

# New Zealand Ju-Jitsu Federation (NZJF) Instructor and Coach Policy



## BACKGROUND

Coaches/Instructors play a key role in the New Zealand martial arts community. Coaching/Instructing is often an essential part of Ju Jitsu yudansha development above the grade of Shodan, as well as a great way to express a passion for Ju Jitsu and to enrich the lives of students.

The New Zealand Ju Jitsu Federation (NZJF) is the National Sporting Organisation (NSO) for ju-jitsu. It is recognized by Sport New Zealand (Sport NZ) as the sole governing body for ju-jitsu in this country. Sport NZ has specified that each NSO is intended to drive coach development within their sport through programs that integrate sport specific and general principles of coaching within coaching practice. In offering ongoing programs, NSOs should ensure that the courses offered are adapted to suit the philosophy of athlete centered coaching embedded in coaching practice.

## PURPOSE

The NZJF seeks to ensure that consistent practice and standards are maintained with regards to the education of Instructors and Coaches of martial arts in New Zealand.

The NZJF coaching courses provide the framework for assessing coaching competence and the ability to coach in a safe and effective way. It is felt by the NZJF that competence to coach should be verified through evidence of coaching qualifications, as it cannot be inferred solely from prior experience.

## OVERVIEW

The Instructor Register, together with the Black Belt Register, makes up the Public Register of Ju-Jitsu Instructors and Black Belts.

The Instructor Register consists of four levels of instructors:

- Assistant Instructor (C1),
- Club Instructor (C2),
- Advanced Instructor (C3) and
- Expert Instructor (C4)

It is kept for the purpose of assuring the public that Assistant Instructors are suitably educated in coaching skills to assist Club Instructors and that Club Instructors and above have a clean criminal record, are trained in modern sports coaching practices and have first aid knowledge.

## ACKNOWLEDGEMENTS

The NZJF would like to thank Simon Ogden OSA and Doug Bailey OSA in the writing of the NZJF Coaching Education modules, Thomas McClelland for his illustrations within the coaching modules and Sport NZ and BJJ(GB) for access to their coaching materials.

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## Instructor and Coach Policy



### ETHICAL PRACTICE

All NZJF registered coaches are bound by the Code of Ethics, the NZJF Equal Opportunities and Antidiscrimination Policy, and the NZJF Child Protection Policy.

#### Reference

- 1] [http://www.nzjif.org.nz/jujitsu/downloads/NZJF\\_CoE\\_2012.pdf](http://www.nzjif.org.nz/jujitsu/downloads/NZJF_CoE_2012.pdf)
- 2] <http://nzjif.org.nz/NZJF/jujitsu/wp-content/uploads/2020/05/NZJF-Equal-Opportunities-and-Antidiscrimination-Policy-2020.pdf>
- 3] [http://www.nzjif.org.nz/jujitsu/downloads/Note\\_15\\_5.pdf](http://www.nzjif.org.nz/jujitsu/downloads/Note_15_5.pdf)

### STUDENT CRITERIA

For the C1 course, the candidate should be over 16 years of age and be actively involved in learning Ju-Jitsu, and will coach under the guidance of a C2 qualified coach.

For the C2 course the applicant should be over 16 years of age and have been practicing ju-jitsu for a minimum of four years. Ideally, they will hold at least a brown belt in Ju-Jitsu or equivalent Brazilian Ju-Jitsu grade.

For the C3 course the applicant should be over 18 years of age and have been practicing ju-jitsu for a minimum of six years, and coaching as a C2 level coach for two years. Ideally, they will hold at least a black belt grade in Ju-Jitsu, or equivalent Brazilian Ju-Jitsu grade;

For the C4 course the applicant should be over 18 years of age and have been practicing ju-jitsu for a minimum of nine years, and coaching as a C3 level coach for three years. Ideally, they will hold at least a black belt grade in Ju-Jitsu, or equivalent Brazilian Ju-Jitsu grade;

### ENROLMENT PROCEDURE

Application is made by downloading the appropriate coaching course enrolment form from the NZJF website (see appendices 1 to 4) and submitting the completed form by e-mail to the NZJF Registrar or Director of Coaching, along with;

#### C1 Course

- a copy of their latest ju-jitsu grade certificate.
- proof of payment of the required NZJF fee

#### C2, C3 and C4 Courses

- a copy of their latest ju-jitsu grade certificate.
- a copy of their previous coaching award certificate.
- proof of payment of the required NZJF fee
- a copy of their current First Aid certificate (from a recognised provider)
- a signed Priv/F2 form (Request by third party for a copy of an individual's criminal convictions) form.

The NZJF Director of Coaching/ or Registrar will check the application details and sends

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the criminal records check to Ministry of Justice. He will confirm/decline enrollment with the Applicant or advise if any further evidence is required.

The Director of Coaching then sends out the course information (material and questionnaire) to Applicant via e-mail.

Reference

- 1] <https://www.justice.govt.nz/assets/Documents/Forms/CRC-request-by-third-party.pdf>
- 2] <http://nzjif.org.nz/NZJF/jujitsu/wp-content/uploads/2020/01/NZJF-C1-Enrollment-Form.pdf>
- 3] <http://nzjif.org.nz/NZJF/jujitsu/wp-content/uploads/2020/01/NZJF-C2-Enrollment-Form.pdf>
- 4] <http://nzjif.org.nz/NZJF/jujitsu/wp-content/uploads/2020/01/NZJF-C3-Enrollment-Form.pdf>

## RECOGNITION OF PRIOR LEARNING

If you have done coaching courses with another Martial Arts training entity, for example Judo New Zealand, or with Sport New Zealand or another education entity, you can apply for Recognition of Prior Learning (ROPL).

To apply for Recognition of Prior Learning use the NZJF ROPL Form (see appendix 5), along with

- a copy of their latest ju-jitsu grade certificate.
- a copy of their coaching award certificates.
- proof of payment of the required NZJF fee
- a copy of their current First Aid certificate (from a recognised provider)
- a signed Priv/F2 form (Request by third party for a copy of an individual's criminal convictions) form.

Reference

- 1] <http://nzjif.org.nz/NZJF/jujitsu/wp-content/uploads/2020/04/NZJF-ROPL-Form-1.pdf>

## COURSE MATERIAL

The Applicant after reading the coaching course material, completes the course assessment(s), and they are;

- C1 Course assessment is questionnaire based.
- C2 Course Assessment is a questionnaire and a coaching assessment by a C2 qualified coach.
- C3 Course assessment is a questionnaire and a coaching assessment at a teaching slot at an NZJF National Seminar.
- C4 Course Assessment is a questionnaire and an accumulated Master Class feedback from at least two NZJF Master Class seminars.

On completion of the assessment questionnaire, the Applicant returns the questionnaire to Director of Coaching. The Director of Coaching marks the questionnaire and liaises with Applicant over result / re-sit.

For coaching assessments the Director of Coaching confirms an Assessor for coaching

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assessment for C2 to a lesson plan, for C3 at a National Seminar slot, for C4 coaching course the Master Class feedback forms are collated after the teaching session and collated by the Director of Coaching.

Director of Coaching liaises with Applicant over coaching assessment or feedback result / re-do.

On satisfactory completion of all required assessments the Director of Coaching informs the Registrar of the Applicant's pass.

## **NOTIFICATION**

The Registrar or Director of Coaching must receive the criminal records check from Ministry of Justice and evidence of first aid qualification before recommendation to the NZJF committee for C2/C3/C4 qualification.

The Director of Coaching, at the next monthly committee meeting, recommends to the NZJF Committee that the Applicant be approved/declined as a C1/C2/C3/C4 Coach.

## **AUTHORISATION**

The authority for recognition of instructors rests with the NZJF committee.

The committee considers the recommendation of the Director of Coaching and authorises the application to be approved or declined.

Decisions at the meeting of the committee are minuted.

## **FILING**

The completed application form - approved or declined - has the header filled out and signed by the Registrar, and is filed alphabetically in the Instructor Register. All supporting documentation should be attached to the application form.

The documentation will be scanned and then stored on the NZJF Cloud repository.

## **FINAL OUTCOME**

The details of the successful Approved Applicant is then entered into the on-line Public Register and the Applicant is also congratulated in the next NZJF newsletter by the Editor.

On entry to the Public Register Assistant instructors are sent the relevant certificate, and the Club, Advanced and Expert level Instructors also receive the embroidered NZJF Instructor badge (see Appendix 6).

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## **Appendices**

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The following resources provide useful further information regarding enrolment onto the NZJF Ju-Jitsu coaching courses which is also contained in the links within this policy.

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## Appendix One

### NZJJF C1 Assistant Coach Course Enrolment form



Name .....

C1 Authorised ..... / ..... / 20.....

Signed .....

Office use only

**ASSISTANT INSTRUCTOR (C1) COURSE - ENROLMENT FORM**

**1. Personal Details**

Name ..... DOB ..... / ..... / .....

Address .....

Phone ..... Mobile ..... email .....

Organisation .....

Club .....

Ju-jitsu grade held ..... Year started ju-jitsu: .....

**2. Application**

I wish to apply for entry to the NZJJF Instructor's Programme - Coaching Level 1.

*Please supply:*

- Copy of grading certificate
- Proof of payment

Certificate

Age >16

On enrolment I will submit my course fees of \$45.00  
*By cheque made out to NZJJF or by bank transfer into the account 03-0179-0280064-000*

Office use only

**3. Declaration**

I declare that:

- my details above are correct
- I will abide by the NZJJF Code of Ethics

Sign in box to make your declaration:

*Return with grading certificate to: NZ Ju-Jitsu Federation, 36 Fleet Street, Solway, Masterton, 5810*

Comments: .....

Pass

Fail

Office use only

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## Appendix Two

### NZJJF C2 Club Coach Course Enrolment form



|               |                         |
|---------------|-------------------------|
| Name          | .....                   |
| C2 Authorised | ..... / ..... / 20..... |
| Signed        | .....                   |

Office use only

**CLUB INSTRUCTOR (C2) COURSE - ENROLMENT FORM**

**1. Personal Details**

Name ..... DOB ..... / ..... / .....

Address .....

Phone ..... Mobile ..... email .....

Organisation .....

Club .....

Ju-jitsu grade held ..... Year started ju-jitsu: .....

**2. Application**

I wish to apply for entry to the NZJJF Instructor's Programme - Coaching Level 2.

*Please supply:*

|  |  |             |                          |         |                          |              |                          |
|--|--|-------------|--------------------------|---------|--------------------------|--------------|--------------------------|
| <ul style="list-style-type: none"><li>• Copy of grading certificate <input type="checkbox"/></li><li>• Copy of first aid certificate <input type="checkbox"/></li><li>• A signed Priv/F2 form <input type="checkbox"/></li><li>• Proof of payment <input type="checkbox"/></li></ul> | <table style="width: 100%;"><tr><td>Certificate</td><td><input type="checkbox"/></td></tr><tr><td>Age &gt;16</td><td><input type="checkbox"/></td></tr><tr><td>C1 qualified</td><td><input type="checkbox"/></td></tr></table> | Certificate | <input type="checkbox"/> | Age >16 | <input type="checkbox"/> | C1 qualified | <input type="checkbox"/> |
| Certificate  | <input type="checkbox"/>   |             |                          |         |                          |              |                          |
| Age >16  | <input type="checkbox"/>   |             |                          |         |                          |              |                          |
| C1 qualified   | <input type="checkbox"/>   |             |                          |         |                          |              |                          |

On enrolment I will submit my course fees of \$45.00  
*By cheque made out to NZJJF or by bank transfer into the account 03-0179-0280064-000*

**3. Declaration** Office use only

I declare that:

- my details above are correct
- I will abide by the NZJJF Code of Ethics

Sign in box to make your declaration:

*Return with grading certificate to: NZ Ju-Jitsu Federation, 36 Fleet Street, Solway, Masterton, 5810.*

Comments: Pass

Fail


Office use only

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## Appendix Three

### NZJF C3 Advanced Coach Course Enrolment form



**JU-JITSU  
FEDERATION**

Name .....

C3 Authorised ..... / ..... / 20.....

Signed .....

Office use only

**ADVANCED INSTRUCTOR (C3) COURSE - ENROLMENT FORM**

**1. Personal Details**

Name ..... DOB ..... / ..... / .....

Address .....

Phone ..... Mobile ..... email .....

Organisation .....

Club .....

Ju-jitsu grade held ..... NZJF C2 obtained ..... / ..... / .....

**2. Application**

I wish to apply for entry to the NZJF Instructor's Programme - Coaching Level 3.

*Please supply:*

- Copy of current grade and C2 coaching certificate
- Copy of first aid certificate
- A signed Priv/F2 form
- Proof of payment

Certificates

Age >16

C2 qualified

On enrolment I will submit my course fees of \$45.00  
*By cheque made out to NZJF or by bank transfer into the account 03-0179-0280064-000*

**3. Declaration** Office use only

I declare that:

- my details above are correct
- I will abide by the NZJF Code of Ethics

Sign in box to make your declaration:

*Return with grading certificate to: NZ Ju-Jitsu Federation, 36 Fleet Street, Solway, Masterton, 5810.*

Comments: Pass

Fail

Office use only




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## Appendix Four

### NZJJF C4 Expert Coach Course Enrolment form



Name .....

C4T Authorised ..... / ..... / 20.....

Signed .....

Office use only

**EXPERT INSTRUCTOR (C4) ENROLMENT FORM**

TECHNICAL
 SPORTING

**1. Personal Details**

Name ..... DOB ..... / ..... / .....

Address .....

Phone ..... Mobile ..... email .....

Organisation .....

Club .....

Ju-jitsu grade held ..... NZJJF C3 obtained ..... / ..... / .....

**2. Application**

I wish to apply for entry to the NZJJF Instructor's Programme - Coaching Level 4 Expert.

*Please supply:*

- Copy of grade and C3 certificate
- Copy of first aid certificate
- A signed Priv/F2 form
- Proof of payment

Certificates

Age >16

C3 qualified

On enrolment I will submit my course fees of \$45.00  
By cheque made out to NZJJF or by bank transfer into the account 03-0179-0280064-000

**3. Declaration** Office use only

I declare that:

- my details above are correct
- I will continue to abide by the NZJJF Code of Ethics

Sign in box to make your declaration:

*Return with certificates and CRC form to: NZJJF, 36 Fleet Street, Solway, Masterton, 5810.*

Comments: Pass

Fail


Office use only

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## Appendix Five

### NZJF Recognition of Prior Learning (ROPL) form



Name .....

Authorised ..... / ..... / 20..... as Level C2/ C3 / C4

Signed .....

Office use only

**NZJF INSTRUCTOR COURSE – Recognition of Prior Learning (ROPL) FORM**

**1. Personal Details**

Name ..... DOB ..... / ..... / .....

Address .....

Phone ..... Mobile ..... email .....

Organisation .....

Club .....

Ju-jitsu grade held ..... Year started ju-jitsu: .....

Coaching Level Awarded: ..... Organisation: .....

**2. Application**

I wish to apply for recognition of prior learning to qualify me for the NZJF Instructor's Coaching Level 2, Level 3, Level 4 award (delete as applicable).

**Please supply:**

- Copy of grade certificate
- Copy of qualifications certificates
- Copy of first aid certificate
- A signed Priv/F2 form
- Proof of payment

Certificate

Age >16

ROPL will be a fee of \$10.00  
*By cheque made out to NZJF or by bank transfer into the account 03-0179-0280064-000*

Office use only

**3. Declaration**

I declare that:

- my details above are correct
- I will abide by the NZJF Code of Ethics

Sign in box to make your declaration:

*Return with grading certificate to: NZ Ju-Jitsu Federation, 36 Fleet Street, Masterton, 5810.*

Comments: .....

Pass

Fail

Office use only

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## Appendix Six

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### NZJF Instructor Badge

