



英國中華國術學院  
Chinese Kuoshu Institute (UK)

## Operating Standards for Affiliate Schools and Clubs

The Chinese Kuoshu Institute (CKI) values the commitment made by schools and clubs to develop and promote Chinese martial arts. As a member, associate or affiliate to the Chinese Kuoshu Institute, presiding instructors must conform to the required operating standards.

The CKI 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 operating standards. This will allow CKI officials to determine the required products, training and/or interventions to establish to enable the school or club to reach the required standards. The CKI can assist the school and club in their development. In addition as a member of the CKI the school or club can elect to adopt and conform to the standards maintained by the CKI.

The checklist should be completed, signed and dated by the lead instructor of the affiliate school or club and returned to the CKI Secretary General a minimum of one week to an inspection of the school or club is due by CKI officials.

### School or Club Details

Name	_____
Style/System	_____
Address	_____ _____ _____ _____
Telephone	_____
E-mail	_____

The **CKI Operating Standards Checklist** should be an honest appraisal of the school or club's current position. Please respond with  where the item or valid certification **exists** or  where it does **not exist**.

Ref	Item	Response
<b>1</b>	<b>Instructor (and Assistant Instructor) Certification</b>	
1.1	Chinese Martial Arts Instruction Certification	<input type="checkbox"/>
1.2	Child Safety and Protection Certification	<input type="checkbox"/>
1.3	CRB Enhanced Check	<input type="checkbox"/>
1.4	First Aid Certification	<input type="checkbox"/>
1.5	Health and Safety Certification	<input type="checkbox"/>
1.6	Vulnerable Adults Safety and Protection Certification	<input type="checkbox"/>
1.7	Disabled People's Instruction Certification	<input type="checkbox"/>
<b>2</b>	<b>Codes of Conduct (and Practice)</b>	
2.1	Code of Conduct for Instructors	<input type="checkbox"/>
2.2	Code of Conduct for Officials and Volunteers	<input type="checkbox"/>
2.3	Code of Conduct for Participants (Children and Adults)	<input type="checkbox"/>
2.4	Instructor Task Description	<input type="checkbox"/>
2.5	Officials (and Volunteers) Task Description	<input type="checkbox"/>
<b>3</b>	<b>Forms</b>	
3.1	Child or Young Person's Membership Form	<input type="checkbox"/>
3.2	Adult Membership Form	<input type="checkbox"/>
3.3	Risk Assessment Form	<input type="checkbox"/>
3.4	Health Assessment Form	<input type="checkbox"/>
<b>4</b>	<b>Governance, Policy and Planning</b>	
4.1	Constitution and Rules	<input type="checkbox"/>
4.2	Child Protection Policy	<input type="checkbox"/>
4.3	Conflict of Interest Policy	<input type="checkbox"/>
4.4	Equal Opportunities Policy	<input type="checkbox"/>
4.5	Insurance and Membership Policy	<input type="checkbox"/>
4.6	Management Policy and Development Plan	<input type="checkbox"/>
4.7	School or Club Affiliation Policy	<input type="checkbox"/>
<b>5</b>	<b>Membership Pack</b>	
5.1	Introductory Letter	<input type="checkbox"/>
5.2	Assessment and Grading Syllabus	<input type="checkbox"/>
5.3	Uniform Requirements	<input type="checkbox"/>
<b>6</b>	<b>Protocols</b>	
6.1	Incident or Accident Protocol	<input type="checkbox"/>
6.2	Child Protection Referral Protocol	<input type="checkbox"/>
6.3	Tournament and Event Protocol	<input type="checkbox"/>
<b>7</b>	<b>Registers</b>	
7.1	Attendance Register	<input type="checkbox"/>
7.2	Assessment or Grading Register	<input type="checkbox"/>
7.3	Incident or Accident Register	<input type="checkbox"/>

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Completed by (Full Name and Position in BLOCK Capitals)

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Signature

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Date