



## SETTING UP A NEW JUDO CLUB AFFILIATED TO THE IRISH JUDO ASSOCIATION

Before starting the process, all applications to open a new Judo Club must be submitted to the Executive Committee of the Irish Judo Association. The criteria should demonstrate how the club will function & should include the following crucial information.

- (i) who is responsible for the club?
- (ii) what are the objectives of the club?  
i.e. mainly children or strictly adults or a mixture of both
- (iii) how many judokas are being targeted and from what catchment area?
- (iv) who are the designated coaches, and what qualification/s they hold?
- (v) are all relevant coaches/volunteers Garda Vetted?
- (vi) have all relevant coaches/volunteers attended Safeguarding & First Aid courses?
- (vii) what is the composition of the club committee?
- (viii) how are the club mats being financed? how is the venue being financed?
- (ix) any other relevant information

There are currently three options available regarding the structure of clubs:

1. Open Club – available to children and adults at a venue of own choice
2. University Club – specific to 3<sup>rd</sup> Level Education college campus
3. School Club – specific to one school location for an approved school judo programme

The Executive Committee will then advise if your application to open a club is in order or if further consideration need to be addressed, this process can take upwards of 45 days depending on the next sitting of the Executive Committee. This document is aimed at assisting you with regards to the new setup of a Judo Club and the steps you should take. The Irish Judo Association welcomes any ideas to streamline the process and will offer as much assistance as possible:

**1. Coaching Qualifications** – All judo coaches who wish to participate in teaching classes must present their coaching certificates (or equivalent) to the Irish Judo Association before they commence. A review of your full coaching profile will be taken into consideration when setting up a new club. Effective 31<sup>st</sup> January 2016, minimum standards will apply, and all clubs must have qualified coaches approved under the framework of Sport Ireland Coaching. The nominated Head Coach must be a Level 2 (or have completed Level 1 and is waiting to enrol in the next Level 2) and all Assistant Coaches must be a Level 1 coach. Sport Ireland/IJA Coaching Courses are advertised on the IJA website. The appropriate coaching modules must be followed. There are minimum requirements to participate in the Level 1 Sport Ireland/IJA Coaching Programme, the minimum grade required is 2<sup>nd</sup> Kyu and applicants must be over 18 years of age. National Vetting, Safeguarding & First Aid are requirements within coaching programmes of the Level 1 & Level 2 Sport Ireland/IJA Coaching Module. If you hold a Judo Coaching Qualification from another country, your qualification must be mapped to the Coaching Framework of Sport Ireland Coaching before same can be accepted in lieu of Irish coaching qualifications.



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**2. Safeguarding** - The Irish Judo Association provides various sporting activities and opportunities for young people through participation in clubs, regional/provincial events and through our national teams. The Irish Judo Association is committed to safeguarding children and by working under the guidance of our IJA Safeguarding Policies our staff, both volunteers and employed, working with our young people, throughout the organisation, seek to create a safe environment for young people to grow and develop. We need to ensure that children's & vulnerable adult's early experiences are positive and enjoyable, irrespective of their ability, gender, social class, race, etc. It is important to see adults, both volunteers and professionals, contribute to these positive experiences by acting as role models in all dealings with young people. A Designated Liaison Person must be appointed within each club that is separate to the Club Children's Officer. This person must undergo Safeguarding 3 training and should not hold the role of Coach. All Head Club Coaches should complete Safeguarding 1 & 2 & Assistant Club Coaches should complete Safeguarding 1 at a minimum. Please contact the Local Sports Partnership for your county to participate in a Safeguarding 1,2 & 3 course prior to setting up your club. Your Safeguarding certificate will be required and must be valid and up to date.

Safeguarding 1 – Coach

Safeguarding 2 – Children's Officer

Safeguarding 3 – Designated Person

**3. First Aid** – First Aid certification with an expiry date of no more than 3 months prior to setting up your club is a requirement. Your First Aid certificate will be required and be valid and up to date and is required to be revalidated every three years unless stated otherwise on your First Aid certificate.

**4. National Vetting Bureau** – Before establishing a new club, you should contact the IJA office to obtain information & vetting forms for completion. Vetting is a legal requirement where judo will be taught to children under 18 or vulnerable adults, all coaches & volunteers in and around the mat must be vetted in advance of a club being set up. Vetting is carried out by An Garda Síochána (Irish Police Force) via the National Garda Vetting Officer of the IJA. Please note Vetting can take up to 4 weeks, so you must plan well in advance of opening a new judo club. The IJA issue Clearance Letters to registered members only. If you have been resident in another country, you will be obliged to submit an Overseas Police Check letter from the Police Force of your former country of residence.

**5. Name your Club** – Contact the Irish Judo Association to discuss your Club Name, it's important to ensure no other club has that name in use already or something similar.

**6. Membership forms** – Two will be required, first for your club affiliation & second for individual membership to the Irish Judo Association - these forms are compulsory. The relevant Irish Judo Association membership forms are available from the Judo office. IJA Individual Memberships can be processed online through the IJA website.

**7. Membership fees** – There are two sets of fees due: the club affiliation fee & the individual membership fee. The club & individual is responsible for ensuring prompt payment of membership fees & affiliations fees which fall due each year 1<sup>st</sup> January. The Irish Judo Association has a clear policy regarding membership 'No Licence – No Insurance – No Judo'. It is your own decision as to the price you set for Mat Fees at club level.

**8. Public Liability/Personal Accident Insurance** – It is imperative that there is Public Liability Insurance in place at the venue you have chosen to train and coach for your new club. The IJA has blanket cover in place for Club Venues and individual personal accident cover, the cost is incorporated in the Club & Individual fees. This



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insurance is compulsory and must be taken with the IJA & forms part of your Club Affiliation fee, the Club Affiliation form is available from the Judo office.

**9. Constitution Irish Judo Association** – A copy of the constitution of the association is on the IJA website, this constitution will only be amended following on from a vote at an AGM or EGM.

**10. Grading Syllabus** – The current grading syllabus is available on the IJA website; grading forms are available from the Judo office. The syllabi for grading can be subject to change, we aim to provide all clubs with any changes as they happen. Club Grading's can only be carried out by the Head Coach of the club. Please contact the IJA office for further details.

**11. Referee's Rules** – Current IJA Refereeing Policy is available on our website. As this policy can be subject to change, we aim to provide all clubs with any changes as they happen.

**12. Judogi & Belts** – The IJA has an Online Shop on the IJA website for the purchase of judogi & belts.

**13. Grants** – Whilst the Irish Judo Association cannot presently provide individual grants to clubs, we can assist you with completion of Local Sports Partnership grant forms (LSP'S) which are pertinent to the county where your venue is and support your local funding plans.

All supporting documents are available in the Judo Office & can be sent to you as requested.