

Rules of Membership & Policy Decisions

IMAC Martial Arts Ireland - Official Guide Part 2



Rules of Membership & Policy Decisions of

IMAC Martial Arts Ireland Limited

Trading as: Irish Martial Arts Commission.

In furtherance of the relevant sections of the Memorandum & Articles of Association of IMAC Martial Arts Ireland and in addition to the Operational Framework of IMAC Martial Arts Ireland (t/a Irish Martial Arts Commission) .

Organisation/Club Name/Systems

An organisation must join the IMAC System in which they hold their primary qualification. Sept 2001

An organisation/club cannot be registered as a member of IMAC if its name includes a direct reference to another Martial Arts System, without the express written clearance of the Advisory Board of that other System. (AGM Nov 1996)

This provision, in itself, shall not hinder an organisation/club from being accepted into IMAC membership. Such an organisation/club shall not be registered in any IMAC material – Directories etc., until the matter has been dealt with to the Executive's satisfaction. (AGM Nov 1996)

No organisation/club shall advertise themselves as, or refer to, (including on any internet site) any System other than the one for which they are registered within IMAC – without the specific written permission of the Advisory Board of that other System. (AGM Nov 1996 and Exec Sept 2001)

Any organisation and/or Club teaching several Arts (some of which are **not** represented within the Commission) must state in all advertising/publicity material in which they mention IMAC – that they are only registered with the Commission for specified Art/s. (AGM 2000)

Any club currently using a name that includes a reference to any System, other than the one with which they are registered in IMAC – must send a copy of their certificate relating to the other Advisory Board – for their verification. (AGM Nov 1997)

That the name under which an organisation/club registers as a member of IMAC must honestly and accurately reflect the Martial Art being offered by that organisation. (AGM Nov 1997)

The 1996 AGM motion (concerning the use of System names) should not be taken to be retrospective. (AGM Nov 1997)

Referrals

The Secretary should not refer members of the public to any Club on the basis of any Art other than the Art for which they are registered within the Commission – or – for which they already have the blessing of the IMAC Advisory Board of that Art. (AGM 2000)

Registration of Clubs

Member Organisations of the Irish Martial Arts Commission must register all of their affiliated clubs, including new clubs, with the Commission within the required time scale – as outlined in the IMAC Operational Framework and Bye-Laws. (AGM Nov 1997)

It shall be the Parent Organisation's responsibility to ensure that this is adhered to and that the all due Club fees are paid within the required timescale. Failure to do so will invalidate the parent bodies membership until such time at all due fees are paid. (AGM Nov 1997)

The Executive shall endeavour to ensure, to the best of its ability, that all registered/registering Clubs are, in fact, active. (AGM Nov 1997)

Membership of an Advisory Board

All member Associations of an Advisory Board within IMAC must be fully paid up members of the Commission in their own right. (AGM Nov 1997)

Understanding of – Receipt of Membership

It was agreed that for Irish Martial Arts Commission to be in 'Receipt of Membership' the membership applications forms and fees, would be understood to mean... When they are received by the Secretary or, when the Secretary is to be absent at a critical time, by another person specifically designated by the Irish Martial Arts Commission Executive. (AGM May 2005)

Delay in Processing New Application

When a new membership application is not responded to within the allocated time, the NGB may be contacted by the IMAC Secretary and, not-with-standing special circumstances, the NGB will be asked to also designate one person to focus on processing this application and will liaise with the Irish Martial Arts Commission Secretary on this matter. The NGB will also be asked to prioritise the processing of this application at each of their Executive meetings until such time as the matter has been resolved. (AGM May 2005)

Advisory Board Responsibilities

Any Advisory Board that claims the right to represent any Art or Style, or any aspect of an Art or Style, must actively and fairly promote this Art or Style with an allocation of time, resources and organisation proportionate to the number of clubs practising that style within the Advisory Board membership. (AGM May 2005)

Non Representation Ruling

If any member Organisation feels that their Art or Style, or any aspect of their Art or Style is not being fairly represented by the appropriate Advisory Board, they may, after attempting to resolve the matter within the relevant NGB systems and Irish Martial Arts Commission Complaints structures, bring the matter to the Irish Martial Arts Commission AGM to seek an Non Representation Ruling. (AGM May 2005)

Advisory Board Membership

By virtue of the core democratic foundation of the Irish Martial Arts Commission, all paid up member Organisations of Irish Martial Arts Commission (who are also paid up members of their Advisory Board and after they have fulfilled their probationary period) has an automatic right to representation on the Advisory Board of the Art to which they are registered. (AGM May 2005)

Confidentiality

The Secretary, and all other IMAC officers, shall honour the privacy of all information given to the IMAC by members – except where that material has been specifically provided for public access. (SGM Feb 98)

Rumours

In light of the extraordinary damage to a person's character and life that a false rumour/s can induce: The Irish Martial Arts Commission considers the starting or perpetuating of such rumours as reprehensible and, if proven, as grounds for initiating serious disciplinary action – as outlined in the IMAC Operational Framework. (SGM Feb 98)

Website protocol

- No Website linked to the main IMAC Website shall have outward links to Martial Arts clubs or organisations not affiliated to IMAC.
- All sites linked to the IMAC site must reciprocate the IMAC link.
- There shall be no reference, on any site linked to the main IMAC site, to non IMAC members other than World Bodies to which they are affiliated.
- There shall be no reference, on any site linked to the main IMAC site, to other Martial Arts without prior clearance from that Martial Art.
- There shall be no outlandish claims made on any site linked to the main IMAC site. All content must be in the spirit of IMAC and should acknowledge the bona fides of all IMAC affiliated Arts.
- All Clubs within IMAC will complete and return the annual Web Site update form that will be issued each January. Failure to return this document will result in a Club/Association being removed from the site.
- That IMAC may set up a Discussion Forum but will not operate a chat room. (AGM Dec 2001)

Full Contact

IMAC will draft up a list of ALL the full contact Martial Art Competition Styles/Systems within IMAC. (AGM Dec 2001)

Ultimate Fighting

Activities coming under the heading Ultimate Fighting (including mixed fighting, caged fighting, no holds barred fighting, etc.) are considered to be 'bringing Martial Arts into disrepute' as interpreted in the IMAC Operational Framework. IMAC Clubs and Organisations shall not take part in these events. IMAC will not accept responsibility for any individual IMAC member who chooses to participate in these events. (AGM Dec 2001)

This meeting calls upon the IMAC Executive Committee and IMAC Advisory Boards to enforce the IMAC Rules & regulations regarding member Organisations or Clubs engaging in Ultimate Fighting, Mixed Fighting, MMA (Mixed Martial Arts), Cage Fighting and related activities. (2012 AGM)

Non IMAC Events

Any individual IMAC member taking part in a non IMAC event will be expected to behave in a respectful fashion at all times and in a spirit of fair play – as outlined in the body of the IMAC Operational Framework. To operate otherwise may give rise to disciplinary action. (AGM Dec 2001)

Non IMAC Clubs

Where the name of the Irish Martial Arts Commission is used in promotional material – a clear distinction must be made between member organisations/clubs and any non-member organisations/clubs included in said material.

Insurance Cover

Every Member Club must have full and acceptable insurance cover for all venues in which they are training, teaching or otherwise practising their Art. (AGM Sept 1994)

The acceptability of such cover shall be determined by the Executive Committee. (AGM Sept 1994)

If the Executive refuses to accept a particular policy as sufficient to comply to rule 1 – the organisation/club in question can appeal the decision to a mutually agreeable insurance professional. (AGM Sept 1994)

Any Organisation/Club that has not forwarded their insurance certificate to the IMAC Insurance Officer within two months of each new year, will have their names withdrawn from all IMAC listings until it is done. (AGM Nov 1996)

That only insurance secured or negotiated through a bonded or professional insurance company, broker, agent or agency will be considered as acceptable insurance cover for IMAC members. (AGM Nov 1997)

Members are reminded of the importance of informing the Secretary/Executive if they were having any difficulties with their insurance companies or agents. (AGM Nov 1997)

All insurance fees are to be processed through the Irish Martial Arts Commission accounts. (AGM Nov 1996 and 1997)

Northern Ireland

That each System of IMAC will approach its counterpart in the Northern Ireland Martial Arts Commission with a view to establishing informal links. (AGM Nov 1995)

Reporting Procedures

The Irish Martial Arts Council hereby adopts the 'Reporting Procedures for Child Abuse', extracted from the Code of Ethics report (page 27,28,29), as IMAC Reporting Procedure for Child Abuse. (AGM Nov 1996)

Women

The membership recommend that more Women are forwarded for election onto the Executive. (AGM Feb 1994)

Coaching Policy and Coaching Ireland

IMAC instructs the Executive to wholeheartedly engage in the overall Coaching Process with Coaching Ireland

Coaching Level 1 requirement.

Each club registered as a member of IMAC must have a minimum of one instructor, who has been certified by the Irish Martial Arts Commission / Coaching Ireland as a Level One (or higher) accredited/certified Coach, by March 1st 2014. (2012 AGM)

all club instructors registered with IMAC must have completed and been certified by the Irish Martial Arts Commission / Coaching Ireland as a Level One (or higher) accredited/certified Coach, by March 1st 2015. (2012 AGM)

Anti-Doping Rules

The Anti-Doping Rules of the Irish Martial Arts Commission are the Irish Anti-Doping Rules as amended from time to time. (Exec Nov 2004)

See < <http://www.irishsportsCouncil.ie/antidopepub.asp> >

Sponsorship etc

Members are asked not to "Knowingly" accept sponsorship, or otherwise engage in Martial Arts associated business, with any individual or company who is/are believed to be involved in directly or indirectly undermining the Irish Martial Arts Commission. (AGM Nov 1998)

Role and responsibilities of System Representatives

The role and responsibilities of System Representatives shall include:

1. Regular attendance at all Executive meetings and other relevant meetings called by the Executive.
2. Representation of the views and interests of all member clubs and organisations of their System.
3. The communication of all relevant information, announcements and other material from the Executive Committee to all member Clubs and Organisations of their System.
4. The maintenance and on-going updating of the System's sections of the following registries.
 - a) The Grading/Coaching Certificate registry. (To be held by the Secretary)
 - b) The Insurance registry: (to be held by the Insurance officer) (AGM Nov 1998)

Children's Officers

No Organisation / Club can be accepted into membership (whether renewal or new) of IMAC (or any of the IMAC Advisory Boards) from 1/1/2013 without have appointed a Organisation / Club Children's Officer and informing IMAC of the name and contact details of that person. (2012 AGM)

All Organisation / Club Children's Officers must have engaged fully with the IMAC Garda Vetting Programme by 1st April 2013. (2012 AGM)

All Designated Children's Officers must have attended a Code of Ethics for Young People in Sport workshop by the June 2013. (2012 AGM)

After the 30th June 2013 - No Organisation or Club can be accepted into membership (whether renewal or new) of the Irish Martial Arts Commission (or any of the IMAC Advisory Boards) - or remain in membership of the IMAC, without their appointed Organisation / Club Children's Officer having attended a Code of Ethics for Young People in Sport workshop. (2012 AGM)

Irish Martial Arts Commission

Complaints Procedure

Unless the complaint received concerns the immediate or on-going safety of a Young Person or an IMAC member - the IMAC should not be the first port of call in resolving local or Organisational disputes.

1. It is the policy of the Irish Martial Arts Commission that it will not intervene unless it has checked, and is satisfied, that every effort been made to deal with any complaint at Club level, at Organisational level and at Advisory Board level before undertaking the responsibility to initiate any Mediation process or Investigation.
2. Once the Commission has become involved in any Mediation Process or Investigation - the Commission's involvement will be suspended should solicitors become involved on behalf of any party.

If the IMAC Executive does, according to procedure, become engaged in responding to a complaint the following procedures shall be strictly adhered to

3. The Complainant will be asked to put the details of the complaint in writing and to forward this to the Secretary, or relevant Officer, of the Commission - without delay.
4. Strict confidentiality, in relation to both the complainant and the person / body complained about, shall be maintained at all times.
5. The Secretary shall immediately inform the Chairperson or President, if the Chair is not available (or if the complaint is against - or associated with - the Chair) one other member of the Executive, of the details of the complaint.
6. The matter shall be brought to the attention of the IMAC Executive at the next Executive meeting (or an emergency Executive Meeting called to deal with the issue raised) and,
 - a. If the person complained about is a member of the Commission:
 - The Executive will appoint a four person Committee, from the Executive Committee (including Shadow Executive members) and representing different Systems) to investigate the complaint. This Committee will report back to the Executive at its earliest convenience (no longer than three months from when the sub-committee is assigned the task).
 - b. If the person complained about is not a member of the Commission:
 - The details of the complaint, as they are then known and without further investigation will be forwarded by the IMAC Executive to the Irish Sports Council.
7. In exceptional circumstances, when the investigation of the complaint could lead to criminal proceedings, the Secretary and Chairperson, (or the two relevant officers) at their discretion and in the interests of safeguarding a thorough investigation, may decide to with-hold the identity of the complainant, or the person being complained about, from the full Executive until such time as the Committee has reported back.

8. The Executive Committee will then, and only then, (operating on a two-thirds majority basis) on the basis of the Investigating Committee's report determine if the complaint is justified, whether or not it warrants disciplinary action and what action shall be taken.
9. The full membership of the Commission must be informed of any disciplinary action taken against any member at the next scheduled AGM - or an EGM called for that purpose.
10. The Executive, at their discretion and in exceptional circumstances, may withhold the identity of the complainant, or the person being complained about, from the full membership.
11. If any member is found to be misusing this Complaints Procedure by initiating a false complaint / allegation or exaggerating a valid complaint / allegation - such will be dealt with under the section of the Commission Operational Framework relating to 'bringing the Martial Arts into disrepute' (section 15.1).
12. The Commission considers the starting or perpetuating of rumours as reprehensible and, if proven, as grounds for initiating serious disciplinary action - as outlined in the Commission Operational Framework (section 15.1).
13. The Executive may appoint a committee to look into an anonymous complaint - with a view to determining whether or not there are sufficient grounds for the Commission Complaints Procedure to be initiated.
14. The Commission Executive may offer an arbitration process to deal with any conflict that arises within the Commission - so long as the option, at every level, have been exhausted. As outlined in Section 1 of this Complaints Procedures.
15. The Commission recognise organisations such as **Just Sport** as a suitable source of recourse and resolution for any conflict that arises within the Commission, or within Martial Arts organisations affiliated to IMAC, where it has not been possible to resolve the matter within the Commission.

Policy Statement on Disability & Personal Limitation

(AGM Nov 1997)

1. IMAC affirms that, as a matter of policy, everyone, regardless of disability or personal limitation, should have fair and equal access to Martial Arts training (within realistic and appropriate personal boundaries) – as long as their participation does not endanger their health or safety, or that of others (to be determined by a professional/doctor if in doubt).
2. IMAC – whilst recognising that facilitating students with special needs often involves a greater allocation of personal attention, effort and resources – undertakes to begin to develop and encourage instructors to keep Martial Arts accessible to all such students.
3. IMAC undertakes to hold an internal seminar on the subject of disability and personal limitation – (calling on the experiences of such students already training within the Arts, those who have shared in their instruction and professionals outside the Arts) – to explore and develop a mature overall policy and approach towards disability.
4. IMAC also undertakes to build up the necessary communication and advice for clubs training disabled or personally limited students.
5. Acknowledging that many clubs are already teaching students with disabilities and special needs, without access to the necessary facilities, resources or back-up – IMAC undertakes to investigate and access information and resources towards reinforcing these clubs and making even more Martial Arts clubs accessible to such students.

Membership Application Proposers & Seconders

At least one of the Proposers / Seconders required as part of the IMAC Membership process must be an organisation currently registered as a member of the system to which they are applying (except in the circumstances of a new System). (2012 AGM)

Advisory Board Membership Fees

All IMAC Membership fees charged by the IMAC Advisory Boards should clearly reflect the amount that is paid directly to IMAC (€20 per club - or €5 per 'school') and any other fee that any Advisory Board decides to charge its members to process the IMAC Membership fee should be clearly identified as a separate fee. (2012 AGM)

Any 'Inactivity' fees charged by the IMAC Advisory Boards should clearly state that the extra money goes directly to the Advisory Board - and not to IMAC. (2012 AGM)

Probationary Membership

Any club/organisation applying to join IMAC (whether they are new members or ex-members returning to the IMAC ranks) will have to go through a period of three years probationary membership during which time their performance and contribution to IMAC can be evaluated and accessed.

Such members will not enjoy the benefit of AGM/SGM voting rights until the end of their probationary period and until their application has been finally passed by the Executive Committee.

Definition of Probationary Membership

1. A Probationary Member HAS the right to attend the meetings of the Advisory Boarding Body of their System.
2. A Probationary Member HAS the right to speak, but NOT the right to vote, at the meetings of the Advisory Board of their System.
3. A Probationary Member CANNOT vote during the election of the System Executive Representatives.
4. A Probationary Member MAY be nominated, by full members of the System Advisory Board, to sit on the Executive as the System Representative.
5. A Probationary Member CANNOT, in their own right, initiate a proposal at an AGM or SGM.
6. A Probationary Member CAN, if nominated to do so on behalf of the Advisory Board of their System, initiate a proposal at an AGM or SGM.
7. A Probationary Member CANNOT vote at an AGM or SGM.
8. Any new System created or acknowledged by the Irish Martial Arts Commission must also under-go a period of Probationary Membership.
9. During this period, two System Representatives MAY attend and speak at Executive meetings, but will NOT have the right to vote.
10. When a current member of the Irish Martial Arts Commission decides to move from one system to another, it will be the prerogative of the System they are joining to impose a probationary period, to a maximum of three years. (NB This does not affect the right of any System to object to an Organisation, current or otherwise, joining that System) (Procedures Confirmed at AGM 1995)
11. The instructors of every new organisation – within their probationary period – shall attend an IMAC approved Child Awareness Seminar which includes the Code of Ethics, bullying awareness – violence awareness – awareness high pressure training techniques etc.

Two clubs from the same Irish organisation cannot be registered separately with the Commission (AGM Dec 2001)