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PETER MORTON ACADEMY OF JUDO JUJITSU KARATE

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South-East Region Black Belt Forum Minutes - Friday 28 July 2006

Attendees

Luke Baranowski	Alan Maconachie	Cameron Owers	Ed Scharrer	Danielle Woods
Dave Burgemeister	Laraine Morton	Rod Patrick	Julie Streeter	
Michael Cowey	Peter Morton	David Rowley	Scott Teys	
Scott Kelly	Amanda Noble	Ian Scamp	Gerard Vavasour	
Gary Keys	Sean Noble	Naomi Scamp	Peter Wilson	

Meeting held at the Comfort Inn, Queanbeyan NSW

Meeting opened at 19:45

This non-scheduled meeting was held to address concerns by some members about first aid and safety at seminars, gradings and general training.

AGENDA

- Meeting opened and chaired by E Scharrer
- Address by D Rowley
- Address by Peter Morton
- Discussion on first aid and safety at seminars, gradings and general training
- New business

Item no.	Item and action agreed	By whom	By when
1	<p>Safety issues D Rowley identified some safety issues requiring investigation and presented some possible solutions.</p> <ul style="list-style-type: none"> • Black belt gradings — head protection is to be used. • Annual National Seminar — based on general member fitness possibly physically too long. Alcohol free party night. • Senior gradings — have relevant first aid personnel on hand at senior gradings. <p>D Rowley commented that if branches are not happy with combined senior gradings then consideration could be given to going back to individual branch gradings.</p>	Information	Ongoing
2	<p>First aid qualified members P Morton introduced Scott Kelly, Head of Canberra ambulance services. S Kelly gave a run down on his qualifications and informed the meeting that he is available and only too happy to attend academy events as standby relevant first aid attendant. P Morton spoke of Danny Ramsden's qualifications as a Personal Trainer. P Morton put on record that he is a qualified strapper and that he holds a current first aid certificate.</p>	Information	No action

Item no.	Item and action agreed	By whom	By when
3	<p>Safety policy document E Scharrer presented documentation on safety changes in place so far. He will incorporate ideas arising from this meeting into a draft document for publication and use by members. D Burgemeister suggested a risk analysis be undertaken to determine what injuries can occur. He suggested a standard first aid kit for each branch. R Patrick suggested that there should be an identification of tasks and risks then implement prevention and mitigation strategies, which are to be monitored E Scharrer captured several discussion points and items on a whiteboard. <i>Attachment A.</i> High-risk volume events, such as Shodan gradings and seminars, should have on standby a high quality first aid person like Scott Kelly. Motioned by D Rowley and seconded by E Scharrer — academy documentation to be amended to include this new procedure at a Shodan grading. Update Shodan documentation to include this motion. S Kelly to investigate the possibility of having relevant standby first aid personnel available for academy events. Medical cover will need to be available to specifically qualified standby personnel.</p>	<p>D Rowley E Scharrer A Maconachie S Kelly</p>	<p>29 September 2006</p> <p>Shodan document update before start of next trainee Shodan class</p>

NEW BUSINESS

Item no.	Item and action agreed	By whom	By when
4	<p>Black belt presentation dinner Presentation dinner scheduled for the same night as the Shodan grading, 25 November 2006. A Maconachie will remind P O'Malley to arrange this function.</p>	<p>P O'Malley A Maconachie</p>	<p>25 November 2006</p>
5	<p>Batemans Bay junior seminar A Noble advised that the details of the Batemans Bay Junior Seminar have been forwarded to E Scharrer and D Rowley for further dissemination. A Maconachie advised chief instructors that information on the seminar is available on the web site. R Patrick advised that the seminar coincides with the Batemans Bay branch 20th anniversary and that there will be a get together that evening after the seminar.</p>	<p>Information</p>	<p>28 October 2006</p>
6	<p>Leonie Corey Trophy A Maconachie reminded all chief instructors to think about and submit nominations for the Leonie Corey Trophy.</p>	<p>All chief instructors</p>	<p>22 September 2006</p>
7	<p>Email Minutes and risk analysis summary are to be emailed to all dan belts for comment.</p>	<p>J Streeter A Maconachie</p>	<p>2 August 2006</p>
8	<p>Feedback Return feedback on minutes and risk analysis summary.</p>	<p>All dan belts</p>	<p>11 August 2006</p>
9	<p>Draft document Risk analysis and safety draft document produced.</p>	<p>D Rowley E Scharrer</p>	<p>22 September 2006</p>

Meeting closed at 21:20

Attachment A

SUMMARY OF SOLUTIONS WHICH APPLY TO MOST TRAINING RISKS

- Compile a first aid kit — undertake a risk analysis to best equip a first aid kit, taking into account: type of injuries, frequency of injuries, how injuries occur, students's training experiences, grade levels and an *Injury Record* form.
- Purchase a first aid kit — comprehensive portable first aid kit for gradings and major events.
- Standardised branch first aid kit — one held at each branch.
- Dan belts — all to hold a first aid certificate or equivalent, which must be current. Other equivalent certificate can include ASMF or surf life saving.
- Dan belts — all to complete a strapping course.

ANALYSIS — IDENTIFIED TRAINING RISKS

Item	Risk level	Risk presented	Solutions
Venue safety	Low	Dojo set-up safety and environment	Venue induction <ul style="list-style-type: none"> • exits, emergency evacuation points • emergency evacuation procedure • identify the emergency evacuation officer • identify the first aid officer • location of the first aid kit • removal of safety hazards • toilets
		Administration procedures not in place	Emergency evacuation procedure Need to stress the <i>Etiquette Standards</i> more often Tatami to be cleaned on a regular basis All injuries to be recorded on an <i>Injury Record</i> form
Exercises	Moderate	Time length and intensity of exercise	Exercise to best of ability by doing what one's body can cope with Awareness of student physical and mental limitations
		Soft tissue injury	Correct instruction on how to do an exercise Approved type of exercises Balance of mobility/flexibility/strength in exercise routine All injuries to be recorded on an <i>Injury Record</i> form
Tsuki and Keri	Moderate	Soft tissue injury	Correct instruction on method of execution All injuries to be recorded on an <i>Injury Record</i> form
Ukemi (breakfalls)	Moderate/High	Soft tissue injury Head, neck, shoulder, lower back injury Collision with other students Safety of execution	Correct body warm up Teaching methodology Supervision Coach the coach All injuries to be recorded on an <i>Injury Record</i> form

Attachment A continued

Item	Risk level	Risk presented	Solutions
Techniques	High	Soft tissue injury Hard tissue injury Broken bones Winding Fatigue Dehydration	Ask questions about pre-existing injuries at the start of training Teaching methodology Safety in training with certain/all techniques Body warm up and stretching Hydration breaks, own drink bottle Supervision Student:teacher ratio Use of safety equipment PPE — box, pads, headgear All injuries to be recorded on an <i>Injury Record</i> form
Training • before and after	Low	Junior students leaving the dojo before, during or after training without a parent or guardian	Junior students are not to leave the dojo until they are collected by a parent or guardian
Competitive elements • boxing • two man attack • randori	High	Soft tissue injury Hard tissue injury Broken bones Winding Concussion High frequency of injuries Loss of control	Injury safety plan Communication Referee Train at an appropriate level (80%) to keep control Diverse training strategies • box a southpaw • train from both a left-side and a right-side attack All injuries to be recorded on an <i>Injury Record</i> form
Annual National Seminar	Moderate	Hot/cold body temperature fluctuation from irregular activity Start/stop activity High volume training and length of training sessions — eight hours long Physical and mental fatigue General fitness level of students Overcrowding on the tatami Saturday night excessive alcohol consumption	Site induction • exits, emergency evacuation points • emergency evacuation procedures • introduction of the emergency officer • introduction of the first aid officer • location of first aid kit • removal of safety hazards • toilets Comprehensive portable first aid kit for gradings and major events Structured breaks Adequate facilities Portable breathalyser kit?