



DIRECTOR'S MEETING 2 September 2021, 20:00

MINUTES & PROCEEDINGS

Present: Richard Martin (chair), Greg Creel, Catherine Elder, Simon Hayes, James McIntyre, Lawrence Selby, Mike Williams

Agenda:

- 1) Recent cases of alleged misconduct by BJJ instructors
- 2) Complaints procedure
- 3) Enhancing safeguarding & safe sport procedures and policy

There being more than 3 directors present, in accordance with article 24 of the Constitution, the meeting was declared quorate

Proceedings:

In depth, frank discussions were conducted over two hours in regard to allegations of a serious nature affecting the BJJ community in recent weeks. For confidentiality, details of specific cases are not included here. As a result of these discussions, the Board has considered the Association's previous actions and are content that the UKBJJA has acted properly and in accordance with our policies.

However light of the seriousness of the allegations, the Board has decided to strengthen our procedures to make our membership requirements more rigorous and to increase our jurisdiction to explicitly cover everyone training at, or associated with a member club.

In addition club and instructor membership requirements will be strengthened to ensure DBS/PVG/AccessNI checks, along with Safeguarding and First Aid training are mandatory before membership is accepted for new memberships and that proof of continued compliance is presented on membership renewal.

The Board expressed the hope that, as a result of recent events, everyone within BJJ will be reviewing and strengthening their procedures, whether at club, affiliation or Association level, to ensure that BJJ is as safe as it possibly can be for all and that misconduct and inappropriate behaviour is always reported, investigated and acted upon and that complainants are fully supported and listened to.

The Board expressed thanks to LS for his diligence in assessing recent complaints.

RM moved that the Board vote to establish a Membership Committee to assist with verification of club and instructor membership applications, the committee to consist of 3 or 5 senior people.

Motion carried 5-1

LS moved that the Board vote, in relation to the UKBJJA Code of Conduct, that there should be a CoC for Club Members, as annexed.

Motion carried unanimously





LS moved that the Board vote to adopt an Individual Membership policy, as annexed.
Motion carried unanimously

LS moved that the Board vote to adopt Club Membership policy, as annexed.
Motion carried unanimously

LS moved that the Board vote that the opening sentence of the UKBJJA Complaints policy be amended as annexed.
Motion carried unanimously

Actions:

JM to draft Code of Conduct for Club Members

LS to draft Club Membership Policy & Individual Membership Policy

LS to draft amendment to Complaints Policy to clarify jurisdiction

MW and BoD to establish 3-5 member Membership Committee

MW to recruit openly suitably qualified staff member to process and check DBS/PVG/Access NI and other relevant membership paperwork

There being no further business, the meeting was adjourned at 22:15

Annex 1:

UKBJJA Club Code of Conduct

1. Duty of Care

- a. The owner of a club has the highest Duty of Care not just to your members but also to anyone you employ and to others who may be in the gym/club or competition area. It is your responsibility to ensure that all coaches are aware of their responsibilities in this regard (as outlined in the section for coaches) and that they are both suitably qualified in the art to effectively teach, have current safeguarding and first aid training as well as having the appropriate criminal records checks carried out (DBS, PVG, Access NI) to ensure they are a fit and proper person to be conducting classes at your premises. Similarly individual members should also be made aware of the expectations for them outlined in the Code for individual members.

2. The Health, Safety and Welfare of Participants

- a. The prudent and caring club owner must always be concerned about the safety and well-being of the participants. The following good practice is recommended:
 - i. Provide a safe environment at all times, ensuring that apparatus and matting are clean, adequate for the size of the class and left in a fit state for future use. A maximum class size based on the matted area you have available should be established and rigidly stuck to. All relevant legislation must be strictly adhered to and all appropriate risk assessments carried out and regularly reviewed..
 - ii. Ensure members have completed a yearly medical questionnaire so that you are aware of any issues that may arise during training. Ensure that students know to alert you in the event of a new condition arising or if they are suffering from an injury which could be made worse by participating in certain activities
 - iii. For junior classes or vulnerable adults you should supervise the dispersal and collection of participants to ensure their safety. A detailed Safeguarding Policy has been developed which contains guidance for clubs and coaches. The policy is on the UKBJJA website and it is recommended that both you and all coaches at your club familiarise themselves with the contents. Every club should have both their own safeguarding policy (ours may be adapted for this purpose) and a named Safeguarding officer who can be contacted in the event of any concerns.

3. Equality and Humanity

- a. The club must respect the rights and choices of all human beings, treating everyone equally and sensitively regardless of their gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation. In some cases the need for equality may require unequal effort to ensure that the principle of equality is achieved. For example, a student who has a physical disability may require adaptations (or alternatives) to be made to the techniques taught in the class to enable them to fully engage with the session. It is expected that all clubs will abide the UKBJJA's Equality Policy in order that those who wish to participate will have an equal opportunity to do so.

4. Disability Discrimination Act

- a. The Disability Discrimination Act 1995 makes unlawful any discrimination on the grounds of a person's disability. Disability is defined as a physical or mental impairment, which has an effect on ability to carry out normal day-to-day activities. Some people have a disability where adaptations may be required before they are able to take part in training Brazilian Jiu Jitsu. The club owner should also be aware if participants have long-term medical conditions such as epilepsy, diabetes or asthma. As a club owner you should ensure coaches are aware of any participants' specific needs; what they can do as well as what they cannot do and the barriers they face to participation. There are certain medical conditions that may inhibit participation; club owners and coaches are advised to seek professional advice (from student's doctor/ consultant in first instance as well as specialized sports bodies) before attempting to devise a training programme in these circumstances. It is advised that individual risk assessments are put in place for all the above circumstances.

5. Relationships

- a. The ultimate responsibility for relationships within the club lies with the club owner. They should ensure that for themselves and all coaches that at all times: -
 - i. the relationship between participant and coach should always be based upon mutual trust and respect and this position of trust must not be abused;
 - ii. refraining from contact with any young person through social networking sites if they hold a position of trust and/or responsibility in respect of the individual;
 - iii. the safety, well-being and protection of all individuals in their charge, ensuring that all training and playing demands are not detrimental to the social, emotional, intellectual and physical needs of the individual;
 - iv. encouraging independence through guiding athletes to accept responsibility for their own behaviour and performance within training and competition;
 - v. ensuring their behaviour is not misconstrued or open to allegations of favouritism, misconduct or impropriety, particularly where physical contact between coach and performer is necessary within coaching practice;
 - vi. ensuring performers and relevant people are aware of the qualifications and experience of all coaches, respecting the rights of athletes to choose to consent or decline to participate within coaching or competition situations;
 - vii. refraining from public criticism of other clubs, coaches, or competition officials – the definition of public in this instance means criticism expressed

in any branch of the media (including social media) or in lectures or seminars.

- viii. That the club has clear, published guidelines on what to do if a member feels any of the above have been violated by any individual associated with the club.

6. Confidentiality

- a. The club owner must reach agreement with any members about what is to be regarded as confidential information. All information held by clubs must be held in accordance with the General Data Protection Regulation (GDPR) Confidentiality does not preclude disclosure of information to persons who can be judged to have a right to know. For example:
 - i. in matters of disciplinary within the sport;
 - ii. in matters of disciplinary action by a sports organisation against one of its members;
 - iii. legal and medical requirements;
 - iv. recommendations to parents/family where the health and safety of athletes might be at risk;
 - v. In pursuit of action to protect children and young persons from abuse.

7. Integrity

The good UKBJJA Club:

- a. abides by the Rules of Brazilian Jiu Jitsu as dictated by the relevant bodies for the setting;
- b. follows fair play and ethical guidelines;
- c. ensures all practices are suitable and relevant dependent upon the age, maturity, experience and ability of athletes;
- d. promotes the prevention and education of the misuse of performance enhancing drugs and illegal substances;
- e. accurately presents evidence, upon request, details of their coaches training qualifications and service;
- f. Clubs claiming an affiliation, sponsorship or accreditation with any organisation should do so in a truthful and accurate manner;
- g. Ensure all coaches employed must declare any criminal convictions and should be in possession of a DBS/PVG/Access NI check.

Annex 2:

Individual Membership Policy

(1) Responsibilities of Individual Members

Individual Members of the UKBJJA agree:

- To abide by the [Constitution of the UKBJJA](#);
- To abide by the [UKBJJA Code of Conduct](#);
- To abide by such [Rules, Policies and Procedures](#) as the Board of the UKBJJA may approve;
- To abide by UK Anti Doping's Rules and Procedures;
- Not to act against the interests of the sport or the UKBJJA;
- Not to harm the reputation of the sport or the UKBJJA;
- Not to bring the sport or the UKBJJA into disrepute;

Failure to comply with this Individual Member Policy may result in:

- A complaint being made, and the imposition of a sanction, including expulsion from Membership, and/or a fine;
- Termination of Individual Membership;
- Suspension of Individual Membership.

(2) UKBJJA's Right to Suspend/Terminate

The UKBJJA reserves the right to suspend or terminate the membership of any Individual Member at any time, and at its sole discretion. If the UKBJJA exercises such right, the Individual Member will be notified in writing.

(3) Images and Video Footage

You may be filmed or photographed at any point during your participation at a UKBJJA event.

As an Individual Member of UKBJJA, you permit the UKBJJA to:

- identify you by name in any images or video footage;
- use the resulting images or video footage for promotional and commercial purposes, including the streaming of any Events or Competitions;
- use these images or video footage, irrespective of whether you remain an Individual Member, or not;



- agree that the UKBJJA will not be required to pay you for the use of any images or video footage, the copyright in which will be owned by the UKBJJA.

If you do not consent to being filmed or photographed, please inform the UKBJJA in writing.

(4) Personal Data

The transfer, storage and processing of data personal to you is subject to the [UKBJJA's Data Protection Policy](#).

Annex 3:

Club Membership Policy

(1) Responsibilities of Club Members

Club Members of the UKBJJA agree:

- To abide by the [Constitution of the UKBJJA](#);
- To abide by the [UKBJJA Code of Conduct](#);
- To abide by such [Rules, Policies and Procedures](#) as the Board of the UKBJJA may approve;
- To abide by UK Anti Doping's Rules and Procedures;
- Not to act against the interests of the sport or the UKBJJA;
- Not to harm the reputation of the sport or the UKBJJA;
- Not to bring the sport or the UKBJJA into disrepute;
- To ensure that all its coaches, students, and associates abide by the Individual Membership Policy (regardless of whether these coaches, students, and associates are "Individual Members"),

Failure to comply with this Club Member Policy may result in:

- A complaint being made, and the imposition of a sanction, including expulsion from Membership, and/or a fine;
- Termination of Club Membership;
- Suspension of Club Membership.

(2) UKBJJA's Right to Suspend/Terminate

The UKBJJA reserves the right to suspend or terminate the membership of any Club Member at any time, and at its sole discretion. If the UKBJJA exercises such right, the Club Member will be notified in writing.

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- use the resulting images or video footage for promotional and commercial purposes, including the streaming of any Events or Competitions;
- use these images or video footage, irrespective of whether you remain a Club Member, or not;
- agree that the UKBJJA will not be required to pay you for the use of any images or video footage, the copyright in which will be owned by the UKBJJA.

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Annex 4:

UKBJJA Complaints & Disciplinary Policy

The current wording, immediately after “Introduction”, - namely:

“This policy applies to all members, clubs, events and officials of the United Kingdom Brazilian Jiu Jitsu Association (UKBJJA).”

Is amended to:

“This policy applies to all Individual Members, Club Members (including its coaches, students, and associates, regardless of whether these coaches, students, and associates are “Individual Members”), events and officials of the United Kingdom Brazilian Jiu Jitsu Association (UKBJJA).”