

**BRITISH AIKIDO BOARD**  
**MINUTES OF THE EXECUTIVE COMMITTEE MEETING**  
**Held on 27 March 2010 at the Hilton Newbury North Hotel, Newbury**

<b>PRESENT</b>	V. Sumpter	Chairman
	K. Holland	Vice-Chairman
	P. Cooke	Finance Officer
	Mrs S Timms	Secretary
	T. Bayliss	Membership & Clubmark Officer
	G. Cooke	Coaching Admin Officer
	S. Billett	General Member & Webmaster
	P. Bengé	General Member
	G. Jones	Head of United Kingdom Aikikai
	A. Yates	Head of British Aikido Yoshinkan
<b>APOLOGIES FOR ABSENCE</b>	F. Burlingham	Coaching Development Officer

The Chairman opened the meeting with the sad news that Mrs Pat Narey of the UKA had passed away on 17 March after a short illness. Pat was a highly respected aikidoka both in the UK and internationally and will be greatly missed by all who knew her.

The Secretary has also been advised that Mr John Cornish is to retire after 46 years of dedicated teaching at the Budokwai in London. He has had a very distinguished aikido career and holds the distinction of being awarded his shodan by O'Sensei (Morihei Ueshiba). On behalf of the Board we wish him many happy years of retirement.

## 1. MINUTES OF PREVIOUS EXECUTIVE MEETING

The Chairman reviewed the Minutes of the meeting of 12 December 2009. Matters arising were as follows:

**Item 9 - Aikido in Schools.** Following discussion, it was agreed that, instead of P Bengé producing a hardcopy handbook format of his "Presentation" the Presentation itself should be posted onto the BAB website. (*Chairman's note: but see publication caveat at Item 7 below*)

**ACTION: Webmaster**

**Item 11 - Website Advertising.** The Secretary confirmed that she had received a cheque for £250.00 from Nine Circles, renewing their advertising space on the website.

## 2. DRAFT REVISED CONSTITUTION

The Chairman indicated that he had received several suggestions for small changes to the Constitution. These were reviewed by the Committee; the revised draft Constitution, highlighting any changes, will be notified to Members through a website e-mail link on the agenda for the AGM to be held in May. The specific changes agreed by the EC are as follows (*Chairman's note: includes some later amendments agreed with the newly appointed Legal Officer*):

- **Clause 2.1:** Delete "the *bone fide*".
- **Clause 2.9:** Delete "regard to race, gender or creed" and add "discrimination (see Clause 16.2 for elaboration)".
- **Clause 4.5:** line 1, Delete "wilfully".
- **Appendix 2, clause 4.1:** Line 2, delete: "As Trustees, these officers have an independent vote at General Meetings; they are:" and substitute: "They shall have independent voting rights at Executive Meetings; they are:"
- **Appendix 2, clause 4.3:** Add "Equality Officer" and "Volunteer Officer"
- **Appendix 2, clause 14:** Amended to read: "The Executive Committee shall not be liable for any action taken on behalf of the Board which is in accordance with the Constitution."
- **Appendix 4, clause 2:** Amend "28 days" to read "14 days"
- **Appendix 4, clause 3:** Amend the following Bullet points:

Bullet point 2: Amend "To receive" to read "To approve".

Bullet point 4: After "coming year" add: "and, where necessary, deal with any matters arising there from".

- **Appendix 4, clause 13:** Line 2, delete "and Trustees".
- **Appendix 4, clause 17:** Delete this clause and substitute: "The Chairman shall have a casting vote in the case of a tie.
- **Appendix 5, clause 2:** Line 4, after "Board Chairman" add "(or such other Officer acting as Chairman)".

With regard to **Appendix 3, Clause 13**, in accepting the need to protect the accountability of Trustees, the Chairman expressed his concern that giving each of them an independent vote at GMs might unduly effect decisions taken by the Board. The Vice-Chairman reminded the EC that Trustees had specific responsibilities in law and thus their independent vote could be a requirement in meeting this responsibility. It was agreed that the Vice-Chairman should refer this matter to the Legal Officer (*when appointed*) for a ruling.

**ACTION: Vice-Chairman (for Legal Officer)**

### 3. FINANCE

The Finance Officer reviewed the Draft Finance Report to be presented at AGM in May. He recommended, and the EC members agreed, that EC honorariums for FY 2009/10 should be kept to the same level as paid for FY 2008/9. This will be reflected in the Finance Report to be put to AGM.

The finance Officer reported that budget provision would need to be included to provide for the work being undertaken by the newly appointed Advisory Officers, and in particular a budget for Publicity.

On advice from the Accountants, the Finance Officer reminded Officers that travel expenses of anything over £0.40p per mile are taxable and thus should be declared to the IR service.

**ACTION: All EC Members**

### 4. PROPORTIONAL MEMBERSHIP VOTING

The Committee considered the detailed report prepared by the Vice-Chairman. A full discussion followed on the value and implications of moving towards a system of giving larger organisations additional voting powers. However, whilst it was clear that there was no support for any proposal that would disenfranchise any Full Members (that is, those with 100 members or more) it was recognised that some of the larger groups considered that because of the number of individual members they represented – and the corresponding financial contribution made by them – they should have a proportionately larger say in Board decisions.

A number of alternative options were considered, as set out in the report, together with a suggestion that Associations of up to 500 members = 1 vote; up to 1000 = 2 votes; and above 1000 = 3 votes. However, the Committee considered that before finalising a view on the various options the Board needed to answer the fundamental question: "***Did Full Members consider that larger Associations should receive more than one vote?***"

It was agreed that the question be put to the Board at the next GM as the matter would not be resolved – no could it be debated further – without this fundamental question being answered.

**ACTION: Chairman/Secretary (for GM Agenda)**

### 5. CHILD SAFEGUARDING & PROTECTION

The Chairman reported that he had submitted his Final/Summary Report to CCPR covering the overall impact that the grant aid had had on the BAB in meeting the objectives for which the grant aid was approved. Additionally, he reported that the Lead CPO had notified CCPR of the remaining Child Protection expenses to be claimed from the 2008 Grant Aid allocation; the Secretary will invoice CCPR for reimbursement.

**ACTION: Secretary**

The Chairman reviewed his report on his attendance at a Home Office Vetting and Barring Scheme Roadshow covering the ISA registration scheme which comes into force in November this year. The report is attached to these Minutes.

**ACTION/INFORMATION: All Board Members**

## 6. NATIONAL COURSE 2010

The Vice Chairman reported on progress on the organisation of the Course which was to be held at Brunel University on 9<sup>th</sup> October. It was noted that the list of Instructors included Instructors from 3 Associations who had not previously put forward nominations:

Garry Masters, 6th Dan	Ken Shin Kai
John Jenkin, 6th Dan	Shinwakai Aikido UK
Ken Robson, 7th Dan	Shudokan Institute of Aikido
George Forbes, 6th Dan	Shobu UK
Bob Spence, 6th Dan	Lancashire Aikikai

## 7. WEBSITE

The Webmaster reported that new pages are being added to the website to display Club Welfare Officer details in club level listings. The next step was to add Association CPO information; the webmaster was to liaise with the Lead CPO on this matter.

The Webmaster wished to record thanks to Bob Salloway of Kai Shin Kai for his recent assistance in updating information and other content on the website, and to Phil Stollery of KSMBDA for his time and effort in developing the new Club Search menu function.

It was agreed that whilst general information on promoting the teaching of aikido within the schools curriculum should be promoted on the website, the details of how to achieve this, as prepared by Philip Benge, should only be available to BAB Members. The Webmaster was asked to consider how this might best be achieved.

**ACTION: Webmaster**

It was noted that the system to deliver BAB registration certificates of Association Dan Grades was about to be implemented as a pilot project.

## 8. COACHING

**Coach Tutors.** G. Cooke circulated a paper outlining the spread of Coach Tutors in the country. He then went on to outline the current coaching aims and targets:

- Ensure the highest levels of coaching are taught and maintained.
- Provide a clear pathway for Association tutors (CL4) to be accorded BAB Coach Tutor status (CL5). The CL4/5 certificate will last initially for 3 years and be reviewed prior to renewal. If a CL4/5 Tutor has not delivered a CL1 course within the 3-year period a 1-year certificate will be issued and if, during that 1 year, the Tutor has still not delivered a CL1 course their CL4/5 certification will be removed. Applications for CL4 Tutors to be promoted to CL5 are to be approved by their Head of Association and submitted to the CDO through the CAO.
- Ensure Tutors are assisted at all times to improve their teaching skills.
- Provide and monitor the tutors using CPD (Continuous Professional Development).
- Provide at least one BAB Tutor (CL5) in every zone.

The Chairman welcomed the initiative for CL4 Tutors to move to CL5 but sought an assurance that this would not entail any additional qualification requirements, other than the demonstration of experience in delivering Association CL1 courses, coupled with positive feedback to the CAO. The CAO replied that the CDO expects CL4 tutors to take all the CL2/CL3 scUK courses and when possible attend the annual Tutor day; presently some Tutors don't put anything into the coaching programme. Strong discussion then followed where it became apparent that both the Chairman and Vice-Chairman disagreed with the proposed policy which would require an Association Tutor to take

additional scUK units as a pre-requisite to be a BAB Tutor; experience and proven ability to deliver the training should be the primary requirement. Whilst the merits of a CL4 Tutor studying for additional scUK units was understood and should be encouraged as part of CPD, the Chairman and Vice-Chairman were not convinced that the argument for the new pathway had been adequately made. It is important that the value and integrity of present Association Tutors – who, currently, are able to deliver CL1 to a percentage of members outside their own Association – is not undermined. The CDO is therefore requested to make a more cogent case for requiring additional training to be a BAB Coach Tutor over that required to be an Association Tutor.

**ACTION: CDO**

The Chairman then asked about the spread of CL4/5 tutors across the country and whether there was a need to ensure that all areas were covered; presently there are no Tutors in Wales, Scotland and only 1 in the far north and northeast of England. The CAO indicated that the reason for the shortfall was that he had had no applications for CL4 Tutors in these areas.

The Chairman then asked about how members applied to be CL4 Tutors and whether there were many applicants. The CAO said that there weren't many applicants and they will usually ring or e-mail him. Following further discussion centred around the influx of new Associations who might wish to have their own CL4 Tutors, it was agreed that applicants for CL4 Tutor training should be able to register their interest and intention on line in the same way that applicants for CL1 training presently register. The Webmaster and CAO to liaise on implementing this measure.

**ACTION: CAO & Webmaster**

**Coaching Handbook.** This will be finalised after the CP Steering Group meeting on the 14 April, as further discussion is required with reference to pain compliance techniques used on Under 18's.

**ACTION: CAO/CP SG**

**CL3.** The final CL3 unit "*Event Planning and Delivery*" will be available on 12 June in the London area. This course is only available to CL4 Tutors and holders of a BAB CL2 certificate.

**Coach Tutor Day.** The next Coach Tutor day will be 16 October 2010.

**ACTION: All Members (for CL4/5 Tutors)**

## **9. INSURANCE**

The Chairman advised that David Fieldhouse of Perkins Slade had accepted an invitation to attend the General Meeting on 15 May to answer any questions/queries regarding Insurance.

The Chairman advised that revised PI and PA Civil Liability Summary Sheets covering members' insurance from 1 March 2010 were now available on the website.

## **10. CLUBMARK**

The Clubmark Officer stated that 5 clubs have now been awarded "Clubmark" status and 4 more are applying.

## **11. MEMBERSHIP**

The Membership Officer stated that Seend Aiki Assoc has now completed their application to become members of the BAB. The Secretary as asked to write and confirm their probationary period and forward all the insurance information, etc, that the Registrar will need.

**ACTION: Secretary**

With regard to Membership applications, it was iterated that whilst Instructors need a BAB Coach Level 1 award to validate their PI insurance, new Member Instructors have their probationary period of one year to qualify and during this time can still be issued with PI cover.

## 12 VOLUNTEER POSTS

The Committee considered the report, together with supporting CV's, presented by the Vice-Chairman and were delighted to note the calibre of all applicants and the high level of response. This had been due to the decision to send out the invitation for nominations to all clubs on the website data base, rather than following the previous practice of addressing all communications just to the Associations.

Having considered the breadth of tasks to be undertaken by the Media Officer, an offer from an applicant to support this role was welcomed. The following appointments were approved:

Media Officer – Mick Mercer  
Deputy Media Officer – Richard Watts  
Legal Officer – Leslie Cuthbert  
Equality Officer – Derek Kay  
Volunteer Officer – Laura Cunningham

The Vice-Chairman agreed to write to each officer, explaining their roles and inviting them to attend the GM in May.

**ACTION: Vice-Chairman**

## 13. OFFICERS FOR ELECTION/RE-ELECTION AT AGM

K. Holland has indicated that he is willing to stand again for post of Vice-Chairman.

Gordon Jones and Tony Yates, both Heads of Association members, have now completed their year with the Executive. Garry Masters, Principal of Ken Shin Kai; and Marill Poole, Principal of Shinwakai have indicated that they would be willing to join the Executive for a year; their names will be put to AGM in May. Any further nominations should be sent to the Secretary for inclusion in the Agenda for the AGM.

**ACTION: All Members**

## 14. AIKIDO DEVELOPMENT PLAN

The committee considered the report by the Vice-Chairman, and were pleased to note the high level of initiatives that had been progressed during the first year. It was agreed that the report should be forwarded to the Board for discussion at GM.

**ACTION: Secretary**

## 15. ANY OTHER BUSINESS

P. Benge advised that one of the Schools where he teaches after-school aikido, has become an academy and they have asked him to continue his after-school curriculum.

The Chairman stated that he would like to receive the Executive Members' annual reports for the AGM, by mid-April.

**ACTION: Executive Committee Officers**

## 16. DATE OF NEXT MEETINGS

AGM/General Meeting: 15 May 2010  
Executive Committee: to be notified

### Enclosure:

1. Home Office Vetting & Barring Roadshow – Chairman's Report

## **HOME OFFICE VETTING AND BARRING SCHEME (VBS) 2010 ROADSHOW**

### **Report by the Chairman on attending a Roadshow Briefing in Bristol on 3 March 2010**

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The roadshow was attended by over 500 people. The speakers (and the programme) were interesting and the event proved to be very useful in bringing me up to date on the timetable for implementation of the VBS and perhaps, too, debunking some of the sensationalism of ISA which has been part of media coverage in the recent past. The question and answer session of the roadshow was strictly controlled to half a dozen questions for each of 4 briefing sessions. What follows is a potted version of the salient points that came out of the roadshow.

#### **Purpose and How it Works**

The Vetting and Barring Scheme will help stop people who are a risk to children and vulnerable adults from working with them. You'll need to register with the scheme (also called ISA-registration) within the next five years if you work or volunteer frequently with children or vulnerable adults. The Vetting and Barring Scheme covers England, Wales and Northern Ireland. There is a similar but separate system in Scotland.

You'll need to register with the scheme through the Criminal Records Bureau (CRB). If this check shows up relevant information on you, the Independent Safeguarding Authority (ISA) will decide whether you're a risk to vulnerable groups. Once you've registered with the scheme your records will be continuously kept up-to-date. Any new and relevant information about you will be looked at by the Independent Safeguarding Authority (ISA). This helps keep children and vulnerable adults safe from harm as up-to-date information is used to make decisions about someone's risk.

**You'll need to register with ISA** if you have frequent, intensive or overnight contact with children or vulnerable adults. This could be for paid or voluntary work. Frequent contact normally means once a week or more. **"Regulated Activity"** is the statutory term used to describe working or volunteering with children or vulnerable adults. **"Specified Activities"** are considered to be teaching (coaching), assisting in a coaching role, or having care or supervision of children or vulnerable adults.

**You won't need to register with ISA** if your contact with children or vulnerable adults is: personal or family; a private arrangement; or if the contact is intermittent or merely incidental to activity with adults. To be "incidental" the presence of a child or children at an activity must be either unforeseen or be dependent on the presence of the adult for whom the relevant activity is actually being provided.

- With regard to the terms "frequent" and "regulated activity", where a worker or volunteer works in a number of specific settings (such as schools – for which also include "clubs") but works infrequently in each, even if the totality of such work is frequent or intensive, there is not requirement for registration; and therefore.....(see next bullet point)
- In the "intermittent" context the roadshow briefing made it clear to me that an Instructor/coach who had no lawful need to be ISA registered – because he/she did not normally teach children – could lawfully visit or be invited to teach as a visitor at a seminar where children would be present because he/she was not *per se* teaching in this instance in a "regulated activity".
- Additionally, whilst the VBS requires School Governors to be ISA registered, it was unclear whether this caveat applied to BAB Trustees/Officers or Association Principals. I will be asking Sue Ward, BAB Lead CPO, to check with the VBS/ISA on this point.

**Action: BAB Lead CPO**

#### **Important Information regarding 16 & 17-year olds in mixed-age sport and leisure**

Here is some good news for – I am sure – a number of Clubs and Associations. Teaching, training and instruction, or care and supervision of 16 and 17-year olds in mixed-aged (e.g with adults) sport or leisure in a setting not specifically geared to that age group alone (that is, it is not

specifically a children's class) is exempt from ISA registration. This exemption applies **unless** the group becomes wholly or mainly composed of 16 and 17-year olds.

### **Does an ISA check replace a CRB check?**

No. An ISA check will reveal if the person is registered and able to work with children or vulnerable adults. A CRB check will reveal if the person has a criminal record or if there is any relevant non-conviction information. A person could be registered with ISA but still have a criminal record that, if known to the employer, would make the person unsuitable to do a particular job. That's where the decision-making of our BAB CP CMG comes in. ISA is a one-off registration process. CRBs are not yet "portable" from employer to employer.

### **Checking an individual's ISA registration**

This information – which is "no fee" and available *on-line* – is limited to a [prospective] employer (e.g. the BAB) and will be done – I believe – through our CRB/ISA check provider; that is BAB Lead CPO through TMG. There will be tough penalties for employers (e.g. the BAB, its Associations and Clubs) who fail in their responsibility to carry out the necessary checks or recruit people who are not ISA-registered [or who are barred].

### **Time-Table for Implementation of ISA-Registration**

- **26 July 2010** – Registration begins.
- **1 November 2010** – New starters or those changing jobs must register before starting work and their registration must be checked.
- **1 April 2011** – Existing employees should begin to register (that is, present BAB CRB-checked members continuing to work with, assist or volunteer help with children – on the frequently, intensive or overnight principle).
- **26 July 2015** – All engaged in a regulated activity must be registered after this date – or face criminal charges.

### **CRB Changes – New Application Form**

There will be a brand new on-line application form guide which includes applicant's section, registered body section, and evidence checker's section – see: [www.crbguide.co.uk](http://www.crbguide.co.uk)  
An e-learning tool for the new form, for both administrators and applicants, is available from [www.crb.homeoffice.gov.uk](http://www.crb.homeoffice.gov.uk)

- **26 April 2010** – Initial stock of forms (3 months supply) to Registered bodies (unsure whether this means the BAB or TMG as our registered provider – BAB Lead CPO to check please).
- Action: BAB Lead CPO**
- **28 June 2010** – CRB can accept applications on the new form but they will not be processed **until after 26 July 2010**.
  - **12 July 2010** – CRB stops taking orders for the current application form.
  - **26 July 2010** – All applications must be on new form.

### **Finally,**

**If you think someone shouldn't be working with children or vulnerable people** you should tell either the police, social services or, if it relates to aikido, you can raise your concerns (through your CWO or ACPO) with the BAB Lead CPO. They'll pass the information on to the ISA if they need to.

### **Vetting and Barring Scheme contact information:**

If you are interested in further information or more in-depth information go to:

- tel: 0300 123 1111
- [info@vbs-info.org](mailto:info@vbs-info.org)
- [www.direct.gov.uk/en/campaigns/Vetting/index.htm](http://www.direct.gov.uk/en/campaigns/Vetting/index.htm)
- [www.businesslink.gov.uk](http://www.businesslink.gov.uk)

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Vincent Sumpter

Chairman BAB, 4 March 2010