

Minimum Operating Standards for Affiliate Schools and Clubs

The Institute for Chinese Martial Arts (ICMA) values the commitment were developed by schools and clubs to safely and effectively promote Chinese martial arts.

As a member, associate or affiliate to the ICMA, presiding instructors must conform to the required operating standards.

The ICMA have carefully considered the operating requirements to ensure that they are realistic and achievable. It is important to note that the safety of children and young people, in particular, and any anyone participating in Chinese martial arts, in general, remains the responsibility of the presiding instructor and their school or club.

The checklist allows affiliate schools and clubs to determine their current status against the required minimum operating standards. This will allow ICMA officers to determine the required products, training and/or interventions to establish to enable the school or club to reach the required standards.

The ICMA can assist the school and club in their development. In addition, as a member of the ICMA the school or club can elect to adopt and conform to the standards maintained by the ICMA.

The checklist should be completed, signed and dated by the lead instructor of the affiliate school or club and returned to the Director of Administration.

School Details

School/Club Name	
School/Club System or Style	
Principal Instructor	
Email	
Telephone	
Address	

Checklist

Please tick if the required documentation is already in place.

1	Instructor (and Assistant Instructor) Certification	
1.1	Coaching Certification	<input type="checkbox"/>
1.2	Safeguarding Certification	<input type="checkbox"/>
1.3	First Aid Certification	<input type="checkbox"/>
2	Safeguarding	
2.1	DBS Enhanced Checks	<input type="checkbox"/>
2.2	Safeguarding (Child Protection) Policy	<input type="checkbox"/>
2.3	Safeguarding Training	<input type="checkbox"/>
3	Codes of Conduct (and Practice)	
3.1	Code of Conduct for Coaches/Instructors	<input type="checkbox"/>
3.2	Code of Conduct for Volunteers/Officials/Helpers	<input type="checkbox"/>
3.3	Code of Conduct for Participants (Children and Adults)	<input type="checkbox"/>
4	Governance	
4.1	Constitution and Rules	<input type="checkbox"/>
4.2	National Governing Body Membership	<input type="checkbox"/>
4.3	Assessment and Grading Specifications/Syllabus	<input type="checkbox"/>
5	Administration	
5.1	Membership Pack	<input type="checkbox"/>
5.2	Risk Assessment Form	<input type="checkbox"/>
5.3	Health Assessment Form	<input type="checkbox"/>
6	Policy and Arrangements	
6.1	Coach Development Policy	<input type="checkbox"/>
6.2	Equal Opportunities Policy	<input type="checkbox"/>
6.3	Insurance and Risk Protection Arrangements	<input type="checkbox"/>
7	Registers	
7.1	Attendance Register	<input type="checkbox"/>
7.2	Incident Register	<input type="checkbox"/>
7.3	Safeguarding Register (Case Management)	<input type="checkbox"/>