

Shi Kon Martial Arts - Code of Ethics

This Code of Ethics represents the minimum standards required of Associations, Clubs and individual coaches who are, or wish to become, members of Shi Kon Martial Arts in any category.

If you have any questions regarding this Code of Ethics, please contact the Shi Kon Office.

Coaching Qualifications

Shi Kon Martial Arts supports the adoption and achievement of relevant coaching qualifications

Coaching, Teaching and Instructing

The purpose of this Code of Ethics is to establish and maintain standards for Martial Arts Coaches within Shi Kon Martial Arts and to inform and protect members of the public using their services.

The Code of Ethics sets out a series of standards in respect of integrity, responsibility, competence and confidentiality. Shi Kon Martial Arts Coaches must be fully aware of this code, accept their responsibility to students, colleagues, Shi Kon Martial Arts, their Governing Body, and to society.

This Code of Ethics is a framework within which to work. It is a series of guidelines rather than a set of instructions, and should be used in conjunction with relevant coaching qualifications and other appropriate guidance (i.e. from Governing Bodies).

1.0 Responsibility

1.1 Martial Arts coaches should be a minimum of 21yrs of age (if they are teaching classes unsupervised). Coaching is a deliberately undertaken responsibility, and Martial Arts Coaches are responsible for the observation of the principles embodied in this Code of Ethics.

2.0 Humanity

2.1 Coaches must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, coaches must treat everyone equitably, within the context of their activity and ability, regardless of gender, ethnic origin, cultural background, sexual orientation, religion or political persuasion.

3.0 Relationships

3.1 The good Martial Arts Coach will be concerned primarily with the well-being, safety, health and future of the individual student and only secondarily with the optimisation of performance.

3.2 A key element in a coaching relationship is the development of independence. Students must be encouraged to accept responsibility for their own behaviour and performance in training, in competition, and in their social life.

3.3 Martial Arts Coaches are responsible for setting and keeping the boundaries between a working relationship and friendship with their students. This is particularly important when the Coach and student are of opposite sex and/or when the student is a young person. The Coach must realise that certain situations or friendly actions could be misinterpreted, not only by the student, but by outsiders and could lead to allegations of misconduct or impropriety.

3.4 The relationship between Martial Arts Coach and student relies heavily on mutual trust and respect. This means that the student should be made aware of the Coach's qualifications and experience and must be given the opportunity to consent to or decline proposals for training and performance.

3.5 Where physical contact between coach and student is a necessary part of the coaching process, coaches must make sure that no action on their part could be misconstrued.

4.0 Commitment

4.1 Martial Arts Coaches should clarify in advance with students and/or employers the number of sessions, fees (if any) and method of payment. They should also explore with students and/or employers the expectation of the outcome of coaching.

4.2 Martial Arts Coaches have a responsibility to declare to their students and/or employers any other current coaching commitments. Martial Arts coaches should also find out if any prospective client is currently receiving guidance from another teacher/coach. If so, that teacher/coach should be contacted to discuss the situation.

4.3 Martial Arts Coaches who become aware of a conflict between their obligation to their students and their obligation to their Chief Instructor, Association, Governing Body or other organisation employing them must make explicit the nature of the conflict, and the loyalties and responsibilities involved, to all parties concerned.

5.0 Co-operation

5.1 Martial Arts Coaches should communicate and co-operate with other Martial Arts and allied professions in the best interests of their students.

5.2 Martial Arts Coaches must communicate and co-operate with registered medical and ancillary practitioners in the diagnosis, treatment and management of their students medical and psychological problems.

6.0 Advertising

6.1 Advertising by Martial Arts Coaches in respect of qualifications and/or services shall be accurate and professionally restrained. Coaches must be able to present evidence of qualifications advertised upon request.

6.2 Martial Arts Coaches shall not display any affiliation with an organisation in a manner that falsely implies sponsorship or accreditation by that organisation.

7.0 Integrity

7.1 Martial Arts Coaches should refrain from public criticism of fellow coaches. Differences of opinion should be dealt with on a personal basis and more serious disputes should be referred to Shi Kon Martial Arts or to the appropriate Governing Body.

7.2 Martial Arts Coaches must not encourage students to violate the rules of their sport/art and should actively seek to discourage such action. Furthermore, coaches should encourage students to obey the spirit of such rules.

7.3 Martial Arts Coaches must not compromise their students by advocating measures which could be deemed to constitute seeking to gain an unfair advantage. Above all, coaches must never advocate the use of prescribed drugs or other banned performance enhancing substances.

7.4 Martial Arts Coaches must treat opponents and officials with due respect, both in victory and defeat and should encourage their students to act in a similar manner.

7.5 Martial Arts Coaches must accept responsibility for the conduct of their students in so far as they will undertake to discourage inappropriate behaviour.

8.0 Confidentiality

8.1 Martial Arts Coaches inevitably gather a great deal of personal information about students in the course of a working relationship. Coach and student must reach agreement as to what is to be regarded as confidential information, i.e. not divulged to a third party without the express approval of the student.

8.2 Confidentiality does not preclude the disclosure of information, to persons who can be judged to have a 'right to know', relating to students when relevant to the following:

- a) Evaluation of the student within the sport for competitive selection purposes.
- b) Recommendation concerning students for professional purposes.
- c) Pursuit of disciplinary action involving students within the sport.
- d) Pursuit of disciplinary action by Shi Kon Martial Arts involving fellow coaches in alleged breaches of this Code of Ethics and Conduct. In all of these cases, the student must be made aware of who the information will be provided to and why.
- e) Legal and medical requirements for disclosure.
- f) Recommendations to parents/family where the health and safety of students may be at stake.
- g) In connection with action to protect children from abuse.

9.0 Abuse of Privilege

9.1 The Martial Arts Coach is privileged, on occasion, to have contact with students and to travel and reside with students in the course of coaching and competitive practice. A coach must not attempt to exert undue influence over the student in order to obtain personal benefit or reward.

10.0 Personal Standards

10.1 The Martial Arts Coach must consistently display high personal standards and project a favourable image of their sport and of coaching - to students, other coaches, officials, spectators, the media and the general public.

10.2 Personal appearance is a matter of individual taste but the Martial Arts Coach has an obligation to project an image of health, cleanliness, and functional efficiency.

10.3 The Martial Arts Coach should never smoke when coaching.

10.4 Coaches should not drink alcohol during coaching or so soon before coaching that the smell will still be on their breath when working with students.

10.5 Coaches should set an example of professional behaviour in their personal relationships with other coaches and organisations.

11.0 Safety

11.1 Martial Arts Coaches have a responsibility to ensure the safety of the students with whom they work as far as possible within the limits of their control.

11.2 All reasonable steps should be taken to establish a safe working environment.

11.3 The work done and the manner in which it is done should be in keeping with regular and approved practice within the Art.

11.4 The activity being undertaken should be suitable for the age, experience and ability of the students.

11.5 The students should have been systematically prepared for the activity being undertaken and made aware of their personal responsibilities in terms of safety.

11.6 Coaches have a responsibility to protect children from abuse.

12.0 Competence

12.1 Martial Arts Coaches shall confine themselves to practice in those fields of sport in which they have been trained/educated, and which are recognised by Shi Kon Martial Arts to be valid. Valid areas of expertise are those directly concerned with Martial Arts coaching. Training includes the accumulation of knowledge and skills through both formal coach education courses and by experience at a level of competence acceptable for independent coaching practice.

12.2 Martial Arts Coaches must be able to recognise and accept when to refer students to other agencies. It is their responsibility, as far as possible, to verify the competence and integrity of the person to whom they refer a student.

12.3 Martial Arts Coaches should continuously seek ways of increasing their professional development and self-awareness.

12.4 Martial Arts Coaches should welcome evaluation of their work by colleagues and be able to account to students, Senior Coaches, Shi Kon Martial Arts, employers, Governing Bodies and colleagues for their actions.

12.5 Martial Arts Coaches have a responsibility to themselves and their students to maintain their own effectiveness, resilience and abilities, and to know when their personal resources are so depleted as to make it necessary for them to seek help and/or to withdraw from coaching, whether temporarily or permanently.

12.6 Relevant qualification standards for coaching, teaching and instructing (and/or approved National Governing Body Awards) provide the framework for assessing coaching competence. Competence to coach should normally be verified through evidence of qualifications, it cannot be inferred solely from prior experience.

13. Financial Responsibilities

13.1 Accounts for Associations, Clubs and instructors who receive payment, proper accounts should be maintained and certified by a qualified accountant and submitted annually to the Inland Revenue.

13.2 Charges for training fees and equipment should be reasonable. The quality of equipment sold should be appropriate to the proposed use and be reflected in the price.

13.3 Hire Fees for the Dojo should be promptly paid so as not to put the continued operation of the Association/Club at risk.

13.4 Records of payments made to and by Associations/Clubs should be up to date and stored securely.

14.0 Insurance

14.1 Anyone coaching a session or part of a session should be covered by the appropriate professional indemnity insurance (a minimum of £5m cover per incident is recommended) and any other cover appropriate to their situation i.e. club liability, errors and omissions, events cover and public liability.

14.2 All participants must have completed a Shi Kon Martial Arts approved licence / insurance application form and have paid for their Shi Kon Martial Arts licence before they begin training. This will help to monitor their suitability for Martial Arts training and will identify the most common physical, medical or other reasons why someone should not take part.

15.0 Children In The Martial Arts

15.1 Children under the age of 16 years should not be allowed to fight/spar in a freestyle or reckless manner. Any partnered training should be carefully monitored.

15.2 All coaches should make themselves aware of techniques, practices and exercises likely to physically or mentally damage children. These should be avoided at all times.

15.3 Children require more supervision than adults before, during and after sessions.

15.4 Coaches should avoid at all times any terms, gestures, behaviour or contact with children that could be interpreted as abuse. It is recommended that parents are allowed access to the Dojo at all times whilst children are being taught.

15.5 Shi Kon has a Child Protection Policy, a copy of which has been sent to each member Association. Advice and information, or additional copies of the policy, can be obtained from the Shi Kon office.

16.0 Health & Safety

16.1 Associations, Clubs, Coaches and participants have a legal requirement to protect the Health & Safety of people that they train (and train with). Most martial arts have an element of contact. Participants should be made aware of the risks associated with this before they begin training. Every effort must be made to make sure that the training environment, practices and equipment will not cause serious injury to people taking part and also to other users of the Dojo.

17.0 Criminal Offences

17.1 Some criminal offences should prevent a person from taking part or coaching Martial Arts. An example would be that anyone convicted of abuse of children should not be allowed to be involved in coaching children.

17.2 Martial Arts Coaches should act reasonably in these circumstances, ensuring that confidentiality is maintained. Martial Arts Coaches should seek appropriate professional advice where they feel this is necessary.

18.0 Grading Syllabus

18.1 Martial Arts Coaches should use a training and grading syllabus designed to develop the required competence for each grade in skills and techniques in their Martial Art to match the National Standards set by Shi Kon Martial Arts and/or any other Governing Body or Authority recognised by Shi Kon Martial Arts.

19.0 Equal Opportunities

19.1 Shi Kon Martial Arts strongly supports equality of opportunity in respect of all areas of its operations. This specifically applies to access to training and fair assessment students and instructors.

19.2 The Chief Instructor, Steve Rowe, and the Shi Kon Committee will be responsible for implementation and review of this policy.

19.3 In relation to the provision of Martial Arts Training, Shi Kon will make every effort to act in a responsible and non-discriminatory manner. The following areas will be managed without unfair or discriminatory regard to Gender, Ethnic Origin, Faith / Belief, Disability, Age or Sexual Orientation.

19.4 Pricing / Payment

Pricing will accurately reflect the work required and the services to be provided. Prospective students will receive clear information on the services that they can expect from Shi Kon and the fees to be paid. Shi Kon Member Associations may offer a range of methods of payment where the Instructor feels this is appropriate.

19.5 Advertising / Publicity

Will be responsible and accurate. Shi Kon Member Associations will make reasonable efforts to accurately portray the community in any publicity.

19.6 Information / Advice

Will be accurate.

19.7 Students

Will be treated with respect as individuals and offered the opportunity to privately discuss any special needs or concerns.

19.8 Complaints / Appeals

A complaints and appeals procedure will be operated by Shi Kon. This procedure will be publicised on the Shi Kon Website

20.0 Complaints Procedure

20.1 The Complaints Procedure will apply to any action or decision by any Member of Shi Kon Martial Arts.

20.2 Every effort should be made to resolve complaints informally. Complainants should refer to the Shi Kon Martial Arts Chart of Representation (www.shikon.com) to identify the person above themselves in the Chart. Wherever possible, this person should be the first point of contact to discuss the complaint.

20.3 If a formal complaint is made, this should be made in writing and be received by the person identified in 20.2 within 28 days of the date of the incident / decision.

20.4 A formal complaint should include all the relevant information together with a statement of the outcome required by the person complaining.

20.5 Any person submitting an appeal will receive written confirmation of its receipt and will receive a decision, following investigation, within 28 days of the date that the complaint letter is received.

20.6 If it is not possible to meet this deadline, the person making the complaint will receive confirmation of this in writing with a reason for the delay and an anticipated date that a decision will be made. This confirmation should be received within 28 days of the date the complaint letter is received.

20.7 Once this process has been completed, the complainant may decide to escalate it to the next person identified in the Shi Kon Representation Chart if they are not satisfied with the result. In this case, the timescales previously identified will apply, with the start date being the date that the next person in the representation chart receives a written request from the complainant.

20.8 The final stage of complaint is to the Chairman of Shi Kon Martial Arts who may decide to delegate the investigation and final decision to a specifically formed Committee appointed by the Shi Kon Executive Committee. At this stage, the Chairman (or his representative) will write to the complainant to explain the process and identify appropriate timescales for action.