



ETHICS AND CONDUCT POLICY

INTRODUCTION

The purpose of this Code of Ethics is to establish and maintain standards for martial arts instructors and volunteers, and to inform and protect members of the public. Ethical standards comprise such values as integrity, competence, and confidentiality. Members of NAKMAS agreeing to this Code, accept their responsibility to students, colleagues, the NAKMAS NGB and to society.

In pursuit of these principles, martial arts instructors subscribe to standards in the following areas:

1. Issues of Responsibility

Running a martial arts club is a deliberately undertaken responsibility, and therefore instructors and volunteers are responsible for the observation of the principles embodied in this Code of Ethics and Conduct Policy.

Humanity

Instructors and volunteers must respect the rights, dignity of worth of every human being and their ultimate right to self-determination. Specifically, everyone must be treated equally, within the context of their activity and ability, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

Relationships

- Good instructors and volunteers will be concerned primarily with the well-being, health and future of the individual student and only secondarily with the optimisation of performance
- A key element in such a 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
- Be aware of relationships developing on social media sites and take responsibility to ensure these do not develop inappropriately or unethically
- Instructors are responsible for setting and monitoring the boundaries between a working relationship and friendship with their students. This is particularly important when the instructor and the student are of the opposite sex and/or when the student is a young person. The instructor must realise that certain situations or friendly actions could be misinterpreted, not only by the student, but by outsiders motivated by jealousy, dislike or mistrust, and could lead to allegations of sexual misconduct or impropriety
- Instructors or other club staff should never have intimate relationships with any young person (under the age of 18 years) under your supervision or care

- The relationship between instructor and student relies heavily on mutual trust and respect. In detail this means that the student should be made aware of the instructor's qualifications and experience and must be given the opportunity to consent to or decline proposals for training, performance and competition.

Commitment

- Instructors should clarify in advance with the 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 outcome of instruction
- Instructors have responsibility to declare to their students and/or employers any other current coaching commitments. Instructors should also find out if any prospective student is currently receiving guidance from another instructor. If so, that instructor should be contacted to discuss the situation
- Instructors who become aware of a conflict between their obligation to their students and their obligation to NAKMAS or other organisation employing them, must make explicit the nature of the conflict, and the loyalties and responsibilities involved, to all parties concerned.

Co-operation

- Instructors should communicate and co-operate with other sports and allied professions in the best interests of their students. An example of such contact could be the seeking of educational and career advice/counselling for young students whose training impinges upon the performance of their studies
- Instructors must communicate and co-operate with medical and ancillary practitioners in the diagnosis, treatment and management of their students' medical and psychological problems.

Advertising / Paperwork

- Advertising by instructors in respect of qualifications and/or services shall be accurate and professionally restrained
- Instructors shall not display any affiliation with NAKMAS in a manner that falsely implies sponsorship or accreditation
- Any club wishing to use the NAKMAS logo on any stationery or advertising, must first seek approval and ask for guidelines as it is a registered trademark. It is not acceptable to change certificates, policies or forms for club or association use, unless this has been discussed with NAKMAS and explicit permission sought.

Integrity

- Instructors and volunteers should refrain from public criticism of fellow instructors and clubs. Differences of opinion should be dealt with on a personal basis and more serious disputes should be referred to NAKMAS
- Instructors must accept responsibility for the conduct of their students insofar as they will undertake to discourage inappropriate behaviour
- Instructors must not encourage students to violate the rules of their martial art and should

actively seek to discourage such action. Furthermore, instructors should encourage students to obey the spirit of such rules

- Instructors must not compromise their students by advocating measures which could be deemed to constitute seeking to gain an unfair advantage. Above all, instructors must never advocate the use of prescribed drugs or other banned performance enhancing substances
- Instructors must treat opponents and officials with due respect, both in victory and defeat and should encourage their students to act in a similar manner.

Confidentiality

- Instructors inevitably gather a great deal of personal information about students in the course of a working relationship. Instructor 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. GDPR procedures must be in place to deal with written and computerised information gathered.
- 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:
 - evaluation of the student within the martial arts competitive selection process
 - recommendations concerning students for professional purposes
 - pursuit of disciplinary action involving students within the martial arts
 - pursuit of disciplinary action by NAKMAS involving fellow instructors in alleged breaches of the Welfare Policies and Codes of Practice.

Abuse of privilege

- The instructor must consistently display high personal standards and project a favourable image of their martial art and of coaching; to students, other instructors, officials, spectators, the media and the general public
- Personal appearance is a matter of individual taste but the instructor has an obligation to project an image of health, cleanliness and functional efficiency
- The instructor should never smoke when coaching. Instructors should not drink alcohol soon before coaching so that the smell will be on their breath when working with students, and especially young people.

Safety

- The instructor has a responsibility for the health and safety of the students. The instructor must familiarise him/herself with the NAKMAS Code of Safety, and adhere to it.

2. Issues of competence

- Instructors shall confine themselves to practice in those fields of martial arts in which they have been trained / educated, and which are recognised by NAKMAS 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 and by experience at a level of competence acceptable for independent coaching practice

- Instructors must be able to recognise and accept when to refer students to other groups. It is their responsibility, as far as possible, to verify the competence and integrity of the person to whom they refer a student
- Instructors should regularly seek ways to increase their professional development and self-awareness
- Instructors should welcome evaluation of their work by colleagues and be able to account to students, employers, colleagues and NAKMAS for their actions
- Instructors have a responsibility to themselves and their students to maintain their own effectiveness, resilience and abilities, and to know when their own 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.

Personal misconduct

Personal misconduct may still give rise to disciplinary action by NAKMAS if such conduct is deemed to be 'misconduct' or 'gross misconduct', even if such misconduct does not give rise to disciplinary proceedings by an employer or lead to conviction in a court of law.

The following examples are not exhaustive or exclusive:

misconduct: bad time-keeping, unreasonable or unexplained absence(s), lack of application, wilful damage to property or equipment, poaching students, talking badly of other martial arts instructors in front of students and colleagues, breach of NAKMAS Welfare Policies, forcing children to train for long periods without allowing water, trips to toilet or food,

gross misconduct: theft, falsification of reports, accounts or certification, breach of confidentiality, violence, misuse of alcohol or drugs (especially steroids, or drugs to bulk up), dishonesty, indecency, forcing or encouraging students to achieve predetermined weight, for example for specific tournament categories.

Criminal activity

- All instructors and volunteers in Scotland will be expected to become members of the PVG Scheme
- All instructors and volunteers in England, Wales and Northern Ireland will be expected to apply for an enhanced disclosure by the Disclosure and Barring Service, regardless of whether they teach children and/or adults
- Any criminal activity shown on the enhanced disclosure will be judged against the NAKMAS Disclosure Policy for Ex-Offenders (available to all applicants), and guidelines from the relevant legal authorities. The applicant may be called by NAKMAS for an interview to discuss the circumstances surrounding the activity. This applies to all members including Associate and Satellite members.
- Any further conviction by a court of law, after disclosure has been attained, must be reported to NAKMAS.

All information kept in relation to this Policy will be in accordance with the NAKMAS GDPR Privacy Policy which can be found on the website.