

## **Code of Conduct**

### **Ward School of Judo members should,**

1. Play judo fairly, do their best and have **FUN**.
2. Shake hands before and after the event, whoever wins, and mean it.
3. Respect officials and accept their decisions with grace and not by grudge.
4. Respect opponents, they are not enemies, they are partners in a sporting event.
5. Give partners and opponents a hand if they are injured or need help.
6. Accept apologies from an opponent when offered.
7. Exercise self-control and tolerance for others, even if others do not.
8. Be modest in victory and gracious in defeat.
9. Show appropriate loyalty to their sport and its participants.
10. Make high standards of fair play the example for others.

### **Ward School of Judo members should not,**

1. Cheat.
2. Use violence, using physical contact within the rules.
3. Shout at or argue with the coach, officials, referees, team mates or opponents.
4. Take banned substances to improve performance.
5. Bully, or use bullying tactics to isolate another player.
6. Use unfair or bullying tactics to gain an advantage.
7. Harm team mates, opponents or their property.
8. Tell lies about adults or other children.
9. Spread rumours.
10. Keep secrets about anyone that has caused them harm.

## **THE WARD SCHOOL OF JUDO**

The following are general standards of hygiene and behaviour that are in place to minimize the risk of injury or infection; and enhance the learning environment and enjoyment for everyone taking part in Ward School of Judo classes.

- Hands and feet should be clean at all times with clean and short trimmed finger and toenails.
- No player shall leave the mat area without protective footwear, i.e. shoes or flip-flops (zori).
- No club player shall wear shoes on the mat

- Food, drink, chewing gum and sweets are not allowed on the mat. The Ward School of Judo has a no smoking policy and adheres to the rules and regulations of the premises.
- Players must ask permission to leave the mat for any reason. This rule is to ensure the maximum safety and security of the players whilst at the club.
- Judogi's should be clean and kept tidy at all times.
- Watches and jewellery, such as rings, earrings, bracelets, necklaces and hair clips or slides must be removed before the player steps on to the mat.
- Glasses must not be worn during activities, but may be worn during demonstrations by the coach. Soft contact lenses may be worn, if necessary.
- Wedding rings that are unable to be removed may be covered with adhesive tape.
- Long hair must be tied back using a soft band or similar.
- Rubbish or litter must not be left anywhere in the dojo premises; it must be taken home or put in bins provided.
- After training, the dojo should be left in a clean tidy state; the mats will be neatly stacked away in the store as the hall may be used for other activities.
- The coaches are not responsible for clothing or personal property of the players. Watches and other valuables should be left at home.
- The authority of the club coaches shall at all times be respected.
- The coaches will not tolerate poor behaviour by members (as befits the nature of the sport). Any occurrence of bullying, stealing, swearing, or insolence are not acceptable forms of behaviour and could result in disciplinary action.
- The club coaches reserve the right to refuse admission to any person or persons to the dojo.

Name:.....(Child).....(Parent/guardian)

(Please take time to go over these guidelines with your child, sign and return; a copy is available on the website or at the normal class times.)

### **'Etiquette'**

As much as possible, The ward School of Judo follows judo along traditional lines. Etiquette is a huge part of traditional judo. For our purposes, etiquette means 'the

way we behave' at judo. It includes the time we come into the dojo, before we step on the mat, during our session as well as after the classes.

Judo players must **RESPECT** each other both on and off the mat, and so carry on in their outside lives. This is the philosophy behind traditional judo and its values. For example, before and after we practice with a partner, we bow as a sign of respect.

Following some simple Ward School of Judo etiquette requirements will enhance the learning of all players;

- 1. Bow on and off the mat**
- 2. Follow instruction from coaches at all times**
- 3. Only do the techniques asked by the coaches**
- 4. Listen carefully during instruction and demonstration**
- 5. Do not speak when coaches are giving instruction**
- 6. Sit in the correct manner when receiving instruction**
- 7. Take care of your partner while carrying out techniques**
- 8. Ask permission from coaches to leave for water or bathroom**
- 9. Shoes should NOT be worn on the mat area, though, when leaving the mat area, footwear is compulsory**
- 10. All forms of jewellery, watches, metal hair clips, glasses, sharp objects should be removed before participation**
- 11. Personal hygiene should be of a very high standard**
- 12. It is a safety requirement that fingers and toenails should be kept short and clean**
- 13. Players should have a bottle of water for rehydration through the session**
- 14. Players should NOT be on the mat area at any time without a coach present**
- 15. Best behaviour should be exercised at all times in the dojo**

This is not an exhaustive list, and is based on common sense coaching principles. These guidelines will be strictly adhered to and used in conjunction with the 'Timeout' Rule. Both are guidelines and are in place to ensure high levels of safety; and enhance the learning of each member.

### **'Timeout Rule'**

The Ward School of Judo coaches have a duty of care to do everything possible to ensure a safe and suitable environment for all its members to participate and enjoy their judo classes. This applies to all Ward School of Judo venues and clubs. It includes the equipment, venue, insurances and not least the etiquette and behaviour of its members; regardless of age.

The Ward School of Judo has successfully used a 'timeout' rule during all their Judo classes from the beginning. This is a tool used in many sporting and educational arenas to encourage children to behave in an appropriate manner towards their coaches and fellow members. 'Timeout' is used for the benefit of the

whole class, and ensures that every person taking part has the same opportunity for learning judo.

Timeout will be used in 4 stages:

1. If a participant/child is misbehaving, or has lost focus or attention on the class, they will be asked to observe from the side for a short period to allow them to regain their attention and facilitate the continuity of the class for others. After a short break (5 mins), they will be asked if they are ready to return and participate again.
2. Should it be necessary to use 'timeout' a second time for the same participant/child, a longer period of observation will be given. Again, after a longer break (10 mins), they will be allowed to return to the class.
3. Consistent poor behaviour, poor attention and disturbing the flow of the class for other participants will result in a third 'timeout' for the rest of the session. Parents will be notified and we will make a written record.
4. Unfortunately, the final stage of this rule will result in the participant being fully excluded from the classes. This is an extreme scenario for The Ward School of Judo and has only occurred on three previous occasions over the last 20 years.

#### Ward School of Judo Complaints Report Form

**Complaint No:** \_\_\_\_\_

"A complaint is an expression of dissatisfaction, however made, about the standard of service, actions or lack of action by The Ward School of Judo or its staff, affecting an individual member, volunteer or parent."

ALL COMPLAINTS WILL BE ACKNOWLEDGED

**Details of Complaint:**

Received in person/telephone/facsimile/writing (please circle)

**Name of complainant:** \_\_\_\_\_

**Phone No:** \_\_\_\_\_

**Address:** \_\_\_\_\_

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**Postcode:** \_\_\_\_\_

**Details of Complaint:**

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**Signature of complainant:** \_\_\_\_\_

**Receiving Officer's Name & Title:** \_\_\_\_\_ **Date:** \_\_/\_\_/\_\_

**Date of Acknowledgment:** \_\_/\_\_/\_\_