

BRITISH AIKIDO BOARD

MINUTES OF THE EXECUTIVE COMMITTEE MEETING held on 12 December 2009 at the Hilton Newbury North Hotel, Newbury

PRESENT	V. Sumpter	Chairman
	K Holland	Vice-Chairman
	P. Cooke	Finance Officer
	Mrs S Timms	Secretary
	T. Bayliss	Membership & Clubmark Officer
	F. Burlingham	Coaching Development Officer
	G. Cooke	Coaching Admin Officer
	S. Billett	General Member/Webmaster
	P Bengé	General Member
	G. Jones	Head of United Kingdom Aikikai

APOLOGIES FOR ABSENCE	T. Yates	Head of British Aikido Yoshinkan
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The Chairman welcomed Gordon Jones to the Executive meeting as Head of Association Member (Principal United Kingdom Aikikai)

1. **MINUTES OF THE PREVIOUS EXECUTIVE MEETING - 11 JULY 2009**

The Chairman reviewed the Minutes of the meeting of 11 July 2009. Matters arising were as follows:-

Item 1. – Insurance. The Secretary confirmed that Public Liability Insurance cover has been increased to £10m.

Item 2. – CCPR Impact & Improvement Funding. Subsequent to the funding decision, as minuted, the Chairman advised this meeting that he had given the Lead CPO permission to approach CCPR to get the remaining grant (£2500) reinstated. CCPR had agreed to this and the Lead CPO is now responsible for completing the Board's monthly update reports to CCPR covering outstanding Child Protection issues covered by the grant.

Item 3. – Post of Equality officer. There have been no volunteers for the vacant post of Equality Officer.

Item 5. – Membership Matters. The Membership Officer reported that confirmation had been received from all Associations that their style of aikido refers to the Japanese Martial Art founded by or derived from Morihei Ueshiba (O-Sensei)".

The Chairman then signed the Minutes as a true record of the previous meeting.

2. **DRAFT REVISED CONSTITUTION**

The Chairman reported that the revised draft was now almost complete with just one area – Membership classes – still to be re-drafted. It is hoped to be able to present the revised draft to the Board at AGM 2010.

ACTION: Chairman & Vice-Chairman

3. CHILD SAFEGUARDING & PROTECTION

The Chairman reviewed the Lead CPO's November report to CCPR. The Lead CPO was to have held a BAB CPO Conference at the end of March 2010 but due to only 4 Association CPOs affirming attendance this has now been cancelled.

Child Safeguarding Policy. The Committee approved the revised Child Safeguarding policy. The BAB Lead CPO has arranged for 60 copies to be printed for distribution to Association CPOs and Executive Committee Members; it will include a CWO Support Pack with accompanying CPSU DVD (and an order form for further copies for Association Clubs), and a CRB contract document which CPOs are required to complete and return to the BAB Lead CPO. A copy of the Child Safeguarding Policy has been e-mailed to the webmaster for uploading on to the BAB website.

ACTION: BAB Lead CPO & Webmaster (as appropriate)

Vulnerable Adults. The Vice Chairman brought to the notice of the meeting that the policy principles of Child Safeguarding apply equally to the treatment and protection of "vulnerable adults".

Independent Safeguarding Authority (ISA). There has been much bad press in recent months regarding ISA regulations and the Chairman apprised the meeting of a review of the present ISA regulations being undertaken by Sir Roger Singleton which may result in easing of some restrictions on the voluntary employment of adults working with children and vulnerable adults. The issues being covered include:

- Clarity about the transport of children
- Requirements for 16/17 year olds and the extent of peer exemption
- Liability for failure to meet referral and registration requirements
- The need for good guidance to be available as soon as possible.

4. CLUBMARK

The Clubmark Officer reported that he had attended a Clubmark Conference on 24 September 2009, and has now been given authority to grant Clubmark accreditation to BAB Aikido Clubs to the year 2012. In this regard, he reported that 3 clubs have been accredited with Clubmark, namely: Trafford Aikido Club; Barnstaple Aikido Club; and the Rising Sun Aikido Club in Weston-s-Mare. Additionally, there are several clubs expressing interest in Clubmark Officer which T. Bayliss is following up.

5. MEMBERSHIP

Code of Conduct. It was recognised that there was no legal caveat preventing clubs opening in direct competition with existing clubs. However, the Committee re-iterated the principle in the Constitution's Code of Conduct which states that:

"Members opening new clubs shall act with sensitivity and respect when other Aikido clubs exist in the immediate vicinity"

Validity of BAB Coaching Certificates. It was agreed that whilst a coaching certificate was personal to the individual as a sign of their achievement its use or promotion, in any form, was only valid whilst the holder was registered with the BAB. To protect the integrity of the BAB CL1, 2 & 3 Certificates an amendment to the footnote on these Certificates would be made to the effect that the qualification was only valid if the certificate was accompanied by current proof of professional indemnity (PI) insurance issued by the BAB.

ACTION: CAO (completed)

False Promotion of BAB Membership. It was agreed that any organisations/clubs **not** in membership of the BAB who are found to be falsely or erroneously promoting themselves (e.g. on their websites) as Members shall be advised, by letter, that according to BAB records they do not have BAB recognition and that failure to remove such reference will result in their organisation/club details being highlighted on the BAB website as having no such connection.

Umbrella Groups. With regard to Umbrella organisations operating at a number of levels within Associations, it was noted that similar concerns had also recently been communicated to the Chairman by the Principal of Takemusu Iwama Aikido GB. It was agreed that the key issue was to ensure that all the standards of membership set by the BAB were fully adhered to by every club and that this was the responsibility of the Member Associations to police this requirement within their Bailiwick.

New Membership Applications. The Membership Officer advised the Committee that he had received 3 applications for Licentiate Membership; they are:

SEEND AIKIDO SHURENKAI
AIKIDO ALIVE LONDON
TAKAGASHIRAKAI

Subject to meeting the Board's membership criteria, the Membership Officer was authorised to write to Full Members, seeking their confirmation of approval to offer the applicants probationary Licentiate membership.

ACTION: Membership Officer

Isshinkai. The Secretary circulated to the meeting PA Reg.Cert information covering the period Jan-Nov 2009 highlighting that, according to this record, Isshinkai Aikido Association had failed to issue any student PA insurances over the past year; giving them a zero (insured) student base. A number of letters have been sent to the Principal Isshinkai and other officers of the Association regarding the lack of registrations but these have been ignored. The EC agreed that the Chairman should write to the Principal Isshinkai formally notifying him that his Association's Membership of the BAB would cease at the end of the current insurance year, that is, 28 February 2010.

ACTION: Chairman

The Membership Officer agreed to write to those other Members whose individual membership numbers had fallen below 100 or 50 in the current year to inform them of their revised Membership status for 2010 (e.g. regarding as Associate or Licentiate, as appropriate and/or applicable).

ACTION: Membership Officer

6. FINANCE

The Finance Officer reviewed the BAB's accounts to date. He reported that there was a good balance in the deposit account and recommended that this should be utilised for 2010, by continuing to invest in the website and child protection; a contingency budget of £5000 was agreed for each subject.

Membership Fees – 2010. With regard to the revised membership fee structure that would come into force on 1 March 2010, the Finance Officer indicated that to generate the present level of annual income the individual membership fee – that is for each student in Association membership – would need to be £2.60p per person; this fee to be paid at the time of the student's annual or initial PA membership was due. To this fee should be added the PA fee of £1.40 making a total registration fee of £4.00 per student. The Committee agreed this combined fee which would not increase for 2010 should the PA fee be marginally increased by Perkins Slade.

ACTION: All Association Registrars

The Chairman apprised the meeting of a letter he had received from the BAA registering their dissatisfaction and displeasure with what is considered to be an excessive increase in fees which will have to be paid by the BAA under the revised fee structure carried at the May 2009 GM and that at this time no decision had been reached by the BAA on paying these extra fees.

7. INSURANCE

Eire. An enquiry had been made by a Member asking whether PI and PA insurance was valid for Clubs in Eire, should they join the BAB. The Chairman advised that Perkins Slade had said it was possible but at a rate – for Eire – of 50% more than present UK premiums. The Vice-Chairman cautioned, and the Executive noted, that such insurance would not and could not imply that the students were members of the BAB, as this would require a change in the constitution to expand its area of responsibility.

CRB Checks and PI Cover. The Membership Officer requested clarification re CRB checks and PI insurance. The Chairman advised that it was BAB policy that any BAB/Association officer or instructor who required a BAB CRB check as part of their Association/Club role should not be issued with a PI certificate where no valid CRB check was in place.

ACTION: All Association Registrars

Training Mats – Insurance. Insurance for training mats was raised once again. The Chairman pointed out that this subject had been covered in previous EC Meetings. The Jan 2009 Minutes state that Perkins Slade had advised that they hoped to be launching an equipment insurance product early in 2009 (end Feb/early Mar) which will be advertised on their website to be accessed directly by interested Clubs. The Sep 2008 Minutes reflect that Perkins Slade had advised that mats stored in local authority premises should be covered under the LA buildings insurances; however, if this was not the case separate insurance should be taken out but this could be very expensive. The Vice Chairman referred to the opportunity for some clubs to negotiate with their Community/Sports Centre for their mats to be added to the Centre's main insurance; this could effect a substantial reduction in premiums. It was agreed that an item be added to the BAB Website.

ACTION: Vice-Chairman

8. COACHING

Coach Tutor Day. G. Cooke reported that feedback on the recent Coach Tutor' Day was very encouraging on all points raised. The Tutors' course in 2010 is proposed for late June/early July.

CL3. As some of the CL3 coaching units are no longer available from scUK, the CL3 unit requirements are being revised. The following units will now be required for CL3:

- Equity in your coaching
- How to coach disabled people in sport
- A guide to mentoring sports coaches
- Planning & Periodisation

The units covering Developing Coaches and The Responsible Coach will no longer be a CL3 requirement and will be replaced with a new BAB CL3 unit that will reflect the requirements of a National Coach; this course/unit will be run around June 2010

When the CL3 course has been finalised all the revisions to CL1, CL2 and CL3 will be published on the BAB website.

Coaching Handbook. The revised Coach Handbook is nearing completion; however, as its content covers more than "coaching" guidance, a new title needed to be agreed upon. The present consensus appears to favour "*BAB Coaching & Club Handbook*".

ACTION: CLO & CAO

9. AIKIDO IN SCHOOLS

P. Bengé produced a copy of his powerpoint presentation on aikido that he uses in Schools in his LEA area. The Executive Committee were impressed with the presentation and his involvement in introducing aikido into Schools and invited him to repeat the presentation at the next GM for the benefit of all Members. The Vice-Chairman asked if the presentation could be put into a handbook format.

ACTION: P Bengé

It was agreed that a bid for funding to promote the introduction of Aikido in schools would be favourably considered, when appropriate; such funding to be met from the Board's Financial Reserves.

CRB Checks. P. Bengé stated that he was involved with several LEAs, and advised that he had to have a CRB check with each of them.

10. NATIONAL COURSE

National Course 2009. The Committee were pleased to note the success of this year's event which had made a small profit, and which had been attended by representatives from 17 BAB Associations. The facilities at the venue were also considered to be excellent.

National Course 2010. Whilst being aware of the JAC's major 3-day Course to be run in Cardiff in June, it was considered that this should not detract from a National Course which should be held in September/October. It was noted, however, that the 2009 event had required a substantial amount of organisation to borrow/transport mats to the venue and from local clubs, and that it was becoming increasingly difficult to find suitable venues with adequate mats. Several possible venues were suggested, and these will be investigated. However, the likelihood was that these would not be large enough and it might therefore be necessary to hire mats from an outside supplier. This could be an expensive option but the Committee considered that continuity of the event was important. It was therefore agreed that the National Course Organisers be authorised to hire mats, as and if required.

11. WEBSITE MATTERS

Dan Grade Register. A template certificate was approved together with the on-line application facility developed by the Webmaster which would allow payment either by cheque or PayPal. It was noted that no certificate would be issued until the individual's specified grade had been verified by the appropriate BAB Association.

Website Advertising. The Secretary was requested to contact Nine Circles about renewing their advertising on the BAB website for 2010.

ACTION: Secretary

Website Presentation. At the recent Coach Tutor Day the Webmaster gave a presentation on the use of and navigation around the website. This was very well received and the Committee agreed that the Webmaster should make a similar presentation to the GM on 16 January 2010.

ACTION: Webmaster

12. AIKIDO DEVELOPMENT PLAN.

Nothing to report on this Agenda item at this time.

13. JAC UK Proposals

Gordon Jones stated that the larger Associations currently felt that they were not getting value for money from the BAB. Whilst there were good reasons for being in Membership (PI/PA insurance and NGB recognition being but two priorities), in general terms he felt that not enough was being done to promote Membership through advertising, financial aid and other incentives for Clubs and members, as detailed in the JAC UK paper circulated with the AGM/GM Minutes of May 2009. In specific terms the following topics were discussed:

Media Officer. The Committee shared the view that the Board would benefit from professional advice but previous attempts to attract a Media Officer had proved unsuccessful. The Committee noted that the UK Aikikai were currently using the professional services of one of their members, and at the suggestion of the Vice-Chairman, Gordon Jones agreed to approach her to see if she would be willing to undertake some work for the BAB. It was agreed that any reasonable costs could be met from the Board's Financial Reserves.

ACTION: Gordon Jones

Purchase of Mats. How can the influence and financial strength of the BAB be better used in promoting Aikido to the general public? This has more relevance now as many dojos are suffering falling numbers due to the recession. As an example, the UKA and Birankai hired jigsaw mats for their Summer Schools. The cost to purchase enough mats for a 100 person seminar would be around £10k. Would this not be a sound investment for the BAB to make as an ongoing benefit to its members? The Committee welcomed the ideas put forward by the JAC UK; however, in relation to investing in mats there are the wider implications of storage and the practicalities of hiring out to Associations and Clubs to be considered. Such a major expenditure would also require the approval of the Full Members, subject to the advice of the Finance Officer.

Proportional Voting. With regard to the JAC UK proposal for proportional voting at AGM/GM (that Associations should have 1 vote for every 100 members) and which has since been formally seconded by the BAA, the Chairman indicated that this was not a matter on which the Executive could express a view (other than that stated in the July 2009 Executive Meeting minutes). The JAC UK and BAA were advised that it should be formally proposed for consideration at a GM; with the further advice that prior canvassing of the Full Members may be necessary by the JAC UK to gauge the probability of success or otherwise of the proposal.

ACTION: JAC UK and BAA

Strengthening of GM Voting Procedures. There was unanimous agreement that voting cards should be introduced for all future AGM/GMs (presently 1 vote per Full Member) to ensure fair and accurate decisions on Members' proposals.

ACTION: Secretary

14. AOB

There were no AOB items.

15. Dates of Next Meetings

Executive Committee Meeting	to be notified
General Meeting	16 January 2010 - Solihull