



**ICMA**

Institute for Chinese Martial Arts (UK)

英國中華國術學院

# Handbook

**October 2014**

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## 1. Current Status

The ICMA Membership database is now online. The benefit to members is that they can now:

- update their information directly online
- check their membership details
- view their BCCMA Certificate in pdf format and obtain further copies as required (see attached certificate); and
- view the result of the DBS Check (see attached letter)

The Child Protection in Sport Unit Martial Arts Working Group has been in discussion regarding how to apply child safeguards to the Martial Arts. Martial Arts Development Council (MADC) was initially created, however, after further discussions this has been replaced by the Safeguarding Children in Martial Arts (SCiMA) Project, which will run as a pilot starting from 19 September 2014. As such, the MADC website has now been removed to avoid any further confusion and PayPal has been disabled on the SCiMA website.

The SCiMA website has been built as a mechanism to support the proposed Pilot project and is part of the consultation phase. No PI Insurance or currently DBS checks will be available through the SCiMA website. This information can be accessed via the ICMA website, see link [ICMA website](#).

## 2. For your Information

The SCiMA Project will run for a year working with the Child Protection in Sport Unit and the County Sport Partnership. The **pilot project** is expected to publish its findings in autumn 2015.

The SCiMA Project will establish a pilot that will focus on implementing child protection policy, developing safer recruitment practice and enhancing safeguarding coaching standards in a pilot area in England.

Further details will be published under the SCiMA Project website once launched.

Please see [www.scima.org.co.uk/](http://www.scima.org.co.uk/) for further information only.

As SCiMA is a pilot project, following discussions with Rob we determined that the best course of action was for the ICMA Online membership database to be re-instated. Membership details have been uploaded to this site and all enquiries should be directed to [memberships@kuoshu.co.uk](mailto:memberships@kuoshu.co.uk) for my attention.

### 3. Membership Requirements

It is important for all the following practitioners to be licensed and insured with the NGB on a yearly basis:

- Coaches (Instructors); and
- Athletes (Students) whether they are adults or children under the age of 18 should ensure annual memberships are up to date.

### 4. ICMA Online Database

In order to use this site the email address provided to me is must be correct. You can login via your email, add your email address and send. As this information is personal to the member, if you wish to safeguard this by using a password please login via your email address then go to 'Your Membership' scroll down to the bottom and set a password. Once a password has been set, when you go to the site select sign in with password. All forms are optimised for PC, tablet and mobile use.

### 5. Payments

- Payment can be made via PayPal using a debit card or a PayPal account.
- Please use [memberships@kuoshu.co.uk](mailto:memberships@kuoshu.co.uk) email address for PayPal payments ensuring you **select paying Friends or Family to avoid fees**
- Payments can also be taken via PayPal app and eventually by a Credit Card reader, however there will be a flat rate charge of £2 for these two types of payments.

Please see link [Membership Fees](#) for a breakdown of potential yearly cost for an Instructor and or student.

- NGB Licence and Insurance
- DBS Check
- Training Course

### 6. Membership Cards

On the system you can print out the information that provides proof of your PI insurance Certification and DBS.

New cards will be issued in due course following approval of a new card template. As soon as I have an official date for the issue of cards I will confirm this by email. However, I am looking at end of October.

Please note all cards will have a QR code which can be scanned using a smartphone.

## 7. DBS Checks

Based on the changes as noted above the process for DBS Checks is as follows:

- if you need a DBS check, the 'ICMA' will still manage this process until SCiMA is officially launched
- cost for your NGB PI Licence and Insurance is additional to your DBS check and training courses see Membership Fees link: [Membership Fees](#)
- Clinics will be run in various areas on request
- School which we have had a long standing relationship with arrangements can be made with myself re: Verification of original paperwork for DBS checks
- Ideally if you have your original documents together with copies I can review the paperwork to ensure they are a true copy of the originals. I can then use the copies to verify your details for the DBS check.
- Once completed and paid all copy paperwork will be shredded.

## 8. Educare Course

There are two mandatory training packs from which you can choose as follows:

- Training pack 1 cost £25
- Training pack 2 cost £20

See link below for required training packs: [Required Training](#)