



Combined Martial Arts Association

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COMBINED MARTIAL ARTS ASSOCIATION (CMAA) CODE OF CONDUCT (CoC)

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STATEMENT OF CONFIDENTIALITY


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Policy Statement

- 1.1 The Combined Martial Arts Association (CMAA) is committed to the health, safety and well-being of all its members and is dedicated to providing a safe environment for participating in martial arts activities.
- 1.2 Abuse is defined as anything which individuals or organisations do, or fail to do, that directly or indirectly harms people or damages their prospects of a safe and healthy development. This includes physical abuse, emotional abuse, inappropriate training, inappropriate touching, sexual abuse and neglect.
- 1.3 This Code of Conduct (CoC) conveys a message to all CMAA members, and prospective members, responsible for martial arts activities, particularly those involving members who are minors or from at risk groups within society, about minimizing risk exposure of these members. All CMAA members, particularly age managers, coaches, officials, coaches, trainers and management personnel, have a responsibility to provide safeguards dedicated to the well-being of other members.
- 1.4 The abuse of minor and at risk demographic groups in society members, by other members or external sources, is not acceptable. The CMAA encourages all incidents of such abuse, as described in this policy, to be reported immediately to the appropriate authorities.
- 1.5 The CMAA has established a protective procedure for handling inappropriate behaviour by a CMAA member or external influence.
- 1.6 The CMAA Equity Policy also should be referred to when addressing issues relating to harassment of a CMAA member by another member or outside sources.
- 1.7 The CMAA (Combined Martial Arts Association) Code of Conduct (CoC) has been drafted to outline the guidelines and core values of the CMAA as an organization and to provide direction and guidance to its members to include organization office bearers, instructors, students and affiliates
- 1.8 This document outlines what is acceptable behaviour and what is unacceptable behaviour within the CMAA. The document also highlights the CoC complaints procedure and process as well as the role of the CMAA Executive complaint investigation and review process and procedure and highlights the options for action.
- 1.9 The CMAA Executive Leadership Committee (ELC) continues its support of the development of specific procedures and processes for addressing CMAA member protection, in accordance with CMAA Policies and the laws of that country where CMAA clubs are in operation.
- 2.0 The Combined Martial Arts Association Code of Conduct is to be read in conjunction with the following Combined Martial Arts Association documentation and policies:
 - CMAA Constitution and Bi Laws
 - CMAA Mission Statement
 - CMAA Member Protection Policy

- CMAA Child Protection Policy
- CMAA Equity Policy
- CMAA Class Conduct and Management, Coaching Points and Physical Training Rules and Guidelines
- CMAA Risk and Waiver/Indemnification Forms
- CMAA Medical Information Declaration and Release Forms
- CMAA Risk Management Policy
- Occupational Health and Safety Procedures



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Chairman – Executive Leadership Team
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26th December 2019

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

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1.0 General

- 1.1 The CMAA (Combined Martial Arts Association) Code of Conduct (CoC) has been drafted to outline the guidelines and core values of the CMAA as an organization and to provide direction and guidance to its members to include organization office bearers, instructors, students and affiliates. A description of CMAA member is as follows:
 - 1.1.1 CMAA Office Bearer is an individual within the organization who holds a position of management who is responsible for a specific management function within the organization.
 - 1.1.2 CMAA Instructor is an individual who has passed the grading requirements of the CMAA organization and is responsible for teaching the art of the CMAA.
 - 1.1.3 CMAA Student is an individual undergoing training and instruction in the art of the CMAA.
 - 1.1.4 CMAA Affiliate is an individual who is not an office bearer, instructor or student who supports the goals, objectives, activities and events of the CDP WF.
 - 1.1.5 CMAA Affiliated Club is a club that is a member of the CMAA and agrees to abide by the constitution and by-laws of the CMAA and its policies, procedures, processes and systems in the promotion of the CMAA art, sporting events and activities.
- 1.2 This CoC document is supported by CMAA policy, procedure, processes and systems and is to be read in conjunction with those said policies, procedures, processes and systems. This document is designed to ensure the CMAA provides a professional, safe and secure training environment compliant to the organizations guidelines and core values throughout its affiliated clubs. Furthermore, the CoC ensures that the organization is managed in a professional, transparent manner ensuring due process and attention towards the achievement of the combined goals and objectives of the organization and its individual members.
- 1.3 All members of the CMAA including, students, Instructors, office bearers of the organization and affiliates are obliged to familiarise themselves with the content of the CoC so that the core values of the CMAA are understood. Furthermore, the CMAA CoC is to be read in association with the following CMAA supporting policies, procedures, processes, and systems:
 - CMAA Constitution and Bi Laws
 - CMAA Mission Statement
 - CMAA Member Protection Policy
 - CMAA Child Protection Policy
 - CMAA Equity Policy
 - CMAA Class Conduct and Management, Coaching Points and Physical Training Rules and Guidelines
 - CMAA Risk and Waiver/Indemnification Forms
 - CMAA Medical Information Declaration and Release Forms
 - CMAA Risk Management Policy

- Occupational Health and Safety Procedures

Note: The above documents are contained as annexes to the CoC

2.0 Acceptable Behaviour

2.1 Acceptable Behaviour within the context of the CMAA Code of Conduct for all CMAA members and affiliated clubs includes but is not limited to the following:

(a.) Respect the rights, dignity and worth of every human being. Do not engage in any activity or behaviour which goes against the following values:

(1.) Acceptable behaviour is applicable and appropriate for every CMAA member within the context of the activities, events, communication, marketing and operation of the CMAA in relation to the organisation and fellow members including their families.

(2.) Acceptable behaviour is also applicable to members of the CMAA when dealing with persons outside of the organization and the wider public.

(3.) As a member of the CMAA the actions and behaviour of the CMAA Member should be compliant to this CoC and the CMAA member is to treat everyone equally regardless of sex, ethnicity, sexual orientation, disability or religion.

(4.) As a member of the CMAA, show respect, common courtesy and humility to all you should meet regardless if they are an office bearer, instructor, student, affiliate, family member and the wider public.

(b.) Be a positive role model for the Organization. This includes organization office bearers, instructors, students and affiliates. Acceptable behaviour in maintaining a role model includes but is not restricted to the following:

(1.) As a Member of the CMAA treat people with respect and openness.

(2.) As a Member of the CMAA train diligently while being considerate of others.

(3.) As a Member of the CMAA ensure that your communication is appropriate, respectful, not offensive or derogatory at all times to and about other members and affiliates of the CMAA. This includes the following:

i. When speaking.

ii. All written communication to include:

a. Hard copy.

b. Email.

c. SMS texting.

d. Social media platforms.

(c.) Be Fair, Considerate and Honest With Fellow Members and Clubs:

(1.) Safety comes first.

- (2.) Control your personal ego.
 - (3.) Remember humility in training and your interaction with others.
- (d.) Be Professional In and Accept Responsibility for Your Actions:
- (1.) Display high standards of language, manners, punctuality, attitude and integrity.
 - (2.) Display behaviour that does not bring the organization into disrepute to include control, respect, dignity and professionalism to all involved in the organization, the martial art, sporting events and activities or events that promote the organization. This includes other members, sporting opponents, instructors, coaches, officials, administrators, the media, parents and spectators and representatives of other styles and members of the wider public.
- (e.) Continue the development of the CMAA style.
- (1.) Improve and maintain your current skills, ability, knowledge and appreciation of the CMAA system, the art and martial arts through continual performance appraisal and ongoing training.
 - (2.) Continually develop your personal attitude.
 - (3.) Every member regardless of rank needs to assist other members in their CMAA growth and development.
 - (4.) Every member must strive to train with members of equal or higher rank to ensure constant personal development.
- (f.) Comply With the Core Values and Guidelines of the CMAA.
- (1.) Whether it be interaction with CMAA office bearers, instructors, students, other members, affiliates and clubs within the CMAA, the guidelines of national and international bodies governing the CMAA should be followed.
 - (2.) Conduct is compliant to the rules and spirit of this martial art and competitions promoting Sports Eskrima and the art of the CMAA and the legal compliance requirements as defined by participating CMAA members and clubs in their nation.
- (g.) Ensure physical contact is:
- (1.) Appropriate to the situation.
 - (2.) Necessary for the development of knowledge, experience, training skills and techniques.
- (h.) Refrain from any form of personal abuse towards members and the wider public:
- (1.) The abuse of an individual is an offence under the legislation of many nations it is not tolerated within the CMAA.
 - (2.) The CMAA requires all affiliate clubs and their membership to be compliant with their nations legislative requirements.
 - (3.) Verbal, physical and emotional abuse.

- (4.) Be alert to any forms of abuse directed towards members of the CMAA.
- (i.) Refrain from any form of harassment towards students or other instructors:
- (1.) Harassment is an offence under the legislation of many nations it is not tolerated within the CMAA.
 - (2.) The CMAA requires all affiliate clubs and their membership to be compliant with their nations legislative requirements.
 - (3.) Gender, ethnicity, sexual orientation, disability or religious harassment.
 - (4.) Be alert to any forms of harassment directed towards members of the CMAA.
- (j.) Maintain a safe and secure environment for training, event/activity and competition:
- (1.) The OH & S requirements for the safe and secure conduct of sporting activities and events is mandatory including those which involve martial arts. CMAA requires all affiliate clubs and their membership to be compliant with their nations legislative OH & S and Insurance requirements.
 - (2.) Ensure compliance to equipment, facility and training safety standards and OH & S regulations of your local affiliated club and national body.
 - (3.) As appropriate each affiliate club is to be compliant with their nations insurance requirements
- Note: sample OH & S document is contained at Annex L
- (k.) Show concern and caution towards sick and injured members:
- (1.) Support members training using modified training programs as a result of an injury or disability where appropriate.
 - (2.) Uphold all aspects of the CMAA constitution, by-laws, policy, procedure, processes and systems.
- (m.) Compliance to all CMAA administrative guidelines:
- (1.) Payment of all administrative fees and payment schedules as communicated to affiliate clubs by the executive of the CMAA.
 - (2.) Compliant to all CMAA administrative directions.
 - (3.) Members will be compliant to CMAA confidentiality requirements as appropriate.
- (n.) Compliance to all CMAA guidelines and core values, integrity and legal conduct:
- (1.) The CMAA, its guidelines and core values do not condone or support issues of conflict of interest, corruption, immoral behaviour or breaches of legislation.
 - (2.) Members are expected to refrain from any incidents and or issues of conflict of interest, corruption, immoral behaviour or criminal acts or inappropriate behaviour as defined within the CoC.

- (3.) Members conduct or acts that corrupt or motivate any CMAA decision-making process on behalf of personal interest, prejudice and or gain or impacts the reputation of the CMAA will not be tolerated by the CMAA Executive.
- (4.) At all times members will maintain the highest levels of integrity in the conduct of all CMAA affairs.

3.0 Unacceptable Behaviour Members and Affiliated Clubs of the CMAA

3.1 The CMAA does not condone or encourage unacceptable behaviour that adversely impacts an individual or organization, is an immoral or illegal act and tarnishes the reputation of the CMAA. Instances of unacceptable behaviour include but are not restricted to the following:

- (a.) Violent or abusive behaviour.
- (b.) Vilification of any kind.
- (c.) Harassment or intimidation, sexual or otherwise.
- (d.) Bullying.
- (e.) Endangerment.
- (f.) Dishonesty including but not limited to, the making of false claims and or statements, falsifying rank and or achievements.
- (g.) The CMAA teaches many systems and styles, at no point is the CMAA promoting any of these systems and or styles as another. Clubs affiliated with the CMAA are free to promote their own styles and or systems to include but not limited to Cacoy Canete Doce Pares World Wide, Doce Pares WEKAF, Black Eagle, Goshin Jutsu and others as applicable. Affiliated CMAA clubs may teach these system and styles syllabus as well as choosing to teach CMAA syllabus.
- (h.) A criminal offence under the legislation of a nation is not tolerated within the CMAA. Where appropriate members of the CMAA are encouraged to report criminal offences to the authorities
- (i.) Is under investigation for a criminal offence under the legislation of a nation. In such a situation the said CMAA member is to be suspended from training and association with the organization and its affiliated clubs until the satisfactory conclusion of the investigation including any other associated litigation and or legal hearing into the said matter where the said CMAA member is cleared of any allegation.
- (j.) Malicious gossip, discrediting or disparaging remarks either spoken or written including but not limited to other individuals, schools, martial arts styles, discrediting fellow practitioners or affiliates of the CMAA.
- (k.) Is part of a civil litigation and proceeding under the legislation of a nation where the CMAA membership, organisation and its reputation can be adversely impacted. In such a situation the said CMAA member and or members are to be suspended from training and association with the

organization and its affiliated clubs until the satisfactory conclusion of such civil proceedings including any other associated litigation and or legal hearing into the said matter are concluded.

4.0 The Code of Conduct Complaints and Arbitration Procedures - General

- 4.1 The CMAA executive considers the management of complaints made in respect to the organization, Code of Conduct (CoC), Member Protection Policy (MPP), Child Protection Policy (CPP) and breaches of and non-compliance to CMAA policy, procedures, processes and systems as a serious matter.
- 4.2 The registering of a complaint is a serious matter and the CMAA Executive will investigate all reported complaints in a committed and professional manner. All complaints will be managed in a discreet, confidential, objective and unbiased manner ensuring that all parties are assured a transparent due process managed to establish and review facts based on complaint investigations, analysis of evidence, investigation findings and recommendations including the delivery of final decisions by the CMAA Executive.
- 4.3 It is of great concern to the Executive of the CMAA that all parties to a complaint, especially the complainant and the accused receive the benefit of "Due Process" and any ensuing investigation is unbiased and transparent. It is also acknowledged that certain complaints lodged may involve criminal investigation and proceedings and or civil litigation. Under these circumstances the legitimate authorities of member clubs national legal processes and agencies will take precedence.
- 4.4 All CMAA members on joining the organization will sign a registration document stating that they have read, understand and will comply with all CMAA Policy, Procedures, Processes and systems including the CoC.

5.0 The Process for Addressing a Complaint

- 5.1 The following procedure outlines how to manage complaints of suspected instances of unacceptable behaviour and noncompliance:
 - 5.1.1 Any member accused of breaching any of the CMAA policy, procedures, processes and systems to include but not restricted to the CoC, The MPP, the CPP and other documents as applicable is to be reported to the Executive Leadership Team of the CMAA in writing. The written complaint is to include a detailed description that outlines clearly all known facts supported by appropriate evidence pertaining to the complaint and the accusations made. Evidence can include but is not restricted to written and signed statements by either the complainant or witnesses, other forms of documentary evidence either hardcopy or digital to include medical reports, insurance claims, Emails, SMS's and or screen shorts of social media and digital platforms.

Note:

1. It is pertinent for any investigating team to understand and be aware that any provided screenshots of digital information may be inadmissible as evidence if it constitutes an illegal act against a member clubs national legislation including breaches of that nation's criminal code. I.E. malicious slander and or defamation and or cybercrime, etc.
2. Furthermore, it is noted that where evidence submitted that includes screenshots of digital information that the parties involved may be requested to submit their phones and or digital devices for forensic investigation by the CMAA investigating team or will be required to submit to such requests by the relevant authorities of that clubs national

law enforcement organizations as appropriate and if under investigation for a breach of that nations criminal code.

- 5.1.2 The CMAA Executive Leadership Team will decide upon the ensuing course of action for addressing the reported breach of the CMAA CoC or any other relevant policy. This is to include as appropriate depending on the circumstances if a breach is also a breach of any nations criminal code. If the breach constitutes a criminal offence the CMAA Executive Leadership Team is to ensure they have confirmed if such a breach has been reported to the relevant and appropriate authorities for further investigation and proceedings by that nations respective law enforcement agencies as appropriate. If such a breach has not been reported to the relevant law enforcement agencies the CMAA Executive is to ensure they understand fully the reasons why not. In such circumstances that a nations law enforcement agencies will take prominence in any required investigation the CMAA will take appropriate action based on that law enforcement agencies ongoing investigations and or proceedings.
- 5.1.3 The Executive Leadership Team will notify the accused CMAA member in writing where the accused member will be advised that a complaint has been made against them and that an investigation by the CMAA Executive will be initiated.
 - I. The accused CMAA member shall be afforded the rights of natural justice during the course of the investigation where the CMAA Executive Leadership Team shall enact appropriate monitoring and modification of the accused member's activities in martial arts and compliance to the policy, procedures, processes and systems of the CMAA.
 - II. The CMAA Executive is to ensure that the accused member understands the complaint and the accusations against them and that such understanding is recorded by the CMAA Executive Leadership Team Investigation Team. The Accused member will be given a copy of the complaint and all supporting information and statements.
 - III. The accused member has a right and will be given the opportunity to respond to the complaint including the availability to provide all relevant information, statements, documentary and digital information. All information and evidence supplied by both the complainant and the accused is to be used and recorded in the investigation. The CMAA Executive is to ensure that any investigation has recorded all opportunities for both the complainant and the accused to respond during the course of any investigation. All interviews of both the complainant and the accused should be carried out at a meeting, teleconference or video conference where a minimum of two members designated as investigators, appointed by the CMAA Executive Leadership Team, will carry out and record all interview processes as an element of the wider investigation.
 - IV. The parents/legal guardians of any member who are making a complaint and the minor is identified as a suspected victim of abuse will be encouraged to contact the Executive Leadership Team for advice on professional support services.
- 5.1.4 The CMAA Executive will appoint appropriate, relevant and suitably qualified members of the organization to conduct the investigation. That person or group of people given the responsibility to investigate a case will collect, collate and analyse all available information, data and evidence that clearly outlines the position of the claimant and the accused and establishes and confirms the accuracy of the complaint and any defence and or mitigating circumstances presented by the accused. The investigation will be conducted compliant to the requirements of the Burden of Proof and Due Process.

Note: Burden of Proof

For the purposes of the CMAA the **Burden of Proof** is meant as the obligation to present evidence on the subject of a breach of the CMAA CoC and other policies, procedures, processes and systems to prove or disprove a disputed fact to a level of Substantial likelihood. This usually means proving much more than a 50% chance of liability or guilt.

If the breach is also a criminal offence under the legislation of the CMAA member's nation then the legislative guidelines for a criminal case will apply.

Note: Due Process

For the purposes of the CMAA **Due Process** is the requirement where the CMAA Executive will respect all rights of both the claimant and the accused that are owed to them during the investigation process relative to a complaint being made concerning a breach of the CoC and other CMAA policy, procedures, processes and systems.

- 5.1.5 On completion of the investigation the CMAA investigation team will provide an investigation report comprising all information, evidence and data, the investigation teams' findings and final recommendations to the Executive of the CMAA for review and a final decision as specified by the Executive on a case by case basis.
- 5.1.6 In some instances if a complaint also includes a breach or potential breach of legislation which warrants the police of a relevant CMAA club's nation being informed such as a criminal act the CMAA Executive will confirm that the relevant authorities have been notified. If those authorities have not been notified the CMAA Executive will advise the relevant member club to provide all relevant investigation information at their earliest convenience and pass the investigation onto the relevant authorities as appropriate.
- 5.1.7 After the review of the investigation findings, conclusion and recommendations a decision will be made concerning the options for action.

NOTE: The Member Protection Policy and the Child Protection Policy should be read in conjunction with the CoC as it highlights in detail actions involving issues of a possible criminal nature.

6.0 CMAA Executive Complaint Investigation Review

- 6.1 A review of all information, data, evidence and investigation findings and recommendations will be conducted by the ELC of the CMAA. A CMAA Review and Arbitration Committee will be appointed for the CMAA ELC to review complaints and investigations. The CMAA Review and Arbitration Committee is responsible to decide on what appropriate action to respond to the compliant.
- 6.2 The CMAA Executive Review and Arbitration Committee will comprise five (5) members appointed by the CMAA ELC. The committee is empowered to appoint suitably appropriate, qualified and experienced CMAA members regardless of rank, grading or title to conduct a fair, impartial and transparent investigation into all the facts, conditions and issues surrounding the complaint.
- 6.3 On completion of the investigation and presentation of the investigation, its findings, recommendations and conclusion the CMAA Executive Review and Arbitration Committee will review the investigation coming to a decision concerning Options for Action.

7.0 Options for Action

- 7.1.1 Codes of Conduct can only be effective if there is a disciplinary and administrative process to support them. It is essential that the CMAA ELC is fair and consistent displaying due process and

transparency at all times. In the consideration of options for action the CMAA ELC must take into consideration the following:

7.1.1 The CMAA Has a Right To:

- (a.) Expect that its members comply with its code of conduct and other associated CMAA policy, procedures, processes and systems.
- (b.) Expect all CMAA members including minors to maintain standards of appropriate and 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 corrective 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 and the conclusion of the appropriate investigative action.
- (g.) Acquire police checks as appropriate relating to convictions in relevant areas, of any CMAA member or anyone dealing with a youth or an at risk member of society.
- (h.) Conduct any investigation, disciplinary and administrative action compliant to the legislative requirements, ongoing criminal investigations and proceedings as conducted by the legal authorities of a member club in that clubs nation.

7.1.2 CMAA Members Including Minors 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.) Train in an inclusive environment
- (g.) Be referred to professional help if needed
- (h.) Be protected from abuse by other CMAA members or outside sources

7.1.3 CMAA Instructors and Coaches Have The Right To:

- (a.) Have access to ongoing training and information on all aspects of leading/managing minors, particularly CMAA member protection.
- (b.) To support in the reporting of suspected abuse.
- (c.) Access to professional support services as appropriate.

(d.) Be protected from abuse, false claims and accusations, etc. by CMAA minors, other adult members, parents and affiliates.

7.2 Options for action include but are not restricted to the following:

- 7.2.1 The issuing of a verbal warning by the CMAA Executive. In such an instance the CMAA ELC will maintain a record of such a warning being issued.
- 7.2.2 The issuing of a written warning by the CMAA Executive. In such an instance the CMAA ELC will maintain a record of such a warning being issued.
- 7.2.3 The exclusion from training and access to CMAA membership benefits and facilities for a specified period of time. In such an instance the CMAA ELC will maintain a record of such action undertaken.
- 7.2.4 The exclusion from CMAA events and activities for a specified period of time. In such an instance the CMAA ELC will maintain a record of such action undertaken.
- 7.2.5 The expulsion of the member from the CMAA organization. In such an instance the CMAA ELC will maintain a record of such action undertaken.
- 7.2.6 A decision to pass the matter to the relevant authorities in cases that are of a criminal nature and consequence. In such an instance the CMAA ELC will maintain a record of such action undertaken.