

1. ACTIVITY/PLAYING PROGRAMMES

Philosophy

Dragon Fitness Academy is dedicated to the promotion of Chinese Martial Arts both as a sport and as the basis for spiritual and mental wellbeing. We are committed to provide students of all ages and ability with the very best possible coaching techniques and to provide an environment, which is welcoming, friendly, conducive to learning and safe.

Our sole aim is to treat all students as unique individuals and to help them to meet their own goals and aspirations and to increase their inner confidence. We consider all students as Academy Members and are part of an extended family within which our only desire is to help them grow and develop to become the very best that they can be.

1.1. Activity Programme Overview

We offer weekly Chinese Martial Arts training sessions for junior and senior members at various designated venues throughout the county of Herefordshire, open to all levels of ability and in strict accordance with our Equal Opportunities and Equity Policies as defined in Section 3. We also provide periodic and regulated Grading to all members, to enable their advancement and the continuous development of Chinese Martial Arts skills and disciplines. Opportunities also exist for members to represent the Academy at officially regulated tournaments and competition events, should they wish to do so.

We are affiliated to British Council for Chinese Martial Arts (BCCMA) and have adopted and comply with the rules and regulations set out therein, as our National Governing Body (NGB).



1.2 Coaching Roles and Responsibilities

Coaching Code of Practice

We acknowledge that our Coaching Team within the Academy have a primary role in the development of students to achieve their maximum potential.

All Coaches recognise that they have a Duty of Care and readily embrace the Academy policies on Equal Opportunities and Health & Safety.

Coaches will conduct their role with courtesy, professionalism and respect at all times and will encompass the philosophy of Dragon Fitness Academy as a core value to the teaching techniques and coaching services provided.

Coaches will ensure that the venue and equipment used during training is safe and fit for purpose and that fairness in participation is observed to all students of the Academy during training and competition.

Coaches will promote an environment of respect to all officials, examination bodies, fellow coaches, students, parents/guardians, volunteers and other visitors to the Academy.

Where appropriate, all Coaches will hold recognised coaching qualifications and maintain up to date practices in accordance with National and International requirements and will ensure that any Competition Rules and Regulations are adhered to at all times.

Coaches will extend every courtesy to other coaching staff both within and outside of the Academy, will willingly share knowledge and experience and will never openly or covertly solicit students away from other Coaches, Academy's or Associations.

Coaches are actively encouraged to seek out and refer to other professional agencies that could play a beneficial role with the development of students. This may include but is not limited to other coaches, sports scientists, nutritionists, and the National Governing Body.

Volunteer Code of Practice

To understand and observe (where applicable) the Code of Practice set out for Coaches and to assist the Coaching staff in any reasonable tasks that, are within the capability of the incumbent and in accordance with the terms set out within the Volunteer Agreement Form (copy enclosed - **APPENDIX A**).

DRAGON FITNESS ACADEMY

Job Description Head/Senior Coach

Dragon Fitness Academy recognise that it is a tremendous privilege to be entrusted with the coaching of students and as such, the job description encompasses the following elements as prerequisite to the position:

The Head Coach must be suitably qualified and in line with the governing body guidelines.

The Head Coach will take charge of all training sessions. In the absence of the Head Coach then the senior graded coach present will assume the responsibilities of Head Coach.

The Head Coach must follow the ethos of Dragon Fitness Academy as set out in the philosophy of the Academy (Policy 1.1).

The Head Coach will conduct themselves at all times in accordance with the Academy policy for Coaching Code of Conduct (Policy 1.2), Equal Opportunities Policy (Policy 1.3), and Health & Safety Policy (Policy 1.4).

The Head Coach will set and follow the procedures for Reporting and Recording Incidents and Accidents and Child Protection Procedure (Procedure No's 2.1 and 2.2 respectively).

The Head Coach is responsible for managing the training and instruction of students and it is their responsibility to ensure that the techniques applied are safe and acknowledged methods of learning and that all training provided meets the requirements set out by the National Governing Body.

The Head Coach will ensure that they hold Professional Indemnity Insurance.

It is essential that the Head Coach maintain the highest ethical standards and professionalism in all aspects of coaching.

It is incumbent upon the Head Coach to maintain their knowledge and skills and to keep up to date with coaching techniques and first aid qualifications.

The Head Coach is tasked to develop and nurture Assistant/Junior Coaches and to readily share their knowledge and experience for the benefit of all those associated with the Academy.

Job Description Assistant Coach

Dragon Fitness Academy recognise that it is a tremendous privilege to be entrusted with the coaching of students and as such, the job description encompasses the following elements as prerequisite to the position:

To assist the Head Coach in organising, preparing and conducting elements of the training session for students, as directed.

The Assistant Coach must follow the ethos of Dragon Fitness Academy as set out in the philosophy of the Academy (Policy 1.1).

The Assistant Coach will conduct themselves at all times in accordance with the Academy policy for Coaching Code of Conduct (Policy 1.2), Equal Opportunities Policy (Policy 1.3), and Health & Safety Policy (Policy 1.4).

To develop and maintain high ethical standards in coaching, commit to develop their coaching role by increasing knowledge and skills.

To undertake appropriate training as directed by the Head Coach.

To familiarise themselves with, and follow the procedures for Reporting and Recording Incidents and Accidents and Child Protection Procedure (Procedure No's 2.1 and 2.2 respectively).

To undertake any duties as would reasonably be expected with the role of Assistant Coach, as directed by the Head Coach.

1.3 Dragon Fitness Academy Coaching Staff and their Qualifications

All information is herewith enclosed – **APPENDIX B**

Coach to student ratios are in accordance with the guidelines set down by our National Governing Body, British Council for Chinese Martial Arts (BCCMA) and are as follows:

Age Group:	One Coach to:
3-5 years old	6 -8 participants
6 -11 years old	8 – 10 participants
12 -16 years old	8 – 10 participants
17 + years old	20 participants

2. WELFARE

2.1 Child Protection Overview

Dragon Fitness Academy adopts the Child Protection and Safeguard policies of our National Governing Body (NGB), British Council for Chinese Martial Arts (BCCMA), for which the latest issue update is enclosed – **APPENDIX C**

Our appointed Welfare Office is Linda Richards in connection with the protection and safeguard of children (Junior Academy Members). Linda Richards can be contacted 07970704943.

All Coaching staff receive instruction with regard to identifying potential signs of abusive which include, but are not limited to, significant changes in behaviour, extreme anger or sadness, aggressive and attention seeking behaviour, suspicious bruises with unsatisfactory explanations, lack of self-esteem, self injury, depression, age inappropriate sexual behaviour, and child sexual exploitation.

Coaches are aware of their duty to the protection of children from abuse during their association with the Academy. Any concerns relating to suspected abuse will be drawn to the attention of the Chief Instructor who in turn will contact the appropriate agency and or National Governing Body for instruction and advice.

Any approach made by a child indicating an act of abuse against them will be reported immediately. Dragon Fitness Academy adopts a “no secrets” approach to such matters, and as such will not operate on the basis of “please don’t tell anyone about this but...”

Dragon Fitness Academy DO NOT have the responsibility or the authority to investigate suspected child abuse, but are committed to reporting any suspicions or concerns in accordance with the policy set down by our National Governing Body. Accordingly, any signs or indicators of physical, emotional, sexual abuse or neglect will be referred immediately.

In all instances any reported suspicions relating to the protection of children from abuse will be duly documented and in the event that an external investigation is undertaken any records, statements or file notes will be automatically made readily available to the inspectorate.

All Coaches at Dragon Fitness Academy undergo appropriate screening, which includes but is not limited to DBS (Disclosure Baring Service) checks. In circumstances where any such checks are pending or being sort, then strict “line of sight” supervision measures will be undertaken, by a duly certified and cleared Senior Coach.

2.2 Evidence of CPSU accredited training

All information is herewith enclosed – **APPENDIX D**

2.3 Safe Environment

Health & Safety Policy

Dragon Fitness Academy acknowledges a Duty of Care to maintain, as much as is humanly practicable, an environment that protects and preserves the health and safety of all members (fellow coaches, students and volunteers).

Training venues will be regularly inspected to ensure suitability. These checks will include, flooring, heating, ventilation, emergency exits, passageways and lighting. Any potential hazards will be addressed and particular care will be taken to ensure that there is adequate floor space available for safe use, consistent with the activities and training techniques to be undertaken.

Where a potential risk hazard is identified a Risk Assessment will be duly undertaken and a Risk Assessment Form completed highlighting the nature of the risk and the measures taken to address and reduce the risk, as much as is practicable.

The Head Coach has the overall responsibility for environmental health and safety, however, all members of the coaching team are actively encouraged to assess and report upon any areas of concern or suitability.

All coaches and students have a responsibility with regard to their own personal health and safety and are required within this policy to act in such manner as not to potentially compromise their own health and safety or that of those around them.

Correct clothing and foot ware is to be worn at all times.

Risk Assessment Form

Copy herewith enclosed - **APPENDIX E**

Reporting and Recording Incidents and Accidents

In the event of an accident or incident the Senior Coach has the overall responsibility for ensuring that the following procedure is observed.

A written record of the accident/incident must be made using an Accident/Incident Report Form (Copy enclosed - **APPENDIX F**), to include details of the accident/incident, name(s) of those involved (fellow coach, student, official, volunteer, parent/guardian or visitor), time and date, and the action taken.

In the event of fire, flood or explosion, the following procedure will be instigated as appropriate. A member of the Coaching team will be tasked to contact the relevant emergency services and or raise the alarm. The Senior Coach will (in the case of such an incident in a hired venue) assume responsibility for adopting the procedure(s) of the venue, ensure a calm and safe evacuation, and subsequent roll call from the attendance register. Once a place of safety has been established and everyone accounted for a record of the event will be detailed within the Accident/Incident Book.

In the event of illness or injury during training any care or treatment required will only be undertaken a suitably qualified First Aider.

If it is a minor injury (such as cut, bruising, fainting, nose bleed, punch in solar plexus or kick to the groin) the appropriate treatment will be initiated.

If it appears to be an injury of a more serious nature (such as dislocation, broken limb or concussion) the emergency services will be contacted immediately.

In all instances a record will be made on an Accident/Incident Report Form.

In the event of an accident or incident involving a child (junior student) the parent/guardian will be notified immediately and fully appraised regarding the circumstances surrounding the accident/incident, any injuries suspected or sustained and the action taken.

Associated Records

An attendance register is maintained in all lessons, at all times.

Junior (Child) Membership Registration Form – **APPENDIX G**
Adult Membership Registration Form – **APPENDIX H**

3. KNOWING YOUR CLUB AND ITS COMMUNITY

3.1. Engaging with and understanding our members

Equal Opportunities Policy

Dragon Fitness Academy is totally committed to providing equality of opportunities in the context of coaching techniques and training Chinese Martial Arts.

It is however recognised that not all activities will necessarily be appropriate to all students dependant upon aspects such as physicality, health and ability, but within these confines an environment of fairness will be maintained consistently throughout all of our coaching methods and techniques.

Under no circumstances will any member of the Academy (fellow coach, student or volunteer) be prejudiced on the grounds of their race, gender, religion, age, disability, sexual orientation or social and economic background.

The Academy is dedicated to create an environment in which individual differences and contributions of all students and other coaches are valued.

All Coaches recognise their responsibility with regard to equality and that every member of the Academy (fellow coach, student or volunteer) is entitled to be treated with respect and dignity.

Any form of intimidation, bullying or harassment will not be tolerated and will lead to disciplinary action and could ultimately result in expulsion from the Academy and reporting as necessary to the appropriate Authority.

New Enquiries

All enquiries are referred to the Chief Instructor who is happy to discuss any aspect of Dragon Fitness Academy with any interested party.

In the first instance potential new members (junior and Adult) are invited to attend a lesson completely free of charge and without obligation.

Advertisement and Promotion

Our reputation has grown predominantly by word of mouth and personal recommendation by existing members. We also have a dedicated website www.dragonfitnessacademy.co.uk as well as an existing facebook page (Dragon Fitness Academy).

We advertised quarterly in Fitnet magazine, periodically leaflet drops and we organise local community fun days.

Information to New Junior Members

All junior members are provided with a copy of an introduction booklet “Little Dragons” and then have the opportunity of purchasing at a very low cost a comprehensive syllabus guide – **APPENDIX I**

Communication

Regular updates and announcements are posted on our members only facebook group, periodically newsletters (**APPENDIX J**) are sent out via email and also circulated during training sessions. For parents and guardians of junior members mobile texting is also used as and when appropriate to convey information relating to venue changes, grading events etc.

Equity Policy Statement

Dragon Fitness Academy is committed to ensuring that equity is incorporated across all aspects of its development. In doing so we acknowledge and adopt the following Sport England definition of sports equity.

“Sport equity is about fairness in sport, equity of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society”.

This ethos is interpreted within our Equal Opportunities Policy and remains at the very core of the foundations of the Academy.

Equity Action Plan

Forms part of the Academy constitution and is reviewed in accordance with the time frames set out therein.

4. CLUB MANAGEMENT

4.1 Insurance Certification

Copy enclosed – **APPENDIX K**

4.2 Affiliation to British Council for Chinese Martial Arts

Copy enclosed – **APPENDIX L**

4.3 Academy Constitution

Dragon Fitness Academy (herein referred to as the Academy) is affiliated to the British Council of Chinese Martial Arts (BCCMA).

The Constitution of the Academy encapsulates and underpins the philosophy of the Academy and its policies and procedures, in conjunction with those laid down by BCCMA.

It is implicit within the Constitution that the Academy aims (to) offer coaching and competitive opportunities in Chinese Martial Arts (to) promote the Academy within the local community (to) ensure the duty of care to all members of the Academy and (to) provide all its services in a way that is fair to everyone.

Membership of the Academy is open to anyone interested in promoting, coaching, volunteering or participating in Chinese Martial Arts, regardless of gender, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Membership categories are as follows:

Adult Member (student or coach) who has paid their membership and subscription fees and is aged 18 or above.

Junior Member (student of coach) who has paid their membership and subscription fees and is aged 17 or below.

Affiliated Member, including but not necessarily limited to volunteers, representatives from external bodies or organisations by invitation, and parents or guardians of junior members.

DRAGON FITNESS ACADEMY

All members will be subject to the regulations of the Constitution and by joining the Academy will be deemed to accept these regulations and the codes of practice that the Academy has adopted.

A Committee consisting of not less than the Chief Instructor, one representative adult member (to be nominated by majority vote through members ballot) and one representative affiliated member (to be nominated by affiliated members majority vote) will convene an annual meeting to review and as appropriate revise the Constitution of the Academy.

The Committee will assume the responsibility for reviewing the Academy philosophy, Equity and Equal Opportunities policy and action plans, all other policies, procedures, agreements, registrations and key documentation and the associated forms and records concerning Dragon Fitness Academy for continued appropriateness and suitability.

The Committee will seek to continuously improve the overall management and governance of the Academy and for ensuring that the practices of the Academy remain up to date and in compliance with the law, legislation, best practice, and any amended requirements of external regulatory bodies.

The Annual Meeting will be chaired by the Chief Instructor and will follow a formal agenda, including (but not necessarily limited to):

- (1) A record of those in attendance, including any apologies for absence
- (2) Approval of previous AM minutes
- (3) A review of the Philosophy of the Academy
- (4) Equity and Equal Opportunities Action Plans
- (5) A review of the policies and procedures of the Academy
- (6) A review of the documentation, forms, records and of the Academy
- (7) A review of the agreements of the Academy
- (8) Academy Development Plan
- (9) A review of any Accidents or Incidents in the Academy
- (10) A review of any complaints or concerns affecting the Academy
- (11) Matters Arising
- (12) Any other business as raised on behalf of Academy members

In all instances the minutes will be recorded identifying agreements reached and actions to be taken and these minutes will form part of the evolving Constitution of the Academy and will be published within 30 days following of the meeting of the Committee.

All members of the Academy will be entitled to have matters raised on their behalf, have access to and be afforded full disclosure to the recorded minutes of the Annual Meeting.

DRAGON FITNESS ACADEMY

In the normal course of events there will be one meeting held yearly, however, should circumstances necessitate then the Head Coach may call an Extra Ordinary Meeting at any interval as appropriate, should the needs or welfare of the Academy dictate.

4.4 Codes of Conduct

Code of Conduct for Coaches and Volunteers are outlined in Section one.

Code of Practice for Members (Students)

Dragon Fitness Academy is fully committed to safeguarding and promoting the wellbeing of all of its members (Coaches, Students, Volunteers, Parents and Guardians) associated with the Academy.

All members are required to ensure that they are familiar with the Philosophy of the Academy, and the Academy policies relative to Health and Safety and Equal Opportunities.

Members are encouraged to be open and share any comments, concerns, or complaints with the Head Coach as may prove beneficial in enabling the process of continuous improvement of the Academy.

All members must abide by the Rules and Code of Practice set by the Academy.

All members must respect the rights, dignity and worth of all participants and officials concerned with Chinese Martial Arts.

All members should be punctual in arriving to training, grading sessions and other events organised by the Academy.

Smoking and the consumption of alcohol, recreational drugs or taking of performance enhancing substances are strictly forbidden within the Academy.

All members are required to observe the dress code laid down by the Academy and it is the responsibility of each member to ensure that their personal items of clothing and equipment is properly maintained.

All members are reminded that Chinese Martial Arts training and techniques are intended as a sporting activity as well as means of self defence and personal protection and should never be used in unprovoked circumstances. Any member found to be in breach of this requirement will be expelled from the Academy immediately.

DRAGON FITNESS ACADEMY

Members are required at all times to conduct themselves in such a manner as not to jeopardise the reputation of the Academy or undertake any action that may potentially bring the Academy into disrepute.

Code of Practice for Parents/Guardians

Special attention is paid by the Academy to promoting Chinese Martial Arts training techniques, principles and disciplines to junior student members. The Academy operates in a totally transparent and inclusive manner.

The Academy fully recognises its role in conjunction with parents and guardians in safeguarding and promoting the wellbeing of its younger members.

Parents and Guardians are welcome to attend all training, grading and other activities organised by the Academy. Parents and Guardians are however requested to remain respectful of the philosophy of the Academy, the Coaching Code of Practice and policies on Equal Opportunities and Health & Safety.

For the protection of all junior members, parents and guardians are reminded that the use of video equipment or photography at training, grading or other events organised by the Academy is strictly prohibited.

In the event that the Academy wishes to produce and promote advertising material incorporating junior members the express written permission of the parent or guardian will be sought in all instances.

Parents and Guardians are requested to actively encourage their child to learn and abide by the policies, procedures and rules of the Academy.

Particularly for junior members the training syllabus and techniques are designed to promote learning through fun and enjoyment. Parents and Guardians are requested to embrace this ethos and as such, to discourage unfair play, to respect officials of the Academy, help to recognise good performance (not just results), to never force a junior student to participate involuntarily, never punishing or belittle a junior student for losing or making mistakes and not to encourage or promote over competitive behaviour.

4.5 Pricing Policy

Our pricing structure is advertised on our website
(Copy enclosed – **APPENDIX M**)

4.6 Academy Development and Outreach Work

Partnership Agreement enclosed – **APPENDIX N**

Academy Development Plan enclosed - **APPENDIX O**

School Club Links – **APPENDIX P**