



NORTHBROOK JUDO CLUB

MAXIMUM EFFICIENCY MINIMUM EFFORT



NORTHBROOK KYU SHIN KAI COMPLAINTS & DISCIPLINARY PROCEDURE

INTRODUCTION

Northbrook Kyu Shin Kai as an all-volunteer club wishes to ensure the health, safety, welfare and wellbeing of all members and visitors to our club. As such we cannot tolerate any behaviour or actions that may deleteriously affect those above, our neighbours or bring the clubs' good name into disrepute.

We will:

- Teach the Judo Code to all members.
- Ensure that our codes of conduct are available to all.
- Act swiftly to resolve disputes and to maintain high standards of discipline and respect.
- Investigate all complaints without prejudice and with due regard to the any obligations to the British Judo Association.

Northbrook Kyu Shin Kai will not tolerate bullying, harassment or intimidation of any kind from any person or source.

SCOPE

This procedure covers any necessary disciplinary action or actions as a result of a complaint or incident.

All officials, members, parents, guardians or others attending one of our venues or external venues as part of attendance on behalf of Northbrook Kyu Shin Kai are covered by this document.

COMPLAINTS

MAKING A COMPLAINT

Complaints should ideally be put in writing and passed to a club officer.

Where this is inappropriate or impracticable, complaints may be made in person to a club officer who will record the details either at the time or later where this is not possible.

All complaints will be dealt with in the strictest confidence and, where possible, the name of the complainant will not be divulged.

INVESTIGATION

All complaints will be investigated by a club officer/coach or officers/coaches as required.

All findings will be recorded and solutions discussed and where possible, resolved by a minimum of 3 club officers/coaches.

Discussion may be face to face, by telephone or via electronic means.

Matters involving child welfare issues will only be dealt with by those who have been suitably trained.

RESOLUTION

We will endeavour to resolve issues as soon as is practicable, and to communicate to the person making the complaint in a clear and concise form.



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Where necessary, the resolution will be communicated to any others as may be necessary to ensure that actions are taken and followed.

ESCALATION

Where the complaint cannot be resolved within the club, and the nature of the complaint falls within their jurisdiction, the complaint shall be escalated to the British Judo Association.

Complaints should be sent in writing along with the name and address of the person making the complaint to:

The Chairman, Complaints and Conduct Panel,
The British Judo Association,
Suite B – Technology Park,
Epinal Way, Loughborough
LE11 3GE.

Details to include:

- A) Name(s) of person(s) making the complaint.
- B) Is she/he/they members of the BJA? If yes include BJA Membership Numbers.
- C) Name(s) of Person(s) / Group(s) against whom the complaint is being made.
- D) Is she/he/they members of the BJA? If yes include their BJA Membership Numbers.
- E) Nature / details of the complaint.
- F) Report of investigations.

The Chairmen will ensure that all complaints are resolved or investigated thoroughly by a Complaints & Conduct (C&C) Investigator under their procedure as detailed on the BJA website www.britishjudo.org.uk.

All complaints of a child protection nature will be referred to the BJA Lead Child Protection Officer for investigation and appropriate action. See the British Judo Association's Child Protection policy for details.

APPEALS

An appeal may be made against the decision of the BJA C&C Adjudication Panel to a panel comprised of not less than three members of the BJA Board of Directors. The appeal must be made in writing to:

The Chief Executive,

The British Judo Association at the address above.

Fees for appeal will be charged as detailed on the BJA website.



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DISCIPLINARY PROCEDURE

We aim through our running of the club and our attendant codes of conduct to set and maintain an atmosphere of respect, harmony and fun during learning. As such the club officers and coaches will act swiftly if this is put at risk.

Northbrook Kyu Shin Kai reserves the right to take disciplinary action against any person or persons who:

- Occasion a physical assault within our dojo's or in the immediate vicinity of our venues or when at another as part of our judo activities.
- Threaten a physical assault within our dojo's or in the immediate vicinity of our venues or when at another as part of our judo activities.
- Verbally assault or abuse any member, parent, guardian, visitor, coach or officer of the club.
- Harass, bully or belittle any of those mentioned above.
- Cause emotional or physical distress or pressure to any judoka who is active on the mat during their session.
- Disrupt training sessions.
- Enter any venue unfit by drink or drugs.
- Steal or attempt to steal property of the club, members or visitors.
- Sell or attempt to sell drugs or other materials considered illegal or undesirable.
- Occasion any behaviour that risks the health safety any welfare of those attending our club.
- Occasion any behaviour in person or by written or electronic means that brings the club or the sport of judo into disrepute.

ACTIONS

Actions will be decided and implemented, where practicable, at the time of the incident by club officers/coaches present.

This may include:

- A verbal caution by a club officer/coach.
- A period ban from the club venues.
- Permanent expulsion from the club.
- Intervention by the Police.

All such actions will be backed up in writing to the person or persons involved (where possible) and details forwarded to the BJA.

Club officers and coaches will fully cooperate in any investigation by the police or other authorities.