



# Hartlepool Wadokai

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## CONSTITUTION 2009 Hartlepool Wadokai Karate Club

### 1 TITLE

- 1.1 The club shall be called 'Hartlepool Wadokai', hereafter to be referred to as 'the club' and shall be affiliated to Aiwakai Karate Do and the English Governing Body with WKF recognition.

### 2 OBJECTS

#### 2.1 Promotion and Participation

- To promote Hartlepool Karate positively through teaching, training and competition.
- To Extend Access and Increase Participation in Karate as a Sport and Martial Art in Hartlepool.
- To increase media and public awareness of local Karate and local Karate Achievements.
- Increase access and participation in National courses and competitions.

#### 2.2 Development

- To raise the standards of Karate in the North East through our students.
- To lead through example in bringing the standard of Karate coaching in line with other major sports.
- To adopt codes of safety in the Sport.
- Give students the support and focus they need to achieve their full potential regardless of standard.
- To remain autonomous.

#### 2.3 Sponsorship

- To minimise the costs of Karate training, subsidise training courses etc...
- To help raise funds for elite/world class members.
- To help raise funds for exceptional non-competition club members.

#### 2.4 Other

- To ensure that all members subscribe to the Vision, Aims & Objectives of the club.
- To only work with other groups/organisations who mirror our own Vision, Aims & Objectives.

### 3 MEMBERSHIP

#### 3.1 Membership of the club shall be open to any person whom:

- Completes a membership application form
- Pays the relevant subscription/joining fee as determined by the Annual General Meeting of the Club Members.
- Subscribes to the clubs 'Vision, Aims and Objectives'

#### 3.2 There shall be four classes of membership available. These are:

- Full Member;
- Junior Member (Under 16 years of age);
- Honorary Member;
- Interim Member;



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- 3.3 All new students must become members of the club within six sessions and pay the relevant membership fee. The Fee is determined at the AGM by the membership.
- 3.4 Where a specific need is identified by the executive committee and/or technical committee, an existing member may be co-opted into a paid position for Hartlepool Wadokai.  
Hartlepool Wadokai does not have ANY paid employees, so anyone co-opted for a paid position must be registered as self employed and contracted to the club.
- 3.5 Any member or group of members may be asked to resign if they act in such a manner as to cause unrest, or is harmful to the club's vision, aims and objectives, or may bring the club into unwanted politics or disrepute.
- 3.6 All 'Non Members' of the club voted onto the committee by the membership will immediately become honorary members of the club. **Note** A membership form MUST be completed, but no fee will be given. This membership shall be forfeit upon leaving the committee.
- 3.7 All New Members of the club are considered 'Interim Members' until they have received their first licence. Interim Members are not able to vote at General Meetings. Any Full Members not present at the club for a period of six months shall revert back to 'Interim Member' status until the following Annual General Meeting.

## 4 OFFICERS

4.1 The executive officers of the club shall be as follows:

- Chief Instructor - Honorary Post
- Chairman - No Vote, Casting Vote Only
- Vice Chairman
- General Secretary
- Treasurer
- Development Officer
- External Funding Officer
- Parent Liaison Officer
- Volunteer Co-ordinator

4.2 The Technical Committee shall consist of the following:

- Chief Instructor
- Kumite Coach
- Kata Coach
- The Technical Committee may by vote, appoint more members to the Technical Committee, minimum grade of 1<sup>st</sup> Dan

4.3 The non-executive officers of the club shall be as follows:

- Training Officer
- Club Welfare Officer
- Equipment Officer
- Public Relations Officer
- Squad Manager
- Kumite Coach
- Kata Coach



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## 5 ELECTION OF OFFICERS

- 5.1 The Chief Instructor shall be an honorary post and be awarded to the highest grade applicable, unless decided by a majority decision of members.
- 5.2 The Chairman shall not have a vote in normal committee affairs. In the case of a tied vote, the Chairman shall be entitled to a casting vote.
- 5.3 All officers shall be elected at the Annual General Meeting of the club, from, and by, the members of the club.
- 5.4 All Officers are elected for a period of one year, but may be re-elected to the same office or another office the following year.
- 5.5 Parents/Guardians of members under 16 years of age may be voted into any position within the Committee. (See rule 3.6)
- 5.6 The Technical Committee shall consist of persons of minimum 1<sup>st</sup> Dan grade, over 16 years of age subject to the approval of the Chief Instructor. The Technical Committee shall be responsible for ALL aspects of training and assessment within the club.
- 5.7 A committee member can be removed from office with the approval of a quorum which shall consist of a minimum of three officers, must be two from the Chairman; Vice Chairman; General Secretary; Treasurer and Development Officer

## 6 GENERAL COMMITTEE

- 6.1 The affairs of the club shall be controlled by a General Committee comprising of the Executive Officers of the club and up to ten other Members elected from, and by, the Full Members of the club. The General Committee shall meet at agreed intervals and not less than four times per year.
- 6.2 The duties of the General Committee shall be:
  - 6.2.1 To Control the affairs of the club on behalf of the Members.
  - 6.2.2 To keep accurate accounts of the finances of the club through the Treasurer. These should be available for reasonable inspection by Members and should be audited before every Annual General Meeting. The club shall maintain a bank account and the following officers shall be authorised to sign Club cheques; two from the Chairman; Treasurer and General Secretary.
  - 6.2.3 To co-opt additional members to the committee as the committee feels this is necessary. Co-opted members shall not be entitled to a vote on the committee.
  - 6.2.4 To make decisions on the basis of a simple majority vote. In the case of equal votes, the chairman shall be entitled to use their casting vote.



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## 7 GENERAL MEETINGS

- 7.1 The Annual General Meeting of the club shall be held not later than the end of March each year. 21 clear days written notice shall be given to Members at their home address and posting the notice on the club notice board and website. Members must advise the General Secretary in writing of any business to be moved at the Annual General Meeting at least 14 days before a meeting. The General Secretary shall circulate or give notice of the agenda for the meeting to Members not less than 7 days before the meeting.
- 7.2 The business of the Annual General Meeting shall be to:
- 7.2.1 Confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting.
- 7.2.2 Receive the audited accounts for the year from the Treasurer.
- 7.2.3 Receive the annual report of the Committee from the General Secretary.
- 7.2.4 Receive the annual report for the year from the Chief Instructor.
- 7.2.5 Elect an auditor.
- 7.2.6 Elect the Officers of the Club.
- 7.2.7 Review Club rates and agree them for the forthcoming year.
- 7.2.8 Transact such other business received in writing by the General Secretary from members 14 days prior to the meeting and included on the agenda.
- 7.2.9 Any Other Business.
- 7.3 Special General Meetings may be convened by the General Committee or on receipt by the General Secretary of a request in writing from not less than two thirds of Full Members of the Club. At least 21 days notice shall be given.
- 7.4 Nominations of candidates for election of Officers shall be made in writing to the General Secretary at least 14 days in advance of the Annual General Meeting date. Nominations can only be made by Full Members or a designated Parent / Guardian of Full Members and must be seconded by another Full Member.
- 7.5 At all General Meetings, the chair will be taken by the Chairman or Vice Chairman, in their absence, by a deputy appointed by the club or by Full Members attending the meeting.
- 7.6 Decisions made at a General meeting shall be by a simple majority of votes from those full members attending the meeting. In the event of equal votes, the Chairman shall use their casting vote.
- 7.7 A quorum for a General Meeting shall be three executive officers of the club including one from the Chairman; Vice Chairman; General Secretary and Treasurer and three Full Members.



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- 7.8 Each Full Member (Excluding the Chairman) of the Club shall be entitled to one vote at General Meetings.
- 7.9 One Designated Parent / Guardian of members under 16 years of age may have up to one vote at General Meetings regardless of how many children they have in the Club.
- 7.10 In the event that an individual holds more than one General Committee post, they will be entitled to a maximum of one vote. If the Chairman has more than one General Committee post, they are unable to vote except in the event of a tied vote (6.2.4).

## 8 LICENCES

- 8.1 All new Club members must hold a valid EKF/WKF recognised licence within 10 lessons or 10 weeks (whichever is sooner) of becoming Club Members.
- 8.2 Each member must hold a valid up to date licence which includes 3rd Party Insurance cover with a known governing body (WKF recognised association), preferably Aiwakai Karate Do at all times.
- 8.3 Club Members are responsible for renewing their own licence with the designated Karate Governing Body or its affiliated subsidiary e.g. Aiwakai.
- 8.4 The Club does not issue licences directly, though it reserves the right to do so.

## 9 LIABILITY

- 9.1 Neither the club nor its members shall be liable for any loss of or damage to any property belonging to its members, or any event not covered by the applicable members insurance in force at that time.

## 10. COMPLAINTS AND DISAGREEMENTS

- 10.1 All disagreements and complaints regarding any member will be brought to the attention of the Club Committee as soon as possible.
- 10.2 No member will enter into discussion with an outside party without first advising the Club of the same, and will not bring the Club into disrepute, or make agreements with outside bodies concerning the same. Anybody raising a complaint or issue for discussion will also adhere to the same.

## 11. SQUAD AND COMPETITION SELECTION

- 11.1 Selection to the Club Team will be made through regular attendance at normal training sessions and through a proven track record.
- 11.2 All team members will have entry and travelling costs subsidised whenever possible.
- 11.3 Coaches' decision is final in selection and funding matters subject to the approval of the General Committee.



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- 11.4 Every member of the Club will be allowed to enter into competition if they so choose provided they have acquired a Licence and, for safety reasons, a minimum standard.

## 12 ALTERATIONS TO THE CONSTITUTION

- 12.1 Any proposed alterations to the Club Constitution (this document) may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by a Full Member of the Club and seconded by another Full Member. Such alterations shall be passed if supported by not less than two-thirds of those Full Members present at the meeting, assuming that a quorum has been achieved.

## 13 DISSOLUTION

- 13.1 If at any General Meeting of the Club, a resolution be passed calling for the dissolution of the club, the General Secretary shall immediately convene a Special General Meeting of the Club to be held not less than one month thereafter to discuss and vote on the resolution.
- 13.2 If at that Special General Meeting, the resolution is carried by at least two-thirds of the Full Members present at the meeting, the General Committee shall thereupon, or at such date as shall have been specified in the resolution, proceed to realise the assets of the Club and discharge all debts and liabilities of the Club.
- 13.3 After discharging all debts and liabilities of the Club, the remaining assets shall not be paid or distributed amongst the Full Members of the Club, but shall be given or transferred to some other voluntary organisation having objects similar to those of the club or approved sporting or charitable purposes.



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## 14. GENERAL COMMITTEE

14.1 The executive officers of the club shall be as follows:

- Chief Instructor
- Chairman
- Vice Chairman
- General Secretary
- Treasurer
- Development Officer
- External Funding Officer
- Parent Liaison Officer
- Volunteer Co-ordinator

14.2 The Technical Committee shall consist of the following:

- Chief Instructor
- Head Coach
- Kumite Coach
- Assistant Kumite Coach
- Kata Coach
- Assistant Kata Coach

14.3 The non-executive officers of the club shall be as follows:

- Training Officer
- Club Welfare Officer
- Equipment Officer
- Public Relations Officer
- Squad Manager
- Kumite Coach
- Kata Coach

The above statements are seen to be accepted by ALL members upon joining the Club.

### **THIS CONSTITUTION IS MADE TO MAINTAIN THE MARTIAL ARTS SPIRIT**

ANY ARTICLE WRITTEN OR PRINTED IS DONE SO WITHOUT PREJUDICE TO ANY PERSON OR PERSONS, THIS  
DAY THE 25<sup>TH</sup> OF JANUARY 2008.

Amendments approved 7<sup>th</sup> October 2009

Approved and signed by:

Chief Instructor - \_\_\_\_\_

Chairman - \_\_\_\_\_

Development Officer - \_\_\_\_\_

... On behalf of the Committee



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## Anti Bullying Policy Hartlepool Wadokai Karate Club

### Introduction

WKE is committed to providing a safe, welcoming and tolerant environment for children and young people that is free from bullying.

Bullying of any form is unacceptable in our sport, whether the behaviour is displayed by a child, young person or an adult. We make sure everyone involved in the sport – staff, children, young people and parent/carers – knows of and understands our stance towards bullying.

### Definition and examples

WKE defines bullying as the repeated harassment of others through emotional, physical, verbal or psychological abuse. We emphasise that the victim is never responsible for being the target of bullying.

### Examples of bullying are:

**Emotional:** Being deliberately unkind, shunning or excluding another person from a group or tormenting them. For example, forcing another person to be 'left out' of a game or activity, passing notes about others or making fun of another person.

**Physical:** Pushing, scratching, spitting, kicking, hitting, biting, taking or damaging belongings, tripping up, punching or using any other sort of violence against another person, outside the rules of Karate.

**Verbal:** Name-calling, put-downs, ridiculing or using words to attack, threaten or insult. For example, spreading rumours or making fun of another person's appearance.

**Psychological:** Behaviour likely to instil a sense of fear or anxiety in another person.

### Responses to bullying behaviour

Despite all efforts to prevent it, bullying behaviour is likely to occur on occasion and WKE recognises this fact. In the event of such incidents, the following principles govern the WKE response:

- All incidents of bullying will be addressed thoroughly and sensitively.
- Children and young people will be encouraged to immediately report any incident of bullying that they witness. They will be reassured that what they say will be taken seriously and handled carefully.
- Anyone involved in Karate has a duty to inform WKE if they witness an incident of bullying involving children or adults.
- If a child, young person tells someone that they are being bullied, they will be given the best chance to explain what has happened and reassured that they were right to tell. The individual who has been the victim of bullying will be helped and supported by the WKE. WKE will check on their welfare regularly.
- In most cases, bullying behaviour can be addressed according to the strategies set out in the WKE child protection policy. The individual who displayed bullying behaviour will be encouraged to discuss their behaviour and think through the consequences of their actions. They will be given the support they may need. Where appropriate, they will be encouraged to talk through the incident with the other person concerned.
- Where bullying behaviour persists, more serious actions may have to be taken, as laid out in the WKE Suspensions and Exclusions policy.
- A member of staff will inform the parents/carers of all the children involved in a bullying incident at the earliest possible opportunity. If appropriate, WKE will facilitate a meeting between the relevant parents/ carers. At all times, WKE will handle such incidents with care and sensitivity.
- All incidents of bullying will be reported to the lead child protection officer and will be recorded.





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## **Equity Policy Statement** **Hartlepool Wadokai Karate Club**

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport England definition of sports equity:

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

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their Karate in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.



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## Dojo Rules and Regulations

Hartlepool Wadokai Karate club

The martial arts are founded upon discipline, honour and respect. Due to the nature of the martial arts, there are strict rules regarding a student's conduct and behaviour. What follows is a thorough, though not exhaustive list of dojo rules and regulations for Hartlepool Wadokai.

### Courtesy and Respect

- Respect and revere your parents, elders and school teachers. Respect everyone you meet, respect property and all life. Also, respect yourself.
- Students must always arrive, dressed and ready to train 5 minutes before the start of every class.
  - If you are unavoidably late for a class, you must:
    - Bow to enter the dojo
    - Kneel in 'seiza' and:
      - Bow once to the Instructor - 'sensei-ni-rei'
      - Bow once to the other students - 'otagai-ni-rei'
    - Stand and bow to the sensei taking the class, wait for the sensei to acknowledge your presence *before* entering the class.
    - Also, if you are late for class, you must take the position of 'lowest grade' in the class as a sign of respect to the other students. You do not 'displace' other students in the line.
- Bow on entering and leaving the Dojo – Tachi-rei. To those who practise Karate, the Dojo is a sacred place. We also bow on entering the Dojo to affirm our intention to train hard and seriously, and we bow on leaving to show gratitude for the training session received.

Tachi-rei is also performed:

- Before and after addressing a sensei; or being addressed by them.
- Before and after performing drills/training with a partner.
- Unless training has commenced, all students must bow (Tachi-rei) to sensei' upon their arrival.
- Great your fellow student's quietly.
- Address any instructor as "sensei" whilst in the Dojo.
- Address any 'senior' as "sempai" whilst in the Dojo.

Note: students under 18 years old always address students over 18 years old as Sempai.

- To acknowledge conversation and instructions from your instructor always answer 'Hai', meaning 'yes' or 'I have understood'.
- No-one is to leave the class without first obtaining permission from a sensei or sempai.
- On the command of 'Seiretsu' students must line-up quickly and quietly in the proper grade/rank order in the Kiritsu (informal attention) position (Musubi-dachi).
  - You must not pass in front of higher graded ranks to do so, filter in from the rear and side of your own line.
  - If you have to leave your position in the line, you must not pass 'through' a line, but leave via the side of the line.
- A sensei is always a sensei not just whilst they wear a Gi. (S)he must be respected inside *and* outside of the dojo. If (s)he is also your friend, then you must not take advantage of the friendship.



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- A student never uses karate outside of the dojo, unless for self defence or for the defence of someone unable to defend themselves. A student learns karate in order to avoid conflict and control the ego.

## General Rules

- At the start of each class, the sensei will elect a sempai to lead the main warm up.
- If a sensei is not present, the sempai (being the most senior in the class) will lead the class.
- In both instances, all students will treat the sempai with the same courtesy and respect that they would the sensei.
- You must inform the sensei/sempai of any relevant medical condition(s) or any injuries that have occurred at the dojo, or away from the dojo that may affect a student during class.
- Students are encouraged to enjoy each class, but this *must* be done in a reserved manner. Rowdy and discourteous behaviour will not be tolerated at any time.
- NO Smoking, Drinking, Eating or Chewing Gum in the dojo. Drinks are permitted away from the main training area.
  - Students, officials and volunteers are not permitted to smoke on the premises or in the immediate vicinity of the dojo. This is to protect the health and well being of our junior students.
- Any behaviour or act which is deemed as inappropriate will not be tolerated.
- It is each student's responsibility to keep the DOJO (training area) clean and tidy.
- If you have to adjust your Gi whilst training, step to the side of your training line, kneel down on one knee, make the adjustments then return to your position in the line when it is safe to do so.

## Dress code

- No jewellery can be worn during training. If a piece of jewellery cannot be removed, then it needs to be safely taped up.
- Finger and toe nails must be kept clean and short.
- Only white Gi's (Karate suit) may be worn. They must be kept clean, pressed and in good condition. The club badge may be worn on the left chest only.
- Female students must always wear a clean white T shirt under their Gi.
- No outdoor footwear is allowed to be worn in the main dojo area, if using tatami then NO footwear is permitted except specialist indoor training shoes.



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## **Sensei, Sempai, Kohai**

The martial arts are founded upon discipline, honour and respect. In the dojo this foundation is epitomised with the 'sensei, sempai, kohai' relationship.

- Sensei – a title given to all instructors. This title may also be given to a sempai who is leading a class.
- Sempai – or senior, is a title given to those older and/or of a higher rank to you.
- Kohai – or junior, is not a belittling title, rather it is a sign of respect to the junior students of the club. It is used by Sensei and Sempai when addressing students of a lower rank.

## **Sensei**

The sensei or 'teacher' is the source of knowledge and experience in the dojo. The sensei has devoted many years to attaining their standard and position, and continues to 'push the envelope' with regard to learning the art of karate. If a sensei does not know the answer to a question, they will endeavour to find out.

## **Sempai**

The sempai can be thought of as the 'dojo police force', they are responsible for the order and discipline in the dojo. The main role of the sempai is that of 'role model' juniors will learn the rules of the dojo from the sempai. Sempai must always have a copy of the dojo rules and regulations in their kit bag, and be familiar with the contents. Sempai are expected to help juniors learn the basics and 'correct' juniors karate *and* behaviour as and when necessary. Any serious conduct/rules infractions will always be dealt with by the sensei.

## **Kohai**

The kohai has to learn 'the ropes' from all his/her seniors in the dojo. If a kohai is unsure of something they must first ask their sempai. The sensei must only be asked as a final option. It is every student's responsibility to 'drive' their own learning through continued observation and practise.

The sempai-kohai relationship is a special one, students must not abuse their position and the respect works both ways. Sempai are expected to look after the kohai and keep them out of trouble, and likewise the kohai are expected to follow the directions of their sempai.

**IF YOU CANNOT OBSERVE DOJO RULES, YOU WILL NOT BE WELCOME IN THE DOJO**

## **Acknowledgements**

Hartlepool Wadokai has referenced the 'Aiwakai Syllabus book' by Sensei Sakagami and the 'A-Z of martial arts' by Sensei Gary Swift in writing these rules.



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## CODE OF CONDUCT FOR CLUB OFFICIALS AND VOLUNTEERS

### Hartlepool Wadokai Karate Club

#### Officials and Volunteers

- Must treat everyone equally and sensitively regardless of their age, gender, ethnic origin, cultural background, sexual orientation, religion or political affiliation.
- Accept the special role that you have to play in the establishment of standards by setting a good example of behaviour and conduct at all times.
- Do not manipulate the rules in order to benefit yourself personally or your club.
- Encourage participants and instructors/coaches to abide by the rules and spirit of the sport.
- Do not use foul, sexist or racist language.
- Use your official position to take action against spectators who harass abuse or use foul, sexist or racist language towards participants, officials, instructors/coaches.
- Ensure that proper supervision is provided with suitably qualified instructors/coaches and officials who are capable of promoting good sporting behaviour and good technical skills.
- Ensure all equipment and facilities meet safety standards.
- Respect the rights of other clubs.
- Show respect to officials, instructors/coaches, participants and others involved in the sport.
- Do not endeavour to influence the result of a competition by any actions that are not strictly within the rules of the sport.
- Remember sport is enjoyed for its own sake – play down the importance of winning.
- Always have regards to the best interest of the sport, including where publicly expressing an opinion on the competition or any particular aspect of it, including others involved in the competition.
- Resist illegal or unsporting influences, including banned substances and techniques.
- Promote ethical principles
- Accept the decisions of the officials without protest
- Avoid words or actions, which may mislead an official.



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## CODE OF CONDUCT FOR PARENTS AND YOUNG PEOPLE

### Hartlepool Wadokai Karate Club

Wadokai England (WKE) is committed to maintaining the highest possible standards of behaviour and conduct at all Karate events.

The WKE 'Code of Conduct for parents and young people' summarizes the essence of good ethical conduct and practice within Karate. This applies not only to parents and young people, but also to guardians, carers, families and spectators alike. All such individuals have a responsibility to act with integrity, in accordance with the standards set by WKE below.

#### Code of Conduct

- Respect the rights, dignity and worth of every person, within the context of the Sport.
- Treat everyone equally and sensitively, and do not discriminate on the grounds of age, gender, ethnic origin, religion, sexual orientation or disability.
- Encourage children to learn the WKE rules and compete within them.
- Publicly accept officials' judgments and abide by their instructions, providing they do not contradict the spirit of this code.
- Teach children to respect the event officials.
- Help children to recognise good performance, not just results to avoid undue disappointment.
- Never punish or belittle a child for losing or making mistakes.
- Support your child's involvement and help them to enjoy their sport.
- Remember that the aim of the Sport is for the children to have fun, improve and feel good.
- Set a good example by applauding all good performance, whether by your child or by another.
- Use correct and proper language at all times.
- Remember that young people learn best by example.
- Recognise the value and importance of volunteers, coaches, referee's and event organisers – it is their time and dedication that keeps the Sport alive.
- Young people are involved in organised sport for their enjoyment – not yours, so do not force your child to take part.