

***Guide to Juniors in membership***

This document has been written to provide guidance for UK Clubs who are Full Members of the Takemusu Iwama Aikido Europe Association on the Aikido Alliance UK requirements that must be created, implemented & maintained in order to permit Clubs to have Juniors (Under 18’s) in membership.

This document includes a declaration that must be signed, dated and returned for review to the Association Safeguarding Officer

Where the requirements are updated after the receipt of an initial declaration, the Association Safeguarding Officer will endeavour to communicate these and may require further declarations of compliance.

Clubs noting any errors within this document should contact the Association Safeguarding Office such that updates can be considered.

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Club Leaders are required to review each requirement below and confirm in the right hand column that the process to satisfy the requirement has been established/implemented (indicated by a checked box).

|  |  |  |
| --- | --- | --- |
| No. | Description | Declaration |
| 1 | The Club Leader must appoint a "Club Welfare Officer" (who should ideally not be involved in coaching nor related to the Head Coach and should be a regular presence at the Club) and notify the Association Safeguarding Officer of the appointment. |[ ]
| 2 | The Club Leader must ensure the Club Welfare Officer knows and understands their role and responsibilities, the Aikido Alliance UK provide guidance for the role and responsibilities of the Club Welfare Officer on their website www.independentaikidoalliance.org. |[ ]
| 3 | The Club Welfare Officer must complete the Association Disclosure & Barring Service (DBS) Request Form, to be passed to the Association Safeguarding Officer for processing, and must not undertake the duties of the Club Welfare Officer until notification has been given by the Association Safeguarding Officer to do so. |[ ]
| 4 | All Coaches within the Club who intend to coach juniors must complete the Association Disclosure & Barring Service (DBS) Request Form, to be passed to the Association Safeguarding Officer for processing, and must not undertake the duties of coaching Juniors until notification has been given by the Association Safeguarding Officer to do so. |[ ]
| 5 | All Coaches within the Club who intend to coach juniors must be certified to minimum of Coaching Level 1 through the Aikido Alliance UK, where a Coach has been certified to Coaching Level 1 through any other organisation, the Club must have confirmation from the Association Coaching Officer that the Aikido Alliance UK recognises the certification. |[ ]
| 6 | The Club must communicate the name and contact details of the Club Welfare Officer to the Association Safeguarding Officer, junior members and the responsible adult(s) for the junior members.  |[ ]
| 7 | The Club must make available to junior members and the responsible adult(s) for the junior members the Aikido Alliance UK Safeguarding Policies & Procedures.The Club must communicate to junior members and the responsible adult(s) for the junior members its commitment to adopt and follow these Policies & Procedures (Appendix 1 & 2 provides example letters that could be posted or issued to new members as one method of meeting this requirement and is recommended by the Association). |[ ]
| 8 | The Club must make a clear commitment to anti-discriminatory behaviour, equality, anti-bullying and safe practice (Appendix 1 & 2 provides example letters that could be posted or issued to new members as one method of meeting this requirement and is recommended by the Association). |[ ]
| No. | Description | Declaration |
| 9 | The Club must have read and understood the Aikido Alliance UK Policy for reporting safeguarding issues and poor practice and commit to abide by it. |[ ]
| 10 | The Club Welfare Officer must ensure that the Aikido Alliance UK Safeguarding Policies & Procedures have been read and understood by all appropriate Club Members, and where relevant communicated to junior members and the responsible adult(s) for the junior members (eg. Late Collection Policy contained within “Coaching & Supervising Children in Aikido”) |[ ]

***Club Leaders’ Declaration***

I hereby confirm that I have read and understood the requirements placed upon the Club by this document, and that I have taken the relevant actions to establish compliance with these requirements. I further confirm that the Club Welfare Officer is empowered as the sole authority at Club level for all matters related to the welfare of junior members.

Club Leader Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_

***Club Welfare Officers’ Declaration***

I hereby confirm that I have been appointed as the Club Welfare Officer, have a thorough understanding of my role and responsibilities, and commit to discharge my duties to ensure the welfare of all junior members takes precedence over all other considerations.

Club Welfare Officers Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_\_

***Association Safeguarding Officer Use Only***

I hereby confirm I have reviewed this declaration and on behalf of the Takemusu Iwama Aikido Europe Association approve the Club to accept Juniors in Membership

Association Safeguarding Officer Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_/ \_\_\_\_\_\_\_/ \_\_\_\_\_\_\_

Appendix 1 – Example Club Welfare Officer Letter to Parents

Dear Club Member

Welcome to the >Insert Club Name< Club. We hope you will have an enjoyable and happy time as a member of our club, that you make many new friends and enjoy training with us.

Your parents have been given details of information available to you as participants and them as parents. Please ask them to share that with you.

Our Club is a member of the Takemusu Iwama Aikido Europe Association and we are committed to helping you achieve a standard that is appropriate to your potential. The coaches are here to help you reach your potential and have been trained to do so in a safe and proper manner.

If you have a concern about your training please speak to your coach. If you feel unable to do this, please talk to your parents who will be able to raise the concern for you.

Our club adopts the Aikido Alliance UK’s “Safeguarding Children & Young People” Policies which are available at www.independentaikidoalliance.org. Our club is committed to your welfare and if you are concerned about any aspect of what is happening to you while you are at the club, either due to the behaviour of adults or other children, you can speak to your parent, the club Welfare Officer, the coach or any other adult you choose. The club Welfare Officer will help you and your parents deal with the concern appropriately.

My email address is >Insert role account email, please note ideally this should **not** be a personal account<, and my name and contact details are also available on the website for future reference.

If you wish to speak in confidence to someone outside of the club or your family the following organisations are available

* Kidscape – have a helpline and downloadable leaflets on what to do if you are being bullied: www.kidscape.org.uk
* Childline – Help for children and teenagers who need advice or just want to talk? Call ChildLine 0800 1111. Calls are free and confidential.
* safeguarding@takemusu-Iwama-aikido.org – Takemusu Iwama Aikido Europe Association Safeguarding Officer - If you feel unable to speak to an adult at your club
* sueward.cpo@gmail.com – Aikido Alliance UK Lead Safeguarding Officer - If you feel unable to speak to an adult at your club or through your association.

Our club does not condone bullying of any kind, by adults or juniors, and adopts the Aikido Alliance UK’s Anti-Bullying Policy. You can ask your club Welfare Officer or parents to get you a copy or go to the Aikido Alliance UK website: www.independentaikidoalliance.org

We expect all our members to behave in an appropriate manner towards their coaches, all club helpers, fellow participants and all adults and children you have contact with in training.

We hope you will have a very happy and successful time while a member of the >Insert Club Name< Club.

>Insert club Welfare Officers name<

Club Welfare Officer

>Insert Club Name<

Appendix 2 – Example Club Leader Letter to Parents

Dear Parents/Guardians

We are really pleased to welcome your son/daughter/ward to >Insert Club Name< Club, and hope they enjoy their time with us.

I am writing this letter to let you know what our expectations are for membership to our club, and ensure that you are aware that by signing the Junior Member Consent Form you are agreeing to comply in full to all of our Policies, Procedures & Rules.

**Transport Policy & Late Collection**

The Club adopts the Aikido Alliance UK’s “Child Transport Policy” and “Late Collection Policy” which is available at www.independentaikidoalliance.org. In summary:

* Parents and Carers are responsible for the safe delivery and collection of their child to any training event, except when the club have organised transport, eg. to a National Course.
* It is not the responsibility of the coach or other Aikido club members to transport, or arrange transport for club members to and from any training event. Arrangements made between parents to transport the children of other club members are at the sole discretion of the parents concerned.
* When transport is provided by the club in the form of a mini bus or coach the club will ensure consent is obtained by the parent or carer for the child to be transported by coach and a Medical Consent to Emergency Treatment form obtained.
* Parents should inform the appropriate club officer if they are delayed with a clear guidance on what the club will be required to do i.e. the parent must give consent if they wish another parent to transport their child home.
* Junior members under 10 years of age must be collected by a parent/guardian and should not make their own way home. Junior members who are 10 or over may make their own way home providing parents have given written notification to the club beforehand.
* If a parent fails to notify the club of unplanned inability to collect their child, the following actions will be taken by the instructor.
	1. Attempt to contact the parent/carer – from the information sheet completed on the Junior Member Consent Form.
	2. Attempt to contact the emergency contact person nominated.
	3. If there is no reply from the emergency contact, the child will be asked if there is another family member who may be contacted.
	4. The instructor will wait with the child/children at the club with at least one other official/coach/ teacher/volunteers if available.
	5. If no one is reachable, the local police will be contacted to enquire about the best course of action.
* If a parent/carer fails to collect their child on several occasions with no contact or reasonable reason for the delay, the Club Welfare Officer and another club officer (if available) will arrange to meet with them and discuss the matter.

**Training Etiquette**

Contained within the Club Members Information Pack is a document that provides expectations of training etiquette, Junior Members are expected to follow the requirements of that document in full.

**Anti-Bullying, Anti-Discriminatory, Equality and Good Practice**

Our club adopts the Aikido Alliance UK’s “Anti-Bullying, Anti-Discriminatory, Equality and Good Practice” policies which are available at www.independentaikidoalliance.org. In summary we have a zero tolerance to any form of bullying and discriminatory behaviour, and Junior Members will be subject to the club’s disciplinary procedure if these behaviours are suspected or have been observed. We are committed to the delivery of safe and good practice and ensuring equality for all members.

**Training Policy**

Junior Members will generally train with other Junior Members of a similar age and/or size, however sometimes this may not be possible. Junior Members may be asked to train with Senior Members if this considered more suitable by the coach.

Coaches will regularly demonstrate techniques on Junior Members as part of a demonstration to the class or to a small group/individual on the mat to assist with the understanding of technique application.

All Senior Members training with Junior Members including the Coaches are aware that against the joint locks and any use of pain compliance is not acceptable and for all other techniques will only apply the minimum amount of force/pressure needed. Junior Members should speak up if they feel a technique is more painful than they are comfortable receiving.

**Disciplinary Procedures**

Please familiarise yourself with our club’s disciplinary procedures contained within the Junior Members Information Pack, it is hoped these will not have to be invoked, however they are there to ensure fairness when dealing with situations that contravene Club, Association and/or Aikido Alliance UK rules.

**Child Welfare**

The club adopts the Aikido Alliance UK’s “Safeguarding Children & Young People” Policies which are available at www.independentaikidoalliance.org.The club is committed to the welfare of Junior Members and if you are concerned about any aspect of what is happening to you son/daughter/ward at the club, either due to the behaviour of adults or other children, you can speak the club Welfare Officer or one of the Coaches. The club Welfare Officer can be contacted by email at >Insert role account email, please note ideally this should **not** be a personal account<.

The Club Welfare Officer’s name and contact details are also available on the website.

The >Insert club name< Club, Takemusu Iwama Aikido Association and the Aikido Alliance UK are committed to good child welfare policies and practice; and has a Child Safeguarding Policy that can be obtained from the Aikido Alliance UK’s website.

**Additional Policies**

In addition to the policies listed within the information provided in the Club Members Information Pack the >Insert club name< Club will use the policies available at www.independentaikidoalliance.org as guidance to support the running of the club.

We hope you and your son/daughter/ward will have a very happy and successful experience while being a member of the >Insert club name< Club.

>Insert Club Leaders name<

Club Leader

>Insert Club name<

Contact

Mobile >Insert contact number<

Email: >Insert primary contact email address<