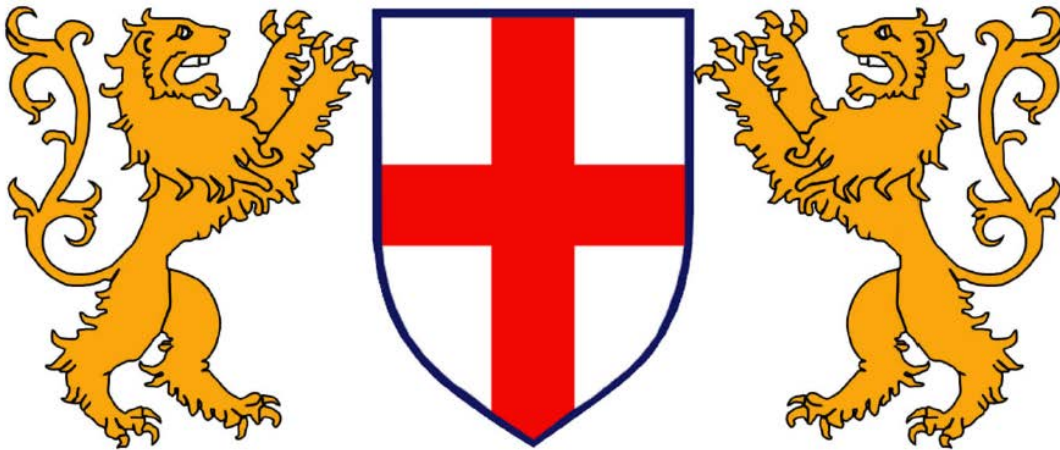


# **ENGLISH KARATE**



# **FEDERATION**

## **Code of Conduct Policy**

**Version 4 .3b**

## **INTRODUCTION**

The following information is for athletes and parents, detailing what is required of the Athletes on the Junior & Senior National and Regional Squads in terms of rules to be observed and behaviour that is acceptable. This Code of Conduct is based upon self-discipline, good behaviour both in and out of the Dojo, smart appearance, punctuality, respect and consideration for others, their property, politeness, good manners, honesty and tolerance. These values apply equally to all karate events, whether they are domestic or International events. The forms attached to this document must be completed and returned as acceptance of this Code of Conduct.

## **ATTENDANCE AND PUNCTUALITY**

Regular and punctual attendance at training events, pre-training events and selections is required and the co-operation of parents is expected to see that this is achieved for the Junior/Cadets members of the squad. Whilst occasional, isolated lateness maybe unavoidable, athletes cannot be consistently late in arriving for training or in missing compulsory training sessions.

## **DISCIPLINE**

1. The English Karate Federation expects certain standards from its squad members and good discipline in all areas of Karate. It is not the intention to emphasise a heavy-handed discipline; but-as in other parts of our lives – we must expect that ill-disciplined actions on our part will have consequences that we may not like, as will our failure to do certain things that are expected of us. In other words, we have to take responsibility for our actions.
2. Without giving an exhaustive list, behaviour which is unacceptable basically comprises all forms of anti-social behaviour, be it contrary to what is expected in the Dojo or in society at large.
3. There will be no buying or consumption of alcohol whilst representing the EKF at any domestic or international events for the duration of the event.
4. The following disciplinary sanctions may be used:
  - (a) Exclusion from National training events, this would be accompanied by a letter to the parent and Chief Instructor of the athletes club/association.
  - (b) Suspension from any and all EKF sanctioned events for a period to be determined by the Board of the English Karate Federation. Disciplinary sanctions are recommended by the National Coach, to the board, who make the ultimate decisions.
  - (c) Expulsion from the English Karate Federation.
5. All staff are involved in the maintenance of good discipline within the Dojo or Championships, in the event of any disciplinary matters arising; they should be brought to the attention of the Head Coach and dealt with as per the relevant EKF policy with guidance from the relevant person responsible for such policies. In the case of International events it is the Head of Delegation who holds the remit.

6. Please note that the journeys to and from karate events are occasions when England Tracksuits are to be worn, therefore we expect athletes to conduct themselves accordingly and maintain the good name of the Governing Body. This includes the wearing of the agreed England attire
7. It is worth mentioning that disciplinary action is designed for athletes whose behaviour or appearance is not acceptable, or who have failed to put in the necessary time or effort to achieve their best results. They are not intended for the punishment of athletes who have genuinely tried their best and have not succeeded.

### **Parents are expected to:**

- Positively reinforce their child/young person and show an interest in their chosen activity.
- Do not place their young person under pressure or push them into activities they do not want to do.
- Complete and return the Health and Consent Form pertaining to their child's participation with the English Karate Federation.
- Deliver and collect the child punctually to and from coaching sessions.
- Ensure their child is properly and adequately attired for the weather conditions of the time, including tracksuit, coat, hat, gloves etc. and has the correct clothing and protection for participation e.g. Gi, Obi, gum shields etc.
- Ensure that proper footwear and protective equipment are worn at ALL times in accordance with Health and Safety Regulations. Any child not in possession of the fundamental requirements will not be permitted to participate.
- Detail any health concerns pertaining to the child on the consent form, in particular breathing or chest conditions. Any changes in the state of the child's health should be reported to the coach prior to coaching sessions.
- To inform the Coach prior to departure if child is to be collected early from a coaching session.
- Encourage their child to play by the rules and teach them that they can only do their best.
- Behave responsibly in the training area/Dojo; do not embarrass your child.
- Show appreciation and support the coach.
- Ensure their child is punctual.
- Be realistic and supportive.
- Provide their child with proper clothing and equipment.
- Ensure their child's hygiene and nutritional needs are met.
- Accept the official's judgement.

## **Parents/Guardians have the right to:**

- Know their child is safe
- Be informed of problems or concerns relating to their children
- Be informed if their child is injured
- Have their consent sought for issues such as trips
- Complain if they have concerns about the standard of coaching.

Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by an English Karate Federation official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend sessions if their attendance is detrimental to the child's welfare.

The ultimate action should a parent/guardian continue to breach the Code of Behaviour may mean the English Karate Federation officials regrettably asking the child to leave the session.

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## FEDERATION

### Parents Code of Conduct

The Directors and National Coaches of the EKF want parents and coaches to support their children and students, but we ask that you do so in the correct manner and with this in mind we have produced a Code of Conduct.

1. Parents/Coaches must treat the training session with the same respect and etiquette as a Dojo session and observe the same protocols.
2. When entering and leaving the training area/Dojo please observe the required protocols (no undue noise, mobiles etc.)
3. If you are allowed to watch the proceedings, and then please be quiet, switch off mobiles etc.
4. If you need to chat to another Coach or parent, then this requirement should be conducted outside of the training area/Dojo.
5. By all means support your child/student, but in an appropriate manner
6. Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by an English Karate Federation official.
7. Persistent concerns or breaches will result in the parent/guardian being asked not to attend sessions if their attendance is detrimental to the child's welfare.

8. The ultimate action should a parent/guardian continue to breach the Code of Behaviour may mean the English Karate Federation officials regrettably asking the child to leave the Squad.
9. At squad training and selection sessions vocal support is **not** allowed.
10. If you have an enquiry, it must be addressed to the EKF Squad Administration Department, and not directly to the coaches. It is not appropriate that parents/coaches directly approach the coaches with issues. If you feel aggrieved and feel that you have a genuine complaint, then write to the EKF Squad Administration Department stating clearly your case/arguments and this will be forwarded to the Board of the EKF.

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Signature of Parent(s)/Guardian(s)

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Printed name of Parent(s)/Guardian(s)

Date \_\_\_\_\_

# RULES TO BE OBSERVED WHEN TRAVELLING WITH THE EKF NATIONAL TEAM

The following rules pertain to both athletes and any parents/guardians or supporters.

1. For reasons of safety it is essential that the Squad remain seated together throughout the duration of the tournament and the journey to and from the event. The athletes must check with coaches or chaperones if, for any reason, they need to be away from the seated area (e.g. rest room breaks). If any issues arise then the athlete should speak to their respective coach or a chaperone. Athletes must **NEVER** go off alone. Athletes should also not wander off with parents or supporters, etc. Athletes are **NOT ALLOWED** to venture outside of the championship venue for any reason whatsoever without either a coach or chaperone present.
2. To create and promote a positive team spirit and to provide motivation for the competitors the squad is required to support each other throughout the duration of the tournament. Parents/coaches/supporters are requested to respect and comply with this request and if the venue arrangements allow then to sit behind and not amongst the squad at the Championships.
3. For reasons of safety and Child Protection it is necessary that groups of not less than 2 and preferably 3 (with one of the group being at least a junior – 16yrs +) visit the bathrooms/food outlets etc. together having requested and received permission to do so from the coach or chaperone. On returning to the seating area it is a requirement that the groups 'check back in' with the coach or chaperone so that the officials are aware of their safe return.
4. Parents, guardians, instructors, supporters, etc., are not permitted entry to the warm up room/area at the championships or the competition area.
5. Meal times are an excellent opportunity for the Head of Delegation or coaches to discuss the day's events with the athletes or to brief them for the following day. Therefore, it is required that **ALL athletes** remain together in the dining room for the duration of the meal and until they are dismissed by the coaches.
6. For insurance reasons only the official delegation may travel to and from the hotel & venue on the official bus/coach.
7. A curfew will be in place at all championships; to be decided by the Head of Delegation.
8. Should parents, guardians, instructors, supporters, etc., feel it essential that they speak to their child/athlete during such time when the squad is training, dining, competing, in their allocated rooms, in curfew etc. **then a chaperone may be approached/contacted** who will bring your child/athlete to you as opposed to taking you to your child/athlete. This ensures minimum disruption to the rest of the team and the proceedings.
9. Any misdemeanours and breach of this Code of Conduct will be dealt with immediately by an English Karate Federation official. Persistent concerns or breaches will result in the parent/guardian being asked not to attend sessions if their attendance is seen to affect athletic/sporting performance. The ultimate action should a parent/guardian continue to breach the Code of Behaviour may mean the English Karate Federation officials regrettably withdrawing the child/athlete from the session/competition and inform the board of the EKF as necessary.

# ENGLISH KARATE



# FEDERATION

## PERSONAL PROPERTY

### DISCLAIMER

Athletes representing the English Karate Federation are responsible at all times for the safe keeping of their own property, including money, clothing, training equipment and personal possessions.

The English Karate Federation does not accept any responsibility for loss of, or damage to any person's athlete's property.

The Board of Directors  
English Karate Federation  
26-01-2013

I have read, understood and accept the personal property disclaimer.

Name: ..... (Athlete) Date:.....

Signed:..... (Athlete)

**Parental Agreement** (to be signed in addition to athletes under 18 years)

Name: ..... (Parent/Guardian) Date:.....

Signed:..... (Parent/Guardian)



# ENGLISH KARATE



# FEDERATION

## MEDICAL INFORMATION FORM

**You must list 24 hour emergency telephone numbers:**

Contact Name: .....

Relationship to Athlete:.....

Contact Numbers:.....

**Please give details of any additional travel/medical insurance:**

Name of Insurance Company:.....

Policy Number:.....

Expiry Date of Policy:.....

Emergency Claim Telephone Number of Company:.....

**E111 Medical Card details: (APPLICABLE IN EUROPE ONLY)**

E111 holder Y/N

E111 personal ID Number.....

E111 ID number of the institution.....

E111 ID number of the card.....

E111 Expiry date.....

Please specify all of the following below:

<b>Medications:</b>	
<b>Allergies:</b>	
<b>Recent Injuries:</b>	
<b>Recent Surgery:</b>	

**All information provided will be kept confidential.**

Championships are being run under World Anti Doping Agency (WADA) rules where random doping checks will be taking place, so please be aware of what substances are banned by WADA. You need to check by going on to the following site:  
<http://www.100percentme.co.uk/home.php>

If you are asthmatic you need to bring the **Spirometry** test paperwork with you. When at these Championships you must bring extra medication if needed.

**Name:** ..... (Athlete) **Date:**.....

**Signed:**..... (Athlete)

**Parental Consent** (to be signed in addition to athletes under 18 years)

**Name:** ..... (Parent/Guardian) **Date:**.....

**Signed:**..... (Parent/Guardian)

# ENGLISH KARATE



# FEDERATION

## Non Purchase or Consumption of Alcohol

### Athletes under 18 years of age:

I .....being the parent or guardian  
of .....(Athlete's name)

Do not give any consent for the aforementioned to purchase or consume any form of alcohol, at all, during the duration of the trip/event, until the trip has ended and custody is returned to me or my nominated representative.

I therefore accept any subsequent action by the EKF or its 'staff' if this is contravened. I understand that any subsequent action may include immediate repatriation at my own cost.

**Signed:..... (Parent/Guardian) Date:.....**

**Signed:..... (U18 yrs Athlete to witness parental signature)**

### Athletes aged 18 years or over:

I agree not to purchase or consume any form of alcohol whatsoever during the duration of the trip/event. I therefore accept any subsequent action by the EKF or its 'staff' if this is contravened. I understand that any subsequent action may include immediate repatriation at my own cost.

**Name: ..... (Athlete) Date:.....**

**Signed:..... (Athlete)**



### Authorisation to Act 'In Loco Parentis'

I hereby authorise ..... or..... to act 'In Loco Parentis' for :  
Name of athlete .....

**DELETE AS APPROPRIATE:**

- a. I will collect my child (U/18yrs of age) upon return from the trip.
- b. I nominate (name).....whom I hereby confirm is over the age of 18 years, to collect on my behalf, my child upon return from the trip.

**Name:** ..... (Parent/Guardian) **Date:**.....

**Signed:**..... (Parent/Guardian)

### Code of Conduct Agreement

I have read the Code of Conduct and agree that I will abide by this and I understand that a serious or continued breach of this code may result in my being sent home early at my expense.

**Name:** ..... (Athlete) **Date:**.....

**Signed:**..... (Athlete)

**Parental Consent (to be signed in addition to athletes under 18 years)**

I confirm that I have received the details of the above activity/competition and consent to my child taking part in the activities indicated. I acknowledge that the English Karate Federation will be liable in the event of any accident *only if they have failed to take reasonable steps in their duty of care for my child during the trip*. I understand that the coaches and chaperone/s have a common law duty to act in the capacity of a reasonably prudent parent. Please note that the journeys to and from karate events are occasions when England Tracksuits are to be worn, therefore we require athletes to conduct themselves accordingly and maintain the good name of the Governing Body. This includes the wearing of the England Tracksuit with the England Badge.

I, ..... being the parent/guardian of the above named child hereby give permission for a member of the 'staff' to give the immediately necessary authority on my behalf for any medical or surgical treatment recommended by competent medical authorities, where it would be contrary to my son/daughter's interest, in the doctor's medical opinion, for any delay to be incurred by seeking my personal consent, or to deal with any incident when either the conduct or behaviour of my child is in question.

**Signature:**..... (Parent/Guardian) **Date:**.....



## Photography Policy

### ***Parental Consent Form for the use of photography of children and young persons.***

**Children and young persons are photographed in connection with the English Karate Federation:**

- Administration (ID badges etc)
- Coaching and training aids
- Advertising (sponsors), Publicity and Promotional work.

Parental photography forms an enduring part of each family's record of their child's progress, celebration of success and achievement, as well as being an established social practice.

We require on a per event basis your permission for photography to be taken.

**'Photography'** includes photographic prints and transparencies, video, film and digital imaging.

**'Events'** means any function, meeting, training session or competition of any nature, whether organised or supported or sponsored by English Karate Federation or their Association members by any means whatsoever, wherever children or young people are the responsibility of English Karate Federation, their staff or members or their Associations staff or members.

The purpose of the photography must be explained to the parents of the child and or the young person themselves if over the age of 16 years and written permission sought on each and every occasion. No child or young person should be subjected to any photography unless written permission has obtained.

Parents should be made aware that where team or group photography is taken by a commercial agency the photographer retains the copyright. Parents therefore must be given details of the agency used.

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I do / do not give permission for photography of my child to be taken by authorised personnel for or on behalf of the EKF.

(Child's name): .....

Signed: .....  
(Parent/Guardian)

Date: .....

# ENGLISH KARATE



# FEDERATION

## EKF SQUAD SPONSORSHIP AGREEMENT

Athletes representing the English Karate Federation will be required to wear the current official sponsor's (Blitz) team kit whilst travelling to and from and competing at all official National and International competitions as part of the official England Team (Kata & Kumite).

This kit includes Kyoto GI (WKF approved), tracksuit, polo shirts, tee shirt, trainers, holdall and additional for kumite hand mitts and leg pads (WKF approved).

This comes into effect as from the 12 September 2011.

The Board of Directors  
English Karate Federation  
26-01-2013

I have read, understood and accept the sponsorship agreement.

Name: ..... (Athlete) Date:.....

Signed:..... (Athlete)

**Parental Agreement** (to be signed in addition to athletes under 18 years)

Name: ..... (Parent/Guardian) Date:.....

Signed:..... (Parent/Guardian)