

# CoderDojo Regional & National Groups

## Guidance & Process

### 1.0 Overview

Global growth of the CoderDojo movement occurs through a number of ways including organic manners and strategic interventions. This includes word of mouth growth, growth as a result of event participation, brand awareness increase due to active media participation, corporate led growth, or regional led growth.

National or regional led growth is typically seen when a group form a body ( either formal e.g. registered entity or informal open group) to support and open new and existing Dojos operating in their region or country. For 2015 - 2016, a strategic objective of the CoderDojo core team is to source and support those who wish to form regional bodies. This document details regionalisation and nationalisation, the steps required to become a regional body as well as the draft of the CoderDojo regional license.

### 1.1 Dojo Groups

A Dojo Group is any group of 2 or more Dojos joined together, usually within a geographic region, to share resources and to make their Dojos better for the young people who attend them or to increase the reach of their Dojos by promoting them at local events. They can also be established to encourage and to facilitate other Dojos starting in nearby locations. Regional and national bodies can also be an effective way to reduce the administrative overhead of the Dojos involved in the group, in a particular area, especially when there are tasks that need to be duplicated, e.g.; sourcing mentors, fundraising or performing background checks on mentors.

There are already several informal Dojo Groups around the world. These are mostly informal groups set up by individuals who wanted to actively encourage growth of new Dojos in their regions or to share administrative tasks across their regions, examples include:

- CoderDojo Romania
- CoderDojo Belgium
- CoderDojo Italia
- CoderDojo Poland
- CoderDojo Scotland
- CoderDojo Western Australia
- CoderDojo Turkey

## 1.2 Types of Dojo Groups Overview

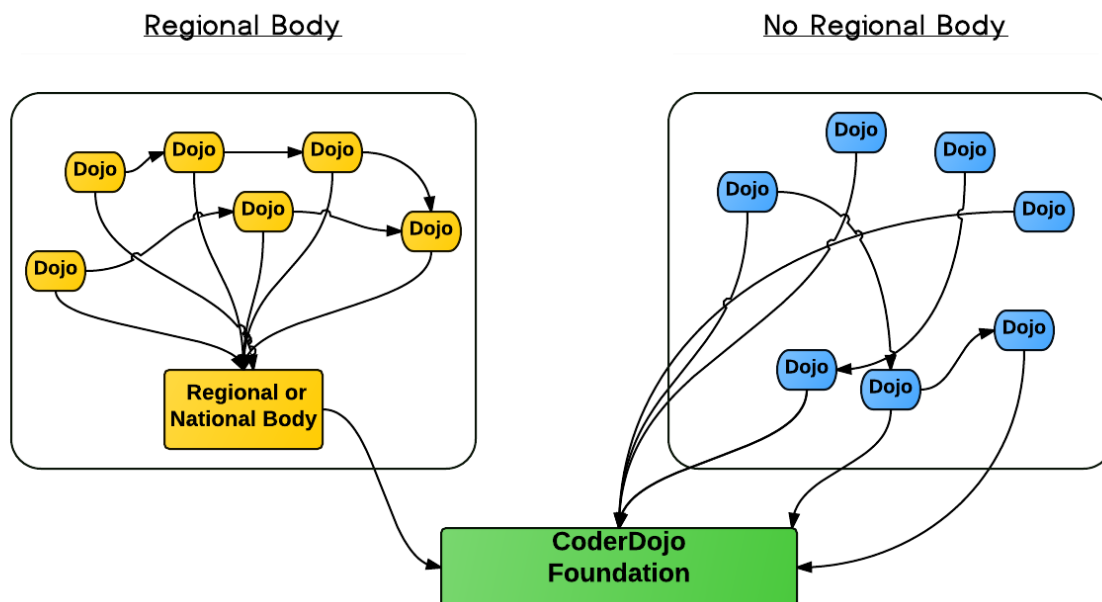
There are a number of different options for forming Dojo Groups, ranging from informal groups who meet regularly, to a formal legal structure representing an entire region. The table below gives an overview of the different types, as well as providing an overview of the Pros and Cons of different structures.

Type	Definition	Pro	Con	Prerequisite
1.2.1 Informal Group	<ul style="list-style-type: none"> <li>- The easiest type of group to form.</li> <li>- Requires mutual agreement and participation from Dojos that want to be involved.</li> <li>- Great for sharing resources and getting mentors to meet up for common activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Requires almost no setup</li> <li>• Easy to get people to join</li> <li>• Easy for people to opt out</li> </ul>	<ul style="list-style-type: none"> <li>• Difficult to secure formal funding / sponsorship</li> <li>• Unlikely to be able to get a bank account</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the same naming requirements as regional bodies.</li> </ul>
1.2.2 Association with formal adopted constitution.	<ul style="list-style-type: none"> <li>- Carries same benefits as informal group with additional benefits e.g. ability to open a bank account.</li> <li>- Rules regarding associations vary from country to country.</li> <li>- Most countries require that a voluntary association has named individuals who take specific positions, for example a chair and a treasurer.</li> </ul>	<ul style="list-style-type: none"> <li>• Usually possible to get a bank account.</li> <li>• Normally allowed to enter legal formal agreements / contracts e.g. the body could take out insurance cover.</li> </ul>	<ul style="list-style-type: none"> <li>• Members may be liable for debts or actions of the association.</li> <li>• Must agree to a constitution and elect people to positions e.g. chair, treasurer</li> <li>• May be subject to additional regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Follow the same naming requirements as regional bodies.</li> <li>• Will have to make a series of commitments to meeting best practices.</li> </ul>

1.2.3 Company / Nonprofit or Charity	<ul style="list-style-type: none"> <li>- Most formal type of group e.g. involves setting up a company or charity.</li> <li>- Comes with regulatory requirements.</li> <li>- May provide significant benefits over other types of Dojo Groups e.g. facilitates fundraising at higher levels as larger amounts of money can be handled through established bank accounts etc.</li> <li>- Other benefits are that they limit members' liability.</li> <li>- More complicated to establish.</li> <li>- Subject to more complex regulatory requirements.</li> </ul>	<ul style="list-style-type: none"> <li>- Gives the group credibility.</li> <li>- Limits the liability of members</li> <li>- Enables the group to fundraise more effectively.</li> <li>- Allows the group to enter agreements with third parties.</li> </ul>	<ul style="list-style-type: none"> <li>- Depending on jurisdiction, it can be difficult to navigate the legal requirements.</li> <li>- Increased responsibility on Directors in relation to financial reporting and transparency.</li> <li>- Ongoing regulatory &amp; reporting requirements.</li> </ul>	<ul style="list-style-type: none"> <li>• Regional groups choosing this structure must follow pre-determined guidelines.</li> <li>• Formal agreement to CoderDojo regional license required.</li> </ul>
1.2.4 Existing Charity adopting CoderDojo as a programme	<ul style="list-style-type: none"> <li>- This type of regional group has the same structure as 1.2.3,</li> <li>- The differentiating factor is that the charity is already established with a mission, vision, aims and objectives,</li> <li>- Supporting or scaling CoderDojo in a region fits within their objectives, therefore it is adopted as a programme / initiative.</li> </ul>	<ul style="list-style-type: none"> <li>- N/A</li> </ul>	<ul style="list-style-type: none"> <li>- N/A</li> </ul>	<ul style="list-style-type: none"> <li>• Formal agreement to CoderDojo regional license required.</li> </ul>

## 2.0 Licensed Regional or National Group

A CoderDojo regional or national group is a group of Dojos or individuals who have taken measures to formalise into a structured charity. A regional group may also be an existing charity choosing to adopt CoderDojo as a programme. The reasons for formalising include; the need for 'status' to fundraise, accept donations, or achieve greater scale in a region. Regional groups have typically developed a strong national and regional community. The below graph illustrates how the regional model works; i.e. moving from a one-to-many relationship whereby the CoderDojo Foundation communicates with all Dojos in a region, to one-to-one relationships, where the CoderDojo Foundation will communicate with the national or regional group.



2.1

### Scenarios for establishing a regional body

There are a number of different scenarios that may result in a regional body being established, these include but are not limited to:

- A Champion(s) seeks to establish a body in a region where there are no other Dojos,
- A Champion(s) seeks to establish a body in a region where there are a few Dojos (e.g. 10 Dojos),
- A Champion(s) seeks to establish a body in a region where there are many Dojos (e.g. 20+ Dojos),
- Government organisation wishes to drive the growth of CoderDojo within a region,
- Charitable organisation wishes to support the growth of CoderDojo within a region or a
- Corporation wishes to fund and drive the growth of CoderDojo in a region.

## 2.2 Naming of a body

A central aspect to establishing a regional body, is ensuring that the chosen (geographical) name is representative of the active Dojos in that area, e.g. If one Champion chooses to establish CoderDojo Ireland without acknowledgment and reasonable support from most of the other 160 Champions in the region, the body is not deemed to be legitimately representative, and therefore cannot use the term CoderDojo Ireland.

To proceed with establishing a regional body for a jurisdiction, the below steps must be followed

- Notify other Dojos and Champions within the remit of the jurisdiction you seek to establish the body,
  - Invite local Champions to be involved in the setup of the organisation including the development of its aims, objectives and values,
  - Clearly outline the reasons for wishing to set up a regional body,
  - Clearly outline the timeframe to respond (minimum of 1 month,
  - Hold a group virtual call / meeting (a member of the Foundation team can join via conferencing facilities) and
  - Send at least one follow up email during the given timeframe.
- In order to proceed with representing the jurisdiction, a regional body must secure 50% support from the **total** number of Dojos who respond within the jurisdiction. Note non-responding Dojos are counted as a void vote;
  - If over 75% of Dojos in a region do not respond the individual seeking to establish the body should contact the Foundation for next steps,
  - Example A: 100 Dojos in a region; 30 respond to support a body, 20 respond not to support, 50 are unresponsive = regional body can proceed or
  - Example B: 100 Dojos in a region, 15 respond to support, 10 respond not to support, 75 are unresponsive = contact Foundation.

## 2.3 The role of a Regional Body:

Although regional groups may be established for a number of reasons, all should be set up for the same purpose; to provide a geographical infrastructure to support and promote the global aims and operations of CoderDojo in a specific region. This could include supporting growth e.g. opening new dojos, recruiting mentors, sustaining existing Dojos or providing a relevant financial and legal frameworks for local and regional sponsorship etc.

### 2.2.1 Core activities of Regional bodies can include:

- Facilitating the expansion of the CoderDojo movement within the relevant region(s), e.g. sourcing venues, mentors etc.
- Support groups of Dojos with regional promotions, services and resources,
- Provide relevant financial and legal frameworks for Dojos in a region,
- Represent CoderDojo on a regional or national level,

- Create region specific resources for Dojos e.g. Child Protection Policies, training, translation of resources etc. and / or
- Provide training and social events to build capability, maintain CoderDojo ethos and to strengthen networks.

## 2.3 Regional Body Commitments

All regional bodies (associations and formal charities) should use the below best practices as the basis for their memorandum and articles of association, or for their incorporation documents:

- To inspire and support young people to learn how to create technology;
- To always uphold the best interests of the young people attending Dojos and ensuring best-practices are followed;
- To operate within the highest possible standards of child protection within our jurisdiction and in compliance with relevant statutory requirements;
- To not charge children attending nor their parents;
- To encourage parent participation within Dojos;
- To share knowledge for free (libre and open);
- To share knowledge within and across Dojos;
- To take care and uphold the good name and reputation of the global CoderDojo community and the work of The CoderDojo Foundation;
- To encourage collaboration, peer to peer mentoring and project work between attendees and Dojos;
- To welcome volunteers and children regardless of gender, race, sexual orientation, creed, religion or ability;
- To act in the best interests of the global CoderDojo community;
- To facilitate the community and to share its knowledge;
- To share its resources for free; and
- To encourage active involvement across the movement.

## 3.0 Regional Body FAQ

**Q: Can there be regional bodies if a National body exists in the same geography?**

A: Yes, following guidelines as outlined above.

**Q: Do all new Dojos have to operate under the regional/national banner?**

A: No. Dojos can choose to operate independently of regional and national bodies in their locations. However all Dojos should connect with the regional body to support and facilitate knowledge sharing. This introduction can be facilitated by the CoderDojo Foundation or directly between the Dojos and regional group.

*Note: The below license agreement will be entered into with all registered regional or national CoderDojo charities. The license agreement will be used as a basic MOU (Memorandum Of Understanding) which will be entered into with associations or informal groups representing a region.*

## **Regional Licence for [INSERT TERRITORY]**

**Dated [●]**

**(1) HELLO WORLD FOUNDATION** (operating as CoderDojo Foundation) is a limited liability company registered in Ireland (registration no. 524255), having its registered office at Dogpatch Labs, CHQ Building, Custom House Quay, Dublin 1 (**Licensor**); and

**(2) [NAME OF REGIONAL BODY] (Regional Body).**

## **BACKGROUND**

- (A)** The Licensor wishes to grant a licence to the Regional Body which has been established to support and scale CoderDojo in the Territory.
- (B)** The Regional Body wishes to promote the Business (as defined below) and acknowledges that it requires the Licensor to grant to the Regional Body a licence to do so on the terms and conditions set out in this Agreement to ensure that the Regional Body abides by the CoderDojo ethos.
- (C)** “Business” means the business of marketing, building awareness and negotiating partnerships to benefit the CoderDojo community and the CoderDojo brand, philosophy and ethos in accordance with the CoderDojo Charter;  
“**CoderDojo Charter**” means the form of charter that all individual Dojos within the group will have signed up to;  
“**Term**” [●] months from the date;  
“Territory” shall mean **[INSERT GEOGRAPHICAL REGION]**.

## **1. Licence**

The Licensor hereby grants (in consideration for the rights and obligations set out herein and such other good consideration which shall include the Regional Body marketing, advertising, promoting and further developing the Business, the receipt and sufficiency of which is hereby acknowledged) to the Regional Body a non-exclusive, non-transferable licence to use the intellectual property and other rights relating to the Business in the Territory.

## **2. Regional Body Obligations**

**2.1.** The Regional Body warrants that it is incorporated as a not for profit entity within the Territory and shall not incorporate as a subsidiary of a for profit organisation

2.2 The Regional Body will be responsible for ensuring it complies with relevant legislation and statutory undertakings within its jurisdiction when undertaking any activities including but not limited to fundraising.

2.3. The Regional Body will be established to inspire and support young people to learn how to code and how to create technology in safe, social environments.

2.4. The Regional Body will follow the correct naming procedure of “**CoderDojo Region Name Foundation**”. In the case of existing charities adopting CoderDojo as a programme, the programme will be clearly named “**CoderDojo Region Name**”.

2.5. The Regional Body shall complete an annual survey in respect of their operations and shall encourage all Dojos in the Territory to complete the annual survey in respect of their operations and shall promptly provide this information to the Licensor on an annual basis.

2.6. The Regional Body shall encourage all Dojos in the Territory to use the CoderDojo Community Platform on launch (September 2015). This will enable all Dojos to stay connected with and participate in the global community.

2.7. The Regional Body shall ensure that there is a representative who regularly attends and participates in the quarterly CoderDojo Community Committee calls.

2.8. The Regional Body will ensure that there is a representative who have a short check (monthly / bi-monthly) in call with their designated point of contact from the Global CoderDojo Foundation.

2.9. The Regional Body will escalate any partnerships that transform into a global relationship to the Licensor.

2.10. The Regional Body shall promptly escalate any issues of concern raised by any third party regarding the Business in the Territory to the Licensor.

### **3. Regional Body BEST PRACTICE COMMITMENTS**

3.1. The Regional Body shall produce annual audited accounts and make them publicly available on their website. It is noted that in the case of existing charities adopting CoderDojo as a programme, the charity is expected to follow jurisdictional reporting requirements.

3.2. The Regional Body shall use all reasonable endeavours to ensure that all Dojos within their Territory comply with the CoderDojo Charter.

3.3. The Regional Body shall advocate and encourage that all Dojos adhere to the CoderDojo Recommended Practice Principles/ CoderDojo Tao.

3.4 The Regional Body will ensure that Dojos they operate are registered on Zen the Global Community Platform. It is noted that in some jurisdictions a single regional community member may be registered as the Champion of all Dojos in a region.



3.5. The Regional Body shall use reasonable endeavours to ensure that the majority of Dojos within the Territory are supportive of the Regional Body and its practice.

3.6. The Regional Body will manage any core regional partnerships on behalf of regional Dojos, ensuring that partnerships are entered into for benefit of CoderDojo and regional Dojos.

3.7. The Regional Body shall ensure that details of any paid employees are made publicly available on their website i.e number of employees and the roles that they play in the regional body.

3.8. The Regional Body will encourage all Dojos to connect back into and contribute to the Global CoderDojo Community through participation on forums, use of badges and sharing of lessons and content.

3.9. The Regional Body will at all times, specifically during negotiations with partners or sponsors, be clear that they are representing a specific region or group of Dojos and not the Global movement.

#### **4. LICENSOR OBLIGATIONS**

4.1. The Licensor will support the Regional Body during the initial establishment phase, including the facilitation of gaining support from the existing community in the Territory.

4.2. The Licensor will allow the Regional body to use the CoderDojo resources including, branding, logo and associated websites to promote its activity for non-commercial use.

4.3. The Licensor will assign a single point of contact to the Regional Body to ensure there are clear lines of communication.

4.4. The Licensor will facilitate a monthly or bi-monthly check in phone call to stay connected with the Regional Body.

4.5. The Licensor will ensure that a place is reserved for a member of the Regional Body on the Community Committee or any future advisory body.

4.6. The Licensor will include reference to the Regional Body on a set webpage on the [www.coderdojo.com](http://www.coderdojo.com) website.

4.7. The Licensor will share any jurisdictional challenges or opportunities with the Regional body.

4.8. The Licensor will advocate for the Regional Body. This can include connecting supporters of the global organisation with corresponding bodies in the regions.

#### **5. Liability and Indemnity**

5.1. To the fullest extent permitted by law, the Licensor shall not be liable to the Regional Body for any costs, expenses, loss or damage (whether direct, indirect or consequential, and whether economic or other) arising from the Regional Body's exercise of the rights granted to it under this agreement.

5.2. The Regional Body shall indemnify the Licensor against all liabilities, costs, expenses, damages or losses (including any direct or indirect consequential losses, loss of profit, loss of reputation and all interest, penalties and legal and other professional costs and expenses) suffered or incurred by the Licensor arising out of or in connection with the Regional Body's exercise of its rights granted under this agreement or any breach by the Regional Body of the terms of this agreement.

5.3. Nothing in this agreement shall have the effect of excluding or limiting any liability for death or personal injury caused by negligence or for fraud.

## **6. Assignment**

The Licensor may at any time and without the consent of the Regional Body assign, transfer, or deal in any other manner with any or all of its rights or obligations under this Agreement. The Regional Body may not assign, transfer, or deal in any other manner with any of its rights or obligations under this Agreement.

## **7. Duration and Termination**

This Agreement shall come into force on the date that it is signed by the Licensor and shall remain in force until terminated for breach or terminated by the Licensor. Either party shall have the right to terminate this agreement by giving the other party not less than one (1) month's written notice of termination.

## **8. No partnership or agency**

Nothing in this Agreement is intended to, or shall be deemed to, establish any partnership, agency, or joint venture between the parties, constitute either party the agent of another party, nor authorise either party to make or enter into any commitments for or on behalf of the other party.

## **9. Notices**

Any notice required to be given under this Agreement shall be in writing and shall be delivered personally, or sent by prepaid post or recorded delivery or by commercial courier, to each party required to receive the notice at its address as set out below:

Licensor: **[Insert relevant contact], [Insert Address];**

Regional Body: **[Insert relevant contact], [Insert Address];**

or as otherwise specified by the relevant party by notice in writing to each other party.

## **10. Governing law and jurisdiction**

This agreement and any dispute or claim arising out of or in connection with it or its subject matter or formation (including non-contractual disputes or claims) shall be governed by and construed in accordance with the law of Ireland. The parties irrevocably agree that the courts of Ireland shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Agreement.

Signed by  
for and on behalf of **HELLO WORLD  
FOUNDATION (operating as CoderDojo  
Foundation)**

.....  
Director

Signed by  
for and on behalf of **[NAME OF REGIONAL  
BODY]**

.....  
Director

**Notes: This document was prepared with thanks to ongoing dialogue and feedback from existing or establishing regional bodies around the world including; The Netherlands, Spain, Western Australia, Turkey, (update as it is reviewed...).**