

Qu 10. Does the Organisation have established procedures to handle complaints?

Ans. The club has a full time Child Protection Officer and all complaints can be dealt with through this nominated officer. However, if necessary complaints, if unresolved, can be progressed through the complaints committee which is formed from committee members.

Qu 11 What to do if you are not satisfied with standards or have a complaint.

Ans: If complaints cannot be resolved locally then they can be forwarded to MADEC who generally act as a form of 'mediation'. This process attempts to resolve conflicts through 'conciliation' and 'arbitration'.

These sample questions are based on areas, which the management committee of Cambusbarron Karate Club feel are worthwhile addressing and may help parents assess the suitability of our club for their child. If however you are not satisfied that the club has addressed any of the above issues to your satisfaction, or any other issue which may affect the wellbeing or safety of your child, then we would be obliged if you could raise the issue with our instructors who will only be to pleased to assist you with your concerns.

Stewart Marshall
Senior Instructor
Makoto Kai Karate-Do.



CHECKLIST FOR PARENTS

In order to provide answers to the usual questions, which you, as a parent or guardian, may have regarding **Cambusbarron Karate Club**, we have produced the following for your information.

This details in this leaflet attempts to provide you with some assurance regarding the status and credentials of the club and its instructors. However, if you require any further information please do not hesitate to contact any of our instructors who will only be to pleased to assist you with your query. In fact we welcome this kind of parental interest.

*Makoto Kai Karate Association is an Member of the
Martial Arts Development Commission*



Qu1. Does Cambusbarron Karate Club belong to a larger Organisation or governing body.

Ans. Yes - Cambusbarron Karate Club is affiliated to The Martial Arts Development Commission (MAEC) PO Box 416, Wembley, Middlesex HA0 3WD Tel: 08707 00461 Fax: 08707 700462

Qu 2. Does the group/club have contact with the local council's community education or community services department?

Ans: – Yes – Cambusbarron Karate Club is a full member of Stirling Council Sports Council who is in possession of our constitution and annual reports etc.

Qu 3. Is there a leaflet which gives basic information about the youth group/club, its aims, leaders, nature of the activities, cost, meeting day(s) and times of meeting (start and finish) including holidays? Is it established practice that parental consent is sought for outside visits, adventure activities etc?

Ans: All details regarding our aims and objectives are detailed on our website at <http://cambusbarron.com/makotokai/makotohome.htm>. Parental consent is always required if their child is to attend any outside activity such as special courses/training or gradings.

Qu 4. Does the club have set procedures on the recruitment, training and management of instructors including training on protecting children and personnel?

Ans: The Club has a Child Protection Policy and all instructors and potential instructors are vetted through Stirling Council to ensure that they are a fit and proper person to work with young person. Instructors are advised on all current procedures relevant to the protection of young person in sport.

Qu 5. Are there adequate numbers of instructors and is there a clear policy that there should be 2 adult instructors to ensure that karate training can take place safely?

Ans: Karate training always takes place under the direction of two or more experienced trainers.

Qu 6. Does the club have a formal constitution setting out its aims, management and financial policy and procedures?

Ans: Cambusbarron Karate Club is a non-profit making organisation which has a properly formed committee formed from members of the club. The club has a proper constitution and training syllabus, which was submitted and accepted by MADEC.

Qu 7. Are parents encouraged and welcomed to visit the club, meet with those in charge and to view activities?

Ans: Parents are always welcome to participate in the training or if they prefer to sit and observe the training. Special parent evenings/days are arranged in order that they can witness the advancement of their child.

Qu 8. Does the youth club have a First Aid Kit and emergency contact information in case of an accident?

Ans: Yes – A full first aid kit is kept not only by the club the Community Centre also maintains first aid kit. Instructors have received instruction in first aid and a complete list of emergency contact numbers is available at all times during training.

Qu 9. Does the club have a policy to ensure the protection of children and young people and is the policy made available to parents?

Ans: Yes a full policy of the Protection of Children and Young people is maintained and a copy is available for parents to examine if required. A full copy can be purchased if required.