



NOTICE

15/4 - 24 June 2015



Practising Ju-Jitsu Safely - NZJJF Guidelines for Club Health and Safety.

Overview

The following recommendations are provided as guidelines for ju-jitsu clubs to allow them to establish procedures and standards aimed at reducing the risks of accidents and further enhance the development and enjoyment of ju-jitsu.

All clubs should have safety standards in place to ensure a safe teaching environment for participants. It is strongly recommended that you include the recommendations in this notice as part of your club's safety standards. A Club Health and Safety Checklist is supplied in Appendix 1.

ENVIRONMENT SAFETY STANDARDS

General requirements for the dojo

The dojo should have adequate ventilation to enable participants to practice comfortably and the ceiling should be at least 2.4 metres high (about 8 feet) from the practice surface.

Adequate lighting is required for safety and comfort. Levels should be between 200 and 300 lux 1 metre from the floor and fluorescent lighting is recommended. Lighting fixtures (or other impediments) should not pose a risk to members by hanging too low from the ceiling.

The training area should be free of any obstacles (e.g. walls, posts, seating, opening doors, etc) within a one-metre perimeter. If this cannot be done, obstacles should be padded or mat area re-defined. Particular safeguards must be in place to avoid collisions with glass.

Emergency accesses and exits should be clearly marked, unlocked and free of any obstacles cluttering the path needed to allow quick evacuation.

After any event that could reasonably have had a negative impact upon the safety of a building structure, you should request the building owner to obtain a report from a registered structural engineer stating that the building is safe to occupy and that it does not have any critical structural weaknesses. Safety is to be assessed in line with the buildings Importance Level under the local council regulations.

Changing rooms

Male and female should have separate changing rooms which should be kept clean and tidy. The toilets, sinks and showers should be cleaned at least weekly.

Training Space (Mat area)

It is important to offer participants a practice surface that will provide for their physical safety. Ju-jitsu is a sport that addresses the needs of all individuals, young and old, and all levels of participation, from beginners to the elite. We do not want participants to stop practicing our sport because of injuries resulting from inappropriate or sub-standard equipment.

Tatami (mats) are usually 1m x 2m or 1m x 1m with a thickness of between 40mm or 50mm and a density between 180 kg / cubic mtr and 270 kg/m³. The surface should have an absorption potential that fits the needs of the participants. It is evident that the needs of a child differ from those of an adult. Likewise, the anticipated volume of training should be considered when choosing the surface. A surface with an optimal absorption capacity is indispensable for those who engage in more than 5 hours of high level training a week. On the other hand, a simple surface of foam filled, anti-slip tatami, placed on a wooden floor can be sufficient for children who practice less than 3 hours a week.

The training surface should be covered with tatami or other lightly textured materials. This surface should provide energy distribution and shock absorption without becoming deformed under the weight of the participants. It is also important that this surface provides adequate grip, neither limiting movement nor becoming too slippery. The mats used should be tightly laid, leaving no gaps, providing a uniform and flat surface. The surface materials should be placed and secured in a manner to avoid shifting (e.g. the use of non-skid tatami, appropriate secure edging, etc.). Finally, the practice area should include a visually defined safety warning (e.g. change of colour) alerting participants that they are within 2 metres of the edge of the mat.

Whilst the tatami itself offers a certain absorption factor, we can modify its capacity by adapting the substructure. This can be done by fabricating a false floor which rests on rubber, old tatami, springs or any other system that would safely allow for a better distribution of impact shock waves. Where the dojo has a concrete floor, 50mm mat thickness with the highest density specification is recommended.

The mat area should provide sufficient space for participants to work safely while minimising the risk of collision with other participants. The area required will therefore vary depending on the configuration of the mat area, nature of the activity, the way in which the activity is structured, and the size of the participants. The coach must keep this in mind when planning activities and make appropriate safety plans (e.g. restrict numbers participating at any time, configure participants to minimise

collision risk, etc). As a “rule of thumb”, the size of the practice surface required for each participant is estimated at a minimum of 2 square metres per person

However, as a guideline, when doing randori a minimum area of 12m² per couple for those over 60kg, 9m² for those between 40kg and 60kg, and 6m² for those under 40kg should be maintained (i.e. a mat area of 100m² should have no more than 8 large, or 11 medium, or 16 small couples at one time).

Coaches should check the training surface and surrounding area before and during each training session. If they observe something which could represent a risk to the safety of participants, they should take the necessary corrective measures or at the very least monitor this potential hazard. Any irregularity that cannot be corrected immediately should be reported to the club coach and the situation remedied as soon as possible.

Teaching / Training equipment

Teaching equipment (e.g. crash pads, elastic training bands, etc) should be inspected regularly to ensure they are in good condition and do not pose any risk to users. Inadequate equipment should be stored or taken away from the training area. Equipment which is torn or damaged to a point where it is a risk should be repaired before being put out in the practice area, or replaced.

Participant behaviour

Sportsmanship should be observed at all times, especially courtesy, mutual welfare and respect. Rules should be consistently enforced to ensure the safety of everyone during activities. A condition of being a NZJJF member club is agreement to abide by the NZJJF Code of Ethics.

Emergency Evacuation Plan (EEP)

An Emergency Evacuation Plan (EEP) and clearly stated muster points should be clearly visible. Members should be regularly made aware of the plan and EEP simulation exercises should be performed a few times throughout the year. The EEP should include a list of emergency numbers and identify persons responsible for applying the EEP.

MEDICAL TREATMENT STANDARDS

First Aid

At least one person with an appropriate First Aid qualification should be present in the dojo whenever training is taking place, preferably the coach(es) involved in conducting the classes.

An appropriately stocked first aid kit should be readily accessible, and access to ice/cold packs should also be available.

All injuries should have an [injury reporting form](#) completed and should be stored accordingly with regards to privacy. All reports should be reviewed by the coach(es) responsible, any trends analysed and appropriate strategies implemented to reduce injuries.

There should be access to a telephone close to where the activity is being held. If not, a sign should clearly visible indicating the location of the phone, and local emergency numbers should be posted.

The recommended content of the club first aid kit is in [Notice 15-3](#) on the NZJJF website.

Emergency Medivac Plan (EMP)

An emergency medivac plan (EMP) is a must for serious injuries. The prime objective of an EMP is to ensure that an injured athlete is entrusted to medical professionals as quickly as possible without aggravating the situation. We define serious injuries as heavy bleeding, respiratory arrest, extended loss of consciousness and head injuries, cardiac arrest, body temperature problems and possible lesions in the neck, rib and back areas.

The EMP should include a list of emergency numbers; identify a person responsible for applying the EMP and a person to assist him/her (a person on-call). The EMP should include emergency scenarios that take into account the various situations which can be encountered. Ideally, EMP simulation exercises should be performed early in the season and a few times throughout the season.

Pathologies and other chronic illnesses

Coaches should be informed of any pathologies or chronic illnesses which can endanger the health or lives of participants.

Ideally, participants should complete a medical record before being cleared to take part in ju-jitsu. A [membership assessment form](#) can be found on the NZJJF website.

As best practice, participants with risk factors should provide a medical fitness certificate before being cleared to take part in ju-jitsu activities. When in doubt,

coaches should check with a medical professional and take the necessary steps as advised.

All completed forms should be stored with a thought to members' privacy. The forms of members participating in away-events (e.g. tournaments or seminars) should be taken by a coach to the event. In an emergency, the forms could provide vital information.

Concussion

Take no chances with suspected concussions. ACC have produced [National Sport Guidelines on Concussion](#).

- Following any concussion a player should shall not take part in any contact sport for 3 weeks, and return only with medical approval.
- A player who suffers 2 episodes of concussion in a 6 month period shall not participate for a 3 month period.
- A player who has been concussed 4 times in ANY period should consider withdrawing from all contact sport.

Stand-down periods apply to training at the club as well as competition.

NB: Loss of consciousness through application of a strangulation technique DOES NOT result in concussion. Initial treatment (as per loss of consciousness through head impact) is the same, but the stand-down period does not apply. However, if unsure whether the trauma was due to head impact or strangulation, err on the side of pre-caution – treat it as a concussion until medically proven otherwise!

Hygiene

Participants should have short fingernails and toenails. Long hair should be tied back so that it does not interfere. Wounds should be covered properly to protect against infections but also to eliminate contact with blood and other body fluids.

The training uniform should be clean at all times. No unpleasant odours are to be present, and any blood or other stains should be cleaned up immediately.

To keep feet clean, it is strongly recommended that participants wear zori (sandals) or something similar when not on the mats.

No one should be allowed to participate if under the influence of drugs, alcohol or other intoxicants. All NZJF members must abide by the [NZJF Anti-Doping Policy](#).

Skin disorders

Persons with contagious skin diseases should not take part in any training or competition activities.

QUALIFICATIONS OF JU-JITSU COACHES

General

A condition of NZJJF membership is that the applicant agrees to abide by the NZJJF “[Code of Ethics](#)” on becoming a member. All NZJJF-registered coaches are therefore bound by the Code of Ethics.

C2 Club Coach

The Club Coach is the person responsible for activities on the mat in the dojo. NZJJF recommends that all Club Coaches have gained their NZJJF C2 Club Coach qualification.

A C2 Club Coach has learnt about risk management, safe teaching practices and has a first aid certificate. Their responsibility is to ensure that each participant is supervised by a competent person at all times and that no participants or groups are left on their own. Coaches should understand that close supervision is the most effective means of preventing accidents.

NZJJF recommends that Club Coaches also have their black belt qualification verified and entered in the NZJJF Public Register.

C1 Assistant Coach

An Assistant Coach is a senior club member who acts in support of the Club Coach. NZJJF recommends that all Assistant Coaches have gained their C1 Assistant Coach qualification.

A C1 Assistant Coach has learnt about ethical coaching, effective communication, injury prevention and injury management. They are equipped to supervise ju-jitsu activities and help the Club Coach with coaching duties and people management.

For any further guidance or information, contact:

registrar@nzjif.org.nz

APPENDIX 1

CLUB HEALTH AND SAFETY CHECKLIST

FACILITIES:

- Adequate ventilation
- Minimum 2.4 meter clear ceiling height above training area
- Adequate and safe lighting
- Mat area at least 1 meter clear of any dangerous fixtures or fittings
- If not, adequate padding to any obstacles to minimise risk
- Glazed areas well clear of mat area (or adequately protected)
- Clearly marked emergency exits
- Clear path to emergency exits
- Separate male and female changing rooms
- Clean and sanitary toilet and washing facilities

EQUIPMENT AND MAT AREA:

- Supplementary training equipment well maintained and safe (e.g. crash pads, uchikomi bands, etc.)
- Mats in good order (no rips, tears, excessive soft patches)
- Sufficient prevention against mats from moving during training (no gaps)
- Mat area sufficient size for class numbers / activities
- Mat thickness and density appropriate for use
- Wooden floor or sufficiently cushioned concrete floor
- Mat surface not too “sticky” or “slippery”
- Visually defined safety warning 2 metres from all mat edges
- Emergency Evacuation Plan (EEP) in place
- EEP practiced

MEDICAL:

- At least 1 appropriately qualified First Aider available at each session
- First Aid Kit easily accessible
- First Aid Kit appropriately stocked
- Ice / cold packs easily accessible
- Telephone and emergency contact numbers easily accessible
- Emergency Medivac Plan in place
- EMP simulation practiced
- Member medical conditions, medication needs, and emergency contacts collected
- Member medical conditions, medication needs, and emergency contact stored safely to ensure confidentiality, but accessible when required
- Hygiene policy established, communicated to members, and enforced

COACHES:

- All Club Coaches hold a Level 2 JNZ Coaching Qualification (or approved equivalent)
- All Assistant Club Coaches hold an NZJJF C1 Assistant Club Coach Qualification (or approved equivalent), or are actively working toward achieving the qualification
- All coaches have submitted a signed agreement to abide by the NZJJF Code of Ethics.

