



# Irish Judo Association

## IJA Judo Club - Information & Policy Handbook

This guide is to give each judo club the tools to create their own Club Handbook. There are numerous club handbooks available to National Governing Bodies, so the Association has put together this document to assist judo clubs in Ireland create a handbook for judoka and parents. Please email the Irish Judo Association at [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie) to receive a Word version of this document which can be amended to suit your club requirements.

### Sample Handbook - to be amended accordingly

#### What is Judo & the value of Judo

Many people who have a pre-conceived notion of what they believe Judo to be can be well wide of the mark. Judo bears no resemblance whatsoever to many of the martial arts it is often associated with. Judo is a tremendous and dynamic Olympic sport that demands both physical prowess and great mental discipline. From a standing position, it involves techniques that allow you to lift and throw your opponents onto their backs. On the ground, it includes techniques that allow you to pin your opponent to the ground.

Judo does not involve kicking, punching, or striking techniques of any kind. Instead, judo simply involves two individuals who, by gripping the judo uniform, use the forces of balance, power, and movement to attempt to subdue each other. The word judo consists of two Japanese characters, ju, which means "gentle", and do, which means "the way". Judo, therefore, literally means the way of gentleness.

Judo is much more than the mere learning and application of a martial art technique, in its totality; it is a wonderful system of physical, intellectual, and moral education. Judo has its own culture, systems, heritage, customs, and traditions. Practiced today by millions of individuals, judo is undoubtedly the most popular martial arts sport in the world. In terms of sheer numbers of participants, judo is the second most popular sport of any sport, soccer being number one. In terms of national organizations worldwide, judo is the largest sport in the world, with the greatest number of member nations in the International Judo Federation. It is a part of the physical education systems of many countries, and practiced in local clubs, primary & secondary schools, colleges, regional and national training centres, and in many other areas in this country and across the world. Millions have discovered the spectacular enriching sport, and way of life, we know of as judo.

Judo develops into a rigorous and demanding physical activity. The practice of judo techniques helps people develop basic and fundamental physical fitness in many ways, such as the development of strength, flexibility, agility, speed, dynamic and static balance, explosive power, and endurance. The practice of active attack and defence helps develop reaction time, coordination, and overall physical self-confidence. Judo students become physically bigger, stronger, and faster through their practice of judo.

**Irish Judo Association**  
**Irish Sport HQ, National Sports Campus, Abbotstown, Dublin, D15 DY62**  
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**President : Mr Seán Fleming**



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Judo is an ideal sport for all ages, males or females and attracts very many disability groups. Confidence and self-esteem are enhanced as a player progresses through the ranks and the very nature of the grading system ensures that the next goal is always realistic and achievable with effort. The grading system also ensures that regardless of their skill level all Judo players can actively compete with players of similar ability and hence they have a reasonable chance of emerging victorious.

## Who We Are

Club Name: .....

Club Address: .....

.....

Club Contact No: .....

Our experienced and dedicated coach/s) is/are,

.....

Our club is affiliated to the Irish Judo Association  
Irish Sport HQ, National Sports Campus, Abbotstown, Dublin D15 DY62  
Tel: 01 6251104 Email: [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie)  
Member of the European Judo Union, International Judo Federation,  
Olympic Council of Ireland & Sport Ireland.

## Our Mission

The clubs primary mission is to create opportunities for children and adults to participate in a safe and constructive environment, enabling each participant to achieve their full potential in their selected area of activity within our academy. Our judo club will teach the fundamentals of the sport and promote good sportsmanship and respect for all participants; emphasizing:

- Fun
- Fundamental individual & team based skills
- Sportsmanship
- Teamwork
- Leadership
- Age & skill appropriate competition
- Rules & Regulations

## Introduction details for Parents/ Guardians / Members

On behalf of our judo club, I would like to welcome your child to the Club and provide you with some information about our activities. The Club provides opportunities for young people & adults over the age of ..... to receive coaching and competition in Judo. All our coaches are qualified, vetted and hold a current safeguarding & first aid certificate.

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We welcome parents to all training and competitions and value your support. We are keen to try and involve parents in Club activities and would like to invite you to contribute towards the success of the Club by liaising with the members of our committee. Below is some information about training times and dates, and details regarding travel arrangements, kit and club registration.

Training sessions take place on ..... from .....

The cost of each training session is €.....

The club has a small membership fee of €..... and this should be paid within one month of starting Judo, pro rata rates apply to this annual fee. Renewals should be submitted on the first day of training in January every year. In addition to the club membership there is a requirement for each individual to join the Irish Judo Association for which there is an annual fee, details available [www.irishjudoassociation.ie/membership/](http://www.irishjudoassociation.ie/membership/)

*This IJA fee must also be paid by the end of the second week after the initial start date and covers the personal accident insurance of your child while training or competing under the umbrella of the Irish Judo Association. In line with IJA rules, any player/member that has not paid their IJA registration fees cannot train with an IJA affiliated club as they will not be insured.*

Arrangements should be made for your child to travel to and from training sessions and competitions. We appreciate it if children can arrive promptly and are collected promptly at the end of the session. If you are going to be late picking your child up, please contact ..... and let us know.

We would be grateful if you could complete the enclosed club membership registration form. For the safety of your child it is important that the club is informed of any medical condition or allergies that may be relevant should your child fall ill or be involved in an accident while at the club.

## **Attendance Policy**

Parents are advised that places within our classes are limited. This is for the safety and personal attention of all our students. If a student has a place within our club full attendance is required. Continual absences from class without reasonable explanations will result in the loss of the place for the student and the place will be offered to others on our waiting list. Parents will be informed when this matter arises.

## **Class Structure**

The class generally consists of fitness and strength training, warm up exercises, technical instruction and cool down periods. The structure of the exercises includes individual and team games to develop the students core balance, co-ordination and agility in a fun and enjoyable manner. Parents are advised that the structure of the class is determined by the head coach and is subject to change.

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## Admissions Policy

Applications for places at our club should be made to the Head Coach. Places will be allocated based on

- Places available
- Position on waiting list
- Siblings of those who already attend the club

## Arrival Policy

- Parents are responsible for bringing their child to the classes.
- Parents must accompany their child into the hall area where the class is held.
- Parents must ensure their child is on time for each class. Students should arrive five minutes before each class as the hall area must be prepared for the class. (See class times)
- Students attending the second class must not enter the hall area until the previous class has finished.
- The club will not take responsibility for any child who has not been admitted to us in this manner.

## Settling in Policy

- The length of time required for beginners to settle in will be different for each child.
- If necessary arrangements can be made for the parent to stay in the hall during the first class or two. After the initial two classes, the child should be left on their own to participate in class.

## Collection of Children Policy

- Parents are responsible for collecting their child from the venue
- Children must be collected on time as the hall needs to be cleared immediately after class times.
- If parents wish to call earlier to collect their child from the club please advise us before class to avoid disruption.

## Personal Hygiene/Belongings Policy

- Students must wash their hands and feet before and after each class.
- Shoulder length and long hair must be tied back with a non-metal hair restraint.
- Makeup including lipstick, foundation, mascara, eyeliner must not be worn by students during class. Any students presenting with makeup will be asked to remove it before they start the class and parents will be informed of this request.
- Jewellery including earrings must not be worn on the mat.
- All valuable items must be left at home as the club will not take responsibility for lost or stolen items.



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## Uniform/Judogi

- Students must wear the full judo suit to class when training. The suits are designed to allow all students to take grips and it is unfair on the student who is in the proper attire to train with another who is not wearing the proper attire.
- Judo suits should be washed regularly to avoid bacteria build up and odour issues.
- Girls must wear a white round necked short sleeved t-shirt under their suit. This is in accordance with National and International standards.

## Food Policy

- Students must not bring food into the training hall area.
- It is recommended that students bring a bottle of water with their name on it to each class for hydration purposes. Students must bring these bottles home after each class.

## Communication Policy

We are always interested in feedback from parents about their needs and about our club, good or bad so that we may develop our service further.

- Parents are welcome to talk to the coaches at any time at the end of each session. News letters will be sent out regularly as a way of keeping in contact with parents.
- It is the responsibility of the parent to ensure they have read all information sent out to keep up to date with policies and procedures.
- Parents will be notified of any major changes in the form of a letter which will be given to the students.

## Financial Policy

Fees must be paid at the beginning of each class/term

- Class/Term Fee.....

## Illness Policy

- In general terms students who are unwell should not attend class.
- Any student who falls ill in class will be sent home as early as possible with their parents.

## Illness Exclusions Policy

The following ailments will be grounds for the exclusion of students from the class until the student has recovered:

- Any student suffering from acute symptoms of food poisoning or gastroenteritis
- Any student who is seriously ill with any contagious/infectious disease
- Any student's temperature if it is 38 degrees Celsius or over
- Any student suffering with a severe earache or a deep hacking cough
- Any student who has difficulty breathing

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- Any student who has an unexplained rash. The extent of the rash and how long the child has had it will be noted.
- Any student who has vomited more than once in the previous 24 hours.
- Any student who has had diarrhoea more than twice in the past 24 hours.
- Any student with untreated head lice or nits

Parents are reminded that for most infectious conditions there is a recommended period of exclusions for the protection of other students. Please discuss with us if you need further clarification in relation to this.

## Record Keeping Policy

- It is of paramount importance that all records relating to students are kept up to date at all times.
- It is the policy of our club that all forms must be completed and signed by parents and returned to the head coach before a child is accepted into the club
- Parents must inform the Head Coach immediately if any changes occur to the records held on file so records can be updated accordingly.
- Parents are reminded that the club is committed to maintaining confidentiality and maintains a secure place to keep sensitive records.

## Insurance Policy

All students attending the training or competition must hold a current IJA membership. In the interest of student safety, the Irish Judo Association has a strict policy of:

**NO Licence - NO Insurance - NO Judo**

## Accident/Incidents Policy

- Our club's aim is to provide a safe environment for all students.
- Our practice is to provide good and active supervision at all times.
- In the event of an accident happening parents will be notified and the incident will be recorded in the accident/incident book.

## Smoking/Vaping Policy

- Our club operates a strict no smoking/vaping policy.
- This applies to both children, adults, parents/guardians in and around the club premises.

## Fire Policy

- Our club has a fire safety programme in place.
- This will minimise the risk of fires occurring.
- Should a fire or other emergency occur we have systems in place to ensure that students and staff on the premises are evacuated safely and without delay.
- The Fire Policy of the Premises must be adhered to at all times.
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## Equal opportunity/Disability Awareness Policy

- Our club has an equal opportunities policy in place which includes procedures for combating discrimination and to ensure that every student in our care feels valued and that each student learns to value and respect others.
- The club will continue through its policy to seek to remove any barriers which may exist to equal opportunity.
- Our club's aim is to provide a fully inclusive and accessible environment for all its students. We are committed to ensuring all our coaches and volunteers are properly trained and qualified to coach people with extra support needs and that all these coaches and volunteers attend a disability awareness course.
- The Irish Judo Association has an adapted judo programme called Irish Judo Adaptive for children or adults with intellectual disabilities, contact details: Mr Frederic Marmain [fred.marmain@3arena.ie](mailto:fred.marmain@3arena.ie)

## Behaviour Management Policy

- Our club has a clear expectation of how students should interact with each other and adults.
- Our focus includes safety consideration and respect for other people's feelings, the development of negotiation and sharing skills, and the building of friendships.
- We promote good behaviour by setting examples as good role models and by providing consistency and a framework for the students.
- Our rules are simple for students to understand and are enforced in a fair manner. Students need to know that the rules do not keep changing. Knowing that boundaries and goals are set helps students feel secure.
- Parents will always be informed if a student's behaviour is giving concern as they may have an idea why there has been a change in behaviour.
- In the interest of safety students who continuously disrupt others during class will be asked to sit off the mat until the end of class and parents will be notified of their behaviour on collection. The behaviour will be monitored and discussed again with the parent if necessary.

## Complaints Procedure Policy

In the event that a complaint may arise, parents/guardians are asked to notify the Head Coach immediately so the complaint may be investigated and resolved as soon as possible. Parents may do this in any of the following ways:

- Telephone
- Face to face - the head coach will be available for appointment with parents/guardians at reasonable notice.
- All complaints will be investigated within 14 days and a written report will be produced.
- Parents/Guardians will be notified of the outcome of the complaint.
- If parents/guardians are not satisfied with the outcome of the complaint they may refer their complaint to the Irish Judo Association.

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## **Safeguarding Policy (Child Protection)**

At our club, the safety of the child is our priority. We are committed to a practice, which protects students from harm while they are in our care. We accept and recognise our responsibilities to develop awareness of the practices that cause students harm. We do this by:

- Giving parents, students and volunteers information about what we do and what to expect from us.
- Having a registration system for each child
- Keeping records of each child including medical details, any special needs
- Keeping records of attendance for students and staff
- Keeping records of accidents/incidents and any unusual patterns reported.
- Obtaining consent for various activities
- Ensuring there are always sufficient coaches to child ratio present to supervise students.
- Ensuring students are supervised at all times and never left alone, and staff know at all times where students are and what they are doing.
- Ensuring our coaching staff are suitably qualified and registered.
- Making sure that our staff and volunteers are carefully selected, trained and supervised.
- Ensuring staff are trained and prepared for coping with challenging behaviour.
- Ensuring persons coming into contact with students in our club have been vetted.
- Letting parents and students know how to voice their concerns or complaint if there is anything they are not happy about.
- Procedures for dealing with grievances and complaints are in place
- Ensuring our policies and procedures are reviewed and parents/guardians receive written confirmation of all amendments
- Ensuring health and safety matters are in place
- Ensuring access to Irish Judo Association policies on Safeguarding & Vetting

## **Tournament Selection Policy**

Competitions and events will be held throughout the year. Students who aspire to be selected for competitions must train judo twice a week.

Students representing our club will be selected based on:

- Class Attendance
- Training performance
- Achievement
- Previous results
- Students selected for the Irish National Squad by the IJA National Squad Manager are required to conform to national squad policy.
- It is the responsibility of the parents to ensure their child attends national squad training sessions. Full details of venue, dates and times will be supplied by the head coach when information becomes available.





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## Competitions

It is the responsibility of the parents to ensure that students who attend competitions bring:

- IJA membership card/book.
- A clean judo suit.
- A packed healthy lunch and plenty to drink for the day.
- Appropriate transport fee.
- Appropriate clothing to change into after competition is complete.

Must not bring

- Valuables
- Electronic toys i.e. Gameboy, iPad etc.

The club does not accept responsibility for damaged lost or stolen items.

- Parents are responsible for organising adult supervision for their child in all home events and competitions

The enclosed policies may be amended or added to over the coming year. Parents will receive written notification of any changes to our policies.

## Ends

We hope this sample document assists you in creating a policy document for your club, should you have any suggestions to add to the Sample Club Handbook, please email same to [admin@irishjudoassociation.ie](mailto:admin@irishjudoassociation.ie).

**10<sup>th</sup> July 2017**