



Combined Martial Arts Association

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**COMBINED MARTIAL ARTS ASSOCIATION
(CMAA)
CHILD PROTECTION AND SAFETY POLICY AND
PROCEDURES
(CPSPP)**

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STATEMENT OF CONFIDENTIALITY

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Policy Statement

- 1.1 The Combined Martial Arts Association (CMAA) is committed to providing an environment that is safe and protective for children to participate in Martial Arts and Self Defence. The CMAA will not abide any loss of 'duty of care of children' under the care, responsibility and instruction of any instructor, coach or responsible person in our chosen discipline. The CMAA will abide to legislation and the Criminal Act (Australian Legislation) concerning Child Sexual Maltreatment, that occurs when a child [defined as a person under the age of 18 years] has been exposed or subjected to sexual behaviours or acts that are exploitative and /or inappropriate to his or her development years. Such activities can involve a wide range of sexual activities, which exploit children, some of which includes forcing, tricking, bribing, threatening or pressuring a child into sexual activity.
- 1.2 The CMAA Child Protection Policy clearly conveys a message to all CMAA members and any prospective members including those responsible for Martial Arts and Self Defence instruction. In particular those CMAA members under the age of 18 years that Child Protection is about the implementation of procedures and good practices that will minimization risk to children. All managers, coaches, instructors, trainers and management personnel carry the responsibility to provide safeguards dedicated to the well-being of those under the age of 18 years (youth).
- 1.3 The abuse of youth CMAA members, by either other CMAA members or any external sources is not acceptable. The CMAA encourages all incidents as described above to be reported immediately to the appropriate authorities. The CMAA will make available, where possible, the means to expand the educational aspects of its members for the increased and ongoing protection of their youth participants.
- 1.4 The Combined Martial Arts Association Child Protection and safety Policy and Procedures is to be read in conjunction with the following Combined Martial Arts Association documentation and policies:
 - o CMAA Constitution and Bi Laws
 - o CMAA Mission Statement
 - o Code of Conduct
 - o CMAA Equity Policy
 - o CMAA Class Conduct and Management, Coaching Points and Physical Training Rules and Guidelines
 - o CMAA Risk and Waiver/Indemnification Forms
 - o CMAA Medical Information Declaration and Release Forms
 - o CMAA Risk Management Policy
 - o Occupational Health and Safety Procedures

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9th Dan, Cacoy Canete Doce Pares World Wide
8th Dan Pangamot Cacoy Canete Doce Pares World Wide
5th Dan World Eskrima Kali Arnis Federation
Senior Instructor Black Eagle Arnis Eskrima
4th Dan Zen Goshu Goshin Jutsu

4th Tan World Tae Kwon Do Federation
1st Dan Australian Tae Kwon Do Federation
1st Dan Keenan Karate
A Class Military Unarmed Combat Instructor
Australian Army - Retired

TABLE OF CONTENTS

- 1.0 Compliance to the CMAA Code of Conduct.....Page 4
- 2.0 The 'Hands On' Instructor/Coach/Trainer Will.....Page 5
- 3.0 Any Official, Referee, Administrator Will.....Page 5
- 4.0 Sensible Safeguards.....Page 5
- 5.0 Rights and Responsibilities.....Page 6
- 6.0 Training Safeguards and Procedures.....Page 8

1.0 Compliance to the CMAA Code of Conduct

The CMAA endorses its Code of Conduct (CoC) and the compliance to the CoC. The following Child Protection and Safety Policy and Procedures (CPSPP) are for those responsible for activities involving persons under the age of 18 years. As a CMAA member you should strive to meet the following requirements in regard to your conduct in any dealings with any persons less than 18 years of age.

1.1 The Instructor will:

- (a.) Agree to abide by the CMAA CoC.
- (b.) Be responsible for the overall welfare and well-being of all their CMAA members and all officials when working or traveling as a group.
- (c.) Maintain a 'duty of care' towards all CMAA members as well as accountability to the ongoing welfare of their members.

1.2 The 'hands on' Instructor/Coach/Trainer will:

- (a.) Agree to abide by the 'CMAA CoC'.
- (b.) Be responsible for the all matters, including Safety, concerning instruction.
- (c.) Coaching, training and development of all CMAA members.
- (d.) Maintain a 'Duty of Care' towards students and accountability for those associated matters.
- (e.) Relating to safety, training and competition.
- (f.) Ensure that any physical contact with others is:
 - i. Appropriate to the situation
 - ii. Started only after all safety considerations have been explored and met
 - iii. Necessary and appropriate for the person's skill development
- (g.) Provide a safe learning environment for all training and competition

1.3 Any Official, Referee, Administrator will:

- (a.) Agree to abide by the CMAA Code of Conduct
- (b.) Be fair, considerate and honest with others
- (c.) Operate within the rules and regulations outlined by the CMAA
- (d.) Be professional and outstanding in their actions, your language, presentation,
- (e.) Maintain manners and punctuality
- (f.) Resolve conflicts fairly and promptly through all established procedures
- (g.) Maintain strict impartiality
- (h.) Maintain a safe environment for everyone

- (i.) Show concern and caution for the welfare of others

2.0 The 'Hands On' Instructor/Coach/Trainer Will:

- (a.) Agree to abide by the 'Code of Conduct'
- (b.) Be responsible for all matters, including Safety, concerning the instruction, coaching, training and development of all members
- (c.) Maintain a 'Duty of Care' towards others and accountability for the matters relating to safety, training and competition.
- (d.) Ensure that any physical contact with others is:
 - i. appropriate to the situation
 - ii. completely necessary and appropriate for the person's skill development
- (e.) Provide a safe learning environment for all training and competition

3.0 Any Official, Referee, Administrator Will:

- (a.) Agree to abide by the code of conduct
- (b.) Be fair, considerate and honest with others
- (c.) Operate within the rules and regulations outlined by the CMAA
- (d.) Be professional and outstanding in your actions, your language, presentation,
- (e.) Maintain manners and punctuality
- (f.) Resolve conflicts fairly and promptly through all established procedures
- (g.) Maintain strict impartiality
- (h.) Maintain a safe environment for everyone
- (i.) Shown concern and caution for the welfare of others

4.0 Sensible Safeguards

4.1 The safeguards below apply to those CMAA members who undertake the delivery and supervision of youth activities in their capacity, whatever that capacity may be, Instructor, Manager, Coach, etc. All safeguards and procedures listed below are presented on the basis of 'risk minimization' measures. These measures can help protect CMAA members from any misconceptions about their behaviour in performing their designated roles.

1. Do not engage, or allow others to engage in any of the following:
 - a. Abusive initiation ceremonies

- b. Sleeping in close quarters with youths without having a second adult representative or parent, etc.
 - c. Aggressive, physically distressing or sexually provocative activities
 - d. Sexually suggestive comments to a youth or about a youth.
 - e. Inappropriate or intrusive touching of a youth
2. Maintain an open door policy when conducting briefings, meetings and assemblies of CMAA members. Invite all youths, parents, friends and other leaders to participate, particularly when performing interviews, transportation of CMAA youth members or orchestrating a tournament.
 3. Male and female adults and parents, must accompany youths on any activities away from home, especially overnight

5.0 Rights and Responsibilities

- 5.1 The CMAA organization and its members, youth and adults, reserve certain basic rights and with those rights certain responsibilities. Listed below are some of these rights and responsibilities.
- 5.2 Youths Have The Right To:
 - (a.) be safe
 - (b.) be listened to
 - (c.) be respected
 - (d.) privacy
 - (e.) take calculated risks in a protective environment
 - (f.) an inclusive environment
 - (g.) be referred to professional help if needed
 - (h.) be protected from abuse by other CMAA members or outside sources
- 5.3 Youths Are Responsible For:
 - (a.) Showing respect to both youth and adult CMAA members
 - (b.) Keeping themselves safe
 - (c.) Accurately reporting inappropriate behaviour or risky situations for youth CMAA members
- 5.4 CMAA Coaches Has The Right To:
 - (a.) Have access to ongoing training and information on all aspects of leading/managing youths, particularly CMAA member protection
 - (b.) To support in the reporting of suspected abuse
 - (c.) Access to professional support services

(d.) Be protected from abuse by CMAA youths, other adult members and parents

5.5 CMAA Coaches Are Responsible For:

- (a.) Fostering teamwork and mateship to ensure the safety of youth CMAA members in their care
- (b.) Using appropriate team management behaviour
- (c.) Responding to CMAA youth members' statements concerns about alleged abuse
- (d.) Ensuring that the rights and responsibilities of CMAA youth members is enforced
- (e.) Reporting suspected abuse to the appropriate authority
- (f.) Not abusing CMAA members physically, sexually or emotionally
- (g.) Maintaining confidentiality about sensitive information as designated by the appropriate authority

5.6 The CMAA Has a Right To:

- (a.) Expect that it's members comply with its code of conduct
- (b.) Expect all CMAA youth members to maintain standards of reasonable behaviour
- (c.) Take appropriate action if any CMAA members breach the Code of Conduct or CMAA policy
- (d.) Expect all CMAA members to undertake appropriate training when advised to
- (e.) Expect all CMAA members not to abuse other CMAA members physically, sexually or emotionally
- (f.) Take the appropriate action in the event of accusations
- (g.) Acquire police checks relating to convictions in relevant areas, of any CMAA member or anyone dealing with youth

5.7 The CMAA Is Responsible For:

- (a.) Helping to provide a safe environment for all members
- (b.) Providing ongoing training and information for CMAA members and promoting its policy and procedures on child protection
- (c.) Facilitating open discussions on child protection issues
- (d.) Providing support to CMAA members who report accusations of abuse
- (e.) Treating suspected abuse information confidentially
- (f.) Taking the appropriate action if CMAA members breach the standards of reasonable behaviour or policies and regulations

6.0 Training Safeguards and Procedures

6.1 The safeguards and procedures below apply to those CMAA members who undertake the delivery and supervision of youth activities in their capacity, whatever that capacity may be, Instructor, Manager, Coach, etc. All safeguards and procedures listed below are presented on the basis of 'risk minimization' measures. These measures if instigated can help protect CMAA members from any seeming loss of 'Duty of Care'.

6.1.1 The Instructor

Any person in a sporting supervisory role to youth should firstly understand that their position is one of trust. Apart from their Martial Arts capability that person must have at least the knowledge of the sporting/physical requirements as well as the skills to manage under 18's, by way of some basic qualification e.g. 'Coaching Accreditation and or instruction Scheme' or any similar effective qualification and or training. Any person in a sporting supervisory role to youth should also have an ambulance/first aid knowledge and qualification e.g. a St. John's Ambulance Senior Certificate. It is the Instructor/trainer/coach's responsibility to ensure all qualification remains in force.

6.1.2 The Youth

Any Instructor/trainer/coach must be very aware that all under 18's have the right:

- (a.) to feel safe
- (b.) to be listened to
- (c.) to be respected
- (d.) to take calculated risks in a controlled environment
- (e.) to the availability of immediate first-aid or medical assistance
- (f.) to have a clean safe environment in which to train

In view of these basic rights the Executive Board of the CMAA has implemented a series of procedures that will again minimize risk for under 18's and indeed all CMAA members.

6.1.3 Registration and Medical History Procedures

The CMAA employs a procedure whereby all members' particulars are known and recorded including the member's name, their parent's or legal guardian's names, parent's or legal guardian's address and phone numbers, emergency numbers and the best time to contact. Furthermore, the CMAA utilizes a medical questionnaire signed by the parent's or legal guardian to include a full medical history, medical insurance details and physician details and emergency contacts.

6.1.4 Incident Recording Procedures

The CMAA has documentation in compliance with occupational health and safety requirements where any obvious sickness, diseases, infections, sprains, strains, blood, injuries, accidents or medication given, aspirin, bandages or medical advice given to CMAA members is recorded. The documentation includes the date, CMAA members name and action taken and follow up made.

6.1.5 Training Area

The CMAA training area provides easy access to the following:

- (a.) Change areas, toilets, water, soap and clean towels.
- (b.) Have drinking water available BUT always encourage children to have their own.
- (c.) A sensible staffing ratio. Children need special attention and the younger they are the lower the student ratio to instructors. The following guide is employed by the CMAA for Instructor to student ratio:
 - 1 to 10 for 4 to 6 years
 - 1 to 15 for 7 to 14 years
 - 1 to 20 for 15 to 18 years
- (d.) Knowledge of emergency fire procedures and exits
- (e.) A telephone
- (f.) Good ventilation or some temperature control
- (g.) Clean appropriate flooring
- (h.) Clean appropriate equipment
- (i.) Any glass or mirrors are shatterproof
- (j.) Safe electrical fittings and other switches and controls
- (k.) A functional first aid kit specific for sports related injuries

6.1.6 Training Equipment

The CMAA has ensured that all training equipment is appropriate for the intended age group and the activities conducted. CMAA members are encouraged at all times to have and maintain their own equipment where applicable. Any shared equipment provided is in good condition, safe, clean, washed regularly and stacked away when not in use.