

**KEN SHIN KAI  
AIKIDO ORGANISATION (UK)  
INSTRUCTOR GUIDELINES**

**AS AGREED BY EXECUTIVE COMMITTEE**



**LAST UPDATED:      September 2015**

APPROVED:      COPY \_\_\_\_\_ (CHAIRMAN)  
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**AMENDMENT RECORD**

Ref #	Page #	Date	Changes Incorporated
001	23	26/06/2007	Organisation Chart removed.
002	4	10/03/2008	Addition of 'vetting' to 3.6 in preparation for new government vetting checks.
003	6	10/03/2008	Addition of 'a minimum of 2 instructors should always be present for a class with juniors participating' to 6.2
004	6	10/03/2008	'6.7 Club Instructors must have a "Child Collection Form" (see Appendix G) completed for all juniors under the age of 16 whose parents/guardians do not remain with them during the class, to ensure the junior is collected by an approved person.' added.
005	6	10/03/2008	'6.8 Club Instructors must have a "Photo & Video Permission Form" (see Appendix F) completed for all juniors under the age of 18 whose photo may be used in publications such as newsletters, newspapers, or the website, or who are videoed for the purpose of a grading examination.' added.
006	4	10/03/2008	'1.4 The following sections are not applicable to Affiliated Instructors: 7. Wearing of Hakama, 14. Instructor Levels' added.
007	Many	10/03/2008	KSK references changed to Organisation.
008	11	10/03/2008	Removal of Teaching Certificates section, as these have now been replaced by a web page detailing all instructors currently eligible to teach or assist with teaching.
009	Many	11/08/2008	Removal of all Branch references.
010	22	15/02/2010	"If attendees under the age of 18 are participating in the seminar, then all Instructors and Assistant Instructors must be CRB checked." Added to Appendix E.
011	7	12/07/2011	Addition of references to Appendix H (Managing Challenging Behaviour) and Appendix I (Physical Intervention).
012	27	12/07/2011	Addition of Appendix H (Managing Challenging Behaviour).
013	28	12/07/2011	Addition of Appendix I (Physical Intervention).
014	20	16/07/2011	Dojo Risk Assessment (Appendix B) updated.
015	13-17	13/01/2013	Adult and Junior Grading Syllabus removed and referred to as separate documents due to changes.
016	13	01/01/2014	Change to prices for gradings.
017	24	19/05/2015	Appendix J – Social Media added.
018	13	02/09/2015	Minimum number of sessions altered.

## CONTENTS

1	GENERAL .....	4
2	APPOINTMENT OF INSTRUCTORS.....	4
3	INSTRUCTOR REQUIREMENTS .....	4
4	CODE OF CONDUCT .....	5
5	CLUB REQUIREMENTS.....	5
6	JUNIORS .....	6
7	WEARING OF HAKAMA .....	7
8	WEAPONS.....	7
9	HEALTH AND SAFETY.....	8
10	MEMBERSHIP .....	8
11	GUEST MEMBERSHIP.....	8
12	GRADES & SENIORITY .....	9
13	EQUITY POLICY STATEMENT .....	10
14	INSTRUCTOR LEVELS.....	10
15	INSTRUCTOR - GRADING SYLLABUS .....	11
16	COACHING COURSE .....	12
17	GRADING FEES.....	13
	APPENDIX A – BRITISH AIKIDO BOARD .....	14
	APPENDIX B - DOJO RISK ASSESSMENT .....	15
	APPENDIX C – INCIDENT / ACCIDENT REPORT FORM.....	17
	APPENDIX D – NEW STARTER ARRIVES / FIRST SESSION .....	18
	APPENDIX E – REQUIREMENTS FOR HOSTING A SEMINAR .....	19
	APPENDIX F – PHOTO & VIDEO PERMISSION FORM .....	20
	APPENDIX G – CHILD COLLECTION FORM.....	21
	APPENDIX H – MANAGING CHALLENGING BEHAVIOUR .....	22
	APPENDIX I – PHYSICAL INTERVENTION .....	23
	APPENDIX J – SOCIAL MEDIA .....	24

## **1 GENERAL**

- 1.1 These Guidelines should be used in conjunction with the following sources of additional information: Organisation Constitution, Organisation Information Pack, BAB Constitution, BAB Coaching Handbook, BAB Insurance Guidelines and BAB Child Protection Policy, all of which are accessible via the Organisation website.
- 1.2 Changes to these Guidelines must be approved by the Executive Committee.
- 1.3 All Instructors (including Affiliated Instructors), club officials and volunteers must follow these Guidelines at all times.
- 1.4 The following sections are not applicable to Affiliated Instructors: 7. Wearing of Hakama and 14. Instructor Levels.

## **2 APPOINTMENT OF INSTRUCTORS**

- 2.1 The Chief Instructor of the Organisation shall be appointed by the Principal Coach.
- 2.2 All Senior Instructors, Club Instructors and Instructors of the Organisation shall be appointed by the Principal Coach and the Chief Instructor, after candidates have fulfilled all of the requirements as defined in these Guidelines.
- 2.3 All Affiliated Instructors shall be appointed by the Principal Coach, after candidates have fulfilled all of the requirements as defined in these Guidelines.
- 2.4 The Chief Instructor must hold the rank of Yondan or above. All Senior Instructors must hold the rank of Sandan or above. All Club Instructors must hold the rank of Shodan or above. All Instructors (including Affiliated Instructors) must hold the rank of 1st Kyu or above.
- 2.5 The Principal Coach may appoint any adult member to the position of Affiliated Instructor, Instructor, Club Instructor or Senior Instructor, without the requirement for the candidate to fulfil 3.2 of the Instructor Requirements, as defined in these Guidelines, if the decision is felt to be to the immediate benefit of the Organisation.

## **3 INSTRUCTOR REQUIREMENTS**

- 3.1 A minimum age of 18 years.
- 3.2 Have attended and passed relevant Organisation Instructor courses / examinations.
- 3.3 Have attended and passed relevant BAB Instructor courses / examinations.
- 3.4 Hold up-to-date First Aid cover.
- 3.5 Hold relevant insurance as required by the BAB.
- 3.6 Hold a CRB / Vetting check as required by the BAB.
- 3.7 Are teaching and/or training on a regular basis (average 1 session per week).

## KEN SHIN KAI – INSTRUCTOR GUIDELINES

- 3.8 Are seen to be upholding Organisation values in line with the Constitution and these Guidelines.
- 3.9 Are seen to be technically competent to represent the Organisation in the teaching of Aikido.
- 3.10 Have signed and returned an “Abide By” form that confirms that all of the relevant Organisation and BAB documentation has been read and understood.

### **4 CODE OF CONDUCT**

- 4.1 The wellbeing and safety of participants must be considered before the development of performance.
- 4.2 Appropriate working relationships with participants must be developed, based upon mutual trust and respect.
- 4.3 All activities must be appropriate to the age, ability and experience of participants.
- 4.4 High standards of behaviour and appearance must be displayed at all times.
- 4.5 Influence must never be exerted over participants to obtain personal benefit or reward.
- 4.6 Rule violations, rough play or use of prohibitive substances must never be condoned.
- 4.7 Participants must be encouraged to value their performance and not just results and must be guided to accept responsibility for their own performance and behaviour.

### **5 CLUB REQUIREMENTS**

- 5.1 Fees decided by the Executive Committee from time to time are required to be paid to the Treasurer by each Club, for the following 1) a fee per member or guest member, per year (received from membership fees), is required to be sent to the treasurer for payment into the Organisation Account; 2) a fee per member, per grading, is required to be sent to the treasurer for payment into the Organisation Account. NB: The grading fee (2) is not applicable to Affiliated Clubs.
- 5.2 No person is allowed to commence training unless a legible current Membership, or Guest Membership form has been completed and signed, and submitted to the Licence Officer, and Insurance as required by the BAB, has been issued/confirmed. In the case of a BAB Guest Membership the membership will only be valid for the duration of the Members BAB Insurance.
- 5.3 The Membership or Guest Membership form must be submitted to the Licence Officer with any associated fees, within one week of the members first session.
- 5.4 It is the Club Instructors responsibility to ensure all members hold up-to-date Insurance as required by the BAB.
- 5.5 It is the Club Instructors responsibility to ensure that the up-to-date addresses of the Dojo(s) hired / used, are submitted to the Secretary in order to obtain the relevant insurance from the BAB.

## KEN SHIN KAI – INSTRUCTOR GUIDELINES

- 5.6 It is the Club Instructors responsibility to ensure that a Dojo Risk Assessment (see Appendix B) is performed at least every six months or in the event of an accident/incident.
- 5.7 It is the Club Instructors responsibility to ensure that only those instructors with valid PI insurance (listed on the Insurance page of the Organisation website) are permitted to teach or assist with teaching at their club.
- 5.8 A picture of Ueshiba and/or Shioda should be displayed at the front of the dojo.
- 5.9 All new members (including affiliated and guest members), must be made aware of any General Rules, Insurance and Child Protection issues by the means of a “Membership Information Sheet”. This sheet must be given to each new member (or guardian if the member is under the age of 18), with the membership form (for them to keep for reference purposes). By signing the membership form members will confirm they have received, read and understood the “Membership Information Sheet” before they commence training. No alterations are permitted to be made to the standard Membership Form and Membership Information Sheet without agreement from the Executive Committee.

## 6 JUNIORS

- 6.1 Juniors are defined as members under the age of 18.
- 6.2 When coaching juniors there is a maximum limit of 12 juniors for each Instructor present, a minimum of 2 instructors should always be present for a class with juniors participating.
- 6.3 Never apply a joint immobilisation technique on a junior (e.g. Ikkajo, Nikajo, Sankajo, Kote Gaeshi, Hiji Ate etc.), or allow such a technique to be performed on a junior, even by another junior. Either adapt the technique so that it does not put pressure on the joint, or omit the technique completely.
- 6.4 If a junior is training in a class where adults are also training, the junior must wear a purple coloured belt to indicate that he/she is under the age of 18.
- 6.5 Juniors under the age of 16 should not train in a class where adults are also training, unless a more suitable class is not available to them.
- 6.6 Club Instructors must request permission from the Principal Coach and Chief Instructor for a junior to train in a class where adults are also training.
- 6.7 Club Instructors must have a “Child Collection Form” (see Appendix G) completed for all juniors under the age of 16 whose parents/guardians do not remain with them during the class, to ensure the junior is collected by an approved person.
- 6.8 Club Instructors must have a “Photo & Video Permission Form” (see Appendix F) completed for all juniors under the age of 18 whose photo may be used in publications such as newsletters, newspapers, or the website, or who are videoed for the purpose of a grading examination.
- 6.9 Instructors must be publicly open when working with juniors, avoiding situations where an Instructor is completely unobserved.

## KEN SHIN KAI – INSTRUCTOR GUIDELINES

- 6.10 Where any form of manual manoeuvring is required, this should be provided openly. The Instructor should also be extremely careful, as it is difficult to maintain hand positions when the junior is constantly moving.
- 6.11 Where possible parents should take on the responsibility for their children in the changing rooms.
- 6.12 Do not spend excessive amounts of time alone with juniors away from others.
- 6.13 Do not take juniors alone in a car on journeys, however short.
- 6.14 Do not take juniors to your home where they will be alone with you.
- 6.15 For guidelines on Managing Challenging Behaviour and Physical Intervention please see Appendix H and Appendix I respectively.
- 6.16 Please refer to the BAB Child Protection Guidelines for further details regarding juniors.

## 7 WEARING OF HAKAMA

- 7.1 Wearing of black or navy Hakama is permitted: 1) for Instructors and Club Instructors when instructing at regular classes where permission is given by the Club Instructor and either the Principal Coach or Chief Instructor; 2) for Senior Instructors at regular classes at any time; 3) for Instructors, Club Instructors and Senior Instructors at internal and external seminars where the permission is given by the Host Instructor and either the Principal Coach or Chief Instructor.
- 7.2 For all students ranked Shodan or above at weapons classes.

## 8 WEAPONS

- 8.1 No “live” weapons should be used during practice under any circumstances, unless separate Insurance cover for the use of “live” weapons is held by all members. (“Live” weapons are defined as weapons carrying a sharp edge or point). In addition use of “live” weapons must be authorised by the Principal Coach.
- 8.2 Weapons should only be carried when it is known that they are required at a particular training session. Instructors should therefore inform their students as to when weapons are actually required.
- 8.3 Weapons should only be carried directly to and from the dojo when possible.
- 8.4 Whilst carrying weapons the Association Membership book should also be carried.
- 8.5 Ensure that weapons are carried within a secure bag at all times and are not directly visible. Weapons should not be left unattended at any time.
- 8.6 If carrying weapons, avoid travelling on public transport, where possible.
- 8.7 If stopped by the Police whilst carrying weapons, all possible assistance should be given to the Police, including an explanation given of why such weapons are being carried. No attempt to conceal the fact that weapons are being carried should be made.

## 9 HEALTH AND SAFETY

- 9.1 A doctor's note with confirmation of "Fitness to practice Aikido", must be provided by any persons declaring an injury or illness on their Membership form, or during their Membership time, that may affect their health when training.
- 9.2 A First Aid Kit should always be on-hand throughout the session.
- 9.3 In the event of illness/incident/injury during a session or on the premises only a suitably qualified First Aider should give first aid treatment. Suggested actions in the event of an injury:
- Keep calm, take charge of the situation, organise immediate help.
  - Deal promptly with any potentially life threatening situation.
  - Give reassurance to any injured party and listen to what they are saying.
  - Be aware that others may be affected by shock and deal with them appropriately.
  - Delegate a senior member to ring for an ambulance if required.
  - Do not move someone with major injuries.
  - Inform the patient's emergency contact if required.
  - Hospital treatment may be required and no drugs, food or drinks should be given.
- 9.4 All Instructors should have an Accident Report Form (see Appendix C). This form must be completed for any injuries received or incidents that occur in the dojo, regardless of how minor the injury may appear, pages should then be filed in accordance with Data Protection Act guidelines.
- 9.5 All instructors should be familiar with the Fire and Emergency procedures at each Dojo. Suggested actions in the event of a fire:
- Ring Fire Alarm (if available).
  - Calmly inform the students and lead them all to safety (this may be a designated area).
  - Delegate a senior member to ring for the fire brigade.
  - If it is a small fire, tackle it with a fire extinguisher.
  - Record the incident in the Accident Book.
  - Follow any additional requirements as determined by the premises.
- 9.6 An adequate warm-up must be given at the beginning of each session.
- 9.7 A minimum, 5 minute, drink break, should be given to students for sessions lasting longer than 1hr.

## 10 MEMBERSHIP

- 10.1 There shall be three types of Membership available, Adult Member, Junior Member and Affiliated Member within the Organisation (See the Organisation Constitution - Membership & Fees Section, for further details).

## 11 GUEST MEMBERSHIP

- 11.1 There shall be two types of Guest Membership available, Non BAB Guest Member and BAB Guest Member within the Organisation (See the Organisation Constitution - Guest Membership Section, for further details).

## 12 GRADES & SENIORITY

- 12.1 This section is to be used to determine a position of seniority within the Organisation with particular reference to the position taken in the Opening and Closing Rei, with the more senior student being to the right in the line-up.
- 12.2 Organisation Junior grades range from the lowest (8th Kyu White) to the highest (1st Kyu Brown 3 Mon), with each Mon (maximum of 3 per Kyu grade), adding an additional level to the Kyu grade (eg. 5th Kyu 3 Mon is higher than 5th Kyu 2 Mon).
- 12.3 Organisation Adult grades range from the lowest (8th Kyu White) to the highest (10th Dan).
- 12.4 All Adult grades are senior to any Junior grades.
- 12.5 All Organisation Kyu grades are senior to IYAF, Yoshinkan and other authenticated Aikido Kyu grades. Discretion should be used at mixed seminars or when Guests are present.
- 12.6 All Organisation Dan grades are senior to IYAF, Yoshinkan and other authenticated Aikido Dan grades (eg. an Organisation Shodan is more senior than an IYAF Yondan within the Organisation). For example, if a student holds a Nidan grade in Yoshinkan Aikido but does not hold an Organisation grade, and wishes to become a member of the Organisation, they must line-up below the Organisation Dan grades, but are permitted to line-up above the Organisation Kyu grades (with the consent of the Club Instructor). Discretion should be used at mixed seminars or when Guests are present.
- 12.7 If Organisation members hold the same grade but different Organisation Instructor Levels then seniority is given by the Organisation Instructor Level held.
- 12.8 If Organisation members hold the same grade and Instructor Level (if applicable) then seniority is given to the student who took their grade earliest (date of Instructor Level is not relevant).
- 12.9 If Organisation members hold the same grade and Instructor Level (if applicable) and took their grade on the same date then it is their discretion as to the order of the line-up, seniority would usually be shown to the student who has attended more sessions (date of Instructor Level is not relevant).
- 12.10 Members who do not hold an Organisation grade but hold an IYAF, Yoshinkan or other authenticated Aikido Kyu grade but are training with the Organisation as a full member, should be asked to wear a white belt until they are graded within the Organisation.
- 12.11 Members who do not hold an Organisation grade but hold an IYAF, Yoshinkan or other authenticated Aikido Kyu grade but are training with the Organisation as a Guest Member (not full members) may be permitted to wear their coloured belt at the discretion of the Club Instructor.
- 12.12 Members who do not hold an Organisation Dan grade but hold an IYAF, Yoshinkan or other authenticated Aikido Dan grade but are training with the Organisation as either a full member or a Guest Member may be permitted to wear their black belt at the discretion of the Club Instructor (see 12.6 for seniority details).

## KEN SHIN KAI – INSTRUCTOR GUIDELINES

- 12.13 If in any doubt regarding the order of the line-up clarification should be sought from the Principal Coach.
- 12.14 Any member who holds an Organisation grade, who has not trained for a period of 3 months or more should be asked to wear a white belt until the Club Instructor feels that they are at a level that matches their Organisation grade.

### 13 EQUITY POLICY STATEMENT

- 13.1 The Organisation is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:
- Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.
  - The Organisation 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 Organisation is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.
  - All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.
  - The Organisation will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

### 14 INSTRUCTOR LEVELS

- 14.1 The following instructor levels are issued within the Organisation:

Level	Title	Minimum Grade	Can Grade Up To / Including
1*	Instructor	1st Kyu	N/A
2	Instructor	Shodan	N/A
3	Instructor	Shodan	3rd Kyu
4	Instructor	Nidan	1st Kyu
5	Senior Instructor	Sandan	Shodan
6	Senior Instructor	Yondan	Nidan
7	Senior Instructor	Godan	Sandan
8	Senior Instructor	Rokudan	Yondan
9	Senior Instructor	Nanadan	Godan
10	Senior Instructor	Hachidan	Rokudan

*\*Level 1 Instructors are only permitted to instruct or assist with instruction when a higher level Instructor is also present. It is recommended that Level 1 is not awarded unless necessary.*

## 15 INSTRUCTOR - GRADING SYLLABUS

15.1 Candidates must submit an essay summarising the history of Aikido in their own words, containing a minimum of 250 words, to the Principal Coach at least two weeks prior to the grading examination.

15.2 Candidates must submit a written explanation based on one technique of their own choice, containing a minimum of 150 words, to Principal Coach at least two weeks prior to the grading examination.

15.3 Candidates must demonstrate the following to the examination panel:

Kihon Dosa:

Tachi Rei  
Suwari Rei  
Seiza Ho  
Shikko  
Migi Hanmi Kamae  
Hidari Hanmi Kamae  
Tai No Henko Ichi & Ni  
Hiriki No Yosei Ichi & Ni  
Shumatsu Dosa Ichi & Ni  
Tai Sabaki  
Niban Rensoku Dosa  
Kihon Dosa Rensoku Dosa  
Kihon Dosa with Bokken

Ukemi Waza:

Den Guri Gaeshi  
Koho Ukemi  
Katate Koho Ukemi  
Ryote Koho Ukemi  
Koho Kaiten Ukemi  
Zempo Ukemi  
Zempo Hyaku Ukemi

15.4 Candidates must demonstrate ten techniques of their own choice, to the examination panel.

15.5 Candidates must demonstrate with a verbal explanation two techniques of their own choice, to the examination panel.

15.6 Candidates must demonstrate the 31 Jo Kata and the 7 Ken Suburi.

15.7 Panel must consist of a minimum of Principal Coach and Chief Instructor, one senior instructor and one instructor.

## 16 COACHING COURSE

16.1 The Organisation shall hold an Instructor Training Course when required. The course shall consist of a minimum of 10 sessions, each lasting a minimum of 1.5 hours. In addition to the technical explanation and practise of the grading syllabus techniques of the Organisation, the course will cover or provide written information on the following topics to supplement BAB course information where necessary:

- a) Brief History of the Organisation and Aikido.
- b) Rules, Ethics and Dojo etiquette including Dojo Safety / Risk Assessment.
- c) Functions and Duties of the Instructor.
- d) Lesson planning, Warm-up, Cool-down methods.
- e) Coaching Responsibility.
- f) Coaching Methods.
- g) Principles of Teaching.
- h) Contribution to promotion and publicity of Aikido.
- i) Overview of Paperwork involved with running a Club.
- j) Coaching Juniors.

16.2 During these sessions candidates should observe and note the method of instruction given by the course Tutor. Close observation should be given to points such as:

- i) Voice Projection
- ii) Control of a Class
- iii) Clear Explanation of Techniques
- iv) Teaching and Demonstration of Techniques:
  - Full speed demonstration
  - Slow speed demonstration
  - Explanation and Correction
  - Questions
  - Slow practice
  - Numerical practice (Solo)
  - Numerical practice (Paired)
  - Free practice (Paired)
- v) Adaptations for Juniors.

## 17 GRADING FEES

### ADULT GRADING FEES

<b>GRADE</b>	<b>FEE (£)</b>	<b>* MIN. NO. SESSIONS</b>
7th Kyu Yellow Belt:	25.00	25
6th Kyu Green Belt:	25.00	30
5th Kyu Blue Belt:	25.00	35
4th Kyu Orange Belt:	25.00	50
3rd Kyu Brown Belt:	25.00	50
2nd Kyu Brown Belt:	25.00	50
1st Kyu Brown Belt:	25.00	50
1st Dan Black Belt:	50.00	150
2nd Dan Black Belt:	50.00	200
3rd Dan Black Belt:	50.00	350

### JUNIOR GRADING FEES

<b>GRADE</b>	<b>FEE (£)</b>	<b>* MIN. NO. SESSIONS</b>
Colour / Mon Grades:	5.00	10
Junior Shodan	25.00	

\* Minimum number of sessions from previous grading examination.

Please note that in addition to the minimum required number of sessions, technical ability, attitude and continuous attendance of training is required to assess a student's eligibility to grade.

## **APPENDIX A – BRITISH AIKIDO BOARD**

The British Aikido Board (BAB) is recognised by the Sports Council as the governing body for Aikido in the United Kingdom. The aims and objectives of the Board are primarily:

- To promote and regulate Aikido.
- To be recognised as the official governing body for Aikido by all appropriate bodies and organisations.
- To advise and assist in the development of Aikido and related arts.
- To ensure that members abide by the Code of Conduct established by the Board.
- To promote existing national Coaching Award scheme.
- To develop increased safety awareness through codes and risk assessment.
- To ensure all members are covered by Personal Accident insurance.
- To ensure all coaches are covered by Professional Indemnity insurance.
- To develop an S/NVQ compatible Coaching Scheme, as well as ensuring appropriate standards.

The Board functions as an umbrella organisation. It is a Governing Body that operates through Association representatives at general meetings. The Board is currently financed mainly through two sources, its registration certificates and subscriptions from Associations.

The Board does not deal with queries from individual club practitioners. Any communication with the Board should be made through the Association representatives and/or Coaching Liaison Officers. The Board has a website at [www.bab.org.uk](http://www.bab.org.uk)

The constitutions of both the governing body and the Association are the framework within which a Club should operate.

## APPENDIX B - DOJO RISK ASSESSMENT

Following is a guideline to assessing risk in the dojo environment (if answering no to any of the questions then there will be a greater risk of danger in this area and appropriate precautions should be taken). Please download the latest copy of the “KSK Risk Assessment.xlsx” form from the website.

### 1 ROOM

- 1.1 Is the minimum height of the ceiling 3.5 metres with no objects hanging below this level? (If weapons are used a greater height is needed).
- 1.2 Are all windows above 6 feet in height or covered in protective mesh; and consist of shatterproof glass?
- 1.3 If there are doors near, or on, the edge of the mat do they open outwards, away from the activity area, and not have protruding handles or furniture?
- 1.4 Are fire extinguishers present?
- 1.5 Are pictures, clocks and notice boards etc. properly secured?
- 1.6 Are stacked chairs or items on shelves secured safely?
- 1.7 Are all walls near the contact area a) free from protuberances e.g. radiators, pipes, protruding comers, columns etc. b) covered with impact absorbing material below shoulder height?
- 1.8 Is the floor round the training area uncluttered and free from bags, chairs etc.?
- 1.9 Is there a one-metre safety zone around all sides and a safety zone away from non-toughened or unprotected windows and mirrors?
- 1.1 Is the floor sprung?
- 1.11 Is the mat space adequate for the number of persons practising person to person i.e. 2m2 per person or the instructor instituting group work to cater for larger numbers or other good coaching practice?
- 1.12 Does the area have good ventilation to deal with the body heat produced during practice?
- 1.13 Is heating present to ensure that the temperature does not fall to unacceptable levels?
- 1.14 Are emergency Exits and the escape routes known and marked which are also kept free of obstructions. Do all students know where the premises assembly point is?
- 1.15 Do the premises offer appropriate changing facilities, water for drinking, toilets & washing facilities?

### 2 LIGHTING

- 2.1 Is adequate lighting available for safe vision?
- 2.2 Are curtains or blinds present where needed to prevent glare from the sun?

### 3 MATS

- 3.1 Are mats sufficiently dense and resilient that an adult's fall is absorbed without feeling the floor has been reached i.e. not fully compacted?
- 3.2 Are mats when laid, secured so as not to slip?
- 3.3 If a canvas is used the surface is kept taut and free from folds or wrinkles?
- 3.4 Are mats that incorporate a surface directly free from tears or pitting of their surfaces?
- 3.5 Does the surface of the mat allow the free turning of participants?
- 3.6 Are mats of different heights used, which could cause a trip hazard?
- 3.7 Are mats of the same density?

### 4 HYGIENE

- 4.1 Are the mats kept to the highest hygienic requirements, especially when shared with other activities?
- 4.2 Are surrounding areas kept clear to prevent transmission of dirt or grit to the surface of the practice area?
- 4.3 Are blood spills wiped up using an appropriate cleanser?

## KEN SHIN KAI – INSTRUCTOR GUIDELINES

### **5 SESSION**

- 5.1 Prior to the practice is there a suitable warm-up?
- 5.2 Are the exercises used in warm-up appropriate and can they be regarded as non-injurious/non dangerous? Are they regularly reviewed in the light of new information?
- 5.3 Are the techniques and exercises taught appropriate to the level of the students?
- 5.4 At the end of a session is there a suitable cool-down?
- 5.5 Do students who wear glasses use sport-safe type?
- 5.6 Do students remove all jewellery before the session?

### **6 EMERGENCIES AND HEALTH**

- 6.1 Is First Aid equipment available?
- 6.2 Is there a person qualified in First aid at sessions or available on the premises?
- 6.3 Is there a known procedure to summon emergency services?
- 6.4 Are fire and bomb alarm procedures in place?
- 6.5 Is there a procedure in place to report more serious accidents to appropriate bodies such as your Association / BAB / Health & Safety Executive / the premises manager or agent?
- 6.6 Is there a procedure in place for Instructors to continually monitor the health of their students? For example, a return to training too early after any injury may aggravate the initial injury.
- 6.7 Is there a procedure to monitor and review accidents?

### **7 INSTRUCTION**

- 7.1 Is the class taught only by appropriately qualified instructors?
- 7.2 Is the class able to clearly hear and see the Instructor when demonstrations are given?
- 7.3 Are all instructors CRB checked if required (only required if members present under the age of 18)?

### **8 SUPERVISION**

- 8.1 Does the coach remain with the class throughout the lesson?
- 8.2 Is close attention paid at all times, especially where there are people with special needs?
- 8.3 Are training partners made aware of the need for special care when practising with people with special needs and where there are differences in physical stature, health and age?
- 8.4 Is there a procedure whereby inexperienced people are not put into any competitive situation until techniques can be performed correctly?
- 8.5 Are participants made aware of the extra care needed when practising with a low grade?

### **9 WEAPONS**

- 9.1 Are all weapons maintained in good condition and checked regularly for defects?
- 9.2 Is weapon work only taught by Instructors that are deemed to be competent by their Association?

### **10 NEW MEMBERS**

- 10.1 Is a new member screened and given basic information?
- 10.2 Is the screening carried out by an application form?

### **11 INSURANCE**

- 11.1 Are the relevant Public Liability insurances in place?
- 11.2 Are the relevant Instructor (Professional Indemnity) insurances in place?
- 11.3 Are the relevant Student (Personal Accident) insurances in place?

## APPENDIX C – INCIDENT / ACCIDENT REPORT FORM

This form should be completed by a First Aider in the event of an incident or accident (see 9. Health & Safety). Once completed this form should be given to the Organisation Secretary for filing in accordance with the Data Protection Act. Please photocopy this form as required.

1. Name of person in charge of session:
2. Location where accident/incident took place:
3. Date of accident/incident:
4. Time of accident/incident:
5. Name of injured person:
6. Address of injured person:
7. Nature of accident/incident and extent of injury:
8. Give details of how and precisely where the incident/accident took place. Describe what activity was taking place, e.g. training game, getting changed, etc.
9. Give full details of the action taken including any first aid treatment and the name(s) of the first aider(s):
10. Were any of the following contacted (circle answer)?

Police:	Yes	No
Ambulance:	Yes	No
Emergency Contact:	Yes	No
11. What happened to the injured person following the incident/accident? (e.g. went home, went to hospital, carried on with session).

All of the above facts are a true and accurate record of the incident/accident.

SIGNED: \_\_\_\_\_  
PRINT NAME: \_\_\_\_\_  
DATE: \_\_\_\_\_

In the event of accident occurring through insufficient training or faulty equipment/facilities follow up action to include completion of a Risk assessment form.

## APPENDIX D – NEW STARTER ARRIVES / FIRST SESSION

- Spend 5/10 minutes covering the following or ask a senior student if you are coaching. DO NOT leave a new starter standing at the edge of the mat looking lost. If you cannot spare 5 minutes immediately and have no senior students available, ask them to take a seat and inform them you will be over shortly to have a quick chat.
- Ask if they already have an INFORMATION PACK and current months NEWSLETTER. If they do not, then provide them with the relevant paperwork. Please make sure your Information Pack is up-to-date.
- Ask if they are familiar with Aikido. If they are not, then give them a brief OVERVIEW of Yoshinkan Aikido.
- Ask if they wish to watch for the first session or participate. If they wish to participate they must complete a MEMBERSHIP FORM. Inform them that completing this membership form does not obligate them to join, but enables us to cover the insurance for the first FREE session.
- If they are participating please go over the GENERAL RULES in the Information Pack with them briefly before allowing them to step on to the mat to avoid any embarrassment or misunderstanding.
- If any medical problems are stated then a DOCTORS NOTE may be required, please confirm with a Senior Instructor whether a doctors note is required if you are unsure.
- Inform them of any Fees required. Make sure you pass on the Membership Form and Fees to the Licence Officer within 1 week.
- Give them a verbal overview of a typical lesson, e.g. mats out, opening rei, warm-up, kihon dosa, techniques, drink break, closing rei, mats away. Inform them that they can train at their own pace, if they find something difficult they will be assisted, if they find the warm-up tiring they can rest. It is up to them how quickly they progress.
- Inform them that the classes are mixed levels, open to all, and taught by various instructors, and that a weapons class is available on the last Tuesday of every month. They must pick up a monthly newsletter / or check the web site [www.kenshinkai.org.uk](http://www.kenshinkai.org.uk) for information regarding cancellations and special seminars.

### **DON'T FORGET!**

- THEY MUST COMPLETE A MEMBERSHIP FORM BEFORE THEY STEP FOOT ONTO THE MAT AND THIS MUST BE GIVEN TO THE LICENCE OFFICER WITHIN 1 WEEK
- IF THEY ARE UNDER 18 THEY MUST HAVE A MEMBERSHIP FORM SIGNED BY A GUARDIAN OR PARENT, AND MUST WEAR A PURPLE BELT IF TRAINING WITH ADULTS.
- THEY MUST PAY THEIR JOINING FEE ON THE SECOND SESSION.
- IF THEY ARE UNDER 18, WRITTEN APPROVAL MUST BE SOUGHT FROM THE PRINCIPAL COACH AND CHIEF INSTRUCTOR IF THEY ARE TO TRAIN ON A MAT WITH ADULT MEMBERS.
- YOU MUST ADVISE THEM TO TAKE OUT THEIR OWN PERSONAL ACCIDENT INSURANCE IF REQUIRED AS THE BAB PERSONAL ACCIDENT INSURANCE COVER IS LIMITED.

## APPENDIX E – REQUIREMENTS FOR HOSTING A SEMINAR

- The Principal Coach of Ken Shin Kai must be informed of any Instructors who will be teaching at the seminar, at least one month in advance of the seminar, in order to confirm the correct insurance cover is in place.
- All instructors who do not hold an up-to-date BAB Professional Indemnity licence must provide proof that they hold up-to-date Professional Indemnity insurance.
- All attendees including instructors who do not hold an up-to-date British Aikido Board (BAB) PA licence must be issued with a 1 year Guest Membership.
- If attendees under the age of 18 are participating in the seminar, then all Instructors and Assistant Instructors must be CRB checked.
- The Principal Coach of Ken Shin Kai must be provided with a complete attendee register of everyone who attended the seminar, within one month of the seminar being hosted. The attendee register must include the name, association, bab pa #, bab pi # (if applicable) and DOB of every attendee.
- Advertising should clearly state if refreshments (drinks and snacks) are included in the cost of the seminar and whether the seminar is open to those under the age of 18.
- The host of the seminar must appoint a designated lead First Aider for the seminar who is available for the entire duration of the seminar.
- No use of live weapons is permitted either during Instruction or during demonstrations. If a demonstration that requires live weapons is taking place (eg. laido), the participants must provide proof of insurance for such an event (eg. BKA).
- If attendees under the age of 18 are participating in the seminar, they must be clearly distinguished from adult attendees, preferably by wearing a purple belt, or a sticker / badge on their Gi that clearly identifies them as a “junior member”.
- Water should be provided free-of-charge at the seminar.

NB: The BAB PA/PI Insurance is not currently valid for anyone who is not resident in the UK, and therefore if an attendee who is not registered in the UK causes injury to another member, the injured party will not be in a position to make a claim for damages unless the non UK resident holds their own insurance issued by their own country of residence. Even if the non UK resident does hold their own insurance, making a claim may not be possible, and therefore it is the host’s responsibility to investigate the risk of allowing non UK resident attendees or instructors to attend.

## APPENDIX F – PHOTO & VIDEO PERMISSION FORM

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Whilst young people are taking part in activities organised by our organisation we occasionally like to record an event or activity by taking photographs or using a video camera. The images may be used for reports, displays, etc. or even just as memories for the young people. We are aware of the sensitivity surrounding this issue and therefore will not photograph / video any young person without the consent of their parent / carer.

If you are happy for your son/daughter to be photographed / videotaped during the normal course of an activity please complete the form below

I am the parent / legal guardian of \_\_\_\_\_ and I give permission for my child to be photographed or videotaped whilst in the care of the organisation for the following purpose (please tick all that apply)

- \*Reports / Evaluation / Gradings
- Photo Albums
- Displays
- Printed Publications available to the public
- Newspaper Articles

For child protection reasons, children's names will not be given in any publication. However if you are happy for their full name to appear in a News

Paper article please tick this box:

**SIGNATURE:** \_\_\_\_\_ **(Parent / Guardian)**

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

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

*\* Not giving permission for Reports / Evaluation / Gradings may affect your child's participation in grading examinations as all grading examinations are videotaped to allow members to review their performance and keep a record of their progress.*

**THANK YOU FOR YOUR CO-OPERATION**

## APPENDIX G – CHILD COLLECTION FORM

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We would like to ensure that when junior members (under the age of 16) are collected, they are permitted to leave with authorised parents/guardians only.

Please can you complete this form, authorising up to 3 people to collect your child.

I am the parent / legal guardian of \_\_\_\_\_ and I give permission for my child to be collected by the following nominated persons:

#1 NAME: \_\_\_\_\_  
(please attach photograph)

ADDRESS: \_\_\_\_\_

CONTACT NO: \_\_\_\_\_

#2 NAME: \_\_\_\_\_  
(please attach photograph)

ADDRESS: \_\_\_\_\_

CONTACT NO: \_\_\_\_\_

#3 NAME: \_\_\_\_\_  
(please attach photograph)

ADDRESS: \_\_\_\_\_

CONTACT NO: \_\_\_\_\_

Please supply an up-to-date passport photograph, or similar head/shoulders photograph of each person in order for the club to confirm the identity of the nominated persons.

**SIGNATURE:** \_\_\_\_\_ *(Parent / Guardian)*

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

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

**THANK YOU FOR YOUR CO-OPERATION**

## **APPENDIX H – MANAGING CHALLENGING BEHAVIOUR**

(based upon CPSU briefings and supplied by the BAB)

In responding to challenging behaviour the response should always be proportionate to the actions, be imposed as soon as is practicable and be fully explained to the child and their parents/carers. In dealing with children who display negative or challenging behaviours, staff and volunteers might consider the following options:

- Time out - from the activity, group or individual work
- Reparation - the act or process of making amends
- Restitution - the act of giving something back
- Behavioural reinforcement - rewards for good behaviour, consequences for negative behaviour
- De-escalation of the situation - talking through with the child
- Increased supervision by staff/volunteers
- Use of individual 'contracts' or agreements for their future or continued participation
- Sanctions or consequences e.g. missing an outing
- Seeking additional/specialist support through working in partnership with other agencies to ensure a child's needs are met appropriately e.g. referral for support to Children's Social Care, discussion with the child's key worker if they have one, speaking to the child's school about management strategies (all require parental consent unless the child is felt to be 'at risk' or 'in need of protection').
- Temporary or permanent exclusion

The following should never be permitted as a means of managing a child's behaviour:

- Physical punishment or the threat of such
- Refusal to speak to or interact with the child
- Being deprived of food, water, access to changing facilities or toilets or other essential facilities
- Verbal intimidation, ridicule or humiliation

Staff and volunteers should review the needs of any child for whom sanctions are frequently necessary. This review should involve the child, parents/carers and in some cases others involved in supporting or providing services for the child and his/her family, to ensure an informed decision is made about the child's future or continued participation. As a last resort, if a child continues to present a high level of risk or danger to him or herself, or others, he or she may have to be suspended or barred from the group or club activities.

## **APPENDIX I – PHYSICAL INTERVENTION**

(based upon CPSU briefings and supplied by the BAB)

The use of physical intervention should always be avoided unless it is absolutely necessary to prevent a child injuring themselves or others, or causing serious damage to property. All forms of physical intervention should form part of a broader approach to the management of challenging behaviour.

The following must always be considered:

- Contact should be avoided with buttocks, genitals and breasts. Staff/volunteers should never behave in a way which could be interpreted as sexual
- Any form of physical intervention should achieve an outcome that is in the best interests of the child whose behaviour is of immediate concern
- Staff/ volunteers should consider the circumstances, the risks associated with employing physical intervention compared with the risks of not employing physical intervention
- The scale and nature of physical intervention must always be proportionate to the behaviour of the young person and the nature of harm/ damage they might cause
- All forms of physical intervention should employ only a reasonable amount of force i.e. the minimum force needed to avert injury to a person or serious damage to property applied for the shortest period of time
- Staff/volunteers should never employ physical interventions which are deemed to present an unreasonable risk to children or staff/volunteers
- Staff/volunteers shall never use physical intervention as a form of punishment.
- Physical intervention should NOT involve inflicting pain
- Where children are identified as having additional needs or behaviours that are likely to require physical intervention this should be discussed with parents/carers and where necessary the club will seek advice from or to work in partnership with external agencies (e.g. Children's Social Care) to ensure that a child or young person can be supported to participate safely. This may include asking for the provision of a suitably trained support worker/volunteer or accessing staff/volunteer training in physical intervention

Any physical intervention used should be recorded as soon as possible after the incident by the staff/volunteers involved using the Incident Report Form and passed to the Club Welfare/Child Protection Officer as soon as possible.

## APPENDIX J – SOCIAL MEDIA

The use of electronic media to communicate has become standard practice. Twitter, Facebook, YouTube, Skype and many other similar programs have all found their way into organisations and clubs across the country. The uses of these mediums can easily become a double edged sword for a coach. On one hand the ability for coaches to instantly communicate with the members and parents can be a tremendous benefit but it can also be a nightmare. The use of electronic media without some caution can make coaches too easily accessible, can expose coaches to student behaviours they may not want to know about and can have coaches caught up in accusations of inappropriate behaviour.

The information highway works both ways. While it's a convenience for coaches to be able to contact parents and members, it also works in reverse and allows those same contacts easy access to the coach. Coaches who have students added to their social media site as a "friend" can be exposed to activity they are morally and legally bound to report. More importantly, students that are considered "friends" on a coach's social media site can be exposed to actions and pictures which may seem harmless but could easily be deemed inappropriate.

The following must always be considered:

- Contact with any junior members or parents/guardians of junior members using Social Media, Text Messages, Email etc. is restricted to the Organisation Principal Coach, Secretary and Junior Coach. Any requirement to contact junior members using Social Media should be requested via one of these contacts.
- Any Social Media friend requests from junior members to Coaches or Adult members should be rejected and declared to the Junior Coach immediately.
- Any communications (electronic or otherwise) or gifts from a junior member to a Coach or Adult member must be declared to the Junior Coach immediately.
- Contact with adult members using Social Media, Text Messages, Email etc. is not recommended and should be carefully considered based upon the information supplied in this Appendix.
- If coaches have contact via Social Media with adult members, coaches are required to use appropriately respectful speech in their social media posts on public areas and to refrain from harassing, defamatory, abusive, discriminatory, threatening or other inappropriate communications.
- A coach may not use Social Media communications in a manner that misrepresents personal views as those of the Organisation, or in a manner that could be construed as such.

In summary, the world of electronic media has been thrust upon us with great speed and enthusiasm. Many have been so busy learning how to use it and keep up with its newer and faster methods that they may have not taken the time to learn how to use it correctly. Electronic media can be a great tool but it can also be misused, even unintentionally.