

Risk Management**I. Avoiding Negligence****A. Negligence:****1. Definition of negligence**

A "reasonably avoidable accident" in which someone made a mistake that caused damage to someone else. "Negligent" of noticing and correcting the problem.

2. Example

Torn mat cover causes someone to trip and break their wrist. School Head made the mistake of not fixing the obvious tear.

B. Avoiding Negligence

1. Regularly Scheduled inspection. Look with the eyes of a visitor as if seeing it for the first time.

2. Enlist the aid of all school registrants in surveying the facility and reporting things that need to be fixed.

C. Avoidable Accidents - This list is provided only as a convenience and is not meant to represent examples of all avoidable accidents.**1. Safety in the Training Area****a. Examples of potentially unsafe conditions:**

Torn carpet to trip on

Exposed bolts around a mat that is used by people who are barefoot

Too many people on the mat

2. Safety of the Training Equipment**a. Examples of unsafe conditions:**

Splinters on sticks (weapons)

Placement of weapons where visitors can easily take them down

If mounted on walls, are they secure?

Torn mat to trip on

b. Avoidance - Regularly Scheduled inspection and correction of unsafe conditions.**3. Safety of the Training Techniques****a. Rank appropriate training****b. Balance the danger of the technique with appropriate preparations, including evaluation of the student's ability****c. Over-riding a student's refusal to perform an art or attend class should be carefully considered relative to that particular student.****d. If a student already has an injury and comes to class should they be training?**

An instructor could be held liable for telling a student it is alright to attend.

4. A Good Defense is a good defense

Should a lawsuit be made against you, by acting defensively and creating a safe environment, you will have done what can be reasonably expected to make the training safe.

D. Who may be liable if someone is injured in your dojo?

Answer: Instructor, School Head, possibly AJJF, possibly building owner.

Risk Management

II. Student Instructors

Definition: For AJJF purposes, a Student Instructor is anyone teaching with or without supervision who is not the School Head and is a student of that School Head.

A. Who is liable if a student gets injured when a Student Instructor is teaching?

Answer: Instructor, School Head, possibly AJJF, possibly building owner.

B. Black Belt Instructor as Volunteer / Student Instructor / Employee

1. See the earlier section above on "Legal Guidelines for Teaching Martial Arts"
2. Note: How the School Head manages these choices is up to the individual School Head. The AJJF does not dictate the nature of the relationship.

III. Dating amongst the registrants of a dojo.

"Sexuality and Boundary Issues", by Ben E. Benjamin (excerpted from *Massage Therapy Journal*, Fall 1990).

Reprinted with permission from the American Massage Therapy Association.

[EXCERPTS FROM THIS ARTICLE ARE INCLUDED HERE BECAUSE OF THE CLOSE CONTACT OF JUJITSU TRAINING. THE CONCEPTS APPLY TO THE MASSAGE THERAPIST AS WELL AS A SPORTS COACH. The words in italics and brackets are additions to the article.]

"Humans are sexual beings. Because massage therapy [*jujitsu*] crosses the normal boundary that exists between most people, it is important that the boundaries between client [*student*] and therapist [*teacher*] be clearly defined and understood. Since the professional touch of the massage therapist [*teacher*] can easily be confused with sexual touching there is a great potential for misunderstanding . . . during a massage [*jujitsu*] session.

"... we need to do our work in a safe and comfortable environment that engenders trust and mutual respect.

"... In all settings, the massage professional [*teacher*] must give and receive safety, respect and comfort. This requires that communication be sensitive, non invasive, and straightforward, whether the client[*student*] is a friend, partner or family registrant . . . Remain aware of the power differential and ensure that you never misuse it. [*End of excerpt*]

A. Culture of the dojo should be friendly and professional atmosphere

B. Flirting may be defined as attention or remarks that are wanted, two-sided, flattering. Attention that is unwanted, one-sided or demeaning may lead to a hostile environment.

C. Harassment.

1. One definition: "Anything that makes someone feel harassed."
2. If the attention from flirting results in a student's promotional progress being expedited a possible consequence may be a claim of harassment by another student. If the attention from unwanted flirting results in a student's promotional progress being delayed, a possible consequence may be a claim of harassment by the student involved.
3. Definitions in other kinds of law, include, "What would be a reasonable expectation?" Apparently with Harassment, because it is a feeling, there is no "reasonable level" to be used for comparison.

Risk Management

D. Instructors dating students (or higher ranked students dating lower ranked students)

1. The school head sets the policy for the dojo. Having a plan is better than having a surprise.

The school head may choose not to have a policy.

For those that do choose to implement a policy, here are some examples. Possible policies include, but are not limited to:

- a. Instructors do not date new students from the starting time of their registration until a specified date.
 - b. Instructors do not teach the person they are dating.
2. Respect the concept that the power differential between an instructor and a student may make it impossible for the student to decline a romantic request from an instructor. Respect it, even if you personally neither believe nor understand it.

A possible consequence could be claims such as, "S/He made me go out with him/her." "S/He made me sleep with him/her".

3. Be aware of the *perception* by the other students that a registrant that is dating an instructor is being promoted earlier than expected.
4. A possible way to avoid misunderstandings would be that if an instructor is dating a student, that they not work together on the mat for some amount of time.

Risk Management

IV. Safety of the Facility - This list is provided only as a convenience and is not meant to represent examples of all possible safety problems.

A. Dressing rooms

1. The best way to avoid either an incident of, or the claim of, an adult molesting a child is to not allow them to be alone together in the dressing room or anywhere in the dojo, and provide separate dressing areas for the adults and children, or have the adults and children dress at different times.

[See "AJF Youth Protection Policy" – page 8]

2. If any student requests to change their clothes privately, they can be invited to use the restroom to change their clothes.

3. If you use curtains, leave a space at the bottom so that the floor is clearly seen from outside. It will be easy to see when someone is in the space

B. Shelves, bookcases, pictures, training equipment should be securely attached to walls.

C. Mirrors should be securely mounted with appropriate mounting hardware AND glued to the wall with appropriate glue. If the mirror breaks, most of it will stay on the wall.

D. Enlist the aid of all school registrants in surveying the facility and reporting things that need to be fixed.

V. Hydration

A. Students should be allowed to have water upon request.
Thirst is an indicator to drink water.

B. Students should be encouraged to drink water.

C. Room temperature water is generally considered to be the best beverage for rehydration.

VI. Waiver / Release of Liability

A. A parent or guardian must sign the waiver of a minor student. When the student turns 18, they need to sign a new release as the parental/guardian waiver is invalid.

B. The Waiver must be kept confidential. Store them in a place not easily accessible to the public.

C. AJF has a waiver School Heads may use, if they choose. [See the end of this document]

VII. Special Events

A. Some schools have an event that includes a "sleep-over" party at the dojo.

Whenever there are adults and children sharing sleeping space, there is the possibility of accusation of inappropriate behavior. The only real way to avoid this is to not have any "sleep-over" activities. If there is a claim, then authorities generally must follow up.

**American Judo & Jujitsu Federation
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 registrants. These policies are primarily for the protection of our youth; however, they also serve to protect our adult leaders from false accusations of abuse.

- **Two-deep leadership.** Two non-related adult leaders are required on all trips, outings, events and classes. The 2 can be 2 Sensei/Instructors, or Sensei/Instructor and a parent of a participant. In other words at no time should an adult be alone with a child or children.
- **No one on one contact.** One on one contact between adults and youth registrants 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 and a student. This refers to off mat situations.
- **Respect of Privacy.** Sensei/Instructors must respect the privacy of youth registrants 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.
- **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.
- **Proper preparation for high-risk activities.** Activities with elements of risk should never be undertaken without proper preparation, equipment, and supervision and safety measures.
- **Appropriate attire.** Proper clothing for activities is required. For example, nude swimming is not appropriate as part of an AJJF activity.
- **Constructive discipline.** Discipline used in AJJF dojos and activities should be constructive and reflect the values inherent in Danzan Ryu and the AJJF.
- **Hazing prohibited.** Physical hazing and initiations are prohibited and may not be included as a part of any AJJF activity.
- **Junior Instructor training and supervision.** Sensei/Instructors must monitor and guide the actions of junior instructors and ensure that AJJF policies are followed.

Rights and Responsibilities for the Martial Artist with Disabilities

The AJJF Goal for All Schools and All Students:

To develop a cooperative relationship among the students, Sensei and family of students of Danzan Ryu.

To ensure a learning environment where students can learn and teachers can teach.

To create and encourage communication between AJJF Sensei and people with disabilities.

I. Student Rights and Responsibilities**A. Rights**

1. To attend a safe and orderly dojo.
2. To have access to the dojo and the bathroom available to differently abled individuals.
3. To receive instruction that is competent, well-planned and geared to the student's individual needs.
4. To receive the extra instruction required to help overcome mental or physical differences.
5. To receive assessments of progress.
6. To receive guidance, encouragement and assistance as needed.
7. To be treated with respect by all students and all dojo personnel.
8. To attend a dojo where confidentiality is maintained and practiced.

B. Responsibilities

1. To attend classes on time, on a regular basis.
2. To follow all dojo rules.
3. To make an honest effort at all work assigned, and seek additional help when needed.
4. To be prepared for class and be ready to learn.
5. To accept guidance, encouragement, and assistance as needed.
6. To treat everyone, including him/herself, with respect.
7. To not use profane, demeaning, abusive or vulgar language.
8. To not damage or deface the dojo property or equipment.
9. To keep confidential any information regarding other students.

II. Instructor Rights and Responsibilities**A. Rights**

1. To have a safe environment in which to teach and work.
2. To be able to focus energies on planning and teaching, at the same time minimize non-instructional / supplemental task responsibilities.
3. To receive educational support from the AJJF.
4. To receive administrative support from the AJJF in terms of advice and administrative materials.
5. To receive family support for students in regard to academic, disciplinary, and social behavior areas.
6. To be treated with respect by students, colleagues, and the families of the students.
7. To expect an environment where confidentiality is maintained and practiced.

Rights and Responsibilities for the Martial Artist with Disabilities*(II. Instructor Rights and Responsibilities, continued)***B. Responsibilities**

1. To come to class prepared to teach all students.
2. To provide well-planned instruction for each class.
3. To provide direct adult supervision of students at all times.
4. To be sensitive to the needs of all students.
5. To provide consistent communication with students and their families.
6. To provide a safe environment for students and consistently enforce disciplinary
7. procedures.
8. To treat all people with respect.
9. To not use profane, demeaning, abusive or vulgar language.
10. To provide an environment where confidentiality is maintained and practiced.

III. Parent / Family Rights and Responsibilities for Students with Special Needs.**A. Rights**

1. To have a safe environment for their child(ren).
2. To be informed of their child(ren)'s academic, physical, and behavioral progress.
3. To ask for and receive additional help for their child(ren) when having difficulty.
4. To be treated with respect by Sensei, Instructors, Professors and students.
5. To have information about their child(ren) held in confidence.

B. Responsibilities

1. To support the dojo rules and expectations for students.
2. To provide the time, supervision and encouragement needed at home to support their child(ren)'s progress.
3. To work cooperatively with the dojo in the best interest of their child(ren).
4. To treat the Sensei and students in a respectful manner.
5. To not use profane, demeaning, abusive or vulgar language.
6. To keep confidential any information about students and Sensei.

IV. School Head's Rights and Responsibilities**A. Rights**

1. To be informed of activities planned by instructors.
2. To expect the highest level of professionalism from instructors at all times.
3. To have staff support in implementing the instructional goals and safety procedures.
4. To be treated with respect by students, families and colleagues.
5. To have a dojo environment where confidentiality is maintained and practiced.

B. Responsibilities

1. To provide support to instructors to ensure curriculum implementation and effective teaching.
2. To act as a liaison between the community and dojo.
3. To respond, as able, to special needs or concerns in the community.
4. To monitor instruction to ensure high level of teaching at all times.
5. To be on-site to be able to respond to needs of instructors and students.
6. To ensure a safe environment where students are able to learn and instructors are able to teach.
7. To treat all people with respect.
8. To consistently enforce disciplinary procedures throughout the dojo.

Introduction to The AJJF CODE OF CONDUCT (Excerpted)

NOTE: "AJJF Code of Conduct" was revised in 2004. It replaces "AJJF Code of Ethics". Here are excerpts from the "Code of Conduct".

[Italics are class notes - not material from the "Code"]

OVERVIEW AND INFORMATION SHEET

The Code of CONDUCT sets forth minimum standards of registrant 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 registrants, but holds higher ranks to greater standards than beginners.

...

CODE OF CONDUCT**Article 1 - Scope and Purpose**

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

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

...

Article 3 - Public Information and Advertising

...

3.1 A registrant 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. ...

[Example: advertising an AJJF rank as being higher than that earned]

3.2 A registrant 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.

[Example: advertising an AJJF rank as being higher than that earned, or advertising an AJJF school registration when not approved]

3.4 A registrant 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.

[Example, "AJJF authorized DVD of the arts of Danzan Ryu" if not approved by the BOP]

Introduction to The AJJF CODE OF CONDUCT (Excerpted)

[Italics are class notes]

Article 4 - Moral and Legal Standards

...

4.2 An instructor must respect a student's feelings of self-worth and dignity and be aware the his/her potential influence over the lives of her/his students.

[Do not underestimate the value of your remarks to your students]

4.3 A registrant may not engage in or condone sexual exploitation or sexual harassment.

[Example: Asking a student on a date - the student may not have the social skills to decline.]

...

Article 5 - Competence

...

5.3 A registrant, 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.

[Example: Whether you intend it or not, you do represent the AJJF, not just yourself]

...

Article 7 - Responsibility

Registrants are responsible for their conduct. ...

7.2 A registrant, as an instructor, shall endeavor to protect the health, safety and welfare of his/her students.

7.3 A registrant shall avoid personal and intimate relationships with students which might impair that registrant's objectivity and judgment. However, a registrant is not precluded from teaching family registrants or significant others.

7.4 A registrant, as an instructor, must make students aware of their ethical responsibilities under this Code.

Article 8 - Relationships With Colleagues

...

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

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

...

Introduction to The AJJF CODE OF CONDUCT (Excerpted)
[Italics are class notes]

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 to you. Open and direct communication is the best method of resolving a situation before it escalates into a dispute. Once a dispute occurs, your goal should be to cooperate to a constructive solution wherever possible. There are basically two 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.

II. The AJJF Board of Professors may interact with registrant(s) to address any violations, without invoking these Procedures in, but not limited, to the following ways:

A. Meet privately with the registrant(s).

B. Decide if there are to be consequences imposed and informing the registrant(s). In the event a conflict is not resolved, then the Procedures for Conflict Resolution shall be administered by the Director of Internal Relations.

III. PROCEDURE FOR CONFLICT RESOLUTION - IMPLEMENTATION OF THE CODE

A. Any registrant of the AJJF may bring a complaint against any registrant for violating, or attempting to violate, the ethics or Code of Conduct of the AJJF or any rule established by the Board of Professors, or any rule governing entrance to any AJJF contest or tournament.

[NOTE: There is a very specific, prescribed manner for Conflict Resolution, involving appointment of a panel to investigate, timelines for notifying parties involved, and a list of possible punishments, if needed. Examples of implementation would be if a registrant complains to the BOP that another registrant threatened him/her, or that a Sensei denied a student a promotion. The "Procedures for Conflict Resolution" replaces the old "Procedures for Charges & Trials"]

THIS PAGE IS INCLUDED FOR SCHOOL HEAD INFORMATION. It is not AJF policy but may be used if the School Head wishes.

SAMPLE INJURY LOG

This list is in no way meant to represent what should be used for your school. It is an introduction, for School Heads to tailor to their own needs. Consult with an appropriate professional to design your own Injury Log.

1. Injured's Name: _____ Age: _____									
2. Date and Time of Accident: _____									
3. Place of Accident: _____									
Name of Dojo	Address								
4. Instructor in charge at time of accident: _____									
5. Log completed by: _____									
<p style="text-align: center;">6. Nature of Injury (circle)</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Muscle Pain</td> <td style="width: 50%;">Scratch</td> </tr> <tr> <td>Joint Pain</td> <td>Abrasion</td> </tr> <tr> <td>Bruise</td> <td>Insect Bite</td> </tr> <tr> <td>Cut</td> <td>Other (explain)</td> </tr> </table>	Muscle Pain	Scratch	Joint Pain	Abrasion	Bruise	Insect Bite	Cut	Other (explain)	<p style="text-align: center;">7. Description of Accident How? What? Where? With Whom?</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
Muscle Pain	Scratch								
Joint Pain	Abrasion								
Bruise	Insect Bite								
Cut	Other (explain)								
<p style="text-align: center;">8. Body Part Injured</p> <p>Try to be fairly specific, including Right and Left.</p>	<p style="text-align: center;">9. Action Taken</p> <p>Action taken by: _____</p> <p>First Aid: _____</p> <p>_____</p> <p>Taken out of activity? No _____ Yes _____</p> <p>Sent home? No _____ Yes _____</p> <p>Was Emergency Medical Response activated?</p> <p style="text-align: right;">No _____ Yes _____</p> <p>Taken to Hospital? No _____ Yes _____</p> <p style="text-align: right;">By Whom? _____</p> <p>Advised to go to medical professional? No _____ Yes _____</p>								
<u>Notification</u>									
10. Was a parent / guardian or other individual notified? No _____ Yes _____ Time: _____ Date: _____									
11. Name of person notified: _____ By whom: _____									
12. Permission obtained for medical treatment? No _____ Yes _____									
13. <u>Recommendations to Prevent this Type of Injury In the Future</u>									

14. <u>Follow-Up</u>									
How long was individual unable to participate?									

Did the individual resume participation with taping, brace or other support? No _____ Yes _____									
Describe: _____									
Was a medical release obtained before return to participation? _____									
Was school insurance activated for medical care? No _____ Yes _____									
Other: _____									

use other side if needed

American Judo & Jujitsu Federation, Inc., of the U.S.A.

A.J.J.F. Registrant School - Student Registration

The following forms are provided for AJJF registrant schools to use in their own school, *if the school head so chooses*.

Schools are not required to use these forms.

These have been furnished as a convenience to our registrant schools.

The AJJF does not dispense legal advice. Therefore, anyone using these waivers in whole or in part should consult their own attorney as to their appropriateness and effectiveness in their state and in their particular circumstances.

AJFF ETHICS & RISK MANAGEMENT COURSE

Rev 3.2 10/2015

American Judo & Jujitsu Federation, Inc., of the U.S.A.

A.J.J.F. Registrant School - Student Registration

page 1 of 4 Rev: 5/11

AJFF School: _____ Sensei: _____

Student Name: _____ Birth Date: _____

Address: _____

Street

City

State Zip

E-Mail: _____ Phone: _____

ASSUMPTION OF RESPONSIBILITIES AND RISK **This is a Waiver and Release of Liability**

"Martial arts is a potentially dangerous activity. Bumps, bruises, scrapes, scratches, minor muscle strains, and soreness are commonplace, and most registrants will encounter this sort of minor injury from time to time in their training. Even more serious injuries are possible, including strains, sprains, twists, cramps, and injuries of similar magnitude, and registrants can expect to encounter these injuries infrequently. The possibility of even more serious injury exists, including torn ligaments, fractured bones, and broken bones, though few registrants encounter such serious injuries through martial arts. There remains, despite safety precautions, the possibility of crippling or death, though this is certainly not expected in AJFF classes or events.

"I understand the above statement of risk, and I understand the rights and responsibilities of registrants. I assume responsibility for my own safety (or the safety of my child), understanding and accepting the risks involved with training. Even if the instructor(s) has informed me that no serious injuries have ever happened in AJFF classes or events, or with any of the instructors, I understand that this does not mean that there is no possibility of harm.

"In consideration of this registration, I agree for myself, my heirs, successors and assigns to waive and release all liability, not file any lawsuit or any other action, and to indemnify and hold harmless the American Judo & Jujitsu Federation (AJFF), its directors, professors, officers, employees, committee registrants, instructors, registrants, affiliated dojos or schools for any injury, or other legal cause of action arising out of the study or practice of Danzan Ryu Jujitsu or any activity taught, practiced or conducted in connection with my registration in the AJFF.

"This waiver, release and indemnity includes, but is not limited to injuries or any other legal cause of action occurring in classes, demonstrations, competitions or otherwise, and I waive and release any and all claims or rights that I may have in any jurisdiction for any liability arising out of any legal cause of action, including but not limited to, any liability from negligence and agree to indemnify and hold harmless the parties listed in the prior sentence.

"Intending to be legally bound by my signature below, I acknowledge the above and for all time knowingly and voluntarily assume any and all risks associated with the study and practice of Danzan Ryu Jujitsu or any martial art.

"I have read and understand the preceding paragraphs." _____ *Initials (registrant or parent/guardian)*

ADVISORY OF AJFF RIGHTS

The American Judo & Jujitsu Federation's Board of Professors may suspend the registration of any individual or school at any time.

"I have read and understand the preceding paragraph." _____ *Initials (registrant or parent/guardian)*

INDEMNIFICATION BY REGISTRANT (OR BY PARENTS)

I agree not to bring any claim or suit against the American Judo & Jujitsu Federation (AJFF), or AJFF Directors, Professors, schools, instructors, students, or any staff, guests, landowner, or any other parties on behalf of myself, or my child, for any injury or harm sustained by any event short of a grossly negligent, intentionally wrongful, or criminal act, and in the latter two situations only the individual having the specifically wrongful intent shall be the subject of such a claim. I further agree that I will not cause to be brought, nor encourage a claim or suit based on activities which are within the normal practice of the art, or which may otherwise have a chilling effect on the normal and reasonable practices of instruction in a potentially hazardous sport. I also agree not to cooperate in the bringing of such a suit or claim except insofar as I may be legally required to do so.

Finally, I shall indemnify the AJFF, its Directors, Professors, schools, instructors, students, and any staff, guests, and any and all additional defendants covered by this agreement for all judgments, costs, attorney fees and other expenses incurred as a result of a breach of this agreement.

"I have read and understand the preceding paragraphs." _____ *Initials (registrant or parent/guardian)*

AJFF ETHICS & RISK MANAGEMENT COURSE

Rev 3.2

Applicant's Name: _____

10/2015 Student Application –page 2 of 4

AUTHORITY TO TREAT

I understand that the instructors, students, or others may have some skills in first aid, CPR or other treatment modalities, and, at their discretion, I authorize them to use those skills and techniques on myself or my child to assist in any circumstance in which they judge their skills would be necessary or helpful. By giving my authorization, I assume responsibilities for all decisions made, provided they are reasonable decisions under the circumstances based upon the knowledge and understanding of the person making the decisions, and I trust their judgment and offer the benefit of the doubt to them in any claim or legal proceeding. This presumption may only be overcome by clear and convincing evidence that they acted with malice or willful gross negligence, and, in those latter cases, they may still be liable.

"I have read and understand the preceding paragraph." _____ Initials (registrant or parent/guardian)

NOTICE AND CONSENT TO INSTRUCTORS

The AJFF seeks to make use of highly trained instructors. Classes may be taught by the head instructor or any other qualified instructor. Should an instructor be unavailable for a given class, a junior instructor, senior student or guest instructor may teach. The choice of the instructor is left to the discretion of the school.

I understand that I may not always have the instructor I desire, but I shall seek to learn from whomever is teaching, to show the respect due the position of teacher to whomever is teaching, and to conduct myself in accordance with the etiquette established at this school. I understand that I have the responsibility for my own safety without regard to who is teaching the class. I specifically consent to any instructor the school, instructors or staff feel are sufficiently qualified by any standards they set to teach the class. I specifically understand and agree that the full force of this document applies no matter who is teaching, and this may include lower ranking colored belts and white belts, in circumstances the head instructor or his delegate deems appropriate

"I have read and understand the preceding paragraphs." _____ Initials (registrant or parent/guardian)

ADVISORY OF REGISTRANTS' RIGHTS AND RESPONSIBILITIES

Safety is not the sole responsibility of instructors and staff. Everyone in class is responsible for their own safety and the safety of those around them. All registrants have the right and responsibility to excuse themselves from any exercise they believe will be harmful to them. All registrants must evaluate each situation in the context of their skill and current physical condition, and conduct each drill in a manner that is safe. If an instructor asks a registrant to perform an act which that registrant believes is beyond his capability to do safely, or which the registrant believes is riskier than he is willing to hazard, then it is the registrant's responsibility to state that to the instructor. The instructor will routinely excuse any student from performing exercises or drill, which the student believes are riskier than he is willing to accept. The instructor may ask for an explanation, and the registrant is expected to provide one.

All registrants have a responsibility to train and conduct themselves in a manner that helps all students and instructors remain safe. Registrants must give those who are training enough room to avoid interfering and avoid being accidentally struck by someone else practicing. This is especially important when others are practicing with weapons.

In the event of an injury, registrants have the right and responsibility to evaluate the extent of harm, stopping what they are doing even if it includes a partner, and determining if it is safe to continue. Unless a registrant is certain that further practice will not create or worsen a problem, all registrants are encouraged to stop what they are doing and inform an instructor. In the event of a serious injury or appearance of a serious injury, all students, instructors, staff and visitors, notably parents, have the right to call a stop to a particular training exercise.

If a registrant notes an unsafe training situation, which may include a registrant performing a skill incorrectly, a registrant not being careful about others, a defect in a piece of training equipment, a potentially dangerous obstacle or condition on the floor, or anything else that may cause or lead to harm of registrants, instructors, staff, visitors or guests, then the registrant is expected to correct the situation if within his ability, to inform those at risk of the hazard, to ask those at risk to stop and explain the problem s/he saw, or to notify an instructor or staff registrant immediately. If something is simple to correct, such as picking up a weapon left on the floor, the registrant should correct the situation. If the situation may require the authority of the instructor or staff, or if it is not a simple matter, then an instructor or staff registrant should be notified immediately.

"I have read and understand the preceding paragraphs." _____ Initials (registrant or parent/guardian)

AJJF ETHICS & RISK MANAGEMENT COURSE

Rev 3.2

Applicant's Name: _____

10/2015 Student Application –page 3 of 4

NOTICE OF PHYSICAL CONTACT

When male and female students train together, or when adult and minor students train together, and in any other training combination, the purpose and intent of the school, instructors and staff is to provide an environment for all students to learn and practice martial arts and self-defense. Students are expected to conduct themselves appropriately at all times to ensure the best training results for everyone.

Complete martial arts training involves a wide variety of skills. While practicing these skills, students may have contact with any portion of the body. The groin may be the target of kicks, strikes and grabs. The chest, buttocks, groin, or any part of the body may be contacted by any part of the training partner's body during training by martial arts techniques, or incidentally contacted while performing a martial arts technique targeting another portion of the body.

Should any student feel a training partner is engaging in contact beyond the scope of training, or a training partner is taking undue and unacceptable advantage of training contact, or if a student is made uncomfortable by any training exercise or partner, then that student has the right to withdraw from the exercise or drill, or ask for a different partner. If the conduct of the training partner appears inappropriate, the student should inform an instructor privately. If the conduct of the training partner or any training partner appears criminal, then an instructor should be informed and the authorities may be notified either by the student or the instructor, or both.

"I have read and understand the preceding paragraphs." _____ Initials (registrant or parent/guardian)

CONSENT TO PHYSICAL CONTACT

I understand the nature of physical contact in martial arts training, and I understand that I have the right to immediately withdraw from any exercise or drill, or refuse to work with any particular person, in which the conduct of any party seems beyond the scope of training or makes me uncomfortable. I agree to abide by school etiquette in all matters pertaining to training, and I shall not in any way conduct myself inappropriately or take inappropriate advantage of the contact martial arts training allows.

"I have read and understand the preceding paragraph." _____ Initials (registrant or parent/guardian)

INDEMNIFICATION BY REGISTRANT (OR BY PARENTS)

I agree not to bring any claim or suit against the American Judo & Jujitsu Federation (AJJF), or AJJF Directors, Professors, schools, instructors, students, or any staff, guests, landowner, or any other parties on behalf of myself, or my child, for any injury or harm sustained by any event short of a grossly negligent, intentionally wrongful, or criminal act, and in the latter two situations only the individual having the specifically wrongful intent shall be the subject of such a claim. I further agree that I will not cause to be brought, nor encourage a claim or suit based on activities which are within the normal practice of the art, or which may otherwise have a chilling effect on the normal and reasonable practices of instruction in a potentially hazardous sport. I also agree not to cooperate in the bringing of such a suit or claim except insofar as I may be legally required to do so.

Finally, I shall indemnify the AJJF, its Directors, Professors, schools, instructors, students, and any staff, guests, and any and all additional defendants covered by this agreement for all judgments, costs, attorney fees and other expenses incurred as a result of a breach of this agreement.

"I have read and understand the preceding paragraphs." _____ Initials (registrant or parent/guardian)

SEVERABILITY

If any clause, sentence, phrase or statement is found unenforceable or invalid by a Court of law, the remainder of the document shall remain valid, enforceable and the invalid clause, sentence, phrase or statement shall be considered struck from the document.

"I have read and understand the preceding paragraphs." _____ Initials (registrant or parent/guardian)

DURABILITY

This document is effective from the date signed with no expiration.

"I have read and understand the preceding paragraphs." _____ Initials (registrant or parent/guardian)

AJFF ETHICS & RISK MANAGEMENT COURSE

Rev 3.2

Applicant's Name: _____

10/2015 Student Application –page 4 of 4

This is a Waiver and Release of Liability

"I have read and understand all the preceding material" Registrant Signature _____ Date

For Minor Students

Parent/Guardian Signature _____ Date

Witness Signature _____ Date

AUTHORITY TO TREAT

I, the undersigned, give the instructors, staff and responsible adults the power to authorize medical or other treatment of the person named below under "Student Name", subject to the limitations listed below, if any. If I am not the person so named, I am the parent, guardian or adult responsible for the person named, and I have the legal right to grant this power. Treatment may be made without regard to whether I or any other parent, guardian or adult responsible person has been contacted or has consented to the specific treatment, provided it does not conflict with the limitations outlined below. This authority begins on the date signed and continues indefinitely.

Limitations to Treatment: _____

Health Information we should know (injuries, illnesses, medications etc.): _____

By giving my authorization, I assume responsibilities for all decisions made, provided they are reasonable decisions under the circumstances based upon the knowledge and understanding of the person making the decisions, and I trust their judgment and offer the benefit of the doubt to them in any claim or legal proceeding. This presumption may only be overcome by clear and convincing evidence that they acted with malice or willful gross negligence, and, if so, they may still be liable.

Signature (registrant or parent/guardian) _____ Date

Student Name (print): _____

Emergency Contact for adult student or Parent/Guardian Name(s) if student is a minor:

Print Name _____

Relationship: _____

Parent/Guardian Daytime phone: _____

Evening phone: _____

Cell phone: _____

American Judo & Jujitsu Federation Materials

Listed here are AJFF Website links to materials that will be useful to the AJFF School Head

AJFF School Handbook

<http://www.ajff.org/handbook/>
Individual Registration
School Registration
Examination for Blackbelt
Administrative Structure

AJFF Code of Conduct & Resolution of Conflict Management

<http://www.ajff.org/handbook/conduct.pdf>
Defines proper conduct individually and for the schools
Describes the method to file a complaint

AJFF Guide to Protocol, Etiquette and Ethics

http://www.ajff.org/handbook/protocol_e_e_2.pdf
Describes day-to-day operations of a traditional AJFF dojo and some problem solving guidelines for Sensei

AJFF Youth Protection Policy

<http://www.ajff.org/AJFF/hb/policies/youth-protection-policy/>

Rights and Responsibilities for the Martial Artist with Disabilities

<http://www.ajff.org/handbook/rightsodisabled.html>

AJFF Contest Manual

<http://www.ajff.org/handbook/contests.html>

AJFF Forms

<http://www.ajff.org/handbook/forms.html>
Application for Examinations
Application for Regional Funds
Athletic Taping Examination
Athletic Taping Examination: Answer Sheet
Contest/Clinic Results Form
Custom Certificate Application
DZRSI Continuing Education Log Form
Event Certificate (sample)
Event Injury Report
Event Sanction Application Form
Event Contestant Spread Sheet
Examination Activity Record Sheet
Expense Records
Request For Reimbursement
Freestyle Contest Judging Form
Kata Contest Judging Form
Registration Application (New or Renewal or Event)
New School Application
Okazaki Scholarship Application for Conventions
Regional Quarterly Financial Report
Request for Duplicate Blackbelt Certificate
Sandan Anatomy Examination Study Guide
School Registration Renewal and Request to Change School Information Form
Sensei Letter of Recommendation & Time In Grade Waiver
School Head Application for Travel Funds to National Convention
Store, Order Form
Waiver for Events (Participant's Release & Registration) Form

AJJF ETHICS & RISK MANAGEMENT COURSE
AMERICAN JUDO & JUJITSU FEDERATION
of the United States of America, Inc.

Rev 3.2 10/2015

Rev: 2/12

AJJF ETHICS & RISK MANAGEMENT EXAMINATION

Examinee Name _____ Date of Examination _____
PRINT CLEARLY

AJJF # _____ USPS Address _____
and apartment street city state zip

Phone _____ Email _____

Write a short answer for each question. Each correct answer is worth 5 points. A minimum of 90% is needed to successfully pass the examination. You may refer to the course notes during the exam.

Points (5 maximum)

_____ 1. What are the state laws that govern teaching martial arts?

Who is responsible for knowing the laws?

_____ 2. How can you stop someone else using your same business name?

_____ 3. If your dojo is an AJJF Registrant School, how many of your participants need to be AJJF registrants?

_____ 4. What can a School Head do to be sure that student instructors are not perceived to be a paid employee?

_____ 5. What is one way a School Head can avoid an accident caused by negligence?

_____ 6. Describe one unsafe condition in a dojo that might cause an accident.

_____ 7. Who may be liable if someone is injured in a dojo?

AJJF ETHICS & RISK MANAGEMENT COURSE

Rev 3.2 10/2015

AJJF ETHICS & RISK MANAGEMENT EXAMINATION

Page 2

Examinee Name _____

Points (5 maximum)

- _____ 8. Who decides whether an AJJF School Head has instructors acting as volunteers, student instructors or employees?
- _____ 9. What is one definition of harassment?
- _____ 10. Who sets the policy for instructors and students dating in dojo?
- _____ 11. Why might a School Head have a dating policy?
- _____ 12. What is the best way to avoid the claim of an adult molesting a child in the dojo?
- _____ 13. If a student requests to change their clothes privately, not in the group changing room, what can you do?
- _____ 14. How can you make sure shelves, bookcases, pictures, training equipment do not get knocked off the walls?
- _____ 15. What is generally considered to be the best beverage for rehydration?
- _____ 16. A parent or guardian signs the waiver for a minor student. What is the status of that waiver with the student turns 18 and continues to train?

AJJF ETHICS & RISK MANAGEMENT COURSE

Rev 3.2 10/2015

AJJF ETHICS & RISK MANAGEMENT EXAMINATION

Page 3

Examinee Name _____

_____ 17. One-on-one private contact between adults and youth registrants is not permitted. In situations that require private conferences how can such a meeting be arranged?

_____ 18. When a registrant knows a violation of the AJJF Code of Conduct has been committed by another registrant which is of a serious nature, or which is not otherwise amenable to informal resolution, to whom should they report the violation?

_____ 19. What AJJF document describes the day-to-day operations of a traditional AJJF dojo and some problem solving guidelines for Sensei.

_____ 20. What AJJF document outlines the policy in regards to adults interacting with children?

- - - - -
"By my signature below, I attest that I completed this examination myself".

Examinee Name Signature _____ Date of Examination _____

A 90% grade is required to pass this examination.

Mail examination to: AJJF Ethics and Risk Management Coordinator
Cynthia Frueh
443 1st Street
Woodland, CA 95695

Or email examination to *ethics@ajjf.org*

Examiner Name (Print) _____	Date of Examination _____
Examiner Signature _____	
Total points _____	Percentage Grade _____
Date Candidate, Central Office and Black Belt Examinations Chair contacted with results _____	