

# AJFF Ethics & Risk Management Course and Examination

4.0 12/2020

## AMERICAN JUDO & JUJITSU FEDERATION of the United States of America, Inc. Est. 1958



AJFF ETHICS & RISK MANAGEMENT COURSE

and

EXAMINATION

4th Edition, Revised December, 2020

# AJJF Ethics & Risk Management Course and Examination

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## INTRODUCTION

AJJF Black Belt examinees will read the material in the AJJF Ethics and Risk Management Course and must pass a written examination covering the material.

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## I. A.J.J.F. Ethics Statement

A.J.J.F. Registrant Name \_\_\_\_\_ Date \_\_\_\_\_

“As a prospective or current A.J.J.F. Instructor and/or School Head:

1. I pledge to conduct myself in a manner consistent with the Esoteric Principles, as written by Professor Henry Okazaki.
2. I will not misrepresent my education, certification, affiliations and other qualifications.
3. I will not misrepresent my position as a black belt or school head (dojo sensei).
4. I will not misrepresent the American Judo & Jujitsu Federation or the Board of Professors.
5. I will conduct my school (dojo) business in an ethical, professional and honest manner. I agree to comply with all federal, state and local laws concerning the operation of my school (dojo).
6. I will comply with all rules, regulations and policies required by the A.J.J.F. and the Board of Professors concerning my conduct as a school head (dojo sensei).
7. I will treat all my students with dignity and honesty.
8. I will not tolerate nor condone the physical nor mental mistreatment of any student.
9. I will not make unwelcome flirtations, advances or propositions to my students.
10. I will not tolerate nor condone the making of jokes or comments of a degrading or demeaning nature to any individual or group in my school (dojo).
11. I will not tolerate nor condone improper acts to include, but not limited to:
  - sexual gestures such as leering, whistling, suggestive or insulting sounds.
  - unwanted physical contact such as brushing, patting, pinching, kissing, assault, or coerced sexual acts in my school (dojo).
12. I will not discriminate against anyone for reasons to include but not limited to:
  - gender, race, creed, age, sexual orientation, gender identity, physical or emotional disability, nationality, or political affiliation.
13. I will take full responsibility as a School Head (sensei) to properly train and supervise the black belts and assistant instructors who will be teaching my students in my school (dojo).

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## A.J.J.F. Ethics Statement page 2

14. I agree keep confidential student information private, including, but not limited to, information such as phone numbers, personal records, or other information the student tells me is confidential.
15. I agree to hold harmless the American Judo & Jujitsu Federation and the Board of Professors of any incident that arises out of my misconduct as a school head (dojo sensei) or the misconduct of my assistant instructors or students while in my school (dojo).
16. I will immediately notify the Board of Professors if I am arrested for a criminal act while my school (dojo) is an approved A.J.J.F. school.
17. I will immediately notify the Board of Professors if I become aware of any civil action being taken against me, any of my assistant instructors or students, that is a result of an incident that is related to my school (dojo) or any activity related to the A.J.J.F.
18. I fully understand that a violation of any part of the A.J.J.F. Ethics Statement will result in my individual and A.J.J.F. school (dojo) registration being suspended or revoked by the Board of Professors.
19. I have read and understand the AJJF Code of Conduct and agree to act in a manner consistent with what is described therein.”

This can be found online at:

<http://www.ajjf.org/handbook/conduct.pdf>

“My signature below means that I have read and understand the information on the A.J.J.F. Ethics Statement and I, the undersigned, acknowledge and agree that electronic copy(ies) shall be as effective as original instruments, and shall be effective for so long as the undersigned is a registrant of the AJJF .”

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

School (dojo) Name \_\_\_\_\_

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## II. School Head information about Regulation of Martial Arts Schools

AJJF registrants are responsible for knowing the regulations pertaining to the operations of a martial arts school where they have a dojo, such as, but not limited to those listed below.

- A. U.S. Federal Laws or other Countries' Laws if the dojo located there
- B. States' Laws
- C. Local Regulations - County and City
  - 1. A Business License may or may not be needed
  - 2. A Fictitious Name Statement (DBA - "Doing Business As") may or may not be needed and it may protect you from someone else using the same business name.
- D. Possible tax consequences
  - 1. Sales tax for merchandise sold at the dojo - might be regulated by city, county or state.
  - 2. Payroll tax for employees
  - 3. City/County business taxes
  - 4. State personal, retail or business income tax
- E. AJJF Policies
  - 1. All AJJF School participants must be current AJJF registrants.
  - 2. For all guidelines about school registration, see <http://www.ajjf.org/AJJF/handbook/hbTOC.php#sch>

## III. Insurance

- A. It may not be required by law.
- B. AJJF insurance may cover students, visitors and instructors and it is intended to be secondary to one's personal insurance, although personal insurance is not required.
  - 1. ALL PARTICIPANTS must be AJJF registrants for the insurance to be active
  - 2. For complete information about the AJJF insurance program, School Heads may contact the Chair of the Insurance Committee at [insurance@ajjf.org](mailto:insurance@ajjf.org)
- D. Liability
  - 1. Who is liable if a student gets injured during class?  
Possibly: Instructor, School Head, AJJF, building owner

## IV. School Head Information about Instructors in your AJF School (dojo)

### A. Instructors

Note: How the School Head manages the following choices is up to the individual School Head. The AJF does not dictate the nature of the relationship.

1. School Heads are responsible for educating ongoing instructors and visiting instructors about AJF Ethics and registration policies.
2. If you are an AJF school Head, how do you describe your instructors and what are the consequences of the arrangement?
  - a. Student Instructors
  - b. Volunteer Instructors
  - c. Paid Instructors
3. Volunteer Instructors may be covered for liability by AJF group insurance or if the instructor is injured on the mat while teaching.
4. If the Instructor is not an employee, you can have the instructors sign an agreement that they understand the arrangement  
  
See "Agreement to Participate" for an example.
5. If they come to class at other times as a student, and they do not pay dues because they are volunteer instructors, then technically, that is compensation and they may be considered an employee.
  - a. See "Agreement to Participate" for an example of how to avoid a misunderstanding
6. Note that an instructor once sued for "wages due" he felt he was owed while he was teaching without compensation.
  - a. See "Agreement to Participate" for an example of how to avoid this misunderstanding

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### IV. School Head Information about Instructors in your AJJF School (dojo), continued

- B. If you are paying your instructor(s), are they Contract Labor, a Regular Employee or are you paying a stipend?
1. Income tax payments may be reportable for Federal and State tax records.  
Consult a tax professional
    - a. If you are not going to withhold income tax, have them sign an agreement that says they understand they are responsible for paying their own taxes from the income.
  2. Workers' Compensation Insurance
    - a. Consult your tax professional or State Tax Code regarding the definition of Contract Labor and the consequences.
    - b. If you are paying your instructor(s), and they are not defined by the state as "Contract Labor" they may be considered Regular Employees.

AJJF insurance may not cover the injury of a Regular Employee.  
It might cover one if they are defined as a "Contract Laborer".

For more complete information about the AJJF insurance program, School Heads may contact the Chair of the Insurance Committee at [insurance@ajjf.org](mailto:insurance@ajjf.org)

- C. Regular Employees - paid workers.
1. Income tax payments may be reportable for Federal and State tax records.  
Consult a tax professional
  2. You may need to purchase Workers Compensation Insurance.  
The AJJF insurance may not cover the injury of a Regular Employee.



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## VI. Negligence Avoidance

### A. Negligence:

#### 1. One 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. One example of negligence

A 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 inspections. Look with the eyes of a visitor as if seeing it for the first time.

#### 2. Regularly 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 to secure the mat that is used by people who are not wearing shoes.

Too many people training on the mat

#### 2. Safety of the Training Equipment

##### a. Examples of unsafe conditions:

Splinters on sticks (practice weapons)

Placement of weapons where visitors can easily take them down

If mounted on walls, are they secure?

##### b. Avoidance of accidents:

Regularly Scheduled inspections and correction of unsafe conditions.

#### 3. Safety of 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 choice to not 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? The student can be asked to make their own assessment of the injury but an instructor could be held liable for *telling* a student to attend and they get re-injured.

#### 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.

## VII. Dating amongst the registrants of dojo.

A. 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 to not have a policy.

For those that do choose to implement a policy, here are some examples. Possible policies might 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 awkward, difficult or 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 bad 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, maybe they should not work together on the mat for some amount of time.

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### VII. Dating amongst the registrants of dojo, continued

- B. "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 words in italics and brackets are AJFF additions to the article.]

"Humans are sexual beings. Because massage [*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 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 [*training*] 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 member. Remain aware of the power differential and ensure that you never misuse it."  
[End of excerpt]

- C. The culture of the dojo should be friendly with a professional atmosphere.
- D. A definition of flirting:
1. Attention or remarks that are wanted, two-sided, flattering. Attention that is unwanted, one-sided or demeaning may lead to a hostile environment.
  2. If unwanted flirting by an instructor results in a student's promotional progress being delayed by the instructor, a possible consequence may be a claim of harassment may be made.
- E. Definitions of Harassment
1. Harassment is commonly understood as behavior that demeans, humiliates or embarrasses a person. It is characteristically identified by being unreasonable in terms of socially and morally accepted standards.
  2. In the legal sense, these are behaviors that appear to be disturbing, upsetting or threatening.
- F. Definitions of Sexual Harassment
1. Sexual harassment of offensive or humiliating behaviors related to:
    - a. A person's sex that results in wrong communication or miscommunication.
    - b. Implied sexual conditions of a job (sexual coercion).
  2. Unwanted and unwelcome words, deeds, actions, gestures, symbols, or behaviors of a sexual nature that make the target feel uncomfortable.

## VIII. Safety of the Facility

These are examples of safe practice but this list is not meant to represent all possible unsafe conditions.

### A. Dressing rooms

1. To avoid either an incident of, or the claim of, an adult molesting a child:
  - a. See the “AJFF Youth Protection Policy”
  - b. Not allow an adult and child to be alone together in the dressing room or anywhere in the dojo.
  - c. Provide separate dressing areas for the adults and children.
  - d. Have the adults and children dress at different times.
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 around a dressing room, leave a space at the bottom so that the floor is clearly seen from outside so 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. Securely mount mirrors with appropriate mounting hardware AND glued to the wall with appropriate glue. If the mirror breaks, most of it will stay on the wall if it is glued on.

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

### E. Hydration

1. Students should be encouraged to drink water and should be allowed to have water upon request.
2. Thirst is an indicator to drink water.
3. Room temperature water is generally considered the best beverage for rehydration.

### F. Sleep-Over Events at the Dojo

When there are adults and children sharing sleeping space, there is a possibility of an accusation of inappropriate behavior. If there is a claim, then authorities generally must follow up.

The only real way to avoid this is to not have any “sleep-over” activities.

## IX. American Judo & Jujitsu Federation Youth Protection Policy

Due to circumstances that exist in society, 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 two can be two 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.

Conduct personal one on one conferences in view of other adults and youth.

One on one contact between Sensei/Instructor and a student during normal classroom situations with others present can be conducted.

**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. An 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.

## X. Rights and Responsibilities for the Disabled Martial Artist

The AJF Goal for All Schools and All Students:

To apply these Rights and Responsibilities to all Participants.

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 AJF Sensei and the participants.

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### A. Student Rights and Responsibilities

#### 1. Rights

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

#### 2. Responsibilities

- a. To attend classes on time, on a regular basis.
- b. To follow all dojo rules.
- c. To make an honest effort at all work assigned, and seek additional help when needed.
- d. To be prepared for class and be ready to learn.
- e. To accept guidance, encouragement, and assistance as needed.
- f. To treat everyone, including him/herself, with respect.
- g. To not use profane, demeaning, abusive or vulgar language.
- h. To not damage or deface the dojo property or equipment.
- i. To keep confidential any information regarding other students.

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## X. *Rights and Responsibilities for the Disabled Martial Artist – Page 2*

### B. Instructor Rights and Responsibilities

#### 1. Rights

- a. To have a safe environment in which to teach and work.
- b. To be able to focus energies on planning and teaching, at the same time minimize non-instructional / supplemental task responsibilities.
- c. To receive educational support from the AJFF.
- d. To receive administrative support from the AJFF in terms of advice and administrative materials.
- e. To receive family support for students about academic, disciplinary, and social behavior areas.
- f. To be treated with respect by students, colleagues, and the families of the students.
- g. To expect an environment where confidentiality is maintained and practiced.

#### 2. Responsibilities

- a. To come to class prepared to teach all students.
- b. To provide well-planned instruction for each class.
- c. To provide direct adult supervision of students at all times.
- d. To be sensitive to the needs of all students.
- e. To provide consistent communication with students and their families.
- f. To provide a safe environment for students and consistently enforce disciplinary procedures.
- g. To treat all people with respect.
- h. To not use profane, demeaning, abusive or vulgar language.
- i. To provide an environment where confidentiality is maintained and practiced.

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## X. *Rights and Responsibilities for the Disabled Martial Artist - Page 3*

### C. Parent / Family Rights and Responsibilities for Students with Special Needs.

#### 1. Rights

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

#### 2. Responsibilities

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

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## X. *Rights and Responsibilities for the Disabled Martial Artist - Page 4*

### D. School Head's Rights and Responsibilities

#### 1. Rights

- a. To be informed of activities planned by instructors.
- b. To expect the highest level of professionalism from instructors at all times.
- c. To have staff support in implementing the instructional goals and safety procedures.
- d. To be treated with respect by students, families and colleagues.
- e. To maintain and practice confidentiality in the dojo environment.

#### 2. Responsibilities

- a. To provide support to instructors to ensure curriculum implementation and effective teaching.
- b. To act as a liaison between the community and dojo.
- c. To respond, as able, to special needs or concerns in the community.
- d. To monitor instruction to ensure high level of teaching at all times.
- e. To be on-site to be able to respond to needs of instructors and students.
- f. To ensure a safe environment where students are able to learn and instructors are able to teach.
- g. To treat all people with respect.
- h. To consistently enforce disciplinary procedures throughout the dojo.

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## XI. Introduction to

### “The AJFF Code of Conduct & Resolution of Conflict Management”

<https://www.ajjf.org/download/3099/>

EXCERPTS from “The Code”

*[Italics in this section are Ethics and Risk Management 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 AJFF 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 AJFF 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 AJFF rank as being higher than that earned, or advertising an AJFF school registration when not approved]*

3.4 A registrant associated with the development or promotion of devices, books, television, recordings 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 informative manner and shall not suggest authorization by the organization unless procured in advance from the Board.

*[Example, “AJFF authorized recording of the arts of Danzan Ryu” if not approved by the BOP]*

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*The AJFF Code of Conduct & Resolution of Conflict Management, page 2*

## **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 of 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.

## **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 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 AJFF 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 AJFF may bring a complaint against any registrant for violating, or attempting to violate, the ethics or Code of Conduct of the AJFF or any rule established by the Board of Professors, or any rule governing entrance to any AJFF 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.]*

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## XII. SAMPLE INJURY LOG

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

This is not meant to represent all one should need for every school. It is an introduction, for School Heads to edit for their own needs, or design their own Injury Log.

1. Name of injured: _____ 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: _____	
6. <u>Nature of Injury</u> (circle) Muscle Pain Scratch Joint Pain            Abrasion Bruise                    Insect Bite Cut                        Other (explain)	7. <u>Description of Accident</u> How? What? Where? With Whom? _____ _____ _____
8. <u>Body Part Injured</u> Try to be specific, including Right and Left.  _____	9. <u>Action Taken</u> Action taken by: _____ First Aid (describe): _____ _____ Taken out of activity? No ___ Yes _____ Sent home?            No ___ Yes _____ Was Emergency Medical Response activated? No ___ Yes _____ Taken to Hospital? No ___ Yes _____ By Whom? _____ Advised to go to medical professional? No ___ Yes ___
<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 Information: _____ <p style="text-align: center;"><i>use other side if needed</i></p>	

## **XIII. 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.

## **XIII. EXAMPLE of a Student Registration and Waiver for a Dojo**

*This Student Registration Example material is not included in the Ethics and Risk Management Examination.*

The following forms are provided for AJF 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 AJF 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 area and in their particular circumstances.

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## [WRITE IN SCHOOL NAME] - Student Registration

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AJF 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 AJF 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 AJF 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 (AJF), 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 AJF.

"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 AJF 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 (AJF), or AJF 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 AJF, 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 and Examination

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[WRITE IN SCHOOL NAME] - **Student Registration** page 2 of 4

Print Applicant's Name \_\_\_\_\_

## 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)*

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[WRITE IN SCHOOL NAME] - **Student Registration** page 3 of 4  
Print Applicant's Name \_\_\_\_\_

## 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 and Examination

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[WRITE IN SCHOOL NAME] - **Student Registration** page 4 of 4

Print Applicant's Name \_\_\_\_\_

## ***This is a Waiver and Release of Liability***

"I have read and understand all the preceding material" Applicant 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 (Applicant 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: \_\_\_\_\_

# AJJF Ethics & Risk Management Course and Examination

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## XIV. American Judo & Jujitsu Federation Materials

Listed here are AJJF materials found on the website that will be useful to the AJJF School Head

### AJJF School Handbook

<https://www.ajjf.org/school-handbook/>

- Individual Registration
- School Registration
- Examination for Blackbelt
- Administrative Structure

### AJJF Code of Conduct & Resolution of Conflict Management

<https://www.ajjf.org/download/3099/>

- Defines proper conduct individually and for the schools
- Describes the method to file a complaint

### AJJF Guide to Protocol, Etiquette and Ethics

[http://www.ajjf.org/handbook/protocol\\_e\\_e\\_2.pdf](http://www.ajjf.org/handbook/protocol_e_e_2.pdf)

- Describes day-to-day operations of a traditional AJJF dojo and some problem solving guidelines for Sensei

### AJJF Youth Protection Policy

<http://www.ajjf.org/AJJF/hb/policies/youth-protection-policy/>

### Rights and Responsibilities for the Martial Artist with Disabilities

<https://www.ajjf.org/policies/rights-and-responsibilities-of-the-disabled-martial-artist/>

### AJJF Contest Manual

<https://www.ajjf.org/events-home/contests/>

### AJJF Forms

<https://www.ajjf.org/registant-services/forms-references/>

- 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

# AJF Ethics & Risk Management Course and Examination

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## XV. AJF ETHICS & RISK MANAGEMENT EXAMINATION

### Introduction

At least 2 weeks before your Black Belt examination, submit the Ethics and Risk Management Examination.

Print the examination and *clearly* print all your personal information on the exam.

Print your name on each page of the exam and sign it where indicated.

Answer all the questions.

Because you may refer to the course work while you take the examination, a 90% minimum is required to pass.

Scan and email the completed exam to [ethics@ajf.org](mailto:ethics@ajf.org) or mail the paper exam by USPS to:

AJF Ethics Course Coordinator  
Cynthia Frueh  
443 1st St  
Woodland, CA 95695

Do not send the entire course, just the exam.

The exam will be corrected within a few days and a report of the results will be sent to:  
The Candidate

AJF Central Office

AJF Chair of Black Belt Examinations

# AJFF Ethics & Risk Management Course and Examination

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## AJFF ETHICS & RISK MANAGEMENT EXAMINATION Page 1

Examinee Name \_\_\_\_\_ Date of Examination \_\_\_\_\_

*PRINT CLEARLY*

AJFF # \_\_\_\_\_

USPS Residence Address \_\_\_\_\_  
*Number and apartment, street, city, state, zip*

Phone \_\_\_\_\_ Email \_\_\_\_\_

Write a short answer for each question. Each correct answer is worth 5 points.

90% minimum is needed to pass the examination.

You may refer to the course notes during the exam.

Points (5 maximum per question)

- \_\_\_\_\_ 1. Who responsible for knowing the state laws concerning martial arts instruction?
  
- \_\_\_\_\_ 2. How can you stop someone from using your same business name?
  
- \_\_\_\_\_ 3. If your dojo is an AJFF Member School, how many of your participants need to be AJFF 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 your dojo?

# AJFF Ethics & Risk Management Course and Examination

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## AJFF ETHICS & RISK MANAGEMENT EXAMINATION Page 2

Examinee \_\_\_\_\_  
*Print name*

- \_\_\_\_\_ 8. Who decides whether an AJFF School Head has instructors acting as volunteers, student instructors or regular employees?
- \_\_\_\_\_ 9. What are some examples of harassment?
- \_\_\_\_\_ 10. What are some examples of sexual harassment?
- \_\_\_\_\_ 11. Who sets the policy for instructors and students dating in a dojo?
- \_\_\_\_\_ 12. Why might a School Head have a dating policy?
- \_\_\_\_\_ 13. What is one way to avoid the claim of an adult molesting a child in the dojo?
- \_\_\_\_\_ 14. If a student requests to change their clothes privately, not in the group changing room, what can you do?
- \_\_\_\_\_ 15. How can you make sure shelves, bookcases, pictures and training equipment do not get knocked off the walls?
- \_\_\_\_\_ 16. What is considered the best beverage for rehydration?
- \_\_\_\_\_ 17. A parent or guardian signs the waiver for a minor student. What is the status of the waiver when the student turns 18 and continues to train?

# AJFF Ethics & Risk Management Course and Examination

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## AJFF ETHICS & RISK MANAGEMENT EXAMINATION Page 3

Examinee \_\_\_\_\_  
*Print name*

- \_\_\_\_\_ 18. When one-on-one private contact between adults and youth registrants is not permitted, how can a meeting be arranged in situations that require private conferences?
- \_\_\_\_\_ 19. When a member knows a violation of the AJFF Code of Conduct has been committed by another member which is of a serious nature, or which is not otherwise amenable to informal resolution, to whom should one report the violation?
- \_\_\_\_\_ 20. What AJFF document describes examples the day-to-day operations of a traditional AJFF dojo and some problem solving guidelines for Sensei.
- \_\_\_\_\_ 19. What AJFF document outlines the policy in regards to adults interacting with children?

“By my signature below, I attest that I completed this examination myself.”

Examinee Signature \_\_\_\_\_ Date of Examination \_\_\_\_\_

A 90% grade is required to pass this examination.

Mail examination to: AJFF Ethics and Risk Management Coordinator  
Cynthia Frueh  
443 1<sup>st</sup> Street  
Woodland, CA 95695

Alternately, scan and email the examination to *ethics@ajff.org*

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### FOR OFFICE USE ONLY:

Examiner Name (Print) \_\_\_\_\_ Date of Examination \_\_\_\_\_

Examiner Signature \_\_\_\_\_

Percentage Grade \_\_\_\_\_ *Minimum 90% to pass*

The results were sent to the Candidate, AJFF Central Office and Black Belt Exams Chair  
on the following date \_\_\_\_\_.