

Judo BC Risk Management Handbook



What is Risk Management?

Risk management is defined as the steps that your organization can take to protect yourself from the risks involved in running an event or club activities.

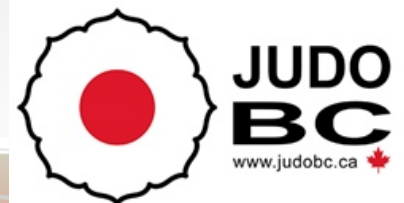
Risk management involves the understanding, analyzing and addressing of risks to make sure that organizations achieve their objectives. Because risk is inherent in Judo, the required undertakings for risk management are quite diverse.

Judo BC places the safety of its community members as paramount to their involvement in the sport. Therefore, Judo BC strives to help provide an environment to help control the risks that do exist in the sport, and insure effectively against those risks that still exist after risk controls have been identified and implemented, so that our participants can focus on the most important aspect – THE JUDO. Judo BC works to increase the level of awareness of safety and risk management through the education of organizers, athletes, coaches, volunteers, officials, and staff. The education program will cover the risks of involvement in competitive Judo and steps to reduce those risks.

As a community member, it is your responsibility to review this document thoroughly and adapt your organization's practices accordingly to comply with the recommendations and policies.

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- Section 2:** Minimizing the Risk
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Judo BC encourages every member organization to identify its risks, take steps to avoid these risks, and transfer that risk which is unavoidable in order to protect both your personal and organization's assets

Section 2: Minimizing the Risk

Facility Safety:

Each training surface should be covered with tatami or equivalent materials. The surface should meet absorption and energy dispersion requirements without being bent too much out of shape beneath the weight of the participants. It is also important that the surface allows for optimal traction and not become too slippery as the participants move about. The constituent parts should fit together snugly without any gaps to form one surface of uniform hardness. Additional information about the safety of the tatami or Judo mat surface can be found in the Judo Canada “Practicing Judo Safely” Recommended Guidelines or at <http://www.judobc.ca/files/2011/08/practicing-judo-safely-recommended-guidelines.pdf>

Screening – Criminal Record Checks:

Criminal Record Checks are required for any coach and instructor (in addition to any other adults) that will be working with athletes. These individuals are required to submit to the judo BC office the results of this specified Criminal Record Check which must have been completed within the previous 36 months from an agency approved by the Association. Please visit <http://www.judobc.ca/coaching-nccp/> - criminal-record-checks for more information regarding Judo BC’s criminal record check requirements.



Supervision: Maintain the Ratio

For Judo, one of the most important avenues of risk management is maintaining the coach to athlete ratio. This ratio will change based on the ages of the athletes in question. It is of utmost importance that these athlete numbers are not exceeded at anytime in order to minimize risk or threaten liability.

The ratios are as follows:

- Preschool – U8 → 10:1
- U10 – U14 → 12:1
- U16 & up → 20:1

Coaching Certification



The National Coaching Certification Program (NCCP) was launched in 1974 and delivered in partnership with the government of Canada, provincial/territorial governments, and national/provincial/territorial sport organizations. It gives coaches from all different sports the opportunity to succeed. Please visit <http://www.judobc.ca/coaching-nccp/> to review the specific courses and criteria that are required of the Judo BC coaching staff.

Medical

Emergency Action Plan (EAP)

According to the National Coaching Certification Program (NCCP), an EAP can be simple or elaborate but it should cover the following:

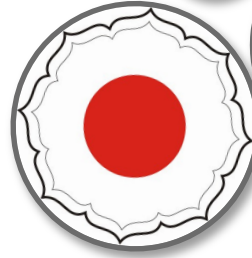
- Designate in advance who is in charge if an emergency occurs (this may be you).
- Have a cell phone with you and make sure the battery is fully charged. If this is not possible, find out the exact location of a telephone you can use at all times. Have spare change in case you need to use a pay phone.
- Have emergency telephone numbers with you (facility manager, superintendent, fire, police, ambulance), as well as athletes' contact numbers (parents/guardians, next of kin, family doctor).
- Have on hand a medical profile for each athlete so that this information can be provided to emergency medical personnel. Include in this profile signed consent from the parent/guardian to authorize medical treatment in an emergency.
- Prepare directions for Emergency Medical Services (EMS) to follow to reach the site as quickly as possible. You may want to include information such as the closest major intersection, one-way streets, or major landmarks.
- Have a first-aid kit accessible and properly stocked at all times (all coaches are strongly encouraged/required to pursue first-aid training).
- Designate in advance a call person: the person who makes contact with medical authorities and otherwise assists the person in charge. Be sure that your call person can give emergency vehicles precise directions to your facility or site.

Judo BC's policies dictate that all clubs should have an EAP in place and that it is the head instructors' responsibility to ensure that their club abides by NCCP standards. For more information on the NCCP EAP protocols, please visit

<https://www.coach.ca/preparing-an-emergency-action-plan-eap-p159881>

First Aid Supplies:

A first aid kit should be kept readily available and easy to access in every area Judo is practiced. Used or out-dated contents should be updated regularly.



A first aid kit should, minimally, contain the following to comply with Judo Canada Standards:

- Table(s), chairs, garbage can (close to the fighting area)
- Mat cleaning solution (1 per mat)
 - 1 spray bottle that contains a diluted solution of bleach(1:10 solution, bleach:water) for disinfection
 - Many pairs of gloves
 - Paper towels for wiping
 - 1 garbage or 1 bucket
- Pocket mask
- Gloves
- Splinting equipment for upper and lower extremity injuries (e.g. SAM splints, multi-purpose splints, lower extremity splints, towels triangular bandages, pillows)
- Elastic bandages (tensor)
- Blanket(s)
- Nose plugs (tampon, gauzes, etc.)
- Gauzes
- Band-aids
- Alcohol and/or antiseptic tampons and/or solutions
- Scissor(s)
- Nail clippers
- Athletic tape 1.5 inches
- Hydrogen peroxide and brushes to clean blood from judogis
- Ice and ice bags
- AED (automatic external defibrillator)
- Hand sanitizers or easy access to hand washing facilities

The Judo Canada First Aid Kit Requirements can be found at http://www.judocanada.org/wp-content/uploads/2018/07/SANCTIONING-POLICY-July162018_Final_EN.pdf

Policy on Transmission of Infectious Agents during Training and Competition:

The required mat cleaning solution should be as follows:

- 1 spray bottle that contains a diluted solution of bleach(1:10 solution, bleach:water) for disinfection
- Many pairs of gloves
- Paper towels for wiping
- 1 garbage or 1 bucket

Judo BC also complies with the Judo Canada “Blood Free” Environment Policy. This policy insists that a chlorine solution be present to remove blood from the combat zone and that any judogi that has been contaminated be changed. For more information, please see the Judo Canada Sanctioning Policy at

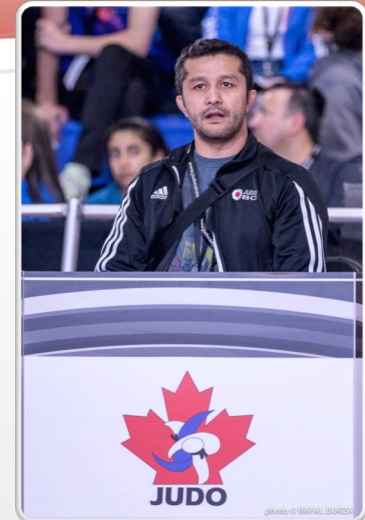
http://www.judocanada.org/wp-content/uploads/2018/07/SANCTIONING-POLICY-July162018_Final_EN.pdf

Risk Assessment:

Judo Canada has developed a Risk Management Matrix designed to assess the risks that come with participating in Judo. Judo BC advises familiarity with this document to encourage a comprehensive ability to assess risk.

The matrix is online and can be found at:

http://www.judocanada.org/wp-content/uploads/2017/06/Risk_Management_June_2017.pdf



Certified Instructors:

All head instructors, club coaches and instructors are required to be NCCP certified Dojo instructors (Competition Introduction and/or Instructor Intermediate) and must submit to the Judo BC office the results of a specified Criminal Record Check completed within the previous 36 months from an agency approved by the Association. In addition to criminal record checks, comprehensive job postings, interviews and reference checks are key in maintaining a safe community.

Please visit <http://www.judobc.ca/coaching-nccp/> to find more information on the NCCP coaching requirements and guidelines for various levels of involvement in Judo.

Responsible Coaching Movement and Safe Sport:

In addition to background screening, Judo BC encourages all clubs to comply with the Responsible Coaching Movement’s other two mandates: the rule of two and ethics and respect training. By demonstrating compliance with the Responsible Coaching Movement, clubs and coaches reflect their desire to protect athletes and provide the safest practice possible. For more information on the Movement please visit:

<https://www.coach.ca/responsible-coaching-movement-s17179&language=en>

The Safe Sport Program operates with a goal of assuring that all athletes, coaches, officials, and volunteers participate in a safe and inclusive training and competitive environment that is free of abuse, harassment, and discrimination. Judo Canada has a Safe Sport Framework that is comprehensive and educational and can serve as an excellent tool to use in all programs and clubs. Please visit the link below for more information.

<https://www.judocanada.org/safe-sport/>



CANADIAN SPORT
HELPline

8 am - 8 pm (ET)
 7 days a week

1-888-83SPORT (77678)

info@abuse-free-sport.ca

www.abuse-free-sport.ca

Canada Sport Helpline is a national, toll-free, confidential, and independent helpline to support victims or witnesses of abuse, bullying, harassment, or discrimination in any area of sport, professional or amateur, whether by a coach, volunteer, parent, or another participant. The line is staffed from 8:00 a.m. to 8:00 p.m. ET seven days a week.

Section 3: Managing the Risk

Insurance:

Types of Insurance Provided:

Judo BC carries a \$5M **Commercial General Liability (CGL) Policy** through Sport BC Insurance. For more information about this policy please contact info@judobc.ca. To download a copy of the CGL certificate please visit http://www.judobc.ca/wp-content/uploads/AL1622_CERTIFICATE-SEE-ATTACHED_JAN-22-2018.pdf

Additionally, Judo BC, through its affiliation with Judo Canada, offers sport accidental insurance for registered Judokas. The detailed policy can be found on the [Judo Canada Website](#). The full Judo Canada Policy document can also be located at <http://www.judocanada.org/wp-content/uploads/2011/05/1H510-English.pdf>

What are some things that are covered?

- Sanctioned Events
- Regularly scheduled Judo activities that take place in affiliated member clubs

For example:

Youth Provincial Championships or Judo Kata Clinics would both be covered by Judo BC insurance. Additionally, Judo practices at affiliated member clubs would also be covered.

In What Instances Might Additional Insurance be required?

- Travel out of province medical
- Travel out of country medical
- Special events
- Third party driver liability
- Contents of the dojo

For example:

A Judo display at the mall or part-time paid Judo instructors would NOT be covered by Judo BC insurance. Additionally all contents of a dojo are NOT covered by Judo BC. Please also be advised that out-of-country medical insurance is required for all judoka travelling out of Canada.

Accident Reporting:

It is vital that any and every accident be reported and documented. There is an injury report form sample contained in the “Practicing Judo Safely” document created by Judo Canada. The document can be found at:

<http://www.judobc.ca/files/2011/08/practicing-judo-safely-recommended-guidelines.pdf>



Participants with Disability Resources:

Upon individual membership registration, if it is indicated that a judoka is living with a physical disability or has a learning difference, clubs should refer to the resources provided by Sport for Life. This site has current and comprehensive information regarding inclusive physical literacy. Judo BC strives for the highest level of inclusivity in all affiliated activities.

The Sport for Life resources can be found at:

<http://sportforlife.ca/athletes-disabilities/>

Additional resources from the Coaching Association of Canada can be found at:

<https://www.coach.ca/resource-library-s15478>

Codes of Conduct:

Members and individuals representing Judo BC are expected to abide by the Judo BC code of conduct and be members in good standing with Judo BC. Failure to comply with the code of conduct may lead to disciplinary action. The codes of conduct are contained in the Judo BC Policies & Procedures Manual which can be found at :

<http://www.judobc.ca/files/2011/08/PoliciesProcedures-revised30April2017.pdf>



Concussion Guidelines:

The [Canadian Guideline on Concussion in Sport](#) has been developed to ensure that athletes with a suspected concussion receive timely and appropriate care, and proper management to allow them to return to their sport. Developed by Parachute and its Expert Advisory Concussion Subcommittee, the Guideline is based on a review of the current scientific evidence and expert consensus on best practices for the evaluation and management of Canadian athletes who sustain a concussion during a sport activity. Judo BC seeks to abide by these standards as well as the Judo Canada Concussion Protocol. The Judo Canada Concussion Protocol can be found at: http://www.judobc.ca/files/2011/08/Judo-Canada-Concussion-protocol_Eng-1.pdf

Document Retention:

Clubs are required to retain (hard copy or electronic) copies of registration data, appropriate waivers & releases of all individually registered members. This information must be kept on file for a minimum of 5 years. More information on individual member registration can be found in Section F of the Club and Individual Member Handbook (<http://www.judobc.ca/wp-content/uploads/2018-19-Club-Registrar-Kit.pdf>)

Section 4: Additional Judo BC Risk Management Policies

Harassment:

Judo BC believes that all members and staff of the Association and the individuals that these representatives may come in contact with have the right to work, volunteer, train, and/or participate in an environment free of harassment and to be treated with respect. Judo BC will not tolerate harassment in conjunction with any activity directly or indirectly related to judo. Any individual, under the jurisdiction of the Association, engaging in such behaviour will be subject to disciplinary action. Judo BC's harassment policy is outlined in Section 9 of the Judo BC Policies and Procedures Manual. The online version of this manual can be found at

<http://www.judobc.ca/files/2011/08/PoliciesProcedures-revised30April2017.pdf>



Discipline:

Infractions of the rules, policies and procedures of Judo BC, as described in the Constitution and Bylaws, Policies & Procedures Manual of the Association, as updated from time-to-time, will result in disciplinary action. Judo BC's disciplinary procedure is outlined in Section 8 of the Judo BC Policies & Procedures Manual. The online version of this manual can be found at

<http://www.judobc.ca/files/2011/08/PoliciesProcedures-revised30April2017.pdf>

Privacy:

The Personal Information Protection Act ("the Act") regulates the way private sector organizations within British Columbia collect, use, keep, secure and disclose personal information. "Personal Information" means all information about an identifiable individual. Judo BC recognizes the importance of privacy and recognizes the sensitivity of personal information received over the course of their obligation to maintain the confidentiality of their members' information, and acknowledges their obligations concerning the personal information of all individuals that are collected, used or disclosed in their operations. The Privacy Policy has been developed with these obligations in mind. The full privacy policy is outlined in Section

12 of the Judo BC Policies and Procedures Manual. This manual can be found at:

<http://www.judobc.ca/files/2011/08/PoliciesProcedures-revised30April2017.pdf>

Equity and Access:

Judo BC believes in fair and equitable access to all aspects of judo. Membership into the association, selection for all volunteer and paid positions (including those receiving an honorarium), access to activities and programs, financial support, selection process to represent BC as athletes, coaches or referees shall be based on defined criteria and qualification of candidates. Judo BC will not tolerate such decision being made based upon age, gender, race, religion, sexual orientation, geographical location, club affiliation, level of development or ranking. This commitment to equitable access will be reflected in all policies and procedures of the organization. The full Equity and Access Policy is outlined in Section 11 of the Judo BC Policies and Procedures Manual. The online version of this manual can be found at

<http://www.judobc.ca/files/2011/08/PoliciesProcedures-revised30April2017.pdf>

Section 5: Resources

[viaSport](#)

[Risk Management Guide](#)

[Coaches viaSport](#)

[Dispute Prevention and Resolution](#)

[Judo Canada Risk Management Policy and Plan](#)

[Coaching Association of Canada](#)

[Sport Med BC](#)

[Respect in Sport](#)

[Sport and Law Strategy Group](#)

[Waiver/Release forms](#)

[Judo Canada Medical/Dental Forms](#)

[Judo BC's CGL Certificate](#)

[Judo Canada's Accidental Insurance Policy](#)



Thank you for doing your part to reduce and manage the risks involved in participating in Judo! Play on!

