

CODE OF CONDUCT  
AND  
PROCEDURES FOR CONFLICT RESOLUTION

of the  
American Judo & Jujitsu Federation  
of the United States of America, Inc.  
Est. 1958



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A.J.J.F. CODE OF CONDUCT  
AND  
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## OVERVIEW AND INFORMATION SHEET

The Code of CONDUCT sets forth minimum standards of member conduct and is derived, in great part, from the Esoteric Principles. The Code has, as its overriding goal, the concept that informal dispute resolution is best. The Code applies to all members, but holds higher ranks to greater standards than beginners.

The following is a summary of sections:

### **Public Information and Advertising**

This section states the "truth in advertising" expected of members. It also states when permission must be sought to use the AJJF's name, logo or seal.

### **Moral and Legal Standards**

This section states the AJJF policies prohibiting discrimination, exploitation or harassment by members.

### **Competence**

AJJF instructors are bound to continue training to remain competent. High standards are expected of its teaching members.

### **Integrity**

This section provides that in training, teaching and promotion, members are expected to be impartial and to keep certain matters confidential.

### **Responsibility**

This section is aimed primarily at instructors and their responsibility to and for their students.

### **Relationships With Colleagues**

The Code makes it clear that members respect other legitimate martial arts. Finally, this section states the duty of a member who has knowledge of another's violation of the Code.

### **Procedures For Conflict Resolution**

The section sets forth the steps to investigate a complaint; it further sets out possible sanctions.

## PREAMBLE

The American Judo and Jujitsu Federation is an organization whose members are dedicated to practicing and preserving the martial art of Dan Zan Ryu Jujitsu.

The Federation recognizes that the roles of its members encompass a broad range of activities and the Code of Ethics represents an effort to set minimum standards of member conduct within the framework of these activities. Specification of standards clarifies the nature of the responsibilities of members to each other and to the general public. It is recognized, however, that the Code cannot encompass every possible situation with which a member may be faced. Therefore, members are encouraged to make constructive suggestions regarding revision to the Code for the benefit of the membership.

This Code was approved by the Board of Professors of the American Judo and Jujitsu Federation and is effective as of January 28, 1989.

The Code has been edited and approved March 21, 2004, by the Board of Professors of the American Judo and Jujitsu Federation.

The Code has been edited and approved September 10, 2011, by the Board of Professors of the American Judo and Jujitsu Federation.

## CODE OF CONDUCT

### Article 1 - Scope and Purpose

Responsible conduct on the part of our membership maintains the integrity of the American Judo and Jujitsu Federation (AJJF).

This Code of Conduct represents a method by which the members of the AJJF can govern and discipline themselves.

The Code is applicable to all members of the AJJF.

Compliance with these standards exemplifies respect for the Esoteric Principles.

For instructors, Sensei, and Professors, respect for these rules is of the utmost importance. An instructor of any Dan rank assumes unique ethical responsibilities: to encourage respect for the AJJF; to observe this Code and the Esoteric Principles; to conduct him/herself so as to reflect credit on the organization, and to inspire the confidence, respect and trust of the members.

While no general statement of these duties and responsibilities can encompass all the situations in which an instructor may be placed, because of his / her position in this organization, even minor violations of the rules herein tend to lessen public confidence in her/him.

This Code sets minimum standards, the violation of which may subject an individual to sanctions pursuant to the rules herein.

## Article 2 – Definitions

The terms found in the Code of Ethics and Procedures for implementation of the Code shall have the following meanings:

- a. "AJJF" means American Judo and Jujitsu Federation, a corporation duly authorized by the Civil Code of California.
- b. "Board" shall mean Board of Professors of the AJJF or Board member as designated.
- c. "Code" shall mean Code of Conduct.
- d. "Complaint" shall be a writing sufficient to apprise a Respondent of the charge of misconduct.
- e. "Director" shall be that member who holds the position of Director of Internal Relations.
- f. "Ethics Panel" is a three member panel composed of black belts designated by the Board of Professors.
- g. "Member" shall mean any person who holds a valid, current membership in the AJJF.
- h. "Organization" shall be defined as the American Judo and Jujitsu Federation.
- i. "Professor" shall mean one who is recognized as holding the rank and title of AJJF Professor.
- j. "Respondent" shall mean any current member of the AJJF who is the subject of a complaint.
- k. "Sensei" is a current Dan-ranked member of the AJJF that is a recognized instructor or school head in an AJJF school.
- l. Sexual Harassment is defined as deliberate or repeated comments, gestures or physical contact of a sexual nature that are non-consensual.
- m. "Student" shall mean a member of a club or school of which Respondent is Sensei or school head or otherwise a recognized instructor.

**Article 3 - Public Information and Advertising**

From time to time members may be requested to make public statements or provide information about the martial arts. Persons who have no experience or are new to an area may not possess the degree of sophistication required to evaluate training and competence of a martial arts school or instructor. Selection of a school or instructor should be on an informed basis and advertisements and public communications should be formulated to convey the information necessary to make a choice.

- 3.1 A member shall not knowingly make a representation about his/her ability, background or experience that is false, fraudulent, misleading or deceptive and which is reasonably expected to induce reliance by the public. Such a statement includes, but is not limited to, a statement which:
  - a. contains material misrepresentation of fact(s);
  - b. omits a material fact necessary to understand the statement; or,
  - c. is intended to or is likely to create unjustified expectation in the public or audience to whom its directed.
- 3.2 A member shall not use a professional or business card, sign, letterhead, telephone directory listing, association directory or similar notice if it contains a false, fraudulent misleading or deceptive statement.
- 3.3 A member shall represent accurately and objectively his/her qualifications, affiliations and functions as well as those of the organizations with which s/he associates.
- 3.4 A member associated with the development or promotion of devices, books, television, videos or other products offered for commercial use or sale must make reasonable efforts to ensure that information is presented to the public in an acceptable and factually in formative manner and shall not suggest authorization by the organization unless procured in advance from the Board.
- 3.5 As an instructor, a member ensures that statements in catalogs and course outlines are accurate. Announcements, brochures or advertisements describing classes, camps or courses shall accurately describe the audience for which the program is intended as well as eligibility requirements (if any), objectives and nature of the course or seminar coverage. Further, the statement shall accurately represent the training, certification or rank and experience of those presenting the programs.
- 3.6 The American Judo and Jujitsu Federation is the sole owner of its name, its logo and the abbreviated initials AJJF. Use of the name, logo and initials is restricted to the following conditions:
  - a. only individual members or member schools may identify their membership in the AJJF in public information or advertising materials.
  - b. use of the name and/or logo is limited to the organization, its directors and officers and members engaged in activities which are officially sanctioned or under the control and supervision of the AJJF.
  - c. the Board of Professors has sanctioned or otherwise authorized such public statement, information or advertising.
- 3.7 In announcing classes or seminars, a member does not present his/her affiliation with any organization in such a manner that falsely implies sponsorship or certification by that organization.
- 3.8 A member accepts the obligation to correct others who represent themselves or their products or services in a manner incompatible with this Code.

#### **Article 4 - Moral and Legal Standards**

While moral and ethical standards of behavior are a personal matter of growth and development, members must be sensitive to prevailing community standards and to the impact of their public behavior on the art as a whole.

- 4.1 A member may not engage in, or condone, practices which result in illegal or unjustifiable actions. Such practices include, but are not limited to, those based on race, age, handicap, gender, sexual preference, religion or national origin in training or promotion.
- 4.2 An instructor must respect a student's feelings of self-worth and dignity and be aware of his/her potential influence over the lives of her/his students.
- 4.3 A member may not engage in or condone sexual exploitation or sexual harassment.
- 4.4 To insure public confidence, a member shall avoid public behavior that is clearly in violation of accepted moral and legal standards, including but not limited to, dishonesty, fraud, deceit or misrepresentation.
- 4.5 A member shall make all reasonable attempts to comply with the laws of the jurisdiction in which s/he teaches or practices, however, minor offenses, such as traffic violations, shall not be considered a violation of this Code.

#### **Article 5 - Competence**

Maintenance of high standards is a primary goal of the members of this organization. A member's dedication to competence in training and teaching reflects this responsibility.

- 5.1 A member, as an instructor, only teaches techniques for which s/he is qualified by certification, training and/or experience. In those areas for which certification is not available, an instructor shall make reasonable efforts to maintain a knowledge of current, generally accepted information.
- 5.2 A member accurately represents his/her competence, education, training and experience and claims only that rank certified by the AJJF or other identified organization.
- 5.3 A member, as an instructor, performs his/her teaching duties on the basis of careful preparation so that the instruction is accurate, knowledgeable and reflects the currently accepted information or techniques consistent with the guidelines of the AJJF.
- 5.4 A member, as an instructor, recognizes the need for continuing education and makes reasonable efforts to maintain his/her level of training appropriately.
- 5.5 A member, as an instructor, recognizes differences among people such as age, sex, and physical or emotional disability or handicap and when necessary, obtains training, experience or counsel to assure competent instruction.
- 5.6 A member recognizes that personal problems and conflicts may interfere with his/her duties and should refrain from an activity in which personal problems are likely to lead to inadequate performance or harm to another. If already engaged in an activity when s/he becomes aware of such problems, such member should seek proper advice.

## **Article 6 - Integrity**

Members uphold the values and ethics of this organization. Members make every effort to insure that they maintain the highest standards of integrity and impartiality.

- 6.1 A member, as an instructor, must have independent judgment and should exercise power on the basis of merit. A member shall not allow family, social or other relationships to influence that member's conduct in training, teaching or promotion.
- 6.2 A member should disqualify him/herself from officiating or acting in an official capacity in a proceeding including a proceeding under this Code in which his/her impartiality might reasonably be questioned, including, but not limited to, those instances where:
- a. s/he has a personal bias or prejudice;
  - b. s/he has personal knowledge of disputed evidentiary facts; or
  - c. his/her spouse or other family member is a party to the proceeding. A member disqualified by this subsection may disclose the basis and where all parties agree the disqualification may be removed and the member may continue to act.
- 6.3 When acting in an official capacity in any proceeding under this Code, a member shall not accept a gift or favor, except as incident to ordinary social hospitality, from:
- a. member whose interests are at issue in any pending proceeding under this Code; or
  - b. member whose interests are likely to be at issue in any pending proceeding under this Code.
- 6.4 Information acquired by a member in his/her official capacity in a proceeding under this Code should not be used or disclosed for any purpose not related to his/her official duties.

## **Article 7 - Responsibility**

Members are responsible for their conduct.

- 7.1 A member, as an instructor, shall take reasonable personal action to inform responsible authorities when a student's action indicates there is a clear and imminent danger to the student or others.
- 7.2 A member, as an instructor, shall endeavor to protect the health, safety and welfare of his/her students.
- 7.3 A member shall avoid personal and intimate relationships with students which might impair that member's objectivity and judgment. However, a member is not precluded from teaching family members or significant others.
- 7.4 A member, as an instructor, must make students aware of their ethical responsibilities under this Code.

## **Article 8 - Relationships With Colleagues**

Members act with due regard to the needs and feelings of their fellow members and colleagues and treat them with courtesy and good faith.

8.1 A member, as an instructor, shall take into account the traditions and practices of other martial arts.

8.2 A member, as an instructor, does not take action to impair his/her student's efforts to seek knowledge of other legitimate martial arts, except as appropriate and in the best interests of his/her students.

8.3 When a member knows a violation of this Code has been or is being committed by another member, and it seems appropriate, such member shall informally attempt to resolve such matter by bringing it to the notice of the member. Informal solution is usually appropriate and encouraged. Informal corrective efforts are made with sensitivity to any rights to confidentiality involved.

8.4 When a member knows a violation of this Code has been or is being committed by another member which is of a serious nature, or which is not otherwise amenable to informal resolution, such member shall bring it to the attention of the Director of Internal Relations.

## Article 9 - Youth Protection Policy

Due to current circumstances that exist in society today, the American Judo & Jujitsu Federation (AJJF) has adopted policies aimed at eliminating opportunities for abuse within the programs and classes of the AJJF. These policies focus on Sensei/Instructor selection and on placing barriers to abuse within the program.

### **Barriers to Abuse Within the AJJF**

The AJJF has adopted the following policies to provide additional security for our members. These policies are primarily for the protection of our youth; however, they also serve to protect our adult leaders from false accusations of abuse.

- 9.1 **Two-deep leadership.** Two adult leaders, Sensei/Instructors, or Sensei/Instructor and a parent of a participant are required on all trips, outings, events and classes. In other words at no time should an adult member be alone with a child or children
- 9.2 **No one on one contact.** One on one contact between adults and youth members is not permitted. In situations that require personal conferences the meeting is to be conducted in view of other adults and youth. Note: this should not be construed to mean that on the mat during normal classroom situations there couldn't be one and one contact between Sensei/Instructor. This refers to off mat situations.
- 9.3 **Respect of Privacy.** Sensei/Instructors must respect the privacy of youth members in situations such as changing clothes, taking showers, etc. and intrude only to the extent that health and safety require. Adults must protect their own privacy in similar situations.
- 9.4 **Separate accommodations.** When traveling or while attending camps, seminars, conventions, etc. no youth is permitted to sleep in a room or tent of an adult other than his/her own parent or guardian. Exception would be when two or more adults are present in the room and the parents of the youth involved have given written permission for such conditions to exist.
- 9.5 **Proper preparation for high-risk activities.** Activities with elements of risk should never be undertaken without proper preparation, equipment, and supervision and safety measures.
- 9.6 **Appropriate attire.** Proper clothing for activities is required. For example, nude swimming is not appropriate as part of an AJJF activity.
- 9.7 **Constructive discipline.** Discipline used in AJJF dojos and activities should be constructive and reflect the values inherent in Dan Zan Ryu and the AJJF.
- 9.8 **Hazing prohibited.** Physical hazing and initiations are prohibited and may not be included as a part of any AJJF activity.
- 9.9 **Junior Instructor training and supervision.** Sensei/Instructors must monitor and guide the actions of junior instructors and ensure that AJJF policies are followed.

## **Procedures for Conflict Resolution – Implementation of the Code**

### **I Purpose**

Registrants have the right to be treated fairly, to train and practice in a respectful and comfortable environment. With these rights comes the responsibility to communicate to others what is acceptable behavior to you and to learn what is expected of you in dealing with others. Open and direct communication is the best method of resolving a situation before it escalates into a dispute. However, once a dispute occurs, your goal should be to cooperate in a constructive solution as soon as possible.

There are basically three reasons one might invoke these Procedures:

- A. To resolve a conflict between two or more registrants when they cannot resolve it themselves.
- B. To determine consequences to a registrant for inappropriate behavior to another registrant or registrants for inappropriate behavior as a representative of the American Judo and Jujitsu Federation, including the inappropriate behavior of making frivolous or unfounded complaints.
- C. To handle a "Not Cleared" background screen.

### **II Informal Resolution**

In an effort to resolve an issue between a registrant or registrants an AJJF Professor or registrant may interact with the concerned registrant(s) to address any violation, or potential violation, without invoking these Procedures in, an informal way, without minutes being kept of the conversations. Informal resolution should be tried in all cases before a complaint is filed, unless very unusual circumstances are present.

### **III Procedure for Conflict Resolution-Implementation of the Code**

- A. Any registrant of the AJJF may bring a formal complaint against any registrant for violating the letter or spirit of the ethics or Code of Conduct of the AJJF or actual violation of any rule established by the Board of Professors, or any rule governing entrance to any AJJF contest, tournament, or a sanctioned event.
- B. A complaint against any registrant by another registrant must be in writing and presented to the Internal Relations Committee (a subgroup of the Board of Professors) within 180 days after the alleged violation occurred. Based on a recommendation by the Internal Relations Committee, they may recommend to the Board of Professors that the 180 day requirement may be waived. The complaint must describe the offence or offenses distinctly, giving time and place of the alleged violation, the names of witnesses to the event, and be signed by the registrant(s) making the complaint. The complaint must also state the informal resolution attempt and its result, or the specific reasons such resolution was not attempted.
- C. Insufficient attempts at informal resolution of a dispute may result in rejection of the complaint until such attempts are attempted in good faith.
- D. If more than one complaint is made, each complaint must be complete so each may be acted upon separately and independently. Proper documents or affidavits or exhibits to verify the complaint must be submitted at the time the complaint is made against the registrant. The Internal Relations Committee shall retain possession of the complaint, and any accompanying documents, and advise the Board of Professors of the complaint as soon as possible. Once the matter has been turned over to the Internal Relations Committee, no member of the Board of Professors shall discuss the complaint with the accused or the registrant(s) filing the complaint or anyone outside of the Board of Professors, except as part of the resolution process.
- E. The Internal Relations Committee shall notify the accused and send him/her a copy of the complaint by registered mail or by electronic mail, return receipt requested to the last known mailing address if by registered mail. The accused shall have within thirty (30) days in which to prepare his/her defense. If there are multiple complaints, the accused shall respond separately to each complaint within the time set by the notice.
- F. The accused may request a member of the BOP who is not on the Ethics Panel or Internal Relations Committee to be his/her defense representative or advocate with the consent of such member.

- G. The Internal Relations Committee shall recommend to the Board of Professors whether any registrant accused of a violation shall temporarily be relieved of his/her registration pending the outcome of his/her hearing. The accused may appeal any actual suspension and the Board of Professors, by a majority vote, may waive the suspension until the Ethics Panel has ended its investigation.
- H. If the accused should plead guilty to a complaint filed against him/her, or resign from the AJJF on his/her own volition, the Board of Professors shall act thereon without the necessity of holding a hearing and the Ethics Panel will end its investigation.
- I. The Internal Relations Committee (IRC) will first determine whether the complaint, given the response received, alleges facts which, if true, would constitute a material violation of the Ethics or Code of Conduct of the AJJF or any rule established by the Board of Professors.
  - 1. If the Initial Determination is that no material violation is alleged or that the complaint is misdirected, frivolous, trivial or defective, the IRC shall close its inquiry and so notify the accused in writing and the Board of Professors that the complaint shall be considered closed. The IRC may recommend action be taken against anyone bringing a repeated, misdirected, frivolous, trivial or defective complaint.
  - 2. If the IRC determined that the complaint alleges facts which, if true, would constitute a material violation of the Ethics or Code of Conduct of the AJJF, it shall form an Ethics Panel.

#### **IV Ethics Panel-Appointment**

- A. The Internal Relations Committee (IRC) shall appoint an Ethics Panel of three (3) AJJF Black Belts if it is determined by The IRC that there are, more likely than not, consequences to be imposed on the accused, if the complaint is upheld.
- B. The Ethics Panel must meet within 60 days from the date of receipt of the complaint to Internal Relations. The Ethics panel shall choose a spokesperson which shall communicate directly with the Internal Relations Committee. The Board of Professors shall not communicate with members of the Ethics Panel unless he/she is involved in the investigation or has personal knowledge of use to the Panel.
- C. The Ethics Panel will investigate the allegations of the complaint. No panel member may serve if such member is currently suspended due to a pending investigation.
- D. No member may serve on an Ethics Panel if such service would cause a real conflict of interest or appearance of impropriety.
- E. The Ethics Panel shall set a date for hearing, in person, by electronic means, and/or by declarations, with set arrangements to decide the matter and shall commence an investigation as soon as practical.

#### **V Ethics Panel-Investigation**

- A. The Ethics Panel may consider any relevant information received and may request witnesses to appear at the scheduled hearing or request written statements as an aid to its investigation. The Panel may also arrange conference calls via electronic means as part of the investigation. The Panel may dismiss any complaint that is informally resolved during the process. At least two members of the Panel must be present, in person or electronically, at any hearing.
- B. The Panel shall notify the complainant and the accused that a hearing (electronic or otherwise) will be scheduled and shall set the date, time and place of the hearing which shall be reasonably convenient to all parties. The Ethics Panel may choose to use Internet web cam or any other available technology that can facilitate the hearing, or appearances at the hearing.
- C. If the accused fails to appear at the hearing, the Ethics Panel may consider the allegations based on the complainant's testimony and all documents and/or interviews previously submitted.
- D. No accused registrant shall be required to travel more than 200 miles, one way to any hearing.
- E. The Ethics Committee when all is done will deliver the file to the Internal Relations Committee which shall keep a complete record of the proceedings and all exhibits submitted and all documents/emails shall be retained by Internal Relations and filed in the AJJF National Records repository.

- F. After it has finished its investigation, the Ethics Panel, within 10 days, shall submit a report to the Board of Professors (BOP) with findings and recommendations. The BOP will send a copy to the accused within 10 days and the accused may submit an answer in writing within ten days of the date mailed.

## **VI Actions of the Board of Professors**

- A. The Board of Professors will review the Ethics Panel findings and recommendations and any response from the accused. Before any decision is made by the Board the accused may request that the accused or his/her defense representative or advocate speak on his/her behalf or answer questions from the Board.
- B. The Board of Professors may decide to impose sanctions on the accused. The sanctions should be tailored to fit the offense. Factors affecting the severity of sanctions imposed may include:
  - 1. Previous record of discipline or good conduct, and length of such record.
  - 2. Reparation to injured party
  - 3. The personal problems of the Accused or complainant
  - 4. Motive and intent
  - 5. Degree of rehabilitation
  - 6. Present moral character.
- C. Sanctions which may be imposed by the Board of Professors include, but are not limited to:
  - 1. Order to cease and desist
  - 2. Admonishment against repetition of the conduct charged
  - 3. Private reprimand
  - 4. Public censure
  - 5. Suspension of registration or suspension of registration privileges for a specified period of time
  - 6. Dismissal from registration with leave to reapply upon changed circumstances
  - 7. Permanent termination of registration status
  - 8. Revocation of rank recognition by the AJJF
- D. The Board of Professors shall issue its decision within thirty (30) days after the filing of the Ethics Panel report. The Board of Professor's decision is final.
- E. The accused will be given 15 days prior notice to any termination or suspension of registration .The accused has the opportunity to be heard by the Board of Professors, orally or in writing, not less than five days before the effective date of the termination or suspension.
- F. At the close of proceedings the file will be delivered to the Internal Relations Committee for proper storage.

### **Flow Chart for Implementation of the Code**

(The following page contains a flow chart with the Procedures for Conflict Resolution.)

# Procedure for Conflict Resolution

Created by Robert Hodgkin v 3.0

