

Operational Policy



Purpose

These operational policies provide clear guidance for instructors, students, and parents/guardians on the administration, management, and day-to-day operations of Combat Academy UK classes. Compliance ensures consistent quality, safety, and professionalism across all venues.

Class Registration

- All classes must be registered with Combat Academy UK at least one calendar month prior to opening.
 - Registration must include:
 - Full venue address with postcode
 - Name and contact of the premises owner or supervisor
 - Days and hours of classes
 - Instructor(s) responsible for sessions
 - Any changes to venue, instructor, or schedule must be reported in writing to Combat Academy UK; a new registration is required.
 - All registration forms must be signed by the instructor and submitted to the C.A.UK office.
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Instructor Registration and Certification Renewal

All instructors must hold a current CAUK Instructor Certificate to supervise or deliver any sessions. Certificates are renewed annually on 1st January, provided all documentation and requirements are met.

No instructor may:

- Represent CAUK
- Deliver training
- Open classes
- Advertise themselves as a CAUK instructor

without a valid in-date certificate.

CAUK reserves the right to withhold or revoke certification if requirements are not met or if an instructor breaches CAUK policies.

Operational Policy

Certificates are valid only when issued directly by CAUK and are not transferable.

Gradings / Courses / Competitions

- Gradings are only awarded at official C.A.UK events. Instructors may not conduct unofficial gradings.
 - Instructors are expected to:
 - Support students in preparing for official gradings
 - Notify students of grading dates and encourage attendance
 - Attend gradings themselves where possible
 - Competitions:
 - All external competitions must be approved by C.A.UK and details submitted to the office.
 - Instructors are encouraged to promote participation, ensuring safety, suitability, and insurance compliance.
 - Instructors may not host or promote unofficial competitions within their club.
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Equipment & Protective Gear

- All students, instructors, and assistants must wear the official C.A.UK uniform during every session.
 - Protective equipment (e.g., gloves, shin pads, head guards) must be worn where appropriate for the activity, especially during sparring or pad work.
 - Instructors must not allow any student to participate in training without the required protective equipment for the activity.
 - Combat Academy UK sells protective equipment, but it is not considered mandatory outside of activities where it is required.
 - Equipment must be clean, well-maintained, and safe to use.
 - Instructors must maintain records of issued or sold equipment where applicable.
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Online Renewals

- Combat Academy UK provides an online licence renewal system.
- Instructors must not allow students into sessions without a valid membership.

Operational Policy

- Evidence of online renewal (email receipt) must be checked and verified before allowing participation.
 - Membership and insurance are linked; failure to comply may result in liability for injuries sustained by uninsured participants.
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Attendance Reporting

- Instructors must submit monthly attendance figures to Combat Academy UK.
 - Reports must include:
 - Student names and membership numbers
 - Dates attended
 - Notes on new or lapsed memberships
 - Accurate attendance reporting ensures:
 - Insurance coverage
 - Monitoring of student progression
 - Compliance with operational and safeguarding requirements
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Training Fees

- Training fees must be approved by C.A.UK and published on the membership application form.
 - Instructors are not responsible for collecting fees beyond the approved structure unless authorised.
 - Payment of fees for high-grade sessions is expected monthly or as per agreed schedule.
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Schools Programmes & Courses

- Instructors running CAUK-approved after-school or community programmes (including self-defence courses) must register the programme with CAUK in advance.
- A termly fee will be charged to cover insurance and membership for these programmes.
- Payments must be made directly to CAUK by the agreed deadline before the start of each term.
- Instructors must not operate independently under the CAUK name or syllabus outside of this agreement.

Operational Policy

- The lead instructor is responsible for ensuring that all CAUK policies, safeguarding procedures, and risk assessments are followed in the school/venue
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Instructor Responsibilities

- Maintain high standards of supervision, professionalism, and safety during sessions.
 - Ensure students are supervised until collected by parents/guardians, especially under-18s.
 - Keep accurate records of attendance, membership renewals, equipment distribution, and training fees.
 - Follow all operational procedures for registration, gradings, competitions, and online renewals.
 - Attend instructor meetings, training, and QA sessions as requested by C.A.UK.
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Risk Assessments

- Instructors must conduct and document risk assessments for each class, venue, or event.
 - Risk assessments must be:
 - Reviewed annually or when circumstances change (new equipment, venue, or activity)
 - Stored securely and accessible for inspection
 - Risk assessments support Health & Safety compliance and student safety.
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Compliance

- Failure to comply with operational policies may result in suspension or termination of instructor privileges or student membership.
 - Combat Academy UK reserves the right to intervene in club operations to ensure compliance with policies, safety, and safeguarding standards.
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Policy Review

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This policy will be reviewed every 3 years or earlier if required to reflect changes in legislation, safeguarding requirements, or operational best practice.

Effective date: 17/09/2025

Review date: 17/09/2028