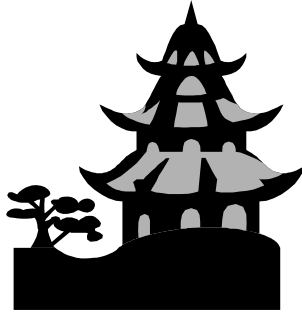


ISAMI RYU



MARTIAL ARTS ACADEMY

Constitution and By-laws

Version 2 - 2012

1. Name

The association will be called Isami Ryu Martial Arts Academy, herein referred to as IRMAA.

2. Aims and objectives

The aims and objectives of IRMAA will be:

- To act in a non-political manner and to run without the being motivated by profit for the benefit of all members, their families and the community as a whole by providing a safe and secure environment for the promotional of physical, mental and emotional well being through the pursuit of martial arts.
- To encourage nationally recognised standards within the practice and study of martial arts by promoting equality of opportunity irrespective of age, race, gender, physical or mental ability or sexual orientation thus empowering and supporting individuals to continually strive excellence through safe and competent practice.
- To educate the membership, general public and other groups regarding the history, development and methods surrounding the practice of martial arts.

3. Organisation of IRMAA

- All members contribute to the IRMAA and consequently all efforts are made to keep costs low to enable as many students as possible to benefit from our services. All officers' posts are thus voluntary and unsalaried.
- Officers act on behalf of the membership and at their instruction, and cannot individually be held liable unless acting in their own interests and contrary to the wishes of the membership or the Chief Instructor.
- Membership consists of instructors, officers and students. All member instructors, officers and students are subject to the regulations of the constitution and by joining the IRMAA will be deemed to accept these regulations and codes of conduct.

4. Membership

Membership to IRMAA will be available to all individuals, irrespective of age, race, gender, physical or mental ability or sexual orientation.

4.1 Application for student membership

- After an initial trial session any potential student wishing to join IRMAA must read and complete an official IRMAA application form (Appendix A)
- All students must have as a minimum member-to-member insurance through IRMAA.
- Remain polite and respectful throughout their membership of IRMAA and following the IRMAA creed and signing the IRMAA declaration (Appendix B)

4.2 Application for instructor membership

- Any student at any time may request either to their instructor or to the Chief Instructor to be considered for the Instructor Training Course
- In the case of over 18's, The Chief Instructor will grant the request after interviewing the candidate or, in the case of 14 and 18 year olds, after an interview with the Chief Instructor and their parent or guardian.
- Once a student is enrolled on the Instructor Training Course they may request if desired to be considered for a roll as either an assistant or trainee instructor (dependent on age and grade at the discretion of the Chief Instructor)
- This request will only be granted after a volunteer application form (Appendix C) has been completed.
- If the role involves working directly with children or vulnerable adults in an unsupervised capacity the supplementary section of the Volunteer Application form (Appendix D) must be completed along with a valid enhanced CRB check (the Chief Instructor can facilitate this).

4.3 Application for instructor membership

- This request will only be granted after a volunteer application form (Appendix C) and suitable reference (Appendix E) has been completed.
- If the role involves working directly with children or vulnerable adults in an unsupervised capacity the supplementary section of the Volunteer Application (Appendix C) form must be completed along with a valid enhanced CRB check (the Chief Instructor can facilitate this).

5. Officers, Volunteers and Instructors of IRMAA

The IRMAA will operate under the guidance and auspices of the Chief Instructor in conjunction with the 'Instructor Team' and the 'Friends of Isami Ryu Committee'.

All officer posts are voluntary and unsalaried.

The Instructor Team will consist of:

- The Chief Instructor
- Senior Instructors
- Class Instructors
- Assistant Instructors
- Trainee Instructors

Other officers of IRMAA are:

- The Safeguarding Officer
- PR, Advertising and Events Officer

- Friends of Isami Ryu Chairperson
- Friends of Isami Ryu Vice Chair
- Friends of Isami Ryu Treasurer Child Protection Officer

These duties relating to these posts are outlined in Appendix D at the end of this document.

The Chief Instructor will convene a meeting at least once every quarter year for matters pertaining to Isami Ryu to be discussed. All Officers of the Association and Members of the Instructor Team (excepting Trainee Instructors will be invited to attend

6. Meetings of the IRMAA Executive Committee and Voting rights

Meetings will normally take place in person at a venue to be decided by the Chief Instructor.

The Friends of Isami Ryu Chair will take minutes of meetings. Relevant details will be published within the quarterly newsletter to the membership. The Friends of Isami Ryu Chair will retain a full record of the minutes of the meeting.

While all matters pertaining to IRMAA may be discussed, matters relating directly to Martial Arts Syllabus', Teaching and Training will rest with the chief Instructor.

All other matters will be decided by a general consensus or if necessary a vote by all present at the meeting.

7. Finance

The Chief Instructor and Senior Instructors control all IRMAA monies related to Martial Arts Classes including class fees, subscriptions, merchandise and stock.

All other funds including those raised by fundraising and events along will be banked in an account held in the name of the 'Friends of Isami Ryu' and will be controlled by The Friends of Isami Ryu Committee.

8. IRMAA Member Costs

Fees levied within IRMAA will be set annually by the Chief Instructor, after discussion at the quarterly meeting, who will endeavour to keep costs to members at a realistic level to open up training for all.

Fees and Costs within IRMAA: -

- IRMAA membership / annual insurance fees
- Training fees
- Merchandise Costs (uniforms, club patches, protective equipment, licence books)
- Grading Fees

Other costs, which may be subsidised by The Friends of Isami Ryu Committee, will be decided at the quarterly meeting by general consensus or by vote may include:

- Costs for any special training events such as seminars, beach training, etc
- Costs for any other special events such as karate camp, Christmas parties, etc
- Instructor, referee and other qualification fees

9. Amendments to the constitution

The Chief Instructor may only change the constitution after consensus at the quarterly meeting.

10. Declaration

IRMAA hereby adopts and accepts this constitution as a current operating guide.

David Clare

David Clare
1st April 2012

(Appendix A)



ISAMI RYU MARTIAL ARTS



ACADEMY

MEMBER APPLICATION

Anything written on this form will be held in confidence. Our group leaders need to know these details in order to meet your specific needs or those of your child.

CONTACT DETAILS

NAME: _____

DATE OF BIRTH _____

ADDRESS: _____

TELEPHONE _____

EMERGENCY TELEPHONE NUMBER _____

EMERGENCY CONTACT NAME _____

RELATIONSHIP _____

MEDICAL CONDITIONS

ARE THERE ANY MEDICAL CONDITIONS, WHICH YOU FEEL YOU OUGHT TO MENTION? THIS WILL NOT IN ANY WAY AFFECT YOU MEMBERSHIP BUT WILL HELP TAILOR YOUR TRAINING TO ANY SPECIFIC NEEDS

I will inform my Instructor of any important changes to my health or to the health of my child, and of any medication or any changes to address or phone numbers given. I will also advise the club were appropriate, of the names of anyone who is not permitted to collect my child from the club and the action that must be taken by the club in this event.

In the event of illness or accidents to me or to my child, having parental responsibility for the above named child I give permission for medical treatment to be administered to me or to my

child where considered necessary by a nominated first aider, or by suitably qualified medical practitioners. In the case of a child, if I cannot be contacted and my child should require emergency hospital treatment, I authorise a member of the club designated by the group leader to see appropriate emergency treatment.

OTHER EXPERIENCE IN MARTIAL ARTS

STYLE	CLUB NAME	GRADE ACHIEVED

PLEASE TICK AS APPROPRIATE:

INSURANCE ONLY (YOU MUST HAVE THIS) £6

INSURANCE AND LOG BOOK £14

Isami Ryu is committed to ensuring that any information gathered in relation to our Club meets the specific responsibilities as set out in the Data Protection Act 1998.

Isami will store the above information for a maximum of 12 months before re-registering the member if still associated with the club. You will be required to complete the membership form annually.

I have been made aware that Isami Ryu have developed a Safeguarding policy & they are commitment to ensure my safety or the safety of my child by having. I confirm that I am responsible for reading the documents available on the club web site and I agree to abide by their content:

- IRMAA's constitution which includes;
- IRMAA's Safeguarding policy which includes;
- IRMAA's Health and safety Policy
- IRMAA's Equality Statement

I give permission for my child to attend for training sessions and to receive the appropriate support to help them develop their techniques within class, and that this may include physical interaction for training purposes and measures employed to ensure safety in class in agreement with the club's polices above. Yes/No/NA

I give permission for myself or for my child to be involved in any publicity, including photographs and videos, surrounding activities organised by the club. Yes/No/NA

I understand that I am responsible for making a decision on whether my child is left unsupervised in the club and in making this decision I will have considered all the factors relevant to my child and to their safety (as per polices and procedures above).
N/A

I confirm that all details are correct to the best of my knowledge and I am able to give parental consent for my child to participate in all club activities. Yes/No/NA

PLEASE SIGN BELOW (OR IF UNDER 16, PARENT OR GUARDIAN NEEDS TO SIGN)

--

ISAMI RYU

THE SCHOOL OF THE RISING SPIRIT

To Build True Confidence

Through Knowledge in the mind honesty in the heart and strength in the body.

To keep friendship with one another and to build a strong community.

Never fight to achieve selfish needs, but to develop might for right.

Declaration

I promise to uphold the true honour, spirit, discipline and respect of Isami Ryu.

I will never use what I learn in the dojo except in defence of myself, my family, my friends or to uphold the law.

_____ Members Signature

_____ Parent / Guardian
(if under 16)



ISAMI RYU MARTIAL ARTS ACADEMY



VOLUNTEER APPLICATION FORM

All information received in this form will be treated confidentially

Name:

Address:

Date of Birth

Telephone No.

Mobile No

Previous work experience & relevant qualifications

Have you previously been involved in voluntary work?

Yes No

If yes, please give details:

Do you have any spare time hobbies, interests or specific skills that may be useful to the activities?

Do you agree to abide by the IRMAA creed and declaration?

Yes No

Have you completed Safeguarding Awareness Training?

Yes No

If yes, who was it organised by and when approximately

Do you agree to undergo specific training on the role of the (*position being appointed*)

Yes No

Have you ever been asked to leave any organisation in the past?

Yes No

(if you have answered yes we will contact you in confidence)

Any other relevant information?

Please supply the names of a responsible person whom we can contact and who from personal knowledge are willing to endorse your application. If you have had a previous involvement in a sports club one of these names should be that of an administrator / leader in your last club / place of involvement.

Name:

Address:

Telephone:

Designation:

Details of a senior member of the club who has proposed or endorses this application

Name:

Address:

Telephone:

Designation:

DISCLOSURE OF CRIMINAL CONVICTIONS APPLICANT:

Please read this information carefully.

Statement of non-discrimination

IRMAA is committed to equal opportunity for all applicants including those with criminal convictions. Information about criminal convictions is requested to assist the selection process and will be taken into account only when the conviction is considered relevant to the role. Any disclosure will be seen in the context of the criteria for the role, the nature of the offence and the responsibility for the care of existing clients\volunteers and employees.

Advice to Applicants

The role you are applying for involves working directly with children and vulnerable adults. Under the rehabilitation of offenders Act 1974 you are required to provide details of any convictions that are not spent, in addition you are required to disclose any cautions or bind over's you have received over the last 12 months.

The disclosure of a criminal record or other information will not debar you from appointment unless IRMAA considers that the conviction renders you unsuitable. In making this decision NAME OF IRMAA will consider the nature of the offence, how long ago it was committed and what age you were at the time and other factors which may be relevant. This information will be verified through an appropriate disclosure check.

Please complete this form as accurately as possible and return with your application form to the person responsible in your club. An arrangement will be made with you to discuss any clarification if required.

Thank you for your co-operation.

Have you ever been convicted of a criminal offence or been the subject of a caution or the subject of an investigation alleging that you were the perpetrator of adult or child abuse?

Yes / No

If so, please state below the nature, date(s) and sentence of the offence(s)

Please provide any other information you feel may be of relevance such as:

- The circumstances of the offence/incident
- A comment on the sentence received
- Any relevant developments in your situation since then
- Whether or not you feel the conviction has relevance to this post.

Declaration

I declare that any answers are complete and correct to the best of my knowledge and I will inform the IRMAA Designated Safeguarding Children's Officer of any future convictions or charges relevant to my role. I give my consent for a CRB check to take place and for this information to be shared as

part of any risk assessment process.

Signature:

Date:

Date **FOR OFFICIAL USE ONLY:**

Applicant Name:

Date application received:

Date of interview/discussion:

Outcome of discussion/interview

References received and are satisfactory:

Yes No

CRB check completed & returned
(If appropriate):

Yes No

Number of CRB:

Comments:

Proof of applicants identification received:

Yes No

Identification type:

Recommendation
(With reasons)

Approve / Not approved



ISAMI RYU MARTIAL

ARTS ACADEMY



CONFIDENTIAL REFERENCE FORM

The following person:

Has expressed an interest in volunteering for *IRMAA*.

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the person conducting the assessment of the candidate's suitability for the post, if he/she is offered the position in question. We would appreciate you being extremely candid, open and honest in your evaluation of this person.

1. How long have you know this person?

2. In what capacity?

3. Please comment on the persons honesty, character and trustworthiness

This post involves substantial access to children. As an organisation committed to the welfare and protection of children, we are anxious to know if you have any reason at all to be concerned about this applicant being in contact with children and young people. If you have answered **YES** we will contact you in confidence.

YES / NO

Please sign and print name below.

Signed: _____ Date: _____

Print Name: _____

Appendix F - Duties Of Officers and Qualifications

The Chief Instructor

- To oversee all aspects of training within the organisation and to ensure all instruction within the club is at a high level
- To control the syllabus and ranking structure within the organisation including facilitating and overseeing gradings
- To deliver or facilitate any courses appropriate to the running of the organisation
- To ensure that all functions within the organisation are filled by appropriate people with the appropriate qualifications, credentials
- To ensure that appropriate risk assessments take place on all aspects of training including training areas, methods and people (including where appropriate CRB checks)
- To ensure that correct records are kept at all times regarding students, and volunteers
- To ensure that correct records are kept at all times regarding finance, insurance, CRB checks, Accident / Incidents and any other related legal requirements
- To facilitate meetings of Instructors, Volunteers or Students as required
- To ensure all students and volunteers receive information regarding the organisation, the training and any events
- To make final decisions on IRMAA Policy and operational matters as necessary and to ensure that all policies are kept up to date and are reviewed at a minimum of every 12 months
- To act as the primary conduit with the IRMAA memberships, general public and other bodies
- To act as the primary conduit with the IRMAA memberships, general public and other bodies
- Minimum Age 25
- Minimum grade of 5th Dan
- Minimum Level 3 Instructor Qualification
- Valid Enhanced CRB check
- Safeguarding Minimum Level 1 (Local Authority or IRMAA))
- Health and Safety Minimum Level 1 (Local Authority, HSE or IRMAA)

- Up to date First Aid Qualification

Senior Instructors

- To assist the Chief Instructor in matters regarding syllabus and gradings
 - To keep full and correct records of classes and attendance
 - To give instruction in classes without supervision in keeping with the teachings and traditions of the organisation
 - To ensure the well being and to ensure best practice within any environment at which they instruct
 - To support the Chief Instructor in all aspects of the organisation
 - To take over the duties of the Chief Instructor in the event of the Chief Instructor being indisposed
-
- Minimum age 21
 - Minimum 3 Years as a Class Instructor
 - Minimum grade of 3rd Dan
 - Minimum Level 2 Instructor Qualification (or working towards)
 - Valid Enhanced CRB check
 - Up to date Safeguarding and Health and Safety Awareness courses (IRMAA)
 - Up to date First Aid Qualification

Class Instructors

- To give instruction as required under supervision of the Chief Instructor or a Senior Instructor
 - To instruct on a short term basis without supervision as required by the needs of the club
 - To ensure that they attend any appropriate courses provided by the Chief Instructor and that they ensure their own training is up to date
 - To mentor Assistant and Trainee Instructors
-
- Minimum age 18
 - Minimum grade of 1st Dan
 - Minimum 2 Years as an Assistant Instructor
 - Minimum Level 1 Instructor Qualification (or working towards)
 - Valid Enhanced CRB check
 - Up to date Safeguarding and Health and Safety Awareness courses (IRMAA)

Assistant Instructors

- To assist a Class Instructor or Senior Instructor with the running of a class or training session
- To assist in demonstration of techniques
- To help and assist new starters
- To help facilitate training by taking small sub groups within a class under supervision
- To help and assist in the setting up of classes and sub groups within classes
- To ensure proper upkeep and correct usage of equipment

- Minimum age 16
- Enrolled on the IRMAA Instructor Qualification Course

Trainee Instructors

- To assist a Class Instructor or Senior Instructor with the running of a class or training session
 - To help and assist new starters
 - To help and assist in the setting up of classes and sub groups within classes
 - To ensure proper upkeep and correct usage of equipment
-
- Minimum age 13
 - Enrolled on the IRMAA Instructor Qualification Course

Safeguarding Officer

- To act as the main IRMAA contact for all Child Protection matters, advice and guidance
- To receive and act upon, any complains or concerns of child abuse from IRMAA associations, groups, individuals and parents/supporters – bringing such matters to the immediate attention of the IRMAA Chief Instructor and/or the appropriate bodies in line with the IRMAA Complaints Procedure
- To continue to review Child Protection/Vulnerable Person legislation in relation to Martial Arts and keeping own knowledge up to date
- To continue to review and update as necessary the IRMAA Child Protection & Vulnerable Person Policy
- To run educational programmes (physical or via documentation, newsletters, posters etc) to educate all IRMAA instructors and members on child protection/vulnerable person matters
- To update the Chief Instructor and any relevant Officers of IRMAA at meetings of child protection matters that may have an impact upon IRMAA and its operations
- To establish and educate members of all levels on current legislation relating to issues regarding Children and Vulnerable persons

PR, Advertising and Events Officer

- To ensure the Club and/or Academy web site is kept up to date with details made available by the Chief Instructor or the Friends of Isami Ryu Chair
- To ensure that any Isami Ryu related Social Networking sites are kept fit for purpose and do not contain anything which may be detrimental to IRMAA, its officers or its students
- To assist the Chief Instructor or the Friends of Isami Ryu Chair in the facilitation of any events including publicising where necessary advertising
- To oversee any and where necessary produce educational programmes, newsletters, posters, etc and to inform all IRMAA instructors and members on available courses, events and information

Friends of Isami Ryu Chair

- To support the Chief Instructor in all non martial arts related activities and related clerical and administrative duties as necessary
- To take and write minutes of full IRMAA meetings or those solely of the Friends of Isami Ryu
- To keep written records of Friends of Isami Ryu activities
- To call for / arrange full IRMAA meetings or those solely of the Friends of Isami Ryu and to organise the agenda for the said meeting in conjunction with the Chief Instructor

Friends of Isami Ryu Vice Chair

- To support the Friends of Isami Ryu Chair in all aspects of the organisation
- To take over the duties of the Friends of Isami Ryu Chair in the event of the Friends of Isami Ryu Chair being indisposed
- To support and deputise for any other roles within the Friends of Isami Ryu Committee

Friends of Isami Ryu Treasurer

- Be the receiver of all monies paid to the Friends of Isami Ryu from any fundraising activities
- To keep details records of all financial transactions within the Friends of Isami Ryu
- To validate any requests for funding and to record any dispensation of funds agreed at a meeting of the Friends of Isami Ryu
- To have signing authority against the Friends of Isami Ryu account on the advice of the Friends of Isami Ryu Committee