



from beginner to Olympian

VOLUNTEER HANDBOOK



South Australian Judo Academy

Incorporation Number A39882

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Welcome

Thank you for volunteering at The South Australian Judo Academy (SAJA). Volunteers are very important to us and we want to support you. This information should help you to get started but if you have questions at any time or if you would like to receive information in a different way please ask.

About Us

SAJA was established in 2007 by Steve Brown with an ambition of bringing the world's best training techniques and methods to Adelaide to encourage more young people into the Olympic Sport.

Having travelled the world as an elite Judoka (Judo Fighter), Steve had grown increasingly frustrated with the lack of opportunities South Australian Judoka were receiving. Having seen how popular the sport was in other countries, he wanted to share their approach to teaching Judo with impeccable detail and most of all, fun.

Incorporated in 2008, SAJA developed quickly into a recognised training centre for Judoka around the state with a core number of enthusiastic members.

That same year, Steve became the *first South Australian Judoka to qualify for an Olympic Games*. Steve is also the only South Australian Judo athlete to have competed at World Championship level (Paris 2011 and upcoming Rio 2013). Steve has been an Australian National Champion and an international medallist.

Steve has won gold in every major Australian Judo tournament. The Australian representative is a six time Oceania continental medalist, three time world cup medalist, and has been a member of the Australian Judo Team for nine years.

To date, Steve remains Head Coach of the academy. Australian representative *Will Jenkins* is the current Assistant Coach.

With very humble beginnings in a backyard shed at Windsor Gardens, SAJA decided to relocate the academy in late 2011 to a new venue at Research Road Pooraka. The training facilities are now based at Valley View in a purpose built international standard dojo that can accommodate its current members and also allow for growth and development for the future.

SAJA knows from experience that Judo can positively increase a young persons' self belief, confidence, teaches discipline, team building skills and is a fantastic cross training program for other sports including AFL and NRL. SAJA students also learn valuable social skills, and build long-lasting and meaningful relationships with others. The camaraderie and bonding that occurs among our judo students who have shared the rigors of physically difficult and mentally demanding training are deep, often providing the basis for relationships that last a lifetime. Through our teachings at SAJA, our members are able to develop friendships and integrate socially almost anywhere.

And what's even more impressive with the number of people at the club is that The South Australian Judo Academy is run entirely by a **Volunteer Coaches** and many volunteers throughout the club. Every \$ the club generates goes back into enhancing and developing programs both at the junior and senior levels.

We have a club website www.sajudoacademy.com.au and facebook page on which you can find regular updates on things happening at the club and changes to policies.

Who volunteers?

We have a number of people who give their time in a broad range of ways in a voluntary capacity. We have opportunities for people to get involved in coaching, administration, to be part of a committee or sub-committee or to help out at competition events. There are also tasks that are one-off or that can be done from home if you know anyone who would be happy to help but has time constraints.

Many people volunteer – it is an expectation which helps to keep the costs down for everyone. Volunteers generally do what they do to assist the club meet its goals but also because they like their involvement:

- They want to help because they like being around the club
- They want to learn new skills and meet new people
- They have skills that the club needs
- They want something to do with their time
- They enjoy their own or their children's participation as a player

We encourage people to help out as much as they can, and encourage an “everyone pitches in culture”

Getting Started

You may already be familiar with the club and the surroundings, but if not please ask us to show you around including:

- The toilets
- Where equipment and supplies are kept
- First Aid facilities
- Where to park cars or bicycles
- Where to get a drink when you need it
- Areas where smoking is allowed
- Taken through the Codes of Conduct

NB: If a Working with Children Check or Police Check is needed for your role we will let you know how to obtain this.

Volunteer Form

When you start, you need to fill in a Volunteer Registration Form (or add details on the club registration form) which has your contact details, and details of a person to contact in an emergency. This is for our use only and will be kept with player records.

Keeping Everyone Safe

In the next few visits you will also be shown:

- What to do if you hear the fire alarm
- What to do if you hurt yourself at the club
- Where the first aid kit is located
- Who can assist with your injury

If you see something that you think is unsafe, please alert the Head Coach or Administrator.

What You Can Expect from Us

Whilst at SAJA you can expect to:

- Be treated with respect and equal to others
- Receive help and/or training for you to learn and develop skills
- Be given tasks that match your interests and skills
- Be provided with safe working conditions
- Be protected by insurance
- Be thanked and recognised for volunteering

What SAJA Expects from You

All volunteers are expected to:

- Treat everyone with respect, be polite and well behaved
- Follow the rules and procedures – you will be taken through these
- Ask if there is anything you don't understand
- Adhere to the Codes of Conduct
- Work together with other volunteers
- Be reliable, and let relevant people know if you can't come / will be late
- Ask for support when needed, talk about any concerns you may have
- Let us know on your Registration Form if you have any medical conditions we should know about
- Notify the Club Secretary of change of address or phone number

Volunteers may choose to leave at anytime, we ask for as much notice as possible. The Committee also reserves the right to terminate a position if for justifiable reasons the person is considered unsuitable for the role.

Concerns or Complaints

From time to time, issues and grievances will occur within the club – this is natural and we would like to try to resolve this as soon as possible:

If you have a concern or a complaint, you can:

- Speak directly to the person around which the complaint is directed;
- Speak to the Coach or Team Manager;

It is OK to raise concerns.

Conduct

Volunteers are expected to follow codes of conduct. Inappropriate behaviour may lead to disciplinary measures from the Committee. Examples are:

- Bad language / abusive behaviour directed at anyone
- Breach of trust
- Neglect of duties and responsibilities
- Failure to attend or lateness
- Theft or inappropriate removal of property
- Physical violence
- Use of alcohol or illegal drugs while undertaking volunteer duties
- Committing a criminal offence while undertaking volunteer duties
- Smoking whilst in your role, in the presence of juniors

Protecting People's Privacy

From time to time you may need to collect contact details and health related information from members – it is important that this information is stored securely, and NOT distributed unless consent has been given. This information is only to be used for the purpose for which it was collected. For more information, discuss with the Head Coach.

Dress code

Volunteers set the tone for the club and need to dress appropriately for their duties. Comfortable and neat dress is appropriate for most volunteer roles.

Emergency

Volunteers should familiarize themselves with safety practices and emergency procedures adopted by the club or the facility. At a minimum, there should be access to a phone.

Loss of personal property

Volunteers should exercise caution to protect their personal property. Purses, wallets or other valuable items should never be left unattended. If an item is lost or stolen, a Committee Member should be notified, but the Committee cannot be held responsible for replacement

Non-smoking environment

SAJA is a smoke-free environment. Smoking is not permitted in any indoor or enclosed areas. **There are designated outdoor smoking areas around the club.** Responsible disposal of cigarette butts is requested as is restraint from smoking in the presence of juniors whilst in your volunteer role.

Reimbursement of expenses

The volunteer is responsible for expenses incurred, except where purchases are made on behalf of the Club or Committee or the task has unusual cost level attached. Purchases of this nature should be approved by the Committee prior. Receipts or invoices will be required for reimbursement.

Safety and liability

If a volunteer is injured during the course of volunteer service the Head Coach or Administrator must be notified and the appropriate accident report forms need to be completed.

Thank you again for joining our valuable team of volunteers!



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Steve Brown
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Head Coach, SA Judo Academy
2008 Beijing Olympian
2011 Australian Champion
2013 Australian Rep Brazil World Games Aug 2013