by an authorised official of Mountain Warriors for that particular discipline and embossed with the Mountain Warriors seal.

The following are relevant to all coaches no matter level of coaching award.

- Competency to coach should be verified through the proof of qualification and should not be inferred from evidence of prior experience.
- It is recommended that coaches confine themselves to carrying out sessions in accordance with the experience gained whilst obtaining their highest qualification.
- It is recommended that coaches are able to recognise when to pass performers on to other clubs or agencies. It is important that coaches have the performers' best interests at heart at all times. It is also the responsibility of coaches to verify, as far as possible, the integrity of any club or agency, which they are referring the students to.
- It is important that coaches take responsibility for their own continuous professional development, making the most of opportunities offered to them through the association or other education agencies.

- It is important for coaches to be objective about their coaching ability. If at any time they feel concerned about their ability to coach at a certain level, or about their effectiveness in a certain situation it is up to them to find help or withdraw if necessary.
- On the introduction to the 'Mountain Warrior Coach License Scheme' all coaches will be required to undergo continuous professional development to maintain their license to coach. All necessary support will be offered to them to do so.

Child Protection Policy Statement

Mountain Warriors is committed to ensuring that all young people who play sport have a safe and positive experience. The club is committed to developing and implementing policies and procedures which ensure that everyone knows and accepts their responsibility in relation to a duty of care for young people. Mountain Warriors recognises that it is not the responsibility of those individuals working within the club to determine if abuse has taken place, but it is their responsibility to act upon and report any concerns.

If any person within the club has a doubt to this policy's relevance to their role and duties then please contact Mountain Warriors Child welfare officer at the address shown below.

Child Welfare Officer
 Mountain Warriors Ltd
 24 Hilford Place,
 Redhill,
 Surrey
 RH1 5AU

Tel 07742 056 154

The Club and those involved with the club will abide to the following principles and statements:

- All young people within Mountain Warriors, regardless of age, gender, race, religion, sexual orientation, ability or disability, have the right to be protected.
- All young people participating in sport have a right to do so in a safe environment.
- Adults working at Mountain Warriors will provide a safe, positive and fun sporting experience for young people.
- Adults – volunteers, coaches and officials will understand and be supported in their role and responsibility with regard to the Duty of Care for young people.
- All suspicions and allegations will be taken seriously, managed and dealt with swiftly and appropriately.
- It is the responsibility of the child protection experts to determine whether or not abuse has taken place, but it is the responsibility of all those working within Mountain Warriors to report any concerns.
- The club will assist coaches, volunteers and officials to remain up-to-date with the latest Child Protection issues.
- The club will appoint a Child Welfare Officer whose role is to be responsible for issues concerning child welfare at the club.
- The club will carry out regular risk assessments to ensure the safety of young people and all members of the club.

Complaints procedure

Regarding child welfare

Anyone wishing to make a complaint regarding Child welfare should immediately contact the Child Welfare Officer either via phone or at the address shown below. Please mark any written correspondence as **Urgent** and **Strictly confidential**.

Child Welfare Officer
Mountain Warriors Ltd
24 Hilford Place,
Redhill,
Surrey
RH1 5AU

Tel 07742 056 154

Regarding code of conduct

Anyone wishing to make a complaint about any person acting in the capacity of a Mountain Warriors coach within the context of these guidelines must follow the set procedure.

- Report the matter to Mountain Warriors Ltd, at the address shown below.
- Report the matter to the employer of the coach.
- On receipt of a complaint procedural guidelines will be issued to all parties.

The Coaching Development Manager
Mountain Warriors Ltd
24 Hilford Place,
Redhill,
Surrey
RH1 5AU

Tel 07742 056 154

Terms of Reference

- **Professional** - This does not necessarily imply a paid position or person, but refers to the coach in role.
- **Employer** - This refers to the organisation who commissioned the coach to do the coaching, this could be paid or unpaid.

Document History

Author	Version	Date	Description
Richard Gillies	1	26/04/07	Final issue

Reviewers and authorisers

Name	Position	Date agreed	Version	Description
David Clark	Director			Authorisor
Richard Gillies	Director			Authorisor
Wayne Earle	Chief Coach			Reviewer

Distribution Lists

Distribution lists (See separate distribution lists)
Officials
Coaches
Assistant Coaches
Volunteers