

“Be Master of Yourself”

# Code of Conduct

## Etiquette

## The Bow

## Judogi

モリタノ流自修館柔術



Non-profit organisation - Founded 1962

- Fold the top of the jacket over to meet the bottom of the jacket.



- Put the belt underneath the folded judogi.



- Wrap the belt two times around the folded judogi.



- Tie the belt off with a reef knot.



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## 11 Folding the judogi

- Place the pants on top of the jacket.



- Fold both the jacket sleeves in.



- Fold one side of the jacket and the pants in to the centre of the jacket.



- Fold the other side of the jacket and the pants in to the centre of the jacket.



## Code of Conduct



**This Code of Conduct** applies to all members of the Academy and, unless specifically stated, it shall apply at all times, both inside and outside the dojo.

Any member found violating this *Code of Conduct* through unacceptable actions or behaviour will be subject to disciplinary action. This may encompass reprimands, temporary suspension, permanent expulsion as a member of the Academy or any other disciplinary action deemed necessary by the Academy.

### **1. General**

All members of the Academy must:

- 1.1 Comply with this *Code of Conduct*.
- 1.2 Not bring discredit to the Academy.
- 1.3 Practice respect, self-restraint and humility at all times.
- 1.4 Be a positive role model for the Academy.
- 1.5 Maintain standards of reasonable behaviour.
- 1.6 Not abuse other members physically, sexually or emotionally.
- 1.7 Not act in an intentionally violent or harmful manner.
- 1.8 Not train under the influence of any intoxicating, performance-enhancing or illicit substances.
- 1.9 Not indulge in substance abuse. It will not be tolerated and a member will automatically have their membership of the Academy permanently revoked if they do so.
- 1.10 Only use Academy techniques in a genuine self-defence situation.
- 1.11 Not use Academy techniques indiscriminately.
- 1.12 Not use Academy techniques just for the sake of showing off.
- 1.13 Not use Academy techniques as an initial form of aggression.

## 2. Instructors

All Academy instructors must:

- 2.1 Operate within the rules and spirit of the Academy and teach students to do the same.
- 2.2 Maintain a duty of care toward students.
- 2.3 Protect the health and safety of fellow instructors and students.
- 2.4 Ensure safety through instruction and supervision.
- 2.5 Provide students with instruction, training and supervision.
- 2.6 Monitor the health and safety of students prior to, during and after training.
- 2.7 Help students understand that playing by the rules is their responsibility.
- 2.8 Be reasonable in demands on students' energy and enthusiasm.
- 2.9 Ensure that the time students spend in class is a positive experience.
- 2.10 Display control, respect and professionalism to all and encourage students to do the same.
- 2.11 Ensure that any physical contact with a student is appropriate to the situation and necessary for that student's skill development.
- 2.12 Give all students equal opportunity to participate.
- 2.13 Maintain member information and records in a confidential and appropriate manner.

## 3. Students

All students of the Academy must:

- 3.1 Not take any action that creates a risk or increases the risk to the health and safety of other students.
- 3.2 Follow all instructions given by an instructor.
- 3.3 Use safety equipment, supplied by the instructor or student, in accordance with any instruction given by the instructor on its safe and proper use.
- 3.4 Display control and respect to all.

10.6 To tie a belt it has to be long enough to wrap around the waist twice, with enough length to tie a knot.

- Place the middle of the belt on the stomach.



- Take the two ends around the back of the waist and then wrap them around to the front.



- Cross the right hand end over the left hand end.



- Pass the left hand end under the entire belt close to the body.



- Cross the left hand end over the top and around the right hand end to form a reef knot.



- Pull tightly and tuck the left hand end through one of the layers of the belt.



## 10.4 Special belts

### **Level**

### **Belt Colour**

Women's Self-Defence	White, yellow bar
Siemen Shidosha	White, black centre stripe
Teacher	Purple

### 10.5 Dan belts

### **Level**

### **Belt Colour**

Shodan	Black
Nidan	Black, two gold bars
Sandan	Black, three gold bars
Yondan	Black, red centre stripe
Godan	Purple, red centre stripe
Rokudan	Purple, red centre stripe, white bar, red bar
Shichidan	Red, purple centre stripe
Hachidan	Red, purple centre stripe, white bar, red bar
Kudan	Red
Judan	Red

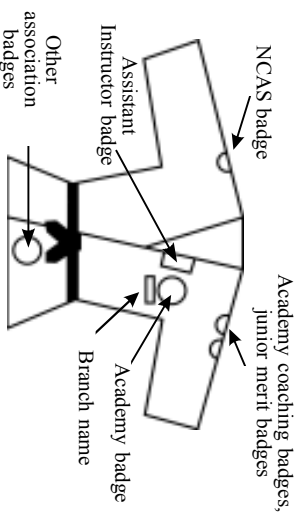


Figure 5. Position of Badges



Figure 6. Karji  
"Peter Morton Ryu"  
Jishukan Jujitsu

## 4. The Academy

The Academy will:

- 4.1 Take appropriate action if any member breaches this *Code of Conduct*.
- 4.2 Take appropriate action when a member breaches standards of reasonable behaviour or Academy policies and regulations.
- 4.3 Help provide a safe environment for all members.
- 4.4 Take appropriate action in the event of accusations.
- 4.5 Provide support to members who report accusations of abuse.
- 4.6 Provide ongoing training and information for members.
- 4.7 Undertake administrative tasks in a professional and ethical manner.
- 4.8 Acquire police checks, as required, relating to convictions in relevant situations.
- 4.9 Treat all member information as confidential.
- 4.10 Promote Academy policies and procedures to ensure all members are aware of and understand them.



# Etiquette



These Etiquette standards have been extracted from the academy's *Standard Operating Guidelines and Procedures Manual*. A Chief Instructor of a branch is responsible for ensuring that all assistant instructors and students conform to these standards.

Etiquette is very important at all times in a dojo, whether a person is training or just observing. It is practised out of respect for senior ranks, instructors and for all present. Etiquette knows no rank and it is to be observed by every person present in a dojo.

The use of etiquette is not only a show of respect but it also teaches self-restraint and aids in the safe running of a training session.

When a person is on the tatami (training mat) all etiquette must be observed and three things should be kept in mind:

### ***Be courteous to each other***

#### ***Study with a true mind***

#### ***Teach with kindness***

### ***1. In the dojo***

- 1.1 Proper decorum is to be exercised at all times.
- 1.2 No idle talk or frivolous behaviour.
- 1.3 No chewing of gum, eating, drinking or smoking.
- 1.4 A member must bow in as they enter and bow out as they leave.
- 1.5 Entering and leaving is to be done in a quiet and orderly manner.
- 1.6 No junior member is to leave unless accompanied by an appropriate person.
- 1.7 A member must bow to a sensei before and after an interruption.

### ***7. Merit badges***

- 7.1 Junior students that have earned merit badges may wear these badges on the left shoulder of their judogi jacket. *Figure 5.*

### ***8. National Coaching Accreditation Scheme (NCAS) badges***

- 8.1 NCAS level 1, 2 and 3 badges may be worn on the right shoulder of the judogi jacket. *Figure 5.*

### ***9. Other association badges***

- 9.1 A student that can prove that they have been a member of another association may wear that association's badge on the left-hand skirt of their judogi jacket below the belt. *Figure 5.*

### ***10. Belts***

- 10.1 Dan grades may have their initial and full surname embroidered on one end of their belt along with higher dan stripes. The academy Kanji is to be embroidered on the other end of the belt. *Figure 6.*

- 10.2 Kyu belts are colour only and do not have any symbols or a name on them.

- 10.3 Kyu belts

#### ***Level***

6th Kyu

5th Kyu

4th Kyu

3rd Kyu

2nd Kyu

1st Kyu

Sparring Techniques

#### ***Belt Colour***

White (beginner)

Yellow

Orange

Green

Blue

Brown

Brown, black bar

#### 4. Assistant instructor badge

- 4.1 Dan belts that assist the chief instructor of a branch are to wear the Japanese symbol for assistant instructor on the left lapel of their judogi jacket, adjacent to the academy badge. *Figures 3 and 5.*



*Figure 3. Denotes Assistant Instructor*

#### 5. Branch name badge

- 5.1 Members are encouraged to have the name of their home branch displayed on their judogi jacket just below the academy badge. *Figure 5.*
- 5.2 The badge can be either an embroidered label or a separate sewn-on badge.

#### 6. Academy coaching badges

- 6.1 Members that have been awarded coaching accreditation from the academy wear these badges on the left shoulder of their judogi jacket. *Figures 4 and 5.*
- 6.2 Academy coaching badges shall have the following colour schemes:
  - Level 1* Green with gold border, motif and lettering
  - Level 2* Blue with gold border, motif and lettering
  - Level 3* Red with gold border, motif and lettering



*Figure 4. Academy Coaching Badges*

- 1.8 A member must wait for an appropriate moment if they wish to interrupt a sensei.
- 1.9 A member must wait at the side of the tatami for an appropriate moment if they wish to interrupt a sensei in charge of a class.
- 1.10 A student must inform the sensei in charge of their presence when they arrive late.
- 1.11 A student must inform the sensei in charge if they wish to be excused early from training.
- 1.12 A student must inform the sensei in charge if they wish to be excused during a class.
- 1.13 A student must give a reason to be excused.
- 1.14 A spectator must not interfere with class instruction.
- 1.15 A spectator must not interrupt a class without reasonable cause.
- 1.16 A spectator must wait for an appropriate moment if they wish to interrupt a sensei.

#### 2. On the tatami

- 2.1 On command of an instructor all activity will cease immediately.
- 2.2 A student must observe all directives given by an instructor.
- 2.3 A belt of rank must be worn at all times.
- 2.4 A student or instructor must kneel on one knee when tying or adjusting a belt of rank.
- 2.5 A spectator must not go onto the tatami.
- 2.6 No footwear is to be worn or brought onto the tatami.

#### 3. Training

- 3.1 Training must be brisk and sincere.
- 3.2 Two taps of the hand or foot, “*tapping out*”, on the tatami or training partner’s body or opponent’s body will indicate that a student has submitted to a technique or that injury may be imminent.
- 3.3 When tapping out occurs, all pressure to an applied technique will cease immediately.

- 3.4 All activity between training partners or opponents will cease immediately when a training partner or opponent:
  - 3.4.1 Taps out
  - 3.4.2 Calls break, stop, submit or any other signal to stop
  - 3.4.3 Appears injured
- 3.5 A student must observe all signals and directives given by a referee when they are on the tatami to participate in randori, kumite or multiple-person attack bouts.
- 3.6 At the beginning of a bout a student must:
  - 3.6.1 Bow to the head of the tatami
  - 3.6.2 Bow to the opponents
  - 3.6.3 Commence on the start command “*hajime*”, from the referee
- 3.7 At the end of about a student must:
  - 3.7.1 Cease on the stop command “*soremade*”, from the referee
  - 3.7.2 Bow to the opponents
  - 3.7.3 Bow to the head of the tatami

#### 4. Addressing instructors

- 4.1 A sensei is to be aware of Japanese terminology for titles and techniques.
- 4.2 The use of Japanese terminology is optional, except when it is required by the syllabus.
- 4.3 Instructors are addressed by the following titles:
  - 4.3.1 Mr, Mrs, Miss – *Kyu grade (all levels)*
  - 4.3.2 Sempai – *1st Kyu instructor*
  - 4.3.3 Sensei – *Sienen Shidosha, Purple Belt, Shodan, Nidan, Sandan (1st-3rd dan)*
  - 4.3.4 Renshi – *Yondan, Godan (4th-5th dan)*
  - 4.3.5 Shihan – *Rokudan, Shichidan, Hachidan, Kudan (6th-9th dan)*
- 4.4 It is acceptable to call a dan belt instructor Sensei in a class situation.

## Judogi



These judogi standards have been extracted from the academy's *Standard Operating Guidelines and Procedures Manual*. The Chief Instructor of a branch is responsible for ensuring that all assistant instructors and students conform to these standards.

### 1. Academy dogi - judogi

- 1.1 Dan judogi – white jacket, black trousers, rank belt.
- 1.2 Kyu judogi – white jacket, white trousers, rank belt.



Figure 1. Academy Badge

### 2. Academy badge

- 2.1 Academy colours - blue and gold.
- 2.2 Each student and instructor is required to have an academy badge on the left side of their judogi jacket. *Figures 1 and 5.*

### 3. Chief instructor symbol

- 3.1 Chief instructors are required to have the Japanese symbol for *Makoto* on the back of their judogi jacket. *Figure 2.*
- 3.2 Only a branch chief instructor is allowed to wear the makoto.



Figure 2. Japanese Makoto Symbol

# The Bow



The Bow, *Rei*, is performed as a sign of respect for each other.

## 1. Kneeling position - *seiza*

- 1.1 Kneel with the back straight and the hands closed and resting on the knees.
- 1.2 With a straight back, begin to bend forward.
- 1.3 Move both hands, close together but not touching, from the knees.
- 1.4 Move both hands, open with palms down, toward the tatami in front of the body.
- 1.5 Continue to bend forward with the hands now almost at right angles to each other.
- 1.6 Place the hands on the tatami in front of the knees.
- 1.7 Keep the elbows to the outside of the knees.
- 1.8 Tilt the head up just far enough so that line of sight is a few metres forward down the tatami.
- 1.9 Stay at the bottom of the bow for about one second.
- 1.10 Return to the seiza position.

## 2. Standing position

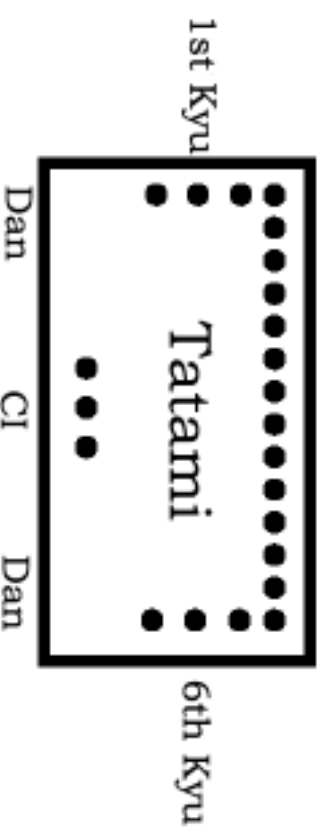
- 2.1 Start in a natural stance with the back straight, shoulders back, hands closed and placed on the top front of the thighs.
- 2.2 Bend forward at the hips until the upper body is about 30 degrees off vertical.
- 2.3 Keep the hands on the thighs, the head tilted back, the eyes looking up and forward.
- 2.4 Stay at the bottom of the bow for about one second.
- 2.5 Return to a natural stance.
- 2.6 Keep the back straight through the bow.

## 5. Bow

- 5.1 Upon entering or leaving a dojo.
- 5.2 At official ceremonies.
- 5.3 To each other.
- 5.4 To a training partner.
- 5.5 At the start and finish of a randori, kumite or multiple-person attack bouts.

## 6. Positions around the tatami

- 6.1 Upon the command “*around the mat*”, by the Chief Instructor, all will move quickly to their position on the tatami.
- 6.2 The Chief Instructor positions at the head and centre of the tatami with dan belts on either side of the Chief Instructor in decreasing rank.
- 6.3 Kyu grades, where possible, position opposite dan grades with the 6th Kyu sitting to the right and progressing up in grades to 1st Kyu on the left. *Figure 1*



*Figure 1. Positions around the tatami*

- 6.4 Except for ceremony, students and dan belts may sit in seiza or in the crossed leg position.
- 6.5 Except when spoken to, students must remain silent while they are around the tatami.



## 7. Opening and closing ceremonies

- 7.1 Ceremony is to be performed at the formal commencement of a class and at the formal completion of a class.
- 7.2 A closing ceremony is conducted in the same manner as an opening ceremony.
- 7.3 For all ceremonies, students and dan belts must sit in the seiza position.
- 7.4 Students and dan belts position themselves on the tatami. *Etiquette Standard 6.*
- 7.5 Upon the command “*Soke ni rei*”, by the Chief Instructor, all turn and bow from seiza to a picture of the Founder, Soke Morton.
- 7.6 After the bow, all turn to face the centre of the tatami.
- 7.7 If there is a visiting dan belt with the grade of Yondan or above, upon the command “*Otagai ni rei*”, by the Chief Instructor, all turn and bow from seiza to the visitor.
- 7.8 After the bow, all turn to face the centre of the tatami.
- 7.9 Upon the command “*Otagai ni rei*”, by the Chief Instructor, all bow from seiza.
- 7.10 Upon the command “*Tatte*”, by the Chief Instructor, all jump to their feet and bow from a standing position.

## 8. Presentation ceremony

- 8.1 All position themselves around the tatami. *Etiquette Standard 6.*
- 8.2 The receiver is called up to the head of the tatami to receive a presentation.
- 8.3 The receiver walks across and stands before the presenter.
- 8.3 The receiver bows from a standing position to the presenter.
- 8.4 The receiver shakes hands with their right hand and accepts the presentation with their left hand.
- 8.5 The receiver bows from a standing position to the presenter and returns to their position on the tatami.
- 8.6 Ceremony for a presentation off the tatami follows the same procedure as on the tatami.

## 9. Dress

- 9.1 Dan dogi – Judogi: white jacket, black trousers and belt of rank.
- 9.2 Kyu dogi – Judogi: white jacket, white trousers and belt of rank.
- 9.3 All of a judogi must be correctly worn at ceremonies and gradings.
- 9.4 A judogi jacket may be removed only in general classes during exercises, tsuki and keri.
- 9.5 A judogi must be clean and in good general condition with no rips or tears.
- 9.6 No skimpy or flimsy clothing is to be worn while on the tatami.
- 9.7 No footwear is to be worn while on the tatami.
- 9.8 No adornment of any nature is to be worn while on the tatami.
- 9.9 Newly pierced ear and body adornments are permitted only if they are taped up safely.

## 10. Personal hygiene

- 10.1 The body and hair must be clean, especially hands and feet.
- 10.2 Fingernails and toenails are to be clean and cut short.
- 10.3 Wounds and sores must be safely covered.
- 10.4 Footwear must be worn when in the toilet.

