



Combined Martial Arts Association

3rd floor, 9A Karinda Plaza,
Jln Karang Tengah Raya,
Lebak Bulus, South Jakarta

COMBINED MARTIAL ARTS ASSOCIATION
(CMAA)
MEMBER PROTECTION POLICY
(MPP)

Prepared by:

Glen Gardiner

Chairman - Executive Leadership Team
Combined Martial Arts Association
Jakarta, Indonesia

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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 Member Protection Policy conveys a message to all CMAA members, and prospective members, responsible for martial arts activities, particularly those involving members under 18 years of age, 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 youth 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 Executive Leadership Team 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.
- 1.8 The Combined Martial Arts Association Member Protection Policy is to be read in conjunction with the following Combined Martial Arts Association documentation and policies:
 - CMAA Constitution and Bi Laws
 - CMAA Mission Statement
 - Code of Conduct
 - 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



Glen Gardiner
Chairman – Executive Leadership Team
Combined Martial Arts Association

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 Key Policy Features

- 1.1 Combined Martial Arts Association (CMAA) Member Protection Policy Statement, CMAA Code of Conduct, and Protective Measures for CMAA Coaches, Rights and Responsibilities and Procedures for Addressing Protection Breaches.
- 1.2 The CMAA Member Protection Policy (MPP) 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 members is as follows:
 - 1.2.1 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.
 - 1.2.2 CMAA Instructor is an individual who has passed the grading requirements of the CMAA organization and is responsible for the teaching the art of the CMAA.
 - 1.2.3 CMAA Student is an individual undergoing training and instruction in the art of the CMAA.
 - 1.2.4 CMAA Affiliate is an individual who is not an office bearer, instructor or student who supports the goals, objectives, activities and events of the CMAA.
 - 1.2.5 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 and sporting events and activities.
- 1.3 This document is supported by CMAA CoC, policy, procedure, processes and systems that ensure the CMAA provides a professional, safe and secure training environment compliant to the organizations guidelines and core values throughout its affiliated clubs where the organization is managed in a professional, transparent manner that ensures due process and attention towards the achievement of the combined goals and objectives of the organization and its individual members.
- 1.4 All members of the CMAA includes, students, Instructors, office bearers of the organization and affiliates who 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:
 - (a.) CMAA Constitution and Bi Laws
 - (b.) CMAA Code of Conduct
 - (c.) CMAA Mission Statement
 - (d.) CMAA Member Protection Policy
 - (e.) CMAA Child Protection Policy
 - (f.) CMAA Equity Policy
 - (g.) CMAA Class Conduct and Management, Coaching Points and Physical Training Rules and Guidelines
 - (h.) CMAA Risk and Waiver/Indemnification Forms

- (i.) CMAA Medical Information Declaration and Release Forms
- (j.) CMAA Risk Management Policy
- (k.) Occupational Health and Safety Procedures

Note: The above documents are contained as annexes to the CMAA Code of Conduct.

2.0 CMAA Member Protection Policy and the Code of Conduct

- 2.1 CMAA endorses the organization's Code of Conduct (CoC) for CMAA members, and the CMAA Member Protection Policy (MPP) is to be read in conjunction with the CoC. This policy is applicable for those responsible for conducting, managing or administering activities involving CMAA members under the age of 18, and/or similar policies as endorsed by the CMAA.
- 2.2 All members of the CMAA which includes, students, Instructors, office bearers of the organization and affiliates are obliged to familiarise themselves with the content of the Member Protection Policy (MPP) so that the core values of the CMAA are understood.
 - 2.2.1 As a CMAA member, you should meet the following requirements concerning your conduct during any CMAA sanctioned activity.
 - (a.) Respect the rights, dignity and worth of others.
 - (b.) Be fair, considerate and honest in all dealings with others.
 - (c.) Be professional in, and accept responsibility for, your actions.
 - (d.) Make a commitment to providing quality service.
 - (e.) Be aware of, and maintain an uncompromising adherence to, CMAA standards, rules, regulations and policies.
 - (f.) Operate within the rules of martial arts including national and international guidelines that govern martial arts.
 - 2.2.2 The CMAA expects all members, and affiliates who include supporters, advisors and associates to abide by the CMAA CoC which upholds the principles and values of the organisation and this MPP. CMAA members should recognise that at all times they have a responsibility to a duty of care to all CMAA members, Specifically:
 - (a.) Understand the possible consequences if you breach CMAA's Member Protection Policy or Code of Conduct.
 - (b.) Immediately report any breaches of the CMAA Member Protection Policy or Code of Conduct to the appropriate authority.
 - (c.) Refrain from any form of abuse towards others.
 - (d.) Refrain from any form of harassment towards others.
 - (e.) Provide a safe environment for the conduct of the activity in accordance with relevant CMAA policy.
 - (f.) Show concern and caution towards others that may be sick or injured.

- (g.) Be a positive role model.

A CMAA Team Manager/Instructor will:

- (a.) Agree to abide by the CoC.
- (b.) Be responsible for the overall welfare and well-being of team members and officials when traveling with a team.
- (c.) Maintain a 'duty of care' towards team members and accountability for the management of the team.
- (d.) Have a sound knowledge of CMAA policies, responsibilities and competition rules, and ensure that the conduct of the affairs of the team is in accordance with these policies and guidelines.
- (e.) Foster a collaborative approach to the management of the team.

A CMAA Coach or Official will:

- (a.) Agree to abide by the CMAA CoC.
- (b.) Be responsible for matters concerning the coaching, training and development of CMAA members.
- (c.) Maintain a 'duty of care' towards others and accountability for matters relating to training and competition.
- (d.) Have a sound working knowledge of CMAA policies, rules and regulations and coaching techniques.
- (e.) Ensure that any physical contact with others is;
 - (1.) Appropriate to the situation
 - (2.) Necessary for the person's skill development
- (f.) Provide a safe environment for training and competition.
- (g.) Be a positive role model for members within the CMAA.

A CMAA Administrator/Director/Officer will:

- (a.) Agree to abide by the CMAA CoC.
- (b.) Be fair, considerate and honest with others.
- (c.) Operate within the rules of the CMAA.
- (d.) Be professional in your actions. Your language, presentation, manner and punctuality should reflect high standards.
- (e.) Resolve conflicts fairly and promptly through established procedures.
- (f.) Maintain strict impartiality.

- (g.) Maintain a safe environment for others.
- (h.) Show concern and caution towards others.
- (i.) Be a positive role model for others.

3.0 Protective Measures for CMAA Coaches/Officials

- 3.1 For the purposes of this policy, the word 'youth' refers to a CMAA member or person up until the age of 18 years. CMAA coaches/officials are those members who undertake the delivery or supervision of martial arts activities in their capacity as team managers, coaches, officials, administrators, and like positions. These are responsible positions in the organisation and each coach/official must adopt these risk minimization measures to protect themselves from misconceptions about their behaviour in performing their designated roles.
- 3.2 Risk Minimization Measures, do not engage, or allow others to engage, in any of the following:
 - (a.) Abusive initiation ceremonies
 - (b.) Inappropriate undressing/ dressing in front of members including youths
 - (c.) Invading the privacy of members including youths while showering or toileting
 - (d.) Photographing members including youths while undressing/ dressing, showering or toileting
 - (e.) Sleeping in closed quarters with youths without a second adult representative, parent etc.
 - (f.) Aggressive, physically distressing or sexually provocative activities
 - (g.) Sexually suggestive comments about or to a member including a youth
 - (h.) Inappropriate or intrusive touching of a member including a youth
 - (i.) Joking, ridiculing, rejecting, isolating, or "taking the Mickey" out of a member.
- 3.3 While many of the above points may not be legally actionable, they are against the principles and value of the CMAA and guarded against in the CMAA CoC. Coaches should maintain an open door policy when conducting briefings, meetings and assemblies of members. Invite all members including youths, parents, friends and other coaches to participate, particularly when performing interviews, transporting members and conducting excursions. Male and female adults, coaches or parents must accompany youths when undertaking martial arts activities away from home and especially overnight. Treat all members with respect and dignity. Be mindful of your language, tone of voice and body language. Address the problem not the person. Let members know that when they are difficult it is their behaviour that is 'not OK' and the member 'is OK'. Foster teamwork and group cohesion between coaches allowing for the ability to point out inappropriate attitudes and behaviour by members of the team. Do not tolerate abusive or inappropriate behaviour – deal with it immediately.
- 3.4 Encourage members - don't pressure them. Be mindful of each individual's capacities for martial arts activities and protect them from pressure to participate. Respect youth member's privacy. Expect them to respect yours. Do not become involved in excessive attention seeking behaviour, physically or sexually, by a youth. Be mindful of the very needy youth and redirect their attention to martial arts activities.

- 3.5 Maintain your status as a ROLE MODEL to youths and other adults. Be friendly, courteous and kind. Don't abuse your position. Always set a good example in dress, behaviour, language etc. Mixed teams of coaches supervising martial arts activities provides for a healthier environment for coaches and youths. Remember - the inappropriate behaviour of one coach reflects on all of CMAA's coaches. UNDERSTAND CMAA POLICIES on member protection and grievances, and respect them. For more information on risk management information contact a member of the CMAA Executive Leadership Team. The Code of Conduct Complaints and Arbitration Procedures located in the CMAA CoC is an excellent resource for a basic understanding of how to deal with Complaint issues within the CMAA.
- 3.6 This list of risk minimization strategies is not exhaustive but is designed to be a guide for CMAA members to uphold the values and principles of the organization.

4.0 CHECKLIST FOR CMAA MEMBERS WHERE ABUSE IS SUSPECTED

- 4.1 Use the following guidelines should you or any other member suspect abuse:
- 1 You have suspicion on reasonable grounds:
 - (a.) When a youth tells you they have been abused.
 - (b.) When someone else tells you a youth has been abused.
 - (c.) A youth tells you they know someone who has been abused (often they are referring to themselves).
 - (d.) You observe a member's behaviour and/or injuries etc., and your knowledge of the members, leads you to suspect abuse.
 - (e.) You observe a member's abuse of another member.
 - 2 If you suspect a youth or adult CMAA member has been abused follow these procedures:
 - (a.) Ensure the person is safe (if they are in your care).
 - (b.) Maintain the safety of other members in accordance with CMAA Regulations and the Code of Conduct.
 - (c.) Obtain and document the following information to provide to the CMAA Executive Leadership Team representative designated as liaison on member protection issues:
 - (1.) The person's name, age and address;
 - (2.) Your reason for suspecting abuse (i.e. observation, injury, information);
 - (3.) Your assessment of danger posed to the person including information pertaining to the alleged perpetrator;
 - (4.) What arrangements, if any, exist for the immediate protection of the person;
 - (5.) What involvement, if any, other agencies have in dealing with the suspected member protection issues.

- 3 Make direct and confidential contact with the CMAA Executive Leadership Team. They will be able to advise you on such issues as parental involvement, police involvement, medical treatment, and the CMAA's position. Remember, if in doubt, seek immediate advice.
- 4 In the event that you suspect abuse by someone who is not a CMAA member (e.g. family member, club visitor) advise the CMAA Executive Leadership Team to seek appropriate advice.

5.0 Procedure for Addressing Suspected Inappropriate Behaviour

- 5.1 The following procedure outlines how to manage suspected instances of inappropriate behaviour:
 1. Ensure all members are aware of the CMAA Member Protection Policy, the Code of Practice for CMAA Instructors and the CMAA Code of Conduct when joining the organization.
 2. Any person suspected of breaching any of the CMAA Member Protection Policy and Code of Conduct is to be reported to the Executive Leadership Team of the CMAA. All known facts and suspicions are to be confided.
 3. Anonymous claims of abuse or breaches of the above Code and policies are to be taken seriously and immediately reported to the CMAA Executive Leadership Team for investigation.
 4. If the issue involves suspected abuse then:
 - I. The person reporting the suspected breach will advise the Executive Board immediately on being made suspicious and declare all available details.
 - II. The Executive Leadership Team will decide upon the ensuing course of action for addressing the reported breach of the CMAA's Member Protection Policy.
 - III. The Executive Leadership Team will notify the suspected CMAA member in writing where the suspected member will be advised that an inquiry will be instigated.
 - IV. The suspected CMAA member shall be afforded rights of natural justice during the course of the investigation where the Executive Leadership Team shall enact appropriate monitoring and modification of the suspected member's activities in martial arts and compliance to the policy, procedures, processes and systems of the CMAA.
 - V. The suspected member will be given the opportunity to respond to the complaint. This should be carried out at a meeting, teleconference or video conference where two members, appointed by the Executive Leadership Team, will carry out an interview.
 - VI. The parents/legal guardians of any member identified as a suspected victim of abuse will be encouraged to contact the Executive Leadership Team for advice on professional support services.

6.0 Options for Action

- 6.1 The following guidelines are to be used as a measure by the CMAA for addressing CMAA member protection issues:

- (a.) Report the matter to the relevant welfare services, children's services or child protection agency.
- (b.) Report the matter to the police and preferably, the child protection units, as appropriate.
- (c.) The suspected victim and other family members shall be asked to approach their local GP to obtain a referral to professional support services and medical specialists.
- (d.) The GP can contact the Executive Leadership Team for advice of the name of an appropriate specialist known to the CMAA.
- (e.) Raise the suspension and/or cancel the perpetrator's membership. Informing other martial arts organizations of such action to guard against future application for membership.
- (f.) Check periodically to ensure the former member is having no further contact with members of the CMAA.
- (g.) Periodically follow up on the victim's progress after initial counselling and that they have access to available care.

7.0 Action on Abuse Reported Directly to the CMAA

- 7.1 In the event that suspected abuse of a CMAA member is reported in the first instance to the Executive Leadership Team of the CMAA then the following actions are to occur:
 - (a.) The CMAA Grievance Officer/ Harassment Contact Officer is to conduct a preliminary investigation and report confidentially to the CMAA Executive Leadership Team as to whether abuse is suspected.
 - (b.) If abuse is suspected the Executive Leadership Team will report the matter immediately and confidentially to the respective government organization responsible for investigating the matter in accordance with this policy and procedures.

8.0 CMAA Rights and Responsibilities Matrix

- 7.1 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.
- 8.1.1 CMAA Members Including 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

8.1.2 CMAA Members Including 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 CMAA members

8.1.3 CMAA Coaches Have 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

8.1.4 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

8.1.5 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

8.1.6 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

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