



Campbell River Judo Club

Child Pickup Policy

Location: 450B Merecroft Road

Mailing Address: PO Box 236, Campbell River, BC V9W 5B1

Effective Date: November 9, 2025 (Reviewed Annually)

1. Purpose

To ensure the safety and well-being of all children attending classes at the Campbell River Judo Club, this policy outlines clear procedures for authorized pickup and emergency situations.

2. Definition of a Child

For the purposes of this policy, a child is defined as any registered athlete under the age of 12.

3. Authorized Pickup Procedures

- The online registration form identifies parent/guardian, which confirms/identifies who has legal authority to pick up their child.
- All individuals authorized for pickup must be listed on the child's official pickup list, if not already listed on their online registration form.
- Any changes to the pickup list must be submitted:
 - **In writing/digital (email)**
 - **Delivered in person** by the parent or guardian to the Club President
 - **Verbal requests (phone call, text) will not be accepted**
- All updates must be communicated to the Head Sensei, instructors, and volunteers.
- Children will only be released to individuals on the approved pickup list.
- Individuals picking up a child may be asked to present valid photo ID if not personally known to staff.
- Parents are to come into the Dojo to collect their child(ren).
- Children will not be released to anyone under the influence of alcohol or drugs. If this occurs, the Club will immediately contact the RCMP.
- In accordance with the Rule of Two, at no time should a child be left alone with a single adult (coach, volunteer, or staff member). Whenever possible, two adults should be present during pickup, especially if a child is waiting after class.



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4. Late Pickup Protocol

If a child is not picked up within 15 minutes of class ending—unless prior arrangements have been made or the parent has notified the club of a delay—a designated club member or coach will ensure the child remains safely in the Dojo. In accordance with the Rule of Two, at least two adults (e.g., coaches, volunteers, or staff) must remain present with the child whenever possible. If only one adult is available, they must remain in a visible, public area of the Dojo and avoid one-on-one situations in private spaces.

If no communication has been received:

1. Staff will attempt to contact the parent or guardian to determine the delay.
2. If unreachable, staff will review the pickup list and emergency contact list to identify another authorized adult.
3. If no authorized adult is available, staff will contact the RCMP, who will coordinate with Children's Services.
4. **Under no circumstances is the child to be removed from the Dojo by staff or volunteers.**

5. Policy Acknowledgement and Review

- Parents/guardians must acknowledge this policy during registration via Trackie.
- This policy will be reviewed annually by the Executive Committee.
- Updates will be communicated to all instructors, volunteers, and families.