



Club Manual & Guidelines

The following document is provided to the owner/operators of member clubs.

*Throughout this document the acronym **CSC** will be used for the **Combative Sports Canada Incorporated**.*

*The administration wing of CSC is the **Council of Amateur Sport Kickboxing (CASK)**.
All membership registration (club and individual) is processed by CASK.
All insurance coverage is through the CASK policy with Marsh Canada.*

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2013 Revised Edition

This edition replaces all past editions and all of their contents.

MISSION

Combative Sports Canada (CSC) is the national leader in promoting excellence in amateur kickboxing, Thai boxing, sport karate, and amateur MMA through events, courses and certification of athletes, coaches, officials and recreational participants.

Centre of Excellence

CSC is dedicated to the highest level of excellence in the planning, implementation and review of each of its programs and operations. The effort is to build upon any successes and always look for areas of improvement and systems growth.

Focus on Safety and Health

CSC has established the highest safety standards to ensure the well-being of all athletes, coaches and recreational participants involved in amateur kickboxing/Thai boxing/mixed martial arts.

Industry Leader

CSC strives to be a leader within the sport martial arts/kickboxing/Thai boxing/mixed martial arts industries. This goal will be realized through the core objective of meeting the needs of all stakeholders within the industry including school/gym owners, coaches, event coordinators, all levels of athletes, and volunteers.

Fostering Cooperation

CSC will work openly with all individuals and groups committed to the cooperative growth of amateur kickboxing/Thai boxing/mixed martial arts. A fundamental principle of CSC is to foster a cooperative framework within the sector.

Demonstrating Ethics and Values

CKA/CSC is committed to upholding the highest ethical principles in all of its operations and events. All CSC leaders will demonstrate appropriate conduct, positive attitudes and will always work to create an environment that is respectful, safe and healthy and discrimination and harassment free.

Worldwide Presence

CSC will be internationally known for its domestic operations and development of national amateur teams. CSC will network and affiliate itself with sanctioning bodies, national organizations and event coordinators committed to the principles and values of the organization.

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Definitions

The following terms are used throughout this document and are defined below. Please understand these definitions as they describe the intent and limitations of each term as they apply to programs and services of the Combative Sports Canada.

Amateur Kickboxing - A physical activity involving two players engaged in a tactical game of strikes, in which each player attempts to outscore the opposing player by utilizing defensive and offensive strategies according to established rules and procedures. Disciplines of kickboxing include – full contact rules (above the waist kicks), low kick rules, amateur K1, light contact rules and point fighting rules.

Amateur Mixed Martial Arts – An amateur sport in which one player seeks to gain a tactical advantage by using positioning, submissions and submission attempts, and striking to legal target areas to outpoint the opposing player.

Member Club - A club that has fulfilled the CSC registration requirements completely – including the registration of all individual members.

Coach - A qualified instructor/teacher who develops the athlete or participant during practice and competitions and has fulfilled the CSC registration and certification requirements.

Competitive Athlete - A skilled participant who engages in approved competitions to further their abilities with other athletes of similar parameters (age, weight, experience) and has fulfilled the CSC registration requirements.

Recreational Participant - A participant that pursues the activity for the personal goals of fitness and skills development without engaging in approved competitions or sparring and has fulfilled the CSC registration requirements.

Official - A volunteer who provides leadership at approved competitions by administering the rules and regulations and has fulfilled the CSC registration and certification requirements.

Event Coordinator - An individual or group that organizes a CSC approved competition for the benefit of athletes to gain competitive experiences in a safe and regulated event. Event Coordinators must be from a CSC Member Club.

Tournament Format Competition – A CSC approved competition in which more than two athletes can enter a specific category and progress through single bout victories towards a final match for the entire category.

Single Bout Format Competition – A CSC approved competition in which single bouts are pre-arranged between two athletes per match with similar parameters (age, weight, experience, gender).

Approved equipment - Safety equipment that meets approved CSC standards to ensure the safety of both participants.

Amateur Athlete - All athletes that have not competed for ‘prize money’ for their participation in any combat sport including, but not limited to – boxing, mixed martial arts (MMA), grappling, no holds barred, ju jitsu, toughman contests, or any martial arts events.

A. Introduction

1. Overview of Owner/Operator Reporting Responsibilities

Congratulations on your Club Membership to the Combative Sports Canada! The following pages will be your guide for membership guidelines and requirements. Please read the entire document carefully as the owner/operator of each member club is accountable for all requirements on behalf of the club.

All administration of CSC is carried out by the office of the Council of Amateur Sport Kickboxing (CASK). Payments are to be made out to CASK for membership and services.

Listed below is a chart that summarizes the membership steps of each club owner. The following pages will outline each of these areas in more detail.

Step 1 – Owner/Operator and Instructor/Coach Registration

Register all coaches and instructors at your club – this includes the Owner/Operator. The only persons covered under the CSC/CASK insurance policy are those registered with the organization. Registering the Club does not automatically insure the owner/operator or coaches – they must also complete the CSC/CASK Individual Membership form.

Step 2 – Current Club Participants

Register current members of your club (recreational and competitive) with CSC using the CSC/CASK Individual Membership form. Submit forms and payments to the CSC Office. You only have insurance coverage for the members you register. Only original copies of the registration forms will be processed. Faxes or emailed documents are not accepted.

Step 3 - New Club Participants

Register new members of your club (recreational and competitive) immediately upon joining your club. Submit registration forms with fees for new members immediately to ensure insurance coverage. Only original copies of registration forms are to be submitted by mail.

Step 4 – Instructor/Coach Requirements

Police Screening – Submit a photocopy of all current results to the CASK office (must be done every 3 years). All police screens must have a vulnerability sector search. You can use the CSC letter to assist in obtaining a police screening using the appropriate form for each new coach/instructor. Send a photocopy of the results to the CASK office.

Coaching Certification –All coaches/instructors are required to have completed a Level I Coaching course. Register all non-certified coaches/instructors for Level I Coaches certification

Note– The insurance coverage is only provided when the registration is processed by the CASK office.

B. Club Membership

A 'Club' is a legally registered entity with named owner/operator(s) that involves a group of participants that train under a qualified instructor(s) or coach(es). The kickboxing/Thai boxing/MMA program may be a component of a martial arts curriculum, boxing curriculum or fitness curriculum.

Clubs wishing to become Club Members must fulfill the following requirements:

1. Training Facility - The training facility must meet all municipal safety standards (eg. building codes, fire and safety requirements) and be safe with adequate space for instruction.
2. Equipment - All equipment must be clean and in good working order.
3. Medical kit - All clubs must have a fully stocked first aid kit with the contents having been recommended by an emergency responder organization or equivalent. A recommended Kit is provided in the Attachments Manual.

Clubs applying for a CSC Club Membership must complete the Registration form and pay their annual fee for the current membership year. The membership begins from the date the membership is processed until December 31st of the membership year.

CSC Membership Clubs are to complete the following:

1. Certification - All head coaches/instructors are required to have completed a minimum of the Level I of the CKA/CSC Coaching Course. ***This is a mandatory requirement in the first year of membership.***
2. Police Screening - All head coaches/instructors/volunteer leaders in the club must have a police check inclusive of a vulnerability sector search completed every three years.

New Member Clubs will be given the time of their membership period (up to 12 months) to complete the above two requirements. However, to be eligible to enter participants in CSC approved competitive events the above two requirements are mandatory including individual registration as per the policies of CSC and the appropriate provincial/territorial body.

C. Individual Membership

Individual membership is defined in the following categories:
Competitive Member, Recreational Member, Coach, Official, Owner

1. Competitive Member - is defined as a participant who:

*Is registered as a CSC member for the membership year
Has paid his/her annual fee for the membership year
Trains in a member club
Spars in a member club with other competitive members
Is permitted to compete in amateur competitions*
Must complete a CSC Annual Medical Exam to be eligible to compete

2. Recreational Member - is defined as a participant who:

*Is registered as a CSC member for the membership year
Has paid his/her annual fee for the membership year
Trains in a member club in any of the following areas:
➤ Aerobic kickboxing
➤ Fitness kickboxing
➤ Non-contact kickboxing/Thai Boxing/MMA
➤ Recreational martial arts
Does not engage in open contact sparring
Does not enter in amateur competitions.*

3. Coach - is defined as a participant who:

*Is registered as a CSC member for the membership year
Has paid his/her annual fee for the membership year
Has certification as a CSC Coach (Level I – minimum)
Is a member of a CSC member club
Has submitted a police check with vulnerable sectors search done within the last 3 years*

4. Official - is defined as a participant who:

*Is registered as a CSC member for the membership year
Has paid his/her annual fee for the membership year
Has certification as a CSC Official (Level I – minimum)
Is a member of a CSC member club*

Important Item: It is a strict CSC Policy that no member of a club can participate, in any capacity, in a non-PSO sanctioned combative event. The Owner/Operator is responsible for ensuring that all members of their member club understand this policy requirement. Participation is defined as competing, officiating, coaching, supporting or providing any form of assistance.

D. Membership Regulations

The following are the regulations of the Combative Sports Canada, as they relate to membership, in addition to those listed in section C.

1. Competitive Members

a. Training

Must be under the supervision of a CSC certified Coach

Must follow the rules and regulations of CSC

b. Sparring

Must be under the supervision of a CSC certified Coach

Must follow the rules and regulations of CSC

(CSC – CASK – WAKO rules for full contact, low kick, Thai boxing, amateur MMA, light contact and semi contact)

All participants are required to wear the following equipment that is in good working order:

Gloves – All adult/intermediate sparring must be with 16oz gloves, junior with 12oz or heavier gloves, headgear, gum shields, hand wraps, athletic protector (males and female), and shin/instep guards

c. Competition

All in-country tournaments must be approved by CSC

d. Teams

All out of country events must be approved by CSC

All participant travel is under the supervision of proper authority of CSC

2. Recreational Members

a. Training

Must be under the supervision of a CSC certified Coach

Must follow the rules and regulations of CSC

b. Limitations

Open sparring is not permitted for recreational members

Participation in recreational martial arts is permitted as long as the rules and regulations of CSC are being followed

E. Insurance Coverage

1. Overview

The insurance broker for the Council of Amateur Sport Kickboxing Incorporated is Marsh Canada Limited. The insurance policies carried are Commercial General Liability and Accident

The insurance policy covers all CASK registered individual members of CASK registered Member Clubs. The liability and injury insurance coverage is only provided to individual members registered with CASK – this includes competitive members, recreational members, officials, coaches, owners and instructors.

It is the responsibility of club owners/operators to ensure that all participants have fulfilled the registration requirements.

All Member Clubs and individual members are required to abide by the rules, regulations and procedures of the Council of Amateur Sport Kickboxing and those described in this document. Failure to do so will affect insurance coverage, as well as CASK membership.

In the event of a claim or an incident that may result in a claim, please contact the office of the Council of Amateur Sport Kickboxing:

CASK Administration
Phone: 905-681-9815

The information provided in the following pages briefly describes the Accident coverage provided to all registered members of the Council of Amateur Sport Kickboxing Inc.

SUMMARY OF ACCIDENT INSURANCE
for
Council of Amateur Sport Kickboxing Inc.

Eligible Classes of Insured Persons:

All Competitive Participants, Coaches, Owners, Officials and Instructors under the age of 70 whose names are on file with Council of Amateur Sport Kickboxing.

All Recreational Participants under the age of 70 whose names are on file with Council of Amateur Sport Kickboxing.

Scope of Coverage

The policy provides coverage to an Insured Person only while participating in a Sanctioned Activity. Any Insured Person is eligible for benefits as described in the policy, provided that the Insured Person was participating in, (or travelling to or from), a sanctioned activity at the time of the accident causing injury.

<u>Benefit</u>	<u>Maximum Amount</u>
Accidental Death & Dismemberment	\$10, 000
Rehabilitation	\$5, 000
Accidental Para-Medical Expense:	
Private Duty Nursing	\$5,000 (\$50 maximum per hour)
Transportation Costs (Ambulance to Hospital)	\$2,000
Semi-Private Hospital Room	\$5,000
Rental Wheelchair Costs	Not to exceed purchase price
Physiotherapist Services	\$500
Prescription Drugs	\$150
Hearing Aids, Crutches, Splints, Casts, Trusses & Braces	\$750
Chiropractor Services	\$500
Accidental Dental Expense	\$1, 000
Fracture	\$1, 000
Tutorial	\$2, 000
Emergency Transportation	\$50
Aggregate Limit Per Accident:	\$2,500,000

The Benefits provided under the Accidental Para-Medical Expense Reimbursement Benefit and the Accidental Dental Expense Reimbursement coverages are in excess of any similar benefit provided under any other insurance policy or plan, including but not limited to a policy of automobile insurance and any federal or provincial hospital, medical or drug plan.

Please note the contents of this summary are intended to be a brief guide to the ongoing general insurance policies in force as of December 31, 2013.

Nothing contained in this document alters the terms and conditions of the actual policies that are described and reference should always be made to the complete policy document for the full terms and conditions which apply.

F. Health and Safety

It is the responsibility of all members of CSC to be familiar with the Rules and Regulations of amateur sport kickboxing/Thai boxing/amateur MMA and engage within these rules and regulations. This requirement is the first step in fostering an environment of safety for all participants.

The following are specific areas the owner/operator(s) of a CSC registered club are required to fulfill as part of their commitment to a safety focused club.

1. First Aid Kit

Every CSC member club is required to have a stocked medical kit. For a list of suggested first aid contents refer to a recognized first aid provider (eg. Red Cross) or refer to the suggested list contained in the Appendix.

2. Emergency Action Plan (EAP)

Emergency situations can arise at any time during training or athletic events. Expedient action must be taken in order to provide the best possible care to participants in emergency or life-threatening situations. An EAP simply acts to prevent injuries and provide emergency first aid.

CSC member clubs have a duty to develop and implement an E.A.P. to provide appropriate standards of safety for their participants.

EAP Requirements

- ❑ Have a fully stocked **First Aid Kit** visible to all instructors/coaches
- ❑ Have an **Emergency List** posted visibly by the phone. Include: list of emergency phone numbers, address and directions for club, and other relevant information
- ❑ Ensure that instructors/coaches are certified in **Emergency First Aid**.
- ❑ Keep all incidents recorded in your Club's Incident binder
- ❑ During all training or class times always have three **Designated Persons** responsible for any incidents:

Charge Person - Responsible person who activates EAP and takes leadership
Call Person - Person who phones/contacts emergency persons (eg. ambulance)
Control Person - Person who controls the crowd or by-standers (eg. Students)

This plan is easy to set up. Simply brief your instructors/coaches/assistant instructors/office staff of the EAP. For each class or training time assign three persons to carry out these roles in case of an emergency.

3. First Aid Training

It is important that all coaches have first aid training (standard first aid or emergency first aid) and certification. The Level I CSC Coaching course includes a Sports Injury Management module.

4. Sparring injuries

All sparring must be supervised by a CSC certified Level I coach. The athletes must be at the appropriate level of experience to engage in any form of sparring.

During open sparring, the CSC rules and regulations for competition safety apply. If a participant suffers an injury they must adhere to the regulations in the CSC document.

Knock Out (KO)

Should an athlete suffer a knockdown and lose consciousness for any length of time, the EAP must be activated. The athlete should be transported to the Emergency department of the nearest hospital and examined by the medical staff. The protocols for a KO must apply, which includes a 60-day period of no sparring and no competition. A caregiver for the athlete must be given the CSC Head Injury Protocol form.

Knockdown

Any athlete that is knocked down during a sparring session should be provided a rest period. If the coach feels that they have recuperated and show no signs of neurological deficiency or other injury, they can engage in the sparring again.

If an athlete is knocked down twice during the same sparring session, the sparring should be terminated. The athlete should be treated like they have been knocked down three times in a competition. The protocols for an RSC (injury) must apply, which includes a 30 days period of no open sparring and no competitions. The coach should recommend that the athlete see a medical doctor for a follow up as soon as possible. A caregiver for the athlete must be given the CSC Head Injury Protocol form.

Standing 8 count

Should an athlete receive a legal technique on a legal target area that would result in a standing 8 count in competition, the athlete should be provided a rest period. If the coach feels that they have recuperated and show no signs of neurological deficiency or other injury, they can engage in sparring again.

If the athlete receives another legal technique on a legal target area that would result in a standing 8 count in competition, the athlete should be provided another rest period. At this stage the coach should consider terminating the open sparring session, or significantly reducing the intensity of the sparring to avoid injury to the athlete.