

# NI JUDO FEDERATION

## Club Handbook



CLUB DEVELOPMENT

Courtesy  
Courage  
Friendship  
Honesty  
Honour  
Modesty  
Respect  
Self-Control



"Growing our Sport, Developing our Members, Investing in Excellence"

NI JUDO  
FEDERATION



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## **Introduction**

This handbook is to provide you with pertinent information in relation to club development. The Northern Ireland Judo Federation value their clubs and want to provide information for clubs to provide a safe and enjoyable experience for all their members.

Our main aim for club development is; To support the NI Judo Federation clubs by providing guidance and opportunities to ensure ongoing development within the clubs ranging from fundamental stage to elite level players. This can be seen through our player pathway.

Some of the guidance you will find within this handbook will include policies, and safety information such as a risk assessment policy to ensure running a safe club. Information on the quality assurance accreditation through ClubMark NI and templates such as a club development plan, code of conducts for the main roles within a club which will all help towards the smooth running of your judo club.

To achieve our main aim the NI Judo Federation will focus on the following areas of Club Development;

- Education & Development Workshops
- Communication & Engagement
- Volunteer Infrastructure
- Quality Assurance Club Accreditation

Further information can be obtained directly from the Northern Ireland Judo Federation's Office on 028 90383814 or via the Club Workforce Officer [cwo@nijudo.com](mailto:cwo@nijudo.com)

## **Vision**

Northern Ireland Judo Federation - 'Our Vision is to have an inclusive organisation where everyone is given the opportunity to participate, progress and perform'

## **Mission Statement**

Northern Ireland Judo Federation - 'Our Mission is to drive, deliver and develop the sport of Judo in Northern Ireland'

## **Chairperson's Remarks**

The Northern Ireland Judo Federation (NIJF) membership is growing year on year with judoka having the choice of over thirty main clubs to choose from across the country. It is important that club development remains a high priority throughout clubs to ensure that best practice is being performed and to allow judoka to aspire to the highest level of attainment along with clubs obtaining quality assurance. This resource may assist in strengthening your club's development by providing information on how to get involved in coaching, volunteering and officiating and also provide various templates to support your club's development. It is important that as the Governing Body for Judo that we work closely with clubs and grow from strength to strength. The NIJF looks forward to working with you all as we move forward together.

### **Chairman**

Bill Taggart



## Membership

The Northern Ireland Judo Federation (NIJF) operates a policy of **No Licence No Judo**. You don't have to buy a licence on the first night but would be expected to thereafter. Categories of license can be found and completed on the NIJF website please choose the most appropriate for you, [www.nijudo.com](http://www.nijudo.com). If you're unsure which licence to purchase, please contact the office for assistance; [admin@nijudo.com](mailto:admin@nijudo.com)

### Opening Hours of NIJF Office:

Monday - Thursday                      9.30am – 1.30pm  
 Friday                                        9.30am – 12.30pm  
 Telephone: 028 90383814                E-mail: [admin@nijudo.com](mailto:admin@nijudo.com)  
 (\*\* Visits to NIJF office is by appointments only \*\*)

Senior Member (Aged 18 years +)

Junior Member Two Categories (Aged Under 8) (Aged 8 -17 years)

<b>Category</b> <b>(Introductory and Volunteer memberships are not valid for Grading or Competitions)</b>	<b>Validity</b>
Intro Junior Senior	3 months
Intro Senior	3 months
Junior (under 8)	1 year
Junior (8-17 years)	1 year
Senior	1 year
Junior (2 x under 8)	1 year
Junior (1 x under 8 & 1 x 8-17 years)	1 year
Junior (2 x 8-17 years)	1 year
Volunteer	1 year

## Northern Ireland Judo Federation - Office Bearers & Contacts

### Office Bearers

<b>President</b>	Richard Briggs	president@nijudo.com
<b>Chair Person</b>	William Taggart	chairman@nijudo.com
<b>Treasurer</b>	Robin Newett	treasurer@nijudo.com
<b>Secretary</b>	Averil Taggart	secretary@nijudo.com

### Contacts

<b>Administrator</b>	Averil Taggart	admin@nijudo.com
<b>Performance Lead Coach</b>	Ciaran Ward	wardjudo@hotmail.com
<b>Performance Coach</b>	Paul Green	pgreen.aca@btconnect.com
<b>Performance Coach</b>	Chloe Cowen Vickers	chloecowen@hotmail.co.uk
<b>Commercial &amp; Marketing Manager</b>	Mark Donald	commercial.manager@nijudo.com
<b>Club Workforce Officer</b>	Vicki Kennedy	cwo@nijudo.com
<b>Lead Safeguarding</b>	Russell Brown	cpo@nijudo.com
<b>Members Representative</b>	Tom Pearson	thomasepearson@hotmail.com
<b>Conducts &amp; Complaints</b>	Peter Cuckoo	cco@nijudo.com
<b>Anti-Doping Lead</b>	Mark Montgomery	markhazamajudoclub@hotmail.co.uk



## How to Start up a New Club

If you are interested in starting up a judo club, there are a few things you should do before you commence. Firstly, check out the demand of a club in your area, check out if there are other sports clubs in the area which may be your competition and if they are well attended. If they are well attended, you may struggle with a new club. Once you have the following areas in place you can think about publicising your own club. You must ensure;

- There is at least 1 Level 2 Coach delivering the sessions
- There is at least 1 Level 1 Coach delivering sessions
- The Club has a committee which consists of; Chairperson, Treasurer, Secretary, head coach and Welfare officer. These should not all be the same person. (Clubs should not be run by one person)
- The club has an approved constitution by the British Judo Association or Northern Ireland Judo Federation.
- Your club has a bank account to ensure income such as membership fees etc.. can be held safely and outgoings such as venue hire can be paid from within the account. These records should be held securely by the Treasurer.
- You have an appropriate and safe venue for your coaching sessions.
- Your club has all the safeguarding, risk assessment and health and safety policies in place to protect the club and its members.
- Your club is a fully paid member of the Northern Ireland Judo Federation or the British Judo Association.

Liaise with the Club Workforce Officer to publicise your club on the social media outlets and also to ensure your club is on the list for further club development support. Your Club Workforce Officer can also assist with developing your club development plan to ensure your club has its vision and goals of the club on target. A template for the Club Development Plan can be found on the club section of the website;

[www.nijudo.com](http://www.nijudo.com)

## **Top tips for a Judo Club**

It is important to consider the development of your judo club. Even if your club is not looking to grow in size it is important that you keep up to date with the latest trends in sports development and any updated policies relevant to your club. The difference between a good judo club and a great club may be in the club's management decisions, capacity or governance processes. The Northern Ireland Judo Federation can help assist with supporting governance and provide advice on capacity building and structuring the right committee for your club. To help with general club development these are the 5 top tips advised.

1. Aim for the NI Judo Federation ClubMark accreditation. This is a recognised quality assurance scheme which is available for all clubs regardless of their size.
2. Secure funding and raise your own funds. Link into your local councils to help support your club through education grants, community grants etc.. Think about how your club can raise money by fundraising events within your local community.
3. Make the most of your club volunteers, support them and ensure they are doing roles which help with club development.
4. Receive Support from the Northern Ireland Judo Federation. Link in with the Club Workforce Officer to find out what support can be provided.
5. Network with other judo clubs and coaches to share and learn information on club development.



## **Insurance**

Coaches insurance will be covered through the British Judo Association Licence or through the membership of the Northern Ireland Judo Federation license. Please ensure your licences are kept up to date to ensure your insurance is valid. Clubs with their own premises should also provide public liability insurance.

## **General Data Protection Regulation (GDPR)**

Important information for clubs

GDPR forms part of the Data Protection regime in the UK along with the new Data Protection Act 2018. Three main concepts which clubs will need to ensure they comply with;

Transparency – the public must know how you manage their information and how you share it.

Control – There are more requirements on consent and the person has the ‘right to be forgotten.’

Accountability – Clubs have to be accountable for how they manage information and have clearer governance.

For further information on GDPR please check out the website [www.nijudo.com](http://www.nijudo.com)

## **CASC (Community Amateur Sports Club) /Charitable Status**

The Charity Commission for Northern Ireland (the Commission) has now commenced compulsory charity registration. This is different from registration with Her Majesty’s Revenue and Customs (HMRC) for charitable tax exemptions.

Benefits from Registration include being able to apply for charitable tax relief for organisations not yet recognised by HMRC and access to funding streams only available to registered charities.

It is compulsory to apply to register with the Commission **IF** your organisation is, or could be; charitable (has exclusively charitable purposes). Public benefit is at the heart of what it means to be a charity. More information on is available in the Commission's statutory guidance, The public benefit requirement. There are **no** exceptions or exemptions

- There are 12 descriptions of charitable purpose, which include **the advancement of amateur sport**. Guidance on all 12 descriptions is available at [www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk).
- According to estimates there are more than 7,000 charities currently operating in Northern Ireland and therefore the Commission is rolling registration out in a managed process, with charities called forward to register in tranches.
- Tranches are drawn from the Commission's registration list, which details organisations the Commission is aware of for registration): This list is available to view at [www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk). You can also see what organisations have been called forward to apply for registration date via the tranche list, which is also on the Commission's website
- It is compulsory for all organisations operating in Northern Ireland who have or could have exclusively charitable purposes to apply for charity registration.
- You can do this by checking the Commission's online registration list on [www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk) and following the outlined steps as appropriate.
- If you are not listed, or in any doubt whether you should register, in the first instance, you should complete the Commission's online Expression of intent form.
- An alternative is to become a Community Amateur Sports Club (CASC) and register with HMRC. CASCs cannot apply to register as a charity. For more information on CASCs, see a summary outline below or go to Community Amateur Sports Clubs: detailed guidance notes, available on [www.hmrc.gov.uk](http://www.hmrc.gov.uk)

**For further information** contact the Commission ([admin@charitycommissionni.org.uk](mailto:admin@charitycommissionni.org.uk)) or go to the website, [www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk).

The key conditions required to being a CASC;  
A club must meet the following requirements in practice as well as having these as requirements in the club's rules. Clubs must;

1. Be open to the whole community
2. Be organised on an amateur basis; and
3. Have as its main purpose providing facilities for, and promoting participation in one or more eligible sports

Links for information on CASC and Charitable Status

#### HMRC GUIDANCE

<https://www.gov.uk/government/publications/community-amateur-sports-clubs-detailed-guidance-notes/community-amateur-sports-clubs-detailed-guidance-notes>

#### CASC Information

<http://www.cascinfo.co.uk/>

#### SPORT NI CASC INFORMATION

<http://www.sportni.net/clubs-coaching/clubs/casc/>

#### CASC VERSUS CHARITY

<http://www.cascinfo.co.uk/cascvcharity/>

#### Charity Commission Northern Ireland

<https://www.charitycommissionni.org.uk/>



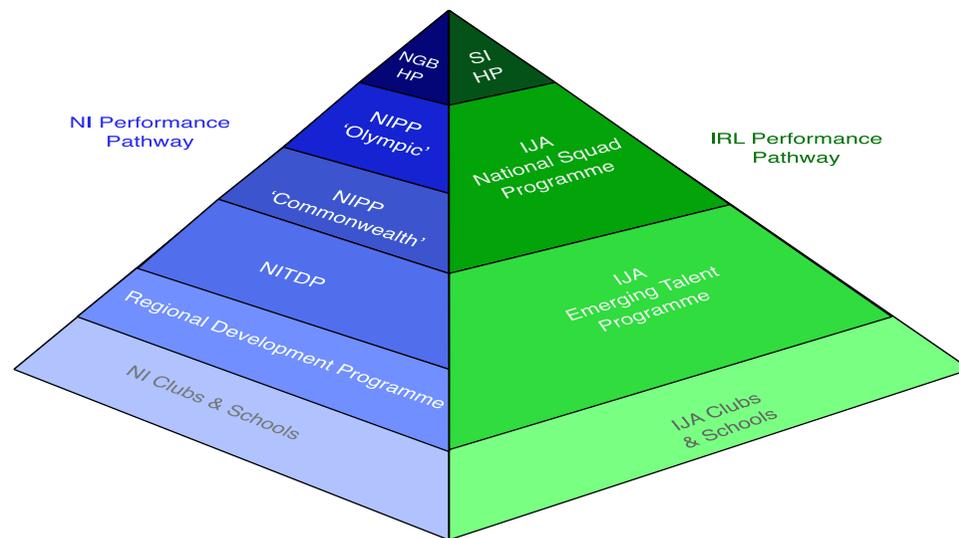
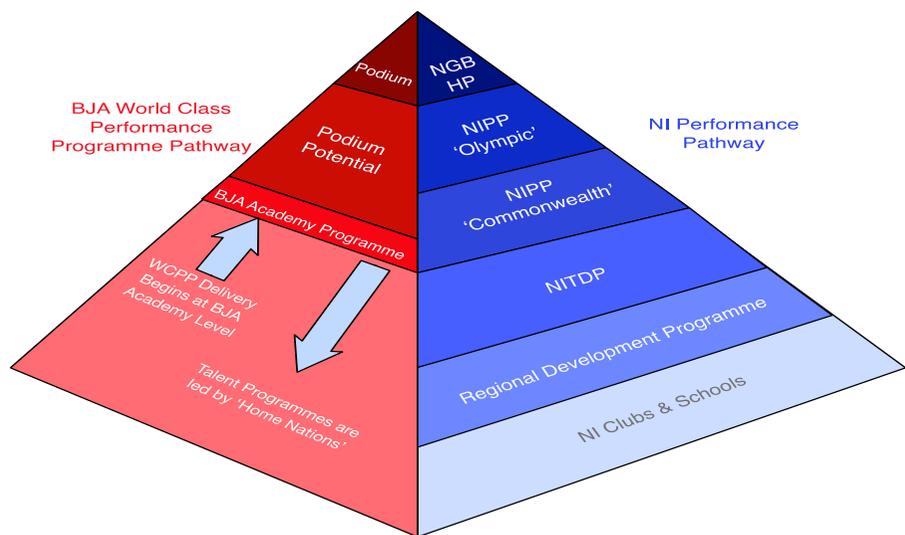
# Club Support Model



# Player Pathway

The NI Judo Performance Pathway is aligned with the British and Irish Judo Association’s performance pathways. The alignment is underpinned through congruent rationale, framework, transitions and benchmarks as detailed in the NIPP. The alignment is further reinforced by the current BJA/IJA/NIJF Partnership Agreements. The Pathway diagram uses a pyramid with 3 adjoining faces to illustrate either the, British, Irish or NI Judo Performance Pathway. The pyramid does not intend to suggest a simple linear ascent of athlete development from base to top, but does clearly demonstrate programme alignment throughout every phase of the pathway.

Pathway alignment is critical for NI Judo. The NI Judo Performance Pathway expedites the delivery of the NI Judo Performance Programme, which is aligned with the BJA *but also* able to support eligible athletes from the IJA who can represent Northern Ireland at the Commonwealth Games. Our Performance Pathway remains aligned with BJA & IJA Performance Systems throughout. NI Judoka have the opportunity to develop along the full spectrum of the Performance Pathway gamut, from ‘Entry’ to ‘Podium’, accessing BJA or IJA structures through the Northern Ireland Judo Performance Programme.



## ClubMark NI

The Northern Ireland Judo Federation has a ClubMark NI accredited scheme. All Judo clubs in Northern Ireland have the opportunity to attain ClubMark accreditation whether a junior club, a senior club or accommodating both junior and senior members.

To attain accreditation, a club will need to register online with Sport NI and provide evidence to satisfy the minimum operating standards outlined for the accreditation category they wish to achieve. Documentation of evidence is then uploaded to the Online system and verification of evidence, including a club visit, will be carried out by an assigned Assessor from the Northern Ireland Judo Federation. The Club Workforce Officer can assist with any areas the club requires in relation to this process.

Following a successful assessment, ClubMark NI accreditation will be awarded for a period of three years. Annual online health checks are required to maintain accreditation and re-accreditation is required to maintain beyond three years.

If you are interested, please register your club at the following address; <http://www.sportni.net/clubs-coaching/clubmark-ni/> and contact the Club Workforce Officer on [cwo@nijudo.com](mailto:cwo@nijudo.com)



## How to Get Involved in Coaching

### Coaching

Coaching courses will be advertised via the Northern Ireland Judo Federation and the social media outlets. Please check out the coaching templates in the Appendices section of this handbook.

### BJA Level 1 Award

This is the starting point for the coaching journey in Judo. If you are new to coaching judo, have limited coaching knowledge or want to get more involved in your club, then this is the course for you.

The learning programme and assessment for the BJA Level 1 is run over three days (two days where the learning programme is delivered and one day of assessments). It focuses on the 'how to coach skills' using practical technical examples (where relevant) to apply these skills; basic technical principles of ne-waza and tachi-waza; health and safety; and basic judo rules.

On successful completion of this course candidates will receive a British Judo Association Level 1 coaching award and will be equipped to work alongside a UKCC Level 2 or UKCC Level 3 judo coach during club or other relevant coaching sessions. Once they have turned 18 years of age, a BJA Level 1 coach may, upon the discretion of a UKCC Level 2 or UKCC Level 3 coach, also work independently under supervision.

Before you sign up you need to be;

- At least 16 years of age
- Be a current member of the British Judo Association
- Hold a minimum British Judo Association 2<sup>nd</sup> Kyu Grade
- Have a good knowledge of the British Judo Mon and Kyu Grade Syllabi
- Be able to communicate effectively in English (listening, speaking, reading and writing)



## Course Details

- Candidates are required to complete a portfolio tasks within six months of their assessment. These tasks include;
- Four session plans (minimum of two session plans to be completed before assessment day)
- Two ne-waza and two tachi-waza coaching point diagrams
- Health and safety task – facility check and basic first aid
- Safeguarding and Protecting Children
- Contest rules

The final assessment day is held at least 4 weeks after the learning programme has finished

In addition to attending a BJA Level 1 judo Coach learning programme, completing the assessment and completing portfolio tasks, all candidates will require having in place the following before receiving their BJA Level in coaching Judo Licence.

- Full current Northern Ireland Judo Federation Membership or Full current British Judo Association Membership
- Enhanced Disclosure and Barring Service Check
- Safeguarding and Protecting children in Sport Certificate
- First Aid Certificate

## **BJA Level 2**

The United Kingdom Coaching Certificate (UKCC) level 2 Award in Coaching Judo is the second step on British Judo's coaching pathway.

This course aims to provide candidates with an introduction to the processes and principles of coaching judo to adults and children. If you are already a qualified coach and are looking to develop your knowledge and skills to deliver better and more sessions at your club, then this is the course for you.

The learning programme and assessment for the UKCC Level 2 is run over five days (four days where the learning programme is delivered and one day of assessments).

On successful completion of this course candidates will receive a UKCC Level 2 coaching award and will be equipped to deliver sessions independently and work alongside a UKCC Level 3 judo coach during club or other relevant coaching sessions. UKCC Level 2 coaches are also able to set up their own judo club(s).

Before the course you would need;

- To be over 17 years of age
- Be a current member of the British Judo Association or member of the Northern Ireland Judo Federation.
- Hold a minimum British Judo Association 1<sup>st</sup> Kyu Grade
- It is recommended that candidate hold a BJA Level 1 coaching award

Be able to communicate effectively in English (listening, speaking, reading and writing).

### Course Details

Candidates are required to complete the 15-module programme. A mock assessment and a personal action planning process as part of the training. This will be followed by a period of extended study and logged coaching practice prior to the final assessment. Candidates will work through the following units as part of this course;

1. Understanding the Fundamentals of Coaching Sport
2. Understanding how to Develop participants through Coaching Sport
3. Understanding the Principles of Safe and Equitable Coaching practice
4. Plan a Series of Judo Coaching sessions
5. Prepare the Judo Coaching environment
6. Deliver a Series of Judo Coaching sessions
7. Monitor and Evaluate Judo Coaching sessions.

The final assessment day is held approximately 8 weeks after the learning programme has finished.

For information on BJA Level 3 please check out the following link for details; <https://www.britishjudo.org.uk/my-judo/coaching/qualifications/ukcc-level-3/>

## Coaching Process

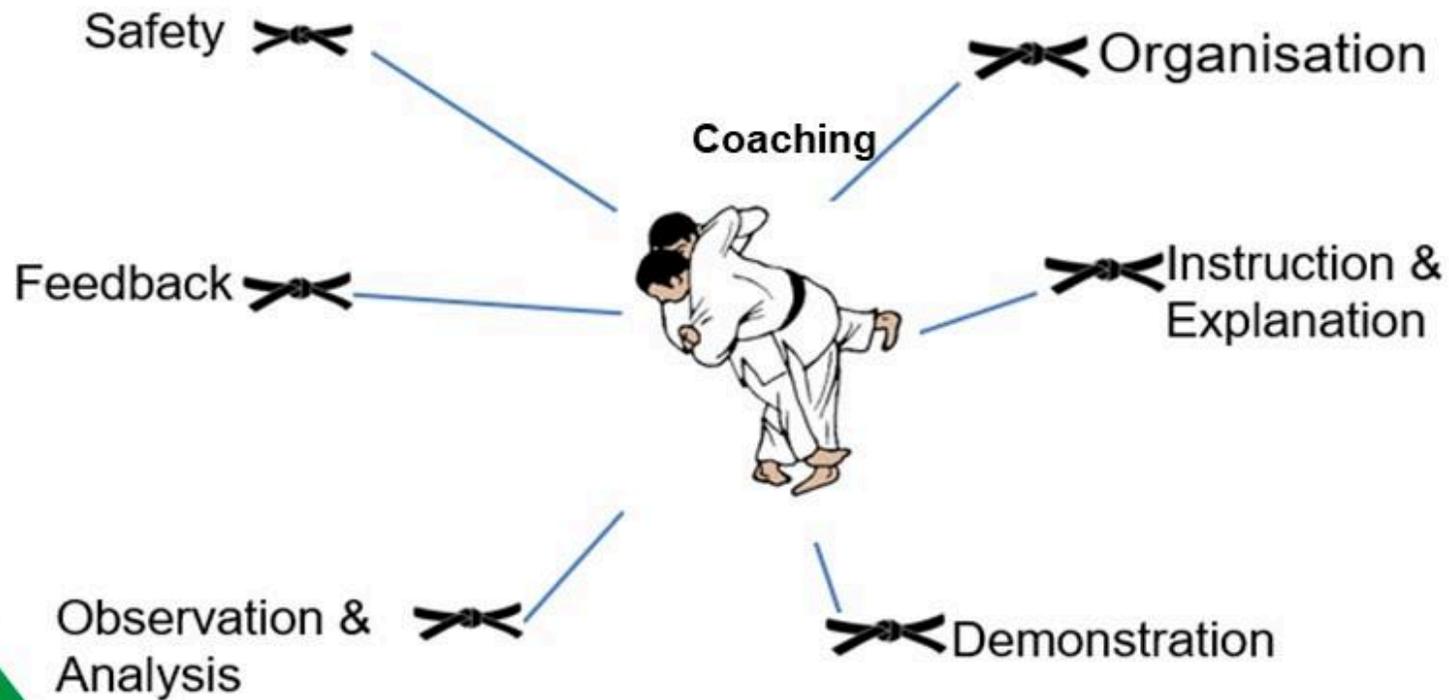
The following is the correct coaching process which coaches should follow when delivering any session.

### Coaching Process

1. Organisation
2. Safety
3. Instruction & Explanation
4. Demonstration
5. Observe & Analyse
6. Feedback



## Coaching Process



1. Plan in advance how you will manage people, equipment and space



**Organisation**



2. Check and re-check that plan is safe during activity



3. Group players according to number, ability and activity



4. Use group size to control intensity and involvement



1. Assess risk:  
area, equipment  
and player



**Safety**



2. Keep checking  
safety; area,  
equipment, players



3. Keep players on task



4. Follow correct  
coaching practice  
and progression



1. Plan what to say  
before you speak



2. Gain attention  
before starting



**Instruction &  
Explanation**



3. Keep it simple



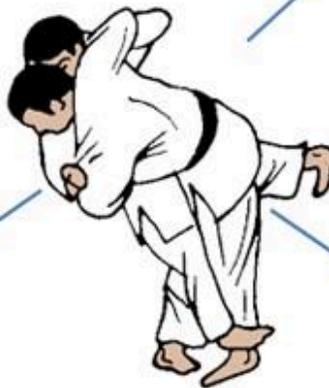
4. Check for  
understanding



1. Position so all can see and hear



**Demonstration**



2. Focus attention on 1-2 key points



3. Repeat silent demonstration more than once and from different angles



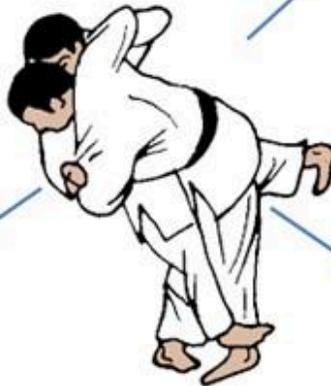
4. Check for understanding through questioning and/or practise



1. Break action  
down into phases



**Observe &  
Analyse**



2. Observe several  
times from several  
angles



3. Compare with the  
technical model



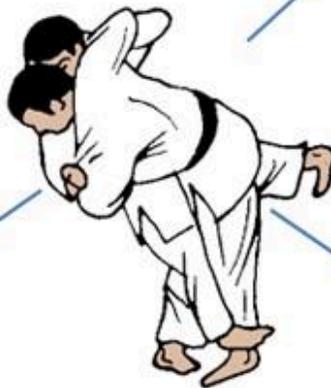
4. Determine what  
action to take



1. Ask questions to encourage self analysis



**Feedback**



2. Provide specific simple information



3. Limit to 1-2 points



4. Keep it positive



## How to Get Involved in Officiating

Officiating is a crucial element in the development of judo and in maintaining the integrity of competition judo at levels of events throughout the country.

Officiating is challenging, rewarding and above all great fun. Officiating helps equip people with skills such as confidence and decisiveness that are applicable in everyday life.

Whether you want to officiate at your local club or local competitions, run local events, officiate at national events or run national events, there are refereeing roles at all levels where you can put your knowledge and passion for judo to use.

Officiating Involves;

- Timekeeper – Responsible for keeping track of the contest time, scores and penalties awarded to each player.
- Contest Recorder – Responsible for recording contest results and calling the players to the mat. Contest recorders can also run very small events.
- Senior Recorder – Responsible for placing players into and running pools and running medium sized events.
- Competition Controller – Responsible for the running of larger events. They complete the draw, prepare the timetable and take overall responsibility for all the officials.

Officiating roles suit anyone who is willing to give up their free time to support events. People as young as 10 years of age can become officials. It also suits people who have children or partners who are regularly competing in judo competitions and would rather do something than just be a spectator. You do not have to have ever stepped on a judo mat to be a technical official, including competition controller.

What skills are required to be an Official?

Officials need to have good communications skills and work well as part of a team.

How to get involved in Officiating?

Offer to help at your local competitions – If you are already attending competitions in your local area, speak to the tournament director or the person in charge of officials and offer your services as an assistant Timekeeper. They will then sit you with a timekeeper or Contest Recorder who will bring you up to speed. Visit the NI Judo Federation website for an up to date competition calendar [www.nijudo.com](http://www.nijudo.com) where you can offer help. You need to get your technical Officials attendance log sheet signed at three such events, at least of the signatories being a minimum of senior recorder. You then send the form into head office and you are a qualified timekeeper.

## **How to Get Involved in Volunteering**

There are many roles for volunteers within the Northern Ireland Judo Federation (NIJF) and also within local judo clubs. Speak to a representative of the NIJF or your local club committee for further information. The representatives will be able to have a conversation with you to decide what you would like to be involved in, what your skills are, and which role might suit you best. You will then be able to decide if the role is what you would like to do. You can try for a trial period and see if you enjoy it. You will also be supported in your role by a volunteer supporter who can give you guidance. There are various roles within the club setting and some of these include; Administrator (Conducts the registration and handles membership forms), Support helper who assists with set up and take down of equipment among other roles which the coach may require assistance on, a Media Representative who updates the Facebook, Twitter and any other social media or website accounts.

For more information and role descriptions please check out the NIJF's Volunteers Handbook which every club should have access to and the volunteer section of the website [www.niudo.com](http://www.niudo.com)



## How to recruit your new Volunteers

Once your club has decided that it needs more volunteers, there are many ways to recruit them.

- Appoint a Volunteer Coordinator to lead on this project
- Have an “open day” to show what goes on at your club
- Organise volunteer recruitment activities e.g. a social evening or taster day close to a major event e.g. Commonwealth Games
- Advertise volunteer vacancies via notice board, newsletters and websites in a volunteer section on your website, newsletter and notice board.
- If your club has a Junior Section, ask new parents to commit to helping on a once a month basis.
- Explore a wider range of organisations also involved in volunteering, such as Volunteer Now, for the recruitment of all volunteers
- Contact the staff at Volunteer Now and register any opportunities for your club through their online system
- Use your existing volunteers to spread the word. If your existing volunteers enjoy what they do, they are going to be your best form of advertising
- Use the press as much as possible. Write an article (and supply a good photo) about something particularly interesting, and ask volunteers to get in touch.
- Make links with your local university and colleges and offer to assist them with student volunteer placements
- Make yourself known to your local councils and schools. Get invited to any meetings they hold about sports and offer to give presentations about your club.
- Make links with your local Sports Development teams
- Contact local gyms and leisure centres and offer to produce posters for them, advertising your club and the need for more volunteers

- Produce good quality leaflets in different versions for your target audience (parents, students, newly retired)
- Set up a Facebook page and establish a presence on Twitter. Ask young volunteers to assist you. They understand how to fully utilise these social networking tools which are overtaking more traditional communication methods.
- Target your recruitment. If you need a journalist, try contacting a college with a Media studies course.
- Take advantage of Volunteers Week and Make a Difference Day

And most importantly

- Have a welcome pack ready for potential volunteers
- Use the Volunteer Application Form so that you have their full contact details
- Arrange Access NI checks for new volunteers working with children and young people
- Take up references where appropriate
- Find out what potential volunteers want from voluntary work
- Write role descriptions for the new volunteers
- Match the skills of the volunteers appropriately to the needs of the club



## How to retain your new Volunteers

Once you have recruited your new volunteers, it's vital to make them feel welcome and supported, as well as ensuring that they are carrying out their agreed role.

- Arrange a warm welcome for new volunteers, introducing them to key members of the club and your facilities
- Give your new volunteers a Club Welcome Pack
- Your Volunteer Coordinator takes them through an Induction Programme - see Volunteer Induction Checklist. The Volunteer Induction Checklist includes five sections - Overview, Information on your club, Club Guidelines, Their Role and What to do about any issues that arise. This document can be adapted for your club.
- Always give your new volunteer(s) the chance to give feedback on their role and how it could be improved
- Always ensure that your new volunteer(s) are doing worthwhile roles, using the Northern Ireland Judo Federation's role descriptions or writing your own.
- You can nominate a mentor within the club to support your new volunteers to give added support
- Offer training and courses where appropriate to their role, especially if they are planning to coach or officiate
- Start a "Volunteer" email news and Volunteer of the Month award.
- Don't overload keen volunteers with too many tasks
- Always say "thank you" verbally and with a friendly note.
- Ensure that you have all your volunteers listed on a database and maintain their up to date contact details
- Promote the fact that your club is run by volunteers for volunteers

## How to reward your new Volunteers

Your new volunteers are more likely to stay with you if they feel valued, are learning new skills and enjoying social benefits too.

- Always say “thank you” at the end of a meeting or session. Send a “thank you” note by e-mail or post after a major event.
- Start a “Volunteer” email news with a Young Volunteer and Volunteer of the Month award.
- Set up a Volunteer awards section at your club’s annual awards evening to recognise the efforts of new, existing and long service volunteers.
- Think about an ongoing reward system for your volunteers. For example, this could be branded club polo shirts when they first join you, sweatshirts after 6 months and free courses after 9 months commitment.
- Report on the achievements of your volunteers at the AGM and committee meetings
- Find about other award schemes held locally, regionally and nationally and nominate your volunteers whenever you have the opportunity.
- Write articles promoting the achievements of your volunteers for your website and the press – always noting that you are recruiting new volunteers and contact details
- Provide expenses where appropriate in line with your expenses policy
- Organise a lunch or an evening at a café/bar to say “thank you” after a special event
- Offer volunteers tools to do their jobs such as new software, clipboards and stopwatches.
- Give certificates as recognition
- Offer discounted membership to volunteers and their families



## Policy

### Equity Policy

#### Equity and Diversity Policy

The aim of this policy is to ensure that everyone is treated fairly and with respect and that members, and volunteers are not denied access to the judo club because of a discriminatory reason.

This policy is fully supported by the club committee which is responsible for the implementation and review of this policy.

..... *Judo Club* therefore adhere to the following:

- a) be responsible for setting standards and values to apply throughout the club to participate at every level, as judo should be enjoyed by everyone who wants to contest
- b) be committed to eliminate discrimination by reason of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability and to encourage equal opportunities
- c) not discriminate or in any way treat anyone less favourably, on grounds of gender, sexual orientation, race, nationality, ethnic origin, religion or belief, ability or disability
- d) ensure that it treats its members, non-members and visiting judoka's fairly and with respect and will ensure that all members of the community have access to and have opportunities to take part in, and enjoy, its programmes of activities, competitions and events
- e) not tolerate harassment, bullying, abuse or victimisation of an individual (which the place to play/facility regards as forms of discrimination), including sexual or racially based harassment or other discriminatory behaviour, whether physical or verbal and work to ensure that such behaviour is met with appropriate action in whatever context it occurs
- f) be committed to the immediate investigation of any complaints of discrimination on the above grounds, once they are brought to its attention. Complaints will be dealt with in accordance with the club complaints policy and, where such a complaint is upheld, the club committee may impose such sanction as it considers appropriate and proportionate to discriminatory behaviour
- g) be committed to taking positive action where inequalities exist and the development of a programme of on-going training and awareness in order to promote the eradication of discrimination and to promote equality and diversity in judo

- h) be committed to a policy of equal treatment of all members and requires all members to abide by and adhere to these policies and the requirements of the relevant equalities legislation, including the Race Relations Act 1976, Sex Discrimination Act 1975, Disability Discrimination Act 1995, Age Discrimination Act 2006 as well as any amendments to these acts and any new legislation

In the event that any member or visitor feels that he or she has suffered discrimination or harassment in any way or that the policies, rules or code of conduct have been broken they should follow the procedures below.

1. The complainant should report the matter in writing to the secretary or another member of the club. The report should include:
  - a) details of what occurred;
  - b) details of when and where the occurrence took place;
  - c) any witness details and copies of any witness statements;
  - d) names of any others who have been treated in a similar way (provided that those people consent to their names being disclosed);
  - e) details of any former complaints made about the incident, including the date and to whom such complaint was made; and
  - f) an indication as to the desired outcome.
  
2. If the person accused of discriminatory behaviour is a non-employee, the club committee:
  - 2.1 will request that both parties to the complaint submit written evidence regarding the incident(s);
  - 2.2 may decide (at its sole discretion) to uphold or dismiss the complaint without holding a hearing;
  - 2.3 may (at its sole discretion) hold a hearing (whether or not such a hearing is requested by either party) at which both parties will be entitled to attend and present their case;
  - 2.4 will have the power to impose any one or more of the following sanctions on any person found to be in breach of any policy, (including the Equality Policy):
    - a) warn as to future conduct;
    - b) suspend from membership;
    - c) remove from membership;
    - d) exclude a non-member from the facility, either temporarily or permanently; and
    - e) turn down a non-member's current and/or future membership applications.

- 2.5 will provide both parties with written reasons for its decision to uphold or dismiss the complaint within one (1) calendar month of such decision being made.
  - 2.6 Either party may appeal a decision of the management committee to the County Association (including a decision not to hold a hearing) by writing to the [County Secretary] within 3 months of the place to play's decision being notified to that party.
3. If the nature of the complaint is with regard to the management committee or other body or group in the place to play, the member/visitor has the right to report the discrimination or harassment directly to the relevant County Association.

### **Terminologies and descriptors**

#### Types of discrimination

There are three categories of discrimination: direct, indirect and positive:

- Direct discrimination is where a person, in a group of people with the same or similar circumstances, is treated less favourably than the others in the group because of their race, gender, disability or sexuality.
- Indirect discrimination occurs where the effect of certain requirements, provision or practices imposed by an organisation has an adverse impact disproportionately on one group or other. Indirect discrimination generally occurs when a rule or condition, which is applied equally to everyone, can be met by a considerably smaller proportion of people from a particular group; the rule is to their advantage and it cannot be justified on other grounds.
- Positive discrimination is in favour of those who were formerly discriminated against, especially in the provision of social and educational facilities and employment opportunities.

The ... Judo Club sets out our commitment to opposing all forms of discrimination. We will ensure that our members, volunteers, judoka's, officials, affiliated are not discriminated against on the basis of any of the following:

- race, colour, ethnic group or national origin
- gender or marital status
- disability
- sexuality or sexual orientation
- age
- employment status
- actual/suspected HIV/AIDS
- religion and faith

- unrelated criminal offences/ex-offenders (subject to any legal or public interest constraints)
- responsibilities for children or dependents

Harassment can be described as inappropriate actions, behaviour, comments or physical contact, which may cause offence i.e. mental or physical anxiety or hurt to an individual:

- It may be related to gender, race disability, sexuality, age, religion, nationality or any personal characteristic of an individual.
- Under the terms of the Criminal Justice Act 1994, harassment was made a criminal offence, punishable by a fine of up to £5,000 and/or a prison sentence of up to six months.

Victimisation can be described as treating an individual less favourably than one would treat others because the individual has made a complaint of discrimination, given evidence about such a complaint or raised a concern under the Public Interest (Disclosure) Act 1998.

'Positive action' refers to a number of methods designed to counteract the effects of discrimination and to help eradicate stereotyping. It can be initiatives or activities that attempt to redress imbalances by providing extra help, doing things in a different way or promoting opportunities in targeted places and to targeted groups. Under this broad meaning, positive action may include actions such as the introduction of discriminatory selection procedures, and training programmes or policies aimed at preventing sexual harassment. An example of positive action being taken is the employment of a female coach to lead a session aimed at women, to specifically encourage uptake and participation by female players.

Prejudice is literally pre-judging someone. It is usually led by negative, irrational feelings, resulting from preconceived attitudes and opinions.

Stereotyping is grouping or labelling people because they are members of a particular 'visible' group, and assuming that they have particular traits that are considered to be characteristics of that group.

Dignity is about respectful, responsible, fair and humane behaviour, something that is reflected in the constitution.

Disadvantage is where, as a result of discrimination, an individual or group is deprived of some or all resources and opportunities. This may affect people directly or indirectly.

Social exclusion is when people or areas suffer from one or a combination of linked problems such as unemployment, poor skills, low income, high crime environments or lack of facilities.

## Communication

The Northern Ireland Judo Federation will try and keep all clubs informed of any developments, workshops, competition dates etc.. Our methods of communication will include website updates; social media and e-mails to clubs.

### Northern Ireland Judo Federation

**Website**            [www.nijudo.com](http://www.nijudo.com)

**Facebook**            @NIJudo



**Twitter**                @JudoNIJF



**Instagram**            nijudo18



**YouTube**    NI Judo Federation



## **Appendices - Templates**

Appendix 1	Club Constitution
Appendix 2	Code of Conduct – Coaches/Volunteers
Appendix 3	Code of Conduct – Judoka
Appendix 4	Code of Conduct – Parents/Guardians
Appendix 5	Risk Assessment Template
Appendix 6	Case Study Template

## Appendix 1

### Sample Club Constitution

#### *Name of Club*

#### 1. NAME

The Club will be called *NAME OF CLUB* and will be affiliated to the *NAME OF GOVERNING BODY*.

#### 2. AIMS AND OBJECTIVES

The aims and objectives of the club will be:

- To offer coaching and competitive opportunities in *NAME OF SPORT*
- To promote the club within the local community and *NAME OF SPORT*
- To manage the *NAME OF FACILITY (if applicable)*
- To ensure a duty of care to all members of the club
- To provide all its services in a way that is fair to everyone

#### 3. MEMBERSHIP

To ensure all present and future members receive fair and equal treatment.

Membership should consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Associate member
- Junior member
- Life member

#### 4. MEMBERSHIP FEES

Membership fees will be set annually and agreed by the Executive/Management Committee or determined at the Annual General Meeting (AGM).

Fees will be paid: annually *DATE*/monthly/by weekly subscription.

## 5. OFFICERS OF THE CLUB

The officers of the club will be:

- Chair
- Vice Chair
- Honorary Secretary
- Treasurer
- Fixtures Secretary
- Publicity Officer
- Volunteer Coordinator
- Club Welfare/Designated Officer
- Junior Coordinator
- Any other relevant position

Officers will be elected annually at the AGM.

All officers will retire each year but will be eligible for re-appointment.

## 6. COMMITTEE

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

- ***NAMES OF OFFICER POSTS***. Only these posts will have the right to vote at meetings of the Management Committee.
- The Management Committee will be convened by the Secretary of the club and held no less than ***NUMBER OF MEETINGS*** per year.
- The quorum required for business to be agreed at Management Committee meetings will be: ***NUMBER (ACCORDING TO NUMBER OF OFFICERS IN POST)***.
- The Management Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.
- The Management Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Management Committee as necessary to fulfil its business.
- The Management Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Management Committee will be responsible for taking any action of suspension or discipline following such hearings.

## 7. FINANCE

- All club monies will be banked in an account held in the name of the club.
- The Club Treasurer will be responsible for the finances of the club.
- The financial year of the club will end on ***DATE***.
- An audited statement of annual accounts will be presented by the Treasurer at the AGM.
- Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

## **8. ANNUAL GENERAL MEETINGS**

- Notice of AGMs will be given by the Club Secretary. Not less than 21 clear days notice to be given to all members.
- The AGM will receive a report from officers of the Management Committee and a statement of the audited accounts.
- Nominations for officers of the Management Committee will be sent to the Secretary prior to the AGM.
- Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.
- The quorum for AGMs will be **NUMBER (USUALLY 25% OF THE MEMBERSHIP)**.
- The Management Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **9. SAFEGUARDING CHILDREN**

This sports club/organisation is fully committed to safeguarding the well being of its members. Every individual in the club/organisation should, at all times, show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the organisation and the guidelines provided by our governing body and contained in the Code of Ethics and Good Practice for Children's Sport.

## **10. EQUITY POLICY STATEMENT**

This 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 Northern Ireland 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 sport 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.

## **11. DISCIPLINE AND APPEALS**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's safeguarding children and young people policy and procedures. The club welfare/designated officer is the lead contact for all members in the event of any safeguarding concerns.

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

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

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

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

## **12. DISSOLUTION**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

In the event of dissolution, any assets of the club that remain will become the property of *NAME OF GOVERNING BODY OR SOME OTHER CLUB WITH SIMILAR OBJECTIVES TO THOSE OF THE CLUB*.

## **13. AMENDMENTS TO THE CONSTITUTION**

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

## Appendix 2

### Code of Conduct - Coaches/Volunteers

Coaches/Volunteers working with children or vulnerable adults have a responsibility to behave appropriately as outlined in the following 'Code of Conduct':

#### Coaches/Volunteers Should:

- ◆ Treat everyone with dignity and respect
  - ◆ Provide an example you want others to follow
  - ◆ Plan activities so that they have more than one person being present, or at least in sight or hearing of others
  - ◆ Respect a young person's or vulnerable adult's right to personal privacy
  - ◆ Provide access for young people and vulnerable adults to feel comfortable enough to point out attitudes or behaviour they do not like and provide a caring atmosphere
  - ◆ Use common sense when demonstrating skills eg: discuss and explain your actions with young people and vulnerable adults when physical contact is necessary
  - ◆ Remember that someone else might misinterpret your actions no matter how well intentioned
  - ◆ Recognise that caution is required especially in sensitive moments of listening such as when dealing with bullying, bereavement and abuse.
- The club Designated Liaison Person for Safeguarding should be contacted.

Coaches/Volunteers Should never:

- ◆ Engage in rough, physical or sexually provocative games, including horseplay with children or vulnerable adults
- ◆ Allow or engage in appropriate touching of any form
- ◆ Allow children or vulnerable adults to use inappropriate language unchallenged
- ◆ Let allegations a child or vulnerable adult makes go unchallenged, unrecorded or not acted on
- ◆ Do things of a personal nature that a child or vulnerable adult can do for his/her self
- ◆ Allow abusive youth peer activities (eg: ridiculing, bullying)
- ◆ Have inappropriate physical or verbal contact with others
- ◆ Allow yourself to be drawn in to inappropriate attention seeking behaviour such as tantrums or crushes but deal firmly and fairly with such behaviour at all times.
- ◆ Exaggerate or trivialise child abuse issues
- ◆ Show favouritism to any individual
- ◆ Make sexually suggestive remarks or gestures or tell jokes or stories of a 'smutty' nature, to children or vulnerable adults
- ◆ Rely on your good name to protect you it may not be enough!
- ◆ Believe that 'it may never happen to me' it can
- ◆ Get close to or have physical contact with a young person without clearly explaining what you are doing (eg: correcting the position of a foot) etc..

Coaches/ Volunteers have the right to:

- ◆ Access to information on all aspects of leading/managing activities for children and vulnerable adults, particularly in Safeguarding
- ◆ Support in reporting of suspected abuse
- ◆ Access to professional support services
- ◆ Fair and equitable treatment by NI Judo Federation
- ◆ Be protected from abuse by children / youth's other adult members and parents
- ◆ Not to be left vulnerable when working with children and vulnerable adults

Any misdemeanours and general misbehaviour will be dealt with immediately and reported verbally to the designated person. Persistent breach of the code will result in dismissal from NI Judo Federation. Dismissals can be appealed by the volunteer with the final decision taken by NI Judo Federation Board.

## **Appendix 3**

### **Code of Conduct – Judoka/s**

As a responsible judoka you will be adhering to the following 'Code of Conduct':

Judoka's Should:

- ◆ Respect the rights, dignity and worth of every judoka, coach, technical official, and others involved in Judo and treat everyone equally
- ◆ Uphold the same values of sportsmanship off the mat as you do when engaged in Judo
- ◆ Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sports scientists and representatives of the governing in the best interests of yourself and other judoka's
- ◆ Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age inappropriate substances
- ◆ Anticipate and be responsible for your own needs including being organised, having the appropriate equipment and being on time
- ◆ Inform your coach of any other coaching that you are seeking or receiving
- ◆ Always thank the coaches and officials who enable you to participate in Judo

As a responsible judoka, when participating in or attending any Judo activities, including training/coaching sessions and competition events you will;

- ◆ Act with dignity and display courtesy and good manners towards others
- ◆ Avoid swearing and abusive language and irresponsible behaviour

including behaviour that is dangerous to yourself or others, acts of violence, bullying or harassment and physical and sexual abuse

- ◆ Challenge in appropriate behaviour and language by others
- ◆ Never engage in any inappropriate or illegal behaviour
- ◆ Avoid destructive behaviour and leave the Judo venues as you find them
- ◆ Not carry or consume alcohol to excess and/or illegal substances
- ◆ Avoid carrying any items that could be dangerous to yourself or others excluding judo equipment used in the course of your judo activity

In addition, judoka's and especially young judoka's and vulnerable adults, should follow these guidelines on safe participation in Judo;

- ◆ Notify a responsible adult if you have to go somewhere (Why, where and when you will return)
- ◆ Do not respond if someone seeks private information unrelated to judo
- ◆ Strictly maintain boundaries between friendship and intimacy with a coach or technical official
- ◆ Never accept lifts in cars or invitations to homes on your own without the prior knowledge and consent of your parent/carer
- ◆ Use safe transport or travel arrangements
- ◆ Report any accidental injury, distress, misunderstanding or misinterpretation to your parents/carers and club welfare officer as soon as possible
- ◆ Report any suspected misconduct by coaches or other people involved in judo to the club welfare officer as soon as possible

## **Appendix 4**

### **Code of Conduct - Parents/Guardians**

As a responsible parent/person with parental responsibility you shall adhere to the following 'Code of Conduct':

#### **Parent/Guardian Should:**

- ◆ Respect the rights, dignity and worth of every judoka, coach technical official, and others involved in Judo and treat everyone equally
- ◆ Cooperate fully with others involved in the sport such as coaches, technical officials, team managers, doctors, physiotherapists, sports scientists and representatives of the governing in the best interests of the judoka
- ◆ Consistently promote positive aspects of the sport such as fair play and never condone rule violations or the use of prohibited or age inappropriate substances
- ◆ Never place undue pressure on children to perform, participate or compete
- ◆ Check out the qualifications and licenses of people who are coaching or managing your child or offering a service connected to judo such as physiotherapy, massage or nutritional advice
- ◆ Attend training or competitions whenever possible
- ◆ Take an active interest in your child's participation
- ◆ Know exactly where your child will be and who they will be with at all times
- ◆ Never make assumptions about your child's safety
- ◆ Ensure your child does not take any valuable items to training or competition
- ◆ Inform your child's coach or team manager of any illness or disability that needs to be taken into consideration for athletic performance

- ◆ Provide any necessary medication that your child needs for the duration of the trips
- ◆ Assume responsibility for safe transportation to and from training and competition
- ◆ Return any necessary written consent forms to the club/ team manager or appropriate person, including next of kin details, health and medical requirements before your child goes to any away trips or events
- ◆ Report any concerns you have about your child's or any other child's welfare to the Club Welfare Officer, or Governing Body Welfare Officer

As a responsible parent/guardian for a young athlete, when participating in or attending any Judo activities, including training/coaching sessions and competition events you will;

- ◆ Act with dignity and display courtesy and good manners towards others
- ◆ Avoid swearing and abusive language and irresponsible behaviour including behaviour that is dangerous to yourself or others, acts of violence, bullying or harassment and physical and sexual abuse
- ◆ Challenge in appropriate behaviour and language by others
- ◆ Be aware that your attitude and behaviour directly affects the behaviour of your child and any other young judoka's
- ◆ Avoid destructive behaviour and leave the Judo venues as you find them
- ◆ Never engage in any inappropriate or illegal behaviour
- ◆ Not carry or consume alcohol to excess and/or illegal substances
- ◆ Avoid carrying any items that could be dangerous to yourself or others excluding judo equipment used during your child's judo activity.

**Appendix 5**

**Risk Assessment Template**

<b>NAME OF CLUB / VENUE</b>  Venue:	Check carried out by  Name:
Date of check:	Position:

Area Points to consider	Hazards	Who might be harmed?	Existing controls What is already in place to minimise the risk?	Action What needs to happen to minimise the risk?	Date achieved
<b>Accessibility</b>  Is the Venue accessible?					
<b>Playing and Training Area</b>  Is the area and surroundings safe and free from obstacles?					
<b>Toilets</b>					



<b>Area</b> Points to consider	<b>Hazards</b>	<b>Who might be harmed?</b>	<b>Existing controls</b> What is already in place to minimise the risk?	<b>Action</b> What needs to happen to minimise the risk?	<b>Date achieved</b>
<b>Participants</b>  Is the register(s) up to date?  Are performers appropriately attired?					
<b>Emergency Points</b>  Can emergency vehicles access facilities? Is there a working telephone?					
<b>Safety Information</b>					

Area Points to consider	Hazards	Who might be harmed?	Existing controls What is already in place to minimise the risk?	Action What needs to happen to minimise the risk?	Date achieved
Are there visible evacuation procedures?					
Additional					

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**N.B.** A new risk assessment form should be completed at the start of each session

It is important for a club to be able to showcase their work they are performing for various reasons. The main reason is to engage with the local community whom the club is set up for. Other reasons include; attracting new funding and publicity whilst highlighting the worthwhile work the club is achieving. It is fundamental to demonstrate the influence the club is projecting on your players, coaches, volunteers and support staff. A case study is an ideal way to exhibit your club's performance or progress. Below are a few ideas of what information you may include in a case study;

1. Who/what is the subject? (Coach, Volunteer, Club, Project etc..)
2. What has been their involvement in the activity or what did the project entail?
3. Where any partnerships built through this activity/project?
4. What have been the highlights of the activity/project?
5. How do you feel the (Coach, Volunteer, Club, Project) has impacted on the club/community?
6. What would you say to others who may be interested in the activity/project?
7. Always include a photograph/s to draw attention to the case study, also a useful way of depicting the activity/event.
8. Any quotes or comments you would like to make in relation to the activity/project or subject?



**\*\*For further information on club development please contact the club workforce officer on [cwo@nijudo.com](mailto:cwo@nijudo.com) \*\***



## Useful Contacts

### Personnel

**Averil Taggart** - Administration Manager

admin@nijudo.com

Northern Ireland Judo Federation Office

028 90383814

www.nijudo.com

**Vicki Kennedy** - Club Workforce Officer

cwo@nijudo.com

07841481342

**Mark Donald** - Commercial & Marketing Manager

commercial.manager@nijudo.com

07889559416

**Russell Brown** - Lead Designated Liaison Officer for Safeguarding

cpo@nijudo.com

07751748971

### Organisations

British Judo Association - [www.britishjudo.org.uk](http://www.britishjudo.org.uk)

Sport Northern Ireland - [www.sportni.net](http://www.sportni.net)



**LOTTERY FUNDED**

Courtesy

Courage

Friendship

Honesty

Honour

Modesty

Respect

Self-Control