

ISHIGAKI Operating Procedures

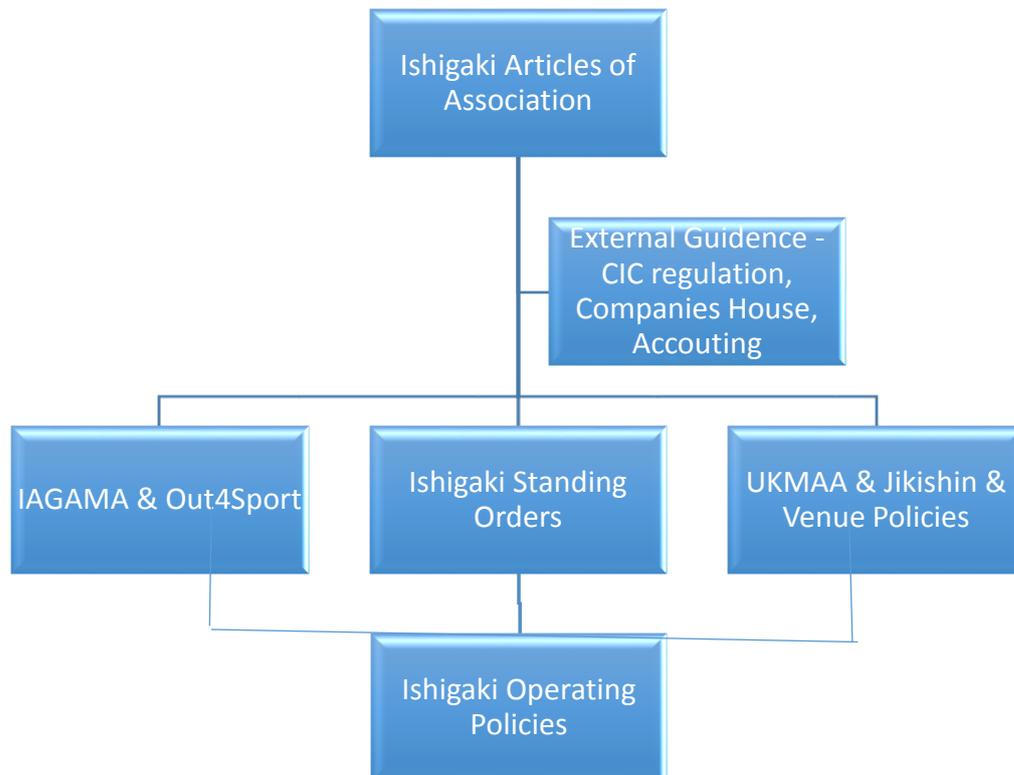
Definitions

- A. “the Company” shall mean Ishigaki CIC, a Community Interest Company Limited by Guarantee;
- B. “the Articles” shall mean the Articles of Association of the Company.
- C. “CMT” means the Company Management Team who are made up of the Company Directors as referred to and better described in the Articles.
- D. “Training Function” means any and all activity including but not limited to martial art training, self defence courses, health and well being training, which occurs in-dojo as more particularly described in Part C of the Standing Orders
- E. “Jikishin” shall mean Jikishin Ju Jitsu being a member of the United Kingdom Martial Arts Governing Body which is the organisation under which the Company’s Training Function is currently conducted.

Introduction

1. The Articles of Company, the Operating Procedures outline how the Company will be operated, controlled and managed.
2. This document details the Operating Procedures of the Company and is subordinate to the Articles or any relevant legislative regulation.
3. Where the Company is a member of associations and governing bodies, or hires spaces from venues, then the Company will take guidance and best practice into account.
4. The Operating Procedures can only be amended by the passing a resolution during a Board Meeting majority or by passing a majority resolution during a General Meeting of Company pursuant to Article 39.6
5. The Company management is divided into two functions being in Dojo/Training and CMT. The Operating Procedures are reflective of that division and seek to regularise same.

Company Organogram



A. Company Management Team (CMT)

1. The directors of the Company form the CMT.
2. The CMT are responsible for the administrative management of the club and its activities.
3. Where there may be role conflict between the CMT and the Training Function, the Training Function are subordinate to the CMT.
4. The CMT can create any other roles by passing majority a resolution at a CMT meeting.
5. Current six CMT roles are:
 - a. President
 - b. Secretary
 - c. Treasurer
 - d. Membership
 - e. Web and Technology
 - f. Communications- internal and external

As more particularly described in paragraph B below

6. The CMT will meet a minimum of 4 times a year.

7. CMT Meetings will have the following standing agenda items:-
 - a. Financial Report
 - b. Membership Report
 - c. Head Sensei Report
 - d. Safeguarding concerns
 - e. Web and Technology update
 - f. Communications update
 - g. AOB

8. The CMT will discuss and review the following agenda items no less than annually:
 - a. Health & Safety;
 - b. Policies and Procedures;
 - c. Coaching needs of the Company;
 - d. medical/accident/incident log; and
 - e. Code of conduct

9. As well as the powers conferred on CMT by the Articles, the CMT has the following additional responsibilities:
 - a. maintain up-to-date policies , which will be reviewed and ratified by the CMT once a year:
 - i. Safeguarding Policy ;
 - ii. Under 18's Policy ;
 - iii. Financial Policy;
 - iv. Health and Safety Policy;
 - v. Code of Conduct (together with Head Sensei);and
 - vi. Coaching policy

 - b. The CMT may create other Committees, Sub-Committees or Working Groups to which it may delegate or refer business for detailed consideration.

 - c. The CMT will manage the following standing Sub-Committees in a manner it deems appropriate from time to time:
 - i. Social Committee;
 - ii. Pride Organiser;
 - iii. Self Defence;
 - iv. Out for Sport Liaison

10. The CMT may, at its sole and absolute discretion, adopt or refute any policy or guidance issued by Jikishin.

11. The CMT may refer any matter it deems appropriate to a General Meeting, Head Sensei or Jikishin.

B CMT Role Profiles

- 1.1 **“President”**
 - a. Must be a current member.

- b. Must have been a member (continuous) for no less than 5 years to be eligible to hold this directorship.
- c. Will be the leading figurehead for the company and will work with the Directors to maintain and enhance the Company.
- d. To set annual goals and objectives for the company.
- e. To work with other directors to define their goals.
- f. To appoint people to additional committee roles to support company objectives and other directors.
- g. Consider initiatives for members to enhance the promotion of the company (including national and international events).
- h. To manage and maintain links with external contacts including but not limited Jikishin, IAGLMA, Out for Sport, Pink Power.
- i. To manage escalated issues related to members with the aim of resolution in the best interests of the company.
- j. In consultation with the other directors create/disband Standing Sub Committees with specific focus and goals. Appoint directors to these sub committees.
- k. Create posts of specific areas of responsibility to assist the running of the company.

1.2 “Secretary”

- a. Must be a current member.
- b. Must have been a member (continuous) for no less than 2 years to be eligible to hold this office.
- c. To arrange and facilitate regular directors meetings with a minimum of 3 per year.
- d. Liaise with training venues to ensure bookings for training areas are maintained and deal with any issue relating to booking.
- e. Make sure Jikishin event dates (Grading,

Kobudo, Revision Days, Competitions etc) are posted on appropriate Ishigaki sites and liaise with Jikishin accordingly.

- f. To organise general meetings of the company.
- g. To organise and invigilate elections of directors at appropriate intervals at general meetings of the company.
- h. Compile and maintain a list of:
 - (i) Company bank accounts and passwords related to those accounts (including security questions).
 - (ii) Company email(s) and the passwords (including security questions).
 - (iii) Company website, facebook, instagram accounts, passwords (including security questions).
 - (iv) Key contacts at company venues

1.3 “Treasurer”

- a. Must be a current member.
- b. Must have been a member (continuous) for no less than 5 years to be eligible to hold this office.
- c. Must have accountancy, book keeping skills or able to demonstrate key mathematical ability.
- d. take the key responsibility to maintain the financial integrity of the company.
- e. set annual financial goals aiming to ensure the financial viability of the company.
- f. Present annual financial reports to the CMT.

- g. To make payments to suppliers/providers in a timely manner.
- h. Liaise with other members of the CMT re budget allocation for specific initiatives.
- i. Reimburse members for approved expenses made on behalf of the company.
- j. To notify the CMT when the finances become a concern.
- k. In consultation with the CMT - set training fees at all levels of the company and determine both how fees are to be collected and at what intervals.
- l. Comply with reporting requirements of the Company.

1.4 “Membership Director”

- a. Must be a current member.
- b. Must have been a member (continuous) for no less than 2 years to be eligible to hold this office.
- c. The membership director will be responsible for maintaining company membership records.
- d. Set annual goals related to membership retention and converting beginners to members.
- e. To process company members forms (new and renewals) in a timely manner.
- f. Liaise with third party organisations.
- g. Maintain members database and grant appropriate access.
- h. Maintain email distribution lists for club

communication and make available to Directors and social committee.

- i. Provide lists of current members and members class payments methods to class runners on a monthly basis
- j. Compile a list of Company members eligible to vote in General Meetings pursuant to the Articles when required

1.5 “Web Technology” &

- a. Must be a current member;
- b. Must have been a member (continuous) for no less than 2 years to be eligible to hold this office.
- c. To manage and maintain the Company’s online presence , such as the Ishigaki website(s) and organising coding and support where required.
- d. advise and implement as to all IT based needs of the Company

1.6 “Communications – Internal and External”

- a. Must be current member.
- b. Must have been a member (continuous) for no less than 2 years to be eligible to hold this office.
- c. To set annual goals related to all forms of marketing the company.
- d. Be responsible for the internal and external marketing of the Company.
- e. To generate a variety of content for online publication, images, flyers, banners, pop ups and merchandise and any other content need by the Company.
- f. To ensure that relevant materials are available at events attended by people

representing the company.

- g. To maintain the integrity and status of the brand and image of the company.
- h. Authorise the use of the company logos.
- i. Assist the president with external connections to the club and maintain links with other gay sports clubs and groups.

C Training Function

- i. The Company recognises the most senior, and appropriately qualified instructor, of ishigaki jujitsu club as the Head Sensei of Ishigaki Jujitsu Club, whose role is more particularly described below at paragraph D. Seniority is recognised by the standard martial arts hierarchy of the person that first achieved the highest Dan grade of all members. Only members that have maintained their ishigaki jujitsu club membership continuously for 5 years will be eligible to be Head Sensei.
- ii. A member may decline to be the Head Sensei, when the title will pass to the next most senior member. If there is dispute regarding who qualifies as the most senior, the senior senseis (all 3rd Dan members and above) should come to agreement of whom they recognise as Head Sensei. If the senior senseis cannot reach consensus, then the decision will be made by the CMT. If agreement cannot be reached by any these methods, the President of the CMT will appoint the Head Sensei.
- iii. The Head Sensei can additionally be a Director of the Company or be a member of the CMT or hold any other role as created by the CMT
- iv. As of June 2020, Ishigaki CIC recognise Sandy Mackay (5th Dan) as Head Sensei.
- v. The following members are recognised as senior sensei (in rank order):
 - a. Rob Muir (5th Dan)
 - b. Keith Johnson (5th Dan)
 - c. Quentin Parker (4th Dan)
 - d. Gareth Jones (3rd Dan)
 - e. Ian Raxton (3rd Dan)
 - f. Sue Severe (3rd Dan)

D Training Function Role Profiles

Head Sensei and Senior Instructor

The most senior member of the club by jujitsu rank will maintain the title of Ishigaki Head Sensei and Senior Instructor, independently of any posts held as part of the Company or CMT.

Their role will be to manage the development of members jujitsu skills, determine Ishigaki 'House style' of Jujitsu and be responsible for all Training Function decisions.

They will work with senior sensei and class runners to ensure that classes are delivered to enhance members jujitsu skills linked to the syllabus and competition formats.

They will ensure there are strong contacts with a national association to maintain the integrity of the club's status and standing. This will include taking decisions on jujitsu affiliation.

They will maintain their coaching qualification and share their knowledge and skills with Ishigaki instructors, black belts and kyu grades.

To take appropriate actions in response to cause for concern relating to members which may include suspending or cancelling their membership.

To be responsible for the appointment of Class Runers

Class runners

Ensure the appropriate delivery of their appointed class.

Work with CMT Secretary to maintain venue booking.

Work with the CMT post holders to promote their class.

Ensure that their qualifications are renewed in a timely manner - coach, first aid, personal indemnity insurance.

The costs of maintaining these qualifications will be reimbursed by the club through the CMT Treasurer.

Work with other qualified Ishigaki coaches to ensure there is an appropriately qualified instructor at every lesson.

To report concerns relating to members to the Head Sensei and to assist enforcement of any actions.

Current allocation of classes:

Saturday at YMCA – Sandy or other Class Runner

Monday at Pimlico – Ian

Tuesday at Finsbury – Rob

Thursday at YMCA – Keith

Sunday at Kicks Brighton – Gareth

Second instructor at Kicks Brighton - Sue

Class Runner at Large – Quentin

E. Training Function Code of Conduct

Code of Conduct for Club
Coaches, Officials and
Volunteers

The essence of good ethical conduct and practise is summarised below. All Club Coaches, Officials and Volunteers must lead by example:

- Consider the wellbeing and safety of participants before the development of performance.
- Develop an appropriate working relationship with members based on mutual trust and respect.
- Hold the appropriate, valid qualifications and insurance cover.
- Attend appropriate Coaching opportunities to ensure good practise.
- Make sure all activities are appropriate to the age, ability and experience of those taking part and ensure all participants are suitably prepared physically and mentally when learning new skills.
- Display consistently high standards of behaviour and appearance, dressing suitably in club uniform and not using inappropriate language at any time whilst involved with club activities.
- Never consume alcohol or smoke immediately before or during training or events.
- Obtain prior agreement from the parent/guardian of under-18 performers before transporting them anywhere (training/competitions/outings).
- Never have under18 year old performers stay overnight at your home.
- Never exert undue influence over performers to obtain personal benefit or reward.

- Always report any incidents, referrals or disclosures immediately, following the appropriate guidelines set out in the UKMAGB Child Protection policy.
- Never condone rule violations or use of prohibited substances.
- Make sure that confidential information is not divulged unless with the express approval of the individual concerned.
- Promote the positive aspects of the sport (e.g. fair play).
- Encourage performers to value their performances and not just results.
- Follow all guidelines laid down by the UKMAGB, CMT and Head Sensei.

Code of Conduct for
Participants

We are fully committed to safeguarding and promoting the wellbeing of all our members. The club believes it is important that everyone associated with the club should show respect and understanding for the safety and welfare of others. Therefore, members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with Sensei.

As a member you are required to abide by the following club rules:

- All members must participate within the rules and respect coaches, judges and their decisions.
- All members must respect opponents and fellow club members.
- Members should keep to agreed timings for training and competitions.
- Members must wear suitable clean and ironed attire for training and events, keep long hair tied back and remove all jewellery, maintain a high degree of personal hygiene and keep all nails short.
- Members must pay any fees for training at class, and for events promptly.
- Members must not smoke, consume alcohol or take drugs of any kind immediately before, or during training, or when representing the club at competitions or other events.

- Members should treat all equipment with respect.
- Members must inform the Sensei of any injuries or illness they may have before the warm-up begins.
- Members should not eat, or chew gum, use bad language, during a session.
- Junior members – under 16 - should remain with coaches at the end of a session until collected by their parent or guardian.
- Members must inform their Mat Sensei prior to leaving the training area.

Code of Conduct for Parents

As the parent / guardian of a junior / vulnerable adult member of Ishigaki Ju-jitsu Club you are required to abide by the following club rules:

- Encourage your child to learn the rules and participate within them - support your child's involvement, encourage and help them to enjoy their sport - discourage challenging / arguing with officials and publicly accept officials' judgements.
- Help your child to recognise good performance, not just results and set a good example by recognising good sportsmanship and applauding the good performances of all.
- Never force your child to take part in sport.
- Always ensure your child is dressed appropriately for the activity and has plenty to drink.
- Children must wear suitable clean and ironed attire for training and events, keep long hair tied back and remove all jewellery, maintain a high degree of personal hygiene and keep all nails short.
- Endeavour to establish good communications with the club, coaches and officials.
- Share any concerns or complaints about any aspect of the club with the Sensei.
- Use correct and proper language at all times.
- Never punish or belittle a child for poor performance or making mistakes.
- Always collect your child promptly at the end of a session.
- Never remove a child, for any reason, from the Training Area without informing the club/head coach - Inform the club/head coach if someone else is

collecting your child.

- Always ensure younger children use the toilet prior to the start of a session.
- Ensure poorly children stay at home! Encourage injured children to attend training to observe or help out - it keeps up interest - please keep the club/head coach informed if your child is ill, injured or unable to attend sessions.
- Parents must ensure they inform the coach of any medical conditions/injuries/special educational needs/disabilities.